

2019-2020

# COLLEGE CATALOG

# WELCOME TO



WHERE OUTSTANDING **CAREERS** GET STARTED



**Reynolds**  
COMMUNITY COLLEGE

## **College Catalog 2019-2020**

Reynolds Community College  
Post Office Box 85622  
Richmond, Virginia 23285-5622

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## MESSAGE FROM THE PRESIDENT



I am delighted to welcome you to Reynolds Community College! Think of this catalog as a roadmap. It provides you with valuable information about our programs, along with the steps, resources, and services available to help you reach your educational and career goals, on time. Reynolds offers an exciting, challenging, and supportive learning environment that will prepare you for careers of the future. We offer nearly 80 academic programs of study as well as customized and workforce training programs. Approximately 15,000 students each year call Reynolds home.

I encourage you to take advantage of all of the great opportunities the college has to offer you. Reynolds is a special place – the diversity of cultures, ethnicities, and traditions in our students, faculty, and staff make our learning environment an incredibly rich one. Get involved in co-curricular activities – it will make your experience here much more enjoyable and memorable. Whether you are pursuing an associates degree, taking courses to transfer to a four-year institution, or upgrading your job skills, the dedicated faculty and staff at Reynolds are committed to helping you achieve success.

I wish you a rewarding time at Reynolds, so that when you look back you can say this is where you got your start – and it was a great one!

Thank you so much for joining our college community.

Sincerely,

A handwritten signature in black ink that reads "Paula P. Pando".

Paula P. Pando, Ed.D.  
College President

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Responding to the recommendation of a legislative study committee that “every citizen of the Commonwealth be given an opportunity to attend an institution of higher learning offering academic, occupational/technical, and community service programs at a nominal cost,” in 1966 the General Assembly of Virginia established a state-wide system of community colleges. A newly established State Board for Community Colleges prepared a master plan for a system of 23 institutions.



The Lieutenant Governor, J. Sargeant Reynolds, heralded the creation of the community college system by the General Assembly as “one of its finest acts and finest hours in this century.”

Reynolds Community College, the last of these colleges, is named in honor of the late Lieutenant Governor of the State, who championed legislation creating the state-supported community colleges. Opened in 1972 in temporary headquarters, Reynolds is now a three-campus (Parham Road, Downtown, Goochland) institution and the third largest in the Virginia Community College System, serving the City of Richmond and the counties of Goochland, Hanover, Henrico, Powhatan, and Louisa.

From its inception, Reynolds has recognized its strategic role in the metropolitan Richmond area’s economic development. In 1977, Reynolds established its nationally recognized Center for Office Development, a statewide pilot project with the Virginia Community College System and State of Virginia, to provide training in office and supervisory skills for employees of the Commonwealth. Within several years the Center opened this training opportunity to all individuals and businesses.

By Spring 1989, Reynolds offered short-term training and seminars at three strategic locations in the metropolitan Richmond area.

Demand for these services from the business community continued to escalate. As a result, Reynolds reorganized its outreach efforts in 1994 by creating the Institute for Economic Development & Extended Studies. In response to the evolving needs of the business community, the unit reorganized in the fall of 2000, changing its name to the Institute for Workforce Development. The Institute was comprised of six Centers including the Center for Corporate Training, the Center for Organizational Effectiveness, the Center for Lifelong Learning, the Center for Apprenticeship Programs, the Center for Entrepreneurial Development, and the Center for Professional Development and Renewal.

Reynolds and John Tyler Community College collaborated in 2003 to create a new workforce development entity that provides

business, industry, and government in the region with a single source for workforce development. The new organization is named the Community College Workforce Alliance (CCWA). The alliance is a cooperative partnership dedicated to supporting economic development and providing world-class workforce training and services to both the public and private sectors. The vision behind the new organization is to maximize the talents and resources of both institutions’ current workforce development centers in an effort to provide Richmond, Tri-cities, and surrounding counties with a world-class regional workforce development organization.

Reynolds currently offers two-year college transfer and occupational-technical degrees, one-year occupational-technical certificates, and career studies certificates requiring less than one year of full-time study. Having enrolled 351,939 persons in credit courses since its opening, Reynolds continues to strive to meet the aspirations of its namesake to provide “a practical and economic answer to the future educational needs of thousands of Virginians.”

## Mission

J. Sargeant Reynolds Community College (Reynolds) provides an accessible, quality education that develops students for success in the workplace, prepares students for successful transfer to colleges and universities, builds a skilled workforce that contributes to regional economic development, and promotes personal enrichment and lifelong learning.

## Vision

Reynolds will be the preeminent pathway to the workforce and degree attainment for the greater Richmond region.

## We Value

### Our Students

We promote high academic standards and innovative programs that enable our students to go further and faster in pursuit of their goals.

### Our People

We promote a culture of collaboration, hire talented individuals, and invest in their professional and personal growth.

### Our Community

We enrich our community through education, leadership, partnerships, and volunteerism.

### Our Environment

We create and foster safe, healthy, and inclusive places for learning, teaching, and working.

## Accreditation Statement

J. Sargeant Reynolds Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees and certificates. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or



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call (404) 679-4500 for questions about the accreditation of J. Sargeant Reynolds Community College.

## Nondiscrimination Policy and Contact Information

### Notice of Nondiscrimination

As a recipient of federal funds, J. Sargeant Reynolds Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct, sexual harassment, and similar conduct constitute sexual discrimination prohibited by Title IX.

Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights at:

Dean of Students  
College Title IX Coordinator and ADA/Section 504  
Compliance Officer  
J. Sargeant Reynolds Community College  
P.O. Box 85622  
Richmond, VA 23285-5622

Telephone: (804) 523-5296  
Fax: (804) 523-5714  
Email: TIX@reynolds.edu

Physical Location:  
Parham Road Campus, Georgiadis Hall, Room 101

OR

Department of Education  
Office of Civil Rights  
400 Maryland Avenue, S.W.  
Washington, DC 20202-1100

[www.ed.gov](http://www.ed.gov)

### Contact Information

**Students or prospective students** who believe they have witnessed or experienced discriminatory conditions or discriminatory acts inclusive of sexual misconduct, sexual violence, sexual harassment, or inaccessible conditions, should present their concerns to either the College Title IX Coordinator or the Department of Education/Office of Civil Rights referenced above.

**Employees or prospective employees** who believe they have witnessed or experienced discriminatory conditions or discriminatory acts inclusive of sexual misconduct, sexual violence, sexual harassment, or inaccessible conditions, should present their concerns to the:

Dean of Students  
College Title IX Coordinator and ADA/Section 504  
Compliance Officer

J. Sargeant Reynolds Community College  
P.O. Box 85622  
Richmond, VA 23285-5622

Telephone: (804) 523-5296  
Fax: (804) 523-5714  
Email: TIX@reynolds.edu

Physical Location:  
Parham Road Campus, Georgiadis Hall, Room 101

## Annual Public Notice

J. Sargeant Reynolds Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. This supplements the following general policy statement set forth by the Virginia Community College System: This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors. Reynolds offers programs in many vocational areas under its open admissions policy. Specifically, Reynolds offers admissions based on selective criteria in Medical Laboratory Technology AAS, Nursing AAS, Practical Nursing Certificate, Respiratory Therapy AAS, and PAVE career studies certificates in Child Care Assistant, Clerical Assistant, Food Service Assistant, and Health Care Assistant through a separate applications process that is nondiscriminatory. For more information about the application process, contact the admissions office known as Enrollment Services at (804) 523-6464.

Inquiries related to Reynolds nondiscrimination policies should be directed to:

Dean of Students  
College Title IX Coordinator and ADA/Section 504  
Compliance Officer  
J. Sargeant Reynolds Community College  
P.O. Box 85622  
Richmond, VA 23285-5622

Telephone: (804) 523-5296  
Fax: (804) 523-5714  
Email: TIX@reynolds.edu

Physical Location: Parham Road Campus, Georgiadis Hall, Room 101

*Programs reviewed and updated January 2019*

## GI Bill Statement

This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency.

**Academic Calendar 2019 - 2020****2019 Fall Semester****Important Dates**

Open Registration begins for Fall 2019	April 8, 2019
Last day to submit online applications for 2019-20 Reynolds Scholarships	April 15, 2019
Recommended Financial Aid application submission date for Fall 2019	April 15, 2019
Faculty and Staff Recognition and Awards Program	May 9, 2019
Memorial Day (college closed)	May 27, 2019
Deadline for Fall 2019 Applications for F-1 Visa Students	May 31, 2019
Deadline for receipt of Financial Aid information for Fall 2019	June 15, 2019
Recommended Loan Application submission date for Fall 2019	July 1, 2019
Independence Day (college closed)	July 4, 2019
First Fall 2019 Tuition Payment Due (tuition payment due by Monday of the week you register)	July 29, 2019
Deadline for Fall 2019 Domicile Appeals	August 1, 2019
First day to charge books to Financial Aid for Fall 2019	August 16, 2019
Adjunct Faculty Convocation	August 22, 2019
Labor Day (college closed)	September 2, 2019
Last day to return textbooks for refund <sup>1</sup>	September 3, 2019
Last day to charge books to Financial Aid for Fall 2019	September 10, 2019
Recommended Financial Aid application submission date for Spring 2020	September 16, 2019
College-wide Convocation Day (no classes/no services)	September 24, 2019
Deadline for Fall 2019 Graduation Applications	September 30, 2019
Deadline for Spring 2020 Applications for F-1 Visa Students	October 1, 2019
Recommended Loan Application submission date for Spring 2020	October 15, 2019
Last day to submit Loan Application for Fall 2019	October 15, 2019
Deadline for receipt of Financial Aid information for Spring 2020	November 15, 2019
Faculty Research Day (no classes; college closes at noon)	November 27, 2019
Fall Break (college closed)	November 28–December 1, 2019
First day to submit online applications for 2020-21 Reynolds Scholarships	December 1, 2019
Deadline for Spring 2020 Domicile Appeals	December 2, 2019
Grades Due	December 17, 2019
Winter Break (college closed)	December 24–January 1, 2020
<b>Regular Session (15 Weeks)</b>	
Classes Begin	August 26, 2019
Add/Drop	August 26–30, 2019
Last Day to Add Class	August 30, 2019
Last Day to Register and Pay <sup>2</sup>	August 30, 2019

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Last Day to Drop with Refund / Census Date	September 10, 2019
Last Day to Withdraw <sup>3</sup> from Class with a Grade of "W" / 60% P.i.T.	October 29, 2019
Classes End	December 6, 2019
Examination Period	December 9-14, 2019
<b>Twelve-Week Session</b>	
Classes Begin	September 17, 2019
Add/Drop	September 17-20, 2019
Last Day to Add Class	September 20, 2019
Last Day to Register and Pay <sup>2</sup>	September 20, 2019
Last Day to Drop with Refund / Census Date	September 30, 2019
Last Day to Withdraw <sup>3</sup> from Class with a Grade of "W" / 60% P.i.T.	November 6, 2019
Classes End	December 14, 2019
<b>First Seven-Week Session</b>	
Classes Begin	August 26, 2019
Add/Drop	August 26-28, 2019
Last Day to Add Class	August 28, 2019
Last Day to Register and Pay <sup>2</sup>	August 28, 2019
Last Day to Drop with Refund / Census Date	August 30, 2019
Last Day to Withdraw <sup>3</sup> from Class with a Grade of "W" / 60% P.i.T.	September 25, 2019
Classes End	October 15, 2019
<b>Second Seven-Week Session</b>	
Classes Begin	October 23, 2019
Add/Drop	October 23-25, 2019
Last Day to Add Class	October 25, 2019
Last Day to Register and Pay <sup>2</sup>	October 25, 2019
Last Day to Drop with Refund / Census Date	October 29, 2019
Last Day to Withdraw <sup>3</sup> from Class with a Grade of "W" / 60% P.i.T.	November 20, 2019
Classes End	December 14, 2019
<b>First Five-Week Session</b>	
Classes Begin	August 26, 2019
Add/Drop	August 26-27, 2019
Last Day to Add Class	August 27, 2019
Last Day to Register and Pay <sup>2</sup>	August 27, 2019
Last Day to Drop with Refund / Census Date	August 29, 2019
Last Day to Withdraw <sup>3</sup> from Class with a Grade of "W" / 60% P.i.T.	September 16, 2019
Classes End	October 1, 2019
<b>Second Five-Week Session</b>	
Classes Begin	October 2, 2019
Add/Drop	October 2-3, 2019
Last Day to Add Class	October 3, 2019
Last Day to Register and Pay <sup>2</sup>	October 3, 2019



Last Day to Drop with Refund / Census Date	October 7, 2019
Last Day to Withdraw <sup>3</sup> from Class with a Grade of "W" / 60% P.i.T.	October 22, 2019
Classes End	November 5, 2019
<b>Third Five-Week Session</b>	
Classes Begin	November 6, 2019
Add/Drop	November 6–7, 2019
Last Day to Add Class	November 7, 2019
Last Day to Register and Pay <sup>2</sup>	November 7, 2019
Last Day to Drop with Refund / Census Date	November 11, 2019
Last Day to Withdraw <sup>3</sup> from Class with a Grade of "W" / 60% P.i.T.	November 26, 2019
Classes End	December 14, 2019

## 2020 Spring Semester

### Important Dates

Recommended Financial Aid application submission date for Spring 2020	September 16, 2019
Deadline for Spring 2020 Applications for F-1 Visa Students	October 1, 2019
Academic Advising	October 21–November 1, 2019
Open Registration	November 4, 2019 – January 12, 2020
Deadline for receipt of Financial Aid information for Spring 2020	November 15, 2019
First day to submit online applications for 2020-21 Reynolds Scholarships	December 1, 2019
Deadline for Spring 2020 Domicile Appeals	December 2, 2019
First Spring 2020 Tuition Payment Due (tuition payment due by Monday of the week you register)	December 9, 2019
First day to charge books to Financial Aid for Spring 2020	January 3, 2020
Adjunct Faculty Convocation	January 9, 2020
Rev. Dr. Martin Luther King, Jr. Day (college closed)	January 20, 2020
Last day to return textbooks for refund <sup>1</sup>	January 21, 2020
Last day to charge books to Financial Aid for Spring 2020	January 28, 2020
Deadline for Spring 2020 Graduation Applications	January 31, 2020
Recommended Financial Aid application submission date for Summer 2020	February 17, 2020
Last day to submit online applications for 2020-21 Reynolds Scholarships	March 1, 2020
Spring Break (no classes)	March 16–22, 2020
Classified Professional Development Day (no services)	March 17, 2020
Last day to submit Loan Application for Spring 2020	April 1, 2020
Deadline for Summer 2020 Domicile Appeals	April 1, 2020
Recommended Loan Application submission date for Summer 2020	April 1, 2020
Deadline for receipt of Financial Aid information for Summer 2020	April 15, 2020

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Recommended Financial Aid application submission date for Fall 2020	April 15, 2020
Grades Due	May 5, 2020
Faculty Professional Development Day	May 13, 2020
Employee Recognition and Awards Program	May 14, 2020
Graduation, VCU Siegel Center	May 16, 2020
<b>Regular Session (15 Weeks)</b>	
Classes Begin	January 13, 2020
Add/Drop	January 13–17, 2020
Last Day to Add Class	January 17, 2020
Last Day to Register and Pay <sup>2</sup>	January 17, 2020
Last Day to Drop with Refund / Census Date	January 28, 2020
Last Day to Withdraw <sup>3</sup> from Class with a Grade of “W” / 60% P.i.T.	March 23, 2020
Classes End	April 27, 2020
Examination Period	April 28–May 4, 2020
<b>Twelve-Week Session</b>	
Classes Begin	February 4, 2020
Add/Drop	February 4–7, 2020
Last Day to Add Class	February 7, 2020
Last Day to Register and Pay <sup>2</sup>	February 7, 2020
Last Day to Drop with Refund / Census Date	February 14, 2020
Last Day to Withdraw <sup>3</sup> from Class with a Grade of “W” / 60% P.i.T.	March 31, 2020
Classes End	May 4, 2020
<b>First Seven-Week Session</b>	
Classes Begin	January 13, 2020
Add/Drop	January 13–15, 2020
Last Day to Add Class	January 15, 2020
Last Day to Register and Pay <sup>2</sup>	January 15, 2020
Last Day to Drop with Refund / Census Date	January 17, 2020
Last Day to Withdraw <sup>3</sup> from Class with a Grade of “W” / 60% P.i.T.	February 11, 2020
Classes End	March 2, 2020
<b>Second Seven-Week Session</b>	
Classes Begin	March 10, 2020
Add/Drop	March 10–12, 2020
Last Day to Add Class	March 12, 2020
Last Day to Register and Pay <sup>2</sup>	March 12, 2020
Last Day to Drop with Refund / Census Date	March 23, 2020
Last Day to Withdraw <sup>3</sup> from Class with a Grade of “W” / 60% P.i.T.	April 14, 2020
Classes End	May 4, 2020
<b>First Five-Week Session</b>	
Classes Begin	January 13, 2020
Add/Drop	January 13–14, 2020

## GENERAL INFORMATION

Last Day to Add Class	January 14, 2020
Last Day to Register and Pay <sup>2</sup>	January 14, 2020
Last Day to Drop with Refund / Census Date	January 16, 2020
Last Day to Withdraw <sup>3</sup> from Class with a Grade of "W" / 60% P.i.T.	February 3, 2020
Classes End	February 17, 2020
<b>Second Five-Week Session</b>	
Classes Begin	February 18, 2020
Add/Drop	February 18-19, 2020
Last Day to Add Class	February 19, 2020
Last Day to Register and Pay <sup>2</sup>	February 19, 2020
Last Day to Drop with Refund / Census Date	February 21, 2020
Last Day to Withdraw <sup>3</sup> from Class with a Grade of "W" / 60% P.i.T.	March 9, 2020
Classes End	March 30, 2020
<b>Third Five-Week Session</b>	
Classes Begin	March 31, 2020
Add/Drop	March 31–April 1, 2020
Last Day to Add Class	April 1, 2020
Last Day to Register and Pay <sup>2</sup>	April 1, 2020
Last Day to Drop with Refund / Census Date	April 3, 2020
Last Day to Withdraw <sup>3</sup> from Class with a Grade of "W" / 60% P.i.T.	April 20, 2020
Classes End	May 4, 2020

<sup>1</sup>A receipt along with the textbook being returned in its original condition is required to receive a full refund.

<sup>2</sup>Payment is due daily after regular session classes begin each semester. Failure to pay will result in being dropped from your course(s). If you need in-person assistance with your payment, please make sure to visit the Business Office during published office hours. [http://www.reynolds.edu/pay\\_for\\_college/business\\_office/default.aspx](http://www.reynolds.edu/pay_for_college/business_office/default.aspx)

<sup>3</sup>Withdrawals must be done in person at Enrollment Services or by calling (804) 523-6464 by the 60% point in time of a class.



# REYNOLDS COMMUNITY COLLEGE

## Telephone Directory

Visit [reynolds.edu](http://reynolds.edu) for the most current telephone numbers.

### Reynolds Information Center

(804) 371-3000

*Area Code 804 for all phone numbers*

	Downtown	Parham	Goochland
<b>Academic Schools</b>			
Business	523-5177	523-5301	523-5432
Humanities and Social Sciences	523-5178	523-5263	
Math, Science, and Engineering	523-5374	523-5225	
Nursing and Allied Health	523-5375		
<b>College Resources</b>			
Business Office	(855) 874-6682	(855) 874-6682	(855) 874-6682
Campus Store	786-8580	371-3266	
Career, Employment, and Transfer Center	523-5067	523-5067	523-5067
Community College Workforce Alliance (Non-credit Courses)		523-2292	
Computer Access	523-5411	523-5220	523-5419
Distance Learning *Toll free for VA only	523-5612 or 1 (800) 711-1628*		
Domicile Officer (in-state tuition appeals)	523-5029		
Dual Enrollment	523-5320		
English as a Second Language (ESL) Program	523-5020		
International Admissions/Services	523-5029		
Libraries	523-5211	523-5220	523-5419
PAVE Program	523-5572	523-5572	
Placement Testing/Testing Centers	523-5470	523-5411	523-5421
Tutoring Services	523-5687	523-5927	523-5927
<b>Department of Police</b>			
Emergencies	523-5911		
Non-Emergencies	523-5219		
<b>Student Affairs</b>			
Enrollment Services (Admissions, Advising, Registration Assistance, Veteran Affairs)	523-6464	523-6464	523-6464
Financial Aid	(855) 874-6682	(855) 874-6682	(855) 874-6682
Services for Students with Disabilities	523-5628	523-5290	523-5290
Student Life	523-5082	523-5983	523-5983
Telecommunications Devices for the Deaf (TDD)	786-8800	786-8800	786-8800

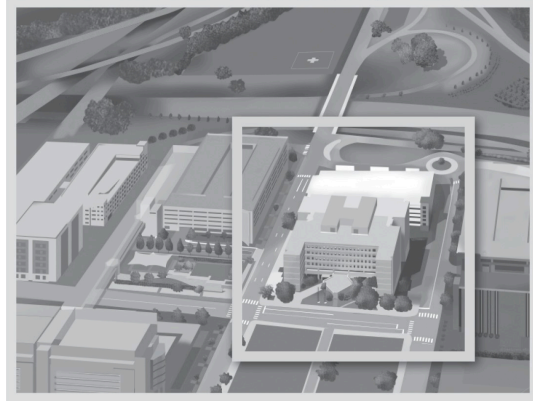
## Locations

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### **Downtown Campus (DTC)**

700 East Jackson Street, Richmond

The Downtown Campus is located near the Richmond Coliseum and provides one- and two-year occupational/technical programs in a number of allied health, business, and community service areas, as well as college transfer programs in business, computer science, liberal arts, and science.



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### **Goochland Campus (GC)**

1851 Dickinson Road, Goochland

Located on the same campus as the Goochland Family YMCA near routes 6 and 632, this campus offers a range of programs in automotive and diesel mechanics, horticulture, sustainable agriculture, and welding, as well as general education and transfer courses.



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### **Parham Road Campus (PRC)**

1651 East Parham Road, Richmond

The Parham Road Campus, located one mile west of I-95 in Henrico County, offers college-transfer programs in computer science, education, engineering, liberal arts, and science, as well as a broad range of occupational/technical programs in the areas of business, engineering, and public service.



(Locations continued next page)

## **The Kitchens at Reynolds**

2500 Nine Mile Road, Richmond

We're savoring the moment The Kitchens at Reynolds will open its doors during the 2019-2020 academic year at 2500 Nine Mile Road. More than a culinary school, The Kitchens at Reynolds is the East End's new front door to an unbelievable menu of workforce training and academic programs.



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Visit [reynolds.edu/locations](https://reynolds.edu/locations) for virtual interactive campus maps.

# ADMISSION & ENROLLMENT

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## Admission Requirements

Reynolds Community College is an equal opportunity institution providing educational and employment opportunities, programs, services, and activities. Reynolds does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor. See the full Nondiscrimination Policy and Contact Information section in this catalog.

Consistent with its mission of providing educational access and development in its region, Reynolds admits as either a non-curricular or curricular student, anyone with a recognized high school diploma, a GED, or certificate of completion of home schooling, or who is 18 years of age and has demonstrated college readiness.

Non-curricular applicants are persons who plan to enroll in credit courses without earning a degree or certificate at Reynolds.

Curricular applicants are persons who plan to enroll in credit courses in order to earn a degree or certificate. An applicant applying as a curricular student must have received a recognized high school diploma or GED. Admission into selected programs, as specified in the Program Information section of this catalog, may require applicants to satisfy additional program-level entrance requirements.

New students, students returning from an absence of at least three years, or students who submitted an application and did not attend within one year must apply/re-apply for admission by completing the Reynolds Application for Admission. Official high school transcripts that include graduation date or official GED exam results are required of applicants who are in the process of completing secondary studies. Applicants to the Nursing or Practical Nursing programs must submit official high school transcripts that document graduation or a GED. For reinstatement from suspension or dismissal refer to the Classroom and Instructional Policies and Procedures section in this catalog.

Newly admitted curricular students should complete the Reynolds placement tests if necessary and meet with an advising specialist either through the new student orientation program, a group advising session, or individually during walk-in advising hours prior to registering. The advisor will evaluate the student's career and educational objectives, level of preparation, and developmental needs, and may recommend adjustment of the student's intended curriculum (academic program plan). Students whose primary language is not English must also complete the Reynolds English Language Proficiency test battery before taking the Virginia Placement Test (VPT) or other placement tests.

The Central Admissions and Records Office will evaluate requested advanced standing and transfer credit for curricular students, preferably prior to the student's first registration at Reynolds (see the Advanced Standing section of Classroom Policies and Procedures in this catalog).

Reynolds reserves the right to evaluate special cases and, when considered in the best interest of Reynolds, refuse admission to applicants. Furthermore, when enrollments must be limited for any curriculum, priority shall be given to all qualified applicants who are residents of the geographical subdivisions supporting Reynolds and to Virginia residents not having access to a given program at their local community college, provided such students apply for admission to the program prior to registration or by a deadline established by Reynolds. In addition, residents of localities with which Reynolds has a clinical-site or other agreements may receive equal consideration for admission.

Applications may be submitted through the Reynolds website ([reynolds.edu](http://reynolds.edu)), in person, by mail, or by fax. Send or mail to:

### Office of Admissions and Records

Reynolds Community College  
P. O. Box 85622  
Richmond, Virginia 23285-5622  
Telephone: (804) 523-5029  
FAX: (804) 371-3650

## Placement Testing

At Reynolds, the goal of the Placement Testing program is to enroll students in courses that maximize their opportunity for success. Placement tests determine what, if any, developmental courses students need to take. Developmental courses prepare students for college-level math and English. Before registering, all students entering as curricular students must document that they meet the requirements for a waiver or take placement tests in English and mathematics. Testing times and resources for test preparation can be found on the Testing Center website at [reynolds.edu/student\\_services/testing\\_center](http://reynolds.edu/student_services/testing_center) or by contacting any campus Testing Center (Downtown Campus, (804) 523-5470; Parham Road Campus, (804) 523-5411; Goochland Campus, (804) 523-5421).

Test scores are valid for five years after the date of the test. In general, students may not take a placement test in the same subject matter more than one time in a four-month period. Students who take the math placement test and who do not enroll in developmental math are allowed to take one retest within 12 months. Students who attempt developmental mathematics will be ineligible for a retest. Exceptions to this retest policy may be made on a case-by-case basis.

Non-curricular students registering for English, mathematics, biology, chemistry, and other courses requiring tests as listed in the Reynolds catalog and/or class schedule, must take the appropriate placement tests. Non-curricular students who have accumulated nine or more semester credits in college courses and are experiencing academic difficulty in one or more areas will also be required to take placement tests. (Academic difficulty is defined as having a cumulative GPA of less than 2.0 or receiving an "F" or "U" in a course.)

A placement test may be waived on the basis of one or more of the criteria listed below. Students must provide official documentation of college AP scores, SAT, or other scores used to waive the placement tests or provide documentation of college courses taken that would qualify the student for the waiver.



## Placement Test Waiver

[reynolds.edu/waiver](http://reynolds.edu/waiver)

### English

Students may be exempt from taking the English portion of the placement test if they meet one of the following:

- Hold a degree from an accredited college
- Successfully completed an appropriate developmental reading course at another Virginia community college
- AP scores of 3 or higher on the English language test
- Received a writing placement recommendation above the developmental level from another college
- Transient students who submit an appropriately completed Transient Student Form
- Have successfully completed a writing course equivalent to ENG 111 or higher
- Present an SAT-ERW score of 460+ on the evidence based reading and writing test
- Present an ACT reading score 15+ on the Subject Area Tests English and Reading
- High school grade point average of 2.7 or higher
- GED English score of 165 or higher.

High school GPA (HSGPA) is valid for five (5) years after the date of high school graduation. SAT, ACT and GED Test scores are valid for five (5) years after the date of the test. Virginia Placement Test-English scores are valid for five (5) years after the date of the test. Previously taken developmental courses will be valid for five (5) years after term taken.

### Mathematics

Students may be exempt from taking the mathematics portion of the placement test if they meet one of the following:

- Successfully completed an appropriate developmental math course at another Virginia community college
- Successfully completed a college-level math course at another college, equivalent to a college-level math course at Reynolds.
- Transient students who submit an appropriately completed Transient Student Form
- Present an SAT Math score of 510 or above
- Present an ACT subject Area Test Math score of 19 or above
- High school grade point average of 2.7 or higher and documentation of high school mathematics courses
- GED mathematics score of 155 or higher.

Students who take the Virginia Placement Test - Math and who do not enroll in developmental math are allowed to take one (1) retest within twelve (12) months. Students who attempt a developmental mathematics course will be ineligible for a retest. Exceptions to this retest policy may be made on a case-by-case basis in accordance with established college procedures.

### High School Students Enrolled at Reynolds

High school students may be permitted to enroll in college-level courses at Reynolds prior to graduating from high school. Students enrolled in local school systems may enroll as dual-enrollment students. Reynolds has dual enrollment agreements with local school systems to offer college-level courses at Reynolds or high school locations. Dual enrollment is initiated through the students' high school and is approved by the

Reynolds dual enrollment coordinator. Other students, including home school students, may enroll via concurrent enrollment. High school students approved to take courses at Reynolds may receive both high school and college credit.

High school juniors and seniors may be permitted to enroll in college-level courses as special admission students. As a requirement for special admission, high school students must demonstrate college readiness as determined by Reynolds. Exceptions for enrolling freshman and sophomore students are considered by the Reynolds President. Requests for exceptions for high school freshman and sophomores are collected through the Central Admissions and Records office.

Reynolds must receive written permission from the student's high school principal for each semester or term the student would like to enroll. The parent of home school students will be recognized as the high school principal. High school students cannot register for developmental, health, or physical education courses. High school students are not eligible to apply for financial aid.

### Transient Students

Students indicating that they are enrolling at Reynolds in order to satisfy program requirements at their home institution (college or university) will be admitted as non-curricular transient students. Such students should submit a completed Reynolds Transient Student Approval Form signed by the student's home institution advisor for each semester of enrollment at Reynolds. This form ensures transfer of the courses to the home institution program. Based on the certification of readiness by the home institution, Reynolds may waive certain placement tests, and may not require college transcripts or proof of the completion of certain course prerequisites.

### College Readiness for Non-High School Graduates

Students who are at least 18 years of age seeking admission into one of Reynolds' curricular programs and who lack a recognized high school diploma or the recognized equivalent (General Equivalency Diploma or Home School Completion Certificate) will be required to meet the college readiness standards administered by the Reynolds Testing Center.

Students who pass meet the college readiness standards may be admitted to Reynolds in either non-curricular or curricular programs, provided they have also satisfied other admission requirements. The college readiness assessment cannot be used to gain admission into the Nursing and Practical Nursing programs; these programs require completion of a high school diploma or GED.

Students who do not meet the college readiness standard and wish to enroll will be admitted as non-curricular students only. They will remain non-curricular students until such time as they obtain a high school diploma or GED certificate. Students may be allowed to retake the test for mitigating circumstances or after a minimum of four months.

## International Student Admissions

Reynolds is authorized under Federal law to enroll non-immigrant students. The deadline for submission of international student applications with accompanying documentation is:

# REYNOLDS COMMUNITY COLLEGE

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June 1 for the fall semester  
September 28 for the spring semester

Contact the international student advisor for more information and to request an International Student packet for admission. F-1 applicants will be considered for admission to an associate degree program or to the ESL program depending on placement test scores. Admission is not guaranteed and is particularly selective for A.A. and A.S. (university transfer) degree programs. Reynolds does not admit F-1 applicants to any allied health program. Also, applicants will not be considered for admission to the Hospitality Management program or any Reynolds program offered primarily through distance education.

Contact the international student advisor in the Central Admissions and Records Office at (804) 523-5029 or email [international@reynolds.edu](mailto:international@reynolds.edu), for the International Student packet which explains the admission process and the eligibility requirements for a student visa.

## Student Identification

### **Social Security Number and Date of Birth**

It is highly recommended that individuals provide their social security number at the time of application (per Section 6050S of the Restructuring and Reform Act of 1998). An individual's social security number will be used in accordance with federal/state reporting requirements and/or identification and research purposes within the VCCS.

Applicants for financial aid are required to submit their Social Security numbers. Pell Grant program applicants should note that the U. S. Department of Education requires Social Security numbers when processing applications. The Internal Revenue Service also requires valid Social Security numbers.

### **Student Identification Number (EMPL ID)**

Reynolds assigns a student identification number at the time of application. Students must use this number to access various services at the college. When requested through the Reynolds application, students new to Reynolds that have attended another VCCS college should supply the EMPL ID assigned by the other college. Students who have records that exist at Reynolds and another VCCS college should contact the Admissions & Records office, or campus Enrollment Services for guidance on the student identification number to select.

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# FINANCIAL AID

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## Domicile Determination for In-State Tuition Eligibility

Reynolds makes an initial determination of a student's eligibility for in-state tuition rates (domiciliary status) based on the information the applicant and/or the applicant's parent, legal guardian, or spouse supplies on the Application for Admission. Applicants certify that they have provided accurate information on behalf of parents, legal guardians, and spouses. The determination is made under the provisions of section 23-7.4 of the Code of Virginia (on file in Central Admissions and Records). Non-U.S. citizens seeking eligibility for in-state tuition rates must provide immigration and other required documents. Occasionally Reynolds may require clarification or additional information from the applicant before making the determination.

Students requesting to appeal out-of-state status must submit a completed Application for Re-Classification Of Student's Domicile Status. This form is available at any campus Enrollment Services or the Central Admissions and Records Office. The completed form, with needed supporting documentation, must be submitted at least two weeks prior to the first day of classes of the semester the student is attempting to enroll. The determination will be issued in writing prior to the first official day of classes. Requests for review of domicile and domicile appeals that are received after the first day of classes will be considered for subsequent semesters only. Residency status must be determined prior to the start of the term. Appeals and domicile status changes are not retroactive.

## Financial Aid

Financial aid is money provided to students to help pay college expenses, including direct educational expenses such as tuition, fees, books, and supplies, as well as cost of living expenses like food, housing, and transportation. Reynolds processes over 19,000 financial aid applications each year. Each year more than 8,000 degree- and certificate-seeking students receive over \$40 million in loans, grants, and work-study.

This section contains a brief overview of selected financial aid information and is subject to revision without notice. Current details on aid programs, policies, and procedures are available on the Reynolds website at [www.reynolds.edu/financialaid](http://www.reynolds.edu/financialaid). Students needing assistance should contact Enrollment Services. The staff within Enrollment Services can assist students with completing applications, reviewing verification documents and worksheets, obtaining financial aid information, understanding financial aid policies, and will work with students to collect requested documents to ensure timely processing of their financial aid. To receive printed information about financial aid programs and regulations, submit a written request to the Office of Financial Aid at P.O. Box 85622, Richmond, VA 23285-5622.

### Title 38 United States Code Section 3679(c)

The following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill® - Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill®), of title 38, United States Code, who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b) (9)) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- An individual using educational assistance under chapter 31, Vocational Rehabilitation and Employment (VR&E) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence) effective for courses, semesters, or terms beginning after March 1, 2019
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person so described must have enrolled in the institution prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30, chapter 33, or chapter 31 of title 38, United States Code.

## Eligibility Criteria

### Program Eligibility

Students may be eligible for financial aid assistance in the form of a loan, grant, or work-study award.

To be eligible for most federal and state aid programs, a student must:

- Be a U.S. citizen or an eligible non-citizen;
- Be admitted to, and pursuing, an eligible degree or certificate program;
- Have a high school diploma, a General Education Development (GED), or a certificate of completion of homeschooling.
- Have a valid Social Security number;
- Make satisfactory academic progress;
- Certify on the Free Application for Federal Student Aid (FAFSA) that federal student aid will be used only for educational purposes;
- Certify on the FAFSA that they are not in default on a federal student loan and do not owe money on a federal grant;

- Register with the Selective Service if required (males only); and
- Be enrolled in eligible credit courses. No financial aid is available for non-credit or audited courses.

**NOTE:** To be considered for Virginia state financial aid programs, applicants must qualify for the in-state tuition rate.

## General Eligibility Criteria

A student's eligibility for financial aid is determined using the following formula:

Estimated Cost of Attendance  
– Expected Family Contribution

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### = Demonstrated Financial Need

The federal government, using information reported on the Free Application for Federal Student Aid (FAFSA), computes the Expected Family Contribution (EFC).

The Office of Financial Aid at Reynolds develops a financial aid package that attempts to meet students' demonstrated financial need. However, because the various funding sources are limited, the amount of financial aid funds awarded may not meet full need. Students should contact Enrollment Services if they believe that there are changes in their financial circumstances, not covered by information provided on the FAFSA that could have an impact on their financial aid eligibility.

Students admitted as non-curricular, transient, dual-enrolled or concurrent are ineligible to receive financial aid. Students enrolled in career studies certificate programs that require less than 16 credits to complete are ineligible to receive financial aid. Certain other career studies certificate programs are also ineligible for financial aid. If you have any questions regarding a specific program's eligibility for financial aid, contact Enrollment Services or see our website at [www.reynolds.edu/pay\\_for\\_college/financial\\_aid/FACA.aspx](http://www.reynolds.edu/pay_for_college/financial_aid/FACA.aspx).

## Application Process

1. If new to Reynolds, apply for admission to Reynolds as a degree/certificate candidate. Students must be admitted into an approved curricular program in order to be eligible for financial aid.

2. Complete a Free Application for Federal Student Aid (FAFSA) at the US Department of Education's free website: [fafsa.ed.gov](http://fafsa.ed.gov). FAFSA on the web is the best way to apply for aid.

Students do not need to receive an admissions decision before applying for financial aid. Students must complete a new or renewal FAFSA that coincides with the new academic year to reapply for financial aid. For more information on the process, please visit our website at: [www.reynolds.edu/financialaid](http://www.reynolds.edu/financialaid) and select "Applying for Financial Aid." It is important that students list Reynolds (federal code #003759) as an institution that will receive their completed FAFSA information.

3. Renewal applicants may access their renewal FAFSA at [fafsa.ed.gov](http://fafsa.ed.gov) by selecting "Fill out a Renewal FAFSA."

**NOTE:** Reynolds encourages applicants to apply electronically using FAFSA on the web. The web application will automatically prompt the student to enter all required fields and will question any erroneous data. In addition, the results of a FAFSA completed electronically are received in approximately three to five business days, whereby a paper FAFSA takes approximately four to six weeks.

4. After completing the 2019-2020 FAFSA, applicants will receive a Student Aid Report (SAR) from the US Department of Education. If any corrections are necessary, students should correct the information on the web, or on the signed SAR and mail it back to the Central Processor at the address listed on the SAR. **Students are randomly selected by the federal government to verify the information that is listed on the FAFSA. Students who are selected for verification will receive a request in their SIS Message Center for additional information from the Reynolds Office of Financial Aid. This information should be returned to Enrollment Services; students will not be awarded financial aid until all requested information has been submitted.**

5. Students should promptly respond to any financial aid or admissions inquiries sent by Reynolds. The student should be sure to complete and return other financial aid materials, such as loan applications, if applying for an educational loan. Students must have applied and have ALL requested documents on file, to include Verification materials and SAR corrections, in the Office of Financial Aid on or before the posted deadline for each semester. FAFSAs and incoming documents received on or before the posted deadline will receive priority processing. FAFSAs and incoming documents received after the posted deadline will be processed after the priority applications are completed. (Refer to the Financial Aid Deadlines section.)

6. After a completed FAFSA is received by the federal processor, the results will be sent to the student and to Reynolds. The Office of Financial Aid will use the information from the FAFSA to determine a student's eligibility, develop an award package and notify the student of the award by email to the VCCS email account. It is anticipated that award notifications will be emailed beginning in May. All financial aid is awarded assuming full-time enrollment (i.e. 12 or more credit hours) for each of two semesters (fall and spring). If a student enrolls less than full-time, the award amount will be prorated accordingly.

## Deadlines

To ensure the timely processing of financial aid applications (FAFSA), students should complete and submit the FAFSA to the federal processor by no later than April 15 for the fall semester; September 15 for the spring semester; and February 15 for the summer semester. The chart below lists deadlines for the FAFSA and for other information related to the financial aid application process.

Document	Fall 19 Deadline	Spring 20 Deadline	Summer 20 Deadline
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# REYNOLDS COMMUNITY COLLEGE

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<b>FAFSA</b>	April 15, 2019	Sept 15, 2019	March 15, 2020
<b>Loan Request</b>	July 1, 2019	Oct 15, 2019	April 1, 2020
<b>Admission and Program Placed</b>	June 15, 2019	Nov 15, 2019	April 15, 2020
<b>Verification and SAR Corrections</b>	June 15, 2019	Nov 15, 2019	April 15, 2020
<b>Other Missing Information</b>	June 15, 2019	Nov 15, 2019	April 15, 2020

## Loan Applications

Students interested in applying for federal student loans must complete the FAFSA and a separate loan application. Students interested in this type of assistance must submit their loan request form, in addition to having a valid FAFSA reflecting correct data on file, to Enrollment Services by July 1 if applying for a loan for the fall, October 15 for the spring and April 1 for the summer. The last day a loan application may be submitted for processing is October 15 for the fall semester; April 1 for the spring semester; and July 1 for the summer semester. Students must also complete an entrance counseling session and master promissory note at [studentloans.gov](http://studentloans.gov) before their loan can be disbursed. In addition, students must maintain enrollment in at least six semester hours in order to remain eligible for a loan.

## Federal and State Financial Aid Programs Offered at Reynolds

Program	Who is Eligible	Value	Application Procedure
<b>Children of Law Enforcement Officers</b>	Children, ages 16 to 25, of Virginia law enforcement officers, firefighters, or rescue squad members who have been killed in the line of duty.	May be eligible for full tuition and fees.	Contact the Central Admissions and Records Office.
<b>Commonwealth Award (COMA)</b>	Undergraduates, enrolled at least half-time (six credits), who prove financial need. Virginia domicile required.	The amount of tuition and fees, or proven need, whichever is less.	Complete the FAFSA.
<b>Federal Pell Grant</b>	Undergraduate students, who prove exceptional financial need.	\$1 to \$6,095 per year (Subject to yearly change)	Complete the FAFSA.
<b>Federal Direct Stafford Loan Subsidized</b>	Students enrolled at least half-time (six credits), who prove financial need.	Up to \$3,500 for the 1st year of undergraduate education. Up to \$4,500 for each subsequent year of undergraduate education. (Subject to change)	Complete the FAFSA. Obtain a Federal Stafford Loan request from Enrollment Services or Reynolds Financial Aid website.
<b>Federal Direct Stafford Loan Unsubsidized</b>	Students enrolled at least half-time (six credits). Financial need is not a factor.	Up to \$6,000 for each year of Undergraduate Education. (Subject to change)	Complete the FAFSA. Obtain a Federal Stafford Loan request from Enrollment Services or Reynolds Financial Aid website.
<b>Federal Supplemental Educational Opportunity Grant Program (FSEOG)</b>	Undergraduate students who prove exceptional financial need, and who qualify for a Federal Pell Grant.	\$100 to \$1,000 per year. (Subject to change)	Complete the FAFSA.
<b>Federal Work-Study Program (FWS)</b>	Undergraduate students who prove financial need.	Varies with the hourly wage and hours worked. Students awarded FWS are not guaranteed employment.	Complete the FAFSA. Interview and be selected for a job.
<b>Part-Time Tuition Assistance Program Grant (PTAP)</b>	Undergraduate students, enrolled for 1-8 credit hours, who prove financial need. Virginia domicile required.	Up to the amount of tuition and fees, or proven need, whichever is less.	Complete the FAFSA.
<b>Senior Citizen Program</b>	Senior citizens, age 60 or older, who have been legally domiciled in Virginia for a year. For credit courses, senior citizens must meet Virginia taxable income guidelines.	May take advantage of tuition-free courses, on a space available basis, after paying students have been enrolled.	Contact the Central Admissions and Records Office.
<b>Veteran's Administration Educational Assistance</b>	Veterans; active duty, Reserve & National Guard personnel; and certain spouses and children of veterans.	Varies according to the program. Usually a monthly benefit check.	Contact the Veterans Resource Center at Reynolds, or the VA Regional Office in Roanoke, Virginia.
<b>Virginia Guaranteed Assistance Program Grant (VGAP)</b>	Initial awards made to first-time students enrolled full-time, who graduated from a Virginia high school with a cumulative grade point average of 2.5 or higher. Must prove financial need, be a dependent student for federal financial aid purposes, and Virginia domicile required.	The amount of tuition and fees plus an allowance for books, or proven need, whichever is less.	Complete the FAFSA and submit a copy of high school transcript to the Financial Aid Office.



# REYNOLDS COMMUNITY COLLEGE

<b>Virginia Military Survivors and Dependents Education Program(VMSDEP)</b>	Children, ages 16 to 29, and Spouses of certain wounded, disabled, or deceased Virginia veterans or armed service personnel may be eligible for educational assistance.	The amount of the student's tuition and required fees. Book stipend.	Contact Enrollment Services.
<b>Vocational Rehabilitation</b>	Students with disabilities.	Determined by the Virginia Department Rehabilitative Services.	Contact your local Rehabilitative Service Office.

## Disbursement

Students who are receiving financial aid will have their aid applied directly to tuition and fees. Financial aid recipients may use a portion of their award to purchase books and supplies at a campus bookstore if the amount of their financial aid award exceeds the cost of tuition and fees. Typically, students may begin charging books to their financial aid at least five days prior to the first day of classes. The last day to drop a class with a refund for the regular session is also the last day students may charge books and supplies to their financial aid.

A student's financial aid funds will be disbursed to student accounting after the census date has passed for all the classes in which they are enrolled. Refunds will be sent to the student by way of either direct deposit or a prepaid debit card. Refunds represent the amount of the student's semester award, minus any funds used to pay tuition and fees or to purchase books and supplies.

All services will be withheld from a student who owes money to Reynolds or who has books and materials outstanding from the Reynolds libraries. This means no transcripts will be issued, the student will not be permitted to re-register, and no other college services will be provided.

Students must pay tuition and fees, or have sufficient anticipated aid by the published payment deadlines or they will be dropped from all or some courses for non-payment. Anticipated financial aid will hold a student's registered classes if that aid is greater than or equal to the total tuition and fees. Students who want to use financial aid to pay bookstore charges must first register for classes. Students who are not certain if their aid is sufficient to cover their tuition and fees can contact Enrollment Services, a campus Business Office, or review the information in the Student Information System (SIS).

## Students Attending Two Colleges at the Same Time

Students who are enrolled at two different colleges or universities are not able to receive financial aid at both institutions. A student who is enrolled concurrently at Reynolds and another college must decide which college financial aid will be received and communicate that decision to the financial aid office of that institution.

Students who receive financial aid from two different institutions as a result of concurrent enrollment will lose eligibility for further

financial assistance and may be required to repay financial aid funds received at one of the institutions.

## Impact of Drops/Withdrawals from Course(s)

Students are eligible for a refund of tuition and fees paid for those credit hours dropped during the published drop period. After the published drop period has passed, there will be no refunds. In all cases of dropped courses, any financial aid the student received based on those credits will be canceled, and the student will owe funds to Reynolds and/or federal government.

To obtain a refund during the published drop period, a student must complete an official Drop form and submit it to Enrollment Services or complete the drop process in SIS.

Federal and state financial aid regulations state that a student's financial aid must be recalculated based on the number of calendar days they attended classes if he/she officially or unofficially withdraws from all classes on or before completing 60% of the semester or does not complete the entire semester. The calculated unearned portion of the total of Title IV funds awarded a student (Pell Grant, SEOG, Federal Direct Stafford Loan, Federal Direct PLUS Loan, COMA, and VGAP) must be returned, according to the provisions of the Higher Education Amendments of 1998. The calculation of the return of these funds will likely result in the student owing a balance to Reynolds and/or the federal government.

## Satisfactory Academic Progress

Federal and state guidelines require that institutions monitor students' academic progress towards the completion of a degree or certificate. Students must make Satisfactory Academic Progress (SAP) from both qualitative and quantitative measures. SAP is measured by cumulative GPA, completion rate and maximum time frame. In order to be in compliance with SAP, a student must meet all three criteria. Failure to make satisfactory academic progress results in the loss of financial aid eligibility.

Cumulative grade point average (GPA): A student must achieve a minimum grade point average which is listed below. Only non-remedial courses with grades of A, B, C, D, and F are included in this calculation. Transfer credits are not included in this calculation.

Credit Hours Attempted	Minimum Expected GPA
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1 - 15	1.5
16 - 30	1.75
31+	2.0

**Completion Rate:**

(Number of credit hours earned in relation to the number of credit hours attempted) Students must successfully complete two thirds (67%) of the credit hours attempted at the time satisfactory progress is assessed. By law, Reynolds must count developmental, ESL, and all credit courses. Successful completion is considered earned grades of A, B, C, D, P, or S. Courses are not considered successfully completed when grades of F, I, U, W, or R or missing grades are earned. Accepted transfer credits will be counted as both attempted and completed.

**Maximum Time Frame:**

(Number of credit hours attempted in relation to number of credit hours necessary to complete the degree or certification program, including transfer credits). Students must complete their program within 150% of the program's total credit requirements. Developmental credits are not included in this calculation. All non-developmental and transfer credits are included, regardless of whether or not financial aid was received.

**Veterans Benefits****reynolds.edu/veterans**

Eligible veterans are entitled to receive certain educational benefits. The educational benefits for which an eligible veteran may qualify can only be used for courses taken towards the completion of a degree or certificate program.

To receive these benefits, eligible veterans must:

1. Apply to use their Montgomery GI Bill® benefits via the GI Bill® website [gibill.va.gov](http://gibill.va.gov).
2. Apply to Reynolds and be accepted into a degree or certificate program.
3. Register for classes and request certification each semester from the veterans certifying officer at a campus Enrollment Services.
4. Notify the certifying officer if repeating a course or taking a course for no credits.
5. Ensure college transcripts from any institutions previously attended are submitted to the Central Admissions and Records office.
6. Notify the certifying officer if he/she drops or withdraws from classes, or stops attending Reynolds.

For more information on veterans benefits for educational assistance, contact the veterans certifying officer at [veterans@reynolds.edu](mailto:veterans@reynolds.edu) or any campus Enrollment Services at (804) 523-6464.

The Virginia State Approving Agency (SSA) is the approving authority of education and training programs for Virginia. Our

office investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email at [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov).

**Veterans Grievance Procedures Statement**

The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov).

**State Educational Assistance Programs**

Information about benefits and eligibility for the programs listed below is available in the Central Admissions and Records Office:

**Senior Citizens Program (Policy 1-33):**

Senior citizens 60 years of age or older and legally domiciled in Virginia for one year, as determined by the Application for In-state Tuition of the college application, may take advantage of tuition-free classes. For credit courses, senior citizens must also provide documentation indicating a taxable individual income not exceeding \$15,000 for the year preceding the year in which enrollment is sought. Under this provision senior citizens may also register for and audit courses offered for academic credit regardless of income level. In any one term, regardless of income, senior citizens may take up to three courses for audit or enroll in non-credit courses. Requests from senior citizens to register for tuition-free classes will be considered beginning the first day of scheduled classes for each course for which they wish to register. All classes, credit and non-credit, must achieve a minimum enrollment of tuition-paying students, who will be accommodated before senior citizens participating in this program are enrolled. Senior citizens interested in utilizing this benefit should visit any campus Enrollment Services. Requests for tuition refunds will not be granted for senior citizens who enroll and pay for courses prior to the first day of class, in order to utilize the Senior Citizens Program. Additional information about this policy can be found at [www.reynolds.edu/student\\_services/policies.aspx](http://www.reynolds.edu/student_services/policies.aspx)

**Virginia Military Survivors and Dependents Education Program (VMSDEP):**

This program provides education to spouses and children of military members killed, missing in action, taken prisoner, or who became at least 90 percent disabled as a result of military service in an armed conflict. Children, ages 16 to 29, and no age restriction for spouses, may be eligible for educational assistance at a state-supported college and university in Virginia, including community colleges.

**Children of Law Enforcement Officers:**

Through this program, children, ages 16 to 25, of Virginia law enforcement officers, firefighters, or rescue squad members killed in the line of duty, may be eligible to receive payment for full tuition and fees.

# REYNOLDS COMMUNITY COLLEGE

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## Scholarships

[reynolds.edu/scholarships](http://reynolds.edu/scholarships)

Through the kind generosity of individuals, businesses, and organizations, Reynolds offers scholarships to full-time and part-time students. Specific application criteria apply to each scholarship; however, students may apply for any or all scholarships by completing a Reynolds Scholarship application. The online application is available between December 1 and March 1. The deadline for submission is March 1. All scholarship awards are subject to availability of funds during the year of award. To apply for scholarships a student must:

1. Complete and submit an Application for Admission to Reynolds, if not currently attending
2. Complete and submit a Reynolds Scholarship Application online between December 1 and March 1. ([reynolds.edu/scholarships](http://reynolds.edu/scholarships))
3. Be enrolled in a curricular/degree or certificate program
4. Have a minimum 2.0 cumulative grade point average
5. Incoming students and current students with less than 12 credit hours completed at Reynolds, should submit transcripts from their most recent school (college or high school). In order for your application to be considered, all parts of the application must be submitted on time. Supporting documents required to complete the application packet should be submitted through the Scholarship Application online.
6. You may be required to submit a letter of recommendation after completing the online application.
  - High School Students: An instructor, advisor or administrator, employer, supervisor, community or social organization leader
  - Current College Students: A faculty member or advisor, employer, supervisor, community or social organization leader
  - Other Prospective Students: An employer, mentor, manager, etc.

In order for your application to be considered, all parts of the application must be submitted on time. Supporting documents required to complete the application packet should be submitted through the Scholarship Application online. Please contact the Scholarship Office at 804-523-5084 or [scholarships@reynolds.edu](mailto:scholarships@reynolds.edu) with questions.

## Scholarship List

This list is subject to change each year. For the most current listing of available scholarships, visit [reynolds.edu/scholarship](http://reynolds.edu/scholarship).

Alan Waters Memorial Endowed Scholarship

Allison and James Aman Memorial Endowed Scholarship

American Society of Highway Engineers, Old Dominion Section Scholarship

Andrew H. McCutcheon, Jr. Memorial Scholarship

Association for Corporate Growth Scholarship

Betty Green Parson Memorial Endowed Scholarship

Brian Cho Memorial Scholarship

Burford Leimenstoll Foundation of Betty Sams Christian Endowed Fund

Calling to Care Scholarship

CarMax Foundation Automotive Scholarship

Cedar Street Baptist Church of God Scholarship

Clyde, Dorothy and Rand Pittman Memorial Endowed Scholarship

Dennis and Hanh Hellenguard Endowed Scholarship

Dennis Foundation Endowed Scholarship

Dimitri and Maggie Georgiadis Endowed Scholarship

Dual Enrollment Scholarship

Earl Smith Memorial Scholarship

Emerge Honors Scholarship

Eric and Jeanette Lipman Endowed Scholarship

Esbach Family Scholarship

Evelyn D. Reinhart Endowed Nursing Scholarship

Executive Women International ASIST Scholarship

Follett Endowed Scholarship

Foster Foundation Nursing Scholarship

Fred McConnell Engineering Scholarship

George and Mae Bartek Endowed Scholarship

George H. Flowers, Jr. Memorial Endowed Scholarship

George H. Flowers III Scholarship

Gibb Family Veterans Scholarship

Grace Crank Sargeant Memorial Endowed Scholarship

Grace Hospital Alumnae Association Nursing Scholarship

Harry and Virginia Ritchie Memorial Scholarship

Helen Barlow Bryant Memorial Scholarship

Herndon Foundation Scholarship for Occupational Studies

Hope Fried Memorial Scholarship

Hugh and Pat Rooney Endowed Scholarship

Ida Chumakova Endowed Scholarship for Immigrant Students

J. Franklin Sargeant Memorial Endowed Scholarship

James Bauer Funkhouser Memorial Endowed Scholarship

Jerry and Mary Owen Endowed Scholarship	Reynolds Family Scholarships in Memory of J. Sargeant Reynolds
John Augustine Boothe Memorial/PAVE Scholarship	Reynolds Healthcare Scholarship
John H. Wilton, Jr. Memorial/HBAR Endowed Scholarship	Reynolds Horticulture Scholarship
Josephine Holcomb Memorial Endowed Scholarship	Richmond Academy of Medicine Alliance Foundation Scholarship
Julie Arturo Memorial Nursing Scholarship	Robert and Lucylle Gordon Memorial Endowed Scholarship
Lawrence C. Roderer Memorial Scholarship	Robert A. Heinz Memorial Scholarship
Lettie Pate Whitehead Foundation Nursing Scholarship	Robert Lane Memorial Automotive Endowed Scholarship
Lonnie Wolfe Memorial Scholarship	Robert T. Greene, Sr. Memorial Scholarship
LPGA Amateur Golf Association - RVA Scholarship	Roland E. Moore Mathematics Scholarship
Margaret Whitesel Endowed Scholarship	Rose Marie Liggan Endowed Scholarship
Markel Business Scholars Endowed Scholarship	Rotary Club of Hanover County Scholarship
Mary Jo Moton Scholarship	Rotary Club of Henrico North Scholarship
Mary Morton Parsons Endowed Scholarship	Rotary Club of Innsbrook GED Scholarship
McCormick Scholarship Fund	Rotary Club of Short Pump Scholarship
Mended Hearts Scholarship	Rotary Club of Western Henrico/Becky Briggs Memorial Scholarship
Metropolitan Health Foundation Scholarship	S. A. Burnette Endowed Scholarship
Michael David Dobbs Memorial Endowed Scholarship	School of Humanities & Social Sciences Scholarship
Mitchell F. Haddon and Sabine Neumann Nursing Scholarship	Science Endowed Scholarship
Moriah and Carlos McNeil Memorial Scholarship	Sharon and Jack Manzari Endowed Scholarship
Nathan and Marni Bushnell Nursing Scholarship	Short Pump Ruritan Club Nursing Scholarship
Nathan and Sophia Gumenick Family Endowed Scholarship	Short Pump Ruritan/Civic Foundation Endowed Scholarship
Nelson Beane Memorial Scholarship	Stevenson Nursing Endowed Scholarship
Nina Peace Memorial Scholarship	Stuart and Bland Noel Memorial Endowed Scholarship
Nunnally Healthcare Scholarships	Stuart B. Medlin Liberal Arts Endowed Scholarship
Nursing Endowed Scholarship	Susan Lynn Pahle Memorial Scholarship
Owens & Minor Nursing Scholarship	Sutton-Jamerson Family Scholarship
Pat Perkinson Memorial Scholarship	Thomas F. Hughes Memorial Scholarship
Paul Rooney Memorial Scholarship	Tri Club Woman's Club Scholarship
Protech Dental Studio Scholarship	VAMAC Endowed Scholarship
RECO Foundation Scholarship	VAMAC Commonwealth Legacy Scholarship
Reynolds Classified Council Scholarship	Virginia Nonprofit Housing Coalition Scholarship
Reynolds College Board Scholarship	Volkswagen and Reynolds: Partners in Education Automotive Scholarship
Reynolds Culinary Arts and Hospitality Management Scholarship	West End Community Center Endowed Fund
Reynolds Faculty Scholarship	Westminster Canterbury Scholarship
Reynolds Family Honors Scholars Endowed Fund	



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accepted at other institutions. For further information see the Transfer Opportunities section of this catalog.

## Academic Advising

Reynolds is committed to providing a variety of services to help students experience success. Academic advising, as one of these services, is designed to assist students in developing and following an educational plan that is meaningful and compatible with their educational and career goals. Academic advisors assist students with: selecting the appropriate program; developing a plan or timetable for completing the program; developing student and semester-specific course schedules; monitoring and following up on academic progress; identifying and making referrals to appropriate learning assistance opportunities as necessary; and re-evaluating career and educational goals in light of job market shifts and other considerations.

Advising services at Reynolds vary based on student needs. Trained academic advising specialists are available through Enrollment Services. All new students should meet with an Enrollment Services advising specialist via attending a Student Orientation Advising and Registration (SOAR) prior to their first enrollment in Reynolds. During this initial session, the student's educational and career goals are discussed in relationship to their academic preparation.

Although faculty advisors are assigned to students during application process, curricular students are encouraged to receive support through their relationship with an advising specialist until they have successfully completed 15 credit hours. Non-curricular students should meet with an advising specialist regardless of the number of credit hours they have completed. For more information, call (804) 523-6464.

Curricular students who have completed more than 15 credit hours are strongly encouraged to meet with their assigned faculty advisor each semester for assistance with course selection, developments relating to their educational and career objectives, and graduation requirements. All students, curricular and non-curricular, who are not in good academic standing, are blocked from self-advising and may be required to meet with their faculty advisor or a Retention Services specialist regardless of the number of credit hours they have completed.

Students who are in good academic standing may choose to self-advise. Self-advising allows curricular students to select and schedule courses without their advisor's approval each semester. However, students who self-advise agree to accept full responsibility for their course selection decisions and for following their curriculum requirements for graduation.

## Transfer Advising

Students who plan to transfer to a four-year college or university should become acquainted with the senior institution's requirements in the intended major and be guided by those in selecting their curriculum and electives. The Career, Employment & Transfer Center houses specialists that can assist students with the selection of an appropriate institution and with the interpretation of its requirements. Students are advised that courses with grades below "C" normally are not



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## Campus Store

[reynolds.edu/campus\\_store](http://reynolds.edu/campus_store)

A campus store is located on the Downtown and Parham Road Campuses.

Students have the option to purchase new textbooks, used textbooks, rental textbooks, digital textbooks, supplies, Reynolds logo clothing and gifts, and more. The campus stores accept personal checks, major credit cards and Follett gift cards, in addition to cash.

Students receiving financial aid may only charge textbooks and supplies to their financial aid awards. Authorized agency charge accounts may be maintained for students who are financially supported by recognized state, federal, or private institutions. Students may charge to their financial aid or third party account during specific charge dates during each semester. Check with your local store for dates pertaining to a specific semester.

Textbooks are stocked by course identification and section number, i.e., BUS 100 81PR. A full refund will be given in the original form of payment if textbooks are returned during the first week of classes with original receipt. With proof of schedule change and original receipt, a full refund will be given in the original form of payment up until the last day to drop with refund (with the exception of the summer semester). No refunds on unwrapped loose leaf books or access codes. Textbooks must be in original condition. No refunds or exchanges without original receipt.

Students have the opportunity to sell textbooks back to the campus stores if they are in good condition. In order to sell back textbooks to the campus store, the student must present a valid Reynolds student ID. Students can sell their books back year round and can receive up to 50% back of the original purchasing price until our limits are reached during the week of finals.

For general questions or additional information regarding the hours of operation for a specific campus, please contact:  
Downtown Campus - (804) 786-8580 or [jsrdowntownshop.com](http://jsrdowntownshop.com)  
Parham Road Campus - (804) 371-3266 or [jsrparhamshop.com](http://jsrparhamshop.com)  
For information about the Goochland Campus, contact the Parham Road Campus Store.

## Career, Employment, and Transfer Centers

[reynolds.edu/cet](http://reynolds.edu/cet)

Through the Career, Employment and Transfer Center (CETC), Reynolds provides services for students and alumni in the process of career exploration, career development, and employment preparation. Career specialists guide students in establishing career goals, planning and preparing for a chosen occupation. Workshops on resume assistance, interview preparation, and other career topics are regularly scheduled. Individual appointments are also available.

The center maintains an electronic jobs board, College Central Network. Students interested in full time, part time, summer positions, or internships should visit [collegecentral.com/Reynolds](http://collegecentral.com/Reynolds) to view job announcements. The staff of the CETC assists students in researching four-year colleges and universities, academic programs, and admission requirements. Additionally the CETC sponsors numerous events to help students make connections with transfer counselors, admissions officers, and academic representatives in Virginia and the regional area.

## Center for the Deaf

[reynolds.edu/accommodations](http://reynolds.edu/accommodations)

The Center for the Deaf, which is a part of the Office of Student Accommodations (OSA) coordinates support services for students with documented disabilities on all campuses enrolled in college programs. The center also provides interpreters for the Deaf and hard of hearing students.

For additional information, contact the Office of Student Accommodations:

**Downtown Campus:** (804)523-5628, First Floor Lobby, Room 105  
**Parham Road Campus and Goochland Campus:** (804) 523-5290, Parham Road Campus, Georgiadis Hall, suite 101  
**VA Relay 711** for any number at Reynolds  
**Email:** [OSA@reynolds.edu](mailto:OSA@reynolds.edu)

## College Success Skills Classes

[reynolds.edu/sdv](http://reynolds.edu/sdv)

Designed to be taken in the first 15 credit hours, student development courses (SDV 100 and 101) provide students with information and experiences which help them succeed in college. Career development, study skills, academic advising, financial literacy, and college policies and procedures are covered in this class. Instructors provide individual assistance and referrals to students as needed. Completion of an SDV course is required for all students enrolled in associate, applied associate, and certificate programs, and is a general education requirement within the Virginia Community College System. SDV 101 classes are available for students participating in some Learning Communities, and several majors such as Teacher Preparation, Culinary, and Science.

## Computer Access

[reynolds.edu/labs](http://reynolds.edu/labs)

Reynolds provides students access to a wide range of software applications in support of academic programs at the college. Computers and mobile devices are available in the three campus Libraries. Support for the computers is provided by the Department of Technology, and the unit Academic & Instructional Computing Support. These computers have much of the necessary software to complete coursework. If the software needed for a class is not available, please contact your instructor for additional access information. Hours of operation

for computer access are based on the scheduled hours that the Libraries are open. Visit [library.reynolds.edu](http://library.reynolds.edu).

#### **Downtown Campus – Library**

Room 230 (804) 523-5211

#### **Goochland Campus – Library**

Main Building, Room 200 (804) 523-5419

#### **Parham Road Campus – Library**

LTC, Room 103 (804) 523-5220

## Counseling

Students experiencing non-academic difficulties should contact the Office of Student Affairs at (804) 523-5296. Staff is able to help students connect with appropriate community resources. Reynolds does not provide personal or mental health counseling.

## Enrollment Services

[reynolds.edu/enrollment](http://reynolds.edu/enrollment)

Enrollment Services provide services and resources to meet the specialized needs of students in a centralized location. Specifically, Enrollment Services provide advising services to new and returning students in the areas of admissions, registration, financial aid, academic advising, and veteran's services.

Academic advising within Enrollment Services is designed to facilitate a seamless transition into Reynolds and to provide institutional support that will encourage academic success, and assist students with clarification of their academic and career goals.

Curricular students are encouraged to utilize academic advising services within Enrollment Services through the completion of the first 15 academic credits. Non-curricular students are encouraged to utilize academic advising services through Enrollment Services regardless of the number of credit hours they have completed.

For more information, call (804) 523-6464, email [enroll@reynolds.edu](mailto:enroll@reynolds.edu), or visit Enrollment Services on any of our three Reynolds campuses.

## Libraries

[library.reynolds.edu](http://library.reynolds.edu)

Our mission is to provide an environment where students, faculty and staff can meet their learning and teaching needs and develop lifelong habits of learning, self-improvement, free inquiry and free expression. Consistent with the Reynolds mission, we are committed to providing innovative and quality resources and services to students to ensure their academic success.

Reynolds Libraries offer:

- Premium computers with high-speed Internet access and MS Office Suite
- Over 90,000 books in print and 50,000 eBooks

- Approximately 400 print periodicals and over 180 online databases that provide access to millions of full-text journal, magazine and newspaper articles
- Group Study Rooms for collaborative projects
- Wi-fi throughout the campuses
- Research consultation in person, by phone, email, and via 24/7 live chat
- Workshops on various topics to help you improve your research skills, overall academic achievement, and lifelong learning.

Library databases are accessible 24/7 from off-campus with a MyREYNOLDS login. Students may also submit an interlibrary loan request online or check out books from any participating member library of VIVA Cooperative Borrowing Program at [www.vivalib.org/borrowing](http://www.vivalib.org/borrowing).

**Downtown Campus Library** (804) 523-5333

**Goochland Campus Library** (804) 523-5419

**Parham Road Campus Library** (804) 523-5329

## Math Central+

[www.reynolds.edu/MathCentral](http://www.reynolds.edu/MathCentral)

*Helping students in math, engineering, physics and more!*

Math Central+ provides coaching and support for math students. Qualified faculty and peer math coaches offer a variety of techniques to support students through developmental and credit-level math courses. Whether you need help with a single homework assignment or ongoing support through the completion of your courses, Math Central coaches provide important tools for success and to cheer you on. We also provide assistance with preparing to take the VPT (Virginia Placement Test), registration for BSK / MTE / MTH courses, and related software registration for mathematics coursework.

#### **About our coaches**

Math Central+ coaches are not only knowledgeable, they are great mentors who lead by example. Math Central + offers walk-in, one-on-one, and group coaching sessions. Many of our seasoned coaches are qualified to teach several of our courses. These coaches may offer topics through workshops or individual tips on how to study math. Peer coaches are students that have completed a college level mathematics course and have been recommended by our instructors to work in Math Central+. Our peer coaches work directly with students by helping them with course content and mentoring them to become better prepared mathematics students.

**Downtown Campus** (804) 523-5037

**Parham Road Campus** (804) 523-5525

## New Student Orientation

[reynolds.edu/orientation](http://reynolds.edu/orientation)

The Office of First-Year Initiatives supports efforts to provide a successful start for new students at Reynolds by offering on-campus and online orientation programs for new students.

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Reynolds offers two ways for new students to become oriented to Reynolds:

- All new students should complete online orientation at [www.reynolds.edu/orientation](http://www.reynolds.edu/orientation) to learn about Reynolds, programs, degree types, financial aid, advising, and student life.
- New first-time college students for the fall semester should participate in on-campus orientation known as SOAR (Student Orientation, Advising & Registration). Information about SOAR is posted at [www.reynolds.edu/orientation](http://www.reynolds.edu/orientation).

SOAR sessions are designed to assist students with the following:

- Learn about student success resources at Reynolds.
- Have placement test results interpreted for accurate placement in courses.
- Answer any questions related to academic programs or course requirements.
- Establish a sound class schedule for the upcoming term.
- Become familiar with your MyREYNOLDS account.
- Learn the location of campus resources.
- Gain a better understanding of college policies.

Research has shown that students who participate in SOAR before their first semester have higher first semester grade point averages, stay in college longer, and have an easier transition into college. SOAR sessions require advance registration. Please contact [soar@reynolds.edu](mailto:soar@reynolds.edu) or (804) 523-5900 for more information.

## Program for Adults in Vocational Education (PAVE)

[reynolds.edu/pave](http://reynolds.edu/pave)

The Program for Adults in Vocational Education (PAVE) is a two-year career studies certificate program that provides vocational and technical training for adults with intellectual disabilities, severe learning disabilities, and emotional disabilities.

The overall purpose of PAVE is to provide post-secondary training programs that incorporate functional academic instruction, job skills training, and community-based internships, which prepares the student to apply for employment in the competitive job market. Successful completion of a Career Studies Certificate through PAVE can lead to the development of effective work skills and increased confidence in the work place.

Applicants must meet Reynolds general admission requirements and the program's specific requirements. These requirements include: completion of a high school program with a diploma recognized by the Virginia Community College System (VCCS), or GED; and possession of social skills necessary to function independently among peers in the college environment.

For additional information regarding the PAVE program, call (804) 523-5572, email [PAVE@reynolds.edu](mailto:PAVE@reynolds.edu), or use the 711 Relay system for any number at Reynolds. PAVE is located on the Downtown Campus, Room 444.

## Academic Advising for Students with Academic Difficulty

[reynolds.edu/retention](http://reynolds.edu/retention)

Students whose academic standing is "academic warning" or "academic probation" must meet with an advisor before registering. Students with 15 or fewer graded credit hours and students who have not declared a program will meet with an advisor in Enrollment Services. Students with 16 or more graded credit hours who have declared a program should meet with an advisor in their school.

Students whose academic standing is "academic suspension" or students who wish to be readmitted after dismissal from Reynolds must meet with an academic advisor through the Office of Retention Services. Referral to Retention Services can be made through Enrollment Services on any campus.

**EARLY ALERTS** is program designed to help students during the semester before they run into long-term academic trouble. Students receiving an email from their instructor through this initiative (currently from [gradesfirst.com](http://gradesfirst.com)) may also receive one from a Student Success Coach or advisor who can provide additional academic advising.

## Office of Student Accommodations

[reynolds.edu/accommodations](http://reynolds.edu/accommodations)

Reynolds complies with both the letter and the spirit of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008 (ADA AA) and other laws protecting the rights of individuals with disabilities. The Office of Student Accommodations (OSA) seeks to provide access to educational opportunities for individuals with disabilities by removing barriers and providing programmatic and physical access to participate.

Students with documented disabilities may request reasonable accommodations through the OSA office. In order to be eligible for accommodation, students must comply with the institution's established process. Reynolds does not exclude any otherwise qualified individuals, solely by reason of their disability, from participation in any programs or services offered by Reynolds.

Services and accommodations are provided to students with a variety of disabilities including and not limited to Attention Deficit Hyperactivity Disorders, blindness/low vision, deafness/hard of hearing, learning disabilities, mobility and chronic health, psychological disorders (including Autism Spectrum Disorders), and other impairments.

The OSA staff encourages and assists students in their understanding of the nature of their disability and its impact on their learning and participation at Reynolds. Students are provided with opportunities to learn about their rights and responsibilities, procedures for requesting accommodations and about the wide range of programs and opportunities available at Reynolds and the surrounding community.

Students planning to request accommodations services from OSA are encouraged to contact the OSA at least three weeks from the start of the semester they plan to enroll.

For additional information, contact the Office of Student Accommodations:

**Downtown Campus:** (804) 523-5628

**Parham Road Campus and Goochland Campus:** (804) 523-5290

**VA Relay 711** for any number at Reynolds

**Email:** OSA@reynolds.edu

## Student Life

[reynolds.edu/studentlife](http://reynolds.edu/studentlife)

The Office of Student Life is dedicated to providing social, educational, leadership, recreational and service activities that promote student engagement and learning, cultural awareness, and social responsibility. The office emphasizes the importance of respect by creating an environment where students can freely express their opinions and beliefs with good intentions of achieving a common goal.

Reynolds has many active student clubs. Getting involved in student clubs and organizations is an exciting way for students to meet fellow students, develop leadership skills, and enhance their classroom experiences. By planning or participating in student activities, students can help make a positive impact. Students who do not find an on-campus club that meets their interests are welcome to work with the Office of Student Life to start a new club.

Applications for JSR LEAD, the Reynolds student leadership development program, are accepted at the beginning of each fall semester. Students should contact the Office of Student Life or the Office of First-Year Initiatives for more information.

The Office of Student Life coordinates trips to sporting events, theaters, and four-year colleges and universities. It also plans a variety of student activities, fairs, speakers, community service activities, free fitness classes and sports tournaments for students. In addition, Student Life oversees the Student Life Centers located at the Parham Road and Downtown Campuses and the Student Lounge at the Goochland Campus.

For more information, call (804) 523-5983, (804) 523-5082, or email [studentlife@reynolds.edu](mailto:studentlife@reynolds.edu).

## Tutoring Services

[reynolds.edu/tutor](http://reynolds.edu/tutor)

Tutoring Services offers free academic support to students currently enrolled at Reynolds. Students can receive walk-in and scheduled tutoring in these and other subject areas:

- Information technology
- Foreign language
- Accounting
- Laboratory sciences
- Social sciences
- Writing across the curriculum

- Math coaching takes place in Math Central+ see page 36

In addition to assisting with course content, tutors model critical thinking and problem solving and help students develop skills such as managing time effectively, creating study plans, organizing course material, and reducing test anxiety. Our faculty and peer tutors are guided by the philosophy that an open exchange of ideas in a non-judgmental environment facilitates students' discovery and long-term learning.

Visit Tutoring Services in person or online for more information.

### Tutoring Services Locations and Contact Numbers:

**Downtown Campus** (804) 523-5687  
Room 329

**Parham Road Campus** (804) 523-5927  
Burnette Hall, Room 102

**Goochland Campus** (804) 523-5927

# SPECIALTY PROGRAMS

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## Reynolds Online

[reynolds.edu/reynoldsonline](http://reynolds.edu/reynoldsonline)

The Center for Distance Learning supports online education options in a variety of degree and certificate programs. These options increase access to education and provide opportunities to complete programs of study in an interactive, online environment. Within a given semester, students often integrate online courses with their on-campus classes; such scheduling allows students to achieve their education goals while also maintaining work, family, and personal responsibilities. Additionally, some degree and certificate programs are fully online. Students who pursue their programs entirely online also have access to important online support resources such as digital library research materials, academic tutoring, and online support staff.

For some online courses, students may be required to make a limited number of visits to a campus location for labs, presentations, and/or other class activities; some courses may require visits to a community site for clinicals or internships. Many courses require proctored testing that can be completed at Reynolds testing centers, testing sites at other VCCS institutions, or at an approved site outside of the state of Virginia. Students should carefully review course schedule notes to determine if any campus or other site visits are required.

Students considering enrolling in online courses should plan to have reliable internet access, as well as regular access to a computer. Students planning to access online course materials through technology services available at Reynolds libraries or at a public library should carefully evaluate their work and personal schedules to ensure that they are able to accommodate sufficient time to complete the work required for an online course.

The successful online student is typically a strong independent learner who has well-developed reading, writing, research, and technology skills. Online students should plan to commit to a consistent, weekly schedule that may include 8 to 10 hours of academic work each week, for each course. Prior to registration in an online course, students may need to complete necessary placement exams and/or course prerequisites. Students new to online learning at Reynolds should plan to complete Go2Orientation's **Orientation to Learning Online** available at [www.go2reynolds.com](http://www.go2reynolds.com).

To learn more about online learning at Reynolds, visit [www.reynolds.edu/reynoldsonline](http://www.reynolds.edu/reynoldsonline), contact the Center for Excellence in Teaching & Learning at [distance-ed@reynolds.edu](mailto:distance-ed@reynolds.edu), or call (804) 523-5612 or (800) 711-1628 (Virginia only).

## Fully Online Degree and Certificate Programs

Some courses may require campus labs, seminars, demonstrations, community clinical, and/or proctored exams.

### School of Business

Accounting AAS  
Accounting C

Accounting CSC  
Business Administration AS  
Entrepreneurship in Small Business CSC

The following program can be completed online with the exceptions noted:  
Information Systems Technology AAS - Computer Applications concentration & Computer Applications CSC, except a seminar and project course offered as a hybrid  
Information Systems Technology AAS - Cyber Security concentration & Cyber Security CSC, except a seminar and project course offered as a hybrid  
Management AAS - Small Business Management Specialization, except for a coordinated internship course offered as a hybrid

### School of Humanities and Social Sciences

Early Childhood Development AAS  
Early Childhood Development C  
Early Childhood Education CSC  
Early Childhood Education - Advanced CSC  
General Education C  
General Studies AS  
Liberal Arts AA  
Social Sciences AS

### School of Mathematics, Science, and Engineering

The following program can be completed online with the exceptions noted:  
Science AS - Science Specialization  
\*except CHM 112 which is offered as a hybrid course and on-campus labs required for the science core

### School of Nursing and Allied Health

Advanced Medical Coder (Health Information Management) CSC  
Medical Records Coder (Health Information Management) CSC  
Opticians Apprentice CSC  
Pre-Medical Lab Technology CSC  
Release of Health Information Specialist (Health Information Management) CSC

The following programs can be completed online with the exception of labs and clinical, which must be completed at an approved site:

Medical Laboratory Technology AAS  
Opticianry AAS  
Respiratory Therapy AAS

**AAS** Associate of Applied Science

**AA** Associate of Arts

**AS** Associate of Science

**C** Certificate

**CSC** Career Studies Certificate

## Teacher Preparation

Students can complete their first two years of teacher preparation courses in the Pre-Teacher Education Program (P-TEP), receive an associate degree from Reynolds, and then transfer to a four-year college or university. Several Virginia four-year institutions offer transfer opportunities for P-TEP students.

# REYNOLDS COMMUNITY COLLEGE

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Reynolds offers Teacher Preparation Specialization associate degrees in Science, Social Sciences, and Liberal Arts for prospective teachers that transfer to Virginia's four-year colleges and universities. Reynolds advisors work closely with students to ensure optimum transferability. Reynolds also has transfer centers with catalogs and transfer guides from many four-year colleges.

It is highly recommended that P-TEP students determine what content area and/or grade level they would like to teach, as well as the school to which they wish to transfer. The transfer process for P-TEP students can be complicated. It is very important for you to meet with your advisor and a counselor from the Career, Employment and Transfer Center. Additionally, you should communicate directly with your transfer school. This will help to ensure that you maximize your time at Reynolds.

## **PROGRAM NOTE:**

The Virginia Department of Education has the authority to deny licensure to any applicant as described in 8VAC20-22-720 of the Licensure Regulations for School Personnel. Any student entering the Pre-Teacher Education Program (P-TEP) who has committed any illegal offense other than minor traffic violations should discuss these matters with the Program Head for Teacher Preparation prior to enrolling in SDV 101 Orientation to Teacher Preparation and/or EDU 200 Introduction to Teaching as a Profession for clarification. Reynolds requires a criminal history records check of all entering P-TEP students. Inability to obtain field experience site placement due to a negative background check will result in removal from the program.

## **Teacher Licensure Requirements for the Community College Student**

The Virginia Board of Education has established general requirements for initial teacher licensure. The candidate must be at least 18 years of age; have earned a baccalaureate degree from an accredited institution of higher education with a Board-approved teacher education program; possess good moral character; have satisfied requirements for a teaching endorsement area; have met general and professional studies requirements (including student teaching), and have obtained passing scores on the RVE: Reading for Virginia Educators (for certain endorsement areas), the VCLA: Virginia Communication and Literacy Assessment, and the appropriate Specialty Area test (Praxis™ II).

Additionally, transfer institutions require students to successfully complete the Praxis™ Core Academic Skills for Educators (Reading, Writing and Mathematics) prior to enrollment in their teacher preparation programs. More information regarding these requirements can be obtained from the Program Head for Teacher Preparation.

The teaching license provides the prospective teacher with a credential to serve as a teacher in Virginia while the endorsement describes the subject area or grade levels to which the prospective teacher may be appropriately assigned to teach.

Students seeking licensure at the elementary level (grades PreK-3 or PreK-6) may major in a wide range of disciplines. Most transfer institutions have a specific degree that is required for students

pursuing elementary education licensure. Contact your transfer institution or the Program Head for Teacher Preparation at (804) 523-5263 for additional information.

Students seeking licensure at the middle school level (grades 6-8), should select one of the four basic content areas mathematics, a science, history/social science or English—as a major. To increase your employability you may choose to pursue a second content area if possible during your course of studies.

Students seeking licensure to teach at the secondary level (grades 6-12) major in the area in which they will seek endorsement. Possible majors include, but are not limited to, biology, chemistry, computer science, English, French, German, history, mathematics, physics, political science, and Spanish. Special education students may choose a major from the humanities, social sciences, or sciences.

Students who have decided on their teacher licensure endorsement area and selected their four-year transfer institution should contact their advisor to explore whether a Teacher Education Admission Agreement exists between the Virginia Community College System and that institution. The advisor can provide further information about the requirements and benefits of the agreement.

## **Virginia Teaching Scholarship Loan Program**

The Virginia Teaching Scholarship Loan Program is an incentive to students interested in pursuing a teaching career in a critical shortage teaching area. These scholarships begin in the junior year. The critical shortage teaching areas are determined annually, but usually include fields such as special education, mathematics, earth science, career and technical education, foreign language, English as a second language, middle grades, library media, art, and reading specialist.

More information is available from the Virginia Department of Education at [doe.virginia.gov](http://doe.virginia.gov).

## **Professional Development for School Personnel**

Reynolds Community College provides credit-based coursework for teachers and school divisions. We offer a wide variety of licensure renewal courses and can develop customized courses for cohorts, schools and/or divisions.

Contact the Program Head for Teacher Preparation at (804) 523-5263 for additional information.

## **EducateVA Career Switcher Program** [educateva.com](http://educateva.com)

The Community College Workforce Alliance (CCWA) offers an alternative teacher licensure program - EducateVA. This is a statewide initiative to address critical shortages in the teaching profession. EducateVA is certified by the Virginia Department



of Education and provides a pathway for professionals seeking an entrance into the field of education. EducateVA partners with the community colleges, across the state, to provide an accessible program, no matter where the students reside. The list of endorsements supported by the program can be found on their website.

## Do You Qualify?

- Bachelor's degree from an accredited institution
- Three (3) or more years of full time professional, post-baccalaureate work experience
- Content area expertise
- GPA of 2.5 or better
- Required assessments (Praxis Subject Assessment and VCLA)
- Must be willing to undergo a criminal background check prior to field placement or employment in the classroom
- May not currently hold a Provisional License or expired Provisional License issued by the Virginia Department of Education or a full professional teaching license in Virginia or another state

## What is Required?

- Complete the 17-week Level 1 program, which includes 40 hours of classroom field experience
- Upon successful completion of Level 1, a one-year Career Switcher Provisional License is issued
- During Level II, candidates must teach successfully for one full year while completing additional online training and instructor-led sessions in order to be recommended for a full five-year renewable teaching license

## Community College Workforce Alliance

[ccwatraining.org](http://ccwatraining.org)

Community College Workforce Alliance (CCWA), the workforce development partnership between Reynolds Community College and John Tyler Community College, serves the training needs of the region with a comprehensive suite of courses and services. The partnership combines the strengths of the two colleges in order to provide the highest quality of training in four cities and 12 counties throughout Central Virginia.

CCWA provides non-credit training, individual and custom-designed instruction, consulting, skills assessments and job training and career development programs. CCWA offers on-line registration, customer support and courses delivered by faculty with related industry experience and expertise. Instructors have the skills and certifications to assist employers and individuals to achieve their professional development and strategic business goals.

### Open Enrollment

CCWA provides hundreds of short-term professional development courses and certification programs in technology, business administration and management, manufacturing and trades, health care and specialized areas. Classes can be taken in a matter of weeks, days or even hours, in-class or online.

Visit [ccwatraining.org/catalog](http://ccwatraining.org/catalog) to view the most recent course schedule.

### Business Solutions

CCWA works with large and small, new and expanding businesses to build tailor-made workforce training programs to increase employee performance and engagement and streamline work flow. Programs (including industry certification training) and services are offered at one of CCWA's three locations, online, or at client locations. CCWA works closely with business teams to provide custom training and consulting solutions that produce a return on investment. For more information, visit [ccwatraining.org/training-for-businesses](http://ccwatraining.org/training-for-businesses).

### Apprenticeships

Through its Apprentice VA program, CCWA is working with Southside and Danville Community Colleges and with regional and state industries to build a pipeline of manufacturing and information technology (IT) technicians. The program provides industry with no-cost pre-apprenticeship training for applicants for employment, with customized training for apprentices, and with tuition paid college credit courses leading to an associate degree in a manufacturing or IT related discipline. CCWA, with funding from the United States Department of Labor, has created a pathway for career growth in the Apprentice VA program. Visit [apprenticeva.com](http://apprenticeva.com) for more information.

### FastForward Certifications

CCWA has prepared thousands of individuals for regionally available jobs through its FastForward workforce credentials program which provides any Virginian eligible to work in the Commonwealth with industry certification training. FastForward programs are available at one-third the normal cost. Virginians with financial need may also be eligible for additional tuition support for workforce training. Careers with great pay are readily available in the region in manufacturing, power and energy, transportation and logistics, construction and trades and health care industries. CCWA can prepare individuals for jobs in each of these fields. Participants in FastForward programs benefit from grant funding, career coaching, job connections, and expedited training to get participants to work as soon as possible.

CCWA can also provide financial support for incumbent worker training through the FastForward program. Participants can register by phone, fax, walk-in and on-line. Visit [ccwatraining.org/certifications](http://ccwatraining.org/certifications) for more information.

### Financial Aid for Workforce Training

CCWA has financial aid programs available for job and certification training for occupations and industries in which there is a strong regional demand for skilled workers. For more information, contact a CCWA career coach at 804-523-2292 or [careercoach@ccwa.vccs.edu](mailto:careercoach@ccwa.vccs.edu).

### Young Adult Initiative

Through a partnership with the region's adult education programs and regional employers, CCWA and CCWA's Middle College has free workforce training for young adults 18-24 who are looking for a job with good wages in a growing occupation or field. The Young Adult Initiative includes: occupational training and certification, basic skills development, employability skills training, digital literacy, and career coaching. For more information, contact CCWA at 804-523-2292.

# REYNOLDS COMMUNITY COLLEGE

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## Facilities Rentals

For organizations seeking meeting services, facility rentals are available for business meetings, conferences, and events. Visit [ccwatraining.org/meetings](http://ccwatraining.org/meetings) or call 804-523-2292.

CCWA locations include:

### Henrico: Workforce Development and Conference Center

*(on the campus of Reynolds Community College)*

1651 Parham Road, Richmond

(804) 523-CCWA (2292)

### Chester: William H. Talley III Center for Workforce Development (Opening Fall 2019)

*(on the campus of John Tyler Community College)*

13101 Jefferson Davis Highway, Chester

(804) 706-5175

### Midlothian: Eliades Hall, 2nd Floor

*(on the campus of John Tyler Community College)*

800 Charter Colony Parkway, Midlothian

(804) 897-7600

## Reynolds College Academies

Reynolds College Academies provide outstanding high school students the opportunity to earn an associate degree while completing the requirements for their high school diploma. Reynolds has carefully selected and sequenced the college coursework in the program in order to satisfy the requirements of the high school diploma and associate degree at the same time.

### [reynolds.edu/aca](http://reynolds.edu/aca)

In the Reynolds Advance College Academies (ACA) serving Goochland, Hanover, Henrico, and Powhatan County Public Schools, students typically apply in the 8th grade through their local school division, enroll in advanced high school courses in the 9th and 10th grade, and take the required college coursework for the associate degree during the 11th and 12th grade.

### [reynolds.edu/eca](http://reynolds.edu/eca)

In the Reynolds Early College Academy (ECA) serving Richmond Public Schools, students take the required college coursework for the associate degree on the Reynolds Downtown Campus.

## High School Dual Enrollment

### [reynolds.edu/dual\\_enrollment](http://reynolds.edu/dual_enrollment)

The Dual Enrollment Program at Reynolds is offered to high school juniors and seniors enrolled in one of the local participating schools. This program allows students to take college-level courses that fulfill both high school and college graduation requirements. Currently, Reynolds has agreements to offer the Dual Enrollment program with the following schools or school systems: Charlottesville Albemarle Technical Education Center, Chesterfield County, Culpeper County, Goochland County, Hanover County, Henrico County, Louisa County, Powhatan County, Richmond City, and Salem Christian School. Interested high school students should speak with their school counselor.

## Middle College

### [reynolds.edu/MiddleCollege](http://reynolds.edu/MiddleCollege)

Middle College, a CCWA workforce development program, provides free career starter job training for young adults, ages 18 – 24. Short term industry-specific training is integrated with academic support to provide individuals who have a GED/HS diploma, as well as for those who need a GED, the opportunity to earn industry recognized credentials. Examples of credentials available through these programs include Certified Nurse Aide, Certified Logistics (Warehouse) Associate, Certified Logistics Technician, NCCER Core Basics (Construction), HVAC I, OSHA 10, Fork Lift, CPR and First Aid.

Middle College training programs are typically less than four months in length and include academic instruction, credential training, experiential learning activities, exam preparation, employability training, and job placement assistance. Training classes are grant funded and offered in collaboration with community partners, resulting in low to no cost academic/workforce training classes for qualified students. Additional training funds are available for individuals over the age of 24. Contact Middle College at (804) 523-5345 or [middlecollege@reynolds.edu](mailto:middlecollege@reynolds.edu) for more information.

## Great Expectations

### [reynolds.edu/GreatExpectations](http://reynolds.edu/GreatExpectations)

The Great Expectations Program assists youth and young adults, who are currently or were formerly affiliated with the Virginia Foster Care System, gain access to a community college education. Eligible individuals include foster youth between the ages of 17 and 24, youth adopted after the age of 13, or special needs adoptions. Services include guidance with the admission and FAFSA application processes, accessing college resources and supports, and referrals to and collaboration with community resources and services.

## English as a Second Language

### [reynolds.edu/get\\_started/esl](http://reynolds.edu/get_started/esl)

Reynolds offers classes for students whose first language is not English. Classes are designed to help students successfully speak, read, and write English outside of the classroom and to prepare them for academic coursework. Day and evening classes meet on the Parham Road Campus and follow the Reynolds academic calendar.

## Learning Communities

### [reynolds.edu/lc](http://reynolds.edu/lc)

A learning community is when two (or more) course sections in the same semester are linked together and the same students enroll in both course sections. Professors work together to coordinate assignments, content, and improve crossover learning between the courses. Classes are typically back-to-back, or at the same time on alternating days. Learn more about the benefits of

learning communities and the courses offered each semester at [reynolds.edu/lc](http://reynolds.edu/lc).

## Reynolds Honors Program

[www.reynolds.edu/honors](http://www.reynolds.edu/honors)

The Reynolds Honors Program offers high-achieving students an opportunity to participate in more advanced academic coursework based on four foundational pillars: critical thinking, reading, and writing; independent research; interdisciplinary approaches; and student engagement. These foundations help create a community of highly motivated and intellectually curious students who, through collaboration with dedicated faculty, will be prepared for the challenges of university degree programs and beyond. Among other benefits, Honors students receive additional scholarship funds.

To be eligible for the Honors Program, students must:

- Be enrolled in a transfer degree program (AA/AS degree)
- Have a GPA of 3.5 or above
- Have successfully completed all developmental coursework before being accepted
- High school students applying before their first semester of college coursework should submit their most recent transcript. Students who have not yet completed 12 credit hours of transferable college coursework at the time of application may submit transcripts from a previous institution for consideration. Submit unofficial transcripts via email to [honors@reynolds.edu](mailto:honors@reynolds.edu).

*Any student* may apply to enroll in a designated Honors course section by completing the Honors Course Permission form at [www.reynolds.edu/honors](http://www.reynolds.edu/honors).

For questions about the Honors Program, please see the Honors Program Coordinator or email [honors@reynolds.edu](mailto:honors@reynolds.edu) for more information.

## Home School/Concurrent Enrollment

Dual enrollment is not the only way for a high school student to earn college credit. Reynolds offers high school students not participating in Dual Enrollment the opportunity to enroll and start earning college credit prior to graduating from high school. Students who are rising high school freshmen to seniors in the upcoming school year are eligible to apply. High school students below the junior level require additional approval before enrolling. For more information regarding requirements, visit the Reynolds webpage [reynolds.edu/HomeSchool](http://reynolds.edu/HomeSchool).

# POLICIES AND PROCEDURES

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# **Enrollment Policies & Procedures**

## Classification of Students

### Curricular

Curricular students are students who have satisfied general college curricular and any additional program admission requirements and are enrolled in credit or developmental courses for the purpose of earning a degree, certificate, or career studies certificate.

### Non-Curricular

Non-curricular students are students who are enrolled in credit and/or developmental courses without curricular admission and who do not currently intend to earn a degree, certificate, or career studies certificate at Reynolds. The Virginia Community College System recognizes the following types of non-curricular enrollments:

Upgrading Skills for Present Job  
Developing Skills for New Job  
Career Exploration  
Personal Satisfaction and General Knowledge  
Transient Student  
Non-degree Transfer Student  
High School Student  
(Dual/Concurrent enrollment/Home School enrollment)  
Curricular Admission Pending

### Freshman

Students are classified as freshmen until they have earned 30 semester credits.

### Sophomore

Students are classified as sophomores after they have earned more than 30 semester credits.

## Registration Information

Current information about the registration schedule and procedures can be found for each semester/term on the Reynolds website at [reynolds.edu](http://reynolds.edu).

## Registration Periods

Open registration periods are available to students to register in person or online. Students that have academic or financial holds must come to campus for registration.

Schedule adjustment periods are available each semester or term to permit adjustment of class schedules.

## Self-Registration

Students who are in good academic standing (2.0 GPA or higher) and who are either non-curricular or curricular may generally register (without approval) online. All other students are required to meet with their advisors before registering in person.

## Academic Course Load

A full-time course load is 12 or more credit hours. Any student wishing to carry an academic load of more than 18 credits should have a 3.0 GPA or higher and should have the recommendation of a faculty advisor prior to seeking the approval of the school dean. This approval must be presented in person when registering beyond the limit. A student who has received academic warning or academic probation may be required to take less than the normal load for the next semester.

## Prerequisites and Course Sequencing

If any prerequisites are required before enrolling in a course, they will be identified in the course description or by an indication of course sequence (please refer to the Course Information section of this catalog). Courses listed ACC 211-212 and ENG 111-112, for example, must be taken in sequence unless otherwise noted in the course description. Courses in special sequences (usually identified by the numerals I-II) must also be taken in sequence, unless otherwise noted in the course description. Prerequisites must be satisfactorily completed before enrolling in a course unless special permission is obtained from the school dean, or designee. Co-requisite courses are to be taken simultaneously.

## Repeating a Course

Students are normally limited to two (2) enrollments in the same course. Prior to registering to take a course for a third time, students must submit a completed Request to Repeat Course Form with all required approvals, and documentation of extenuating circumstances to a campus Enrollment Services. Repeat approval is not required for certain exempted courses, and all attempted hours and grade points for these courses will be calculated in the GPA. (Also see Repeated Grade.)

**PLEASE NOTE:** Repeating courses may negatively affect financial aid eligibility.

## Withdrawal from Courses

Students are strongly encouraged to meet with the instructor of the course to discuss their academic standing in the course prior to withdrawing from the course. Withdrawal transactions are final and will not be rescinded or modified unless an administrative error by Reynolds has taken place.

### On-Time Withdrawals

After the add/drop period and within the first 60% of a semester or term, a student may withdraw from a course without academic penalty and receive a grade of "W" for each withdrawn course. After that time, students shall receive a grade of "F," except under documented mitigating circumstances.

The student must submit a completed "Request to Withdraw from Course" form to one of the Enrollment Services prior to the college's published withdrawal deadline. The form must be submitted prior to the completion of 60% of the class. Students should consult their instructor for withdrawal deadlines for classes that are not the standard semester length.

### Late Withdrawals

Withdrawal requests received after 60% of the semester or term will not be granted except under mitigating circumstances. To request a withdrawal after the appropriate withdrawal deadline or after the term has ended, the student must submit a "Late Request for Withdrawal from Course" Form with a narrative and documentation to support a claim of mitigating circumstances to a campus Enrollment Services Center. Requests for late withdrawals are forwarded to the Academic Standing Committee for determination.

Official withdrawal for a student, if approved, will become effective on the date the withdrawal form is received by the Enrollment Services. Course withdrawals (on time and late) should be presented in person, by the student's authorized representative, or handled through [enroll@reynolds.edu](mailto:enroll@reynolds.edu).

### **Deadlines for Late Withdrawal Requests**

Fall Semester - January 30

Spring Semester - June 30

Summer Semester - September 30

For more information about late withdrawals, contact Enrollment Services at (804) 523-6464.

## **Auditing a Course**

Students who enroll in a course with audit status are exempt from course examinations or other course achievement measures. Registrations for audit will not be accepted before the first day of the class and will require approval of the instructor and school dean. The regular tuition rates will be charged. Requests for credit enrollment in a class will be given priority over audit enrollment.

Audited courses carry no credit and do not count as part of the student's course load. Students who wish to change the status of a course from audit to credit or from credit to audit must do so within the schedule adjustment period for the semester or session.

## **Military Students During National Emergency**

Reserves/National Guard who are called to active duty and active military that are mobilized during a National Emergency should contact a Enrollment Services for special assistance with their enrollment needs at (804) 523-6464.

## **Non-Native Speakers of English (English Proficiency)**

Admitted curricular and non-curricular students from countries other than Australia, English speaking Canadian provinces, English speaking Caribbean island nations, the Republic of Ireland, the United Kingdom, New Zealand, or the United States will be required to demonstrate their proficiency in English prior to enrollment. To document English proficiency, applicants may forward TOEFL (Test of English as a Foreign Language) scores or appropriate substitute documents to the Central Admissions and Records Office. A minimum score of 80 is required on the

iBT TOEFL. Appropriate substitute documents would include completion of a post-secondary degree or the equivalent of ENG 111 (English Composition) with a grade of 'C' or better at an institution located in one of the countries listed above. Non-native speaking applicants who cannot present the minimum required TOEFL score or a substitute document must schedule an English as a Second Language (ESL) test with the ESL office. Reynolds ESL assessment will also involve a personal interview and submission of a written assignment. Questions about ESL test waivers should be directed to the ESL Department. The ESL assessment will result in one of the following:

- Clearance to take the Reynolds VPT placement tests with native speakers of English (no ESL classes required);
- Initial placement into intensive ESL classes only (no academic classes permitted until ESL department documents preparedness); or,
- Initial placement into certain ESL classes with permission to enroll in a limited area of academic subjects.

**NOTE:** Admitted students with ESL requirements will be required to satisfactorily complete the requirements prior to progressing in certain curricular programs, such as Nursing. Please refer to the Program Information section in this Catalog. F-1 Visa applicants should refer to the International Student Admission section in this catalog.

# **Classroom & Instructional Policies & Procedures**



## Grading — Developmental Studies

A grade of “S” (Satisfactory) shall be assigned for satisfactory completion of each course in developmental studies or English as a Second Language (ESL) courses numbered 1 - 99. “S” grades are not included in grade point average calculations.

Students making satisfactory progress but not completing all of the instructional objectives for courses in developmental studies or ESL courses shall be graded with an “R” (Re-enroll). A student who has earned an “R” must enroll again and successfully complete the course.

Students not making satisfactory progress in developmental studies or ESL courses shall be given a “U” grade. Students on financial aid should check each semester on their grade requirements for making satisfactory progress.

The “I” and “W” grades may be utilized, as appropriate, for developmental studies and ESL courses.

## Grade Point Average

The term and cumulative 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 (audits, developmental courses, ESL courses, courses taken with pass/unsatisfactory option). The GPA is carried out to three digits past the decimal point (i.e. there is no rounding). See Repeated Grade and Academic Renewal sections below.

## Repeated Grade

Effective with the Summer 1994 term, the Virginia Community College System (VCCS) implemented a policy which provided that when a course was repeated, only the most recent attempt would be used in the calculation of the student’s cumulative grade point average (GPA). This policy only applied to courses attempted and repeated during or after the Summer 1994 term. While only the most recent attempt was used in the calculation of the cumulative GPA, all previous attempts remained on the academic record.

Effective with the Fall 1996 semester, the policy was made retroactive to Summer 1988. Therefore, when students repeat a course taken Fall 1996 or later that was repeated Summer 1988 or later, only the most recent attempt is used to calculate the cumulative GPA. Courses completed and repeated during the initial period of the repeat policy (Summer 1994 - Summer 1996) for which GPA adjustments have already been made, are not affected. Additionally, adjustments made as a part of “academic renewal” are not affected. Only the latest attempt is used in determining if graduation requirements are met.

Certain courses are exempt from consideration as repeats and an adjustment to the GPA is not made, including but not limited to courses with course numbers 090, 190, 290, 095, 195, 295, 096, 196, 296, 097, 197, 297, 098, 198, 298, 099, 199, and 299.

Periodically the VCCS will rename or renumber courses but they remain equivalent to the previous named and numbered courses. In such cases, completion of a renumbered/renamed course may be determined to be a repeat of a course completed previously under a different department and/or course number. These determinations are made on a college-wide basis, and exceptions cannot be made for an individual student.

Implementation of this policy does not revise any GPA calculations for prior terms or any academic, financial, or administrative events that have occurred in the past. Any questions should be directed to the Registrar.

## Final Grades

Final grades for each semester can be viewed and printed using MyREYNOLDS. Students must have their Reynolds EMPLID and password to obtain their grades. The grades of A, B, C, D, P, and S are passing grades. Grades of F and U are failing grades. R and I are interim grades. Grades of W and X are final grades carrying no credit.

## Academic Renewal

Students who re-enroll at Reynolds after a separation of at least 60 consecutive months may submit the “Petition for Academic Renewal” form to the Central Admissions and Records Office or to a campus Enrollment Services. If the student is found eligible, an Academic Renewal notation will be placed on the student’s permanent record and transcript. All “D” and “F” grades earned prior to the re-enrollment will appear on the record, but they will be deleted from the cumulative grade point average, subject to the following conditions:

Prior to petitioning, the student must earn at least a 2.500 grade point average (using grades of “A,” “B,” “C,” “D,” and “F”) in the first twelve hours after re-enrollment.

Any course credit with a grade of “D” earned prior to the re-enrollment will not count toward graduation requirements. Previous diplomas, certificates, or degrees will not be rescinded in order to qualify the student.

Academic Renewal adjustment will be granted only once and cannot be revoked. The granting of Academic Renewal does not affect any previous academic, financial, or administrative decisions made by Reynolds.

## Academic Standing

### President’s Honor Roll

The President’s Honor Roll is awarded to curricular and non-curricular students who demonstrate the highest level of academic achievement at Reynolds. In order to receive this recognition, students must have:

- Earned a cumulative GPA of 3.8 or higher
- Earned a semester GPA of 3.5 or higher
- Carried at least 6 non-developmental credit hours for the semester
- Earned 20 or more credit hours at Reynolds

# REYNOLDS COMMUNITY COLLEGE

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- Earned no grades of D, F, I, or U for the semester
- Earned no more than 1 W for the semester

Students who earn this distinction will receive a letter and certificate during the beginning of the subsequent semester.

## Dean's List

The Dean's List is awarded to curricular and non-curricular students who demonstrate a high level of academic achievement at Reynolds. In order to receive this recognition, students must have:

- Earned a semester GPA of 3.2 or higher
- Carried at least 6 non developmental credit hours for the semester
- Earned no grades of D, F, I or U for the semester
- Earned no more than 1 W for the semester

Students who earn this distinction will receive a letter and certificate during the beginning of the subsequent semester.

## Good Standing

Students are considered to be "in good academic standing" if they maintain a minimum GPA of 2.000 each semester and are not on academic suspension or dismissal. They are eligible to reenroll at Reynolds.

## Academic Warning

Students who fail to attain a minimum GPA of 2.000 for any semester shall be placed on academic warning.

## Academic Probation

Students who fail to maintain a cumulative GPA of 1.500 will be on academic probation until such time as their cumulative average is 1.75 or better. The statement "Academic Probation" will be placed on the permanent record. Students on academic probation are ineligible for appointed or elected office in student organizations unless the vice president of student affairs or another appropriate administrator grants them special permission. Students usually will be required to carry less than a normal course load the following semester. Students on academic probation are required to consult with their academic advisor prior to enrollment. Students shall be placed on probation only after they have attempted 12 semester credits.

## Academic Suspension

Students on academic probation who fail to attain a semester GPA of 1.500 will be placed on suspension only after they have attempted 24 semester credit. Academic suspension shall be for one semester. The statement "Academic Suspension" will be placed on the student's permanent record. Students who are placed on academic suspension and wish to appeal should submit an appeal form to one of the Enrollment Services or Central Admissions and Records. Suspended students may be readmitted after termination of the suspension period without appealing for reinstatement. Upon reinstatement the student will be required to meet with an academic advisor and develop an educational plan. Students who have been reinstated from academic suspension must achieve a 2.00 GPA for the semester of their reinstatement and must earn at least a 1.75 GPA in each subsequent semester of attendance. The statement "Subject to Dismissal" shall be placed on the students' permanent record. Students who have been reinstated from academic suspension

will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75.

## Academic Dismissal

Students who do not attain at least a 2.000 GPA for the semester of reinstatement following academic suspension will be academically dismissed. Students who achieve at least a 2.000 GPA for the semester of their reinstatement following academic suspension must earn at least a cumulative 1.75 GPA in each subsequent semester of enrollment. Failure to earn a 1.75 GPA in each subsequent semester until the cumulative GPA reaches 1.75 will result in academic dismissal. The statement "Academic Dismissal" will be placed on the student's permanent record. Academic dismissal is normally permanent. In exceptional circumstances, students submit an appeal form to Enrollment Services or to Central Admissions and Records. (see Reinstatement from Suspension or Dismissal). Students who have been reinstated after academic dismissal will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75.

## Reinstatement from Suspension or Dismissal

To be considered for immediate reinstatement, a suspended student must submit a Reinstatement Form or written appeal along with any documentation that helps support the request for reinstatement prior to the late registration period for the semester they wish to attend.

Dismissed students that would like to be considered for reinstatement must submit the Reinstatement Form along with supporting documentation by the following deadlines:

**July 1 for fall reinstatement**

**November 1 for spring reinstatement**

**April 1 for summer reinstatement**

The Reinstatement Form or written appeal is forwarded to the Academic Standing Committee for consideration. Reynolds will ensure consideration of all appeals for reinstatement received by the deadline, including a review of the student's academic history at Reynolds and documentation of mitigating circumstances. Once the appeal is received, students will be contacted regarding the appeal meeting. Students are strongly encouraged to attend the appeal meeting with the Academic Standing Committee.

Decisions to reinstate may be accompanied by conditions designed to ensure the student's improved performance. Decisions to deny reinstatement will result in the continued enforcement of suspension or dismissal terms. Students who are not granted reinstatement will be dropped from any courses for which they may have pre-registered, and their tuition will be refunded automatically.

## Advanced Standing and Transfer Credit from Other Colleges

Advanced standing is defined as the application of awarded credit, earned by means other than instruction at this institution,

toward satisfying program requirements. No more than 75% of a degree or certificate may be earned through advanced standing credit. Transcripts are evaluated for curricular students only. Courses from a student's official transcript that are equivalent and relevant to the curriculum in which he or she is enrolled will be applied towards credit in his or her program. Awarded credit is added to the student's permanent record, but is not used for computation of the grade point average and does not carry a letter grade.

The Central Admissions and Records Office evaluates requested advanced standing and places advanced standing, by type, on the permanent record and transcript. It is the student's responsibility to ensure that all relevant and official documents have been forwarded to the Central Admissions and Records Office. Transcripts are considered official if they are in a sealed envelope and carry the seal of the institution, are printed on official college letterhead, or delivered through a transcribing service.

Credit evaluation for courses taken at other VCCS colleges can be requested in writing; official transcripts from other VCCS colleges are not necessary.

Transfer credit awarded is available to view on the Student Information System. Official transcripts received four weeks prior to the beginning of the desired semester or term will be placed on the Student Information System prior to the final registration period. Transcripts received after that point will be evaluated as time permits and in date priority. Students should address questions regarding advanced standing with the Admissions and Records office.

Credit will be awarded only for courses earning a grade of "C" or better or the equivalent. When the course contains equivalent content and credit, the course may transfer to satisfy a program requirement at this institution. This college evaluates credit for transfer from other colleges and universities, using the guidance of the American Association of Collegiate Registrars and Admission Officers or the National Association for Foreign Student Affairs, and the Southern Association of Colleges and Schools.

## Transfer Credit from International Institutions

Credit from international post-secondary institutions may be awarded upon evaluation by a private evaluation agency that is a member of the National Association of Credential Evaluation Services (naces.org). This process pertains to both international students seeking Reynolds transfer credit and Reynolds students earning credits at foreign institutions during study-abroad experiences. The student will send official transcripts to an approved agency to obtain a course-by-course evaluation. All fees must be paid by the students directly to the evaluation agency. This evaluation is provided to Central Admissions and Records so that credit can be assigned based on the student's chosen curriculum in accordance with established college policies.

## Credit by Assessment by Local Exam (ABLE)

Credit by ABLE is available at the discretion of the academic program and is not available for all courses taught at Reynolds. Academic deans and program heads have the discretion to deny requests for credit by ABLE. In programs where CLEP/AP/IB credit are not available as a means to test to receive academic credit, credit by ABLE may be a means of earning college credit for prior learning by demonstrating satisfactory academic competency in a particular subject.

Students interested in pursuing credit by ABLE should contact the appropriate academic program head of the curriculum.

## Prior Learning Activity for Credit Evaluation

This process is designed for adults who have gained college-level learning through work, volunteer activities, participation in civic and community assignments and similar life experiences. The process allows for students to develop portfolios, based on their experiences, to demonstrate learning equivalency to one or more college courses. Credit can only be applied if it is accepted by the faculty and after the student has successfully completed at least one course at Reynolds. Portfolio-based credit for prior experiential learning may be awarded for no more than 25 percent of the credit hours applied toward a degree. The determination of such credit must be determined by the program head and approved by the school dean.

## Military Credit

Credit will be granted for military service school courses and skills if the awarding of credit is recommended in the current edition of the American Council on Education publication, a Guide to the Evaluation of Educational Experiences in the Armed Services, and approved by the division dean of the student's chosen curriculum.

## Credit for Occupational Experience

Credit for occupational experience may be granted for courses or programs offered by employers, professional organizations and other agencies only if those courses or programs have been evaluated by the American Council on Education (ACE). Non-traditional sources of college-equivalent learning may include a combination of formal and/or informal workplace training programs as evaluated by ACE and military training programs.

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## Credit by Advanced Placement

Students may receive advanced standing through the administration of the College Level Examination Program (CLEP), the College Entrance Examination Board (CEEB), advanced placement (AP) program, or the International Baccalaureate (IB) program, provided the examination scores are acceptable for credit. The required scores and appropriate credit hours awarded are listed on the following pages:

<b>CLEP Exam Title</b>	<b>Written Test Minimum Score for credit prior to 7/1/01</b>	<b>Computer Test Minimum Score for credit as of 7/1/01</b>	<b>Number of Credits Awarded</b>	<b>Reynolds/VCCS Course Equivalent</b>
<b>GENERAL EXAMS</b>				
College Composition Modular	420	50	3	ENG 111
Humanities	460	50	6	Humanities Elective
College Mathematics	450	50	3	MTH 154
Social Sciences and History	430	50	6	Social Science or History Elective
<b>SUBJECT EXAMINATIONS</b>				
<b>COMPOSITION AND LITERATURE</b>				
American Literature	46 plus essay	50	6	ENG 241-242
English Literature	46 plus essay	50	6	ENG 243-244
<b>FOREIGN LANGUAGE</b>				
<b>French</b>				
• Level 1	39	50	8	FRE 101-102
• Level 2	45	59	14	FRE 101-102, 201-202
<b>German</b>				
• Level 1	36	50	8	GER 101-102
• Level 2	42	60	14	GER 101-102, 201-202
<b>Spanish</b>				
• Level 1	41	50	8	SPA 101-101
• Level 2	50	63	14	SPA 101-102, 201-202
<b>HISTORY AND SOCIAL SCIENCE</b>				
American Government	47	50	3	Social Science Elective
History of United States / Early Colonization to 1877	45	50	3	HIS 121
History of United States II, 1865 to Present	45	50	3	HIS 122
Human Growth and Development	45	50	3	PSY 230
Principles of Macroeconomics	44	50	3	ECO 201
Principles of Microeconomics	41	50	3	ECO 202
Introduction to Psychology	47	50	3	PSY 200

## POLICIES AND PROCEDURES

Introduction to Sociology – Comparative	47	50	3	SOC 200
Western Civilization / Ancient Near East to 1648	46	50	3	HIS 101
Western Civilization II 1648 to the Present	47	50	3	HIS 102
<b>SCIENCE AND MATHEMATICS</b>				
Biology		50	8	BIO 101-102
Chemistry		50	8	CHM 111-112
Natural Sciences		50	8	BIO 141-142
College Algebra		50	3	MTH 161
Precalculus		50	5	MTH 167
Calculus		50	5	MTH 263

Some four-year institutions do not allow transferred CLEP credits to satisfy degree requirements. If planning to transfer to a college or university, contact its Admissions office to find out how it uses CLEP credits.

AP Exam Title	Minimum Score for Credit	# of Credits Awarded	Reynolds/VCCS Course Equivalent
<b>THE ARTS</b>			
Art History	3	6	ART 101-102 History and Appreciation of Art I-II, 3 credits each
Art, Studio: Drawing	3	4	ART 121 Drawing I, 4 credits
Art Studio: 3D Design	3	4	ART 131 Fundamentals of Design I, 4 credits
Music Theory	3	4	MUS 111
<b>THE SCIENCES</b>			
General Biology	4	8	BIO 101-102
Chemistry	4	8	CHM 111-112
Computer Science A	4	4	CSC 201
Calculus AB	3	5	MTH 263
Calculus BC	3	10	MTH 263-264
Environmental Science	4	4	BIO 107
Physics B	4	8	PHY 201-202
Physics C Mechanics	N/A	0	There is none. This is not equivalent to PHY 241 University Physics
Physics C Electricity and Magnetism	N/A	0	This is not equivalent to PHY 242 University Physics
Statistics	3	3	MTH 245
<b>LANGUAGES AND LITERATURE</b>			
English, Language & Composition	3	3	ENG 111
English, Literature & Composition	3	3	ENG 111

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French, Language	3	8	FRE 101-102
	4	11	FRE 101-102-201
	5	14	FRE 101-102-201-202
German, Language	3	8	GER 101-102
	4	11	GER 101-102-201
	5	14	GER 101-102-201-202
Spanish, Language	3	8	SPA 101-102
	4	11	SPA 101-102-201
	5	14	SPA 101-102-201-202
Spanish, Literature	3	3	SPA 233
<b>SOCIAL SCIENCES</b>			
Human Geography	3	3	GEO 210
United States Government and Politics	3	3	PLS 211
Comparative Government and Politics	3	3	Social Science Elective
History, United States	3	6	HIS 121-122
History, European	3	6	HIS Elective
Economics, Macro	3	3	ECO 201
Economics, Micro	3	3	ECO 202
Psychology	3	3	PSY 200
World History	3	6	History Electives

All Virginia community colleges shall accept a score of three (3) and higher for Advanced Placement (AP) courses, however, students are encouraged to check required scores for transferability to four-year institutions. The amount of credit awarded for each examination will be consistent with the Reynolds College Board recommendation.

<b>International Baccalaureate Exam Title</b>	<b>Minimum Score for Credit</b>	<b># of Credits Awarded</b>	<b>Reynolds/VCCS Course Equivalent</b>
<b>ARTS AND SOCIAL SCIENCES</b>			
Art Design HL	5,6,7	4 8	ART 131 – Fundamentals of Design ART 131-132 – Fundamentals of Design I and II
English A1	5,6,7	3 6	ENG 111 – College Composition I ENG 111-112 – College Composition I and II
English B	5,6,7	3	ENG 111 – College Composition I
French Language HL	5,6,7	12	FRE 101, 102, 201, 202
German Language HL	5,6,7	12	GER 101, 102, 201, 202
History: Americas HL	5,6,7	6	HIS 121-122 – United States History I-II
History: Africa HL	5,6,7	3	HIS 203 – History of African Civilization
History: Europe HL	5,6,7	6	HIS 101-102 – History of Western Civilization I-II
Philosophy HL	5,6,7	3	PHI 101 – Introduction to Philosophy

Spanish HL	5,6,7	12	SPA 101, 102, 201, 202
Theory of Knowledge	A,B,C	3	PHI 101 - Introduction to Philosophy
<b>MATHEMATICS AND SCIENCES</b>			
Biology HL	5,6,7	4 4 8	BIO 106 - Life Science BIO 101 - General Biology I BIO 101-102 - General Biology I-II
Chemistry HL	5,6,7	4 8	CHM 111 - General Chemistry I CHM 111-112 - General Chemistry I-II
Physics HL	5,6,7	4 8	PHY 201 -General College Physics PHY 201-202 - General College Physics 201-202
Mathematics HL	5,6,7	3 5 10	MTH 161 - Precalculus MTH 263 - Calculus/Analytic Geo. I MTH 263-264 - Calculus/Analytic Geo. I-II
Mathematical Studies	5,6,7	3	MTH 161 - Precalculus
Computer Science HL	5,6,7	4 8	CSC 201 CSC 201-202

## Graduation and Program Requirements

### Graduation Honors

Students who have fulfilled the requirements of degree or certificate programs (with the exception of career studies certificates) are eligible for graduation honors. The honors based upon scholastic achievement are as follows:

\*Graduating GPA Honor

3.200 Cum laude (with honor)

3.500 Magna cum laude (with high honor)

3.800 Summa cum laude (with highest honor)

**NOTE:** *The cumulative GPA is used to determine graduation honors.*

### Graduation Requirements and Procedures

1. A curricular student eligible for graduation is required to complete the graduation application through the Student Information System for each degree and certificate they are completing by the deadline for that semester or term.

- Fall 2019 graduation application deadline: September 30, 2019
- Spring 2020 graduation application deadline: January 31, 2020
- Summer 2020 graduation application deadline: June 30, 2020

2. If a student files for graduation but does not graduate, he or she must submit another graduation application for a subsequent term. Students may graduate after fall, spring, or summer terms. See section on "Commencement."

3. The student must complete all program requirements as specified in their catalog, including curricular admission requirements.

4. The student must earn a grade point average of at least 2.000 in the curriculum.

5. The student must fulfill all of the course and credit-hour requirements of the curriculum with at least 25% of credit semester hours earned at Reynolds Community College.

6. The student must submit all documentation of training, education, or tests from organizations outside of Reynolds to the Central Admissions and Records Office by the last day of classes in their final semester. All Reynolds courses must also be completed by the last day of classes in their final semester. Incomplete "I" grades must be completed by this time in order to be used for graduation.

7. The school dean for the curriculum must recommend the student for graduation, and the registrar must certify completion of all graduation requirements.

8. The student must resolve all financial obligations with Reynolds and must return all library and college materials.

### Commencement

Reynolds has one formal commencement ceremony each year, which occurs after the spring semester for students completing certificate or associate degree curricula throughout the academic year. A student is not permitted to participate in a commencement ceremony prior to the completion of the program of study. Students who graduate in the summer or fall

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will be invited to participate in the next spring commencement ceremony.

## **Program Requirements**

The catalog that will be used to review a student's progress toward completion of program requirements and certification for graduation will be the catalog in effect at the time of the student's initial matriculation into the program or any subsequent catalog in effect during the time of the student's enrollment in the program, to be chosen by the student, provided that:

A. The student has not been discontinued, as a result of breaks in enrollment. Otherwise the catalog in effect at the time of their return will become the effective catalog; and,

B. The catalog is no more than seven years old at the time of graduation. Otherwise either the current catalog or any catalog that is no more than seven years old becomes the effective catalog. The catalog year to be used should be chosen by the student in consultation with the program head/curricular advisor, with the program head having the final determination of appropriate catalog year. Wherever possible, substitutions will be utilized to maximize the usage of previously-taken courses while maintaining the integrity of the degree.

## **Associate Degree**

To be awarded an associate degree from Reynolds, a student must have fulfilled all course requirements of the curriculum as outlined in the Reynolds Catalog with a minimum of 25% of the credits earned at Reynolds.

## **Certificate**

To be eligible for graduation with a certificate or career studies certificate from Reynolds, a student must have fulfilled all course requirements of the curriculum as outlined in the Reynolds Catalog with a minimum of 25% of the credits earned at Reynolds.

## **Second Degree Or Certificate**

Reynolds may grant credit for all completed applicable courses which are requirements of the additional degree, diploma, certificate, or career studies certificate. However, the awards must differ from one another by at least 25% of the credits.

## **Change of Curriculum (Program/Plan)**

Students who desire to change programs must consult with a faculty advisor or advising specialist in Enrollment Services. The Central Admissions and Records Office will process the request, provided all applicable admission requirements for the new program have been satisfied. Program/plan changes are effective for subsequent semesters in most cases.

Students should be aware that program/plan changes effect the catalog year of their respective program. Students will follow the curricular requirements based upon the effective date of the plan change.

## **Waiver and Substitution of Course Requirements**

Students may petition the appropriate school dean for the waiver of required courses in the curriculum. If required courses are waived, other courses must be substituted in the curriculum to meet the specified credit hour requirement.

No credit is granted for the waived courses.

## **Student Records**

### **Mailing Address**

It is the student's responsibility to keep this information up-to-date with the Central Admissions and Records Office. Timely reporting of name and address changes will assist Reynolds in ensuring proper delivery of important notices and announcements. Students can submit address changes through the Student Information System (SIS) or by visiting a campus Enrollment Services or the Central Admissions and Records Office.

### **Email Communication**

Electronic mail or "email" is an official method for communication at Reynolds. All official email communication will be distributed to VCCS email accounts only. Reynolds will utilize the VCCS email to communicate important information to students. Students should check the student email regularly.

### **Transcripts**

A transcript is a copy of the student's permanent academic record at Reynolds. An official transcript carries the Reynolds seal and is sent to other educational institutions and agencies. Scanned and written requests for transcripts must be delivered, mailed, emailed, or sent by fax to any campus Enrollment Services or to the Central Admissions and Records Office, where the transcripts will generally be produced within two weeks. Reynolds policy does not allow email transmission of transcript requests unless the form is scanned and attached to an email because a signature is required. Transcripts will not be mailed until all obligations to the business office, bookstore, or library have been paid in full. Students may produce an unofficial transcript on Reynolds Online, or they may request a copy in Enrollment Services.

### **Enrollment Verification and Certifications for Loan Deferment**

At the written request of the student, the Admissions and Records Office will produce official verification of enrollment. These are typically required as documentation to continue the student's eligibility for dependent services, benefits, and insurance external to Reynolds.

Students wishing to defer repayment of certain loans should submit the appropriate forms from the lending agency to any campus Enrollment Services or to the Central Admissions and Records Office. Reynolds will transmit the student's enrollment data to the National Student Loan Clearinghouse for distribution to the appropriate lending agency. Official and final enrollment verification as well as loan deferment certifications will be processed after the deadline to drop with a refund for any particular semester or term.



## Family Educational Rights and Privacy Act

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

1. The right to inspect and review the student's education records within 45 days of the day Reynolds receives a request for access. Students should submit written requests to the Central Admission & Records Office, Parham Road Campus, Georgiadis Hall, Room 351. The request must identify the record(s) they wish to inspect. The Records office staff will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes to be inaccurate or misleading. Students may ask Reynolds Community College to amend a record that they believe is inaccurate or misleading. They should write the Reynolds official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If Reynolds decides not to amend the record as requested by the student, Reynolds will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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 Reynolds or the Virginia Community College System (VCCS) in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff). Other typical exceptions include:

- Other schools to which a student is transferring;
- High schools of dual or concurrent enrollment students;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, and pursuant to specific State law;
- A person or company with whom Reynolds or VCCS has contracted (such as an attorney, auditor, or collection agent);
- A person serving on the Reynolds College Board or Foundation Board;
- A student serving on an official college committee, such as a disciplinary or grievance committee, or assisting another

school official in performing his or her tasks, excluding student government/leadership organization tasks; and

- A school official with a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Reynolds 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  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## Notice Regarding Directory Information

FERPA designates certain information as "directory information," which may be released upon request without the student's expressed written consent. It is the policy of Reynolds Community College not to publish a student directory. However, name, address, telephone number, major field of study, dates of attendance, degrees and awards received, and term course load can be released upon request unless a student notifies the Admissions and Records Office either in writing or through the Student Information System.

# **Student Policies & Procedures**

Visit [reynolds.edu/student\\_services/policies](http://reynolds.edu/student_services/policies) for the most recent version of each policy.

## Student Rights and Responsibilities

This statement of rights and responsibilities is designed to clarify those rights, which the student may expect to enjoy as a member of the student body of a community college and the obligations which admission to Reynolds places upon the student.

The submission of an application for admission to a community college represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies, rules, and regulations of the community colleges and rules and regulations of the State Board of Community Colleges. In turn, college approval of that application represents the extension of a privilege to join the college community and to remain a part of it so long as the student meets the required academic and behavior standards of the college system.

Each individual student is guaranteed the privileges of exercising his/her rights without fear or prejudice. Such rights include the following:

- Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by Reynolds or curricula offered by Reynolds.
- No disciplinary sanctions may be imposed upon any student without due process.
- Free inquiry, expression, and assembly are guaranteed to all students provided their actions do not interfere with the rights of others or the effective operation of the institution.
- Academic evaluation of student performance shall be neither arbitrary nor capricious.
- Reynolds and members of the college community have the right to expect safety, protection of property and the continuity of the educational process.
- Upon written request to the Director of Admissions and Records, a student will be permitted to inspect and review his/her permanent educational record within forty-five (45) days following the date on which the request.

## Student Complaints

Reynolds is committed to providing an exceptional educational experience through the delivery of high-quality programs and services. As such, Reynolds strives to create an open environment where students may provide feedback regarding the quality of services or the environment. In instances where a student may be dissatisfied with services or conditions of the environment, he or she has the right to lodge concerns related to service, instruction, or the environment at Reynolds. This written complaint must be submitted to the Office of Student Affairs where it will be sent to the manager of the area of concern for follow up with the student.

Policy 1-4 (Student Complaint Policy) in its entirety can be found in the Office of Student Affairs and online at [reynolds.edu/student\\_services/policies](http://reynolds.edu/student_services/policies).

## Student Grievances

Students have the right and opportunity to initiate grievances (academic and non-academic) they may have with a faculty or staff member. Students are first encouraged to speak directly with the faculty or staff member to determine an appropriate resolution.

If the problem is not resolved between the student and the individual, the student is encouraged to contact the Office of Student Affairs room 350, Georgiadis Hall, Parham Road Campus, (804) 523-5296, who will review Policy 1-12 (Student Appeal of Academic and/or Administrative Decisions) with the student.

Policy 1-12 (Student Appeal of Academic and/or Administrative Decisions) in its entirety can be found in the Office of Student Affairs and online at [reynolds.edu/student\\_services/policies](http://reynolds.edu/student_services/policies).

## Student Advocacy

In the design and improvement of programs, courses and services, Reynolds constantly focuses upon student needs. Students and staff members are encouraged to advocate student interest pertaining to any issue or problem confronting the college community. Students may voice their interest through the Office of Student Affairs, Office of Student Life and through participation on various college-wide standing committees. Particular responsibility for identifying and supporting student needs and interests, with respect to college operations and procedures, lies with the Division of Student Affairs and the Student Affairs Policy Committee.

For more information, visit the Office of Student Affairs, Georgiadis Hall (room 204), Parham Road Campus, call at (804) 523-5296, or email at [vpsa@reynolds.edu](mailto:vpsa@reynolds.edu).

## Student Conduct

Reynolds holds its students to the highest standards of academic and social behavior. In the instance where a student commits a disruptive act either inside or outside of the classroom, that student may be subject to disciplinary action by the Office of Student Affairs. Faculty, staff, or other students may file a report against a student if he or she has witnessed an offense. The Office of Student Affairs will oversee the administration of all conduct cases in accordance with the Student Conduct Policy 1-35.

Jurisdiction of the student conduct policy extends to any student who is enrolled in a course sponsored by the institution, as well as any incident involving a Reynolds student that occurs off campus at college leased or owned facilities, or attending activities that are sponsored, initiated, authorized, or supervised by Reynolds. Depending on the nature of the incident, students may be processed by the Reynolds Department of Police for violation of local, state or federal laws.

Policy 1-35 in its entirety can be found in the Office of Student Affairs and online at [reynolds.edu/student\\_services/policies](http://reynolds.edu/student_services/policies).

## Academic Honesty

Reynolds subscribes to the notion of academic honesty and integrity as it relates to students' behavior within the classroom or with assignments and examinations. Reynolds Policy 2-7, Academic Honesty, outlines those behaviors that are unacceptable at the institution, as well as procedures used to address those behaviors. Any student who is found to have violated the policy will be subject to disciplinary action which could result in sanctions from a failing grade on the assignment to expulsion from the institution. Policy 2-7 in its entirety can be found in the Office of Student Affairs and online at [reynolds.edu/student\\_services/policies](http://reynolds.edu/student_services/policies).

## Sexual Misconduct

Reynolds is an educational institution that strives to provide students and other members of the community with an academic learning environment that is free from sexual misconduct or gender-based discrimination. In compliance with this commitment, Reynolds has established Policy 4-17 (Title IX - Sexual Misconduct). Policy 4-17 states Reynolds will not tolerate sexual misconduct which may be inclusive of sexual harassment, nonconsensual sexual intercourse, nonconsensual sexual contact, or sexual exploitation. Reynolds considers these types of behaviors serious threats to the integrity of the community and will pursue all charges. Moreover, certain acts may be criminal, and as such, subject to both criminal and civil legal actions. Students who violate this policy will have college charges processed against them in the normal manner of due process provided by college rules. A person who believes that he/she may have experienced sexual misconduct, but are uncertain as to whether a complaint is justified or whether they wish to initiate a formal complaint, may find it helpful to discuss their concerns confidentially and informally with the vice president of student affairs (VPSA), or designee in the Office of Student Affairs, Georgiadis Hall (room 204), Parham Road Campus, (804) 523-5296.

Policy 4-17 in its entirety can be found in the Office of Student Affairs and online at [reynolds.edu/student\\_services/policies](http://reynolds.edu/student_services/policies).

## Substance Abuse

Reynolds maintains an environment that aims to protect the health, safety and welfare of its students, faculty and staff by enforcing a drug-free environment. In accordance with the spirit and intent of the Drug-Free Schools and Communities Act of 1989, J. Sargeant Reynolds Community College (Reynolds) prohibits the illegal use, manufacture, and/or distribution of drugs and alcohol on campus by its students. Policy 1-17, Alcohol & Other Drugs outlines those actions that Reynolds will take to educate students about the negative impact of drugs and alcohol use. Students who violate this policy may be subject to disciplinary actions that may include expulsion from the college, referral for prosecution, and/or referral for participation in appropriate evaluation and/or rehabilitation. Violations of this policy will be handled in accordance with Reynolds Policy No. 1-35, Student Conduct.

Policies 1-17 and 1-35 in their entirety can be found in the Office of Student Affairs or online at [reynolds.edu/student\\_services/policies](http://reynolds.edu/student_services/policies).

## Student Assessment

In addition to the placement testing required of all entering curricular students and all non-curricular students registering for English, mathematics, and certain other courses, Reynolds systematically evaluates the effectiveness of teaching and learning, academic and administrative support services, and co-curricular activities in meeting student needs.

Students may be requested to participate in one or more assessment activities appropriate to their fields of study during their academic course work at Reynolds. The results of such assessment activities shall be confidential and shall be used by Reynolds for the purpose of evaluating and improving the effectiveness of Reynolds academic programs and services to maximize student success.

## Reynolds Community College, Virginia Community College System, Information Technology Student/Patron Acceptable Use Agreement

Thousands of users share the VCCS and Reynolds computing resources. Everyone must use these resources responsibly since misuse by even a few individuals has the potential to disrupt business or the educational work of others. Therefore students, faculty and staff must exercise ethical behavior when using these information resources, and agree to abide by information technology acceptable use.

As a user of the Virginia Community College System's local and shared computer systems, I understand and agree to abide by the following acceptable use agreement terms. These terms govern my access to and use of the information technology applications, services, and resources of the VCCS and the information they generate.

The VCCS has granted access to me as a necessary privilege in order to perform authorized functions at the college where I am currently enrolled. I will not knowingly permit use of my entrusted access control mechanism for any purposes other than those required to perform authorized functions related to my status as a student. These include logon identification, password, workstation identification, user identification, digital certificates, or two-factor authentication mechanisms.

I will not disclose information concerning any access control mechanism unless properly authorized to do so by my enrolling college. I will not use any access mechanism that the VCCS has not expressly assigned to me. I will treat all information maintained on the college computer systems as strictly confidential and will not release information to any unauthorized person.

I agree to abide by all applicable state, federal, VCCS, and college policies, procedures and standards that relate to the

VCCS Information Security Standard, the VCCS Information Technology Student/Patron Acceptable Use Agreement, and JSRCC Policy No: 4-32, Use of Computer and Information Technology Resources. Inappropriate use of college computer resources includes, but is not limited to the following:

- Attempting to gain access to information owned by the college or by its authorized users without the permission of the owners of that information;
- Accessing, downloading, printing, or storing information with sexually explicit content as prohibited by law or policy;
- Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;
- Installing or downloading computer software, programs, or executable files contrary to policy;
- Uploading or downloading copyrighted materials or proprietary agency information contrary to policy;
- Sending e-mail using another's identity, an assumed name, or anonymously;
- Attempting to intercept or read messages not intended for them;
- Intentionally developing or experimenting with malicious programs (viruses, worms, spy-ware, keystroke loggers, phishing software, Trojan horses, etc.) on any college-owned computer;
- Knowingly propagating malicious programs;
- Changing administrator rights on any college-owned computer, or the equivalent on non-Microsoft Windows based systems;
- Using college computing resources to support any commercial venture or for personal financial gain.

Students must follow any special rules that are posted or communicated to them by responsible staff members, whenever they use college computing laboratories, classrooms, and computers in the Library. They shall do nothing intentionally that degrades or disrupts the computer systems or interferes with systems and equipment that support the work of others. Problems with college computing resources should be reported to the staff in charge or the Information Technology Help Desk.

If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the Information Security Officer and/or management of my college.

I understand that I must use only those computer resources that I have the authority to use. I 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. I must not use VCCS IT resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc.

The System Office and colleges reserve the right (with or without cause) to monitor, access and disclose all data created, sent, received, processed, or stored on VCCS systems to ensure compliance with VCCS policies and federal, state, or local regulations. College or System Office officials will have the right to review and/or confiscate (as needed) any equipment (COV owned or personal) connected to a COV owned device or network.

Computer software, databases, and electronic documents are protected by copyright law. A copyright is a work of authorship in a tangible medium. Copyright owners have the sole right to reproduce their work, prepare derivatives or adaptations of it, distribute it by sale, rent, license lease, or lending and/or to perform or display it. A student must either have an express or implied license to use copyrighted material or data, or be able to prove fair use. Students and other users of college computers are responsible for understanding how copyright law applies to their electronic transactions. They may not violate the copyright protection of any information, software, or data with which they come into contact through the college computing resources. Downloading or distributing copyrighted materials such as documents, movies, music, etc. without the permission of the rightful owner may be considered copyright infringement, which is illegal under federal and state copyright law. Use of the college's network resources to commit acts of copyright infringement may be subject to prosecution and disciplinary action.

The penalties for infringing copyright law can be found under the U.S. Copyright Act, 17 U.S.C. §§ 501-518 (<http://www.copyright.gov/title17/92chap5.html>) and in the U.S. Copyright Office's summary of the Digital Millennium Copyright Act (<http://www.copyright.gov/legislation/dmca.pdf>).

I understand that it is my responsibility to read and abide by this agreement, even if I do not agree with it. If I have any questions about the VCCS Information Technology Acceptable Use Agreement, I understand that I need to contact the college Information Security Officer or appropriate college official.

By acknowledging this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same. I further acknowledge that should I violate this agreement, I will be subject to disciplinary action.

# PROGRAM INFORMATION

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## College Transfer Programs

### Award — Associate of Science (AS) Associate of Arts (AA)

Reynolds transfer programs include freshman- and sophomore-level courses in arts and sciences and pre-professional education, meeting standards acceptable for transfer to bachelor's degree programs in four-year colleges and universities. These programs are specifically designed for transfer at the junior level.

## University Parallel Study

Reynolds offers programs leading to the Associate of Arts (AA) degree or the Associate of Science (AS) degree. Commonly referred to as college transfer or university parallel study, these programs are designed for students who plan to complete the freshman and sophomore years of college work at Reynolds and then transfer to universities and four-year colleges of their choice. Each university has different requirements for baccalaureate programs. Reynolds advisors and specialists in the Career, Employment and Transfer Centers will assist students in the selection of the curriculum of study most applicable to their baccalaureate plans. Earned credits in the program are generally transferable to the senior college or university and applicable toward a bachelor's degree. Students should work with their academic advisors and transfer specialists to select their courses to match the requirements of the transfer institution.

Reynolds has articulation agreements for specific academic programs with several Virginia universities and colleges. Such agreements guarantee that the student with the associate degree has complete transferability of all credits. A student transferring prior to the receipt of the associate of arts or associate of science degree is not assured of such status. Advisors and transfer specialists can provide information about articulation agreements.

Reynolds offers the following specific programs of study leading to the associate of arts or associate of science degree:

### Associate of Arts Degree

- Liberal Arts
  - Teacher Preparation Specialization
  - American Sign Language/Deaf Studies Specialization

### Associate of Science Degree

- Business Administration
- Engineering
  - Mechanical/General Engineering Specialization
  - Chemical/Biological Engineering Specialization
  - Electrical/Computer Engineering Specialization
- General Studies
- Science
  - Computer Science Specialization
  - Mathematics Specialization
  - Science Specialization
  - Mathematics and Science Teacher Preparation Specialization
- Social Sciences
  - Pre-Social Work Specialization
  - Teacher Preparation Specialization

The foundation courses are available (through the Associate of Arts or Associate of Science degrees) for advanced professional degree programs in the following fields:

- Dentistry
- Law
- Medicine
- Optometry
- Pharmacy
- Veterinary Medicine

Reynolds also offers two-year programs that lead to the Associate of Applied Science (AAS) degree. These occupational/technical programs are specifically designed to prepare students for immediate employment. Some four-year colleges and universities have accepted courses into their program counterparts from AAS degree programs that are not designed for transfer purposes. It is the responsibility of the four-year institution to determine and publish its policies on the admission of transfer students and the criteria for determining the acceptability of transfer credits completed at another institution. Additional general education courses may be required to transfer with junior status from AAS degree programs. Students should work closely with their academic advisors and the transfer specialists to select courses that match requirements of the transfer institution.

## State Policy on Transfer from Community Colleges to Senior Institutions

Virginia's system of public colleges and universities has extended higher education throughout the Commonwealth from Eastern Shore to Big Stone Gap and from Fairfax to Southside. The system gives students ready access to college and enables them to choose from among many two- and four-year institutions. Ideally, students should be able to move through Virginia's public education system as if it were a continuum, rather than a system of distinct levels or separate stages. The State Board for Community Colleges and the Council of Higher Education for Virginia have endorsed a coherent statewide policy to facilitate transfer between state-supported community colleges and senior colleges and universities. This policy requires commitment by both community colleges and senior institutions to common goals on behalf of students and education.

## Transfer Agreements

Reynolds has agreements with many senior institutions covering the conditions for student transfer from Reynolds to a baccalaureate program at the four-year college or university. Many of the agreements guarantee admission. These formal arrangements are referred to as transfer agreements. The arrangements fall into two categories—the master transfer agreement, which provides general guarantees to transferring students, and the program-specific articulation agreement covering the conditions for the transfer into a particular curriculum. Students transferring prior to the receipt of the associate of arts or associate of science degree are not covered under these articulation agreements. Advisors and transfer specialists can provide information about these agreements.

# REYNOLDS COMMUNITY COLLEGE

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Reynolds has current agreements, as a result of either direct negotiations between Reynolds and the transfer institution or the creation of a system-wide agreement between the Virginia Community College System and the transfer institution.

Bellevue University  
Bluefield College  
Bluefield College-Nursing  
Christopher Newport University  
College of William and Mary  
College of William and Mary (Co-Enrollment Agreement)  
ECPI University  
ECPI-Nursing  
Emory & Henry College  
Ferrum College  
George Mason University  
George Washington University-Nursing  
George Washington University-Medicine and Health Sciences  
Hollins University  
James Madison University-Guaranteed Admission Agreement  
Jefferson College of Health Sciences  
Johnson and Wales  
Liberty University  
Longwood University-Business AS Degree  
Longwood University-Guaranteed Admission Agreement  
Lynchburg University-Guaranteed Admission Agreement  
Lynchburg University-Nursing  
Mary Baldwin University  
Norfolk State University  
Old Dominion University  
Radford University-Guaranteed Admission Agreement  
Radford University-Nursing  
Randolph College  
Randolph-Macon College  
Regent University  
Regis University  
Shenandoah University  
St. Leo University  
Strayer University  
Troy University  
University of Mary Washington  
University of Richmond, School of Professional & Continuing Studies  
University of Virginia-Guaranteed Admission Agreement  
University of Virginia-Engineering  
University of Virginia-Nursing  
University of Virginia, School of Continuing and Professional Studies-Respiratory Therapy  
University of Virginia's College at Wise  
Virginia Commonwealth University-Guaranteed Admission Agreement  
Virginia Commonwealth University-Business Administration  
Virginia Commonwealth University-Engineering and Computer Science  
Virginia Commonwealth University-Teacher Preparation  
Virginia Commonwealth University-Medical Laboratory Technology  
Virginia Commonwealth University-Nursing  
Virginia Commonwealth University-Social Work  
Virginia State University-Guaranteed Admission Agreement  
Virginia State University-Business Administration AS

Virginia Tech-Guaranteed Admission Agreement  
Virginia Tech, College of Agriculture and Life Sciences  
Virginia Tech, College of Engineering  
Virginia Union University  
Virginia Wesleyan College  
Western Governors University-Online Nursing

For the most current list of transfer agreements, visit [reynolds.edu/gta](http://reynolds.edu/gta).

## Occupational and Technical Programs

### Award — Associate of Applied Science (AAS) Certificate

The occupational and technical education programs are designed to prepare students for employment as technicians, paraprofessionals, and skilled craftspersons.

The associate of applied science degree is awarded for completion of two-year programs.

The certificate is awarded for completion of a program less than two years in length, generally two or three semesters.

## Career Studies Programs

### Award — Certificate

Career studies certificates can be completed in a shorter period of time than other certificate programs. These programs provide opportunities for upgrading occupational or technical skills, retraining for a career change, and investigating new career possibilities.

## Computer Competency Requirement for Students

Reynolds emphasizes the importance of computer competency for all students who are enrolled in a college program that requires a minimum of 30 credits for graduation. Programs with 30 or more credits provide for the computer competency of students in one of three ways:

1. including a computer competency course - ITE 115 or CSC 155 in the curriculum,
2. requiring that students in the curriculum pass the Reynolds computer competency exam, or
3. including a course or courses that meet or exceed the computer competency requirements as a part of the curriculum. Students should consult the catalog description of their program to determine the computer competency requirement.

Students in programs that require ITE 115 or CSC 155 can satisfy the computer competency course requirement in the curriculum by passing the Reynolds computer competency exam administered in the testing centers on each campus. Because CSC 155 includes content that is not covered in ITE 115, students seeking college credit for CSC 155 will take a different



version of the computer competency exam. Those students who successfully pass the computer competency exam will receive college credit for either ITE 115 or CSC 155, without enrolling in the course, depending on the version of the exam taken.

Any student not passing the computer competency exam will do one of the following based on the results of the test:

1. successfully complete ITE 115 or CSC 155 or
2. learn the competencies the student is lacking through self-study or any other method that will enable the student to learn the competencies and then retake the computer competency exam. Students will be allowed to retake the computer competency exam only once. Upon retaking the computer competency exam, students who do not pass the exam must complete either ITE 115 or CSC 155.

A computer competent student at Reynolds will be able to:

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

# REYNOLDS COMMUNITY COLLEGE

## Academic Program Directory A-Z

The following table shows the respective plan's contact number for each campus location as appropriate. In the campus location columns, **COMPLETE** indicates that the plan's certificate or degree can be completed at that campus. **COURSES** indicates that one or more courses for the plan are offered at that campus.

The **ONLINE** campus location indicates Distance Learning courses. These are typically administered online, but some courses may require proctored exams, on-campus labs, clinicals, or other special on-campus meetings. For information on Distance Learning, visit [reynolds.edu/cde](http://reynolds.edu/cde) or call the Center for Distance Learning at (804) 523-5612 or (800) 711-1628 (Virginia only).

*Certificates or degrees shown with an asterisk ( \* ) indicates transfer degree and certificate programs.*

**B** School of Business  
**H&SS** School of Humanities & Social Sciences  
**N&AH** School of Nursing & Allied Health  
**MS&E** School of Mathematics, Science & Engineering

**AAS** Associate of Applied Science

**AA** Associate of Arts

**AS** Associate of Science

**C** Certificate

**CSC** Career Studies Certificate

School/ Plan Code	Plans	Certificate or Degree	Campus Location			
			DTC	PRC	GC	Online
<b>B 203</b>	<b>Accounting</b>	AAS	523-5177 Courses	523-5301 Courses	Courses	Courses
<b>B 202</b>	<b>Accounting</b>	C	523-5177 Courses	523-5301 Courses	Courses	Courses
<b>B 221-203-02</b>	<b>Accounting</b>	CSC		523-5301 <b>Complete</b>		Courses
<b>B 400-01</b>	<b>Administration of Justice</b>	AAS	Courses	523-5301 <b>Complete</b>	Courses	Courses
<b>N&amp;AH 221-152-07</b>	<b>Advanced Medical Coder (Health Information Management)</b>	CSC	523-5012 Courses	Courses		<b>Complete</b>
<b>H&amp;SS 221-640-01</b>	<b>American Sign Language</b>	CSC	523-5178 Courses	Courses	Courses	Courses
<b>H&amp;SS 640</b>	<b>American Sign Language - English Interpretation<sup>1</sup></b>	AAS	523-5178 Courses	Courses	Courses	Courses
<b>Architectural and Engineering Technology</b>						
<b>B 895-01</b>	Contemporary Technology for Design Specialization	AAS	Courses	523-5301 <b>Complete</b>	Courses	Courses
<b>B 895-02</b>	Building Construction Management Specialization	AAS	Courses	523-5301 <b>Complete</b>	Courses	Courses
<b>B 221-909-01</b>	<b>Automotive Maintenance and Light Repair</b>	CSC			523-5432 <b>Complete</b>	
<b>B 902</b>	<b>Automotive Technology</b>	C	Courses	Courses	523-5432 <b>Complete</b>	Courses
<b>B 213</b>	<b>Business Administration*</b>	<b>AS</b>	523-5177 <b>Complete</b>	523-5301 <b>Complete</b>	Courses	<b>Complete</b>
<b>N&amp;AH 221-174-01</b>	<b>Central Sterile Technician</b>	<b>CSC</b>	523-5375 Courses	Courses		Courses
<b>B 221-729-01</b>	<b>Computer-Aided Design Specialist</b>	CSC	Courses	523-5301 <b>Complete</b>	Courses	Courses
<b>B</b>	<b>Criminal Justice</b>	CSC	523-5177	523-5301	Courses	<b>Complete</b>

# PROGRAM INFORMATION

221-400-45		Courses	Complete			
<b>Culinary Arts<sup>2</sup></b>						
<b>B</b> <b>242-01</b>	Culinary Arts Specialization	AAS	523-5781 Courses	Courses	Courses	Courses
<b>B</b> <b>242-02</b>	Pastry Arts Specialization	AAS	523-5781 Courses	Courses	Courses	Courses
<b>B</b> <b>242-03</b>	Culinary Management Specialization	AAS	523-5781 Courses	Courses	Courses	Courses
<b>B</b>	<b>Culinary - Food and Beverage Operations</b>	CSC	523-5070	Courses	Courses	Courses
<b>221-242-09</b>			Courses			
<b>B</b>	<b>Culinary - Foundations of Culinary Technique</b>	CSC	523-5070	Courses	Courses	Courses
<b>221-242-12</b>						
<b>B</b>	<b>Culinary Fundamentals</b>	CSC	523-5781 Courses	Courses	Courses	Courses
<b>221-242-03</b>						
<b>N&amp;AH</b> <b>120</b>	<b>Dental Assisting</b>	C	523-5380 <b>Complete</b>	Courses	Courses	Courses
<b>B</b> <b>920</b>	<b>Diesel Mechanics Technology</b>	C	Courses	Courses	523-5432 <b>Complete</b>	Courses
<b>H&amp;SS</b> <b>636</b>	<b>Early Childhood Development</b>	AAS	523-5178 Courses	Courses	Courses	<b>Complete</b>
<b>H&amp;SS</b> <b>632</b>	<b>Early Childhood Development</b>	C	523-5178 Courses	Courses	Courses	<b>Complete</b>
<b>H&amp;SS</b> <b>221-636-06</b>	<b>Early Childhood Education</b>	CSC	523-5178 <b>Complete</b>	Courses	Courses	<b>Complete</b>
<b>H&amp;SS</b> <b>221-636-08</b>	<b>Early Childhood Education - Advanced</b>	CSC	523-5178 Courses	Courses		<b>Complete</b>
<b>B</b> <b>221-251-01</b>	<b>eCommerce</b>	CSC	Courses	523-5301 <b>Complete</b>	Courses	Courses
<b>N&amp;AH</b> <b>146</b>	<b>Emergency Medical Services - Paramedic<sup>3</sup></b>	AAS	523-5768 Courses	Courses	Courses	Courses
<b>N&amp;AH</b> <b>221-146-01</b>	<b>Emergency Medical Services - Emergency Medical Technician</b>	CSC	523-5768 <b>Complete</b>	<b>Complete</b>	Courses	Courses
<b>N&amp;AH</b> <b>221-146-03</b>	<b>Emergency Medical Services - Intermediate<sup>4</sup></b>	CSC	523-5768 <b>See footnote #4</b>			
<b>N&amp;AH</b> <b>221-146-05</b>	<b>Emergency Medical Services - Paramedic<sup>4</sup></b>	CSC	523-5768 <b>See footnote #4</b>			
<b>Engineering</b>						
<b>MS&amp;E</b> <b>831-04</b>	Chemical/Biological Engineering Specialization*	<b>AS</b>	523-5374 Courses	523-5225 <b>Complete</b>	Courses	Courses
<b>MS&amp;E</b> <b>831-03</b>	Electrical/Computer Engineering Specialization*	<b>AS</b>	523-5374 Courses	523-5225 <b>Complete</b>	Courses	Courses
<b>MS&amp;E</b> <b>831-01</b>	Mechanical/General Engineering Specialization*	<b>AS</b>	523-5374 Courses	523-5225 <b>Complete</b>	Courses	Courses
<b>B</b> <b>221-212-10</b>	<b>Entrepreneurship in Small Business</b>	CSC	523-5177 Courses	523-5301 <b>Complete</b>	Courses	<b>Complete</b>

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<b>B 427-01</b>	<b>Fire Science Technology</b>	AAS	Courses	523-5518 <b>Complete</b>	Courses	Courses
<b>B 427-03</b>	Emergency Services Leadership Specialization	AAS	Courses	523-5518 <b>Complete</b>	Courses	Courses
<b>B 428</b>	<b>Fire Science Technology</b>	C	Courses	523-5518 <b>Complete</b>	Courses	Courses
<b>B 221-335-02</b>	<b>Floral Design</b>	CSC	Courses	Courses	523-5432 <b>Complete</b>	Courses
<b>H&amp;SS 695</b>	<b>General Education*</b>	<b>C</b>	523-5178 <b>Complete</b>	523-5263 <b>Complete</b>	Courses	<b>Complete</b>
<b>H&amp;SS 699</b>	<b>General Studies*</b>	<b>AS</b>	523-5178 <b>Complete</b>	523-5263 <b>Complete</b>	Courses	<b>Complete</b>
<b>N&amp;AH 152</b>	<b>Health Information Management</b>	AAS	523-5012 Courses	Courses	Courses	<b>Complete</b>
<b>N&amp;AH 221-190-01</b>	<b>Health Science I</b>	CSC	523-5375 Courses	Courses	Courses	Courses
<b>B 335</b>	<b>Horticulture Technology<sup>5</sup></b>	AAS	Courses	Courses	523-5432 Courses	Courses
<b>H&amp;SS 480</b>	<b>Human Services</b>	AAS	523-5178 <b>Complete</b>	Courses	Courses	Courses
<b>B 221-909-46</b>	<b>Hybrid and Electric Vehicle Technology</b>	CSC	Courses	Courses	523-5432 <b>Complete</b>	Courses
<b>B 299</b>	<b>Information Systems Technology</b>	AAS	523-5177 Courses	523-5301 <b>Complete</b>	Courses	Courses
<b>B 221-299-06</b>	Computer Programmer	CSC	523-5177 Courses	523-5301 <b>Complete</b>	Courses	Courses
<b>B 221-732-09</b>	Cyber Security	CSC		523-5301 <b>Complete</b>		<b>Complete</b>
<b>B 221-299-18</b>	Web Development	CSC	523-5177 Courses	523-5301 <b>Complete</b>	Courses	Courses
<b>B 221-299-03</b>	Computer Applications	CSC	523-5177 Courses	523-5301 <b>Complete</b>	Courses	<b>Complete</b>
<b>B 221-732-00</b>	Network Administration	CSC	Courses	523-5301 <b>Complete</b>	Courses	Courses
<b>H&amp;SS 648</b>	<b>Liberal Arts*</b>	AA	523-5178 <b>Complete</b>	523-5263 <b>Complete</b>	Courses	<b>Complete</b>
<b>H&amp;SS</b>	American Sign Language/Deaf Studies Specialization*	<b>AA</b>	523-5748 Complete	Courses	Courses	Courses
<b>H&amp;SS 648-TP</b>	Teacher Preparation Specialization*	<b>AA</b>	523-5178 <b>Complete</b>	523-5263 <b>Complete</b>	Courses	Courses
<b>Management</b>						
<b>B 212-03</b>	Retail Management Specialization <sup>6</sup>	AAS	523-5177 Courses	523-5301 Courses	Courses	Courses
<b>B 212-04</b>	Small Business Management Specialization <sup>7</sup>	AAS	523-5177 Courses	523-5301 Courses	Courses	<b>See footnote #8</b>
<b>N&amp;AH 151</b>	<b>Medical Laboratory Technology<sup>8</sup></b>	AAS	523-5763 <b>Complete</b>	Courses	Courses	<b>See footnote #8</b>
<b>N&amp;AH 221-152-06</b>	<b>Medical Records Coder (Health Information Management)</b>	CSC	523-5012 Courses	Courses	Courses	<b>Complete</b>

# PROGRAM INFORMATION

<b>N&amp;AH 156</b>	<b>Nursing</b>	AAS	523-5476 <b>Complete</b>	Courses	Courses	Courses
<b>N&amp;AH 160</b>	<b>Opticianry<sup>8</sup></b>	AAS	523-5415 <b>Complete</b>	Courses	Courses	<b>See footnote #8</b>
<b>N&amp;AH 221-160-04</b>	<b>Opticians Apprentice<sup>9</sup></b>	CSC	523-5415 <b>Complete</b>			<b>Complete See footnote #9</b>
<b>Paralegal Studies</b>						
<b>B 260-01</b>	General Practice Specialization	AAS	Courses	523-5301 <b>Complete</b>	Courses	Courses
<b>B 260-02</b>	Litigation Specialization	AAS	Courses	523-5301 <b>Complete</b>	Courses	Courses
<b>N&amp;AH 221-190-08</b>	<b>Pharmacy Technician</b>	CSC	523-5183 <b>Complete</b>			Courses
<b>N&amp;AH 157</b>	<b>Practical Nursing</b>	C	523-5476 <b>Complete</b>	Courses	Courses	Courses
<b>N&amp;AH 221-151-01</b>	<b>Pre-Medical Laboratory Technology</b>	CSC	523-5763 <b>Complete</b>	<b>Complete</b>	Courses	<b>Complete</b>
<b>N&amp;AH 221-152-02</b>	<b>Release of Health Information Specialist (Health Information Management)</b>	CSC	523-5012 Courses	Courses	Courses	<b>Complete</b>
<b>N&amp;AH 181</b>	<b>Respiratory Therapy<sup>8</sup></b>	AAS	523-5009 <b>Complete</b>	Courses	Courses	<b>See footnote #8</b>
<b>MS&amp;E 880 Science</b>						
<b>MS&amp;E 880-02</b>	Computer Science Specialization*	<b>AS</b>	523-5374 Courses	523-5225 <b>Complete</b>	Courses	Courses
<b>MS&amp;E 880-TP</b>	Mathematics and Science Teacher Preparation Specialization*	<b>AS</b>	523-5374 <b>Complete</b>	523-5225 <b>Complete</b>	Courses	Courses
<b>MS&amp;E 880-05</b>	Mathematics Specialization*	<b>AS</b>	523-5374 Courses	523-5225 <b>Complete</b>	Courses	Courses
<b>MS&amp;E 880-01</b>	Science Specialization*	<b>AS</b>	523-5374 <b>Complete</b>	523-5225 <b>Complete</b>	Courses	<b>Complete</b>
<b>H&amp;SS 882</b>	<b>Social Sciences*</b>	<b>AS</b>	523-5178 <b>Complete</b>	523-5263 <b>Complete</b>	Courses	<b>Complete</b>
<b>H&amp;SS 882-02</b>	Pre-Social Work Specialization*	<b>AS</b>	523-5178 Courses	523-5263 <b>Complete</b>	Courses	Courses
<b>H&amp;SS 882-TP</b>	Teacher Preparation Specialization*	<b>AS</b>	523-5178 <b>Complete</b>	523-5263 <b>Complete</b>	Courses	Courses
<b>H&amp;SS 221-480-30</b>	<b>Substance Abuse Counseling Education<sup>10</sup></b>	CSC	523-5178 Courses	Courses	Courses	Courses
<b>B 221-335-06</b>	<b>Sustainable Agriculture</b>	CSC	Courses	Courses	523-5432 <b>Complete</b>	Courses
<b>B 221-995-01</b>	<b>Welding</b>	CSC	Courses	Courses	523-5432 <b>Complete</b>	Courses
<b>B 221-995-02</b>	<b>Welding - Advanced Welding</b>	CSC	Courses	Courses	523-5941	Courses
					Courses	

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**The following footnote references are used in the table.**

<sup>1</sup> A majority of the courses in the American Sign Language-English Interpretation program are offered only via distance learning.

<sup>2</sup> All courses in the Culinary Arts AAS degree may be completed at the Downtown Campus except HRI 119, which is offered only via distance learning.

<sup>3</sup> Completion of the courses in the EMS - Paramedic AAS degree requires that most EMS courses be taken at local fire/EMS training centers.

<sup>4</sup> All courses in this program must be completed at local fire/EMS training centers.

<sup>5</sup> All courses in this program may be completed at the Goochland Campus except for the social/behavioral science and humanities/fine arts electives, which may be completed at the Downtown Campus, Parham Road Campus, or via distance learning.

<sup>6</sup> All courses in the Management AAS, Retail Specialization, may be completed at the Parham Road Campus with the exception of MKT 220 and MKT 271, which are offered only via distance learning.

<sup>7</sup> All courses in the Management AAS, Small Business Specialization, may be completed at the Parham Road Campus with the exception of BUS 260, which is offered only via distance learning. All courses in this program may be completed online with the exception of a coordinated internship course.

<sup>8</sup> All courses in this program are offered via distance learning with the exception of labs and clinicals, which must be completed at an approved site.

<sup>9</sup> All courses in this program are offered via distance learning. Apprentice students are also required to complete 2,000 hours of on-the-job training per year, for a total of 6,000 hours.

<sup>10</sup> Completion of the Substance Abuse Counseling Education Career Studies Certificate requires that some courses be taken via distance learning.

# CURRICULUM PLANNING

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## General Information Pertaining to Curricular Offerings

In the following section, descriptions of all associate degree and certificate curriculums offered by the college are presented. Each curriculum description (1) provides a statement of purpose or intent of the curricular program, (2) states the occupational or transfer objectives for the program, (3) specifies curriculum admission requirements for entry into the program, (4) states the required courses and minimum number of credit hours for completion, and (5) provides an outline for sequencing the courses of study. Each curriculum is structured in accordance with policies established by the State Board for Community Colleges in Virginia. Additionally, the curriculums for all associate degree programs meet criteria set forth by the Commission on Colleges of the Southern Association of Colleges and Schools.

Curriculums for which the associate of applied science degree and certificate are awarded are all structured to ensure that graduates of these programs have a significant general education foundation, in addition to the necessary skill development training. For the AAS degree, general education comprises approximately 25 percent of the total credit hours; for certificate programs (not career studies certificates), this figure is a minimum of 15 percent.

The associate of arts and associate of science degree programs are designed for transfer to baccalaureate programs offered at four-year colleges and universities. **To avoid transfer problems, students should carefully select courses to fulfill elective requirements with the assistance of their advisors and upon an investigation of the transfer requirements of the institution to which transfer is considered.** Not all curriculums of study are available on all campuses due to the specialized nature of the human and physical resources required to offer the instructional program. General education courses in the curriculums, however, may be taken at any of the three campus locations at which they are offered.

The following table presents the requirements for associate degrees at Reynolds:

### Minimum Requirements for Associate Degrees in the VCCS

General Education	Minimum Number Of Semester Hour Credits		
	AA	AS	AAS
<b>Communication</b>	6	6	3-6
<b>Humanities/Fine Arts</b>	6	6	3-6
<b>Foreign Language (intermediate level)</b>	6	0	0
<b>Social/Behavioral Sciences</b>	9	9 <sup>a</sup>	3-6

<b>Natural Sciences</b>	7-8	7-8	See footnote b
<b>Mathematics</b>	6	6	See footnote b
<b>Total for General Education</b>	40-41	34-35	15

As specified above, degree programs must contain a minimum of 15 semester hours of general education as defined by SACSCOC.

### Other Requirements for Associate Degrees

<b>Personal Development</b> <i>Personal development is defined as general education per VCCS policy (5.0.2.2) but cannot be used to meet the general education requirements of SACSCOC in degree programs.</i>	1-2	1-2	1-2
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<b>Major field courses and electives (columns 1-2) Career/technical courses (column 3):</b>	17-22	23-28	43-54
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<b>Total for Degree</b>	60-63	60-63	60-69
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<sup>a</sup> Only 6 semester hours of social/behavioral sciences are required for engineering majors who plan to transfer to a baccalaureate degree engineering program that requires 6 or fewer hours in this category, provided that the college/university publishes such requirements in its transfer guide.

<sup>b</sup> Must include a minimum of 3 credits in mathematics or science. May include an additional course in mathematics or science.

## General Education Definition

General education is that portion of the collegiate experience that addresses the knowledge, skills, competencies, attitudes, and values characteristic of an educated and well-informed citizen capable of functioning effectively in a complex and rapidly changing world. General education is unbounded by disciplines and honors the connections among bodies of knowledge – it is that portion of the college experience that pertains to the overall development of the student and not just to the specific occupational and/or program skills.

## General Education Goals and Objectives/Outcomes



Reynolds Community College degree graduates will demonstrate competency in the following general education areas:

## 1. Communication

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

Degree graduates will demonstrate the ability to

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

## 2. Critical Thinking

A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act. Degree graduates will demonstrate the ability to

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

## 3. Cultural and Social Understanding

A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, and global communities. Degree graduates will demonstrate the ability to

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

3.5 recognize the interdependence of distinctive world-wide social, economic, geo-political, and cultural systems.

## 4. Information Literacy

A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. This statement was adapted from the Association of College and Research Libraries (ACRL) definition, a division of the American Library Association (ALA). Degree graduates will demonstrate the ability to

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

## 5. Personal Development

An individual engaged in personal development strives for physical well-being and emotional maturity. Degree graduates will demonstrate the ability to

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

## 6. Quantitative Reasoning

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

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

## 7. Scientific Reasoning

# REYNOLDS COMMUNITY COLLEGE

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

7.1 generate an empirically evidenced and logical argument;

7.2 distinguish a scientific argument from a non-scientific argument;

7.3 reason by deduction, induction, and analogy;

7.4 distinguish between causal and correlational relationships; and

7.5 recognize methods of inquiry that lead to scientific knowledge.

## General Education Electives

Following is a list of approved general education electives in the areas of humanities/fine arts, mathematics, personal wellness, science, and social/behavioral sciences. Prior to enrolling in the courses on this list, students should check the course descriptions to ensure that they meet any pre- or co-requisites. **To avoid transfer problems, students should carefully select courses to fulfill elective requirements with the assistance of their advisors and upon an investigation of the transfer requirements of the institution to which transfer is contemplated.**

### Humanities/Fine Arts

ARC 201 History of Modern Architecture

ART 100 Art Appreciation

ART 101, 102 History and Appreciation of Art I, II

ART 106 History of Modern Art

ASL 125 History and Culture of the Deaf Community I

ASL 220 Comparative Linguistics: ASL and English

ASL 225 Literature of the U.S. Deaf Community

CST 151 Film Appreciation I

CST 152 Film Appreciation II

CST 229 Intercultural Communication

HUM 100 Survey of the Humanities

HUM 260 Survey of Twentieth-Century Culture

MUS 121 Music Appreciation I

MUS 221 History of Music I

MUS 225 The History of Jazz

PHI 101 Introduction to Philosophy I

PHI 111 Logic I

PHI 220 Ethics

PHI 225 Selected Problems in Applied Ethics

PHI 260<sup>3</sup> Studies in Eastern Thinking

REL 231<sup>3</sup>, 232<sup>3</sup> Religions of the World I, II

REL 233 Introduction to Islam

REL 240 Religions in America

REL 255 Selected Problems and Issues in Religion: Christianity in Film

REL 255 Selected Problems and Issues in Religion: Women and the Bible

SPA 233 Introduction to Spanish Civilization and Literature I

### Humanities Courses that Require ENG 112 as a Prerequisite

ENG 233<sup>1</sup> The Bible as Literature

ENG 241<sup>1,2</sup> Survey of American Literature I

ENG 242<sup>1,2</sup> Survey of American Literature II

ENG 243<sup>1,2</sup> Survey of English Literature I

ENG 244<sup>1,2</sup> Survey of English Literature II

ENG 250<sup>1</sup> Children's Literature

ENG 251<sup>1,2,3</sup> Survey of World Literature I

ENG 252<sup>1,2,3</sup> Survey of World Literature II

ENG 253<sup>1,2</sup> Survey of African American Literature I

ENG 254<sup>1,2</sup> Survey of African American Literature II

ENG 273<sup>1,2</sup> Women in Literature I

ENG 274<sup>1,2</sup> Women in Literature II

<sup>1</sup> These courses have been designated **writing-intensive** (offer enhanced instruction in writing) by the English faculty.

<sup>2</sup> Students needing to take two literature courses are not required to take both Part I and Part II of the same literature course.

<sup>3</sup> These courses have an international focus.

Additional humanities/fine arts courses may be approved by the dean, School of Humanities and Social Sciences.

### Personal Wellness

DIT 121 Nutrition I

EDU 235 Health, Safety, and Nutrition Education

EMS 112, 113 Emergency Medical Technician - Basic I, II  
 EMS 151 Introduction to Advanced Life Support  
 HLT 105 Cardiopulmonary Resuscitation  
 HLT 106 First Aid and Safety  
 HLT 110 Concepts of Personal and Community Health  
 HLT 115 Introduction to Personal and Community Health  
 HLT 116 Introduction to Personal Wellness Concepts  
 HLT 119<sup>1</sup> First Responder  
 HLT 121 Introduction to Drug Use and Abuse  
 HLT 200 Human Sexuality  
 HLT 203 Men's Health  
 HLT 204 Women's Health  
 HLT 215 Personal Stress and Stress Management  
 HLT 226 AIDS Awareness  
 HLT 230 Principles of Nutrition and Human Development  
 PED 109 Yoga  
 PED 110 Zumba  
 PED 111, 112 Weight Training I, II  
 PED 116 Lifetime Fitness and Wellness  
 PED 117 Fitness Walking  
 PED 120 Yoga II  
 PED 135 Bowling I  
 PED 136 Bowling II  
 PED 137, 138 Martial Arts I, II  
 PED 170 Tai Chi I

<sup>1</sup> HLT 119 counts as a wellness elective for AAS degrees, but **NOT** AA and AS degrees.

*Additional personal wellness courses may be approved by the dean, School of Nursing and Allied Health.*

**Mathematics** (available through Spring 2019)

MTH 120<sup>1</sup> Introduction to Mathematics  
 MTH 121<sup>1</sup> Fundamentals of Mathematics I  
 MTH 146<sup>1</sup> Introduction to Elementary Statistics  
 MTH 151<sup>1,2,3</sup> Mathematics for Liberal Arts I

MTH 152<sup>1,2,3</sup> Mathematics for Liberal Arts II  
 MTH 163<sup>4</sup> Precalculus I  
 MTH 166<sup>4</sup> Precalculus with Trigonometry  
 MTH 170 Foundations in Contemporary Mathematics  
 MTH 173, 174 Calculus with Analytic Geometry I-II  
 MTH 240 Statistics  
 MTH 270 Applied Calculus  
 MTH 282 Mathematical Reasoning: Introduction to Higher Mathematics

**Mathematics** (new courses beginning in Fall 2018)

MTH 111<sup>1</sup> Basic Technical Mathematics  
 MTH 130<sup>1</sup> Fundamentals of Reasoning  
 MTH 131<sup>1</sup> Technical Mathematics  
 MTH 154 Quantitative Reasoning  
 MTH 155<sup>1</sup> Statistical Reasoning  
 MTH 156 Elementary Geometry  
 MTH 161<sup>5</sup> Precalculus I  
 MTH 162 Precalculus II  
 MTH 167<sup>5</sup> Precalculus with Trigonometry  
 MTH 245 Statistics I  
 MTH 246 Statistics II  
 MTH 261 Applied Calculus I  
 MTH 262 Applied Calculus II  
 MTH 263 Calculus I  
 MTH 264 Calculus II  
 MTH 265 Calculus III  
 MTH 266 Linear Algebra  
 MTH 267 Differential Equations  
 MTH 288 Discrete Mathematics  
 MTH 289 Differential Equations Extended

<sup>1</sup>This course typically does not transfer to a four-year college.

<sup>2</sup>Enrollment in this course must be approved by a faculty advisor.

<sup>3</sup> This course does not count for any of the college's AA or AS (transfer) degrees.

<sup>4</sup>Students will not receive credit for both MTH 163 and MTH 166.

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<sup>5</sup> Students will not receive credit for both MTH 161 and MTH 167.

Additional mathematics courses may be approved by the dean, School of Mathematics, Science, and Engineering.

## Science

BIO 101<sup>1</sup> General Biology I

BIO 102<sup>1</sup> General Biology II

BIO 107<sup>2</sup> Biology of the Environment

BIO 141<sup>2,3</sup>, 142<sup>2,3</sup> Human Anatomy and Physiology I, II

BIO 150<sup>2</sup> Introductory Microbiology

BIO 205<sup>2</sup> General Microbiology

BIO 206<sup>2</sup> Cell Biology

BIO 231, 232 Human Anatomy and Physiology I, II

BIO 256<sup>2</sup> General Genetics

BIO 270<sup>2</sup> General Ecology

CHM 111, 112 General Chemistry I, II

CHM 241/245 Organic Chemistry I and Lab

CHM 242/246 Organic Chemistry II and Lab

ENV 195<sup>2</sup> Topics in Environmental Science: The Environment and its Chemistry

GOL 105 Physical Geology

GOL 106 Historical Geology

PHY 201, 202 General College Physics I, II

PHY 241, 242 University Physics I, II

### **The following are additional laboratory science courses that may be taken by non-Science majors only:**

BIO 100 Basic Human Biology (not recommended for students in AA or AS degrees)

BIO 106<sup>1</sup> Life Science

CHM 101, 102 Introductory Chemistry I, II

PHY 101 Introduction to Physics I

<sup>1</sup> Students will not receive credit for both BIO 101 and BIO 106 or BIO 102 and BIO 106.

<sup>2</sup> Science AS students may use these courses only as laboratory science electives beyond the two laboratory science electives that must be year-long courses, e.g. BIO 101-102 and PHY 201-202.

<sup>3</sup> BIO 141-142 generally do not transfer for the Liberal Arts AA and Social Sciences AS degree programs. Please check with the four-year institution you plan to attend.

Additional science courses may be approved by the dean, School of Mathematics, Science, and Engineering.

## Social/Behavioral Sciences

ECO 120 Survey of Economics

ECO 201 Principles of Macroeconomics

ECO 202 Principles of Microeconomics

GEO 200 Introduction to Physical Geography

GEO 210 People and the Land: Introduction to Cultural Geography

GEO 225 Economic Geography

HIS 101<sup>1</sup>, 102<sup>1</sup> History of Western Civilization I, II

HIS 111<sup>1</sup>, 112<sup>1</sup> History of World Civilization I, II

HIS 121, 122 United States History I, II

HIS 127 Women in American History

HIS 141, 142 African-American History I, II

HIS 203<sup>1</sup> History of African Civilization

HIS 253<sup>1</sup>, 254<sup>1</sup> History of Asian Civilizations I, II

HIS 267<sup>1</sup> The Second World War

HIS 269 Civil War and Reconstruction

PLS 211, 212 United States Government I, II

PSY 200 Principles of Psychology

PSY 215 Abnormal Psychology

PSY 230 Developmental Psychology

PSY 235 Child Psychology

PSY 270 Psychology of Human Sexuality

SOC 200 Principles of Sociology

SOC 210 Survey of Physical and Cultural Anthropology

SOC 215 Sociology of the Family

SOC 268 Social Problems

<sup>1</sup> These courses have an international focus.

Additional social/behavioral sciences courses may be approved by the dean, School of Humanities and Social Sciences.

## Foreign Language Electives

Following is a list of approved foreign language electives. These foreign language courses do not count as humanities/fine arts general education electives. To avoid transfer problems, students should carefully select courses to fulfill elective requirements with the assistance of their advisors and upon an investigation of the transfer requirements of the institution to which transfer is contemplated.

ARA 101 Beginning Arabic I  
ARA 102 Beginning Arabic II

ASL 101 American Sign Language I  
ASL 102 American Sign Language II  
ASL 201 American Sign Language III or  
ASL 295 American Sign Language III  
ASL 202 American Sign Language IV or  
ASL 295 American Sign Language IV

CHI 101 Beginning Chinese I  
CHI 102 Beginning Chinese II

FRE 101 Beginning French I  
FRE 102 Beginning French II  
FRE 201 Intermediate French I  
FRE 202 Intermediate French II

GER 101 Beginning German I  
GER 102 Beginning German II  
GER 201 Intermediate German I  
GER 202 Intermediate German II

SPA 101 Beginning Spanish I  
SPA 102 Beginning Spanish II  
SPA 201 Intermediate Spanish I  
SPA 202 Intermediate Spanish II

# MAJORS

## BUSINESS

Accounting AAS.....	101
Accounting C.....	102
Accounting CSC.....	150
Business Administration AS (Transfer).....	83
Ecommerce CSC.....	165
Entrepreneurship in Small Business CSC.....	169
Management AAS.....	129

## COMMUNICATION, EDUCATION & HUMAN SERVICES

American Sign Language CSC.....	151
American Sign Language-English Interpretation AAS.....	103
Early Childhood Development AAS.....	114
Early Childhood Development C.....	116
Early Childhood Education CSC.....	163
Early Childhood Education – Advanced CSC.....	164
Early Childhood Education – Advanced CSC.....	164
Human Services AAS.....	125
Liberal Arts AA (Transfer).....	88
Science AS (Transfer).....	92
Social Sciences AS (Transfer).....	95
Substance Abuse Counseling Education CSC.....	181

## CONSTRUCTION & MANUFACTURING

Architectural and Engineering Technology AAS.....	105
Computer-Aided Design Specialist CSC.....	155
Engineering AS (Transfer).....	84
Welding - Advanced CSC.....	182
Welding CSC.....	182

## CULINARY ARTS, HORTICULTURE & SUSTAINABLE AGRICULTURE

Culinary - Food and Beverage Operations CSC.....	156
Culinary - Foundations of Culinary Technique CSC.....	159
Culinary Arts AAS.....	107

Culinary Fundamentals CSC.....	161
Floral Design CSC.....	169
Horticulture Technology AAS.....	123
Science AS (Transfer).....	92
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Health Science I CSC.....	170
Medical Laboratory Technology AAS.....	130
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Nursing AAS.....	138
Opticianry AAS.....	141
Opticians Apprentice CSC.....	175
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Information Systems Technology - Cyber Security CSC.....	172

Information Systems Technology - Network Administration CSC.....	173
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## LAW & PUBLIC SAFETY

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Emergency Medical Services - Paramedic AAS.....	117
Emergency Medical Services - Paramedic CSC.....	168
Fire Science Technology AAS.....	119
Fire Science Technology C.....	122
Liberal Arts AA (Transfer).....	88
Paralegal Studies AAS.....	143
Social Sciences AS (Transfer).....	95

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General Education C (Transfer).....	86
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Business Administration AS (Transfer).....	83
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**Note: American Sign Language AS** degree can be found under Social Science AS; **Mathematics AS** degree can be found under Science AS, **Pre-Social Work AS** degree can be found under Social Science AS; **Teacher Prep** degrees can be found under Liberal Arts AA, Science AS, and Social Science AS.

# EXPLANATORY NOTES

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## Explanatory Notes

### **COURSE NUMBERS**

#### **NUMBERS 1-9 INDICATE DEVELOPMENTAL STUDIES COURSES.**

Credits earned in these courses are not applicable toward certificate or associate degree programs.

#### **NUMBERS 10-99 INDICATE BASIC OCCUPATIONAL COURSES (EXCEPT FOR ESL COURSES).**

Credits earned for these courses are applicable toward certificate programs. These credits are not applicable toward an associate degree.

#### **NUMBERS 100-199 INDICATE FRESHMAN-LEVEL COURSES.**

Credits earned for these courses are applicable toward associate degree and certificate programs.

#### **NUMBERS 200-299 INDICATE SOPHOMORE-LEVEL COURSES.**

Credits earned for these courses are applicable toward associate degree and certificate programs.

### **COURSE CREDITS**

The credit for each course is indicated after the title in the course description. One credit is equivalent to one collegiate semester-hour credit.

### **COURSE HOURS**

The number of lecture hours in class each week (including lecture, seminar, and discussion hours) and/or the number of laboratory hours in each week (including laboratory, shop, supervised practice, and cooperative work experiences) are indicated for each course in the course description. In addition to the lecture and laboratory hours in class each week, students must spend time on out-of-class assignments under their own direction.

### **PREREQUISITES AND CO-REQUISITES**

If any prerequisites are required before enrolling in a course, they will be identified in the course description or by an indication of course sequence. Courses listed as ACC 111-112 and ENG 111-112, for example, must be taken in sequence unless otherwise noted in the course description. Courses in special sequences (usually identified by the numerals I-II or I-II-III) must also be taken in sequence unless otherwise noted in the course description. The prerequisites must be completed satisfactorily before enrolling in a course unless special permission is obtained from the school dean or designee. Co-requisite courses are to be taken simultaneously.

### **GENERAL USAGE COURSES**

The following "General Usage Courses" apply to multiple curricula and may carry a variety of prefix designations. The descriptions of the courses are normally identical for each different prefix and are as follows:

#### **90-190-290 COORDINATED INTERNSHIP**

Provides supervised on-the-job training in selected health agencies, business, industrial, or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

#### **93-193-293 STUDIES IN**

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.

#### **95-195-295 TOPICS IN**

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.

#### **96-196-296 ON-SITE TRAINING**

Specializes in career orientation and training program without pay in selected businesses and industry, supervised and coordinated by the college. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

#### **97-197-297 COOPERATIVE EDUCATION**

Provides on-the-job training for pay in approved businesses, industrial, and service firms. Is applicable to all occupational/technical curricula at the discretion of the college. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

#### **98-198-298 SEMINAR AND PROJECT**

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.

#### **99-199-299 SUPERVISED STUDY**

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.



# ACADEMIC PROGRAMS

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# **Transfer Associate Degrees & Certificates**

## Business Administration AS (Transfer) Associate of Science

**PURPOSE:** With the rapid development of business and industry in Virginia, there is a great demand for qualified personnel in business administration to provide leadership for this economic growth. The Associate of Science degree with a major in Business Administration is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree in business administration.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** The following high school units are strongly recommended: four units of English, three units of college preparatory mathematics, and one unit of laboratory science. This curriculum requires courses in mathematics, natural sciences, social sciences, and health and physical education, in addition to principles of economics and accounting, which are usually required in the first two years of a baccalaureate business administration curriculum. With the assistance of their advisor, students are urged to acquaint themselves with the requirements of the major department in the institution to which transfer is contemplated. Students are advised to complete the AS degree at the community college, choosing courses that satisfy the mathematics, laboratory science and elective requirements of the four-year college as well as the AS degree. If students contemplate transferring to an out-of-state college, they should also make contact with the four-year college and consult that college's catalog before deciding which courses to take.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

### FOUR-YEAR COLLEGE/UNIVERSITY TRANSFER

**INFORMATION:** Additional information regarding transfer requirements for JMU, VSU, ODU, UVA Continuing and Professional Studies, MBC Adult Degree Program in Richmond, Longwood University, and UR SPCS is available at [reynolds.edu/curriculum/business\\_administrations](http://reynolds.edu/curriculum/business_administrations).

### CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
HIS ____ <sup>5</sup>	United States History or History of Western Civilization	3	0	3
MTH 161 <sup>1</sup>	Pre-Calculus I	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3

SDV 100	College Success Skills	1	0	1
BUS 100	Introduction to Business	3	0	3
____ <sup>2</sup>	Personal Wellness Elective	0-1	0-2	1
<b>TOTAL</b>		<b>16-17</b>	<b>0-2</b>	<b>17</b>
ENG 112	College Composition II	3	0	3
HIS ____ <sup>5</sup>	United States History or History of Western Civilization	3	0	3
MTH 261 <sup>1</sup>	Applied Calculus I	3	0	3
____ <sup>2,3,5</sup>	Approved Elective (does not include personal wellness courses and non-transfer math courses)	3	0	3
ITE 140 or ITE 150 <sup>5</sup>	Spreadsheet Software (Excel) or Desktop Database Software (Access)	3	0	3
<b>TOTAL</b>		<b>15</b>	<b>0</b>	<b>15</b>
ACC 211	Principles of Accounting I	3	0	3
ECO 201 <sup>4</sup>	Principles of Economics I - Macroeconomics	3	0	3
ENG ____ <sup>2,5</sup>	Any 200-Level Literature Course	3	0	3
____ <sup>2,5</sup>	Laboratory Science	3	3	4
____ <sup>2,3,5</sup>	Approved Elective (does not include personal wellness courses and non-transfer math courses)	3	0	3
<b>TOTAL</b>		<b>15</b>	<b>3</b>	<b>16</b>
ACC 212	Principles of Accounting II	3	0	3
ECO 202 <sup>4</sup>	Principles of Economics II - Microeconomics	3	0	3
ENG ____ <sup>2</sup>	Any 200-Level Literature Course	3	0	3
____ <sup>2</sup>	Laboratory Science	3	3	4
<b>TOTAL</b>		<b>12</b>	<b>3</b>	<b>13</b>
<b>Total Minimum Credits for AS Degree in Business Administration</b>				<b>61</b>

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<sup>1</sup> Students transferring to Virginia Commonwealth University are required to complete a semester of precalculus and a semester of calculus. If transferring to another university, students should see the program head for substitution of an appropriate math course.

<sup>2</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. Students planning to transfer must take two semesters of laboratory sciences.

<sup>3</sup> *Personal wellness courses and non-transfer math courses may not be used to satisfy this approved elective. Students planning to transfer to Virginia Commonwealth University must take CST 100 or CST 110 to satisfy this approved elective. Students planning to transfer to institutions other than VCU may also select from the list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, and science) that is provided in the General Education section of the catalog under Curriculum Planning and Design.*

<sup>4</sup> *In addition to the Reynolds Business Administration program's MTH 161 and MTH 261 requirements, the business programs of the following senior institutions require MTH 245: College of William and Mary, Radford University, JMU, University of Richmond, and University of Virginia. If majoring in Information Systems at VCU, students should take an additional math course at Reynolds: MTH 288. MTH 263 is a prerequisite for MTH 288.*

<sup>5</sup> *Students planning to transfer to Virginia State University (VSU) as 3rd year business school majors must complete the following courses at Reynolds rather than the ones listed in the table above: World History or World Geography elective, BUS 240, BUS 220, CST 229, MTH 162, and FIN 107.*

## Engineering AS (Transfer)

### Associate of Science

#### SPECIALIZATIONS:

Mechanical/General Engineering  
 Chemical/Biological Engineering  
 Electrical/Computer Engineering

**PURPOSE:** The demand for technically trained people is increasing rapidly in Virginia as well as throughout the world. The engineer is a most important member of the technical team, which includes the scientist, technician, and skilled craftsman. Opportunities are unlimited for men and women in the field of engineering. Science is so diversified now that one may enter almost any specialization and find employment. The preparation for the engineering profession is based on a rigorous program, especially in mathematics and science.

The Associate of Science degree in Engineering is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree in one of the following engineering fields: aerospace, agriculture, architecture, biomedical, chemical, civil, computer, electrical, environmental, industrial, materials, mechanical, mining, nuclear, or ocean.

**ADMISSION REQUIREMENTS:** General college curricular admission

The **Mechanical/General Engineering specialization** is designed for persons who plan to transfer to a four-year college or university to pursue a degree in mechanical, civil, aerospace, ocean, or mining engineering. For students who do not yet know which discipline they want to pursue, this specialization provides a fundamental engineering education that will help prepare students for a future in any engineering field.

The **Chemical/Biological Engineering specialization** is designed for students who plan to transfer to a four-year college or university to pursue a bachelor's degree in chemical, biomedical, biological, or environmental engineering.

The **Electrical/Computer Engineering specialization** is designed for students who plan to transfer to a four-year college or university to pursue a degree in electrical or computer engineering.

**PROGRAM NOTES:** Applicants shall have (a) completed placement testing and (b) met with their advisor to establish a planned course of study prior to being allowed to register for courses.

Satisfactory completion of the following high school units or their equivalent, at a minimum, is strongly recommended: four units of English, one unit of laboratory science (preferably physical science), one unit of social studies, and four units of mathematics (two units of algebra, one unit of plane geometry, one unit of advanced mathematics or trigonometry and solid geometry).

This program requires a steady progression through at least four high-level mathematics courses, generally taken at a rate of one per semester. MTH 263 and MTH 264 are pre- or co-requisites for several engineering courses. Applicants who place into developmental mathematics will face additional mathematics courses, which do not count toward degree progress, before even qualifying for MTH 263. Accordingly, applicants are urged to study their math thoroughly before taking the mathematics placement test to avoid having to repeat one or more mathematics courses unnecessarily.

This program includes the courses usually required in the first two years of a baccalaureate engineering curriculum. Students should consult with their engineering advisor at the earliest possible date to acquaint themselves with the requirements of the engineering program at the college or university to which transfer is planned.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing EGR 124.

#### CURRICULUM:

Mechanical/General Engineering Specialization

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
CHM 111 <sup>1</sup>	General Chemistry I	3	3	4
MTH 263	Calculus I	4	0	4
EGR 124	Introduction to Engineering and Engineering Methods	3	0	3
SDV 100	College Success Skills	1	0	1
<sup>2</sup>	Personal Wellness Elective	0-1	0-2	1
<b>TOTAL</b>		<b>14-15</b>	<b>3-5</b>	<b>16</b>
ENG 112	College Composition II	3	0	3

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EGR 110 <sup>3</sup> or CSC 130 <sup>3</sup>	Engineering Graphics or Scientific Programming	2 4	2 0	3 4
EGR 140 or EGR ____ <sup>4</sup>	Engineering Mechanics – Statics or Engineering Elective	3	0	3
MTH 264  ____ <sup>2</sup>	Calculus II  Humanities/Fine Arts Elective	4 3	0 0	4 3
<b>TOTAL</b>		<b>15-17</b>	<b>0-2</b>	<b>16-17</b>
PHY 241 EGR ____ <sup>4</sup>	University Physics I Engineering Elective	3 3	3 0-3	4 3-4
MTH 265 EGR 206 or EGR ____ <sup>4</sup>	Calculus III Engineering Economy or Engineering Elective	4 3	0 0	4 3
____ <sup>2</sup>	Social/Behavioral Science Elective	3	0	3
<b>TOTAL</b>		<b>16</b>	<b>3-6</b>	<b>17-18</b>
EGR ____ <sup>4</sup> ____ <sup>2</sup> ____ <sup>2</sup>	Engineering Elective Humanities/Fine Arts Elective Social/Behavioral Science Elective	3 3 3	0-3 0 0	3-4 3 3
PHY 242 MTH 267	University Physics II Differential Equations	3 3	3 0	4 3
<b>TOTAL</b>		<b>15</b>	<b>3-6</b>	<b>16-17</b>
<b>Total Minimum Credits for AS Degree in Engineering, Mechanical/General Engineering Specialization</b>				<b>65</b>

## CURRICULUM:

Chemical/Biological Specialization

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
CHM 111 <sup>1</sup>	General Chemistry I	3	3	4
MTH 263	Calculus I	4	0	4
EGR 124	Introduction to Engineering and Engineering Methods	3	0	3
SDV 100 ____ <sup>2</sup>	College Success Skills Personal Wellness Elective	1 0-1	0 0-2	1 1
<b>TOTAL</b>		<b>14-15</b>	<b>3-5</b>	<b>16</b>
ENG 112 EGR 110 <sup>3</sup> or	College Composition II Engineering Graphics or	3 2 4	0 2 0	3 3 4

or Scientific Programming

CSC 130 <sup>3</sup>	Scientific Programming			
CHM 112	General Chemistry II	3	3	4
MTH 264  ____ <sup>2</sup>	Calculus II  Humanities/Fine Arts Elective	4 3	0 0	4 3
<b>TOTAL</b>		<b>15-17</b>	<b>3-5</b>	<b>17-18</b>
PHY 241 ____ <sup>5</sup>	University Physics I Chemical/Biological Engineering Elective	3 3	3 0-3	4 3-4
MTH 265 ____ <sup>5</sup> ____ <sup>2</sup>	Calculus III Chemical/Biological Engineering Elective Social/Behavioral Science Elective	4 3 3	0 0-3 0	4 3-4 3
<b>TOTAL</b>		<b>16</b>	<b>3-9</b>	<b>17-19</b>
____ <sup>5</sup> ____ <sup>2</sup> ____ <sup>2</sup>	Chemical/Biological Engineering Elective Humanities/Fine Arts Elective Social/Behavioral Science Elective	3 3 3	0-3 0 0	3-4 3 3
PHY 242 MTH 267	University Physics II Differential Equations	3 3	3 0	4 3
<b>TOTAL</b>		<b>15</b>	<b>3-6</b>	<b>16-17</b>
<b>Total Minimum Credits for AS Degree in Engineering, Chemical/Biological Specialization</b>				<b>66</b>

## CURRICULUM:

Electrical/Computer Specialization

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
CHM 111 <sup>1</sup>	General Chemistry I	3	3	4
MTH 263	Calculus I	4	0	4
EGR 124	Introduction to Engineering and Engineering Methods	3	0	3
SDV 100 ____ <sup>2</sup>	College Success Skills Personal Wellness Elective	1 0-1	0 0-2	1 1
<b>TOTAL</b>		<b>14-15</b>	<b>3-5</b>	<b>16</b>
ENG 112 CSC 130 EGR 206 or EGR ____ <sup>6</sup>	College Composition II Scientific Programming Engineering Economy or Electrical/Computer Engineering Elective	3 4 3	0 0 0	3 4 3
MTH 264	Calculus II	4	0	4

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_____ <sup>2</sup>	Humanities/Fine Arts Elective	3	0	3
<b>TOTAL</b>		<b>17</b>	<b>0</b>	<b>17</b>
PHY 241	University Physics I	3	3	4
EGR 251	Basic Electric Circuits I	3	0	3
EGR 255	Electric Circuits Laboratory	0	3	1
CSC 210	Programming with C++	3	0	3
MTH 265	Calculus III	4	0	4
_____ <sup>2</sup>	Social/Behavioral Science Elective	3	0	3
<b>TOTAL</b>		<b>16</b>	<b>6</b>	<b>18</b>
MTH 266	Linear Algebra	3	0	3
_____ <sup>2</sup>	Humanities/Fine Arts Elective	3	0	3
_____ <sup>2</sup>	Social/Behavioral Science Elective	3	0	3
PHY 242	University Physics II	3	3	4
MTH 267	Differential Equations	3	0	3
<b>TOTAL</b>		<b>15</b>	<b>3</b>	<b>16</b>
<b>Total Minimum Credits for AS Degree in Engineering, Electrical/Computer Specialization</b>				<b>67</b>

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<sup>1</sup> CHM 112 may be required by some four-year institutions for their engineering baccalaureate degree programs. Students should verify the chemistry requirements of the institutions to which they plan to transfer. JMU requires both CHM 111 and CHM 112.

<sup>2</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

<sup>3</sup> EGR 110 and EGR 124 as a package are required for Mechanical Engineering or Nuclear Engineering at VCU. EGR 110 and EGR 124 satisfy JMU's ENGR 112 course. Students not having these courses should transfer in a spring semester.

<sup>4</sup> Engineering electives are: EGR 110, EGR 245, EGR 246, EGR 248, EGR 251, EGR 255, MTH 266, CSC 130, and CSC 210.

<sup>5</sup> Chemical/Biological Engineering electives are: CHM 241 and lab, CHM 242 and lab, MTH 266, EGR 140, EGR 246, EGR 110, EGR 206, EGR 251 and 255, EGR 248, BIO 101, and BIO 102.

<sup>6</sup> Electrical/Computer Engineering electives are: EGR 110, EGR 206, and EGR 248.

NOTES: 1) Virginia Tech requires a two-credit linear algebra course. That requirement can be satisfied by completing MTH 266 at Reynolds. 2) Students should consult with their engineering advisor at the earliest possible date to acquaint themselves with the requirements of the engineering program at the college or university to which transfer is planned.

## General Education C (Transfer) Certificate

**PURPOSE:** The General Education Certificate is designed to serve as an intermediate step toward the associate of arts or associate of science degree for students who plan to transfer to a four-year college or university. The curriculum provides students with a foundation in the general education core competency areas of communication, critical thinking, information literacy, cultural and social understanding, personal development, quantitative reasoning, and scientific reasoning.

First-time job seekers who come to their employers with basic writing, analytical reasoning, and computing skills find they can be more competitive in the job market and more valuable in the workplace. Counter and retail clerks, administrative support, social and human service assistants, and customer service positions, as well as a variety of other fields, require individuals to apply their entry-level knowledge and skills while exploring the world of work and relevant career opportunities. For those employees who wish to pursue their education, the General Education Certificate provides foundational courses that allow students to progress toward the associate degree or to transfer to a senior institution.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** This certificate is approximately equivalent to the first year of study in any one of Reynolds' associate of arts or associate of science transfer degree programs. The associate degree is the gateway for transfer to a four-year college or university through one of many articulation and guaranteed admission agreements currently available to Reynolds students.

### CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3
_____ <sup>1,2</sup>	Approved Transfer Mathematics	3	0	3
_____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
_____ <sup>1</sup>	Social/Behavioral Science Elective	3	0	3
_____ <sup>1</sup>	Laboratory Science Elective	3	3	4
<b>TOTAL</b>		<b>16</b>	<b>3</b>	<b>17</b>
_____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
CST 110 or ENG 112	Introduction to Speech Communication or College Composition II	3	0	3
_____ <sup>1</sup>	Social/Behavioral Science Electives	6	0	6
_____ <sup>1</sup>	Laboratory Science Elective	3	3	4
<b>TOTAL</b>		<b>15</b>	<b>3</b>	<b>16</b>

**Total Minimum Credits for General Education Certificate 33**

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<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. Courses on that list footnoted as "typically does not transfer" do not meet the electives requirements for this program.

<sup>2</sup> Students should consult their advisor and transfer institution about which math course to take. Mathematics courses that will fulfill this requirement include MTH 154, MTH 161, MTH 167, MTH 245, and MTH 263.

## General Studies AS (Transfer)

### Associate of Science

**PURPOSE:** The Associate of Science degree in General Studies is a flexible degree that allows students to design a curriculum that meets particular transfer objectives that are not fulfilled by existing Reynolds transfer programs. The program consists of 46 credits of general education coursework and 15 additional credits that may be selected in consultation with an advisor to ensure they will be accepted for the preferred program at the four-year institution to which students plan to transfer.

**TRANSFER INFORMATION :** The AS in General Studies is designed to provide transfer paths that will match the requirements of senior institutions (four-year colleges and universities). However, these institutions differ in their requirements, so students are recommended to work closely with their advisors for program planning and course scheduling. The responsibility for appropriate course selection rests with the student, and electives should be chosen to meet the requirements of the transfer institution.

#### PROGRAM OUTCOMES:

Graduates of the program will be able to

1. Demonstrate critical thinking strategies by comprehensively exploring issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion;
2. Demonstrate an understanding of human diversity and an awareness of global issues through analysis of art, history, culture, geography, and economics;
3. Interpret key concepts in social sciences and liberal arts;
4. Use quantitative skills to solve problems and interpret data;
5. Apply the basic principles of scientific inquiry;
6. Demonstrate when there is a need for information, and identify, locate, evaluate, and effectively and responsibly use and share that information for the problem at hand;
7. Effectively communicate in writing to diverse audiences and for a variety of purposes; and
8. Work independently and in teams to complete tasks.

Students from the AS in General Studies degree will be able to transfer into a wide variety of majors at senior institutions including, but not limited to, the following:

Business	Human Services
Communications	Journalism
Economics	Political Science
Education	Pre-law
Humanities	Psychology

**ADMISSION REQUIREMENTS:** General college curricular admission

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115 or CSC 155. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115 or CSC 155. Students not passing the computer competency exam may retake the exam only once.

#### CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
SDV 100	College Success Skills	1	0	1
HIS_____ <sup>1</sup>	History Elective	3	0	3
MTH_____ <sup>2</sup>	Mathematics Elective	3	0	3
ITE 115 <sup>3</sup> or CSC 155 <sup>3</sup>	Introduction to Computer Applications and Concepts or Computer Concepts and Applications	3	0	3
_____ <sup>4</sup>	Approved Transfer Elective	3	0	3
<b>TOTAL</b>		<b>16</b>	<b>0</b>	<b>16</b>
ENG 112	College Composition II	3	0	3
_____ <sup>5</sup>	Social/Behavioral Science Elective	3	0	3
MTH_____ <sup>2</sup>	Mathematics Elective	3	0	3
_____ <sup>4</sup>	Approved Transfer Elective	3	0	3
_____ <sup>4</sup>	Approved Transfer Elective	3	0	3
<b>TOTAL</b>		<b>15</b>	<b>0</b>	<b>15</b>
ENG_____ <sup>6</sup>	Literature Elective	3	0	3
_____ <sup>5</sup>	Social/Behavioral Science Elective	3	0	3
_____ <sup>4</sup>	Approved Transfer Elective	3	0	3
_____ <sup>7</sup>	Personal Wellness Elective	0-1	0-2	1

# REYNOLDS COMMUNITY COLLEGE

<sup>8</sup>	Approved Laboratory Science Elective	3	3	4
<b>TOTAL</b>		<b>12-13</b>	<b>3-5</b>	<b>14</b>
<sup>9</sup>	Humanities/Fine Arts Elective	3	0	3
<sup>5</sup>	Social/Behavioral Science Elective	3	0	3
CST 110 <sup>10</sup>	Introduction to Communication	3	0	3
<sup>4</sup>	Approved Transfer Elective	3	0	3
<sup>8</sup>	Approved Laboratory Science Elective	3	3	4
<b>TOTAL</b>		<b>15</b>	<b>3</b>	<b>16</b>
<b>Total Minimum Credits for AS Degree in General Studies</b>				<b>61</b>

03.02.18

<sup>1</sup> Students may select any of the following courses to meet this requirement: HIS 101, 102, 111, 112, 121, or 122.

<sup>2</sup> A list of approved mathematics electives is provided in the General Education section of the catalog under Curriculum Planning and Design. MTH courses numbered less than MTH 154 cannot be used to fulfill the mathematics requirement. To avoid transfer problems, students should carefully select courses to fulfill elective requirements with the assistance of their advisors and based upon transfer requirements of the desired transfer institution. It is recommended that students check with the advisor of the desired four-year institution.

<sup>3</sup> Students should consult their advisor and transfer institution about the computer literacy course to take. Students who have good backgrounds in computers may petition for credit by examination.

<sup>4</sup> "Approved Transfer Electives" may be satisfied with any mathematics, natural science, social/behavioral science, humanities/fine arts, or foreign language electives provided in the General Education section of the catalog under Curriculum Planning and Design. Courses in the personal wellness category do NOT satisfy the transfer elective requirement. To avoid transfer problems, students should carefully select courses to fulfill elective requirements with the assistance of their advisors and based upon transfer requirements of the desired transfer institution. It is recommended that students check with the advisor of the desired four-year institution.

<sup>5</sup> A list of approved social/behavioral science electives is provided in the General Education section of the catalog under Curriculum Planning and Design. To avoid transfer problems, students should carefully select courses to fulfill elective requirements with the assistance of their advisors and based upon transfer requirements of the desired transfer institution. It is recommended that students check with the advisor of the desired four-year institution.

<sup>6</sup> Students may take any 200-level LITERATURE course. ENG 215 and 217 do NOT satisfy the requirement. For transfer purposes, students should consult their advisor and transfer institution about their literature selections.

<sup>7</sup> A list of approved personal wellness electives is provided in the General Education section of the catalog under Curriculum Planning and Design. To avoid transfer problems, students should carefully select courses to fulfill elective requirements with the assistance of their advisors and based upon transfer requirements of the desired transfer institution. It is recommended that students check with the advisor of the desired four-year institution.

<sup>8</sup> A list of approved laboratory science electives is provided in the General Education section of the catalog under Curriculum Planning and Design. NAS and below 100-level science courses do not satisfy this requirement. To avoid transfer problems, students should carefully select courses to fulfill elective requirements with the assistance of their advisors and based upon transfer requirements of the desired transfer institution. It is recommended that students check with the advisor of the desired four-year institution.

<sup>9</sup> A list of approved humanities/fine arts electives is provided in the General Education section of the catalog under Curriculum Planning and Design. To avoid transfer problems, students should carefully select courses to fulfill elective requirements with the assistance of their advisors and based upon transfer requirements of the desired transfer institution. It is recommended that students check with the advisor of the desired four-year institution.

<sup>10</sup> Students may substitute CST 100 for CST 110.

## Liberal Arts AA (Transfer) Associate of Arts

### SPECIALIZATION

American Sign Language/Deaf Studies  
Teacher Preparation

**PURPOSE:** The Associate of Arts degree in Liberal Arts lays the foundation for a Bachelor of Arts degree in art and art history, ASL-English Interpretation, communication, Deaf studies, English/literature, history, humanities, journalism, music, philosophy, pre-law, social sciences, speech-language pathology, religious studies, and world languages. The liberal arts promote a broad background of knowledge across the arts, humanities, languages, and social sciences to develop students' abilities in analytical and critical thinking, written and oral communication, and understanding global cultural awareness. The Liberal Arts degree is a two-year program designed for those students who plan to transfer to a four-year college or university to complete a Bachelor of Arts degree. While the program is designed to provide transfer paths that will match the requirements of four-year colleges and universities, the requirements may differ. Therefore, students are strongly urged to work with their assigned advisor and to acquaint themselves with the requirements of the major department in the college or university to which they plan to transfer. This program requires intermediate proficiency (two years of coursework or its equivalent) in a language other than English.

Each student admitted to the program is assigned an academic advisor to help plan the appropriate course of studies to transfer



# ACADEMIC PROGRAMS

to the student's choice of a four-year college or university. Students who complete the program generally transfer as juniors.

**THE TEACHER PREPARATION SPECIALIZATION** is designed for students who plan to transfer to a four-year college or university in a major that requires a background in the liberal arts, and who plan to teach at the elementary, middle, or secondary school level. The Teacher Preparation specialization enables the student to participate in two field experiences in area schools.

**THE ASL/DEAF STUDIES SPECIALIZATION** is designed for students who plan to transfer to a four-year college or university in a major that requires a background in American Sign Language and Deaf persons as a cultural group. These expanding fields include speech-language pathology, deaf education, ASL instruction, interpretation, interpreter education, linguistics, and Deaf studies (e.g., history, literature, and research).

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** The following high school units are strongly recommended: three units of college preparatory mathematics and two years of a foreign language.

**NOTE TO PROSPECTIVE TEACHERS:** Students who wish to be licensed to teach in Virginia should earn a baccalaureate degree in a liberal arts, science, or mathematics field. Students should consult with their advisor regarding elective choices that match their desired teaching endorsement area(s). While enrolled at the community college, students should prepare for and successfully complete Praxis Core (Reading, Writing, and Mathematics), the initial teacher licensure examination.

**COMPUTER COMPETENCY REQUIREMENT:** Students in the Liberal Arts degree program will meet the college's computer competency requirement by successfully completing ITE 115 or CSC 155. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115 or CSC 155. Students not passing the computer competency exam may retake the exam only once.

### PROGRAM OUTCOMES:

Upon successful completion of the AA degree in Liberal Arts, the student will be able to demonstrate:

- An interdisciplinary understanding of the human experience from different global, cultural, sociological, and historical perspectives;
- An awareness of how social and cultural contexts shape and influence forms of human expression; and
- An understanding of the interdependence of academic disciplines and how an interdisciplinary perspective contributes to understanding the human experience.

### CURRICULUM:

Liberal Arts — Associate of Arts

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3

SDV 100	College Success Skills	1	0	1
HIS__	Western Civilization, World History, or other non-U.S. History	3	0	3
MTH 154 <sup>1</sup> or MTH 161 <sup>1</sup>	Quantitative Reasoning or Precalculus I	3	0	3
_____ <sup>2</sup>	Personal Wellness Elective	0-1	0-2	1
_____ <sup>3</sup>	Foreign Language	4	0	4
<b>TOTAL</b>		<b>14-15</b>	<b>0-2</b>	<b>15</b>
ENG 112	College Composition II	3	0	3
HIS__	U.S. History	3	0	3
MTH 245 <sup>1</sup> or MTH 261 <sup>1</sup>	Statistics I or Applied Calculus I	3	0	3
_____ <sup>3</sup>	Foreign Language	4	0	4
ITE 115 <sup>4</sup> or CSC 155 <sup>4</sup>	Introduction to Computer Applications and Concepts or Computer Concepts and Applications	3	0	3
<b>TOTAL</b>		<b>16</b>	<b>0</b>	<b>16</b>
ENG__ <sup>5</sup>	Any 200-Level Literature Course	3	0	3
_____ <sup>2,6</sup>	Social/Behavioral Science Elective	3	0	3
_____ <sup>3</sup>	Foreign Language	3	0	3
_____ <sup>2</sup>	Approved Humanities/Fine Arts Elective	3	0	3
_____ <sup>7</sup>	Approved Laboratory Science Elective	3	3	4
<b>TOTAL</b>		<b>15</b>	<b>3</b>	<b>16</b>
ENG__ <sup>5</sup>	Any 200-Level Literature Course	3	0	3
_____ <sup>2,6</sup>	Approved Humanities/Fine Arts Elective or Social/Behavioral Science Elective	3	0	3
_____ <sup>3</sup>	Foreign Language	3	0	3
_____ <sup>7</sup>	Approved Laboratory Science Elective	3	3	4
<b>TOTAL</b>		<b>12</b>	<b>3</b>	<b>13</b>
<b>Total Minimum Credits for AA Degree in Liberal Arts</b>				<b>60</b>

01.22.18

<sup>1</sup> Students should consult with their advisor and preferred transfer institution about which math courses to take. MTH 161 followed by MTH 245 or MTH 261 are more universally transferable. Students planning to transfer to VCU may take MTH 154, followed by MTH 240. Students who intend to major in economics or anthropology at VCU must take MTH 161.

# REYNOLDS COMMUNITY COLLEGE

<sup>2</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. Students are advised to work with an advisor to choose electives related to their transfer goals and to check the requirements of their transfer institution.

<sup>3</sup> A list of approved foreign language courses is provided in the catalog under the Curriculum Planning and Design section. Students must take the same foreign language through the 202-level or its equivalent. Students who have satisfactorily completed two years of a foreign language in high school may take the Foreign Language Achievement Testing Service (FLATS) test through the testing centers to receive up to 12 credits toward their foreign language requirement. Students who have acquired foreign language CLEP scores should refer to the College Catalog for the acceptable minimum scores for any Reynolds/VCCS course equivalent. Students can then apply to Admissions and Records to have the scores evaluated. Some BS programs require intermediate-level foreign language. Many colleges and universities accept American Sign Language as a foreign language credit. Students should consult their transfer institution about language requirements.

<sup>4</sup> Students should consult their advisor and transfer institution about the computer literacy course to take. Students who have good backgrounds in computers may petition for credit by examination.

<sup>5</sup> Students may take any 200-level LITERATURE course. 200-level literature courses are designated writing-intensive. ENG 210, 215, and 217 do NOT satisfy the literature requirement. For transfer purposes, students should consult their advisor and transfer institution about their literature selections. Degree requirements may be fulfilled by students taking sequential or non-sequential courses in the same or different subject area.

<sup>6</sup> Degree requirements may be fulfilled by students taking sequential or non-sequential courses in the same or different subject area. Students are advised to work with an advisor to choose electives related to their transfer goals and to check the requirements of their transfer institution.

<sup>7</sup> A list of approved laboratory science electives is provided in the General Education section of the catalog under Curriculum Planning and Design. NAS and below 100-level sciences do not satisfy this requirement. Students are advised to work with an advisor to choose laboratory science electives related to their transfer goals and to check the requirements of their transfer institution. A frequent transfer option for Liberal Arts students is BIO 106 or BIO 107, followed by GOL 105.

## CURRICULUM:

Liberal Arts — Associate of Arts  
American Sign Language/Deaf Studies Specialization

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3

SDV 101	Orientation to American Sign Language and Interpreter Education	3	0	3
HIS____	United States History, or African-American History, or Western Civilization, or World Civilization	3	0	3
MTH 154 <sup>1</sup> or MTH 161 <sup>1</sup>	Quantitative Reasoning or Precalculus I	3	0	3
_____ <sup>2</sup>	Personal Wellness Elective	0-1	0-2	1
ASL 101 <sup>3</sup>	American Sign Language I	4	0	4
<b>TOTAL</b>		<b>16-17</b>	<b>0-2</b>	<b>17</b>
ENG 112	College Composition II	3	0	3
HIS____	United States History, or African-American History, or Western Civilization, or World Civilization	3	0	3
ASL 125	History and Culture of the Deaf Community	3	0	3
ASL 102 <sup>3</sup>	American Sign Language II	4	0	4
ITE 115 <sup>4</sup> or CSC 155 <sup>4</sup>	Introduction to Computer Applications and Concepts or Computer Concepts and Applications	3	0	3
<b>TOTAL</b>		<b>16</b>	<b>0</b>	<b>16</b>
ENG____ <sup>5</sup>	Any 200-Level Literature Course	3	0	3
_____ <sup>2</sup>	Social/Behavioral Science Elective	3	0	3
_____ <sup>6</sup>	Approved Laboratory Science Elective	3	3	4
ASL 201 <sup>3</sup>	American Sign Language III	3	0	3
ASL 220	Comparative Linguistics: ASL and English	3	0	3
<b>TOTAL</b>		<b>15</b>	<b>3</b>	<b>16</b>
ENG____ <sup>5</sup>	Any 200-Level Literature Course	3	0	3
_____ <sup>6</sup>	Approved Laboratory Science Elective	3	3	4
ASL 202 <sup>3</sup>	American Sign Language IV	3	0	3
ASL 225	Literature of the U.S. Deaf Community	4	0	4
<b>TOTAL</b>		<b>13</b>	<b>3</b>	<b>14</b>
<b>Total Minimum Credits for AA Degree in Liberal Arts, ASL/Deaf Studies Specialization</b>				<b>63</b>

02.07.19

# ACADEMIC PROGRAMS

<sup>1</sup> Students should consult with their advisor and preferred transfer institution about which math course to take. MTH 161 is more universally transferable. Students planning to transfer to VCU may take MTH 154. Students who intend to major in economics or anthropology at VCU must take MTH 161.

<sup>2</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. To avoid transfer problems, students should carefully select courses to fulfill elective requirements with the assistance of their advisors and upon an investigation of the transfer requirements of the institution to which transfer is contemplated.

<sup>3</sup> Students must take American Sign Language through the 202-level or its equivalent. Students who have satisfactorily completed two years of American Sign Language (ASL) in high school may schedule a language screening with the program head for placement into ASL II-IV and for up to 14 credits toward their language requirement. As of July 1, 2018, Virginia Code requires all public colleges and universities in Virginia to accept American Sign Language to satisfy the foreign language requirement for admission, transfer, and graduation. However, students are advised to clarify transfer opportunities with their transfer institution.

<sup>4</sup> Students should consult with their advisor and transfer institution about the computer literacy course to take. Students who have good backgrounds in computers may petition for credit by examination.

<sup>5</sup> Students may take any 200-level LITERATURE course. 200-level literature courses are designated writing-intensive. ENG 210, 215, and 217 do NOT satisfy the literature requirement. For transfer purposes, students should consult their advisor and transfer institution about their literature selections. Degree requirements may be fulfilled by students taking sequential or non-sequential courses in the same or different subject area.

<sup>6</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. NAS and below 100-level sciences do not satisfy this requirement. Students are advised to check the requirements of their transfer institution.

## CURRICULUM:

Liberal Arts — Associate of Arts  
Teacher Preparation Specialization

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
SDV 101	Orientation to Teacher Preparation	2	0	2
HIS____	United States History, or African-American History, or Western Civilization, or World Civilization	3	0	3

MTH 154 <sup>1</sup> or MTH 161 <sup>1</sup>	Quantitative Reasoning or Precalculus I	3	0	3
_____ <sup>2</sup>	Personal Wellness Elective	0-1	0-2	1
_____ <sup>3</sup>	Foreign Language	4	0	4
<b>TOTAL</b>		<b>15-16</b>	<b>0-2</b>	<b>16</b>
ENG 112	College Composition II	3	0	3
HIS____	United States History, or African-American History, or Western Civilization, or World Civilization	3	0	3
MTH 245 <sup>1</sup> or MTH 261 <sup>1</sup>	Statistics I or Applied Calculus I	3	0	3
_____ <sup>3</sup>	Foreign Language	4	0	4
ITE 115 <sup>4</sup> or CSC 155 <sup>4</sup>	Introduction to Computer Applications and Concepts or Computer Concepts and Applications	3	0	3
<b>TOTAL</b>		<b>16</b>	<b>0</b>	<b>16</b>
ENG____ <sup>5</sup>	Any 200-Level Literature Course	3	0	3
GEO 210	People and the Land: Introduction to Cultural Geography	3	0	3
_____ <sup>3</sup>	Foreign Language	3	0	3
EDU 200	Introduction to Teaching as a Profession	2	2	3
_____ <sup>6</sup>	Approved Laboratory Science Elective	3	3	4
<b>TOTAL</b>		<b>14</b>	<b>5</b>	<b>16</b>
_____ <sup>2</sup>	Humanities/Fine Arts Elective	3	0	3
ECO 201 or	Principles of Economics I- Macroeconomics or	3	0	3
ECO 202 or	Principles of Economics II- Microeconomics or			
ECO 120 <sup>7</sup>	Survey of Economics			
_____ <sup>3</sup>	Foreign Language	3	0	3
_____ <sup>6</sup>	Approved Laboratory Science Elective	3	3	4
<b>TOTAL</b>		<b>12</b>	<b>3</b>	<b>13</b>
<b>Total Minimum Credits for AA Degree in Liberal Arts, Teacher Preparation Specialization</b>				<b>61</b>

01.22.18

<sup>1</sup> Students should consult with their advisor and preferred transfer institution about which math course to take. MTH 161 followed by

*MTH 245 or MTH 261 are more universally transferable. Students planning to transfer to VCU may take MTH 154. Students who intend to major in economics or anthropology at VCU must take MTH 161.*

<sup>2</sup> *A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. To avoid transfer problems, students should carefully select courses to fulfill elective requirements with the assistance of their advisors and upon an investigation of the transfer requirements of the institution to which transfer is contemplated.*

<sup>3</sup> *A list of approved foreign language courses is provided in the catalog under the Curriculum Planning and Design section. Students must take the same foreign language through the 202-level or its equivalent. Students who have satisfactorily completed two years of a foreign language in high school may take the Foreign Language Achievement Testing Service (FLATS) test through the testing centers for up to 12 credits toward their language requirement.*

*Students who have acquired foreign language CLEP scores should refer to the College Catalog for the acceptable minimum scores for any Reynolds/VCCS course equivalent. Students can then apply to Admissions and Records to have the scores evaluated. Some BS programs require intermediate-level foreign language. Many colleges and universities accept American Sign Language as a foreign language credit. Students are advised to clarify transfer opportunities with their transfer institution.*

<sup>4</sup> *Students should consult with their advisor and transfer institution about the computer literacy course to take. Students who have good backgrounds in computers may petition for credit by examination.*

<sup>5</sup> *Students may take any 200-level LITERATURE course. 200-level literature courses are designated writing-intensive. ENG 210, 215, and 217 do NOT satisfy the literature requirement. For transfer purposes, students should consult their advisor and transfer institution about their literature selections. Degree requirements may be fulfilled by students taking sequential or non-sequential courses in the same or different subject area.*

<sup>6</sup> *A list of approved laboratory science electives is provided in the General Education section of the catalog under Curriculum Planning and Design. Future elementary teachers are recommended to take one semester of physical science and one semester of biological science. NAS and below 100-level sciences do not satisfy this requirement. Students are advised to check the requirements of their transfer institution. A frequent transfer option for Liberal Arts students is BIO 106 or BIO 107 followed by GOL 105.*

<sup>7</sup> *Students should consult with their advisor and transfer institution to determine the best choice for their program.*

## Science AS (Transfer)

### Associate of Science

#### SPECIALIZATIONS

Science

Computer Science

Mathematics

Mathematics and Science Teacher Preparation

**PURPOSE:** The associate degree in Science is intended for those who plan to transfer to a four-year college or university to complete a bachelor of science degree in the natural and physical sciences, mathematics, or computer science. There are four specializations in this degree program that enable students to complete courses that align with their intended majors at a four-year college or university.

The **Science specialization** is designed for persons who plan to transfer to a four-year college or university in a major that requires a background in the natural or physical sciences and mathematics. With the many advances taking place in all areas of science, the opportunities for persons with expertise in this area are rapidly increasing. This program provides the necessary training for transfer into a broad range of scientific fields, from botany to zoology and from chemistry or geology to physics. In addition, the Science specialization is designed to meet the requirements for admission to a professional school or upper-division major for career preparation in many of the medical professions including nursing, pharmacy, medicine, and veterinary medicine.

The **Computer Science specialization** is designed for persons who plan to transfer to a four-year college or university in a major that requires a background in the sciences, mathematics, and computer science. Student familiarity with or expertise in computer science is frequently a requirement for study in the disciplines of biology, chemistry, physics, science education, engineering, manufacturing, and related fields. This program will provide the opportunity to obtain this needed preparation. In this rapidly changing field, students should regularly meet with their advisor to keep up with course and curriculum updates.

The **Mathematics specialization** is designed for persons who plan to transfer to a four-year college or university in a major that requires a background in the sciences, mathematics, and computer science. The Mathematics specialization includes the courses usually required in the first two years of a baccalaureate degree program in mathematics.

The **Mathematics and Science Teacher Preparation specialization** is designed for persons who plan to transfer to a four-year college or university in a major that requires a background in the sciences and/or mathematics, and who plan to teach at the elementary, middle, or secondary school level. The Mathematics and Science Teacher Preparation specialization enables the student to participate in field experiences in area schools.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** The following high school units are strongly recommended for the Science specialization: four units of English, three units of college preparatory mathematics, one unit of laboratory science, and two units of foreign language.

The following high school units are strongly recommended for the Computer Science and Mathematics specializations: four units of English; four units of college preparatory mathematics,

# ACADEMIC PROGRAMS

including algebra (two units), geometry, and trigonometry (or advanced math); two units of laboratory science; and one unit of social studies. Students in the Computer Science and Mathematics specializations are urged to begin their programs of study during the fall semester because many courses are sequential and only offered once a year.

Students are encouraged to seek information from the upper-division college, university, or professional school to which transfer is intended as to specific requirements for a particular major or specific admission requirements.

**NOTE TO PROSPECTIVE TEACHERS:** Students who wish to be licensed to teach in Virginia should earn a baccalaureate degree in a liberal arts, science, or mathematics field. Students should consult with their advisor regarding elective choices that match their desired teaching endorsement area(s). While enrolled at the community college, students should prepare for and successfully complete Praxis Core (Reading, Writing, and Mathematics), the initial teacher licensure examination.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by passing the computer competency exam, administered in the testing centers on each campus, or by completing CSC 155. Students not passing the computer competency exam for CSC 155 may retake the exam only once.

## CURRICULUM:

Science Specialization

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3
_____ <sup>1,3</sup>	Approved Laboratory Science I	3	3	4
MTH 167 or MTH 263 <sup>2</sup>	Precalculus with Trigonometry or Calculus I	5 4	0 0	5 4
CSC _____	Computer Science Elective	3-4	0	3-4
<b>TOTAL</b>		<b>14-16</b>	<b>3</b>	<b>15-17</b>
ENG 112	College Composition II	3	0	3
_____ <sup>1,3</sup>	Approved Laboratory Science II	3	3	4
MTH 245 or MTH 261 or MTH 263 or MTH 264 <sup>2</sup>	Statistics I or Applied Calculus I or Calculus I or Calculus II	3 3 4 4	0 0 0 0	3 3 4 4
_____ <sup>1</sup>	Social/Behavioral Science Elective	3	0	3
_____ <sup>1</sup>	Personal Wellness Elective	0-1	0-2	1
<b>TOTAL</b>		<b>12-14</b>	<b>3-5</b>	<b>14-15</b>

_____ <sup>1</sup>	Approved Mathematics, Laboratory Science, or Computer Science Elective	3-5	0-3	3-5
_____ <sup>1,3</sup>	Approved Laboratory Science <sup>1</sup>	3	3	4
HIS 101 or HIS 121	History of Western Civilization I or United States History I	3	0	3
_____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
_____ <sup>1,4</sup>	Approved Elective (does not include personal wellness courses)	3	0	3
<b>TOTAL</b>		<b>15-17</b>	<b>3-6</b>	<b>16-18</b>
_____ <sup>1</sup>	Approved Mathematics or Laboratory Science Elective	3-5	0-3	3-5
_____ <sup>1,3</sup>	Approved Laboratory Science II	3	3	4
HIS 102 or HIS 122	History of Western Civilization II or United States History II	3	0	3
_____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
_____ <sup>1</sup>	Approved Elective	3	0	3
<b>TOTAL</b>		<b>15-17</b>	<b>3-6</b>	<b>16-18</b>
<b>Total Minimum Credits for AS Degree in Science, Science Specialization</b>				<b>61</b>

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

<sup>2</sup> MTH 263-264 are recommended for students planning to major in Physics or Chemistry. Students not prepared for MTH 263 may be required to take MTH 167 prior to taking MTH 263.

<sup>3</sup> Approved Laboratory Science I and II should be a year-long laboratory science, e.g., BIO 101-102 and PHY 201-202.

<sup>4</sup> Approved elective cannot be a personal wellness course.

## CURRICULUM:

Computer Science Specialization

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3
_____ <sup>1</sup>	Laboratory Science I	3	3	4
MTH 263	Calculus I	4	0	4
CSC 201	Computer Science I	4	0	4
<b>TOTAL</b>		<b>15</b>	<b>3</b>	<b>16</b>

# REYNOLDS COMMUNITY COLLEGE

ENG 112	College Composition II	3	0	3
_____ <sup>2</sup>	Personal Wellness Elective	0-1	0-2	1
_____ <sup>1</sup>	Laboratory Science II	3	3	4
MTH 264	Calculus II	4	0	4
CSC 202	Computer Science II	4	0	4
<b>TOTAL</b>		<b>14-15</b>	<b>3-5</b>	<b>16</b>
CSC 208	Introduction to Discrete Structures	3	0	3
CSC 205	Computer Organization	4	0	4
HIS 101 or HIS 121	History of Western Civilization I or United States History I	3	0	3
_____ <sup>2</sup>	Humanities/Fine Arts Elective	3	0	3
<b>TOTAL</b>		<b>13</b>	<b>0</b>	<b>13</b>
_____ <sup>3</sup>	Approved Mathematics, Laboratory Science, or Computer Science Elective	3-5	0	3-5
_____ <sup>3,4</sup>	Approved Elective (does not include personal wellness courses)	3	0	3
HIS 102 or HIS 122	History of Western Civilization II or United States History II	3	0	3
_____ <sup>2</sup>	Humanities/Fine Arts Elective	3	0	3
_____ <sup>2</sup>	Social/Behavioral Science Elective	3	0	3
<b>TOTAL</b>		<b>15-17</b>	<b>0</b>	<b>15-17</b>
<b>Total Minimum Credits for AS Degree in Science, Computer Science Specialization</b>				<b>60</b>

<sup>1</sup> Selection of lab science depends upon the transfer institution selected. Students should consult their advisor for appropriate courses. Approved Laboratory Science I and II should be a year-long laboratory science, e.g., BIO 101-102 and CHM 111-112.

<sup>2</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

<sup>3</sup> Students must see their advisor for appropriate courses. Students transferring to VCU should consider taking CSC 295 - Introduction to the Theory of Computations this semester.

<sup>4</sup> Approved elective cannot be a personal wellness course.

## CURRICULUM:

### Mathematics Specialization

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3
_____ <sup>1,7</sup>	Approved Laboratory Science I	3	3	4
MTH 263 <sup>2</sup>	Calculus I	4	0	4
CSC _____ <sup>3</sup>	Computer Science Elective	3-4	0	3-4
<b>TOTAL</b>		<b>14-15</b>	<b>3</b>	<b>15-16</b>
ENG 112	College Composition II	3	0	3
_____ <sup>1,7</sup>	Approved Laboratory Science II	3	3	4
MTH 264	Calculus II	4	0	4
_____ <sup>4</sup>	Approved Elective	3-4	0-3	3-4
<b>TOTAL</b>		<b>13-14</b>	<b>3-6</b>	<b>14-15</b>
MTH 265	Calculus III	4	0	4
MTH 245 <sup>5</sup>	Statistics	3	0	3
HIS 101 or HIS 121	History of Western Civilization I or United States History I	3	0	3
_____ <sup>1</sup>	Social/Behavioral Science Elective	3	0	3
_____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
<b>TOTAL</b>		<b>16</b>	<b>0</b>	<b>16</b>
_____ <sup>6</sup>	Approved Mathematics, Laboratory Science, or Computer Science Elective	3-5	0-3	3-5
MTH 288	Discrete Mathematics	3	0	3
_____ <sup>1</sup>	Personal Wellness Elective	0-1	0-2	1
HIS 102 or HIS 122	History of Western Civilization II or United States History II	3	0	3
_____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
_____ <sup>8</sup>	Approved Elective (does not include personal wellness courses)	3	0	3
<b>TOTAL</b>		<b>15-18</b>	<b>0-5</b>	<b>16-18</b>
<b>Total Minimum Credits for AS Degree in Science, Mathematics Specialization</b>				<b>61</b>

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

<sup>2</sup> Students not prepared for MTH 263 may be required to take MTH 167 prior to taking MTH 263. MTH 167 does not meet the graduation requirements for the Mathematics Specialization.

<sup>3</sup> Students may take CSC 201 or another CSC programming course.

<sup>4</sup> Approved electives include CSC 202, CSC 205, MTH 266, or another course approved by the student's advisor.

<sup>5</sup> MTH 245 transfers as an elective for students majoring in mathematics at Virginia Tech and the University of Virginia. At VCU, MTH 245 transfers for a mathematics major if the student takes an additional upper-level statistics course at VCU; in this case, the student will receive credit for both MTH 245 and the upper-level statistics course.

<sup>6</sup> It is expected that most students intending to major in mathematics will take MTH 267, Differential Equations, for this elective. For additional elective options, students should consult the list of approved electives in the General Education section of the catalog under Curriculum Planning and Design.

<sup>7</sup> Approved Laboratory Science I and II should be a year-long laboratory science, e.g., BIO 101-102 and PHY 201-202.

<sup>8</sup> Approved elective cannot be a personal wellness course.

## CURRICULUM:

### Mathematics and Science Teacher Preparation

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 101	Orientation to Teacher Preparation	2	0	2
ENG 111	College Composition I	3	0	3
_____ <sup>1,4</sup>	Approved Laboratory Science I	3	3	4
MTH 167 or MTH 263 <sup>2</sup>	Precalculus with Trigonometry or Calculus I	5 4	0 0	5 4
CSC ____	Computer Science Elective	3-4	0	3-4
<b>TOTAL</b>		<b>15-17</b>	<b>3</b>	<b>16-18</b>
ENG 112	College Composition II	3	0	3
_____ <sup>1,4</sup>	Approved Laboratory Science II	3	3	4
MTH 245 or MTH 261 or MTH 263 or MTH 264 <sup>2</sup>	Statistics I or Applied Calculus I or Calculus I or Calculus II	3 3 3 4	0 0 0 0	3 3 3 4
_____ <sup>1,4</sup>	Any 200-Level English Literature Course or Approved Humanities/Fine Arts Elective	3	0	3
HLT 106	First Aid and Safety	2	0	2

TOTAL		14-15	3	15-16
_____ <sup>1,3</sup>	Approved Mathematics, Laboratory Science, or Computer Science Elective	3-5	0-3	3-5
_____ <sup>1,3</sup>	Approved Laboratory Science I	3	3	4
HIS 101 or HIS 121	History of Western Civilization I or United States History I	3	0	3
EDU 200	Introduction to Teaching as a Profession	2	2	3
TOTAL		11-13	5-8	13-15
_____ <sup>1,3</sup>	Approved Mathematics or Laboratory Science Elective	3-5	0-3	3-5
_____ <sup>1,3</sup>	Approved Laboratory Science II	3	3	4
HIS 102 or HIS 122	History of Western Civilization II or United States History II	3	0	3
_____ <sup>1,4</sup>	Humanities/Fine Arts Elective	3	0	3
_____ <sup>1,4</sup>	Social/Behavioral Science Elective	3	0	3
TOTAL		15-17	3-6	16-18
<b>Total Minimum Credits for AS Degree in Science - Mathematics and Science Teacher Preparation Specialization</b>				<b>60</b>

03.02.18

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

<sup>2</sup> MTH 263-264 are recommended for students planning to major in Physics or Chemistry. Students not prepared for MTH 263 may be required to take MTH 167 prior to taking MTH 263.

<sup>3</sup> Students completing the Mathematics and Science Teacher Preparation Specialization with the intention of being a science teacher must check with their transfer institution to determine the appropriate elective. Students completing the Teacher Preparation Specialization in Mathematics and Science with the intention of being a mathematics teacher are strongly encouraged to contact their transfer institution to determine the appropriate elective.

<sup>4</sup> Students should consult with their advisor and transfer institution to determine the best choice for their program.

## Social Sciences AS (Transfer)

### Associate of Science

#### SPECIALIZATIONS:

Pre-Social Work  
Teacher Preparation

# REYNOLDS COMMUNITY COLLEGE

**PURPOSE:** The social sciences are concerned with the study of human society and emphasize the role of analysis, experimentation, and the scientific method. The chief academic disciplines of the social sciences are anthropology, economics, political science, psychology, and sociology. The Social Sciences AS degree is designed for those who plan to transfer to a four-year college or university to complete a bachelor's degree in the social sciences. The curricula consist of courses in general education (including foreign language, natural science, and social science) typically required in the first two years of a baccalaureate curriculum in the social sciences.

Students from the Science AS degree transfer into a wide variety of majors at senior institutions including, but not limited to, the following:

anthropology	pre-law
history	social work
economics	government/political science
mass communications	sociology
psychology	speech-language pathology
education/Deaf studies	ASL: interpretation/linguistics

The **Social Sciences AS degree** lays the foundation for a bachelor of science degree in anthropology, economics, political science, psychology, and sociology. The program includes one year of coursework in the same foreign language. The Social Sciences program is designed to provide transfer paths that will match the requirements of senior institutions (four-year colleges and universities); however, senior institutions differ in their requirements, so students are strongly urged to work with their assigned advisor and to acquaint themselves with the requirements of the major department in the college or university to which they plan to transfer.

Students should understand that the line between the humanities and social sciences is not always clear and that some colleges and universities award BA degrees in what are usually considered the social sciences. Each student admitted to the program is assigned an academic advisor to help plan the appropriate course of studies to transfer to the student's choice of a four-year college or university. Students who complete the program generally transfer as juniors.

The **ASL/Deaf Studies specialization** is designed for students who plan to transfer to a four-year college or university in a major that requires a background in American Sign Language and Deaf persons as a cultural group. These expanding fields include speech-language pathology, deaf education, ASL instruction, interpretation, interpreter education, linguistics, and Deaf studies (e.g., history, literature, and research).

The **Pre-Social Work specialization** is designed for students who plan to transfer to Virginia Commonwealth University and major in social work. This specialization was developed in collaboration with VCU, and an articulation agreement exists for eligible students who transfer to VCU. Students who pursue a different degree program at VCU will be subject to a reevaluation

of transferable credits for their elected course of study. Students interested in this specialization should meet with the Pre-Social Work program head at Reynolds and are required to do so during their first semester of study.

The **Teacher Preparation specialization** is designed for students who plan to transfer to a four-year college or university in a major that requires a background in the social sciences, and who plan to teach at the elementary, middle, or secondary school level. The Teacher Preparation specialization enables the student to participate in two field experiences in area schools.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** The following high school units are strongly recommended: three units of college preparatory mathematics and two years of a foreign language.

### PRE-SOCIAL WORK ARTICULATION AGREEMENT WITH

**VCU:** The VCU School of Social Work guarantees admission into its BSW program with junior standing to eligible students who have completed requirements for Pre-Social Work specialization for the AS in Social Sciences at Reynolds. Eligible students are those who meet the following criteria:

- Earn an Associate of Science degree in Social Sciences at Reynolds;
- Earn a minimum cumulative grade point average of 2.5 on a 4.0 scale;
- Earn an individual grade no lower than B in HMS 100 - Introduction to Human Services and HMS 121 - Basic Counseling Skills I; and
- Earn an individual grade no lower than a C in all other courses listed for the Pre-Social Work specialization.

**NOTE TO PROSPECTIVE TEACHERS:** Students who wish to be licensed to teach in Virginia should earn a baccalaureate degree in a liberal arts, science, or mathematics field. Students should consult with their advisor regarding elective choices that match their desired teaching endorsement area(s). While enrolled at the community college, students should prepare for and successfully complete Praxis Core (Reading, Writing, and Mathematics), the initial teacher licensure examination.

**COMPUTER COMPETENCY REQUIREMENT:** Students in the Social Sciences AS degree will meet the college's computer competency requirement by successfully completing ITE 115 or CSC 155. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115 or CSC 155. Students not passing the computer competency exam may retake the exam only once.

### CURRICULUM:

Social Sciences — Associate of Science

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3



SDV 100	College Success Skills	1	0	1
HIS__	United States History, or African-American History, or Western Civilization, or World Civilization, or any 200-level History Course	3	0	3
MTH 154 <sup>1</sup> or MTH 161 <sup>1</sup>	Quantitative Reasoning or Precalculus I	3	0	3
_____ <sup>2</sup>	Personal Wellness Elective	0-1	0-2	1
_____ <sup>3</sup>	Foreign Language	4	0	4
<b>TOTAL</b>		<b>14-15</b>	<b>0-2</b>	<b>15</b>
ENG 112	College Composition II	3	0	3
HIS__	United States History, or African-American History, or Western Civilization, or World Civilization, or any 200-level History Course	3	0	3
MTH 245 <sup>1</sup>	Statistics I	3	0	3
_____ <sup>3</sup>	Foreign Language	4	0	4
ITE 115 <sup>4</sup> or CSC 155 <sup>4</sup>	Introduction to Computer Applications and Concepts or Computer Concepts and Applications	3	0	3
<b>TOTAL</b>		<b>16</b>	<b>0</b>	<b>16</b>
ENG__ <sup>5</sup>	Any 200-Level Literature Course	3	0	3
_____ <sup>2,6</sup>	Social/Behavioral Science Elective	3	0	3
_____ <sup>7</sup>	Approved Laboratory Science Elective	3	3	4
_____ <sup>8</sup>	Approved Elective (personal wellness courses not included)	3	0	3
<b>TOTAL</b>		<b>12</b>	<b>3</b>	<b>13</b>
ENG__ <sup>5</sup>	Any 200-Level Literature Course	3	0	3
_____ <sup>2,6</sup>	Social/Behavioral Science Elective	3	0	3
_____ <sup>7</sup>	Approved Laboratory Science Elective	3	3	4
_____ <sup>8</sup>	Approved Electives (personal wellness courses not included)	6	0	6
<b>TOTAL</b>		<b>15</b>	<b>3</b>	<b>16</b>
<b>Total Minimum Credits for AS Degree in Social Sciences</b>				<b>60</b>

<sup>1</sup> Students should consult with their advisor and preferred transfer institution about which math courses to take. MTH 161 followed by MTH 245 or MTH 261 are more universally transferable. Students planning to transfer to VCU may take MTH 154, followed by MTH

245. Students who intend to major in economics or anthropology at VCU must take MTH 161.

<sup>2</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

<sup>3</sup> A list of approved foreign language courses is provided in the catalog in the Curriculum Planning and Design section. Students must take the same foreign language through the 102-level. Students who have satisfactorily completed two years of a foreign language in high school may take the Foreign Language Achievement Testing Service (FLATS) test through the testing centers to receive up to 8 credits toward their foreign language requirement. Students who have acquired foreign language CLEP scores should refer to the College Catalog for the acceptable minimum scores for any Reynolds/VCCS course equivalent. Students can then apply to Admissions and Records to have the scores evaluated. Some BS programs require intermediate-level foreign language. Many colleges and universities accept American Sign Language as a foreign language credit. Students should consult with their transfer institution about language requirements.

<sup>4</sup> Students should consult with their advisor and transfer institution about the computer literacy course to take. Students who have good backgrounds in computers may petition for credit by examination.

<sup>5</sup> Students may take any 200-level LITERATURE course. ENG 215 and 217 do NOT satisfy this literature requirement. For transfer purposes, students should consult with their advisor and transfer institution about their literature selections.

<sup>6</sup> Degree requirements may be fulfilled by students taking sequential or non-sequential courses in the same or different subject area. Students are advised to check the requirements of their transfer institution.

<sup>7</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. NAS and below 100-level sciences do not satisfy this requirement. Students are advised to check the requirements of their transfer institution.

<sup>8</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, and science) is provided in the General Education section of the catalog under Curriculum Planning and Design. Personal wellness courses do not satisfy this requirement. For the Social Sciences AS degree, students are recommended to complete six hours in a course or courses designated as having an international focus. Courses having an international focus are identified on the approved general education electives list.

## CURRICULUM:

Social Sciences — Associate of Science  
Pre-Social Work Specialization

# REYNOLDS COMMUNITY COLLEGE

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
SDV 100	College Success Skills	1	0	1
HMS 100 <sup>1</sup>	Introduction to Human Services	3	0	3
MTH 154 or MTH 161	Quantitative Reasoning or Precalculus I	3	0	3
PSY 200	Principles of Psychology	3	0	3
_____ <sup>2</sup>	Personal Wellness Elective	0-1	0-2	1
<b>TOTAL</b>		<b>13-14</b>	<b>0-2</b>	<b>14</b>
ENG 112	College Composition II	3	0	3
HMS 121 <sup>1</sup>	Basic Counseling Skills I	3	0	3
MTH 245	Statistics I	3	0	3
PSY 230	Developmental Psychology	3	0	3
ITE 115 <sup>3</sup> or CSC 155 <sup>3</sup>	Introduction to Computer Applications and Concepts or Computer Concepts and Applications	3	0	3
<b>TOTAL</b>		<b>15</b>	<b>0</b>	<b>15</b>
BIO 101	General Biology I	3	3	4
ENG 210	Advanced Composition	3	0	3
HIS _____ <sup>2</sup>	History Elective	3	0	3
SOC 200	Principles of Sociology	3	0	3
_____ <sup>4</sup>	Foreign Language	3-4	0	3-4
<b>TOTAL</b>		<b>15-16</b>	<b>3</b>	<b>16-17</b>
BIO 102	General Biology II	3	3	4
ENG _____ <sup>2</sup>	Any 200-Level Literature Course	3	0	3
HIS _____ <sup>2</sup>	History Elective	3	0	3
PHI 111 <sup>5</sup> or PHI 220 <sup>5</sup>	Logic I or Ethics	3	0	3
SOC 210	Survey of Physical and Cultural Anthropology	3	0	3
<b>TOTAL</b>		<b>15</b>	<b>3</b>	<b>16</b>
<b>Total Minimum Credits for AS Degree in Social Sciences, 61 Pre-Social Work Specialization</b>				

<sup>1</sup> Students must complete a social work-designated section with a minimum grade of "B."

<sup>2</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

<sup>3</sup> Students should consult their advisor and transfer institution about the computer literacy course to take.

<sup>4</sup> A list of approved foreign language courses is provided in the catalog in the Curriculum Planning and Design section. Students must take a foreign language course, either at an introductory-level (101 or 102) or intermediate-level (201 or 202). An American Sign Language (ASL) course may be taken to satisfy the foreign language requirement. Students who have satisfactorily completed two years of a foreign language in high school may take the Foreign Language Achievement Testing Service (FLATS) test through the testing centers to demonstrate mastery at an introductory-level (101 or 102). Students who have acquired foreign language CLEP scores should refer to the College Catalog for the acceptable minimum scores for any Reynolds/VCCS course equivalent. Students can then apply to Admissions and Records to have the scores evaluated for competence through an introductory-level. Students who demonstrate mastery through the intermediate-level should discuss having credits accepted and/or substituting an approved elective in place of the foreign language course.

<sup>5</sup> Students may also take PHI 225 or PHI 226 to meet this requirement.

## CURRICULUM:

Social Sciences — Associate of Science  
Teacher Preparation Specialization

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
SDV 101	Orientation to Teacher Preparation	2	0	2
HIS _____ <sup>1</sup>	United States History, or African-American History, or Western Civilization, or World Civilization	3	0	3
MTH 154 <sup>2</sup> or MTH 161 <sup>2</sup>	Quantitative Reasoning or Precalculus I	3	0	3
_____ <sup>3</sup>	Personal Wellness Elective	0-1	0-2	1
_____ <sup>4</sup>	Foreign Language	4	0	4
<b>TOTAL</b>		<b>15-16</b>	<b>0-2</b>	<b>16</b>
ENG 112	College Composition II	3	0	3
HIS _____ <sup>1</sup>	United States History, or African-American History, or Western Civilization, or World Civilization	3	0	3
MTH 245 <sup>2</sup>	Statistics I	3	0	3
_____ <sup>4</sup>	Foreign Language	4	0	4
ITE 115 or CSC 155 <sup>5</sup>	Introduction to Computer Applications and Concepts or Computer Concepts and Applications	3	0	3

<b>TOTAL</b>		<b>16</b>	<b>0</b>	<b>16</b>
ENG___ <sup>6</sup>	Any 200-Level English Literature Course	3	0	3
ECO 201 or ECO 202 or ECO 120 <sup>7</sup>	Principles of Economics I- Macroeconomics or Principles of Economics II- Microeconomics or Survey of Economics	3	0	3
____ <sup>8</sup>	Approved Laboratory Science Elective	3	3	4
EDU 200	Introduction to Teaching as a Profession	2	2	3
<b>TOTAL</b>		<b>11</b>	<b>5</b>	<b>13</b>
ENG___ <sup>6</sup>	Any 200-Level English Literature Course	3	0	3
GEO 210	People and the Land: Introduction to Cultural Geography	3	0	3
____ <sup>8</sup>	Approved Laboratory Science Elective	3	3	4
____ <sup>3,9</sup>	Approved Elective (personal wellness courses not included)	3	0	3
____ <sup>3,9</sup>	Approved Elective (personal wellness courses not included)	3	0	3
<b>TOTAL</b>		<b>15</b>	<b>3</b>	<b>16</b>
<b>Total Minimum Credits for AS Degree in Social Sciences, 61 Teacher Preparation Specialization</b>				

03.02.18

<sup>1</sup> Students are recommended to take one semester of United States, African-American, or Virginia History, and one semester of Western or World Civilization.

<sup>2</sup> Students should consult with their advisor and preferred transfer institution about which math course to take. MTH 161 followed by MTH 245 or MTH 261 are more universally transferable. Students planning to transfer to VCU may take MTH 154, followed by MTH 245. Students who intend to major in economics or anthropology at VCU must take MTH 161.

<sup>3</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. To avoid transfer problems, students should carefully select courses to fulfill elective requirements with the assistance of their advisors and upon an investigation of the transfer requirements of the institution to which transfer is contemplated.

<sup>4</sup> Students must take the same foreign language through the 102-level. Students who have satisfactorily completed two years of a foreign language in high school may take the Foreign Language Achievement Testing Service (FLATS) through the testing centers to

receive up to 8 credits toward their foreign language requirement. Students who have acquired foreign language CLEP scores should refer to the College Catalog for the acceptable minimum scores for any Reynolds/VCCS course equivalent. Students can then apply to Admissions and Records to have the scores evaluated. Some BS programs require intermediate-level foreign language. Many colleges and universities accept American Sign Language as a foreign language credit. Students should consult their transfer institution about language requirements.

<sup>5</sup> Students should consult with their advisor and transfer institution about the computer literacy course to take. Students who have good backgrounds in computers may petition for credit by examination.

<sup>6</sup> Students may take any 200-level LITERATURE course. ENG 215 and 217 do NOT satisfy this literature requirement. For transfer purposes, students should consult with their advisor and transfer institution about their literature selections.

<sup>7</sup> Students should consult with their advisor and transfer institution to determine the best choice for their program.

<sup>8</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. Future elementary teachers are recommended to take one semester of physical science and one semester of biological science. NAS and below 100-level sciences do not satisfy this requirement. Students are advised to check the requirements of their transfer institution.

<sup>9</sup> Approved elective cannot be a personal wellness course.

## **Associate Degrees & Certificates**

## Accounting AAS Associate of Applied Science

**PURPOSE:** The rapid expansion of business and industry in Virginia has created a large, steady demand for qualified personnel to assist in the preparation and interpretation of accounting and financial information. The AAS degree in Accounting is designed for persons who are seeking their first full-time employment in the accounting field immediately upon completion of the curriculum. In addition, the program is designed for persons presently employed in accounting who desire to increase their knowledge and update their skills.

**OCCUPATIONAL OBJECTIVES:** The AAS degree in Accounting prepares graduates to function in responsible paraprofessional positions in the current employment market. Occupational objectives include Accounting Assistant, Senior Accounting Clerk, Bookkeeper, Junior Accountant, Tax Specialist, and Fiscal Technician.

**ADMISSION REQUIREMENTS:** General college curricular admission

**TRANSFER INFORMATION:** Four-year college and university transfer opportunities for AAS degrees, if existing, are usually very specific in nature. A transfer opportunity in Accounting at Mary Baldwin University - Adult Degree Program exists for students in the Accounting Associate of Applied Science program. Students interested in this transfer opportunity or transferring in general should consult their faculty advisor upon program entry for further guidance. Please see [http://www.reynolds.edu/get\\_started/gta/agreements/Mary\\_baldwin.pdf](http://www.reynolds.edu/get_started/gta/agreements/Mary_baldwin.pdf).

**PROGRAM NOTES:** The Accounting AAS degree requires that students have the following competencies: (1) competency in Math Essentials MTE 1-3 as demonstrated through the placement and diagnostic tests or by satisfactorily completing the required MTE units, or equivalent, and (2) competencies in reading and writing as demonstrated by placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3.

The purpose of the associate of applied science (AAS) degree curriculum is to prepare students for immediate employment upon graduation.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by successfully passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

### CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ACC 211	Principles of Accounting I	3	0	3

BUS 100	Introduction to Business	3	0	3
ENG 111	College Composition I	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
MTH 130 <sup>1</sup>	Fundamentals of Reasoning	3	0	3
SDV 100	College Success Skills	1	0	1
<b>TOTAL</b>		<b>16</b>	<b>0</b>	<b>16</b>
ACC 198 <sup>2</sup>	Seminar and Project: Accounting Capstone	4	0	4
ACC 134	Small Business Taxes	3	0	3
ACC 212	Principles of Accounting II	3	0	3
ACC 215	Computerized Accounting	3	0	3
ECO 201	Principles of Economics I – Macroeconomics	3	0	3
<b>TOTAL</b>		<b>16</b>	<b>0</b>	<b>16</b>
BUS 220	Introduction to Business Statistics	3	0	3
ACC 221 <sup>6</sup>	Intermediate Accounting I	3	0	3
ACC 231 <sup>5</sup>	Cost Accounting I	3	0	3
BUS 240	Introduction to Business Law	3	0	3
CST 110	Introduction to Communication	3	0	3
ITE 140	Spreadsheet Software	3	0	3
<b>TOTAL</b>		<b>18</b>	<b>0</b>	<b>18</b>
ACC 222	Intermediate Accounting II	3	0	3
ACC 241	Auditing I	3	0	3
ACC 261	Principles of Federal Taxation I	3	0	3
_____ <sup>4</sup>	Accounting Elective	3	0	3
_____ <sup>3</sup>	Humanities/Fine Arts Elective	3	0	3
_____ <sup>3</sup>	Personal Wellness Elective	0-1	0-2	1
<b>TOTAL</b>		<b>15-16</b>	<b>0-2</b>	<b>16</b>
<b>Total Minimum Credits for AAS Degree in Accounting</b>				<b>66</b>

03.02.18

<sup>1</sup> Students may substitute MTH 161 for MTH 130 as a transfer option.

<sup>2</sup> Prerequisite is ACC 211 with a grade of "C" or higher. ACC 134 can be prerequisite or co-requisite.

<sup>3</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

<sup>4</sup> Students may select either ACC 217 or ACC 240.

<sup>5</sup> Prerequisite is ACC 212 with a grade of "C" or higher.

<sup>6</sup> Prerequisite is ACC 211 with a grade of "B" or higher.

## Accounting C Certificate

**PURPOSE:** The rapid expansion of business and industry in Virginia has created a large, steady demand for qualified personnel to assist in the preparation and interpretation of accounting and financial information. The certificate in Accounting is designed for persons who are seeking their first full-time employment in the accounting field immediately upon completion of the curriculum. In addition, the program is designed for persons presently employed in accounting who desire to increase their knowledge and update their skills.

**OCCUPATIONAL OBJECTIVES:** The Certificate in Accounting prepares graduates for employment in any of the following occupations: Accounts Receivable Clerk, Accounts Payable Clerk, Payroll Clerk, Inventory Clerk, and other clerical positions in accounting.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** The Accounting Certificate requires that students have the following competencies: (1) competency in Math Essentials MTE 1-3 as demonstrated through the placement and diagnostic tests or by satisfactorily completing the required MTE units, or equivalent, and (2) competencies in reading and writing as demonstrated by placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3.

Students should consult with their faculty advisor in choosing electives or course substitutions. All program electives and course substitutions must be approved in writing by the Accounting program head.

The Accounting Certificate may transfer at the student's option directly into the Accounting AAS degree.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment.html/ge\\_info\\_202.html](http://www.reynolds.edu/curriculum/gainful-employment.html/ge_info_202.html) to access gainful employment disclosure information for this program.

### CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ACC 117	Essentials of Accounting	3	0	3

ITE 115	Introduction to Computer Applications and Concepts	3	0	3
ENG 111	College Composition I	3	0	3
SDV 100	College Success Skills	1	0	1
<b>TOTAL</b>		<b>10</b>	<b>0</b>	<b>10</b>
ACC 134	Small Business Taxes	3	0	3
ACC 211	Principles of Accounting I	3	0	3
ACC 215	Computerized Accounting	3	0	3
ECO 201	Principles of Economics I – Macroeconomics	3	0	3
<b>TOTAL</b>		<b>12</b>	<b>0</b>	<b>12</b>
ACC 198 <sup>1</sup>	Seminar and Project: Accounting Capstone	4	0	4
CST 110	Introduction to Communication	3	0	3
ACC 212	Principles of Accounting II	3	0	3
ITE 140	Spreadsheet Software	3	0	3
<b>TOTAL</b>		<b>13</b>	<b>0</b>	<b>13</b>
<b>Total Minimum Credits for Certificate in Accounting</b>				<b>35</b>

03.02.17

<sup>1</sup> Prerequisite is ACC 211 with a grade of "C" or higher. ACC 134 can be prerequisite or co-requisite.

## Administration of Justice AAS Associate of Applied Science

**PURPOSE:** The Administration of Justice program is for students anticipating a career in the justice system, as well as for persons already employed in the justice system who want to enhance their professional standing and update their skills.

**OCCUPATIONAL OBJECTIVES:** The Administration of Justice program is designed for students who are planning careers in law enforcement, corrections (juvenile and adult), or employment in related agencies.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** All new students should take the English and mathematics placement tests immediately after applying. The following high school units are strongly recommended for the Administration of Justice program: four units of English, three units of college preparatory mathematics, one unit of laboratory science, and two units of foreign language. There are no physical requirements such as height, weight, eyesight, and physical dexterity; however, the student should understand that there may be such requirements for employment in criminal justice agencies.

The purpose of the Associate of Applied Science (AAS) degree curriculum is to prepare students for immediate employment

upon graduation. Four-year college and university transfer opportunities for AAS degrees, if existing, are usually very specific in nature. Reynolds has formal transfer articulation agreements with four-year institutions that enable graduates who qualify to transfer courses completed in the AAS degree. These transfer articulation agreements are subject to change or expiration.

In addition, students may substitute some courses in the AAS degree curriculum with courses that typically transfer to senior institutions. Students interested in transferring in general or transferring under a formal transfer articulation agreement should consult with their faculty advisor upon program entry for further guidance.

Certain illegal activities and/or convictions may prohibit employment in law enforcement. Employing agencies may require additional training such as completion of a police academy for some positions. Employing agencies may have minimum age requirements for some positions and may require a physical examination.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3
ADJ 100	Survey of Criminal Justice	3	0	3
ADJ 130	Introduction to Criminal Law	3	0	3
ADJ 105	The Juvenile Justice System	3	0	3
____ <sup>1</sup>	Personal Wellness Elective	0-2	0-4	2
<b>TOTAL</b>		<b>13-15</b>	<b>0-4</b>	<b>15</b>
ENG 112	College Composition II	3	0	3
ADJ 212	Criminal Law, Evidence, and Procedures I	3	0	3
ADJ 201	Criminology	3	0	3
ADJ 128	Patrol Administration and Operations	3	0	3
____ <sup>1</sup>	Approved Mathematics or Science Elective	3	0	3
____ <sup>1</sup>	Social/Behavioral Science Elective	3	0	3
<b>TOTAL</b>		<b>18</b>	<b>0</b>	<b>18</b>
ADJ____ <sup>2</sup>	Approved ADJ Elective	3	0	3

ADJ____ <sup>2</sup>	Approved ADJ Elective	3	0	3
PHI 220	Ethics	3	0	3
ENG____ <sup>1</sup>	200-Level Literature Course	3	0	3
ADJ 290 or Approved ADJ Elective <sup>2</sup>	Coordinated Internship or Approved ADJ Elective	0	15	3
____ <sup>1,2</sup>	Approved Mathematics or Science Elective	3	0	3
<b>TOTAL</b>		<b>15</b>	<b>0-15</b>	<b>18</b>
ADJ 116	Special Enforcement Topics	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
CST 100	Principles of Public Speaking	3	0	3
____ <sup>3</sup>	Approved Elective	3	0	3
____ <sup>3</sup>	Approved Elective	3	0	3
<b>TOTAL</b>		<b>15</b>	<b>0</b>	<b>15</b>
<b>Total Minimum Credits for AAS Degree in Administration of Justice</b>				<b>66</b>

04.06.18

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

<sup>2</sup> ADJ electives include ADJ 228, ADJ 236, ADJ 140, ADJ 234, ADJ 163, ADJ 169.

<sup>3</sup> Approved electives may be selected from PSY, SOC, ADJ, HIS, Foreign Language, BUS, ITE, PLS, Humanities/Fine Arts, Science, MTH, or FST.

## American Sign Language-English Interpretation AAS

### Associate of Applied Science

**PURPOSE:** The degree in American Sign Language (ASL)-English Interpretation is designed to prepare individuals for a career in sign language interpretation.

**OCCUPATIONAL OBJECTIVES:** A majority of full-time ASL-English Interpretation positions in the Commonwealth are found in the K-12 public school setting. The minimum requirement to work as an ASL-English Interpreter in the K-12 setting in Virginia is a VQAS Level III, an EIPA of 3.5 or higher, or National Interpreting Certificate (NIC) certification. Those interpreters who attain NIC certification may also consider freelance and contract interpreting opportunities, including the expanding fields of video

# REYNOLDS COMMUNITY COLLEGE

relay service (VRS) and video remote interpreting (VRI), which both utilize interactive video technology via the Internet.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** ASL-English Interpretation is a two-year, full-time course of study that enrolls new students annually to begin coursework during the spring or summer semester with programmatic content provided year-round until completion. Candidates for admission to the program must provide evidence of fluency in both English and ASL. Fluency in English is demonstrated by placement into ENG 111. Fluency in ASL is demonstrated by completion of the American Sign Language IV with a "B" or higher. Fluency in ASL may also be demonstrated through a diagnostic interview with the American Sign Language and Interpreter Education (ASL&IE) program head.

Successful completion of the 3-step NIC process results in national certification as an ASL-English Interpreter, which may be maintained through the Registry of Interpreters for the Deaf (RID) via continuing education. As of July 1, 2012, individuals are required to have a bachelor's degree, or equivalent, as determined by the National Council on Interpreting (NCI), in order to sit for the NIC evaluation. For more information, please contact the ASL&IE coordinator regarding alternative pathways to certification (i.e., without a bachelor's degree). For more information on the NIC, please visit [www.rid.org](http://www.rid.org).

As part of the ASL-English Interpretation AAS curriculum, the student must receive a passing score on either the VQAS, EIPA, or NIC written assessment portion and "B" or higher in INT 130 prior to initiating INT 280, Interpreter Assessment Preparation. It is typical for students to sit for the VQAS or EIPA performance exam during the fall semester of year 2. Initiation of INT 290, ASL-English Interpretation Internship, during the spring of year 2 is typical. The Virginia Quality Assurance Screening (VQAS) is a state screening, valid for three years, by which time the interpreter must be screened again or the credential is no longer valid. For more information on the VQAS, please visit <http://www.vddhh.org> or contact the Virginia Department for the Deaf and Hard of Hearing (VDDHH) at 1-800-552-7917 [V/TTY]. The Educational Interpreter Performance Assessment (EIPA) is administered by Boys' Town. For more information, please visit [www.classroominterpreting.org](http://www.classroominterpreting.org).

**CONTINUATION IN THE PROGRAM:** To continue in the program, students must achieve a minimum course grade of "B" (80) in each INT course.

## FINANCIAL REQUIREMENTS:

Books and Supplies	\$400 first semester; \$200 for all other semesters
Certification/Testing Fees	Contact RID for NIC fees; contact VDDHH for VQAS fees; contact Boys' Town for EIPA fees

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can

also meet this requirement by passing the college's computer competency exam administered in the testing centers on each campus, in which they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

## CURRICULUM:

5

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
<b>Summer, Year 1</b>				
SDV 101	Orientation to American Sign Language and Interpreter Education	3	0	3
INT 105	Interpreting Foundations I (English)	4	0	4
INT 106	Interpreting Foundations II (ASL)	4	0	4
<b>TOTAL</b>		<b>11</b>	<b>0</b>	<b>11</b>
<b>Fall, Year 1</b>				
ENG 111	College Composition I	3	0	3
INT 107	Translation Skills	4	0	4
INT 133 <sup>1</sup>	ASL-to-English Interpretation I	2	2	3
INT 134 <sup>1</sup>	English-to-ASL Interpretation I	2	2	3
<b>TOTAL</b>		<b>11</b>	<b>4</b>	<b>13</b>
<b>Spring, Year 1</b>				
INT 130 <sup>2</sup>	Interpreting: An Introduction to the Profession	3	0	3
INT 233 <sup>1</sup>	ASL-to-English Interpretation II	2	2	3
INT 234 <sup>1</sup>	English-to-ASL Interpretation II	2	2	3
ASL 261	American Sign Language V	3	0	3
<b>TOTAL</b>		<b>10</b>	<b>4</b>	<b>12</b>
<b>Summer, Year 2</b>				
ASL 208	ASL for Classroom Settings	3	0	3
INT 280 <sup>2</sup>	Interpreter Assessment Preparation	3	0	3
<b>TOTAL</b>		<b>6</b>	<b>0</b>	<b>6</b>
<b>Fall, Year 2</b>				
INT 237	Interpreting ASL in Safe Settings	3	0	3
_____ <sup>3</sup>	Personal Wellness Elective	1	0	1
ASL 262	American Sign Language VI	3	0	3
INT 250	Dialogic Interpretation I	3	0	3
_____ <sup>4</sup>	Math or Science Elective	3-4	0-2	3-4
<b>TOTAL</b>		<b>13-14</b>	<b>0-2</b>	<b>13-14</b>
<b>Spring, Year 2</b>				



INT 290 <sup>5</sup>	ASL-English Interpreter Internship	0	12	3
PSY 230	Developmental Psychology	3	0	3
ASL 225	Literature of the U.S. Deaf Community	4	0	4
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
<b>TOTAL</b>		<b>10</b>	<b>12</b>	<b>13</b>
<b>Total Minimum Credits for AAS Degree in ASL-English Interpretation</b>				<b>68</b>

11.14.18

<sup>1</sup> INT 133-134 and INT 233-234 are course tandems that are designed to be taken concurrently.

<sup>2</sup> Successful completion of INT 130 with "C" or higher **and** successful completion of either the VQAS written test or EIPA written test, typically as part of INT 130, are required prior to enrolling in INT 280, Interpreter Assessment Preparation.

<sup>3</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

<sup>4</sup> A list of approved mathematics and science electives is provided in the General Education section of the catalog under Curriculum Planning and Design. In addition to the Reynolds list of approved electives, in order to satisfy this requirement, the ASL&IE coordinator may also approve either: 1) a combination of mathematics and/or science credits transferred from another post-secondary institution and received by Reynolds; or 2) the selection of a different course which is identified in supporting documentation generated by a representative of receiving institution that will satisfy the mathematics or science requirement for a bachelor degree.

<sup>5</sup> In order to be placed in an internship (INT 290, spring of year 2), the student must sit for and be awarded an interpreting credential (e.g., VQAS level, EIPA award, or NIC certification) or demonstrate acceptable proficiency on a mock ASL-English Interpreter assessment approved by the ASL&IE coordinator.

## Architectural and Engineering Technology AAS

### Associate of Applied Science

#### SPECIALIZATIONS:

Contemporary Technology for Design  
Building Construction Management

**PURPOSE:** The Architectural and Engineering Technology degree is designed to develop qualified technicians for the field of engineering. The technician serves as an important link between

the engineering professional and the skilled tradesperson in the design, construction, and operation of engineering projects.

**OCCUPATIONAL OBJECTIVES:** This program will provide graduates with the skills and specialized knowledge for employment as highly-trained architectural draftspersons; managers for the construction industry; technicians for construction projects, such as highway, bridge, dam, commercial, and residential construction; and other related occupations in a highly active industry. Employment opportunities are numerous from the planning stage through project completion and inspection in the following areas: construction industry in private enterprise, government-related business, consulting, and other engineering-related activities.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to general college admission, applicants shall have (1) completed placement testing and (2) met with their advisor to establish a planned course of study prior to being allowed to register for courses.

Satisfactory completion of the following high school units or their equivalent, at a minimum, is strongly recommended: four units of English, one unit of laboratory science (preferably physical science), one unit of social studies, and two units of mathematics (one unit of algebra and one unit of geometry).

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the Reynolds computer competency requirement by successfully completing CSC 155 or ITE 115. Students can also meet this requirement by passing the Reynolds computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for CSC 155 or ITE 115. Students not passing the computer competency exam may retake the exam only once.

#### CURRICULUM:

All Specializations

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
<b>Summer</b>				
DRF 231 <sup>1</sup>	Computer-Aided Drafting I	2	2	3
CSC 155 or ITE 115	Computer Concepts and Applications or Introduction to Computer Applications and Concepts	3	0	3
<b>TOTAL</b>		<b>5</b>	<b>2</b>	<b>6</b>
<b>Fall, Year 1</b>				
SDV 100	College Success Skills	1	0	1
MTH 131	Technical Mathematics	3	0	3
ARC 121	Architectural Drafting I	2	3	3
ARC 131	Materials and Methods of Construction I	3	0	3
DRF 232	Computer-Aided Drafting II	2	2	3

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<u>      </u> <sup>2</sup>	Social/Behavioral Science Elective	3	0	3
<b>TOTAL</b>		<b>14</b>	<b>5</b>	<b>16</b>

## CURRICULUM:

Contemporary Technology for Design

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
<b>Spring, Year 1</b>				
BLD 103	Principles of Residential Building Construction Inspection	3	0	3
DRF 238	Computer-Aided Modeling and Rendering I	2	2	3
ARC 122	Architectural Drafting II	2	3	3
ARC 132	Materials and Methods of Construction II	3	0	3
ARC 221	Architecture CAD Applications Software I	2	2	3
<b>TOTAL</b>		<b>12</b>	<b>7</b>	<b>15</b>
<b>Fall, Year 2</b>				
ENG 111	College Composition I	3	0	3
BLD 210	Building Structures	3	0	3
ARC 241	Building Mechanical Systems	3	0	3
BLD 200	Sustainable Construction	3	0	3
<u>      </u> <sup>2</sup>	Personal Wellness Elective	0-1	0-2	1
<b>TOTAL</b>		<b>12-13</b>	<b>0-2</b>	<b>13</b>
<b>Spring, Year 2</b>				
ARC 242	Building Electrical Systems	3	0	3
BLD 231	Construction Estimating	3	0	3
ARC 201	History of Modern Architecture	3	0	3
or <u>      </u> <sup>2</sup>	Humanities/Fine Arts Elective			
ARC 222	Architectural CAD Applications Software II	2	2	3
MTH 154	Quantitative Reasoning	3	0	3
<b>TOTAL</b>		<b>14</b>	<b>2</b>	<b>15</b>
<b>Total Minimum Credits for AAS Degree in Architectural and Engineering Technology, Contemporary Technology for Design Specialization</b>		<b>65</b>		

## CURRICULUM:

Building Construction Management Specialization

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
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**HRS. HRS. CRE.**

## Spring, Year 1

BLD 200	Sustainable Construction	3	0	3
ARC 122	Architectural Drafting II	2	3	3
ARC 132	Materials and Methods of Construction II	3	0	3
BLD 101	Construction Management I	3	0	3
<b>TOTAL</b>		<b>11</b>	<b>3</b>	<b>12</b>

## Fall, Year 2

ENG 111	College Composition I	3	0	3
BLD 103	Principles of Residential Building Construction Inspection	3	0	3
ARC 241	Building Mechanical Systems	3	0	3
BLD 210	Building Structures	3	0	3
ARC 221	Architectural CAD Applications Software I	2	2	3
<u>      </u> <sup>2</sup>	Personal Wellness Elective	0-1	0-2	1
<b>TOTAL</b>		<b>14-15</b>	<b>2-4</b>	<b>16</b>

## Spring, Year 2

BLD 231	Construction Estimating	3	0	3
BLD 247	Construction Planning and Scheduling	3	0	3
MTH 154	Quantitative Reasoning	3	0	3
<u>      </u> <sup>3</sup>	Approved Technical Elective	2-3	0-3	3
ARC 201	History of Modern Architecture	3	0	3
or	or			
<u>      </u> <sup>2</sup>	Humanities/Fine Arts Elective			
<b>TOTAL</b>		<b>14-15</b>	<b>0-3</b>	<b>15</b>

**Total Minimum Credits for AAS Degree in Architectural and Engineering Technology, Building Construction Management Specialization** **65**

03.02.18

<sup>1</sup> Students with experience in computer-aided drafting may petition the program head to earn credit by ABLE for this course.

<sup>2</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

<sup>3</sup> Approved technical electives are ARC 222 and GOL 105.

## Automotive Technology C Certificate

**PURPOSE:** The Automotive Certificate curriculum trains future technicians to help meet the community's transportation needs.

An automotive technician ensures that automobiles and trucks are safe to operate on roads and highways and is responsible for educating vehicle owners regarding the status of their vehicle.

The curriculum covers both theory and shop training with an emphasis on service and minor repair. As a result of instruction, students should be able to describe the purpose and function of each vehicle system and identify the parts involved and how they work. The program will provide students with experience and sufficient hands-on experience in the maintenance and repair of a wide variety of automobiles, as well as light to medium duty trucks.

**OCCUPATIONAL OBJECTIVES:** Automotive technicians are typically employed at automotive repair shops or dealerships where they collaborate to meet the needs of customers. They may work in a wide variety of positions, such as quick lube technicians, maintenance technicians, diagnostic experts, parts department workers, service advisors, shop foremen, or service managers.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students are required to meet with the program head either before registering for their first semester or early in their first semester of study.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by successfully passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [www.reynolds.edu/curriculum/gainful-employment-html/ge\\_info\\_902.html](http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_902.html) to access gainful employment disclosure information for this program.

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
AUT 101	Introduction to Automotive Systems	2	2	3
WEL 155	Ornamental Welding	1	3	2
MTH 111	Basic Technical Mathematics	3	0	3
SDV 100	College Success Skills	1	0	1
AUT 265	Automotive Braking Systems	2	3	3
AUT 241	Automotive Electricity I	2	3	3
<b>TOTAL</b>		<b>11</b>	<b>11</b>	<b>15</b>
AUT 111	Automotive Engines I	3	3	4
AUT 245	Automotive Electronics	3	3	4
AUT 275	Shop Management	2	0	2

ENG 111 or ENG 137	College Composition I or Communication Processes I	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
<b>TOTAL</b>		<b>14</b>	<b>6</b>	<b>16</b>
AUT 178	Automotive Final Drive and Manual Transmission Systems	3	3	4
AUT 266	Automotive Alignment, Suspension, and Steering	1	6	3
AUT 243	Automotive Control Electronics	3	3	4
<sup>1</sup>	Humanities/Fine Arts or Social/Behavioral Science Elective	3	0	3
<b>TOTAL</b>		<b>10</b>	<b>12</b>	<b>14</b>
AUT 230	Introduction to Alternative Fueled and Hybrid Vehicles	3	0	3
AUT 251	Automatic Transmissions	2	3	3
AUT 155	Basic Automotive Engine Performance Diagnostics	2	6	5
AUT 197 <sup>2</sup>	Cooperative Education	0	5	1
AUT 235	Automotive Heating and Air Conditioning	1	2	2
<b>TOTAL</b>		<b>8</b>	<b>16</b>	<b>14</b>
<b>Total Minimum Credits for Certificate in Automotive Technology</b>				<b>59</b>

06.20.18

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, and science) is provided in the General Education section of the catalog under Curriculum Planning and Design.

<sup>2</sup> With program head approval, in writing, the following is a list of AUT 197 substitutions that may be allowed:

AUT 136 -- Automotive Vehicle Inspection (2 cr.)

BUS 100 -- Introduction to Business (3 cr.)

BUS 200 -- Principles of Management (3 cr.)

BUS 201 -- Organizational Behavior (3 cr.)

CST 110 -- Introduction to Communication (3 cr.)

## Culinary Arts AAS

### Associate of Applied Science

#### SPECIALIZATIONS:

Culinary Arts  
Pastry Arts  
Culinary Management

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**PURPOSE:** The Culinary Arts program provides a comprehensive occupational-technical education that prepares students with the skills needed for immediate industry employment opportunities as culinary artisans and managers within a variety of culinary, food service, hospitality, and retail paths.

**OCCUPATIONAL OBJECTIVES:** The *Culinary Arts specialization* prepares graduates to enter kitchens as professional cooks in hotels, resorts, restaurants, catering operations, and a variety of retail businesses. The *Pastry Arts specialization* prepares students to enter kitchens as professional pastry cooks in hotels, resorts, restaurants, catering operations, and a variety of businesses, while also preparing students interested in opening their own pastry facility or business. The *Culinary Management specialization* prepares students to enter kitchens as entry-level supervisors and managers in hotels, resorts, restaurants, catering operations, and a variety of retail businesses.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** The Culinary Arts AAS degree requires that students have the following competencies: (1) competency in Math Essentials MTE 1-3 as demonstrated through the placement and diagnostic tests or by satisfactorily completing the required MTE units, or equivalent, and (2) competencies in reading and writing as demonstrated by placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3 or completion of a college-level composition course. Students needing to complete developmental studies courses in English or mathematics may take those courses concurrently with HRI courses, if approved by the program head.

Faculty provide advising to enhance student success. All students wishing to enroll in Culinary Arts must attend an advising session. Once enrolled, students must meet with their advisor every semester to review their scheduling strategy and status toward graduation. Information about advising and enrolling in classes is available at <http://www.reynolds.edu/CulinaryAdvising>.

Students who earn a final grade lower than “C” in any HRI course must obtain permission from their advisor to continue the major in Culinary Arts. Students will be required to repeat courses in their major when grades lower than “C” are earned. Exceptions must be approved in writing by the program head.

The competency-based nature of the curriculum allows students with previous educational studies, training, or experience to be evaluated for advanced standing. Students who believe they are eligible for such consideration are required to meet with the program head to discuss eligibility for evaluation and possible advanced standing.

The purpose of the associate of applied science (AAS) degree curriculum is to prepare students for immediate employment upon graduation. Four-year college and university transfer opportunities for AAS degrees, if existing, are usually very specific in nature. Students may however, substitute some courses in the AAS degree curriculum with courses that generally transfer to senior institutions. Students should consult the program head at the earliest possible date for further guidance and are advised to get assurances in writing in advance from the institution to which they wish to transfer.

**ACCREDITATION:** The Culinary Arts Associate of Applied Science is accredited by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC). Students who graduate from our Culinary Arts Associate of Applied Science in Culinary Arts and are American Culinary Federation (ACF) members at the time of graduation are eligible for free ACF certification as a Certified Culinarian®. Students who are not ACF members may still earn their Certified Culinarian® credential for a fee set by the ACFEFAC. Graduates who use this benefit have an advantage when seeking employment, because certification is representative of having the knowledge and skills to be successful.

**CULINARY APPRENTICESHIP:** The American Culinary Federation (ACF) offers a three-year apprenticeship program. Reynolds does not administer the apprenticeship, but does provide the educational component of the program. Interested parties should contact the ACF Virginia Chefs Association at [vachefs.org](http://vachefs.org) for further information.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college’s computer competency requirement by successfully completing HRI 159.

**CURRICULUM SEQUENCE:** The curriculum sequences illustrated below are examples of how courses may be completed. For complete information, visit <http://www.reynolds.edu/ApprenticeSequence>. Many students are academically prepared and disciplined enough to earn the Culinary Arts Associate of Applied Science in an accelerated manner. A fast-track, 15-month schedule may be viewed at <http://www.reynolds.edu/ApprenticeSequence>. Due to the accelerated pace and intensive workload, students should carefully consider this scheduling option prior to enrolling. Students must meet with the program head and receive approval for entry into this track; college transfer credit and prior related work experience are required.

**REQUIRED UNIFORMS AND TOOL KITS:** Students enrolled in HRI courses must wear an approved uniform and possess an approved tool kit for HRI courses. Specifications may be obtained at <http://www.reynolds.edu/uniforms-for-culinary> or from the program head. All required items are available through the campus bookstore, and financial aid may be used to assist with obtaining these items.

**FINANCIAL REQUIREMENTS:** In addition to the regular college tuition and fees, the Culinary Arts AAS degree and specializations require the following:

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Approved uniform items: chef jacket, chef pants, slip resistant black kitchen safety shoes, hat, apron	\$160.00 +/-
Supplies: medium black Sharpie marker, yellow highlighter, basic pocket calculator, pocket size notebook	\$25.00 +/-
Textbooks, MyLab products, and other supplies	\$2000.00 +/-

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Approved tool kit	\$325.00 +/-
Specialization - specific items	See program head

These costs are approximate, are subject to change without notice, and do not cover transportation costs.

**DIETARY EXCEPTION POLICY:** While enrolled and participating in the Culinary Arts program, especially laboratories, students will come into contact with various ingredients, some of which are familiar to them and many that are not. The Culinary Arts AAS is aligned with industry standards and expectations, which require students to be industry-ready upon completion of the program. The industry expects taste development; therefore, a majority of the program revolves around “tasting as you go” as a standard of higher-level cooking, comprehension, and assessment. Without directly participating in tasting, the chances of a successful dish and grade are highly compromised. The following areas address these potential concerns:

**Tasting** – Part of the educational portion of the program is exposure to new ingredients, products, and flavor pairings. During required classes, students will participate in tasting activities of foods that include safe to eat raw and fresh ingredients; cooked ingredients; and fresh, uncooked, and cooked dishes. Students will be expected to taste all items, except those that are documented on file as food restrictions. The process of discerning tastes, flavors, seasonings, and “dish needs” is included as part of the grading rubric. Students who do not participate in tasting activities will have their grade adjusted accordingly.

**Allergies** – The college is committed to student safety. Students with allergy concerns need to provide documentation of food allergies from their doctor to be registered and on file with the Office of Student Accommodations, at which time the student will be provided an accepted accommodations form for presentation to every instructor for each related course, each semester. Students need to provide in written form the process for assisting them if an issue arises related to this. It is the student’s responsibility to assure these documents are on file with the Office of Student Accommodations and that they are shared with faculty prior to being needed. In the event that a student opts out of a tasting activity, the instructor will offer a relevant alternative written assignment for the student to complete as a graded alternative to the objectionable tasting activity.

**Religion and Religious Practices** – Whereas Reynolds accepts students of all faiths, certain programs contain learning activities that may not align with specific religions or religious practices. The Culinary Arts AAS and its specializations are examples of these programs. Students may choose not to participate in tasting activities if a specific item conflicts with their religious beliefs; however, all efforts should be made to participate within reason. In the event that a student opts out of a tasting activity, the instructor will offer a relevant alternative written assignment for the student to complete as a graded alternative to the objectionable tasting activity. A second option, referred to as the “Taste and Spit Method,” is also available. Tasting and subsequent spitting allow the student to experience the sensory attributes of the food without actually consuming the food.

This option satisfies the intended learning benefits of tasting and would not require the completion of the alternative written assignment. During the first week of classes, students need to inform faculty in written form of any religious restrictions.

**Restrictive and Medical Diets** – Documented accommodations through the Office of Accommodations are intended to provide a safe environment for students. Only documented restrictions that provide students a reasonable ability to complete the course and program objectives may be accommodated. It is possible that not all requested accommodations will be granted through the Office of Student Accommodations, as those that are provided may still require students to complete tasks, recipes, and formulas that work with the product in question as part of comprehensive learning. As an example, a student with Celiac’s Disease who opts out of a tasting activity will be offered a relevant alternative written assignment as a graded alternative to the objectionable tasting activity.

**Lifestyle and Elective Diets** – Whereas the choice of following a lifestyle or elective diet is respected, there are instances where they may not be accommodated within this program. These diets include, but are not limited to, Vegan, Raw Only, Vegetarian, Lacto-Ovo, Lacto, Ovo, Pollotarian, Pescatarian, and Flexitarian. Students may choose not to participate in certain tasting activities; however, their grade will be reflective of these choices. Students may choose an option referred to as the “Taste and Spit Method.” Tasting and subsequent spitting allow the student to experience the sensory attributes of the food without actually consuming the food. Students who choose to taste may spit out the product after assessing the characteristics related to the educational objectives.

Students with a particular concern or question should reach out directly to the program head or the Office of Student Accommodations.

**TECHNICAL STANDARDS:** It is understood that any student who is otherwise qualified may be able to use reasonable accommodations in order to meet program standards that are necessary for employment in the culinary industry. Students with an identified disability should contact the Office of Student Accommodations in order to receive available, reasonable accommodations. Students in the Culinary Arts program must have the ability to perform sufficiently kitchen, internship, externship, dining room, market cafe, laboratory, and classroom activities and procedures. A list of essential functions, educational and industry standards, and related examples is provided at <http://www.reynolds.edu/standards>.

## CURRICULUM:

Culinary Arts Specialization

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
HRI 106	Principles of Culinary Arts I	2	3	3
HRI 115	Food Service Managers Sanitation Certification	1	0	1
MTH 130	Fundamentals of Reasoning	3	0	3

# REYNOLDS COMMUNITY COLLEGE

SDV 101 <sup>1</sup>	Orientation to Culinary and Pastry Arts	1	0	1
HRI 136	Storeroom Operations and Inventory Management Laboratory	0	5	1
SPA 107	Spanish Communications for the Hospitality Industry	1	0	1
or				
HRI 190	Coordinated Internship in Culinary Arts	0	5	1
<b>TOTAL</b>		<b>10-11</b>	<b>8-13</b>	<b>13</b>
HRI ____ <sup>3</sup>	Approved Culinary Arts Elective	2	3	3
HRI 218	Fruit, Vegetable, and Starch Preparation	2	3	3
HRI ____ <sup>3</sup>	Approved Culinary Arts Elective	2	3	3
HRI 119	Applied Nutrition for Food Service	2	0	2
HRI 122	Applied Nutrition for Food Service Laboratory	0	5	1
<b>TOTAL</b>		<b>8</b>	<b>14</b>	<b>12</b>
HRI 226	Leadership and Kitchen Management	2	0	2
or				
HRI 287	Contemporary Culinary Artistry and Innovation	1	2	2
HRI 237	Current Issues and Environmental Responsibilities in the Hospitality Industry	1	0	1
HRI 159	Introduction to Hospitality Industry Computer Systems	2	2	3
____ <sup>2</sup>	Social/Behavioral Science Elective	3	0	3
<b>TOTAL</b>		<b>7-8</b>	<b>2-4</b>	<b>9</b>
HRI 251	Food and Beverage Cost Control I	3	0	3
HRI 220	Meat, Seafood, and Poultry Preparation	2	3	3
HRI ____ <sup>3</sup>	Approved Culinary Arts Elective	2	3	3
____ <sup>2</sup>	Humanities/Fine Arts Elective	3	0	3
<b>TOTAL</b>		<b>10</b>	<b>6</b>	<b>12</b>
HRI 134	Food and Beverage Service Management	2	3	3
HRI 206	International Cuisine	2	3	3
HRI 207	American Regional Cuisine	2	3	3
CST 100	Principles of Public Speaking	3	0	3
<b>TOTAL</b>		<b>9</b>	<b>9</b>	<b>12</b>

HRI 299	Supervised Study: Capstone Study in Culinary Arts	0	15	3
HRI 190	Coordinated Internship in Culinary Arts	0	15	3
HRI 290	Coordinated Internship in Culinary Arts	0	15	3
<b>TOTAL</b>		<b>0</b>	<b>45</b>	<b>9</b>
<b>Total Minimum Credits for AAS Degree in Culinary Arts, Culinary Arts Specialization</b>		<b>67</b>		

## CURRICULUM: Pastry Arts Specialization

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 101 <sup>1</sup>	Orientation to Culinary and Pastry Arts	1	0	1
HRI 115	Food Service Managers Sanitation Certification	1	0	1
HRI ____ <sup>4</sup>	Approved Pastry Arts Elective	2	3	3
MTH 130	Fundamentals of Reasoning	3	0	3
ENG 111	College Composition I	3	0	3
HRI 136	Storeroom Operations and Inventory Management Laboratory	0	5	1
SPA 107	Spanish Communications for the Hospitality Industry	1	0	1
or				
HRI 190	Coordinated Internship in Pastry Arts	0	5	1
<b>TOTAL</b>		<b>10-11</b>	<b>8-13</b>	<b>13</b>
HRI ____ <sup>4</sup>	Approved Pastry Arts Elective	2	3	3
HRI 218	Fruit, Vegetable, and Starch Preparation	2	3	3
HRI 106	Principles of Culinary Arts I	2	3	3
HRI 119	Applied Nutrition for Food Service	2	0	2
HRI 122	Applied Nutrition for Food Service Laboratory	0	5	1
<b>TOTAL</b>		<b>8</b>	<b>14</b>	<b>12</b>
HRI 226	Leadership and Kitchen Management	2	0	2
or				
HRI 287	Contemporary Culinary Artistry and Innovation	1	2	2

# ACADEMIC PROGRAMS

HRI 237	Current Issues and Environmental Responsibilities in the Hospitality Industry	1	0	1
____ <sup>2</sup>	Social/Behavioral Science Elective	3	0	3
HRI 159	Introduction to Hospitality Industry Computer Systems	2	2	3
<b>TOTAL</b>		<b>7-8</b>	<b>2-4</b>	<b>9</b>
HRI 251	Food and Beverage Cost Control I	3	0	3
HRI 288	Health-conscious Baking	2	3	3
HRI ____ <sup>4</sup>	Approved Pastry Arts Elective	2	3	3
____ <sup>2</sup>	Humanities/Fine Arts Elective	3	0	3
<b>TOTAL</b>		<b>10</b>	<b>6</b>	<b>12</b>
HRI 134	Food and Beverage Service Management	2	3	3
HRI 286	Wedding and Specialty Cakes	2	3	3
HRI 281	Artisan Breads	2	3	3
CST 100	Principles of Public Speaking	3	0	3
<b>TOTAL</b>		<b>9</b>	<b>9</b>	<b>12</b>
HRI 299	Supervised Study: Capstone Study in Pastry Arts	0	15	3
HRI 190	Coordinated Internship in Pastry Arts	0	15	3
HRI 290	Coordinated Internship in Pastry Arts	0	15	3
<b>TOTAL</b>		<b>0</b>	<b>45</b>	<b>9</b>
<b>Total Minimum Credits for AAS Degree in Culinary Arts, Pastry Arts Specialization</b>				

## CURRICULUM:

### Culinary Management Specialization

SDV 101 <sup>1</sup>	Orientation to Culinary and Pastry Arts	1	0	1
HRI 115	Food Service Managers Sanitation Certification	1	0	1
HRI 106	Principles of Culinary Arts I	2	3	3
MTH 130	Fundamentals of Reasoning	3	0	3
ENG 111	College Composition I	3	0	3
HRI 136	Storeroom Operations and Inventory Management Laboratory	0	5	1
SPA 107	Spanish Communications for the Hospitality Industry	1	0	1
<b>TOTAL</b>		<b>11</b>	<b>8</b>	<b>13</b>

HRI 218	Fruit, Vegetable, and Starch Preparation	2	3	3
HRI 119	Applied Nutrition for Food Service	2	0	2
HRI 122	Applied Nutrition for Food Service Laboratory	0	5	1
ACC 117	Essentials of Accounting	3	0	3
HRI 190	Coordinated Internship in Culinary Management	0	5	1
<b>TOTAL</b>		<b>7</b>	<b>13</b>	<b>10</b>
HRI 226	Leadership and Kitchen Management	2	0	2
HRI 237	Current Issues and Environmental Responsibilities in the Hospitality Industry	1	0	1
HRI 159	Introduction to Hospitality Industry Computer Systems	2	2	3
____ <sup>2</sup>	Social/Behavioral Science Elective	3	0	3
<b>TOTAL</b>		<b>8</b>	<b>2</b>	<b>9</b>
HRI 251	Food and Beverage Cost Control I	3	0	3
HRI 257	Catering Management	3	0	3
HRI 275	Hospitality Law	3	0	3
____ <sup>2</sup>	Humanities/Fine Arts Elective	3	0	3
<b>TOTAL</b>		<b>12</b>	<b>0</b>	<b>12</b>
HRI 134	Food and Beverage Service Management	2	3	3
HRI ____ <sup>5</sup>	Approved Culinary Management Elective	3	0	3
HRI ____ <sup>5</sup>	Approved Culinary Management Elective	3	0	3
HRI ____ <sup>5</sup>	Approved Culinary Management Elective	3	0	3
<b>TOTAL</b>		<b>11</b>	<b>3</b>	<b>12</b>
HRI 287	Contemporary Culinary Artistry and Innovation	1	2	2
HRI 299	Supervised Study: Capstone Study in Culinary Management	0	15	3
HRI 190	Coordinated Internship in Culinary Management	0	15	3
HRI 290	Coordinated Internship in Culinary Management	0	15	3
<b>TOTAL</b>		<b>1</b>	<b>47</b>	<b>11</b>
<b>Total Minimum Credits for AAS Degree in Culinary Arts, Culinary Management Specialization</b>				

11.06.18

<sup>1</sup> *SDV 101 must be taken in the student's first semester.*

<sup>2</sup> *A list of approved general education electives (humanities/fine arts, social/behavioral sciences) is provided in the General Education section of the catalog under Curriculum Planning and Design.*

<sup>3</sup> *Culinary Arts Specialization Approved Laboratory Electives*

- HRI 128 – Principles of Baking
- HRI 219 – Stock, Soup, and Sauce Preparation
- HRI 145 – Garde Manger

<sup>4</sup> *Pastry Arts Specialization Approved Laboratory Electives*

- HRI 128 – Principles of Baking
- HRI 284 – Specialty Spa and Plated Desserts
- HRI 285 – Chocolate and Sugar Arts

<sup>5</sup> *Culinary Management Specialization Approved Lecture Electives*

- HRI 235 – Marketing of Hospitality Services
- HRI 255 – Human Resource Management and Training for Hospitality and Tourism
- HRI 224 – Recipe and Menu Management

## Dental Assisting Certificate

**PURPOSE:** (1) To prepare students to perform the following services under supervision of a dentist: chairside assistance, including preparation of impression and restorative materials; exposing and processing intraoral or extraoral dental radiographs; laboratory and office management procedures; dental health education; recognition of emergencies; and patient care as authorized by the Virginia Board of Dentistry. (2) To qualify students for the Dental Assisting National Board Certification Examination.

**OCCUPATIONAL OBJECTIVES:** This program is designed to provide essential technological and practical knowledge required for a dental assistant to perform efficiently in a dental office. Training experiences in nearby dental clinics and private dental offices are provided.

**ADMISSION REQUIREMENTS:** General college curricular admission

**ADDITIONAL ADMISSION REQUIREMENTS:** Applicants must complete placement testing and submit their official high school transcript, GED, or certificate of completion of home schooling and college (if applicable) transcripts to Central Admissions and Records. The transcript must document completion of high school biology and one unit of high school math with a grade of "C" or better or completion of Reynolds equivalent BIO 1 and MTE 3 with a grade of "S." Students must complete all developmental coursework prescribed as a result of Reynolds placement tests.

**PROGRAM NOTES:** This program accepts new students in the spring and fall semesters of each year. Students admitted to

Dental Assisting will be approved for entry into major/clinical courses (DNA 100 and higher) when they have satisfied the following requirements:

1. All applicants will need to complete the general education prerequisites included in the Pre-Dental Assisting Career Studies Certificate and any developmental courses prescribed by placement testing. (Please see [reynolds.edu/curriculum/Pre-Dental\\_AssistingCSC.aspx](http://reynolds.edu/curriculum/Pre-Dental_AssistingCSC.aspx) for information on this career studies certificate.) All developmental courses must be completed with a grade of "S." General education courses must be completed with a grade of "C" or better.
2. College students transferring in all general education course requirements need to contact the program head for information. Students transferring in a partial number of courses must complete relevant components of the Pre-Dental Assisting CSC to ensure all prerequisites are met.
3. The Dental Assisting Certificate program has two program starts during the year, once in the spring semester and once in the fall semester. Students wishing to enter the Dental Assisting Certificate program must have all developmental and Pre-Dental Assisting CSC courses completed prior to the semester they plan to enroll in.
4. After completing all developmental and Pre-Dental Assisting CSC courses, students will need to interview with the program head to be eligible to enter the Dental Assisting Certificate. Enrollment in the Dental Assisting program is limited, so contact with the program head is imperative. Students enrolling in a fall semester should have the interview completed by the end of June. Students enrolling in a spring semester should have the interview completed by the end of September.
5. A completed Student Health Form must be submitted prior to registering for the first semester of courses. This form will be obtained during the interview with the program head.

Any student whose final grade falls below "C" in any course must obtain permission from the program head to continue the major in Dental Assisting. Students are responsible for transportation to and from facilities used for clinical experiences. DNA courses are sequential unless otherwise determined by the program head.

**FINANCIAL REQUIREMENTS:** Due to the increase in enrollment in the program, the number of DNA courses a student can enroll into may not meet the full-time status for financial aid.

In addition to the regular college tuition and fees, the Dental Assisting program requires the following:

Textbooks	\$300.00*
Uniforms, Lab Coat, Safety Glasses, Name Tag, Physical Exam, Immunizations, and Hepatitis B Vaccine Series	\$300.00*
Background Check	\$43.00*
The following expenses are optional:	



Student Membership in the ADAA	\$45.00* (will increase each year after expiration of student membership)
DANB Certification Exam	\$550.00*

\*Costs listed are approximate.

**ESSENTIAL FUNCTIONAL SKILLS REQUIREMENTS:** Students entering the Dental Assisting program must possess the physical ability to do the following: 1) aid in lifting and moving supplies and patients; 2) hear verbal communication and equipment sounds; 3) discern shades of color; 4) interact effectively with instructors, patients, and clinical and extern personnel; and 5) demonstrate manual dexterity to manipulate materials. These essential functions are all validated on the Student Health Form and include the following:

- Sufficient eyesight to observe small objects inside and outside the mouth; to read procedures manuals, records, and computers; and to manipulate materials.
- Sufficient hearing to communicate with instructors, patients, and dental staff and to monitor and operate equipment.
- Satisfactory speaking, reading, and writing skills to effectively understand and communicate in English in a timely manner.
- Sufficient gross and fine motor skills and coordination to exhibit excellent eye-hand skills and dexterity to manipulate materials, equipment, and instruments and to have coordination in lifting, stooping, walking, and bending.
- Satisfactory physical strength and endurance to be sitting or on feet for extended periods of time; to move heavy equipment and supplies; and to walk, bend, and reach.
- Satisfactory intellectual, emotional, and psychological health and functioning to ensure instructor, patient, and dental staff safety and to exercise independent judgment and discretion to perform assigned tasks.
- Sufficient time management skills to effectively attend to multiple priorities and operate in a fast-paced setting.
- Satisfactory critical thinking skills and comprehension of detailed instructions to effectively operate in a dental setting.

Clinical facilities used by the program may mandate additional requirements for students that include, but may not be limited to, dress, body jewelry, and tattoo codes and conformance with professional standards. Students will be informed prior to clinical rotations of any additional requirements.

**BACKGROUND CHECKS:** Background checks are required of all students prior to entering any clinical rotations. Details concerning cost and vendor use will be provided to students during the interview appointment. Students who are aware of any potential problems in their backgrounds must discuss these with the program head. Continuation within and graduation from the program may be affected.

**PROGRESSION THROUGH THE PROGRAM:** The college offers this program in affiliation with the health care agencies and practitioners in the communities the college serves. The college relies on its community affiliates to provide clinical education

opportunities for its students, expert clinical preceptors, and course instructors for many courses. The often rapid changes in health care law, standards of practice, technology, and content of credentialing examinations increasingly necessitate sudden changes in the program's course content, policies, procedures, and course scheduling. As a result, the college cannot guarantee every student continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally, the college may have to change the instructor for courses after instruction has started.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115 or CSC 155. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115 or CSC 155. Those students not passing the computer competency exam may retake the exam only once.

**PROGRAM ACCREDITATION:** The program in Dental Assisting is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approval with reporting requirements." The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The website address is [www.ada.org/coda](http://www.ada.org/coda).

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [www.reynolds.edu/curriculum/Gainful%20Employment/GE\\_Info\\_120.aspx](http://www.reynolds.edu/curriculum/Gainful%20Employment/GE_Info_120.aspx) to access gainful employment disclosure information for this program.

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100 <sup>1</sup>	College Success Skills	1	0	1
HLT 105 <sup>1</sup>	Cardiopulmonary Resuscitation	1	0	1
ENG 111 <sup>1</sup>	College Composition I	3	0	3
ITE 115 <sup>1,2</sup>	Introduction to Computer Applications and Concepts	3	0	3
PSY 230 <sup>1</sup>	Developmental Psychology	3	0	3
<b>TOTAL</b>		<b>11</b>	<b>0</b>	<b>11</b>
DNA 100	Introduction to Oral Health Professions	1	0	1
DNA 103	Introduction to Oral Health	1	0	1
DNA 108	Dental Science	2	3	3
DNA 109	Practical Infection Control	2	3	3
DNA 110	Dental Materials	2	3	3
DNA 113	Chairside Assisting I	2	3	3

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DNA 190	Coordinated Internship in Dental Assisting	0	8	2
<b>TOTAL</b>		<b>10</b>	<b>20</b>	<b>16</b>
DNA 114	Chairside Assisting II	2	6	4
DNA 119	Dental Therapeutics	1	0	1
DNA 120	Community Health	1	0	1
DNA 134	Dental Radiology and Practicum	2	3	3
<b>TOTAL</b>		<b>6</b>	<b>9</b>	<b>9</b>
DNA 196	On-Site Training	0	24	5
<b>TOTAL</b>		<b>0</b>	<b>24</b>	<b>5</b>
DNA 130	Dental Office Management	2	3	3
<b>TOTAL</b>		<b>2</b>	<b>3</b>	<b>3</b>
<b>Total Minimum Credits for Certificate in Dental Assisting</b>				<b>44</b>

03.02.18

<sup>1</sup> This course is included in the Pre-Dental Assisting Career Studies Certificate.

<sup>2</sup> CSC 155 can be substituted for ITE 115.

## Diesel Mechanics Technology C Certificate

**PURPOSE:** The Diesel Mechanics Technology curriculum is designed to introduce the fundamentals of diesel equipment repair and provide instruction in hydraulic systems, welding, diesel engine overhaul and tune-up, electrical circuits, power train maintenance, and fuel injection. The Diesel Mechanics Technology program will give graduates a practical background in basic diesel equipment technology principles. The curriculum provides practical training and the option of on-the-job experience through cooperative education. The demand for trained diesel mechanic personnel and technicians is increasing.

**OCCUPATIONAL OBJECTIVES:** The Diesel Mechanics Technology curriculum prepares graduates for employment in any of the following occupations: Diesel Equipment Repair, Diesel Truck Repair, Supervisor, Shop Foreman, Heavy Duty Repair, Purchasing Agent, Salesperson, Power Train Repair, Fuel Injection Repair, Diesel Engine Repair, and Automotive Diesel Repair.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students are strongly encouraged to meet with the program head either before registering for their first semester or early in their first semester of study. Students will be required to furnish clear lens safety glasses, leather work footwear, and proper clothing for working in the lab.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can

also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment-html/ge\\_info\\_902.html](http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_902.html) to access gainful employment disclosure information for this program.

### CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
DSL 152	Diesel Power Trains, Chassis, and Suspension	2	4	4
WEL 155	Ornamental Welding	1	3	2
SDV 100	College Success Skills	1	0	1
DSL 143	Diesel Truck Electrical Systems	2	4	4
DSL 150	Mobile Hydraulics and Pneumatics	2	2	3
ENG 111 or ENG 137	College Composition I or Communication Processes	3	0	3
<b>TOTAL</b>		<b>11</b>	<b>13</b>	<b>17</b>
DSL 176	Transportation Air Conditioning	1	2	2
DSL 126	Diesel Engine Reconditioning	3	6	6
DSL 131	Diesel Fuel Systems and Tune-up	2	4	4
DSL 160	Air Brake Systems	2	2	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
<b>TOTAL</b>		<b>11</b>	<b>14</b>	<b>18</b>
DSL 197 <sup>1</sup>	Cooperative Education or Approved Elective	0	15	3
<b>TOTAL</b>		<b>0</b>	<b>15</b>	<b>3</b>
<b>Total Minimum Credits for Certificate in Diesel Mechanics Technology</b>				<b>38</b>

06.20.18

<sup>1</sup> Approved electives include MEC 175 and other courses as approved by the program head.

## Early Childhood Development AAS Associate of Applied Science

**PURPOSE:** The two-year degree program in Early Childhood Development is designed to prepare students with skills and theoretical knowledge related to the care, supervision, education,

and development of young children from birth to age twelve. Upon successful completion of the curriculum, students will be prepared to seek employment in a variety of positions in the childcare field.

**OCCUPATIONAL OBJECTIVES:** Employment opportunities include preparation or upgrading of skills for positions as childcare center directors, assistant directors, before- and after-school teachers or assistant teachers, aides, playroom attendants, home-based providers or day care workers, camp directors, and before- and after-school teachers in the following types of facilities: child day care centers, nursery schools, family day care homes, Head Start programs, recreational before- and after-school programs, hospital-based childcare programs, pre-school at-risk programs, and pre-kindergarten church-sponsored programs.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to the general college curricular admission requirements, all entering students will be required to take placement tests in math and English to aid placement in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses. It is recommended that students arrange for a personal interview and advising appointment with the program head.

It is recommended that students take courses in the sequence listed in the catalog. Students must attain a grade of “C” or higher in all courses with CHD, EDU, and PSY prefixes.

An observation and participation in an approved early childhood/primary setting are required. This is practicum experience internship in a licensed or approved childcare setting. It is a planned learning experience for the purpose of pulling together theories and practices learned in the classroom. A Criminal Record Clearance/Sex Offender Registry check is required for placement and volunteering. Students should see the program head for a list of convictions that will prevent employment. Students will be expected to complete a tuberculosis test before placement.

The purpose of the associate of applied science (AAS) degree curriculum is to prepare students for immediate employment upon graduation. Four-year college and university transfer opportunities for associate of applied science degrees, if existing, are usually very specific in nature. Students may, however, substitute some courses in the AAS degree curriculum with courses that generally transfer to senior institutions. Students should consult their advisor at the earliest possible date for further guidance and are advised to get assurances in writing in advance from the institution to which they wish to transfer.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college’s computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college’s computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
SDV 100 or SDV 101 <sup>1</sup>	College Success Skills or Orientation to Teacher Preparation	1-2	0	1-2
CHD 120	Introduction to Early Childhood Education	3	0	3
CHD 145	Teaching Art, Music, and Movement to Children	2	2	3
EDU 235 <sup>2</sup>	Health, Safety, and Nutrition Education	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
<b>TOTAL</b>		<b>15-16</b>	<b>2</b>	<b>16-17</b>
ENG 112	College Composition II	3	0	3
CHD 146	Math, Science, and Social Studies for Children	2	2	3
CHD 205	Guiding the Behavior of Children	3	0	3
CHD 165	Observation and Participation in Early Childhood/ Primary Settings	1	6	3
<b>TOTAL</b>		<b>9</b>	<b>8</b>	<b>12</b>
PSY 230	Developmental Psychology	3	0	3
MTH 154	Quantitative Reasoning	3	0	3
CHD 118	Language Arts for Young Children	2	2	3
CHD 270	Administration of Childcare Programs	3	0	3
ENG 250	Children's Literature	3	0	3
or	or			
ENG 241	Survey of American Literature I			
or	or			
ENG 242 <sup>3</sup>	Survey of American Literature II			
EDU 200 <sup>4</sup>	Introduction to Teaching as a Profession	3	0	3
<b>TOTAL</b>		<b>17</b>	<b>2</b>	<b>18</b>
CHD 166	Infant and Toddler Programs	3	0	3
CHD 210	Introduction to Exceptional Children	3	0	3
CHD 216	Early Childhood Programs, School, and Social Change	3	0	3
CHD 265 <sup>5</sup>	Advanced Observation and Participation in Early Childhood/ Primary Settings	1	6	3

# REYNOLDS COMMUNITY COLLEGE

HIS 121 or HIS 122 <sup>6</sup>	United States History I or United States History II	3	0	3
BIO 101	General Biology	3	3	4
<b>TOTAL</b>		<b>16</b>	<b>9</b>	<b>19</b>
<b>Total Minimum Credits for AAS Degree in Early Childhood Development</b>				<b>65</b>

03.02.18

<sup>1</sup> Students considering transferring to a four-year university should consider taking SDV 101 - Orientation to Teacher Preparation.

<sup>2</sup> EDU 235 fulfills the general education personal wellness requirement.

<sup>3</sup> ENG 250 is preferred. ENG 241 or ENG 242 are accepted. ENG 112 is a prerequisite.

<sup>4</sup> A supervised field placement in a K-12 school is required.

<sup>5</sup> Prerequisite is CHD 165. A observation and participation in an approved early childhood/primary setting is required. This is practicum experience internship in a licensed or approved child care setting. It is a planned learning experience for the purpose of pulling together theories and practices learned in the classroom.

A Criminal Record Clearance/Sex Offender Registry check is required for placement and volunteering. Students should see the program head for a list of convictions that will prevent employment. Students will be expected to complete a tuberculosis test before placement.

<sup>6</sup> HIS 121 is preferred. HIS 122 is accepted.

## Early Childhood Development C Certificate

**PURPOSE:** The one-year certificate in Early Childhood Development is designed to prepare students with skills related to the care, supervision, education, and development of young children from birth to age eight. There is also the ability to become qualified to work with children up to the age of twelve in programs that serve before- and after-school and recreational programs.

**OCCUPATIONAL OBJECTIVES:** Employment opportunities include preparation or upgrading skills for positions as child care center directors, assistant directors, before- and after-school teachers or assistant teachers, aides, playroom attendants, home-based providers or day care workers, camp directors, and before- and after-school teachers in the following types of facilities: child day care centers, nursery schools, family day care homes, Head Start programs, recreational before- and after-school programs, hospital-based child care programs, pre-school at-risk programs, and pre-kindergarten church-sponsored programs.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to the general college curricular admission requirements, all entering students will be required to take placement tests in math and English to aid placement in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses. It is recommended that students arrange for a personal interview and advising appointment with the program head.

An observation and participation in an approved early childhood/primary setting are required in the second semester of the Early Childhood curriculum. This is a practicum experience internship in a licensed or approved childcare setting. It is a planned learning experience for the purpose of pulling together the theories and practice learned in the classroom. A Criminal Record Clearance/Sex Offender Registry Check is required for placement and volunteering. Students should see the program head for a list of convictions that will prevent employment. Students will be expected to complete a tuberculosis test before practicum placement.

Students must attain a grade of "C" or higher in all courses with CHD, PSY, and EDU course prefixes.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment-html/ge\\_info\\_632.html](http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_632.html) to access gainful employment disclosure information for this program.

### CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
CHD 120	Introduction to Early Childhood Education	3	0	3
CHD 145	Teaching Art, Music, and Movement to Children	2	2	3
CHD 205	Guiding the Behavior of Children	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
SDV 100 <sup>1</sup>	College Success Skills	1	0	1
or	or			
SDV 101	Orientation to Teacher Preparation			
CHD 166	Infant and Toddler Programs	3	0	3
<b>TOTAL</b>		<b>18</b>	<b>2</b>	<b>19</b>
CHD 146	Math, Science, and Social Studies for Children	2	2	3

EDU 235	Health, Safety, and Nutrition Education	3	0	3
PSY 230	Developmental Psychology	3	0	3
CHD 118	Language Arts for Young Children	2	2	3
CHD 165	Observation and Participation in Early Childhood/Primary Settings	1	6	3
<b>TOTAL</b>		<b>11</b>	<b>10</b>	<b>15</b>
<b>Total Minimum Credits for Certificate in Early Childhood Development</b>			<b>34</b>	

03.02.18

<sup>1</sup> Students considering transferring to a four-year university after they complete the AAS should consider taking SDV 101 - Orientation to Teacher Preparation.

## Emergency Medical Services - Paramedic AAS

### Associate of Applied Science

**PURPOSE:** To prepare students to be knowledgeable, competent, entry-level, pre-hospital care practitioners and fill positions at the level of paramedic.

**OCCUPATIONAL OBJECTIVES:** To prepare competent entry-level paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the advanced emergency medical technician and/or emergency medical technician, and/or emergency medical responder levels.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to the general college curriculum admissions requirements, the student must have a current Virginia or National Registry EMT Certification and a valid CPR card for either the American Heart Association Healthcare Provider or the American Red Cross Professional Rescuer. Applicants to the program must have completed one unit of high school biology and one unit of high school chemistry with a minimum grade of "C" or obtain the permission of the EMS program head for a waiver to that requirement.

In compliance with the Virginia State Board of Health and Virginia EMS regulations (12 VAC 5-31-1200 and 12 VAC 5-31-1460), students wishing to register for any of the courses with an EMS prefix in this program must be at least 18 years of age at the time of their enrollment.

Students younger than 18 are encouraged to enroll in any of the non-EMS prefix courses until they reach their 18th birthday and are legally eligible for enrollment in EMS courses.

**FINANCIAL REQUIREMENTS:** In addition to the regular college tuition and fees, the EMS program requires the items listed below. The costs listed are estimates and subject to change.

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Textbooks, \$1035.00  
Workbook,  
and  
Certification  
Fees  
(CPR,  
ACLS,  
PHTLS,  
EPC, and  
AMLS)

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Background \$90.00  
Check  
and Drug  
Testing

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FISDAP \$225.00  
Scheduler  
and Final  
Exams

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Uniforms \$200.00  
(boots,  
belt,  
pants,  
two  
Reynolds  
EMS  
program  
shirts)

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Testing  
Fees: \$250.00

ODEMSA  
(Paramedic \$125.00  
practical)

National  
Registry  
Paramedic  
Cognitive  
Examination  
(Written)

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Medical varies according to student's  
Check Up doctor fees

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To determine current tuition and fees, visit [www.reynolds.edu/pay\\_for\\_college/tuition.aspx](http://www.reynolds.edu/pay_for_college/tuition.aspx) or call the School of Nursing and Allied Health office at (804) 523-5375. The instructor will inform students of the textbooks and other required learning materials needed in the syllabus for each course.

**FUNCTIONAL SKILLS REQUIREMENTS:** The functional skills listed below apply to students entering the EMS - Paramedic AAS degree program. Students entering this program must have the ability to:

# REYNOLDS COMMUNITY COLLEGE

- Verbally communicate in person, via telephone and telecommunications using the English language;
- Hear spoken information from co-workers, patients, physicians, and dispatchers and sounds common to the emergency scene;
- Lift, carry, and balance a minimum of 125 pounds equally distributed (250 pounds with assistance), a height of 33 inches, and a distance of 10 feet;
- Read and comprehend written materials under stressful conditions;
- Use a prescribed format to document patient information in writing or by entry into a computer program;
- Demonstrate manual dexterity and fine motor skills, with ability to perform all tasks related to quality patient care in a safe manner;
- Bend, stoop, crawl, and walk on even surfaces; and
- Meet minimum vision requirements to operate a motor vehicle within the state.

**CONTINUATION IN THE PROGRAM:** To continue in the program, students must achieve a minimum course grade of "C" (80) in each EMS course. The EMS grading scale is 80-86 "C", 87-93 "B", and 94-100 "A". BIO 141 and BIO 142 also require a minimum grade of "C" (70 to 79) under the Biology department's grading scale. BIO 141 and BIO 142 **must** be completed successfully before the student can complete the paramedic program.

**PROGRESSION THROUGH THE PROGRAM:** The college offers this program in affiliation with the health care agencies and practitioners in the communities the college serves. The college relies on its community affiliates to provide clinical education opportunities for its students, expert clinical preceptors, and course instructors for many courses. The often rapid changes in health care law, standards of practice, technology, and content of credentialing examinations increasingly necessitate sudden changes in the program's course content, policies, procedures, and course scheduling. As a result, the college cannot guarantee every student continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally, the college may have to change the instructor for courses after instruction has started.

## NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIANS

**- PARAMEDIC (NRP) TEST PASS RATES:** Reynolds EMS - Paramedic AAS students achieved a pass rate of 82% on the NRP test for the period of first quarter 2018 through second quarter 2019.

## ACCREDITATION

J. Sargeant Reynolds Community College paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on accreditation of Emergency Medical Services Professions (CoAEMSP). The program meets the National EMS Education Standards and is approved and accredited by the Virginia Office of Emergency Medical Services.

Commission on Accreditation of Allied Health Education Programs  
25400 US Highway 19 N., Suite 158  
Clearwater, FL 33763  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
EMS 100	CPR for Healthcare Providers	1	0	1
EMS 112 <sup>1</sup>	Emergency Medical Technician I	3	2	4
SDV 101	Orientation to Health Science	1	0	1
BIO 141 <sup>2</sup>	Human Anatomy and Physiology I	3	3	4
<b>TOTAL</b>		<b>8</b>	<b>5</b>	<b>10</b>
EMS 113	Emergency Medical Technician II	2	2	3
EMS 120	Emergency Medical Technician - Clinical	0	2	1
BIO 142 <sup>2</sup>	Human Anatomy and Physiology II	3	3	4
<b>TOTAL</b>		<b>5</b>	<b>7</b>	<b>8</b>
EMS 121	Preparatory Foundations	2	0	2
EMS 123	EMS Clinical Preparation	0	2	1
EMS 125	Basic Pharmacology	1	0	1
EMS 126	Basic Pharmacology Lab	0	2	1
EMS 127	Airway, Shock and Resuscitation	1	0	1
EMS 128	Airway, Shock and	0	2	1

## ACADEMIC PROGRAMS

	Resuscitation Lab			
ENG 111	English Composition I	3	0	3
<b>TOTAL</b>		<b>7</b>	<b>6</b>	<b>10</b>
EMS 141	Cardiovascular Care		0	2
EMS 142	Cardiovascular Care Lab		2	1
EMS 135	Emergency Medical Care	2	0	2
EMS 136	Emergency Medical Care Lab	0	2	1
EMS 175	Paramedic Clinical Experience I	0	6	2
PSY 230 <sup>3</sup>	Developmental Psychology	4	0	3
<b>TOTAL</b>		<b>3</b>	<b>10</b>	<b>11</b>
EMS 137	Trauma Care	1	0	1
EMS 138	Trauma Care Lab	0	2	1
EMS 139	Special Populations	1	0	1
EMS 140	Special Populations Lab	0	2	1
EMS 202	Paramedic Pharmacology	2	0	2
EMS 206	Pathophysiology for Health Professions		0	3
EMS 247	Paramedic Clinical Experience II	0	3	1
<b>TOTAL</b>		<b>7</b>	<b>7</b>	<b>10</b>
EMS 203	Advanced Patient Care	2	0	2
EMS 204	Advanced Patient Care Lab	0	4	2
EMS 248	Paramedic Comprehensive Field Experience	0	6	2

EMS 212	Leadership and Professional Development	1	0	1
PHI 220	Ethics	3	0	3
<b>TOTAL</b>		<b>6</b>	<b>10</b>	<b>10</b>
EMS 210	EMS Operations	0	2	1
EMS 165	Advanced Cardiac Life Support	1	0	1
EMS 163	Prehospital Trauma Life Support	1	0	1
EMS 167	Emergency Pediatric Care	1	0	1
EMS 164	Advanced Medical Life Support	1	0	1
EMS 216	Paramedic Review	0	2	1
EMS 249	Paramedic Capstone Internship	0	6	2
<b>TOTAL</b>		<b>4</b>	<b>10</b>	<b>8</b>
<b>Total Minimum Credits for AAS Degree in Emergency Medical Services – Paramedic</b>				<b>67</b>

05.01.19

<sup>1</sup> EMS 112 fulfills the general education requirement for personal wellness.

<sup>2</sup> BIO 141 and BIO 142 – A student must have completed high school chemistry and biology or have permission from the Biology department. BIO 141 and BIO 142 are required to complete the paramedic program.

<sup>3</sup> SOC 200, SOC 247, and SOC 268 are approved substitutes for PSY 230.

## Fire Science Technology AAS Associate of Applied Science

### SPECIALIZATION:

Emergency Services Leadership

**PURPOSE:** The **Fire Science Technology** AAS has been designed for students desiring to advance in the fire protective service

# REYNOLDS COMMUNITY COLLEGE

occupations and to acquire knowledge in fire protection fundamentals useful in related occupations. With the increasing complexity of modern technology in the fire protection field, it is necessary for fire protection personnel to acquire specialized knowledge and problem-solving skills to meet the challenge of a changing society.

**OCCUPATIONAL OBJECTIVES:** Firefighter, Fire Officer, Fire Protection Specialist, Fire Emergency Instructor, Fire or Building Inspector, Fire Investigator, Rescue Service, Emergency Medical Service, Hazardous Materials Services, Fire Marshall, Fire Chief, EMS Chief, Emergency Manager, Occupational or Industrial Safety and Risk Management, Fire Sprinkler Designer, Emergency Services Administrators, Sprinkler Installer or Mechanic, and related occupations.

The **Emergency Services Leadership specialization** is designed for first responders with at least five years of occupational experience seeking to advance into leadership positions. This specialization will provide first responders with the knowledge and skills to succeed in leadership, management, and administration within the emergency response services. Students will be prepared to prevent and manage critical fire and emergency safety situations, write technical fire and medical reports, manage personnel, and provide emergency scene leadership.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** The purpose of the associate of applied science (AAS) degree is to prepare students for immediate employment upon graduation. Four-year college and university transfer opportunities for AAS degrees, if existing, are usually very specific in nature. Reynolds has formal transfer articulation agreements with four-year institutions that enable graduates who qualify to transfer courses completed in the AAS degree. These transfer articulation agreements are subject to change or expiration. In addition, students may substitute some courses in the AAS degree with courses that typically transfer to senior institutions. Students interested in transferring in general or transferring under a formal transfer articulation agreement should consult their faculty advisor upon program entry for further guidance.

There are no physical requirements, such as height, weight, eyesight, and physical dexterity; however, the student should understand that there may be some requirements for employment in fire or rescue service agencies.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

## CURRICULUM:

### CURRICULUM

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3
FST 100 <sup>1</sup>	Principles of Emergency Services	3	0	3
FST 110	Fire Behavior and Combustion	3	0	3
BIO 107	Biology of the Environment	3	3	4
_____ <sup>2</sup>	Social/Behavioral Science Elective	3	0	3
<b>TOTAL</b>		<b>16</b>	<b>3</b>	<b>17</b>
ENG 115	Technical Writing	3	0	3
FST 112 <sup>1</sup>	Hazardous Materials Chemistry	3	0	3
FST 115 <sup>1</sup>	Fire Prevention	3	0	3
MTH 130 <sup>3</sup>	Fundamentals of Reasoning	3	0	3
_____ <sup>2</sup>	Social/Behavioral Science Elective	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
<b>TOTAL</b>		<b>18</b>	<b>0</b>	<b>18</b>
FST 240	Fire Administration	3	0	3
FST 235	Strategy and Tactics	3	0	3
_____ <sup>2,4</sup>	Personal Wellness Elective	0-1	0-2	1
FST 121	Principles of Fire and Emergency Services Safety and Survival	3	0	3
FST 220	Building Construction for Fire Protection	3	0	3
_____ <sup>2</sup>	Humanities/Fine Arts Elective	3	0	3
<b>TOTAL</b>		<b>15-16</b>	<b>0-2</b>	<b>16</b>
FST 205	Fire Protection Hydraulics and Water Supply	3	0	3
FST 245	Fire and Risk Analysis	3	0	3
FST 210	Legal Aspects of Fire Service	3	0	3
FST 215	Fire Protection Systems	3	0	3
CST 100	Principles of Public Speaking	3	0	3
or	or			
FST 135	Fire Instructor I			
<b>TOTAL</b>		<b>15</b>	<b>0</b>	<b>15</b>
<b>Total Minimum Credits for AAS Degree in Fire Science Technology</b>				<b>66</b>

03.02.18



<sup>1</sup> Students with certain fire service certifications may be awarded credit for this course. See course descriptions or program head for more details.

<sup>2</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

<sup>3</sup> Students planning to attend a four-year institution are recommended to take MTH 154 or 161 in place of MTH 130.

<sup>4</sup> EMS 111 or 112 will also satisfy the general education requirements for personal wellness. Students who have a valid EMT certificate will be given credit for EMS 112 when all other curriculum requirements have been met.

## CURRICULUM: Emergency Services Leadership Specialization

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3
CST 100 <sup>1</sup>	Principles of Public Speaking			
or	or	3	0	3
FST 135	Fire Instructor			
FST 121	Principles of Fire and Emergency Services Safety and Survival	3	0	3
BIO 107	Biology of the Environment	3	3	4
_____ <sup>2</sup>	Social/Behavioral Science Elective	3	0	3
	<b>TOTAL</b>	<b>16</b>	<b>3</b>	<b>17</b>
ENG 115	Technical Writing	3	0	3
_____ <sup>3</sup>	Technical Elective	3-4	0	3-4
_____ <sup>3</sup>	Technical Elective	3	0	3
MTH 130 <sup>4</sup>	Fundamentals of Reasoning	3	0	3
_____ <sup>2</sup>	Social/Behavioral Science Elective	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
	<b>TOTAL</b>	<b>18-19</b>	<b>0</b>	<b>18-19</b>
FST 240	Fire Administration	3	0	3
_____ <sup>3</sup>	Technical Elective	3	0	3
_____ <sup>5,6</sup>	Personal Wellness Elective	0-1	0-2	1
_____ <sup>3</sup>	Technical Elective	3	0	3
FST 220	Building Construction for Fire Protection	3	0	3

PHI 101	Introduction to Philosophy			
or	or	3	0	3
PHI 111	Logic I (meets humanities/fine arts requirement)			
	<b>TOTAL</b>	<b>15-16</b>	<b>0-2</b>	<b>16</b>
FST 115	Fire Prevention	3	0	3
FST 245	Fire and Risk Analysis	3	0	3
FST 210	Legal Aspects of Fire Service	3	0	3
FST 215	Fire Protection Systems	3	0	3
_____ <sup>3</sup>	Technical Elective	3	0	3
	<b>TOTAL</b>	<b>15</b>	<b>0</b>	<b>15</b>
<b>Total Minimum Credits for AAS Degree Fire Science, Emergency Services Leadership Specialization</b>				<b>66</b>

03.02.18

<sup>1</sup> Students with certain fire service certifications may be awarded credit for this course. See course descriptions or program head for more details.

<sup>2</sup> Select two different courses from the following to fulfill the six total credits of social/behavioral science electives required for this program: PSY 200, SOC 200, PLS 211.

<sup>3</sup> Select five different courses from the list below to fulfill 15 total credits of technical electives.

<sup>4</sup> Students planning to attend a four-year institution are recommended to take MTH 154 or 161 in place of MTH 130.

<sup>5</sup> A list of approved personal wellness electives is provided in the General Electives section of the catalog under Curriculum Planning and Design.

<sup>6</sup> EMS 111 or 112 will also satisfy the general education requirement for personal wellness. Students who have a valid EMT certificate will be given credit for EMS 112 when all other curriculum requirements have been met.

### Technical Electives

The following course meets the required outcomes of the International Association of Fire Chiefs Supervising Fire Officer education recommendations:

BUS 205 - Human Resource Management

The following courses meet the required outcomes of the International Association of Fire Chiefs Managing Fire Officer education recommendations:

ACC 211 - Principles of Accounting

BUS 265 - Ethical Issues in Management

CST 229 - Intercultural Communication

MTH 155 - Statistical Reasoning

The following courses meet the required outcomes of **both** the International Association of Fire Chiefs Supervising Fire Officer

# REYNOLDS COMMUNITY COLLEGE

and the International Association of Fire Chiefs Managing Fire Officer education recommendations:

BUS 117 - Leadership Development

FST 140 - Fire Officer I

FST 237 - Emergency Services Supervision

FST 250 - Fire Officer II

## Fire Science Technology C Certificate

**PURPOSE:** The certificate in Fire Science Technology is designed to provide a broad-based knowledge of current and future advances in the fire science field. Rapid advances in technology require that personnel in the field keep abreast of the latest changes in technology and equipment.

**OCCUPATIONAL OBJECTIVES:** Firefighter, Fire Officer, Fire Protection Specialist, Fire/Emergency Instructor, Fire or Building Inspector, Fire Investigator, Rescue Service, Emergency Medical Service, Hazardous Materials Services, Emergency Manager, Occupational or Industrial Safety and Risk Management, and related occupations.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** This program is designed to provide full transferability to the AAS degree program where more in-depth knowledge in management is emphasized.

There are no physical requirements, such as height, weight, eyesight, and physical dexterity; however, the student should understand that there may be some requirements for employment in fire or rescue service agencies.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment-html/ge\\_info\\_428.html](http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_428.html) to access gainful employment disclosure information for this program.

### CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3

FST 100	Principles of Emergency Services	3	0	3
FST 110	Fire Behavior and Combustion	3	0	3
_____ <sup>1</sup>	Approved Social/Behavioral Science Elective	3	0	3
_____ <sup>1</sup>	Approved Laboratory Science Elective	3	3	4
<b>TOTAL</b>		<b>16</b>	<b>3</b>	<b>17</b>
ENG 115	Technical Writing	3	0	3
FST 112	Hazardous Materials Chemistry	3	0	3
FST 115	Fire Prevention	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
MTH 130 <sup>2</sup>	Fundamentals of Reasoning	3	0	3
_____ <sup>1</sup>	Approved Social/Behavioral Science Elective	3	0	3
<b>TOTAL</b>		<b>18</b>	<b>0</b>	<b>18</b>
<b>Total Minimum Credits for Certificate in Fire Science</b>				<b>35</b>

01.19.18

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

<sup>2</sup> Students planning to attend a four-year institution are recommended to take MTH 154 or 161 in place of MTH 130. Students should check with their transfer institution to determine which mathematics course to take.

## Health Information Management AAS Associate of Applied Science

**PURPOSE:** The program is designed to provide students with a comprehensive education that prepares entry-level health information management professionals to perform a wide variety of functions related to emerging technologies and informatics, coding, data quality and reporting, billing and reimbursement, and management of health care delivery systems.

**OCCUPATIONAL OBJECTIVES:** HIM professionals work in hospitals, doctors' offices, insurance companies, government agencies, and as independent freelance consultants.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition, students admitted to this program must have the following competencies: (1) competency in Math Essentials, MTE 1-5, as demonstrated through the placement and diagnostic tests or by satisfactorily completing the required MTE units or equivalent, and (2) competencies in reading and

writing as demonstrated by placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3. It is strongly suggested that students meet with the program head after completion of the first semester.

**CONTINUATION IN THE PROGRAM:** A student must obtain permission from the program head to continue in the program under the following conditions: 1) a grade below a "C" is earned in any major course; 2) overall GPA falls below a 2.0 average in one semester.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program must meet the college's computer competency requirement by successfully completing ITE 115 or CSC 155. Students can also meet this requirement by passing the college's computer competency exam administered in the testing centers on each campus, in which they will receive college credit for ITE 115 or CSC 155. Students not passing the computer competency exam may retake the exam. Either ITE 115, CSC 155, or the competency test must be completed in the first semester or students may not progress to the second semester.

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
or				
CSC 155	Computer Concepts and Applications			
HLT 143	Medical Terminology I	3	0	3
ENG 111	College Composition I	3	0	3
BIO 141	Human Anatomy and Physiology I	3	3	4
<b>TOTAL</b>		<b>13</b>	<b>3</b>	<b>14</b>
_____ <sup>1</sup>	Social/Behavioral Science Elective	3	0	3
BIO 142	Human Anatomy and Physiology II	3	3	4
HIM 141	Fundamentals of Health Information Systems I	3	0	3
_____ <sup>1</sup>	Personal Wellness Elective	0-1	0-2	1
HIM 130	Health Care Information Systems	3	0	3
<b>TOTAL</b>		<b>12-13</b>	<b>3-5</b>	<b>14</b>
HIM 226	Legal Aspects of Health Record Documentation	2	0	2
_____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
HIM 110	Introduction to Human Pathology	3	0	3
HIM 220	Health Statistics	3	0	3

HIM 250	Health Data Classification Systems I (ICD-9/10-CM)	3	0	3
<b>TOTAL</b>		<b>14</b>	<b>0</b>	<b>14</b>
HIM 151	Reimbursement Issues In Medical Practice Management	2	0	2
HIM 142	Fundamentals of Health Information Systems II	3	0	3
HIM 255	Health Data Classification Systems II: Current Procedural Terminology	3	0	3
HIM 229	Performance Improvement in Health Care Settings	1	2	2
HIM 230	Information Systems and Technology in Health Care	2	3	3
<b>TOTAL</b>		<b>11</b>	<b>5</b>	<b>13</b>
HIM 257	Health Data Classification Systems III	3	0	3
HIM 249	Supervision and Management Practices	3	0	3
HIM 233	Electronic Health Records Management	3	0	3
HIM 251	Clinical Practice I	0	6	3
<b>TOTAL</b>		<b>9</b>	<b>6</b>	<b>12</b>
<b>Total Minimum Credits Required for AAS Degree in Health Information Management</b>				<b>67</b>

11.06.18

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

## Horticulture Technology AAS Associate of Applied Science

**PURPOSE:** The Horticulture Technology program is designed to prepare students for a wide range of horticulture careers. Training is available for those who seek to begin a career track, and those who are changing careers. Individuals already in the green industry are invited to improve or upgrade their skills and knowledge with appropriate courses.

**OCCUPATIONAL OBJECTIVES:** The program offers hands-on laboratory work and classroom instruction in the design-install-maintain aspects of landscaping, in floral design, and in production of horticultural materials. Many of our graduates own and operate their own businesses, while others are employed by corporate, commercial, or governmental entities.

**ADMISSION REQUIREMENTS:** General college curricular admission

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**PROGRAM NOTES:** Students in the Horticulture Technology program must complete a basic core of specified horticulture technology and general education courses. In addition, in consultation with the program head, the students will select technical courses that match their career objectives.

Students who already have a two-year, four-year, or graduate degree should request that their transcripts be sent to the college registrar if transfer credit is desired. It is strongly recommended that students meet with the program head or counselor either before registering or early in their first semester of study.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

**CURRICULUM SEQUENCE:** The curriculum sequence that follows is one example of how courses may be completed. Students should work with their program advisor to determine the most appropriate sequence.

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3
MTH 111 or MTH 130	Basic Technical Mathematics or Fundamentals of Reasoning	3	0	3
_____ <sup>1</sup>	Social/Behavioral Science Elective	3	0	3
_____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
HRT 106 <sup>2</sup>	Practical Horticulture	0	2	1
HRT 110 <sup>2</sup>	Principles of Horticulture	3	0	3
<b>TOTAL</b>		<b>16</b>	<b>2</b>	<b>17</b>
ENG 112	College Composition II	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
_____ <sup>1</sup>	Social/Behavioral Science Elective	3	0	3
HRT 125 <sup>2,3</sup>	Chemicals in Horticulture	2	2	3
HRT 127 <sup>2,6</sup>	Horticultural Botany	2	2	3
_____ <sup>1</sup>	Personal Wellness Elective	0-2	0-4	2
<b>TOTAL</b>		<b>13-15</b>	<b>4-8</b>	<b>17</b>
HRT 201 <sup>2</sup>	Landscape Plant Materials I	2	2	3
HRT____ <sup>4</sup>	Approved HRT Elective	2-3	0-2	3

HRT____ <sup>4</sup>	Approved HRT Elective	2-3	0-2	3
HRT____ <sup>4</sup>	Approved HRT Elective	2-3	0-2	3
HRT____ <sup>4</sup>	Approved HRT Elective	2-3	0-2	3
<b>TOTAL</b>		<b>10-14</b>	<b>2-10</b>	<b>15</b>
HRT 202 <sup>2</sup>	Landscape Plant Materials II	2	2	3
HRT____ <sup>4</sup>	Approved HRT Elective	2-3	0-2	3
HRT____ <sup>4</sup>	Approved HRT Elective	2-3	0-2	3
HRT____ <sup>4</sup>	Approved HRT Elective	2-3	0-2	3
HRT____ <sup>4</sup>	Approved HRT Elective	2-3	0-2	3
HRT 290 <sup>2,5</sup>	Coordinated Internship	0	10	2
<b>TOTAL</b>		<b>10-14</b>	<b>12-20</b>	<b>17</b>
<b>Total Minimum Credits for AAS Degree in Horticulture</b>				<b>66</b>

03.02.18

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics/science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

<sup>2</sup> Course is required of all Horticulture Technology AAS students.

<sup>3</sup> Credit will be given for HRT 125 - Chemicals in Horticulture upon evidence of a valid Commercial Pesticide Applicator Certificate (with an endorsement in 3-A and 3-B) issued from VDACS or completion of HRT 135 - Training for Commercial Pesticide Application. A college-level chemistry course (ex., CHM 101, 102, 111) may be substituted for HRT 125 - Chemicals in Horticulture.

<sup>4</sup> Approved HRT electives are listed below according to focus areas in the field of horticulture.

<sup>5</sup> Coordinated Internship will be waived on evidence of five or more years' experience in the green industry. An approved HRT elective will be substituted.

<sup>6</sup> A college-level biology course (ex., BIO 101, 102, 107, 270) may be substituted for HRT 127 - Horticultural Botany.

Following is a list of approved Horticulture electives that is organized according to focus areas within the green industry. In consultation with their HRT advisor, students will select a total of 24 credits of HRT electives from this list that are consistent with students' career objectives.

## Horticulture electives in the SUSTAINABLE AGRICULTURE focus

HRT 130 Introduction to Biointensive Mini-farming (3 cr.)

HRT 134 Four Season Food Production (3 cr.)

HRT 205 Soils (3 cr.)

HRT 238 Growing for Market Mini-farming (3 cr.)

HRT 239 Complete Diet Mini-farming (3 cr.)

HRT 295 Sustainable Landscape Design (3 cr.)

**Horticulture electives in the LANDSCAPE DESIGN focus**

HRT 120 History of Garden Design (3 cr.)

HRT 150 Theory of Landscape Design (3 cr.)

HRT 231 Planting Design I (3 cr.)

HRT 232 Planting Design II (3 cr.)

HRT 235 Landscape Drawing (3 cr.)

HRT 249 Perennial Plants (3 cr.)

HRT 275 Landscape Construction and Maintenance (3 cr.)

HRT 285 Management of a Horticultural Business (3 cr.)

HRT 295 Sustainable Landscape Design (3 cr.)

**Horticulture electives in the PLANT PRODUCTION focus**

HRT 115 Plant Propagation (3 cr.)

HRT 121 Greenhouse Crop Production I (3 cr.)

HRT 122 Greenhouse Crop Production II (3 cr.)

HRT 205 Soils (3 cr.)

HRT 226 Greenhouse Management (3 cr.)

HRT 285 Management of a Horticultural Business (3 cr.)

**Horticulture electives in the FLORAL DESIGN focus**

HRT 260 Introduction to Floral Design (3 cr.)

HRT 266 Advanced Floral Design (3 cr.)

HRT 268 Advanced Floral Design Applications (3 cr.)

**Horticulture electives in the LANDSCAPE and TURF MANAGEMENT focus**

HRT 119 Irrigation Systems for Turf and Ornamentals (3 cr.)

HRT 126 Home Landscaping (3 cr.)

HRT 135 Training for Commercial Pesticide Application (3 cr.)

HRT 205 Soils (3 cr.)

HRT 227 Professional Landscape Management (3 cr.)

HRT 249 Perennial Plants (3 cr.)

HRT 259 Arboriculture (3 cr.)

HRT 269 Professional Turf Care (3 cr.)

HRT 275 Landscape Construction and Maintenance (3 cr.)

HRT 285 Management of a Horticultural Business (3 cr.)

HRT 295 Sports Turf Management (3 cr.)

## Human Services AAS

### Associate of Applied Science

**PURPOSE:** The two-year associate degree in Human Services is designed to prepare students with the requisite professional knowledge, skills, and values to obtain entry-level positions in a diverse, pluralistic, and ever-changing, public, private, and non-profit human services delivery system.

**OCCUPATIONAL OBJECTIVES:** Employment opportunities include, but are not limited to, the following types of employers: social service agencies; childcare agencies; hospitals; mental retardation and rehabilitation agencies; mental health settings; juvenile and adult corrections; private, non-profit, and for-profit agencies; and geriatric settings.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to the general college curricular admission requirements, an interview with the program head is recommended. While a face-to-face interview is preferable, an interview can also be conducted via telephone or electronic conference. The curriculum provides students with the requisite knowledge, skills, professional values, and attitudes necessary to practice in a diverse client and service delivery system. The program is also designed to enhance the professional knowledge, skills, and marketability of persons already employed in human services. Students should consult their faculty advisor or a counselor to discuss educational goals and objectives, employment opportunities, course electives, internship requirements, and potential sites for internships.

All students in the program should take the core curriculum courses in sequence as listed in the catalog. Students who receive a final grade lower than "C" in any of the core courses should repeat the course before taking further courses in the core curriculum. Students who are having academic difficulty should discuss their academic progress with a counselor or faculty advisor.

A coordinated internship in a human service agency is required in the fourth semester of the curriculum. Students should discuss the internship course with the program head, as well as select, interview, confirm a placement supervisor and site, and complete all required internship documents the semester prior to registering for HMS 290: Coordinated Internship. Students can select from a directory of internship sites maintained by the program head or select and interview in a human services agency of their choice that formally agrees to provide the required learning experiences and supervision for 130-clock hours. Students are expected to provide their own transportation to the agency.

The purpose of the associate of applied science (AAS) degree curriculum is to prepare students for employment upon graduation. Four-year college and university transfer opportunities for associate of applied science degrees, if existing, are usually very specific in nature. Students may, however, substitute some courses in the AAS degree curriculum with courses that generally transfer to senior institutions. Students should consult their program advisor at the earliest possible date

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for further guidance and are advised to get assurances in writing, in advance, from the institution to which they wish to transfer.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
SOC 200	Principles of Sociology	3	0	3
HMS 100	Introduction to Human Services	3	0	3
SDV 100	College Success Skills	1	0	1
MEN 101	Mental Health Skill Training I	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
<b>TOTAL</b>		<b>16</b>	<b>0</b>	<b>16</b>
ENG 112	College Composition II	3	0	3
HMS 121	Basic Counseling Skills I	3	0	3
HMS 141	Group Dynamics I	3	0	3
HMS 236	Gerontology	3	0	3
MEN 102	Mental Health Skill Training II	3	0	3
<b>TOTAL</b>		<b>15</b>	<b>0</b>	<b>15</b>
HLT 121 <sup>1</sup>	Introduction to Drug Use and Abuse	3	0	3
HMS 226	Helping Across Cultures	3	0	3
HMS 122	Basic Counseling Skills II	3	0	3
MTH 130 <sup>2</sup>	Fundamentals of Reasoning	3	0	3
HMS 227	The Helper as Change Agent	3	0	3
HMS 142	Group Dynamics II	3	0	3
<b>TOTAL</b>		<b>18</b>	<b>0</b>	<b>18</b>
CST 110	Introduction to Communication	3	0	3
PSY 230	Developmental Psychology	3	0	3
HMS 225	Functional Family Intervention	3	0	3
HMS 266	Counseling Psychology	3	0	3
___ ___ <sup>3</sup>	Humanities/Fine Arts Elective	3	0	3
HMS 290	Coordinated Internship in Human Services	0	15	3
<b>TOTAL</b>		<b>15</b>	<b>15</b>	<b>18</b>
<b>Total Minimum Credits for AAS Degree in Human Services</b>				<b>67</b>

03.02.18

<sup>1</sup> An approved personal wellness elective may be substituted for this course. A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics/science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

<sup>2</sup> Students may substitute either a transfer math course or BIO 101 for MTH 130. Students wishing to substitute a transfer math course should consult their advisor and transfer institution for further guidance.

<sup>3</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics/science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

## Information Systems Technology AAS Associate of Applied Science

The Associate of Applied Science (AAS) degree program enables students to concentrate in one of the following areas:

Computer Applications  
 Computer Programmer  
 Cyber Security  
 Network Administration  
 Web Development

Students select from ONE of the IST Career Studies Certificate programs listed above to define an area of concentration for the Associate of Applied Science degree.

**PURPOSE:** The purpose of the Information Systems Technology AAS degree is to develop and/or enhance the information technology skills and knowledge of students by providing training in the latest technology that businesses demand. This program is for students who seek employment in business information systems, who desire to update their information technology skills for their current job, or who desire to improve their technology skills and knowledge to help prepare for industry certifications.

**TRANSFER INFORMATION:** Four-year college and university transfer opportunities for this degree, if existing, are usually very specific in nature. Students interested in IT Management or Information Security at the University of Richmond School of Professional and Continuing Studies or Occupational and Technical Studies at Old Dominion University should consult their faculty advisor upon program entry for further guidance.

### OCCUPATIONAL OBJECTIVES:

**Computer Applications:** Computer Support Specialist; Computer Technician; Help Desk Analyst; Information Technology Specialist (IT Specialist)

**Computer Programmer:** Analyst Programmer; Applications Developer; Computer Programmer; Computer Programmer Analyst; Internet Programmer; Programmer; Programmer Analyst; Software Developer; Web Programmer

# ACADEMIC PROGRAMS

**Cyber Security:** Help Desk Specialist; Entry-Level Information Security Analyst; Entry-Level Cyber Security Specialist

**Network Administration:** Hardware Technician; Entry-Level Help Desk Technician; and Entry-Level Technical Support

**Web Development:** Web Designer; Web Developer; Webmaster

**For more occupational information check out O\*Net** (<https://www.onetonline.org/>).

**ADMISSION REQUIREMENTS:** General college curricular admission

## PROGRAM NOTES:

Students must attain the grade of “C” or higher in IT courses taken for this degree. Students must get approval from the appropriate IT program head or their academic advisor in choosing program electives or substitutions. Students should complete SDV 100 during their first semester of study at the college.

All new students should take the English and mathematics placement tests immediately after applying to the college and meet with an IT faculty advisor in your first semester.

IT courses used for this program may not be more than 10 years old.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college’s computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by successfully passing the college’s computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

## CURRICULUM:

Information Systems Technology Associate of Applied Science Degree

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ENG 111	College Composition I	3	0	3
MTH 130 <sup>2</sup>	Fundamentals of Reasoning	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
ITE 221	PC Hardware and OS Architecture	4	0	4
IT Elective <sup>3,5</sup>	IT Concentration Elective	3-4	0	3-4
<b>TOTAL</b>		<b>17-18</b>	<b>0</b>	<b>17-18</b>
COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 112	College Composition II	3	0	3

IT Elective <sup>3</sup>	IT Concentration Elective	3-4	0	3-4
ACC 117 <sup>1</sup>	Essentials of Accounting	3	0	3
IT Elective <sup>3</sup>	IT Concentration Elective	3-4	0	3-4
ITN 101	Introduction to Network Concepts	3	0	3
<b>TOTAL</b>		<b>15-17</b>	<b>0</b>	<b>15-17</b>
IT Elective <sup>3</sup>	IT Concentration Elective	3-4	0	3-4
ITN 260	Network Security Basics	3	0	3
IT Elective <sup>3</sup>	IT Concentration Elective	3-4	0	3-4
IT Elective <sup>4</sup>	IT Elective	3-4	0	3-4
ITP 251	Systems Analysis and Design	3	0	3
<b>TOTAL</b>		<b>15-18</b>	<b>0</b>	<b>15-18</b>
<sup>6</sup>	Personal Wellness Elective	1	0-2	1
<sup>6</sup>	Humanities/Fine Arts Electives	3	0	3
ECO 120 <sup>7</sup>	Survey of Economics	3	0	3
ITN 257	Cloud Computing: Infrastructure and Services	3	0	3
IT_ 298	Seminar and Project: Capstone Course (based on concentration)	4	0	4
<b>TOTAL</b>		<b>14</b>	<b>0-2</b>	<b>14</b>
<b>Total Minimum Credits for AAS Degree in Information Systems Technology</b>				<b>61</b>

<sup>1</sup>ACC 211 may be substituted for ACC 117.

<sup>2</sup>Students considering transferring to a four-year college should take a transfer mathematics sequence (consult advisor).

<sup>3</sup>Students will select IT Concentration Electives based on the chosen Career Studies Certificate.

<sup>4</sup>An IT Elective can be any IT course that is not required in the chosen Career Studies Certificate.

<sup>5</sup>Students in the Computer Programmer concentration should take ITP 136 (C# Programming I) in the first semester in order to complete the sequence of ITP 136, ITP 236, ITP 244, ITP 298 in the four semesters.

<sup>6</sup>A list of approved general education electives (humanities/fine arts and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

<sup>7</sup>ECO 201 may be substituted for ECO 120.

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## Select one Career Studies Certificate to fulfill the IT Concentration Electives for the Associate of Applied Science Degree

### CURRICULUM:

Computer Applications Career Studies Certificate

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
ITE 130	Introduction to Internet Services	3	0	3
ITE 140	Spreadsheet Software	3	0	3
ITE 150	Desktop Database Software	3	0	3
ITE 221	PC Hardware and OS Architecture	4	0	4
ITD 110	Web Page Design I	3	0	3
ITD 112	Designing Web Page Graphics	3	0	3
ITE 298	Seminar and Project: Computer Applications Capstone	4	0	4
<b>TOTAL</b>		<b>26</b>	<b>0</b>	<b>26</b>

### CURRICULUM:

Computer Programmer Career Studies Certificate

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
ITP 136	C# Programming I	4	0	4
ITP 236	C# Programming II	4	0	4
ITP 251	Systems Analysis and Design	3	0	3
ITD 130	Database Fundamentals	4	0	4
ITD 132	Structured Query Language (T-SQL)	3	0	3
ITP 244	ASP.Net-Server Side Programming	4	0	4
ITP 298	Seminar and Project: Programming Capstone	4	0	4
<b>TOTAL</b>		<b>29</b>	<b>0</b>	<b>29</b>

### CURRICULUM:

Cyber Security Career Studies Certificate

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ITE 221	PC Hardware And OS Architecture	4	0	4
ITN 101	Introduction to Network Concepts	3	0	3
ITN 260	Network Security Basics	3	0	3
ITN 261	Network Attacks, Computer Crime, and Hacking	4	0	4
ITN 262	Network Communication, Security, and Authentication	4	0	4
ITN 263	Internet/Intranet Firewalls and E-Commerce Security	4	0	4
ITN 276	Computer Forensics I	3	0	3
ITN 298	Seminar and Project: Networking Capstone	4	0	4
<b>TOTAL</b>		<b>29</b>	<b>0</b>	<b>29</b>

### CURRICULUM:

Network Administration Career Studies Certificate

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ITE 221	PC Hardware and OS Architecture	4	0	4
ITN 101	Introduction to Network Concepts	3	0	3
ITN 171	UNIX I	3	0	3
ITN 110	Client Operating Systems	4	0	4
ITN 111	Server Administration	4	0	4
ITN 260	Network Security Basics	3	0	3
ITN 254	Virtual Infrastructure: Installation and Configuration	4	0	4
ITN 298	Seminar and Project: Networking Capstone	4	0	4
<b>TOTAL</b>		<b>29</b>	<b>0</b>	<b>29</b>

### CURRICULUM:

Web Development Career Studies Certificate

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ITE 115	Introduction to Computer Applications and Concepts	3	0	3



ITE 221	PC Hardware and OS Architecture	4	0	4
ITD 110	Web Page Design I	3	0	3
ITD 112	Designing Web Page Graphics	3	0	3
ITD 130	Database Fundamentals	4	0	4
ITD 212	Interactive Web Design	4	0	4
ITD 210	Web Page Design II	4	0	4
ITD 298	Seminar and Project: Web Design Capstone	4	0	4
<b>TOTAL</b>		<b>29</b>	<b>0</b>	<b>29</b>

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## Management AAS

### Associate of Applied Science

#### SPECIALIZATIONS:

Small Business Management  
Retail Management

**PURPOSE:** The Management degree program is designed to serve the needs of individuals presently employed in businesses and those who are interested in ownership or management of businesses. Additionally, the program is designed for those who may be seeking a promotion and have the potential for supervisory and management positions. Students will gain a solid foundation in key business areas and management. Students will develop critical thinking skills and practices to address business issues and skills in strategic management and retail.

#### OCCUPATIONAL OBJECTIVES:

**Small Business Management** – Small businesses represent the majority of businesses in the United States and can be started at a low cost and on a part-time basis. This specialization will prepare students for self-employment and careers in small business. It directly focuses on the practical aspects of small business and business ownership. At the completion of the Small Business Management Specialization, students will have newly developed knowledge and skills to operate a successful business, such as a franchise, restaurant, day care center, sporting goods store, computer service business, bridal store, clothing store, printing service, or any micro-business.

**Retail Management** – Retailing is a dynamic industry. Every successful retail store has a manager or team of managers. This specialization focuses on preparing students for a career in either store management or sales. Retail managers must make important decisions on a daily basis, such as buying, pricing, advertising, staffing, and logistics. Students learn to direct staff and operations on a sales floor. Students also learn how to make sales, manage customer service, and maintain records. Students may obtain entry-level positions as store managers, sales managers, department managers, or assistant account representatives.

**ADMISSION REQUIREMENTS:** General college curricular admission

**COORDINATED INTERNSHIPS:** All students in the Management degree program are required to complete a coordinated internship that provides on-the-job training. The internship provides students with practical exposure to many facets of management and retailing.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

#### CURRICULUM:

Small Business Management Specialization

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
BUS 100	Introduction to Business	3	0	3
MKT 201	Introduction to Marketing	3	0	3
_____ <sup>1</sup>	Personal Wellness Elective	0-2	0-4	2
SDV 100	College Success Skills	1	0	1
<b>TOTAL</b>		<b>13-15</b>	<b>0-4</b>	<b>15</b>
ENG 112	College Composition II	3	0	3
BUS 111	Principles of Supervision	3	0	3
MTH 130	Fundamentals of Reasoning	3	0	3
BUS 205	Human Resource Management	3	0	3
MKT 215	Sales and Marketing Management	3	0	3
FIN 215	Financial Management	3	0	3
<b>TOTAL</b>		<b>18</b>	<b>0</b>	<b>18</b>
ECO 120	Survey of Economics	3	0	3
BUS 125	Applied Business Mathematics	3	0	3
AST 205	Business Communication	3	0	3
BUS 165	Small Business Management	3	0	3
BUS 240	Introduction to Business Law	3	0	3
_____ <sup>2</sup>	Business or Marketing Elective	3	0	3
<b>TOTAL</b>		<b>18</b>	<b>0</b>	<b>18</b>
ACC 117	Essentials of Accounting	3	0	3
MKT 260	Customer Service Management	3	0	3
BUS 260	Planning for Small Business	3	0	3
BUS 290 <sup>3</sup>	Coordinated Internship	0	15	3
_____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3

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<b>TOTAL</b>	<b>12</b>	<b>15</b>	<b>15</b>
<b>Total Minimum Credits for AAS Degree in Management, Small Business Management Specialization</b>	<b>66</b>		

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## CURRICULUM:

Retail Management Specialization

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
BUS 100	Introduction to Business	3	0	3
MKT 201	Introduction to Marketing	3	0	3
_____ <sup>1</sup>	Personal Wellness Elective	0-2	0-4	2
SDV 100	College Success Skills	1	0	1
<b>TOTAL</b>		<b>13-15</b>	<b>0-4</b>	<b>15</b>
ENG 112	College Composition II	3	0	3
BUS 111	Principles of Supervision	3	0	3
MTH 130	Fundamentals of Reasoning	3	0	3
BUS 205	Human Resource Management	3	0	3
MKT 215	Sales and Marketing Management	3	0	3
MKT 227	Merchandise Buying and Control	3	0	3
<b>TOTAL</b>		<b>18</b>	<b>0</b>	<b>18</b>
ECO 120	Survey of Economics	3	0	3
MKT 220	Principles of Advertising	3	0	3
AST 205	Business Communication	3	0	3
MKT 216	Retail Organization and Management	3	0	3
_____ <sup>2</sup>	Marketing or Business Elective	3	0	3
MKT 290 <sup>3</sup>	Coordinated Internship	0	15	3
<b>TOTAL</b>		<b>15</b>	<b>15</b>	<b>18</b>
ACC 117	Essentials of Accounting	3	0	3
MKT 260	Customer Service Management	3	0	3
MKT 271	Consumer Behavior	3	0	3
MKT 298	Seminar and Project	3	0	3
_____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
<b>TOTAL</b>		<b>15</b>	<b>0</b>	<b>15</b>
<b>Total Minimum Credits for AAS Degree in Management, Retail Management Specialization</b>	<b>66</b>			

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<sup>1</sup>A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

<sup>2</sup>A list of approved business and marketing electives is available in the School of Business office.

<sup>3</sup>MKT 290 is an equivalent course for BUS 290 for Retail Management Majors.

## Medical Laboratory Technology AAS Associate of Applied Science

**PURPOSE:** The Medical Laboratory Technology major is designed to prepare students for certification and employment as Medical Laboratory Technicians. Upon satisfactory completion of the program, the student is eligible to apply for national certification examinations. With satisfactory completion of the national certification exam, students are eligible to pursue a Bachelor's degree in Clinical Laboratory Science with either Virginia Commonwealth University or Old Dominion University

**OCCUPATIONAL OBJECTIVES:** Positions for Medical Laboratory Technicians are available in hospitals, private laboratories, physicians' offices, health departments, and industrial medical laboratories.

**ADMISSION REQUIREMENTS:** General college curricular admission and program specific criteria

**PROGRAM NOTES:** Students must be accepted to this program to enroll in MDL major/clinical courses (MDL 110 and higher).

1. Students interested in the Medical Laboratory Technology program should first enroll in the Pre-Medical Laboratory Technology (MDL) Career Studies Certificate (CSC) to complete the prerequisite courses. Completion (or near completion) of the Pre-Medical Laboratory Technology CSC is required for admission to the program.
2. Upon satisfactory completion of the five-semester AAS degree, graduates will be eligible to take the Medical Laboratory Technology examinations (e.g., ASCP, AMT, or equivalent) for national certification. The national certification exam is not a requirement for graduation; however, it is strongly recommended and may be required for employment, depending upon the employer.
3. Upon satisfactory completion of the national certification exam, graduates are eligible to pursue a bachelor's degree in Clinical Laboratory Science with either Virginia Commonwealth University or Old Dominion University.
4. It is recommended that the students have appropriate health insurance. Students are responsible for covering the cost of medical care that they may require while in the clinical setting.
5. The MDL courses may be taken for retraining by certified technologists who have been out of the field for a period of time. While admission to the program is not required, permission of the program head is required prior to registration for MDL courses.

Courses in the program are offered on campus as well as via distance learning. Students in the distance program must attend mandatory laboratory classes at college-designated sites or may be required to come to campus for labs. Tests may be taken at an approved testing center as determined by the faculty member and the program head.

## **Medical Laboratory Technology AAS Student Learning Outcomes:**

**The National Accrediting Agency for Clinical Laboratory Science (NAACLS)** describes entry-level competencies for the medical laboratory technician as follows: The medical laboratory technician will possess the entry-level competencies necessary to perform routine clinical laboratory tests in areas, such as clinical chemistry, hematology/hemostasis, immunology, immunohematology/transfusion medicine, microbiology, urine and body fluid analysis, and laboratory operations.

The level of analysis ranges from waived and point of care testing to complex testing encompassing all major areas of the clinical laboratory. The medical laboratory technician will have diverse functions in areas of pre-analytical, analytical, and post-analytical processes. The medical laboratory technician will have responsibilities for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.

## **Reynolds Medical Laboratory Technology Program Outcomes**

The educational experiences in the Medical Laboratory Technology program are designed to ensure that students are well prepared to enter the profession of medical laboratory technology and continue to learn throughout their professional career. At completion of the program, graduates will be able to

1. Exhibit patient confidentiality within HIPAA parameters;
2. Demonstrate consistent safe practice within industry-level safety standards;
3. Demonstrate job entry-level precision and accuracy in performing procedures;
4. Formulate accurate reports within industry-level reporting parameters;
5. Analyze and record test and quality control data within industry-level accuracy standards;
6. Distinguish reportable vs. non-reportable test results using established industry criteria;
7. Troubleshoot non-reportable test results;
8. Discuss laboratory testing in terms of theory, technique, quality control, and interpretation; and
9. Perform routine testing of adult, infant, and geriatric patient samples in specified rotations.

## **Application Requirements:**

1. Admission to the MDL program is competitive and only a limited number of students will be accepted.
2. A criminal background check, drug screen, and documentation of immunizations are required prior to placement for clinical rotations.
3. To be eligible for admission into the MDL program and courses, applicants must have completed designated prerequisites included in the CSC.

4. Completion of the Pre-Medical Laboratory Technology CSC does not guarantee admission to the AAS degree program. Transfer students must declare the Pre-Medical Laboratory Technology CSC as their major until formally admitted to the program.
5. Applicants must complete and submit an MDL application portfolio to the program director for consideration. Instructions for completing the Medical Laboratory Technology application packet are located at: [reynolds.edu/\\_onlinecatalog/documents/MDL-Application-Packet.pdf](http://reynolds.edu/_onlinecatalog/documents/MDL-Application-Packet.pdf).
6. Fully qualified students will be ranked according to GPA, prior degrees achieved, and a completed application packet. (See the program application packet for full explanation of ranking of applicants.)
7. A minimum GPA of 2.5 is required for consideration.
8. Official transcripts from all previously attended colleges to Central Admissions and Records.
9. Advanced placement opportunities are based on evaluation of transcripts and clinical work experience, and must be discussed with the program head.

## **Application Deadlines:**

- Fall Start: May 15 with notification in mid-June
- Spring Start: October 1 with notification in early November

## **Medical Laboratory Technology Application Packet:**

The application packet is available at the following url: [reynolds.edu/\\_onlinecatalog/documents/MDL-Application-Packet.pdf](http://reynolds.edu/_onlinecatalog/documents/MDL-Application-Packet.pdf)

## **Medical Laboratory Technology Student Handbook 2017-2018:**

This handbook is available at the following url: <http://www.reynolds.edu/mlt>.

**ESSENTIAL SKILLS REQUIREMENTS:** Students entering the MDL program must possess the following skills:

- Sufficient eyesight, including color vision, to observe microscopic cells and features within cells, read records, manipulate equipment, and visually read procedures, graphs, and test results.
- Sufficient hearing to communicate with patients and members of the health care delivery team, monitor patients using electronic equipment, and hear necessary sounds during operation of equipment.
- Satisfactory speaking, reading, and writing skills to effectively communicate in English in a timely manner.
- Sufficient gross and fine motor coordination to exhibit excellent eye-hand coordination and dexterity to manipulate equipment.
- Sufficient ability to lift, stoop, or bend in the delivery of safe laboratory testing.
- Satisfactory physical strength and endurance to be on feet for extended periods and to move heavy equipment and supplies. Sitting, walking, bending, and reaching motions are also requirements of most positions.
- Satisfactory intellectual, emotional, and psychological health and functioning to ensure patient safety and to exercise independent judgment and discretion in performing assigned tasks.
- Satisfactory time management of multiple priorities and stimuli to operate in fast-paced environments.

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- Sufficient analysis, synthesis, and comprehension skills to follow detailed instructions and effectively operate in a laboratory setting.

## PROGRESSION THROUGH THE PROGRAM:

1. Students who have a break in their enrollment must meet with the program head to review current enrollment requirements. In some cases, students may be required to retake MDL courses.
2. All students must successfully pass a comprehensive clinical readiness assessment prior to placement in clinical rotations. Attendance during one summer session may be required.
3. Any student who receives a final grade lower than “C” in any MDL course must repeat the course. Students failing to obtain “C” or better in any two MDL prefix courses will not be able to progress in the MDL program.
4. Courses with the MDL prefix must be completed successfully prior to entering the final coordinated internship courses.

**CLINICAL PROGRESSION:** The college offers this program in affiliation with the health care agencies and practitioners in the communities the college serves. The college relies on its community affiliates to provide clinical education opportunities for its students, expert clinical preceptors, and course instructors for many courses. The often rapid changes in health care law, standards of practice, technology, and content of credentialing examinations increasingly necessitate sudden changes in the program’s course content, policies, procedures, and course scheduling. As a result, the college cannot guarantee every student continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally, the college may have to change the instructor for courses after instruction has started.

**FINANCIAL REQUIREMENTS:** In addition to the regular college tuition and fees, the Medical Laboratory Technology program requires the items listed below:

Books and Supplies (varies):	\$2,000.00
Uniforms and Shoes:	\$ 200.00
Lab Tests and Immunizations (varies):	\$ 300.00
Laboratory Coat (varies):	\$ 25.00
Background Check (varies):	\$ 45.00
Drug Screen (varies):	\$ 25.00
Travel to Clinical Affiliates	Variable

*Note: An additional fee for the national registry examination is not a requirement for graduation and is not included above. The fee is approximately \$215.00.*

## ANNUAL PROGRAM STATISTICS

	2013-14	2014-15	2015-16	3-YEAR AVERAGE
ASCP BOC Exam <sup>1</sup>	91%	95%	100%	95%
Attrition Rate	11%	0%	5%	7%
# Graduated	23	23	19	22
Graduation Rate	89%	100%	90%	96%
Graduate Placement Rate	100%	100%	100%	100%

<sup>1</sup>Pass within first year of program completion

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college’s computer competency requirement by successfully completing ITE 115 or CSC 155. Students can also meet this requirement by passing the college’s computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115 or CSC 155. Students not passing the computer competency exam may retake the exam only once.

**PROGRAM ACCREDITATION AND ADMINISTRATION:** The Medical Laboratory Technology program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences, 5600 N. River Rd., Suite 720, Rosemont, IL 60018 (773-714-8880 and NAACLSinfo@naaccls.org). The program director is D. Gayle Melberg, MS, MT (ASCP), an experienced medical laboratory scientist and certified medical technologist.

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100*	College Success Skills	1	0	1
MTH 155 or MTH 161 <sup>1</sup>	Statistical Reasoning or Precalculus I	3	0	3
CHM 101 <sup>2*</sup> or CHM 111 <sup>2*</sup>	Introductory Chemistry or General Chemistry I	3	3	4
BIO 101* or BIO 141	General Biology I or Anatomy and Physiology I	3	3	4
ENG 111*	College Composition I	3	0	3
MDL 100	Introduction to Medical Laboratory Technology	1	3	2
<b>TOTAL</b>		<b>14</b>	<b>9</b>	<b>17</b>
ITE 115*	Introduction to Computer Applications and Concepts	3	0	3

3*	Social/Behavioral Science Elective	3	0	3
MDL 125 <sup>4</sup>	Clinical Hematology I	2	3	3
MDL 251 <sup>4</sup>	Clinical Microbiology I	2	4	3
BIO 102 <sup>†</sup> or BIO 142	General Biology II or Anatomy and Physiology II	3	3	4
3*	Personal Wellness Elective	0-1	0-2	1
<b>TOTAL</b>		<b>13-14</b>	<b>10-12</b>	<b>17</b>
MDL 190 <sup>5</sup>	Coordinated Practice in Phlebotomy	0	8	2
MDL 210	Immunology and Serology	2	3	3
3*	Humanities/Fine Arts Elective	3	0	3
MDL 110	Urinalysis and Body Fluids	2	3	3
<b>TOTAL</b>		<b>7</b>	<b>14</b>	<b>11</b>
MDL 216 <sup>6</sup>	Blood Banking	2	3	3
MDL 225 <sup>7</sup>	Clinical Hematology II	2	3	3
MDL 252 <sup>7</sup>	Clinical Microbiology II	2	3	3
MDL 262 <sup>8</sup>	Clinical Chemistry and Instrumentation II	3	3	4
<b>TOTAL</b>		<b>9</b>	<b>12</b>	<b>13</b>
MDL 281 <sup>8</sup>	Clinical Correlations (online course)	1	0	1
MDL 290 <sup>5,9</sup>	Coordinated Practice in Blood Bank/Transfusion Medicine	0	8	2
MDL 290 <sup>5,9</sup>	Coordinated Practice in Clinical Chemistry	0	8	2
MDL 290 <sup>5,9</sup>	Coordinated Practice in Hematology	0	8	2
MDL 290 <sup>5,9</sup>	Coordinated Practice in Microbiology	0	8	2
<b>TOTAL</b>		<b>1</b>	<b>32</b>	<b>9</b>
<b>Total Minimum Credits for AAS Degree in Medical Laboratory Technology</b>				<b>67</b>

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\* This course is included in the Pre-Medical Laboratory Technology Career Studies Certificate.

<sup>1</sup> MTH 155 meets the graduation requirement for the AAS degree in Medical Laboratory Technology. Students planning to pursue a four-year degree should take MTH 161.

<sup>2</sup> CHM 101 meets the graduation requirement for the AAS degree in Medical Laboratory Technology. Students planning to pursue a four-year degree should take CHM 111.

<sup>3</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal

wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

<sup>4</sup> This course is offered only in the spring term.

<sup>5</sup> For actual student contact laboratory hours per week for MDL 190 and MDL 290 courses, please refer to the course descriptions.

<sup>6</sup> MDL 210 is a prerequisite or co-requisite for MDL 216.

<sup>7</sup> This course is offered only in the fall term.

<sup>8</sup> CHM 101 or CHM 111 is a prerequisite or co-requisite for MDL 262.

<sup>9</sup> The final semester consists of clinical rotations with area hospitals or clinics.

## Nursing - LPN to Associate of Applied Science Degree in Nursing

**PURPOSE:** The Nursing AAS program is designed to prepare diverse individuals to practice evidence-based nursing successfully as a professional member of the interdisciplinary health care team. Upon satisfactory completion of the program, the student is eligible to apply to take the licensing examination (NCLEX-RN<sup>®</sup>) required to become a registered nurse.

**OCCUPATIONAL OBJECTIVES:** To secure and sustain employment as a professional nurse providing nursing care to individuals, families, communities, and populations in a variety of health care settings.

**ADMISSION REQUIREMENTS:** General college curricular admission and program-specific criteria.

**PROGRAM NOTES:** The Virginia State Board of Nursing has the authority to deny licensure to any applicant who has violated any of the provisions of 54.1-3007 of the Code of Virginia. Any student convicted of illegal offenses other than minor traffic violations should discuss and clarify these matters with the coordinator of the Nursing AAS program prior to admission. A background check is required to apply for the NCLEX-RN<sup>®</sup> licensure exam.

A criminal background check and drug screen are required of all entering students, and, depending on the facility, random drug screens may occur. A student with an unsatisfactory background check and/or drug screening will be unable to progress in the Nursing AAS program.

A student who has an absence greater than 12 months within the Nursing AAS program must meet current admission and curriculum requirements. A student seeking to resume enrollment must meet with the coordinator of the Nursing AAS program prior to reenrollment.

A student accepted to the LPN to Nursing AAS program must sign an Assumption of Risk document that serves to provide a general outline of hazards encountered within nursing. This list includes exposures to infectious, biological, chemical, environmental/mechanical, and psychosocial hazards, as well as loss of personal property.

Non-nursing courses must be completed prior to or concurrent with the approved curriculum sequence.

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Once admitted, BIO 150, ENG 112, and a humanities/fine arts elective (CST 229 or PHI 101 or PHI 220 or PHI 225 or PHI 227) must be completed prior to or within the identified semester with the co-requisite nursing courses.

A minimum grade of "C" is required in each course within the program of study. Students receiving less than "C" in a general education course will be unable to continue in the Nursing program until the grade requirement is met.

Reynolds offers part-time and full-time LPN to AAS in Nursing degree options.

- The full-time option is offered during the day and typically admits students in the spring if a sufficient qualified applicant pool is identified. This option is designed for students who do not have to work full-time and can be completed in two academic years (four semesters).
- The part-time option anticipates an admission cycle each spring. This option was established to facilitate the student who has family and employment obligations and seeks a student commitment of approximately 10 to 14 hours per week of class and clinical experiences.

## **Student Outcomes for Nursing AAS Degree (LPN to AAS in Nursing):**

Students who complete the Nursing AAS degree will be expected to

1. Provide patient-centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations;
2. Practice safe nursing care that minimizes risk of harm across systems and client populations;
3. Demonstrate nursing judgment through the use of clinical reasoning, the nursing process, and evidence-based practice in the provision of safe, quality care;
4. Practice professional behaviors that encompass the legal/ethical framework, while incorporating self-reflection, leadership, and a commitment to recognize the value of lifelong learning;
5. Manage client care through quality improvement processes, information technology, and fiscal responsibility to meet client needs and support organizational outcomes; and
6. Demonstrate principles of collaborative practice within the nursing and interdisciplinary teams fostering mutual respect and shared decision-making to achieve stated outcomes of care.

Admission to the Nursing AAS program is competitive, and only a limited number of students will be accepted. Fully qualified students will be ranked according to Kaplan Nurse Entrance Test achievement and a complete application. It is imperative that applications be complete, that all procedures be followed, and that applicants prepare themselves academically to be competitive in the review process.

## **Application requirements are the following:**

1. Selection of Health Science I CSC (plan code 221-190-01) on the Reynolds admission application.

2. High School Diploma, Home School Certificate of Completion, or General Equivalency Diploma (GED) completion with official verification on file in Admissions & Records
3. Completion of all Reynolds Community College admission requirements
4. Science Requirements: Evidence of completion with a grade of "C" or higher, high school biology or transferable college-level science course
5. Math Requirements: Evidence of Virginia Placement Test at level 5 or higher, or successful completion of the developmental modules, or meet waiver criteria per the Reynolds Catalog
6. Complete the test of English as a Foreign Language (TOEFL iBT) with a standard score of 84 or above, and a minimum speaking score of 26 is required for ALL non-native English speakers. Completion of ENG 111 does not satisfy this requirement. These scores are based on recommendations from the National Council of State Boards of Nursing for the level of English proficiency required to perform entry-level nursing safely and effectively. TOEFL iBT scores are valid for up to two years.
7. Submission of official college transcripts to Admissions & Records for consideration of transfer credit for courses required by the Nursing AAS program. All decisions for transfer credit are determined by Admissions & Records. The applicant is solely responsible for reviewing transfer credits posted by Admissions & Records.
8. Completion of the Kaplan Nurse Entrance Test with the following minimum scores: reading--73% or higher; math--75% or higher; science--55% or higher; writing--52% or higher. This application test is free and available through the Reynolds testing center. Testing center dates and times are provided at [reynolds.edu/get\\_started/programs/snah/announcements.aspx](http://reynolds.edu/get_started/programs/snah/announcements.aspx). The Kaplan Nurse Entrance Test may be repeated once. After the second attempt, a student must wait at least 24 months before reattempting.
9. Applications are ranked based on Kaplan admission scores. The required math, reading, and science scores are each weighted 30%; the writing score is weighted 10%.
10. Cumulative grade point average (GPA) of 2.0 or higher.
11. Curricular GPA of 2.5 or higher in the fifteen (15) general education credits with a grade of "C" or above in each of the following courses; BIO 141, BIO 142, ENG 111, SDV 100, and PSY 230.
12. Mandatory attendance at an LPN to Nursing AAS Program Information Session within six (6) months of applying to the Nursing AAS program. Information sessions will be posted on this website once an admission cycle is identified.
13. Provide proof of unrestricted license as a practical nurse in Virginia.
14. An accepted student must accept or deny admission electronically, as directed, via the Accepted Student Response Form by the identified date or will forfeit their seat.

Qualified applicants who were not admitted may reapply for admission to the LPN to Nursing AAS degree program for a future class.

**FUNCTIONAL SKILLS REQUIREMENTS:** Students entering the LPN to AAS degree in Nursing must possess the following functional skills:

- Sufficient eyesight to observe patients, read records, manipulate equipment, and visually monitor patients in dim light;
- Sufficient hearing to communicate with patients and members of a health care delivery team, monitor patients using electronic equipment, hear necessary sounds during operation of equipment, and hear a patient whispering;
- Satisfactory speaking, reading, and writing skills to communicate effectively in English in a timely manner;
- Sufficient bilateral finger dexterity to manipulate equipment;
- Ability to lift, stoop, or bend in the delivery of safe nursing care;
- Satisfactory physical strength and endurance to be on one's feet for extended periods and to move immobile patients; and
- Satisfactory intellectual and emotional functioning to ensure patient safety and to exercise independent judgment and discretion in performing assigned care.

**Application Deadlines for LPN to AAS in Nursing:**

LPNs interested in this program should continue to watch for an update when an application deadline and LPN to AAS Nursing Information Sessions are identified by the coordinator for nursing in consultation with the AAS Nursing faculty and the dean for the School of Nursing and Allied Health.

**EXPECTATIONS:** The student is required to complete a sequence of courses and learning experiences provided at the college and selected community agencies, such as acute care (hospitals), rehabilitation or long-term care facilities, clinics, or comparable agencies and facilities. During these experiences, the nursing faculty will observe, monitor, and evaluate the student's ability to achieve program outcomes through direct patient care experiences. Professional conduct and meeting program and course requirements related to dress code, program, and health care orientation are required.

**SPECIAL TEST TO DETERMINE COURSE SEQUENCE:** The AAS Nursing faculty are identifying a testing option that will permit students who achieve an established minimum score after receiving a grade of C, or above in NSG 115 and NSG 200 to receive credit for Semester 2 nursing courses. The successful student would complete NSG 115, NSG 200, NSG 150, and transition to Semester 3 to take ENG 112, NSG 210, and NSG 211. The last semester would require completion of the humanities elective, NSG 230, NSG 252, and NSG 270.

The LPN to AAS Nursing student who does not achieve the minimum score will be required to enroll in Semester 2 courses, and complete BIO 150, NSG 152, and NSG 170, prior to advancing to Semesters 3 and 4.

**CLINICAL CONTRACTS:** Individual contracts are in effect with each affiliate clinical agency, and these contracts differ in requirements for students. In general, contracts include the following:

1. Clinical agencies reserve the right to dismiss a student from their agency at any time with due cause. This will be done with advance notice, except in an emergency.
2. Student must wear the proper uniform, conforming to program and health care agency standards.
3. Student must follow published hospital policies.
4. Student must meet health, immunity, and immunization requirements.
5. Student releases the facility, its agents, and its employees from any liability for any injury or death to self or damage to personal property arising out of the clinical agreement or use of the facility. (Assessment of Risk document is signed and on file once the student is accepted into the program.)
6. Student is financially responsible for any medical care required while in the clinical setting.
7. Student must have a current American Heart Association CPR BLS for Health Care Provider Certification.
8. Demonstration of professional behavior is expected at all clinical learning experiences. Faculty will direct a student to leave the learning environment if unacceptable behaviors are observed.
9. Student must complete a criminal background check and drug screen, which may be repeated during the program of study. The health care agency may deny a student participation in direct patient care based on results of background and drug screen.
10. Student must attend the health care agency's orientation as scheduled to remain enrolled in a clinical nursing course.
11. Student must submit required clinical documents with each clinical rotation. A student who does not meet published deadlines for submission forfeits his/her enrollment.
12. If a student is dismissed by a clinical facility, alternate placement will require disclosure of information related to the dismissal. The student must consent to disclosure through completion of a FERPA form.

Contracts for each agency are available in the School of Nursing and Allied Health Office in the Division Office and may be reviewed by students upon request.

**FINANCIAL REQUIREMENTS:** In addition to the regular college tuition and fees, the nursing program requires the following:

Uniforms, Shoes, and Stethoscope	\$350.00
Special Testing across the Curriculum	\$600.00
Books and Supplies	\$1,600.00
Physical Exam, Proof of Immunity, Immunizations, TB Testing (student's own physician) -- varies depending on health insurance coverage	\$500.00
NCLEX-RN® Application (licensure exam and initial RN license)	\$400.00
Castlebranch®, Document Manager®, Background Check,	\$225.00

# REYNOLDS COMMUNITY COLLEGE

## Drug Screening, and Re-checks

These costs are approximate and subject to change. The student should also consider transportation and parking costs for clinical assignments.

**NURSING STUDENT HANDBOOK:** Please see <http://www.reynolds.edu/curriculum/documents/RN-Student-Handbook.pdf> to view the *Nursing Student Handbook*.

**PROGRESSION THROUGH THE PROGRAM:** Reynolds offers this program in affiliation with the health care agencies and practitioners in the communities the college serves and relies on its community affiliates to provide clinical education opportunities for its many courses. The rapid changes in health care law, standards of practice, technology, content of credentialing examinations, and availability of qualified faculty increasingly necessitate sudden changes in the program's course content, policies, procedures, and course scheduling.

As a result, the college cannot guarantee every student continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally, the college may have to change the instructor for courses after instruction has started.

### CONTINUATION IN THE PROGRAM:

- Students must maintain a cumulative GPA of at least 2.0.
- Students must achieve a course grade of at least "C" (**80**) in each nursing course and at least "C" in each non-nursing course to progress through the Nursing AAS degree.
- The clinical portion of designated nursing courses is evaluated as "Pass/Fail." A student who does not meet the clinical learning outcomes will fail the course.
- Students may take some general education courses with nursing courses. Students are eligible for progression to the next semester at the conclusion of each course in the program based on successful completion of the prerequisite and co-requisite courses.
- Students who fail any two nursing courses or are not successful after two attempts (withdraw or fail) in the same course may not continue in the Nursing AAS.
- Students may enroll in only **one** clinical nursing course at a time.
- Students who fail clinical based on any aspect of professional behavior will not be eligible for readmission.

**PROGRESSION STATUS:** Reynolds has entered into an implied contract with all accepted Nursing AAS students via the Reynolds catalog. The catalog indicates that once accepted into the Nursing program a student can complete the program within two years, assuming the student attends four consecutive semesters. (Summer is a session, not a semester.) Continuation in the program is conditional upon those factors identified in the "Progression through the Program" statement.

**Progression 1** students are those who have never failed, dropped, withdrawn, or taken a leave of absence for any reason.

Progression 1 students may register for any available space in a course for which they are eligible during the assigned registration period.

**Progression 2** students are those who have withdrawn, failed, or taken a leave of absence. These students have stopped program progress and will be enrolled based on a random lottery drawing for available seats. Progression 2 students will not participate in the online registration process. The Nursing AAS degree's Promotion and Graduation Committee will place these students into available seats via a random lottery drawing. Progression 2 students will return to Progression 1 status after successful completion of the course from which they withdrew or failed.

### NCLEX-RN Licensure Examination Pass Rates for Reynolds

**Nursing AAS Graduates:** Reynolds nursing graduates' pass rates for the NCLEX-RN licensure examination are provided below for 2013 - 2017.

Year	Program Yearly Pass Rates		
	AAS in Nursing (traditional)	LPN-AAS in Nursing (traditional)	Part-Time LPN-AAS in Nursing
2013	81.00	100	92.00
2014	88.04	NA*	87.50
2015	96.21	75	88
2016	94.74	100	85.71
2017	92.64	93.75	88.88

\*NA = No graduates in this category tested that year

**PROGRAM ACCREDITATION:** The program is

- approved by the Virginia State Board of Nursing, 9960 Mayland Drive, Suite 300, Henrico, VA 23233-1463, (804) 367-4515; and
- accredited by the Accreditation Commission for Education in Nursing (ACEN). The Accreditation Commission for Education in Nursing may be contacted at 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, (404) 975-5000.

### CURRICULUM:

#### Full-time LPN to Nursing AAS Program Option

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
<b>Prerequisites for Application</b>				
PSY 230	Developmental Psychology	3	0	3
ENG 111	College Composition I	3	0	3
SDV 100	College Success Skills	1	0	1
BIO 141 <sup>1</sup>	Human Anatomy and Physiology I	3	3	4
BIO 142	Human Anatomy and Physiology II	3	3	4
<b>TOTAL</b>		<b>13</b>	<b>6</b>	<b>15</b>



# ACADEMIC PROGRAMS

<b>Semester 1</b>				
BIO 150	Introductory Microbiology	3	3	4
NSG 115 <sup>2,3</sup>	Healthcare Concepts for Transition	3	6	5
NSG 200	Health Promotion and Assessment	2	3	3
<b>TOTAL</b>		<b>8</b>	<b>12</b>	<b>12</b>
<b>Semester 2: Potential "Test-Out" Semester<sup>4</sup></b>				
NSG 152 <sup>4</sup>	Health Care Participant	2	3	3
NSG 170 <sup>4</sup>	Health/Illness Concepts	4	6	6
<b>TOTAL</b>		<b>6</b>	<b>9</b>	<b>9</b>
<b>Semester 3</b>				
ENG 112	College Composition II	3	0	3
NSG 210	Health Care Concepts I	3	6	5
NSG 211	Health Care Concepts II	3	6	5
<b>TOTAL</b>		<b>9</b>	<b>12</b>	<b>13</b>
<b>Semester 4</b>				
<sup>5</sup>	Humanities/Fine Arts Elective (CST 229 or PHI 101 or PHI 220 or PHI 225 or PHI 227)	3	0	3
NSG 252	Complex Health Concepts	4	0	4
NSG 230	Advanced Professional Nursing Concepts	2	0	2
NSG 270	Nursing Capstone	0	12	4
<b>TOTAL</b>		<b>9</b>	<b>12</b>	<b>13</b>
<b>PROGRAM TOTALS</b>		<b>48</b>	<b>51</b>	<b>64<sup>3</sup></b>
<b>Total Minimum Credits for AAS Degree in Nursing</b>				<b>64<sup>3</sup></b>

07.27.18

<sup>1</sup>Prerequisites for BIO 141: Grade of "C"/passing score in high school biology and chemistry or BIO 1 and CHM 1 within past seven (7) years, TEAS science sub-score of 75%, or BIO 101.

<sup>2</sup>American Heart Association BLS for Health Care Providers CPR required to participate in clinical.

<sup>3</sup>Upon acceptance into the Nursing AAS program, the LPN will receive two credits-by-able.

<sup>4</sup>The student who is successful with mastery testing will receive credit-by-able for this course.

<sup>5</sup>Humanities/Fine Arts Elective--CST 229 or PHI 101 or PHI 220 or PHI 225 or PHI 227.

**Part-time LPN to Nursing AAS Program Option:** Please meet with your nursing advisor for an update on this curriculum.

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
<b>Prerequisites for Application</b>				

PSY 230	Developmental Psychology	3	0	3
ENG 111	College Composition I	3	0	3
SDV 100	College Success Skills	1	0	1
BIO 141 <sup>1</sup>	Human Anatomy and Physiology I	3	3	4
BIO 142	Human Anatomy and Physiology II	3	3	4
<b>TOTAL</b>		<b>13</b>	<b>6</b>	<b>15</b>
<b>Semester 1</b>				
BIO 150	Introductory Microbiology	3	3	4
NSG 115 <sup>2,3</sup>	Healthcare Concepts for Transition	3	6	5
NSG 200	Health Promotion and Assessment	2	3	3
<b>TOTAL</b>		<b>8</b>	<b>12</b>	<b>12</b>
<b>Semester 2: Potential "Test-Out" Semester<sup>3</sup></b>				
NSG 152 <sup>4</sup>	Health Care Participant	2	3	3
NSG 170 <sup>4</sup>	Health/Illness Concepts	4	6	6
<b>TOTAL</b>		<b>6</b>	<b>9</b>	<b>9</b>
<b>Semester 3</b>				
ENG 112	College Composition II	3	0	3
NSG 210	Health Care Concepts I	3	6	5
<b>TOTAL</b>		<b>6</b>	<b>6</b>	<b>8</b>
<b>Semester 4</b>				
<sup>5</sup>	Humanities/Fine Arts Elective (CST 229 or PHI 101 or PHI 220 or PHI 225 or PHI 227)	3	0	3
NSG 211	Health Care Concepts II	3	6	5
<b>TOTAL</b>		<b>6</b>	<b>6</b>	<b>8</b>
<b>SEMESTER 5</b>				
NSG 252	Complex Health Concepts	4	0	4
NSG 230	Advanced Professional Nursing Concepts	2	0	2
<b>TOTAL</b>		<b>6</b>	<b>0</b>	<b>6</b>
<b>SEMESTER 6</b>				
NSG 270	Nursing Capstone	0	12	4
<b>TOTAL</b>		<b>0</b>	<b>12</b>	<b>4</b>
<b>PROGRAM TOTALS</b>		<b>48</b>	<b>51</b>	<b>64<sup>3</sup></b>
<b>Total Minimum Credits for AAS Degree in Nursing</b>				<b>64<sup>3</sup></b>

07.27.18

<sup>1</sup>Prerequisites for BIO 141: Grade of "C"/passing score in high school biology and chemistry or BIO 1 and CHM 1 within past seven (7) years, TEAS science sub-score of 75%, or BIO 101.

<sup>2</sup>American Heart Association BLS for Health Care Providers CPR required to participate in clinical.

<sup>3</sup>Upon acceptance into the Nursing AAS program, the LPN will receive two credits-by-able.

<sup>4</sup>The student who is successful with mastery testing will receive credit-by-able for this course.

<sup>5</sup> Humanities/Fine Arts Elective--CST 229 or PHI 101 or PHI 220 or PHI 225 or PHI 227.

## Nursing AAS

**The RN program will begin using the HESI A2 test for admissions testing projected to start approximately July 1, 2019. The cost of the test will be \$51 (\$47 test fee and \$4 processing fee). More information to come on scoring and how to register for testing.**

## Associate of Applied Science

**PURPOSE:** The Nursing AAS program is designed to prepare diverse individuals to practice evidence-based nursing successfully as a professional member of the interdisciplinary health care team. Upon satisfactory completion of the program, the student is eligible to apply to take the licensing examination (NCLEX-RN®) required to become a Registered Nurse.

**OCCUPATIONAL OBJECTIVES:** To secure and sustain employment as a professional nurse providing nursing care to individuals, families, communities, and/or populations in a variety of health care settings

**ADMISSION REQUIREMENTS:** General college curricular admission and program-specific criteria

**PROGRAM NOTES:** The Virginia State Board of Nursing has the authority to deny licensure to any applicant who has violated any of the provisions of 54.1-3007 of the Code of Virginia. Any student convicted of illegal offenses other than minor traffic violations should discuss and clarify these matters with the coordinator of the Nursing AAS program prior to admission for clarification. A background check is required to apply for the NCLEX-RN® licensure exam.

A criminal background check and drug screen are required of all entering students and, depending on the facility, random drug screens may occur. A student with an unsatisfactory background check and/or drug screening will be unable to progress in the Nursing AAS program.

A student who has an absence greater than 12 months within the Nursing AAS program must meet current admission and curriculum requirements. A student seeking to resume enrollment must meet with the coordinator of the Nursing AAS program prior to reenrollment.

A student accepted to the Nursing AAS program must sign an Assumption of Risk document that serves to provide a general outline of hazards encountered within nursing. This list includes exposure to infectious, biological, chemical, environmental/mechanical, and psychosocial hazards, as well as loss of personal property.

Non-nursing courses must be completed prior to or concurrent with the approved curriculum sequence.

Once admitted, BIO 142, BIO 150, ENG 112, and a humanities/fine arts elective (CST 229 or PHI 101 or PHI 220 or PHI 225 or PHI 227) must be completed prior to or within the identified semester with the co-requisite nursing courses.

A minimum grade of "C" is required in each course within the program of study. Students receiving less than "C" in a general education course will be unable to continue in the Nursing program until the grade requirement is met.

### Student Outcomes for the AAS in Nursing:

A student who completes the AAS in Nursing will be expected to

1. Provide patient-centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations;
2. Practice safe nursing care that minimizes risk of harm across systems and client populations;
3. Demonstrate nursing judgment through the use of clinical reasoning, the nursing process, and evidence-based practice in the provision of safe, quality care;
4. Practice professional behaviors that encompass the legal/ethical framework, while incorporating self-reflection, leadership, and a commitment to recognize the value of lifelong learning;
5. Manage client care through quality improvement processes, information technology, and fiscal responsibility to meet client needs and support organizational outcomes; and
6. Demonstrate principles of collaborative practice within the nursing and interdisciplinary teams fostering mutual respect and shared decision-making to achieve stated outcomes of care.

### Application requirements are the following:

1. Selection of Health Science I CSC (plan code 221-190-01) on the Reynolds admission application.
2. High School Diploma, Home School Certificate of Completion, or General Equivalency Diploma (GED) completion with official verification on file in Admissions & Records
3. Completion of all Reynolds Community College admission requirements
4. Science Requirements: Evidence of completion with a grade of "C" or higher in high school biology or transferable college-level science course
5. Math Requirements: Evidence of Virginia Placement Test at level 5 or higher, or successful completion of the developmental modules, or meet waiver criteria per the Reynolds Catalog.
6. Complete the test of English as a Foreign Language (TOEFL iBT) with a standard score of 84 or above, and a minimum speaking score of 26 is required for ALL non-native English speakers. Completion of ENG 111 does not satisfy this requirement. These scores are based on recommendations from the National Council of State Boards of Nursing for the level of English proficiency required to perform entry-level nursing safely and effectively. TOEFL iBT scores are valid for up to two years.

7. Submission of official college transcripts to Admissions & Records for consideration of transfer credit for courses required by the Nursing AAS program. All decisions for transfer credit are determined by Admissions & Records. The applicant is solely responsible for reviewing transfer credits posted by Admissions & Records.
8. Successful Completion of the admission test. Admission testing for the RN program is currently on hold. Please check back for updated information on when admission testing for the RN program will resume.
9. Applications are ranked based on Kaplan admission scores. The required math, reading, and science scores are each weighted 30%; the writing score is weighted 10%.
10. Cumulative grade point average (GPA) of 2.0 or higher.
11. Curricular GPA of 2.5 or higher in the eleven (11) credits of general education pre-requisite courses with a grade of "C" or above (BIO 141, ENG 111, SDV 100, and PSY 230).
12. Mandatory attendance at a Nursing AAS Program Information Session within six (6) months of applying to the Nursing AAS program. Information sessions are scheduled periodically throughout the semester. Dates, times, and location are provided at [reynolds.edu/get\\_started/programs/snah/announcements.aspx](http://reynolds.edu/get_started/programs/snah/announcements.aspx).
13. An accepted student must accept or deny admission electronically, as directed, via the Accepted Student Response Form by the identified date or forfeit their seat.

Admission to the Nursing AAS program is competitive, and only a limited number of applicants will be accepted. Fully qualified applicants will be ranked according to Kaplan Test scoring. Qualified applicants not admitted may reapply for admission.

**FUNCTIONAL SKILLS REQUIREMENTS:** Students entering the Nursing program must possess the following functional skills:

- Sufficient eyesight to observe patients, read records, manipulate equipment, and visually monitor patients in dim light;
- Sufficient hearing to communicate with patients and members of a health care delivery team, monitor patients using electronic equipment, hear necessary sounds during operation of equipment, and hear a patient whispering;
- Satisfactory speaking, reading, and writing skills to communicate effectively in English in a timely manner;
- Sufficient bilateral finger dexterity to manipulate equipment;
- Ability to lift, stoop, or bend in the delivery of safe nursing care;
- Satisfactory physical strength and endurance to stand for extended periods, push equipment, and move immobile patients; and
- Satisfactory intellectual and emotional functioning to ensure patient safety and to exercise independent judgment and discretion in performing assigned care.

**Application Deadlines for Full-time Day Option:**

- Fall start: 3rd Monday in May
- Spring start: 3rd Monday in August

**TRANSFER OPTIONS:** Applicants seeking to transfer into the Nursing AAS program are required to meet all admission

requirements. Transfer students from other nursing programs may be accepted on a space available basis.

1. The Nursing Student Affairs Subcommittee will review applications for students seeking transfer of nursing courses. Applicants must demonstrate that a nursing course, with corresponding credits, was completed within the previous 12 months.
2. Nursing transfer applicants must have a written statement from the dean or director of the nursing program the student is leaving, indicating that they are in good standing and eligible to return to the previous institution.

**EXPECTATIONS:** The student is required to complete a sequence of courses and learning experiences provided at the college and selected community agencies, such as acute care (hospitals) or long-term care facilities, clinics, or comparable agencies and facilities. During these experiences, the nursing faculty will observe, monitor, and evaluate the student's ability to achieve program outcomes through direct patient care. Professional conduct and meeting program and course requirements related to dress code, program, and health care orientation are required.

**CLINICAL CONTRACTS:** Individual contracts are in effect with each affiliate clinical agency, and these contracts differ in requirements for students. In general, contracts include the following:

1. Clinical agencies reserve the right to dismiss a student from their agency at any time with due cause. This will be done with advance notice, except in an emergency.
2. Student must wear the proper uniform, conforming to program and health care agency standards.
3. Student must follow published hospital policies.
4. Student must meet health, immunity, and immunization requirements.
5. Student releases the facility, its agents, and its employees from any liability for any injury or death to self or damage to personal property arising out of the clinical agreement or use of the facility. (Assessment of Risk document is signed and on file, once the student is accepted into the program.)
6. Student is financially responsible for any medical care required while in the clinical setting.
7. Student must have a current American Heart Association CPR BLS for Health Care Provider Certification.
8. Demonstration of professional behavior is expected at all clinical learning experiences. Faculty will direct a student to leave the learning environment if unacceptable behaviors are observed.
9. Student must complete a criminal background check and drug screen, which may be repeated during the program of study. The health care agency may deny a student participation in direct patient care based on results of background and drug screen.
10. Student must attend the health care agency's orientation as scheduled to remain enrolled in a clinical nursing course.
11. Student must submit required clinical documents with each clinical rotation. A student who does not meet published deadlines for submission forfeits his/her enrollment.
12. If a student is dismissed by a clinical facility, alternate placement will require disclosure of information related

# REYNOLDS COMMUNITY COLLEGE

to the dismissal. The student must consent to disclosure through completion of a FERPA form.

Contracts for each agency are available in the School of Nursing and Allied Health Office in the Division Office and may be reviewed by students upon request.

**FINANCIAL REQUIREMENTS:** In addition to the regular college tuition and fees, the nursing program requires the following:

Uniforms, Shoes, and Stethoscope	\$350.00
Special Testing across the Curriculum	\$600.00
Books and Supplies	\$1,500.00
Physical Exam -- Proof of Immunity, Immunizations, TB Testing (student's own physician) -- varies depending on health insurance coverage	\$500.00
NCLEX-RN® Application (licensure exam and initial RN license)	\$400.00
Castlebranch® Document Manager® Background Check, Drug Screening, and Re-checks	\$225.00

These costs are approximate and subject to change. The student should also consider transportation and parking costs for clinical assignments.

**NURSING STUDENT HANDBOOK:** Please see <http://www.reynolds.edu/curriculum/documents/RN-Student-Handbook.pdf> to view the *Nursing Student Handbook*.

**PROGRESSION THROUGH THE PROGRAM:** Reynolds offers this program in affiliation with the health care agencies and practitioners in the communities the college serves and relies on its community affiliates to provide clinical education opportunities for its many courses. The rapid changes in health care law, standards of practice, technology, content of credentialing examinations, and availability of qualified faculty increasingly necessitate sudden changes in the program's course content, policies, procedures, and course scheduling.

As a result, the college cannot guarantee every student continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally, the college may have to change the instructor for courses after instruction has started.

If a student is dismissed by a clinical facility, alternate placement may require disclosure of information related to the dismissal. The student must consent to disclosure.

### CONTINUATION IN THE PROGRAM:

- A student must maintain a cumulative GPA of at least 2.0.
- A student must achieve a course grade of at least "C" (80) in each nursing course and at least "C" in each non-nursing course to progress through the Nursing AAS degree.

- The clinical portion of designated nursing courses is evaluated as "Pass/Fail." A student who does not meet the clinical learning outcomes will fail the course.
- A student must take identified general education courses either prior to, or concurrent with, nursing courses in the identified semester. A student is eligible to progress to the next semester based on successful completion of the prerequisite and co-requisite courses.
- A student who fails any two nursing courses or is not successful after two attempts (withdrawal or fail) in the same course may not continue in the Nursing AAS.
- A student may enroll only in the courses listed in his/her qualified semester.
- A student who fails clinical based on any aspect of professional behavior will not be eligible for re-admission. Application to the Reynolds Practical Nursing program may be at risk.

**PROGRESSION STATUS:** Reynolds has entered into an implied contract with all accepted Nursing AAS students via the Reynolds catalog. The catalog indicates that once accepted into the Nursing program a student can complete the program within two years, assuming the student attends four consecutive semesters. (Summer is a session, not a semester.) Continuation in the program is conditional upon those factors identified in the "Progression through the Program" statement.

**Progression 1** students are those who have never failed, dropped, withdrawn, or taken a leave of absence for any reason. Progression 1 students may register for any available space in a course for which they are eligible during the assigned registration period.

**Progression 2** students are those who have withdrawn, failed, or taken a leave of absence. These students have stopped program progress and will be enrolled based on a random lottery drawing for available seats. Progression 2 students will not participate in the online registration process. The Nursing AAS degree's Promotion and Graduation Committee will place these students into available seats via a random lottery drawing. Progression 2 students will return to Progression 1 status after successful completion of the course from which they withdrew or failed.

### NCLEX-RN Licensure Examination Pass Rates for Reynolds

**Nursing AAS Graduates:** Reynolds Nursing Graduates' pass rates for the NCLEX-RN licensure examination are provided below for 2013-2017.

Year	Program Yearly Pass Rates		
	AAS in Nursing (traditional)	LPN-AAS in Nursing (traditional)	Part-Time LPN-AAS in Nursing
2013	81.00	100	92.00
2014	88.04	NA*	87.50
2015	96.21	75	88
2016	94.74	100	85.71
2017	92.64	93.75	88.88

\*NA = No graduates in this category tested that year

**Nursing AAS Completion Data:** This program completion data represents a student's progression through the curriculum, based on up to six (6) semesters within the full-time Nursing AAS curriculum, or 10 semesters within the part-time LPN to Nursing AAS curriculum (150% of the published curriculum timeline).

- Class that started Spring 2014 and graduated on or before December 2016: 72.5%
- Class that started Fall 2014 and graduated on or before May 2017: 58.9%

**Nursing AAS Employment Data:** Employment data is dependent upon graduate responses to program contact. It represents reported employment six to nine (6-9) months after graduation. Data timeline: January 1 to December 31.

- 2016: 90%

### PROGRAM ACCREDITATION:

The program is

- approved by the Virginia State Board of Nursing, 9960 Mayland Drive, Suite 300, Henrico, VA 23233-1463, (804) 367-4515, and
- accredited by the Accreditation Commission for Education in Nursing (ACEN). The Accreditation Commission for Education in Nursing may be contacted at 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, (404) 975-5000.

### CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
<b>Prerequisites for Application</b>				
PSY 230	Developmental Psychology	3	0	3
ENG 111	College Composition I	3	0	3
SDV 101	Orientation to Health Science	1	0	1
BIO 141 <sup>1</sup>	Human Anatomy and Physiology I	3	3	4
<b>TOTAL</b>		<b>10</b>	<b>3</b>	<b>11</b>
<b>Semester 1</b>				
BIO 142	Human Anatomy and Physiology II	3	3	4
NSG 100 <sup>2</sup>	Introduction to Nursing Concepts	3	3	4
NSG 106	Competencies for Nursing Practice	1	3	2
NSG 130	Professional Nursing Concepts	1	0	1
NSG 200	Health Promotion and Assessment	2	3	3
<b>TOTAL</b>		<b>10</b>	<b>12</b>	<b>14</b>
<b>Semester 2</b>				
BIO 150	Introductory Microbiology	3	3	4
NSG 152	Health Care Participant	2	3	3
NSG 170	Health/Illness Concepts	4	6	6

<b>TOTAL</b>		<b>9</b>	<b>12</b>	<b>13</b>
<b>Semester 3</b>				
ENG 112	College Composition II	3	0	3
NSG 210	Health Care Concepts I	3	6	5
NSG 211	Health Care Concepts II	3	6	5
<b>TOTAL</b>		<b>9</b>	<b>12</b>	<b>13</b>
<b>Semester 4</b>				
_____ <sup>3</sup>	Humanities/Fine Arts Elective (CST 229 or PHI 101 or PHI 220 or PHI 225 or PHI 227)	3	0	3
NSG 252	Complex Health Concepts	4	0	4
NSG 230	Advanced Professional Nursing Concepts	2	0	2
NSG 270	Nursing Capstone	0	12	4
<b>TOTAL</b>		<b>9</b>	<b>12</b>	<b>13</b>
<b>PROGRAM TOTALS</b>		<b>48</b>	<b>51</b>	<b>64</b>
<b>Total Minimum Credits for AAS Degree in Nursing</b>			<b>64</b>	

06.14.19

<sup>1</sup> Prerequisites for BIO 141: Grade of "C"/passing score in high school biology and chemistry or BIO 1 and CHM 1 within past seven (7) years, TEAS science sub-score of 75%, or BIO 101.

<sup>2</sup> American Heart Association BLS for Health Care Providers CPR required to participate in clinical.

<sup>3</sup> A student who withdraws from NSG 106 must also withdraw from NSG 100.

<sup>4</sup> Humanities/Fine Arts Elective--CST 229 or PHI 101 or PHI 220 or PHI 225 or PHI 227.

## Opticianry AAS

### Associate of Applied Science

**PURPOSE:** The Opticianry program is designed to prepare individuals in the art and science of all phases of the making and fitting of eyeglasses and contact lenses: surfacing, finishing, eyeglass dispensing, contact lens fitting, and dispensing.

**OCCUPATIONAL OBJECTIVES:** Graduation from the program may lead to one of the following occupational goals: Optician, Private Practitioner, Ophthalmic Dispenser, Optical Laboratory Manager, Contact Lens Technician, Branch Manager, Optical Laboratory Technician, Ophthalmic Sales Representative, and Ophthalmic Research Technician.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students admitted into this program will be approved for entry into major/clinical courses (Optical Theory I or higher) when they have satisfied the following requirements:

# REYNOLDS COMMUNITY COLLEGE

- Completion of all developmental coursework prescribed as a result of Reynolds placement tests.
- In order to be fully accepted into the Opticianry program, applicants must meet with the program head to review their records and to discuss the requirements of the program and a career in Opticianry.

It is also recommended, but not required, that students have completed one unit each of high school algebra, biology, and physics.

Students acquire direct patient-related practical skills by taking eyeglass and contact lens clinical coursework at clinical sites assisting customers. All students must complete an Assumption of Risk agreement prior to taking any clinical courses. Courses in the program are offered on campus as well as via distance learning with in-person or proctor required. Students in the distance program must attend mandatory clinical classes offered at an approved distance learning site. Exams must be taken at an approved testing center as determined by the program head.

Graduation from this program prepares one for the licensing examination and contact lens fitting endorsement given by the Virginia State Board of Opticians. This accredited program is also approved by other states.

## PROGRAM OBJECTIVES FOR OPTICIANRY AAS DEGREE:

Students who complete the Opticianry AAS degree will be expected to

1. Demonstrate theoretical and technical optical knowledge at a level of a licensed optician in the state of Virginia and other states requiring accreditation with similar requirements.
2. Demonstrate clinical optical skills at a level of a licensed optician in the state of Virginia and other states requiring accreditation with similar requirements.
3. Demonstrate clinical competency in basic contact lens fitting.
4. Demonstrate entry-level business skills for the opticianry profession.

**FINANCIAL REQUIREMENTS:** In addition to the regular college tuition and fees, the following expenses may be required for the Opticianry program:

- Eye examination (by the 4th semester) | \$35-85
- Personal pair of safety glasses | \$15-50 (Non-Rx safety eyewear is available for on-campus labs.)
- White laboratory coat | \$20-45
- Name badge | \$8-10
- USB headset (for all online lecture courses) | \$25-75
- Mailing costs (for distance clinical courses only) | \$ varies by location\*
- Testing center fees (for distance clinical courses only) | \$ varies by location
- Optical tools or equipment (for distance clinical courses only) | \$ varies by location\*\*

\* Distance learning students are required to take proctored exams and complete projects to be sent back to the college throughout the curriculum. Students must have an approved proctor, and, if

there is a fee, students are required to pay for the services they decide to use.

\*\*Distance learning students in a clinical setting must have access to specific optical tools and equipment in order to successfully complete coursework. Dependent upon the clinical site, students using off-campus locations may need to purchase tools or equipment if they do not have access to them at their approved location.

NOTE: The above costs are approximate, clinical site dependent, and subject to change.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115 or CSC 155. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115 or CSC 155. Those students not passing the computer competency exam may retake the exam only once. This requirement must be satisfied by the end of the second semester to continue in the program.

## PROGRESSION THROUGH THE PROGRAM:

1. Math Requirement: Students must satisfy MTE 1,2,3,4, and 5 by successful examination by the Virginia Placement Test, successful completion of the developmental modules or prior completion of an equivalent college-level math course.
2. Students who receive a final grade lower than "71" in any of the Opticianry courses must repeat the course and gain permission from the program head to continue in the program.
3. The college offers this program in affiliation with the health care agencies and practitioners in the communities the college serves. The college relies on its community affiliates to provide clinical education opportunities for its students, expert clinical preceptors, and course instructors for many courses. The often rapid changes in health care law, standards of practice, technology, and content of credentialing examinations increasingly necessitate sudden changes in the program's course content, policies, procedures, and course scheduling. As a result, the college cannot guarantee every student continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally, the college may have to change the instructor for courses after instruction has started.

## ANNUAL PERFORMANCE DATA FOR OPTICIANRY

**GRADUATES:** The following table presents the pass rates on the first attempt for certification/licensure exams and employment rates for Reynolds opticianry graduates for 2011-2017

2011	2012	2013	2014	2015	2016	2017
------	------	------	------	------	------	------

American Board of Opticianry (ABO)	100%	100%	100%	100%	100%	100%	100%
National Contact Lens Examiners (NCLE)	100%	100%	100%	100%	100%	100%	100%
Virginia State Board for Opticians	100%	100%	75%	80%	88%	92%	94%
Employment	95%	100%	100%	93%	100%	100%	100%

**ACCREDITATION:** The Opticianry program is accredited by the Commission on Opticianry Accreditation, PO Box 592, Canton, NY 13617; director@coaccreditation.com; 703-468-0566 voice.

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 101	Orientation to Health Sciences	1	0	1
OPT 105	Anatomy, Physiology, and Pathology of the Eye	3	0	3
OPT 121 <sup>1</sup>	Optical Theory I	3	0	3
OPT 150	Optical Laboratory Theory I	3	0	3
OPT 152	Optical Laboratory Clinical I	0	6	3
<b>TOTAL</b>		<b>10</b>	<b>6</b>	<b>13</b>
ENG 111	College Composition I	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
OPT 122	Optical Theory II	3	0	3
OPT 151	Optical Laboratory Theory II	3	0	3
OPT 153	Optical Laboratory Clinical II	0	6	3
<b>TOTAL</b>		<b>12</b>	<b>6</b>	<b>15</b>
____ <sup>1</sup>	Personal Wellness Elective	0-1	0-2	1
OPT 160	Optical Dispensing Theory I	3	0	3
OPT 165	Optical Dispensing Clinical I	0	4	2
OPT 273	Contact Lens Theory I	3	0	3
BIO 107	Biology of the Environment	3	3	4
<b>TOTAL</b>		<b>9-10</b>	<b>7-9</b>	<b>13</b>
ENG 112	College Composition II	3	0	3
OPT 260	Optical Dispensing Theory II	3	0	3
OPT 271	Optical Dispensing Clinical II	0	12	3
OPT 274	Contact Lens Theory II	3	0	3
<b>TOTAL</b>		<b>9</b>	<b>12</b>	<b>12</b>

OPT 154	Optical Business Management	3	0	3
OPT 280	Contact Lens Clinical	0	6	3
OPT 272	Optical Dispensing Clinical III	0	12	3
____ <sup>1</sup>	Social/Behavioral Science Elective	3	0	3
____ <sup>1</sup>	Humanities/Fine Arts Elective	3	0	3
<b>TOTAL</b>		<b>9</b>	<b>18</b>	<b>15</b>
<b>Total Minimum Credits for AAS Degree in Opticianry</b>				<b>68</b>

10.01.18

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

## Paralegal Studies AAS Associate of Applied Science

### Specializations:

General Practice  
Litigation

**PURPOSE:** There is a need in the greater Richmond area and throughout Virginia for paralegals. There is a need to train those who are presently employed in legal secretarial or legal assistant positions who wish to become paralegals. The Paralegal Studies Associate of Applied Science degree is designed to meet these educational needs by preparing individuals to perform as legal assistants or paralegals under the supervision of an attorney. The program is approved by the American Bar Association.

**OCCUPATIONAL OBJECTIVES:** Paralegal for private law firms, administrative agencies, other governmental agencies, mortgage companies, title insurance companies, and corporations

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** It is strongly recommended that students meet with the program head before registering for classes, or as early as possible in their first semester of enrollment. Students with developmental studies course recommendations resulting from the English placement test must complete those courses prior to admission to any Paralegal Studies (LGL) course. Students placed in co-requisites ENF 3 and ENG 111 must complete those courses either prior to or concurrently with LGL 110. Any student who receives a final grade lower than "C" in any of the courses in the Paralegal Studies curriculum must obtain permission from the program head to continue as a student in the Paralegal Studies program. Students will be required by the program head to repeat LGL-prefix courses and ENG 111-112 courses where grades below "C" are received. Legal assistants, paralegals, and other non-lawyers are prohibited from practicing law without a license. Paralegals and legal assistants may not provide legal services directly to the public, except as permitted by law.

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**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115, Introduction to Computer Applications and Concepts. Students can also meet this requirement by successfully passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

**TRANSFER OF LEGAL SPECIALTY COURSES:** The Paralegal Studies program accepts the transfer of legal specialty course credits completed at other institutions as long as such institution is accredited by the appropriate regional accrediting body, such as the Southern Association of Colleges and Schools Commission on Colleges. A legal specialty course is a course that (1) covers substantive law or legal procedures or process, (2) has been developed for paralegals, (3) emphasizes practical paralegal skills, and (4) meets other guidelines of the American Bar Association. The following courses are legal specialty courses: LGL 117 - Family Law, LGL 125 - Legal Research, LGL 126 - Legal Writing, LGL 216 - Trial Preparation and Discovery Practice, LGL 221 - E-Practice, LGL 222 - Information Technology for the Paralegal, LGL 226 - Real Estate Abstracting, LGL 228 - Real Estate Settlement Practicum, LGL 235 - Legal Aspects of Business Organizations, LGL 225 - Estate Planning and Probate, and LGL 238 - Bankruptcy. Credits from another institution for legal specialty courses will only be awarded if delivered in a traditional format, meet the guidelines of a legal specialty course as defined by the American Bar Association, and approved by the Paralegal Studies program head. Students may have to submit their work product before approval will be granted. In all cases, the grade for such course must be "C" or better, and no such credit will be given to any courses awarded at an institution outside of the United States. No credit by examination or portfolio is allowed for legal specialty coursework, and no more than fifty percent (50%) of legal specialty credits required by the Paralegal Studies program shall be accepted for transfer credit.

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
SDV 100	College Success Skills	1	0	1
LGL 110	Introduction to Law and the Paralegal	3	0	3
LGL 117	Family Law	3	0	3
LGL 125	Legal Research	3	0	3
_____ 1	Social/Behavioral Science Elective	3	0	3
_____ 1	Personal Wellness Elective	0-1	0-2	1
<b>TOTAL</b>		<b>16-17</b>	<b>0-2</b>	<b>17</b>
ENG 112	College Composition II	3	0	3
LGL 126	Legal Writing	3	0	3
LGL 218	Criminal Law	3	0	3

LGL 235	Legal Aspects of Business Organizations	3	0	3
_____ 1	Humanities/Fine Arts Elective	3	0	3
ITE 115 <sup>2</sup>	Introduction to Computer Applications and Concepts	3	0	3
<b>TOTAL</b>		<b>18</b>	<b>0</b>	<b>18</b>

## CURRICULUM:

### General Practice Specialization

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
LGL 222 <sup>3</sup>	Information Technology for the Paralegal	3	0	3
MTH 130	Fundamentals of Reasoning	3	0	3
LGL 210	Virginia and Federal Procedure	3	0	3
LGL 228	Real Estate Settlement Practicum	3	0	3
CST 100 or CST 110	Principles of Public Speaking or Introduction to Communication	3	0	3
<b>TOTAL</b>		<b>15</b>	<b>0</b>	<b>15</b>
LGL 225	Estate Planning and Probate	3	0	3
LGL 226	Real Estate Abstracting	3	0	3
LGL 238	Bankruptcy	3	0	3
LGL 290 <sup>4</sup>	Coordinated Internship	0	12	3
LGL 200	Ethics for the Paralegal	1	0	1
_____ 5	Elective	3	0	3
<b>TOTAL</b>		<b>13</b>	<b>12</b>	<b>16</b>
<b>Total Minimum Credits for AAS Degree in Paralegal Studies, General Practice Specialization</b>				<b>66</b>

## CURRICULUM:

### Litigation Specialization

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
LGL 222 <sup>3</sup>	Information Technology for the Paralegal	3	0	3
LGL 210	Virginia and Federal Procedure	3	0	3
LGL 215	Torts	3	0	3
LGL 216	Trial Preparation and Discovery Practice	3	0	3
MTH 130	Fundamentals of Reasoning	3	0	3
<b>TOTAL</b>		<b>15</b>	<b>0</b>	<b>15</b>



LGL 221 <sup>6</sup>	E-Practice	3	0	3
LGL 220	Administrative Practice and Procedure	3	0	3
LGL 290 <sup>4</sup>	Coordinated Internship	0	12	3
LGL 200	Ethics for the Paralegal	1	0	1
CST 100 or CST 110	Principles of Public Speaking or Introduction to Communication	3	0	3
<sup>5</sup>	Elective	3	0	3
<b>TOTAL</b>		<b>13</b>	<b>12</b>	<b>16</b>
<b>Total Minimum Credits for AAS Degree in Paralegal Studies, Litigation Specialization</b>		<b>66</b>		

01.19.18

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

<sup>2</sup> Keyboarding skills are a prerequisite for ITE 115.

<sup>3</sup> LGL 125 and ITE 115 are prerequisites for this course.

<sup>4</sup> Must be taken at the end of the program; approval of the program head is required.

<sup>5</sup> Prior to selecting an elective, students planning to seek a bachelor's degree should acquaint themselves with the requirements for the major at the college or university to which transfer is intended. Students in the Litigation Specialization should consider taking HLT 143, Medical Terminology, as their approved elective.

<sup>6</sup> LGL 210 and LGL 216 are prerequisites for LGL 221.

## Respiratory Therapy AAS Associate of Applied Science

**PURPOSE:** The degree in Respiratory Therapy is designed to prepare students for roles as contributing members of the modern health care team concerned with treatment, management, and care of patients with breathing, cardiovascular, and sleep abnormalities.

**OCCUPATIONAL OBJECTIVES:** Occupational objectives include employment opportunities as respiratory therapy practitioners in hospitals, clinics, research facilities, home care agencies, and alternate care sites. The respiratory therapy practitioner will be able to administer gas therapy, humidity therapy, aerosol therapy, and hyperinflation therapy; assist with mechanical ventilation, special therapeutic and diagnostic procedures, cardiopulmonary resuscitation, and airway management techniques; and follow therapeutic protocols. The respiratory therapy practitioner works under the supervision of a physician.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** The Respiratory Therapy program offers courses in both traditional and distance learning formats. All distance learning courses within the curriculum are classified as distance learning with in-person or proctor requirements. This means that most of the instruction for the course is delivered online and that students will be required to make a limited number of trips to a campus site for labs, presentations, and other class activities or to a community site for clinical or internships. Also, some courses may require proctored testing that can be done at Reynolds testing centers, testing sites at other VCCS colleges, or an approved site outside the state of Virginia.

In order to complete the Respiratory Therapy program, students will be required to attend both day and evening classes.

### Student Outcomes for the Respiratory Therapy AAS

**Degree:** Upon completion of the Respiratory Therapy AAS degree, students will be expected to

- Demonstrate competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs) through the NBRC Self-Assessment Exams and program clinical evaluations;
- Apply critical thinking to the practice of respiratory care as measured by the NBRC Therapist Multiple-Choice Self-Assessment Exam with a score of 94 or higher;
- Synthesize theory and clinical practice as measured by the NBRC Clinical Simulation Self-Assessment Exam with a combined score of 274 or higher on decision making and information gathering; and
- Demonstrate awareness of credentialing, job placement, interviewing, licensure, and professionalism within the field of respiratory care by completing RTH 227-Integrated Respiratory Therapy Skills II.

**APPLYING TO THE PROGRAM:** Applicants must complete the following:

- Fulfill the following prerequisite courses included in the Health Science I Career Studies Certificate (CSC) by the end of the spring semester in the year the student is applying for acceptance into the associate degree.
  - ENG 111, PSY 230, SDV 101, RTH 102, BIO 141 (high school biology and chemistry completed within seven (7) years are prerequisites for BIO 141)
  - Complete the Virginia Math Placement testing through MTE 5
- Submit a portfolio by February 1 to include a completed Respiratory Therapy program application and official transcript.
- Meet with the program director, director of clinical education, or coordinator of distance education.

**ACCEPTANCE INTO THE PROGRAM:** Students are accepted into the Respiratory Therapy AAS degree based on completion of the prerequisite course requirements with a minimum GPA of 2.5 or higher (not to include SDV 101 as part of the GPA calculation) and competitive ranking of their GPA's for the CSC RTH prerequisite

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courses. The program director will notify students by June 15 regarding acceptance.

**NON-ACCEPTANCE INTO THE PROGRAM:** Students not accepted into the program must reapply by the February 1 deadline. Previously submitted portfolios will not be carried over to the next year's applicant pool.

**ACCEPTANCE INTO CLINICAL COURSES:** Students who have been accepted into the program must secure transportation to and from facilities used for clinical experiences. Students enrolled in programmatic clinical rotations shall not receive any form of remuneration in exchange for their work. In addition, students shall not be substituted for paid staff and/or used simply as back-ups in the absence of appropriate paid staff during clinical rotations.

Students will be placed in clinical courses (RTH 190 or higher) when they have submitted the following (at the student's expense):

- Completed physical examination form provided by the program, which includes a yearly PPD and flu vaccination, as well as an immunization schedule.
- Documentation of a current CPR Basic Life Support Certification (American Heart Association), with biennial recertification.
- Certified background check and drug screening. (Applicants who do not pass the background check and/or drug screening will not be allowed to enroll in any Respiratory Therapy clinical course.) Without completing the clinical component of the program, students will not be eligible for employment as a student or RCP, or for curriculum completion.

**MENTORSHIP OPPORTUNITIES:** There is a mentorship in association with clinical courses for qualifying students on a space-available basis.

**FUNCTIONAL SKILLS REQUIREMENTS:** Students entering the Respiratory Therapy program must possess the following functional skills:

- Sufficient eyesight, including color vision, to observe patients, perform and visualize patient assessments, manipulate equipment, and visually read patient records, graphs, and test results;
- Sufficient hearing to communicate with patients and members of the health care delivery team, monitor patients using electronic equipment, and hear necessary sounds during operation of equipment;
- Satisfactory speaking, reading, and writing skills to communicate effectively in English in a timely manner;
- Sufficient gross and fine motor coordination to exhibit excellent eye-hand coordination and dexterity to manipulate equipment, lift, stoop, and bend in the delivery of safe patient care;
- Satisfactory physical strength and endurance to be on one's feet for extended periods and move heavy equipment, patients, and supplies. Sitting, walking, bending, and reaching motions are also requirements for respiratory therapists;

- Satisfactory intellectual, emotional, and psychological health and functioning to ensure patient safety and to exercise independent judgment and discretion in performing assigned tasks;
- Time management of multiple priorities, multiple stimuli, and fast-paced environments; and
- Analysis and critical-thinking skills.

**PROGRESSION THROUGH THE PROGRAM:** The college offers this program in affiliation with the health care agencies and practitioners in the communities the college serves. The college relies on its community affiliates to provide clinical education opportunities for its students, expert clinical preceptors, and course instructors for many courses. The often rapid changes in health care law, standards of practice, technology, and content of credentialing examinations increasingly necessitate sudden changes in the program's course content, policies, procedures, and course scheduling. As a result, the college cannot guarantee every student continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally, the college may have to change the instructor for courses after instruction has started.

**CONTINUATION IN THE PROGRAM:** A student must obtain permission from the program head to continue in the Respiratory Therapy program under the following conditions: (1) a grade below "C" is earned in any major course; (2) overall GPA falls below a 2.0 average in any one semester.

**RE-ENTRY INTO THE PROGRAM:** Should a student leave the program for any reason and subsequently wish to be readmitted, a new application must be submitted. The student's new application will be reviewed under the competitive admissions process. If a student is readmitted into the program, an objective evaluation will be used to determine placement within the curriculum based on evaluated didactic and laboratory competencies. Students who leave the program for more than two semesters will be required to repeat the program in its entirety, including the background check, drug screen, immunization boosters, physical examination, and a two-step TB test or T-Spot blood test.

**CLINICAL CONTRACTS:** Individual contracts are in effect with each affiliate clinical agency, and these contracts differ in requirements for students. The general stipulations are as follows:

- Clinical agencies reserve the right to dismiss a student from their agency at any time with due cause. This will be done with advanced notice except in an emergency.
- Proper uniform must be worn.
- Published hospital policies must be followed.
- Immunizations must be current.
- The student releases the facility, its agency, and employees from any liability for any injury or death to self or damage to personal property arising out of the clinical agreement or use of the facility.
- The student is financially responsible for any medical care required while in the clinical setting.

- The student must have a current American Heart Association Basic Life Support CPR certification for health care providers.
- A background check and drug screening are required of all entering students.

## FINANCIAL REQUIREMENTS:

Books and Supplies	\$850 first semester; \$100 per subsequent semester
Miscellaneous Fees:	
ACLS	\$180
DataArc	\$70
Self-Assessment Exit Exams	\$300
Seminar	\$300
Identification Badge	\$15
Uniform/Shoes/Stethoscope	\$175
RT Document Manager	\$35
Background Check and Drug Screening	\$90
Admissions Assessment with Review Book	\$90
Adaptive Quizzes	\$65
Physical Examination	Varies
Immunizations and Titters	Varies
Travel to Clinical Agencies	Varies

*Note: The above costs are approximate and subject to change.*

**PROGRAM EXIT EXAMS:** Every student is required to pass comprehensive exit exams before being added to the National Board for Respiratory Care's electronic eligibility database. The cost of the exams must be paid through the Downtown Campus Bookstore.

## \*2017 CoARC Programmatic Outcomes Data

ATTRITION	JOB PLACEMENT	CRT SUCCESS	RRT SUCCESS	ON-TIME GRAD RATE
9.6%	70%	89%	74%	93.9%

*\*The most current CoARC Programmatic Outcomes Data*

*Attrition Threshold: Less than 30% of the total number of students in the enrollment cohort (three-year average)*

*CRT Success Threshold: Greater than 80% of total number of graduates obtaining NBRC CRT credential (three-year average)*

*RRT Success: No threshold requirement*

	2014 Cohort	2015 Cohort	2016 Cohort
Enrolled	42	52	31
Graduation	35	36	29

## PROGRAM ACCREDITATION AND PRACTITIONER

**CERTIFICATION:** The Respiratory Therapy program is accredited through the Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, Texas 76021-4244, (817) 283-2835. Graduates of the AAS program are eligible to take the Therapist Multiple-Choice Examination administered by the National Board for Respiratory Care, Inc. Successful completion of the Therapist Multiple-Choice Examination will award graduates the CRT (Certified Respiratory Therapist) credential and the possibility of becoming eligible to take the Clinical Simulation Examination. Successful completion of the Clinical Simulation Examination will award graduates the RRT (Registered Respiratory Therapist) credential.

After obtaining the minimum CRT credential, graduates must apply for a license in the state they are seeking employment. State licensure is a process overseen by the Board of Medicine. Graduates are therefore responsible for licensure requirements and fees for that state. It is also the responsibility of graduates to maintain their credentials (CRT or RRT) through the National Board for Respiratory Care, Continuing Competency Program.

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
SDV 101	Orientation to Health Sciences	1	0	1
PSY 230	Developmental Psychology	3	0	3
BIO 141 <sup>1</sup>	Human Anatomy and Physiology I	3	3	4
RTH 102	Integrated Sciences for Respiratory Care	3	0	3
<b>TOTAL</b>		<b>13</b>	<b>3</b>	<b>14</b>
RTH 110	Fundamental Theory and Procedures for Respiratory Care	2	6	4
RTH 121	Cardiopulmonary Science I	3	0	3
RTH 135 <sup>2</sup>	Diagnostic and Therapeutic Procedures I	1	3	2
RTH 145	Pharmacology for Respiratory Care I	1	0	1
BIO 142	Anatomy and Physiology II	3	3	4
<b>TOTAL</b>		<b>10</b>	<b>12</b>	<b>14</b>
RTH 112	Pathology of the Cardiopulmonary System	3	0	3
RTH 131	Respiratory Care Theory and Procedures I	3	3	4
RTH 190	Coordinated Practice in Respiratory Therapy-NCC I	0	10	2
RTH 190	Coordinated Practice in Respiratory Therapy-NCC II	0	10	2
<sup>3</sup>	Acceptable Humanities Elective	3	0	3
<b>TOTAL</b>		<b>9</b>	<b>23</b>	<b>14</b>

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RTH 132	Respiratory Care Theory and Procedures II	3	3	4
RTH 222	Cardiopulmonary Science II	3	0	3
RTH 190	Coordinated Practice in Respiratory Therapy-NCC III	0	10	2
<b>TOTAL</b>		<b>6</b>	<b>13</b>	<b>9</b>
RTH 215	Pulmonary Rehabilitation	1	0	1
RTH 290	Coordinated Practice in Respiratory Therapy-ACC/NPCC I	0	10	2
RTH 290	Coordinated Practice in Respiratory Therapy-ACC/NPCC II	0	10	2
EMS 165	Advanced Cardiac Life Support	1	0	1
RTH 223	Cardiopulmonary Science III	2	0	2
RTH 226	Theory of Neonatal and Pediatric Respiratory Care	2	0	2
<b>TOTAL</b>		<b>6</b>	<b>20</b>	<b>10</b>
RTH 236	Critical Care Monitoring	2	3	3
RTH 290	Coordinated Practice in Respiratory Therapy-ACC/NPCC III	0	10	2
RTH 290	Coordinated Practice in Respiratory Therapy-ACC/NPCC IV	0	10	2
RTH 227	Integrated Respiratory Therapy Skills II	2	0	2
<b>TOTAL</b>		<b>4</b>	<b>23</b>	<b>9</b>
<b>Total Minimum Credits Required for AAS Degree in Respiratory Therapy</b>			<b>70</b>	

06.28.19

<sup>1</sup> BIO 141 prerequisite is high school biology and chemistry.

<sup>2</sup> RTH 135 fulfills the general education personal wellness requirement.

<sup>3</sup> A list of acceptable Humanities Electives: ASL 125, PHI 220, PHI 101, and REL 231.

## **Career Studies Certificates**

## Accounting CSC Career Studies Certificate

**PURPOSE:** This program will provide students with the accounting courses needed to meet the requirements of the Virginia Board of Accountancy to sit for the Certified Public Accountancy (CPA) examination.

**OCCUPATIONAL OBJECTIVES:** These accounting courses may also meet accounting requirements of various government and private sector positions.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students entering this program must have successfully completed Principles of Accounting I and II (ACC 211-212). Since the CPA exam is computer-based, students should be proficient with computers, including the ability to work with Windows, Word, and Excel. To meet the educational requirements to sit for the Virginia CPA exam, a candidate must obtain the following from one or more accredited institutions:

- At least 120 semester hours of college courses;
- Baccalaureate or higher degree; and
- Accounting concentration or equivalent.

Course requirements include the following:

- A minimum of 24 semester hours of accounting courses, to include courses in auditing, financial accounting, management accounting, and taxation; and
- A minimum of 24 semester hours of business courses. As many as six hours of accounting courses (not included in the 24 hours of accounting courses) may be considered for the business course requirement.

*\*Principles of Accounting courses (ACC 211-212) or introductory accounting courses cannot be considered in determining whether a person has obtained the minimum of 48 semester hours or equivalent required for an accounting concentration.*

### CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ACC 221 <sup>1</sup>	Intermediate Accounting I	3	0	3
ACC 231 <sup>2</sup>	Cost Accounting I	3	0	3
ACC 261	Principles of Federal Taxation I	3	0	3
ACC 241	Auditing I	3	0	3
<b>TOTAL</b>		<b>12</b>	<b>0</b>	<b>12</b>
COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ACC 222 <sup>1</sup>	Intermediate Accounting II	3	0	3
ACC 217	Analyzing Financial Statements	3	0	3
ACC 215	Computerized Accounting	3	0	3

ACC 240	Fraud Examination	3	0	3
<b>TOTAL</b>		<b>12</b>	<b>0</b>	<b>12</b>
<b>Total Minimum Credits for Career Studies Certificate in Accounting</b>				<b>24</b>

05.10.17

<sup>1</sup> Prerequisite is ACC 211 with a grade of "B" or higher.

<sup>2</sup> Prerequisite is ACC 212 with a grade of "C" or higher.

## Advanced Medical Coder (Health Information Management) CSC Career Studies Certificate

**PURPOSE:** This program is designed to provide the technical knowledge and skills needed for employment as an advanced medical coder. The coursework for the advanced level will equip students to work in medical records and offer an opportunity for existing coders to further their management, supervisory, auditing, or alternative coding skills.

**OCCUPATIONAL OBJECTIVES:** Advanced medical coders work in hospitals, doctors' offices, insurance companies, and government agencies.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** To be accepted into the Advanced Medical Coder program, students must have a professional certification from AHIMA (CCA or CCS) or AAPC (CPC) as a certified coder.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program must meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam administered in the testing centers on each campus, in which they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam.

**Gainful Employment Disclosure Information:** Please see [http://www.reynolds.edu/curriculum/gainful-employment-html/ge\\_info\\_221-152-07.html](http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_221-152-07.html) to access gainful employment disclosure information for this program.

### CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
HIM 229	Performance Improvement in Healthcare Settings	1	2	2
HIM 236	Coding and Reimbursement in Alternate Health Care Settings	5	0	5
HIM 220 <sup>1</sup>	Health Statistics	3	0	3

HIM 142	Fundamentals of Health Information Systems II	3	0	3
HIM 249	Supervision and Management Practices	3	0	3
<b>TOTAL</b>		<b>15</b>	<b>2</b>	<b>16</b>
<b>Total Credits for Career Studies Certificate in Advanced Medical Coder</b>		<b>16</b>		

11.6.18

<sup>1</sup> To enroll in HIM 220, students must have a math placement recommendation of MTH 146 and Algebra I or equivalent.

## American Sign Language CSC Career Studies Certificate

**PURPOSE:** This curriculum prepares individuals to communicate in American Sign Language (ASL), primarily with persons who are deaf or hard of hearing. Students also study the U.S. Deaf community from a cultural perspective.

**OCCUPATIONAL OBJECTIVES:** The American Sign Language Career Studies Certificate (CSC) leads to employment opportunities primarily as a classroom aide or teacher assistant in “Deaf and Hard of Hearing” or “Hearing Impaired” K-12 programs. The content learned and skills attained may also form a foundation for further study in numerous careers, including the following: sign language interpretation, teacher of “Deaf and Hard of Hearing” children, American Sign Language instructor, linguistics, and Deaf studies.

Preparation to become a sign language interpreter, as opposed to engaging in direct communication using ASL, is facilitated through completion of the American Sign Language – English Interpretation AAS degree. Completion of the ASL CSC by May along with placement in ENG 111 satisfies the prerequisites to begin the ASL - English Interpretation AAS in spring/summer annually.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students must take SDV 101 - Orientation to American Sign Language and Interpreter Education during the first semester of study. Students must also begin language study with ASL 101 (ASL I), unless placed into a more appropriate level by the ASL and IE coordinator via the ASL placement test. Students must attain a grade of “C” or better as a final grade in a prerequisite ASL course before enrolling in a more advanced ASL course. The ASL CSC is a five-semester program of part-time study designed to develop intermediate fluency in conversational ASL and a working understanding of Deaf people as a cultural group. Designed to begin in fall with SDV 101 and ASL 101, the first four semesters are each comprised of two courses (6-7 credits) leading to completion in 21 months during the spring semester when successful students may begin Interpreter Education coursework, while completing the final ASL/INT elective (2 credits).

**Gainful Employment Disclosure Information:** Please see [http://www.reynolds.edu/curriculum/gainful-employment-html/ge\\_info\\_221-640-01.html](http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_221-640-01.html) to access gainful employment disclosure information for this program.

### CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 101	Orientation to American Sign Language and Interpreter Education	3	0	3
ASL 101	American Sign Language I	4	0	4
ASL 102	American Sign Language II	4	0	4
ASL 115	Fingerspelling and Number Use in ASL	2	0	2
ASL 225	Literature of the U.S. Deaf Community	4	0	4
ASL 201 <sup>1</sup>	American Sign Language III	3	0	3
ASL 202	American Sign Language IV	3	0	3
ASL 220 <sup>1</sup>	Comparative Linguistics: ASL and English	3	0	3
ASL ____ <sup>2</sup> or INT ____ <sup>2</sup>	ASL Elective or INT Elective	2	0	2
<b>TOTAL</b>		<b>28</b>	<b>0</b>	<b>28</b>
<b>Total Minimum Credits for Career Studies Certificate in American Sign Language</b>				<b>28</b>

11.14.18

<sup>1</sup> ASL 201 - American Sign Language III and placement in ENG 111 (or approval of the ASL&IE coordinator) are the prerequisites for ASL 220.

<sup>2</sup> Students may choose from a variety of ASL and INT courses to satisfy the ASL or INT elective. For details please see the ASL&IE program head.

## Automotive Maintenance and Light Repair CSC Career Studies Certificate

**PURPOSE:** This career studies certificate is designed to train individuals for employment in express service light repair and maintenance positions at dealerships and independent repair shops. The curriculum covers both theory and shop training with an emphasis on service and minor repair. As a result of instruction, students will be able to describe the purpose and function of each vehicle system and identify the parts involved and how they work. Additionally, students will learn how to perform basic diagnosis with the end goal of determining if a system is working as designed or if further service is required.

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**OCCUPATIONAL OBJECTIVES:** Auto Mechanic, Service Advisor, Maintenance Technician, Parts Clerk, and Service Writer

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students are required to meet with the program head either before registering for their first semester or early in their first semester of study.

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
AUT 101	Introduction to Automotive Systems	2	2	3
AUT 241	Automotive Electricity I	2	3	3
AUT 111	Automotive Engines I	3	3	4
AUT 265	Automotive Braking Systems	2	3	3
AUT 266	Automotive Alignment, Suspension, and Steering	1	6	3
<b>TOTAL</b>		<b>10</b>	<b>17</b>	<b>16</b>
<b>Total Credits for Career Studies Certificate Automotive Maintenance and Light Repair</b>				<b>16</b>

## Central Sterile Technician CSC Career Studies Certificate

**PURPOSE:** This program is designed to provide the technical knowledge and skills, along with the four-hundred (400) hours of clinical practical experience, needed for employment as a central sterile technician. Graduates of this program are educated and trained in central sterile technology under the guidelines of the International Association of Healthcare Central Service Materiel Management (IAHCSMM) and the Reynolds CSP Advisory Committee. Upon completion, students are eligible to sit for the IAHSCMM **Certified Registered Central Service Technician (CRCST)** certification exam.

The curriculum consists of basic science, infection control, sterilization, human relations, and the necessary job skills, combined with clinical experiences in area health care facilities. There is an emphasis on care and preparation of surgical instruments. Classroom instruction and clinical experiences prepare the student to assume the role of a central service technician in a variety of health care delivery settings.

**Program Length:** This program is a combination of classroom, laboratory, and clinical learning experiences. The program can be completed in three semesters full-time. Program progress is based on whether the student is a part-time or full-time student.

**OCCUPATIONAL OBJECTIVES:** Certified central sterile technicians work in hospitals, doctors' and dental offices, and outpatient surgical centers. Essential functions include cognitive, physical, and behavioral abilities necessary to perform the duties of a professional central sterile technician in a health care facility. Central service technicians can be trained on the job, depending

on the employer, but employers may favor applicants who have formal training and certification, which requires 400 hours of clinical experience.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to the general college curricular admission requirements, students must meet with the program head for advising prior to enrollment in the first Central Sterile Technician course. Courses need to be taken in the sequence listed or program head permission is required. Students will be required to repeat any course in which a grade lower than "C" is received. This program must be completed within two (2) years. If there is a break in enrollment, students will be moved into the most recent catalog.

This program is a cohort model. The Central Sterile courses start only in the fall and continue through the following summer. CSP course are offered in sequence. Courses must be taken in sequence. SDV 101 - Orientation to Health Science, HCT 110 - Therapeutic Communication in the Health Care Setting, and CSP 101 - Introduction to Central Sterile Services must be completed prior to the fall. HLT 105 - Cardiopulmonary Resuscitation must be completed prior to the spring semester. Developmental courses and general education courses must be completed prior to the fall (BIO 1 - Foundations of Biology or BIO 101 - General Biology I).

## ADDITIONAL ADMISSION REQUIREMENTS:

- Completion of one unit of high school biology with a grade of "C" or better; BIO 1 at Reynolds is the high school equivalent course, or an acceptable substitute for this requirement may be provided.
- Completion of Reynolds' developmental English if required. Please see the information titled Placement Test Waivers in the College Catalog for waiver criteria.
- For students who complete all of the admission requirements, admission is based on a first come, first served basis.
- Students must meet with the program director prior to enrolling in a CSP course to review medical, Criminal Offender Record Information (CORI), Sex Offender Registry Information (SORI), and drug clearance information.
- Submission of official high school transcript, GED, or certificate of completion of home schooling transcripts to Central Admissions & Records.

**Competency-based Credit-By-Able:** Students who have documented work experience can receive competency-based credit for the clinical areas below. Competency-based credits are only provided for hands-on work experience. Students are required to complete the related theory course. Competency-based credit can only be applied after the student receives a "C" on the related theory course and completion of 12 credits in the Reynolds CSP program. If a student receives a theory grade below a "C", the theory course must be repeated, and the clinical course must be taken. Students should meet with the program head to determine if they qualify for competency-based credit.

1. General Cleaning (32 hours)
2. Wrapping Packaging (36 hours)



3. Assemble Instrument/Procedure Trays (60 hours)
4. Sterilization (64 hours)
5. Storage Clean and Sterile (36 hours)
6. Miscellaneous (40 hours)
7. Patient Care Equipment (32 hours)
8. Case Carts (32 hours)\*
9. Linen Folding (36 Hours)\*
10. Distribution (32 Hours)\*

\* Clinical hours may be distributed in other competency-based clinical areas above.

## Program Outcomes:

At the conclusion of the program, students are able to:

- Apply the principles and techniques of decontamination to render medical devices safe to handle without protective attire (decontamination);
- Inspect, assemble, pack, and wrap medical devices in preparation for appropriate sterilization process and/or distribution (assembly);
- Safely select and perform proper sterilization techniques, validate sterility assurance level monitoring, and maintain sterilization integrity during storage (sterilization and sterile storage);
- Demonstrate professional conduct, communication, and work practices according to appropriate federal regulations, industry standards, and facility policies (professionalism and communication); and
- Integrate knowledge, skills, and dispositions acquired throughout the program to be prepared to function as a competent certified central sterile technician following guidelines established by IAHCSSM (practitioner).

## Clinical Requirements

Prior to the student's first clinical course

1. Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) requests must be processed. These checks are required due to potential contact with children, persons with disabilities, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions may be ineligible for clinical placement. CORI and SORI are processed through an independent third-party vendor. Clinical sites will review results.
2. Students must have current CPR certification from the American Heart Association (Heart Saver). This can be taken as part of the program, but must be completed prior to a clinical course.
3. A physical examination and health form completed by the student's physician for documentation of tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations, or titer (a blood test to prove immunity). A TB test is required.

**EXPECTATIONS:** The student is required to complete a sequence of courses and learning experiences provided at the college and selected community agencies, such as acute care (hospitals) or long-term care facilities, clinics, or comparable agencies and facilities. During these experiences, the assigned faculty

will observe, monitor, and evaluate the student's ability to achieve program outcomes through direct clinical experiences. Professional conduct and meeting program and course requirements related to dress code, program, and health care orientation are required.

**CLINICAL CONTRACTS:** Individual contracts are in effect with each affiliate clinical agency, and these contracts differ in requirements for students. In general, contracts include the following:

1. Clinical agencies reserve the right to dismiss a student from their agency at any time with due cause. This will be done with advance notice except in an emergency.
2. Student must wear the proper uniform, conforming to program and health care agency standards.
3. Student must follow published hospital policies.
4. Student must meet health, immunity, and immunization requirements.
5. Student releases the facility, its agents, and its employees from any liability for any injury or death to self or damage to personal property arising out of the clinical agreement or use of the facility. (Assessment of Risk document is signed and on file once the student is accepted into the program.)
6. Student is financially responsible for any medical care required while in the clinical setting.
7. Student must have a current American Heart Association CPR Heart Saver.
8. Demonstration of professional behavior is expected at all clinical learning experiences. Faculty will direct a student to leave the learning environment if unacceptable behaviors are observed.
9. Student must complete a CORI, SORI, and drug screen, which may be repeated during the program of study. The health care agency may deny a student participation in direct patient care based on results of background and drug screen.
10. Student must attend the health care agency orientation as scheduled to remain enrolled in a clinical nursing course.
11. Student must submit required clinical documents with each clinical rotation. A student who does not meet published deadlines for submission forfeits his/her enrollment.
12. If a student is dismissed by a clinical facility, alternate placement will require disclosure of information related to the dismissal. The student must consent to disclosure through completion of a FERPA form.

Contracts for each agency are available in the School of Nursing and Allied Health Office in the Division Office and may be reviewed by students upon request.

**PROGRESSION THROUGH THE PROGRAM:** Reynolds offers this program in affiliation with the health care agencies and practitioners in the communities the college serves and relies on its community affiliates to provide clinical education opportunities for its many courses. The rapid changes in health care law, standards of practice, technology, content of credentialing examinations, and availability of qualified faculty increasingly necessitate sudden changes in the program's course content, policies, procedures, and course scheduling. As a result, the college cannot guarantee every student continuous and uninterrupted clinical and course instruction

# REYNOLDS COMMUNITY COLLEGE

as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally, the college may have to change the instructor for courses after instruction has started.

If a student is dismissed by a clinical facility, alternate placement may require disclosure of information related to the dismissal. The student must consent to disclosure.

## CONTINUATION IN THE PROGRAM:

- Students must maintain a cumulative GPA of 2.0 or higher.
- Students must achieve a course grade of at least “C” (80) in each course.

**ESSENTIAL FUNCTIONS:** Technicians work in environmentally controlled conditions and practice infection control as they are exposed to disease and/or infectious material. Potential students need to be aware that the work environment includes frequent exposure to electricity, electromagnetic fields, electronic media and latex; and chemical hazards, including (but not limited to) disinfecting solutions, dyes, acetone, bleach, and alcohol. There is also possible exposure to toxic drugs, anesthetic gases, ionizing radiation, and infectious agents (blood, urine, mucus, saliva, etc.).

In order to meet the course requirements the student must be able to perform the following without assistance:

## Communication

- Follow written and oral/verbal instructions in English;
- Demonstrate ability to comprehend and interpret written material;
- Demonstrate cognitive ability sufficient to learn and use the body of knowledge necessary to meet the program curriculum requirements and attain career entry status in the profession;
- Make judgments and decisions that are appropriate to the role of a central sterile technician;
- Demonstrate emotional stability sufficient to interact professionally with instructors, staff, patients, and physicians; respect patient confidentiality; use reasonable judgment; and accept responsibility for their actions;
- Possess short-term and long-term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies and demonstrate the ability to anticipate tasks required as a central sterile technician and as a member of the health care team;
- Synthesize information from written material and apply the knowledge to various situations in the classroom and health care environment;
- Demonstrate the use of positive coping skills during patient, staff, and faculty interactions;
- Demonstrate calm and effective responses, especially in emergency situations; and
- Travel to clinical sites as assigned.

## Physical and dexterity skills

- **Smell** – ability to detect odors sufficient to maintain environmental safety and patient needs.

## Physical ability (gross and fine motor skills)

- Sufficient mobility and motor coordination to safely perform all activities required while in the upright position;
- Walk, bend, stoop, kneel, stand, twist, sit, carry, lift, reach hands overhead;
- Sit and stand long periods of time (4-7 hours in class; 8 hours in clinical);
- Pull 75 lbs.; lift 35 lbs.; and push 100 lbs.;
- Ambulate/move around without assistive devices; and
- Successfully complete a CPR certification course (American Heart Association Healthcare Provider). Certification must be maintained throughout the entire length of the program.

## Visual

- Demonstrate acuity sufficient to read all appropriate instrumentation;
- Demonstrate ability to perform precise hand/eye coordination;
- Demonstrate ability to discriminate tactile sensations;
- Demonstrate ability to discriminate color and depth perception;
- Demonstrate sufficient visual ability in order to inspect fine needles and needle holders with/without corrective lenses and while wearing safety glasses; and
- Demonstrate sufficient peripheral vision to anticipate and function while in the health care environment.

## Hearing (normal or with assistive device)

- Demonstrate ability sufficient to respond to messages and requests from patients, physicians, and staff and to respond to equipment signals;
- Demonstrate ability to hear activation/warning signals on equipment and respond accordingly; and
- Demonstrate ability to hear and understand muffled communication without seeing the communicator’s mouth/lips and within 20 feet.

## Program Costs:

Tuition for Entire Program (in-state at \$166.60 per credit for 24 credits – based on Fall 2018 tuition rate)	\$ 3,998.40
Castlebranch® Document Manager® Background Check, Drug Screening, and Re-checks	\$ 225.00
Physical Exam – proof of immunity, immunizations, TB testing from appropriate physician (varies based on insurance coverage)	\$ 500.00
Books and Supplies	TBA

Scrubs (provided by the clinical site)	-0-
Lab Coat & Program Shirt	\$ 50.00
Shoes – recommend students select comfortable shoes. Many students prefer to set aside one pair of shoes for exclusive use in the clinical experience.	\$ Varies

These costs are approximate and subject to change. The student should also consider transportation and potential parking costs for clinical assignments.

**Professional Organizations:** Visit the following websites to learn more about the rewards of the central service profession.

- International Association of Healthcare Central Service Materiel Management (IAHCSMM) at [www.iahcsmm.org](http://www.iahcsmm.org)
- American Society for Healthcare Central Service Professionals (ASHCSP) - Note: as of February 2008, ASHCSP has merged with IAHCSMM and links to their website.
- World Forum for Hospital Sterile Supply (IAHCSMM is the U.S. member) at [www.efhss.com](http://www.efhss.com)
- Certification Board for Sterile Processing and Distribution (CBSPD) at [www.sterileprocessing.org/about\\_cbspd.htm](http://www.sterileprocessing.org/about_cbspd.htm)

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment.html/ge\\_info\\_221-174-01.html](http://www.reynolds.edu/curriculum/gainful-employment.html/ge_info_221-174-01.html) to access gainful employment disclosure information for this program.

### CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
HLT 105 <sup>1</sup>	Cardiopulmonary Resuscitation	1	0	1
SDV 101	Orientation to Health Science	1	0	1
CSP 101	Introduction to Central Sterile Services	1	0	1
HCT 110	Therapeutic Communication in the Health Care Setting	3	0	3
HLT 145	Ethics for Health Care Personnel	1	0	1
HLT 143	Medical Terminology I	3	0	3
CSP 135	Central Sterile Infection Control	2	0	2
CSP 106	Surgical Instrumentation	0	3	1
CSP 107 <sup>2,3</sup>	Fundamentals of Central Sterile Services	1	0	1
CSP 191	Fundamental Clinical Applications	0	9	3

CSP 205	Intermediate Central Sterile Services	1	0	1
CSP 291	Intermediate Clinical Applications	0	9	3
CSP 292	Advanced Clinical Applications: Capstone	0	9	3
<b>TOTAL</b>		14	30	24
<b>Total Credits for Career Studies Certificate in Central Sterile Technician</b>				24

01.25.19

<sup>1</sup> Credit-by-able can be provided for active American Heart Association BLS level or above.

<sup>2</sup> Must be able to pass background check and drug screen.

<sup>3</sup> Must complete health forms prior to clinical placements.

## Computer-Aided Design Specialist CSC

### Career Studies Certificate

**PURPOSE:** The rapidly evolving field of computer technology has had a dramatic impact on the architectural/engineering professions. The Computer-Aided Design Specialist Career Studies Certificate was created to meet the contemporary graphic needs of architectural and industrial design firms. This program provides the student with thorough training in two- and three-dimensional computer graphics, including studies in visualization and animation.

**OCCUPATIONAL OBJECTIVES:** CAD Technician, Presentation (Rendering) Graphics Specialist, and CAD Manager

**ADMISSION REQUIREMENTS:** General college curricular admission

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment.html/ge\\_info\\_221-729-01.html](http://www.reynolds.edu/curriculum/gainful-employment.html/ge_info_221-729-01.html) to access gainful employment disclosure information for this program.

### CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
CSC 155	Computer Concepts and Applications	3	0	3
DRF 231	Computer-Aided Drafting I	2	2	3
DRF 232	Computer-Aided Drafting II	2	2	3
DRF 238	Computer-Aided Modeling and Rendering	2	2	3
ARC 221	Architectural CAD Software Applications I	2	2	3

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ARC 222	Architectural CAD Software Applications II	2	2	3
____ <sup>1</sup>	General Education Elective	3	0	3
<b>TOTAL</b>		<b>16</b>	<b>10</b>	<b>21</b>
<b>Total Minimum Credits for Career Studies Certificate in Computer-Aided Design Specialist</b>		<b>21</b>		

07.20.18

<sup>1</sup> Approved general education electives are: ARC 201, ART 100, ASL 125, PHI 111, and PHI 220. Students may explore other options with the program head. Students may also take ENG 111.

## Criminal Justice CSC Career Studies Certificate

**PURPOSE:** This program provides an overview of criminal justice and basic police officer training. It is designed for those who have an interest in understanding societal issues associated with crime and the work performed by criminal justice professionals. The curriculum examines various approaches to understanding crime. Topics include maintaining law and order, police-citizen conflict, crime prevention, collecting evidence, conducting criminal investigations, the juvenile justice system, and the interface between police and other criminal justice agencies. Issues pertaining to criminal justice and law enforcement in a modern society are addressed. Students completing this career studies certificate may apply the courses completed to the Administration of Justice AAS degree.

**OCCUPATIONAL OBJECTIVES:** The Criminal Justice Career Studies Certificate prepares students for entry-level careers with general law enforcement responsibilities. This career studies certificate may lead to civilian and sworn positions, including dispatchers, police officers, correctional officers, or security personnel.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Certain illegal activities and/or convictions may prohibit employment in law enforcement. Employing agencies may require additional training, such as completion of a police academy for some positions. Employing agencies may have minimum age requirements for some positions and may require a physical examination.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment-html/ge\\_info\\_221-400-45.html](http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_221-400-45.html) to access gainful employment disclosure information for this program.

### CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
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ENG 111	College Composition I	3	0	3
ADJ 100	Survey of Criminal Justice	3	0	3
ADJ 105	The Juvenile Justice System	3	0	3
ADJ 228	Narcotics and Dangerous Drugs	3	0	3
ADJ 128	Patrol Administration and Operations	3	0	3
CST 100	Principles of Public Speaking	3	0	3
<b>TOTAL</b>		<b>18</b>	<b>0</b>	<b>18</b>
<b>Total Minimum Credits for Career Studies Certificate in Criminal Justice</b>		<b>18</b>		

03.12.15

## Culinary - Food and Beverage Operations CSC Career Studies Certificate

**PURPOSE:** The Food and Beverage Operations program is intended to build upon existing skill sets by delving deeper into industry function and understanding of the skills necessary to be successful in the modern and classical kitchen. Related practice and exploration of advanced cooking techniques, experiential learning, and operations are further explored. The curriculum provides technical education in intermediate to advanced skill development through hands-on sanitation practice and assessment including internship experience and the capstone course to display technique, understanding, and application of fundamentals, technique, and operations. This credential leads to mid-level employment in a variety of culinary and retail career paths.

**OCCUPATIONAL OBJECTIVES:** The Food and Beverage Operations Career Studies Certificate prepares graduates to enter the following positions: Prep Cook, Station Cook, Catering, Line Cook, Baking and Pastry Line Chef, Sous Chef, Executive Sous Chef and other mid-level positions; with the skills for career advancement.

**ADMISSION REQUIREMENTS:** The Food and Beverage Operations Career Studies Certificate requires that students have (1) completed MTH 130 or higher or program head approval, (2) competencies in reading and writing as demonstrated by placement in ENG 111 or completion of a college-level composition course. Students needing to complete developmental studies courses in English or Mathematics must complete those courses prior to beginning HRI courses, (3) completed Foundations of Culinary Technique and/or completion of all pre- or co-requisite courses.

Faculty provide advising to enhance student success. All students wishing to enroll in Food and Beverage Operations CSC must attend an advising session. Once enrolled, students must meet with their advisor every semester to review their scheduling strategy and status toward graduation. Information about advising and enrolling in classes is available at the following link:

[www.reynolds.edu/get\\_started/programs/business/culinary\\_and\\_hospitality/admission.aspx](http://www.reynolds.edu/get_started/programs/business/culinary_and_hospitality/admission.aspx)

Students who earn a final grade lower than "C" in any HRI or major-related course, as identified by the program, must obtain permission from their advisor to continue the major in Food and Beverage Operations CSC. Students will be required to repeat courses in their major when grades lower than "C" are earned. Exceptions must be reviewed and approved in writing by the program head.

The competency-based nature of the curriculum allows students with previous educational studies or training experience to be evaluated for advanced standing called ABLE. Students who believe they are eligible for such consideration are required to meet with their advisor to discuss eligibility. If the advisor determines this option may apply, the student must meet with the program head for full evaluation and possible advanced standing to gain access to the process and materials required for submission and evaluation.

**PROGRAM NOTES:** The recommended sequence can be viewed at [http://www.reynolds.edu/get\\_started/programs/business/culinary\\_and\\_hospitality/default.aspx](http://www.reynolds.edu/get_started/programs/business/culinary_and_hospitality/default.aspx).

**REQUIRED UNIFORMS AND TOOL KITS:** Students enrolled in HRI courses must wear an approved uniform and possess an approved tool kit for HRI courses. Specifications may be obtained at <http://www.reynolds.edu/uniforms-for-culinary> or from the program head. All required items are available through the campus bookstore, and financial aid may be used to assist with obtaining these items.

**FINANCIAL REQUIREMENTS:** In addition to the regular college tuition and fees, the Culinary Arts AAS degree and specializations require the following:

Approved uniform items: chef jacket, chef pants, slip resistant black kitchen safety shoes, hat, apron	\$160.00 +/-
Supplies: medium black Sharpie marker, yellow highlighter, basic pocket calculator, pocket size notebook	\$25.00 +/-
Textbooks, MyLab products, and other supplies	\$500.00 +/-
Approved tool kit	\$350.00 +/-
Specialization - specific items	See program head

These costs are approximate, are subject to change without notice, and do not cover transportation costs.

**DIETARY EXCEPTION POLICY:** While enrolled and participating in the Culinary Arts program, especially laboratories, students will come into contact with various ingredients, some of which are familiar to them and many that are not. The Culinary Arts AAS is aligned with industry standards and expectations, which require students to be industry-ready upon completion of the program.

The industry expects taste development; therefore, a majority of the program revolves around "tasting as you go" as a standard of higher-level cooking, comprehension, and assessment. Without directly participating in tasting, the chances of a successful dish and grade are highly compromised. The following areas address these potential concerns:

**TASTING** - Part of the educational portion of the program is exposure to new ingredients, products, and flavor pairings. During required classes, students will participate in tasting activities of foods that include safe to eat raw and fresh ingredients; cooked ingredients; and fresh, uncooked, and cooked dishes. Students will be expected to taste all items, except those that are documented on file as food restrictions. The process of discerning tastes, flavors, seasonings, and "dish needs" is included as part of the grading rubric. Students who do not participate in tasting activities will have their grade adjusted accordingly.

**ALLERGIES** - The college is committed to student safety. Students with allergy concerns need to provide documentation of food allergies from their doctor to be registered and on file with the Office of Student Accommodations, at which time the student will be provided an accepted accommodations form for presentation to every instructor for each related course, each semester. Students need to provide in written form the process for assisting them if an issue arises related to this. It is the student's responsibility to assure these documents are on file with the Office of Student Accommodations and that they are shared with faculty prior to being needed. In the event that a student opts out of a tasting activity, the instructor will offer a relevant alternative written assignment for the student to complete as a graded alternative to the objectionable tasting activity.

**RELIGION AND RELIGIOUS PRACTICES** - Whereas Reynolds accepts students of all faiths, certain programs contain learning activities that may not align with specific religions or religious practices. The Culinary Arts AAS and its specializations are examples of these programs. Students may choose not to participate in tasting activities if a specific item conflicts with their religious beliefs; however, all efforts should be made to participate within reason. In the event that a student opts out of a tasting activity, the instructor will offer a relevant alternative written assignment for the student to complete as a graded alternative to the objectionable tasting activity. A second option, referred to as the "Taste and Spit Method," is also available. Tasting and subsequent spitting allow the student to experience the sensory attributes of the food without actually consuming the food. This option satisfies the intended learning benefits of tasting and would not require the completion of the alternative written assignment. During the first week of classes, students need to inform faculty in written form of any religious restrictions.

**RESTRICTIVE AND MEDICAL DIETS** - Documented accommodations through the Office of Accommodations are intended to provide a safe environment for students. Only documented restrictions that provide students a reasonable ability to complete the course and program objectives may be accommodated. It is possible that not all requested accommodations will be granted through the Office of Student

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Accommodations, as those that are provided may still require students to complete tasks, recipes, and formulas that work with the product in question as part of comprehensive learning.

As an example, a student with Celiac's Disease who opts out of a tasting activity will be offered a relevant alternative written assignment as a graded alternative to the objectionable tasting activity.

**LIFESTYLE AND ELECTIVE DIETS** - Whereas the choice of following a lifestyle or elective diet is respected, there are instances where they may not be accommodated within this program. These diets include, but are not limited to, Vegan, Raw Only, Vegetarian, Lacto-Ovo, Lacto, Ovo, Pollotarian, Pescatarian, and Flexitarian. Students may choose not to participate in certain tasting activities; however, their grade will be reflective of these choices. Students may choose an option referred to as the "Taste and Spit Method." Tasting and subsequent spitting allow the student to experience the sensory attributes of the food without actually consuming the food. Students who choose to taste may spit out the product after assessing the characteristics related to the educational objectives.

Students with a particular concern or question should reach out directly to the program head or the Office of Student Accommodations.

**TECHNICAL STANDARDS:** It is understood that any student who is otherwise qualified may be able to use reasonable accommodations in order to meet program standards that are necessary for employment in the culinary industry. Students with an identified disability should contact the Office of Student Accommodations in order to receive available, reasonable accommodations. Students in the Culinary Arts program must have the ability to perform sufficiently kitchen, internship, externship, dining room, market cafe, laboratory, and classroom activities and procedures. A list of essential functions, educational and industry standards, and related examples is provided at <http://www.reynolds.edu/standards>.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment-html/ge\\_info\\_221-242-04.html](http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_221-242-04.html) to access gainful employment disclosure information for this program.

## CURRICULUM:

Students must take courses in order of roadmap; sequence subject to scheduling and full enrollment.

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
HRI 134 <sup>1</sup>	Food and Beverage Service Management	2	3	3
HRI ELE <sup>1,4</sup>	Approved Specialization Elective	2-3	0-3	3
HRI ELE <sup>1,4</sup>	Approved Specialization Elective	2-3	0-3	3
<b>FIRST SEMESTER TOTAL</b>		<b>6-8</b>	<b>3-9</b>	<b>9</b>
HRI 190 <sup>1,2</sup>	Coordinated Internship in Specialization	0	15	3

HRI 290 <sup>1,2</sup>	Coordinated Internship in Specialization	0	15	3
HRI 299 <sup>1,3</sup>	Supervised Study: Capstone Study in Specialization	0	15	3
<b>SECOND SEMESTER TOTAL</b>		<b>0</b>	<b>45</b>	<b>9</b>
<b>TOTAL</b>		<b>6-8</b>	<b>48-54</b>	<b>18</b>
<b>Total Minimum Credits for Career Studies Certificate in Food and Beverage Operations</b>				<b>18</b>

02.07.19

<sup>1</sup> Students enrolled in HRI majors will be permitted into those classes only when wearing approved uniforms. Specifications may be obtained at [http://www.reynolds.edu/get\\_started/programs/business/culinary\\_and\\_hospitality/uniformsnew.aspx](http://www.reynolds.edu/get_started/programs/business/culinary_and_hospitality/uniformsnew.aspx) or from program faculty and advisors.

<sup>2</sup> HRI 190 and HRI 290 are experiential internships that are enrolled for program credit and requisite to the specialization chosen. They cannot be conducted at current or past employers. These courses can be co-enrolled in a single term and completed at a singular internship site or enrolled in separate terms at the same site or differing sites based on schedule and availability. You will work with the program head for arranging and completing necessary paperwork in the online internship database to start and complete the internship successfully. Once enrolled at the college, access to the internship database is granted; access is located at this link [www.reynolds.edu/culinary](http://www.reynolds.edu/culinary). Each specialization has a major specific Internship course that must be completed and is based on the specialization(s) chosen by the student. If multiple specializations are declared, an internship is required for each specialization.

<sup>3</sup> HRI 299 is the capstone course for completion of the Food and Beverage Operations CSC, as well as the culminating course in the AAS degree. Each specialization has a major specific capstone course that must be completed and is based on the specialization(s) chosen by the student. If multiple specializations are declared, a capstone is required for each specialization.

<sup>4</sup> Approved specialization electives are determined from the list below based on the AAS major a student has declared.

### Culinary Arts Approved Specialization Elective

- HRI 206 - International Cuisine
- HRI 207 - American Regional Cuisine

### Pastry Arts Approved Specialization Elective

- HRI 286 - Wedding and Specialty Cakes
- HRI 284 - Specialty, Spa, and Plated Desserts

### Culinary Management Approved Specialization Elective

- HRI 224 - Recipe and Menu Management
- ACC 117 - Essentials of Accounting

## Culinary - Foundations of Culinary Technique CSC

### Career Studies Certificate

**PURPOSE:** The Foundations of Culinary Technique program is intended to build upon existing skill sets by delving deeper into the skills necessary in the modern and classical kitchen. Related practice and exploration of intermediate techniques, products, and industry relation are further explored. The curriculum provides technical education in intermediate skill development in hands-on sanitation, the modern kitchen, cooking skill sets, advanced terminology, product identification, baking and pastry, food costing and menu design. This credential leads to entry and mid-level employment in a variety of culinary and retail career paths.

**OCCUPATIONAL OBJECTIVES:** The Foundations of Culinary Technique Career Studies Certificate prepares graduates to enter the following positions: Prep Cook, Station Cook, Catering, Line Cook, Baking and Pastry positions and other mid-level positions.

**ADMISSION REQUIREMENTS:** The Foundations in Culinary Technique Career Studies Certificate requires that students have (1) placed into MTH 130 or higher, or completed MTH 130 or higher, or program head approval, (2) competencies in reading and writing as demonstrated by placement in ENG 111 or completion of a college-level composition course. Students needing to complete developmental studies courses in English or Mathematics must complete those courses prior to beginning HRI courses in this CSC, (3) completion of Culinary Fundamentals Career Studies Certificate and/or completion of all pre- or co-requisite courses, or placement through ABLE with provided documentation submitted to the program head for review for potential placement and in written form.

Faculty provide advising to enhance student success. All students wishing to enroll in the Foundations of Culinary Technique CSC must attend an advising session. Once enrolled, students must meet with their advisor every semester to review their scheduling strategy and status toward graduation. Information about advising and enrolling in classes is available at the following link:

[www.reynolds.edu/get\\_started/programs/business/culinary\\_and\\_hospitality/admission.aspx](http://www.reynolds.edu/get_started/programs/business/culinary_and_hospitality/admission.aspx)

Students who earn a final grade lower than "C" in any HRI or major-related course, as identified by the program, must obtain permission from their advisor to continue the major in the Foundations of Culinary Technique CSC. Students will be required to repeat courses in their major when grades lower than "C" are earned. Exceptions must be reviewed and approved in writing by the program head.

The competency-based nature of the curriculum allows students with previous educational studies or training experience to be evaluated for advanced standing called ABLE. Students who believe they are eligible for such consideration are required to meet with their advisor to discuss eligibility. If the advisor determines this option may apply, the student must meet with the program head for full evaluation and possible advanced

standing to gain access to the process and materials required for submission and evaluation.

**PROGRAM NOTES:** The recommended sequence can be viewed at [http://www.reynolds.edu/get\\_started/programs/business/culinary\\_and\\_hospitality/default.aspx](http://www.reynolds.edu/get_started/programs/business/culinary_and_hospitality/default.aspx)

**REQUIRED UNIFORMS AND TOOL KITS:** Students enrolled in HRI courses must wear an approved uniform and possess an approved tool kit for HRI courses. Specifications may be obtained at <http://www.reynolds.edu/uniforms-for-culinary> or from the program head. All required items are available through the campus bookstore, and financial aid may be used to assist with obtaining these items.

**FINANCIAL REQUIREMENTS:** In addition to the regular college tuition and fees, the Culinary Arts AAS degree and specializations require the following:

Approved uniform items: chef jacket, chef pants, slip resistant black kitchen safety shoes, hat, apron	\$160.00 +/-
Supplies: medium black Sharpie marker, yellow highlighter, basic pocket calculator, pocket size notebook	\$25.00 +/-
Textbooks, MyLab products, and other supplies	\$800.00 +/-
Approved tool kit	\$350.00 +/-
Specialization - specific items	See program head

These costs are approximate, are subject to change without notice, and do not cover transportation costs.

**DIETARY EXCEPTION POLICY:** While enrolled and participating in the Culinary Arts program, especially laboratories, students will come into contact with various ingredients, some of which are familiar to them and many that are not. The Culinary Arts AAS is aligned with industry standards and expectations, which require students to be industry-ready upon completion of the program. The industry expects taste development; therefore, a majority of the program revolves around "tasting as you go" as a standard of higher-level cooking, comprehension, and assessment. Without directly participating in tasting, the chances of a successful dish and grade are highly compromised. The following areas address these potential concerns:

**TASTING** - Part of the educational portion of the program is exposure to new ingredients, products, and flavor pairings. During required classes, students will participate in tasting activities of foods that include safe to eat raw and fresh ingredients; cooked ingredients; and fresh, uncooked, and cooked dishes. Students will be expected to taste all items, except those that are documented on file as food restrictions. The process of discerning tastes, flavors, seasonings, and "dish needs" is included as part of the grading rubric. Students who do not participate in tasting activities will have their grade adjusted accordingly.

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**ALLERGIES** - The college is committed to student safety. Students with allergy concerns need to provide documentation of food allergies from their doctor to be registered and on file with the Office of Student Accommodations, at which time the student will be provided an accepted accommodations form for presentation to every instructor for each related course, each semester. Students need to provide in written form the process for assisting them if an issue arises related to this. It is the student's responsibility to assure these documents are on file with the Office of Student Accommodations and that they are shared with faculty prior to being needed. In the event that a student opts out of a tasting activity, the instructor will offer a relevant alternative written assignment for the student to complete as a graded alternative to the objectionable tasting activity.

**RELIGION AND RELIGIOUS PRACTICES** - Whereas Reynolds accepts students of all faiths, certain programs contain learning activities that may not align with specific religions or religious practices. The Culinary Arts AAS and its specializations are examples of these programs. Students may choose not to participate in tasting activities if a specific item conflicts with their religious beliefs; however, all efforts should be made to participate within reason. In the event that a student opts out of a tasting activity, the instructor will offer a relevant alternative written assignment for the student to complete as a graded alternative to the objectionable tasting activity. A second option, referred to as the "Taste and Spit Method," is also available. Tasting and subsequent spitting allow the student to experience the sensory attributes of the food without actually consuming the food. This option satisfies the intended learning benefits of tasting and would not require the completion of the alternative written assignment. During the first week of classes, students need to inform faculty in written form of any religious restrictions.

**RESTRICTIVE AND MEDICAL DIETS** - Documented accommodations through the Office of Accommodations are intended to provide a safe environment for students. Only documented restrictions that provide students a reasonable ability to complete the course and program objectives may be accommodated. It is possible that not all requested accommodations will be granted through the Office of Student Accommodations, as those that are provided may still require students to complete tasks, recipes, and formulas that work with the product in question as part of comprehensive learning.

As an example, a student with Celiac's Disease who opts out of a tasting activity will be offered a relevant alternative written assignment as a graded alternative to the objectionable tasting activity.

**LIFESTYLE AND ELECTIVE DIETS** - Whereas the choice of following a lifestyle or elective diet is respected, there are instances where they may not be accommodated within this program. These diets include, but are not limited to, Vegan, Raw Only, Vegetarian, Lacto-Ovo, Lacto, Ovo, Pollotarian, Pescatarian, and Flexitarian. Students may choose not to participate in certain tasting activities; however, their grade will be reflective of these choices. Students may choose an option referred to as the "Taste and Spit Method." Tasting and subsequent spitting allow the student to experience the sensory attributes of the food without actually consuming the food. Students who choose to taste may

spit out the product after assessing the characteristics related to the educational objectives.

Students with a particular concern or question should reach out directly to the program head or the Office of Student Accommodations.

**TECHNICAL STANDARDS:** It is understood that any student who is otherwise qualified may be able to use reasonable accommodations in order to meet program standards that are necessary for employment in the culinary industry. Students with an identified disability should contact the Office of Student Accommodations in order to receive available, reasonable accommodations. Students in the Culinary Arts program must have the ability to perform sufficiently kitchen, internship, externship, dining room, market cafe, laboratory, and classroom activities and procedures. A list of essential functions, educational and industry standards, and related examples is provided at <http://www.reynolds.edu/standards>.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment-html/ge\\_info\\_221-242-04.html](http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_221-242-04.html) to access gainful employment disclosure information for this program.

## CURRICULUM:

*Students must take courses in order of roadmap; sequence subject to scheduling and full enrollment.*

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
HRI 122 <sup>1</sup>	Applied Nutrition for Food Service Laboratory	0	5	1
HRI 237 <sup>1</sup>	Current Issues and Environmental Responsibilities in the Hospitality Industry	1	0	1
HRI ELE <sup>1,3</sup>	Approved Specialization Elective	2-3	0-3	3
HRI 226 <sup>1,2</sup>	Leadership and Kitchen Management	2	0	2
Or	Or			
HRI 287 <sup>1,2</sup>	Contemporary Culinary Artistry and Innovation	1	2	2
MTH 130	Fundamentals of Reasoning	3	0	3
<b>FIRST SEMESTER TOTAL</b>		<b>7-9</b>	<b>5-10</b>	<b>10</b>
HRI ELE <sup>1,3</sup>	Approved Specialization Elective	2-3	0-3	3
HRI ELE <sup>1,3</sup>	Approved Specialization Elective	2-3	0-3	3
HRI 251 <sup>1</sup>	Food and Beverage Cost Control I	3	0	3
<b>SECOND SEMESTER TOTAL</b>		<b>7-9</b>	<b>0-6</b>	<b>9</b>
<b>Total Minimum Credits for Career Studies Certificate in Foundations of Culinary Technique</b>		<b>14-18</b>	<b>5-16</b>	<b>19</b>

02.07.19



<sup>1</sup> Students enrolled in HRI majors will be permitted into those classes only when wearing approved uniforms. Specifications may be obtained at [http://www.reynolds.edu/get\\_started/programs/business/culinary\\_and\\_hospitality/uniformsnew.aspx](http://www.reynolds.edu/get_started/programs/business/culinary_and_hospitality/uniformsnew.aspx) or from program faculty and advisors.

<sup>2</sup> HRI 226 and HRI 287 meet this course requirement; students may choose and enroll in the course they are most interested in and fits their term schedule and availability.

<sup>3</sup> Approved specialization electives are determined from the list below based on the AAS major a student has declared.

#### Culinary Arts Approved Specialization Elective

- HRI 219 – Stock, Soup and Sauce Preparation
- HRI 145 – Garde Manger
- HRI 220 – Meat, Seafood, and Poultry Preparation

#### Pastry Arts Approved Specialization Elective

- HRI 281 – Artisan Breads
- HRI 288 – Health-conscious Baking
- HRI 285 – Chocolate and Sugar Arts

#### Culinary Management Approved Specialization Elective

- HRI 235 – Marketing of Hospitality Services
- HRI 255 – Human Resource Management and Training for Hospitality and Tourism
- HRI 275 – Hospitality Law

## Culinary Fundamentals CSC Career Studies Certificate

**PURPOSE:** The Culinary Fundamentals program is intended to develop knowledge and skills in the modern and classical kitchen through techniques, products, and industry relation. The curriculum provides technical education in basic to intermediate skill development in sanitation, the kitchen, cooking, terminology, identification, communication, and computer systems. This credential leads to entry-level employment in a variety of culinary and retail career paths.

**OCCUPATIONAL OBJECTIVES:** The Culinary Fundamentals Career Studies Certificate prepares graduates to enter the following positions: Prep Cook, Station Cook, Catering, Line Cook and Pastry Assistants.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** The Culinary Fundamentals Career Studies Certificate requires that students have the following competencies: (1) competency in Math Essentials MTE 1-2 as demonstrated through the placement and diagnostic tests or by satisfactorily completing the required MTE units, or equivalent,

and (2) competencies in reading and writing as demonstrated by placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3 or ENG 111 and ENF 2 or completion of a college-level composition course. Students needing to complete developmental studies courses, below the minimum levels stated, in English or Mathematics, must complete those courses prior to beginning HRI courses.

Faculty provide advising to enhance student success. All students wishing to enroll in Culinary Fundamentals CSC must attend an advising session. Once enrolled, students must meet with their advisor every semester to review their scheduling strategy and status toward graduation. Information about advising and enrolling in classes is available at the following link:

[www.reynolds.edu/get\\_started/programs/business/culinary\\_and\\_hospitality/admission.aspx](http://www.reynolds.edu/get_started/programs/business/culinary_and_hospitality/admission.aspx) .

Students who earn a final grade lower than "C" in any HRI or major-related course, as identified by the program, must obtain permission from their advisor to continue the major in Culinary Fundamentals CSC. Students will be required to repeat courses in their major when grades lower than "C" are earned. Exceptions must be reviewed and approved in writing by the program head.

The competency-based nature of the curriculum allows students with previous educational studies or training experience to be evaluated for advanced standing called ABLE. Students who believe they are eligible for such consideration are required to meet with their advisor to discuss eligibility. If the advisor determines this option may apply, the student must meet with the program head for full evaluation and possible advanced standing to gain access to the process and materials required for submission and evaluation.

The recommended sequence can be viewed at [http://www.reynolds.edu/get\\_started/programs/business/culinary\\_and\\_hospitality/default.aspx](http://www.reynolds.edu/get_started/programs/business/culinary_and_hospitality/default.aspx)

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing HRI 159.

**REQUIRED UNIFORMS AND TOOL KITS:** Students enrolled in HRI courses must wear an approved uniform and possess an approved tool kit for HRI courses. Specifications may be obtained at <http://www.reynolds.edu/uniforms-for-culinary> or from the program head. All required items are available through the campus bookstore, and financial aid may be used to assist with obtaining these items.

**FINANCIAL REQUIREMENTS:** In addition to the regular college tuition and fees, the Culinary Arts AAS degree and specializations require the following:

Approved uniform items: chef jacket, chef pants, slip resistant black kitchen safety shoes, hat, apron	\$160.00 +/-
Supplies: medium black Sharpie marker, yellow highlighter, basic pocket	\$25.00 +/-

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calculator, pocket size  
notebook

Textbooks, MyLab products, and other supplies	\$800.00 +/-
Approved tool kit	\$350.00 +/-
Specialization - specific items	See program head

These costs are approximate, are subject to change without notice, and do not cover transportation costs.

**DIETARY EXCEPTION POLICY:** While enrolled and participating in the Culinary Arts program, especially laboratories, students will come into contact with various ingredients, some of which are familiar to them and many that are not. The Culinary Arts AAS is aligned with industry standards and expectations, which require students to be industry-ready upon completion of the program. The industry expects taste development; therefore, a majority of the program revolves around "tasting as you go" as a standard of higher-level cooking, comprehension, and assessment. Without directly participating in tasting, the chances of a successful dish and grade are highly compromised. The following areas address these potential concerns:

**TASTING** - Part of the educational portion of the program is exposure to new ingredients, products, and flavor pairings. During required classes, students will participate in tasting activities of foods that include safe to eat raw and fresh ingredients; cooked ingredients; and fresh, uncooked, and cooked dishes. Students will be expected to taste all items, except those that are documented on file as food restrictions. The process of discerning tastes, flavors, seasonings, and "dish needs" is included as part of the grading rubric. Students who do not participate in tasting activities will have their grade adjusted accordingly.

**ALLERGIES** - The college is committed to student safety. Students with allergy concerns need to provide documentation of food allergies from their doctor to be registered and on file with the Office of Student Accommodations, at which time the student will be provided an accepted accommodations form for presentation to every instructor for each related course, each semester. Students need to provide in written form the process for assisting them if an issue arises related to this. It is the student's responsibility to assure these documents are on file with the Office of Student Accommodations and that they are shared with faculty prior to being needed. In the event that a student opts out of a tasting activity, the instructor will offer a relevant alternative written assignment for the student to complete as a graded alternative to the objectionable tasting activity.

**RELIGION AND RELIGIOUS PRACTICES** - Whereas Reynolds accepts students of all faiths, certain programs contain learning activities that may not align with specific religions or religious practices. The Culinary Arts AAS and its specializations are examples of these programs. Students may choose not to participate in tasting activities if a specific item conflicts with their religious beliefs; however, all efforts should be made to participate within reason. In the event that a student opts out of a tasting activity, the instructor will offer a relevant

alternative written assignment for the student to complete as a graded alternative to the objectionable tasting activity. A second option, referred to as the "Taste and Spit Method," is also available. Tasting and subsequent spitting allow the student to experience the sensory attributes of the food without actually consuming the food. This option satisfies the intended learning benefits of tasting and would not require the completion of the alternative written assignment. During the first week of classes, students need to inform faculty in written form of any religious restrictions.

**RESTRICTIVE AND MEDICAL DIETS** - Documented accommodations through the Office of Accommodations are intended to provide a safe environment for students. Only documented restrictions that provide students a reasonable ability to complete the course and program objectives may be accommodated. It is possible that not all requested accommodations will be granted through the Office of Student Accommodations, as those that are provided may still require students to complete tasks, recipes, and formulas that work with the product in question as part of comprehensive learning.

As an example, a student with Celiac's Disease who opts out of a tasting activity will be offered a relevant alternative written assignment as a graded alternative to the objectionable tasting activity.

**LIFESTYLE AND ELECTIVE DIETS** - Whereas the choice of following a lifestyle or elective diet is respected, there are instances where they may not be accommodated within this program. These diets include, but are not limited to, Vegan, Raw Only, Vegetarian, Lacto-Ovo, Lacto, Ovo, Pollotarian, Pescatarian, and Flexitarian. Students may choose not to participate in certain tasting activities; however, their grade will be reflective of these choices. Students may choose an option referred to as the "Taste and Spit Method." Tasting and subsequent spitting allow the student to experience the sensory attributes of the food without actually consuming the food. Students who choose to taste may spit out the product after assessing the characteristics related to the educational objectives.

Students with a particular concern or question should reach out directly to the program head or the Office of Student Accommodations.

**TECHNICAL STANDARDS:** It is understood that any student who is otherwise qualified may be able to use reasonable accommodations in order to meet program standards that are necessary for employment in the culinary industry. Students with an identified disability should contact the Office of Student Accommodations in order to receive available, reasonable accommodations. Students in the Culinary Arts program must have the ability to perform sufficiently kitchen, internship, externship, dining room, market cafe, laboratory, and classroom activities and procedures. A list of essential functions, educational and industry standards, and related examples is provided at <http://www.reynolds.edu/standards>.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment-html/ge\\_info\\_221-242-04.html](http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_221-242-04.html) to access gainful employment disclosure information for this program.

**CURRICULUM:**

Students must take courses in order of roadmap; sequence subject to scheduling and full enrollment.

- HRI 219 – Stock, Soup & Sauce Preparation

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 101 <sup>1</sup>	Orientation to Culinary and Pastry Arts	1	0	1
HRI 115 <sup>1</sup>	Food Service Managers Sanitation Certification	1	0	1
HRI 106 <sup>1</sup>	Principles of Culinary Arts I	2	3	3
HRI 119 <sup>1</sup>	Applied Nutrition for Food Service	2	0	2
HRI 190 <sup>1,2</sup>	Coordinated Internship in Major	0	5	1
Or	Or			
SPA 107	Spanish Communications for the Hospitality Industry	1	0	1
HRI 136 <sup>1</sup>	Storeroom Operations and Inventory Management	0	5	1
<b>FIRST SEMESTER TOTAL</b>		<b>6-7</b>	<b>8-13</b>	<b>9</b>
HRI 218 <sup>1</sup>	Fruit, Vegetable, and Starch Preparation	2	3	3
HRI 159 <sup>1</sup>	Introduction to Hospitality Industry Computer Systems	2	2	3
HRI ELE <sup>1,3</sup>	Approved Specialization Elective	2	3	3
ENG 111	College Composition I	3	0	3
<b>SECOND SEMESTER TOTAL</b>		<b>9</b>	<b>8</b>	<b>12</b>
<b>Total Minimum Credits for Career Studies Certificate in Culinary Fundamentals</b>		<b>15-16</b>	<b>16-21</b>	<b>21</b>

02.07.19

<sup>1</sup> Students enrolled in HRI majors will be permitted into those classes only when wearing approved uniforms. Specifications may be obtained at [http://www.reynolds.edu/get\\_started/programs/business/culinary\\_and\\_hospitality/uniformsnew.aspx](http://www.reynolds.edu/get_started/programs/business/culinary_and_hospitality/uniformsnew.aspx) or from program faculty and advisors.

<sup>2</sup> HRI 190 internship is the required course for completion, unless an accommodation is provided in writing from the program head, verifying that the student has demonstrable, verifiable, industry-related experience; in these select cases SPA 107 has been selected as the course substitute.

<sup>3</sup> Approved Specialization Elective is determined from the list below based on the AAS major a student has declared.

Culinary Arts Approved Specialization Elective

- HRI 128 – Principles of Baking

Pastry Arts Approved Specialization Elective

- HRI 128 – Principles of Baking

Culinary Management Approved Specialization Elective

## Early Childhood Education CSC Career Studies Certificate

**PURPOSE:** This program is designed to provide students with the basic skills needed in the care and development of young children in a variety of child care settings. The program provides training appropriate for persons entering the field of early childhood education, as well as in-service training for persons presently working in the field who wish to upgrade their skills. The program also offers a well-organized course of study for parents who wish to increase their understanding of child development.

**OCCUPATIONAL OBJECTIVES:** Employment opportunities include preparation or upgrading skills for positions as child care center assistant directors, teachers or assistant teachers, aides, playroom attendants, home-based providers or day care workers, camp directors, and before- and after-school teachers in the following types of facilities: child day care centers, nursery schools, family day care homes, Head Start programs, recreational before- and after-school programs, hospital-based child care programs, pre-school at-risk programs, and pre-kindergarten church-sponsored programs.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to the general college curricular admission requirements, a personal interview with the program head is recommended. Students must attain a grade of “C” or higher in all courses completed in this program with CHD, EDU, and PSY course prefixes.

### CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
CHD 120	Introduction to Early Childhood Education	3	0	3
CHD 145	Teaching Art, Music, and Movement to Children	2	2	3
CHD 205	Guiding the Behavior of Children	3	0	3
EDU 235	Health, Safety, and Nutrition Education	3	0	3
CHD 165	Observation and Participation in Early Childhood Settings	1	6	3
SDV 100	College Success Skills	1	0	1
<b>TOTAL</b>		<b>13</b>	<b>8</b>	<b>16</b>
<b>Total Minimum Credits for Career Studies Certificate in Early Childhood Education</b>				<b>16</b>

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## Early Childhood Education – Advanced CSC Career Studies Certificate

**PURPOSE:** This program is designed to provide students with the additional early childhood skills needed in the care and development of young children in a variety of child care settings. The program provides training appropriate for persons presently working in the field who wish to continue to upgrade their knowledge and skills in child development and care. The program also offers a well-organized course of study for parents who wish to increase their understanding of child development.

**OCCUPATIONAL OBJECTIVES:** Employment opportunities include preparation or upgrading skills for positions as child care center assistant directors, teachers or assistant teachers, aides, playroom attendants, home-based providers or day care workers, camp directors, and before- and after-school teachers in the following types of facilities: child day care centers, nursery schools, family day care homes, Head Start programs, recreational before- and after-school programs, hospital-based child care programs, pre-school at-risk programs, and pre-kindergarten church-sponsored programs.

**ADMISSION REQUIREMENTS:** General college curricular admission

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

**PROGRAM NOTES:** In addition to the general college curricular admission requirements, those interested in entering the Early Childhood Education – Advanced Career Studies Certificate should hold the Early Childhood Education Career Studies Certificate or be approved by the program head. A personal interview with the program head is recommended. Students must attain a grade of “C” or higher in all courses with CHD and PSY prefixes.

### CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
CHD 118	Language Arts for Young Children	2	2	3
CHD 146	Math, Science, and Social Studies for Children	2	2	3
PSY 230	Developmental Psychology	3	0	3
ENG 111	College Composition I	3	0	3
CHD 166	Infant and Toddler Programs	3	0	3

ITE 115	Introduction to Computer Applications and Concepts	3	0	3
<b>TOTAL</b>		<b>16</b>	<b>4</b>	<b>18</b>
<b>Total Minimum Credits for Career Studies Certificate in Early Childhood Education – Advanced</b>				<b>18</b>

01.31.18

## Early Childhood Education – Advanced CSC Career Studies Certificate

**PURPOSE:** This program is designed to provide students with the additional early childhood skills needed in the care and development of young children in a variety of child care settings. The program provides training appropriate for persons presently working in the field who wish to continue to upgrade their knowledge and skills in child development and care. The program also offers a well-organized course of study for parents who wish to increase their understanding of child development.

**OCCUPATIONAL OBJECTIVES:** Employment opportunities include preparation or upgrading skills for positions as child care center assistant directors, teachers or assistant teachers, aides, playroom attendants, home-based providers or day care workers, camp directors, and before- and after-school teachers in the following types of facilities: child day care centers, nursery schools, family day care homes, Head Start programs, recreational before- and after-school programs, hospital-based child care programs, pre-school at-risk programs, and pre-kindergarten church-sponsored programs.

**ADMISSION REQUIREMENTS:** General college curricular admission

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

**PROGRAM NOTES:** In addition to the general college curricular admission requirements, those interested in entering the Early Childhood Education – Advanced Career Studies Certificate should hold the Early Childhood Education Career Studies Certificate or be approved by the program head. A personal interview with the program head is recommended. Students must attain a grade of “C” or higher in all courses with CHD and PSY prefixes.

### CURRICULUM:

### CREDITS

<b>First Semester</b>		
SDV 100	College Success Skills (SDV 101 accepted)	1/2
CHD 120	Introduction to Early Childhood Education	3
CHD 145	Art, Music, and Movement	3
CHD 205	Guiding Behavior of Young Children	3
CHD 165	Observation and Participation	3
EDU 235	Health, Safety and Nutrition	3
<b>TOTAL</b>	<b>Completion of Early Childhood Education Career Studies Certificate</b>	<b>16/17 CR.</b>
<b>Second Semester</b>		
ENG 111	College Composition I	3
CHD 146	Math, Science and Social Studies	3
CHD 166	Infant/Toddler Programs	3
CHD 118	Language Arts for Young Children	3
PSY 230	Developmental Psychology	3
ITE 115	Intro to Computer Applications and Competencies	3
<b>TOTAL</b>	<b>Completion of Early Childhood Education Career Studies Certificate-Advanced</b>	<b>18 CR.</b>
	<b>Completed Early Childhood Development Certificate</b>	<b>34/35 CR.</b>
<b>Third Semester</b>		
CHD 216	Early Childhood Programs, Schools and Social Change	3
CHD 210	Introduction to Exceptional Children	3
EDU 200	Introduction to Teaching as a Profession	3
ENG 112	College Composition II	3
MTH 154	Quantitative Reasoning	3
<b>TOTAL</b>		<b>15 CR.</b>
<b>Fourth Semester</b>		
BIO 101	General Biology I with Lab	4
CHD 265	Advanced Observation and Participation	3
ENG 250	Children's Literature (ENG 241 or ENG 242 accepted)	3
HIS 121	United States History I (United States History II accepted)	3
CHD 270	Administration of Early Childhood Programs	3

<b>TOTAL</b>	<b>16 CR.</b>
<b>TOTAL DEGREE CREDITS</b>	<b>65/66 CR.</b>
<b>Completed Early Childhood Development A.A.S.</b>	

## Ecommerce CSC Career Studies Certificate

**PURPOSE:** This career studies certificate is designed to meet the needs of employed persons desiring to extend their knowledge of Internet marketing concepts, as well as those seeking training to prepare for employment in the marketing industry and eCommerce.

**OCCUPATIONAL OBJECTIVES:** Advertising manager, media buyer, salesperson, Internet retailer, web designer, marketing manager, retail manager, and marketing consultant

**ADMISSION REQUIREMENTS:** General college curricular admission

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment-html/ge\\_info\\_221-251-01.html](http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_221-251-01.html) to access gainful employment disclosure information for this program.

### CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111	College Composition I	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
ITD 110	Web Page Design I	3	0	3
ITD 210	Web Page Design II	4	0	4
MKT 201	Introduction to Marketing	3	0	3
MKT 271	Consumer Behavior	3	0	3
MKT 281	Principles of Internet Marketing	3	0	3
MKT 282	Principles of eCommerce	3	0	3
MKT 283	Social, Ethical, and Legal Issues in eCommerce	3	0	3
<b>TOTAL</b>		<b>28</b>	<b>0</b>	<b>28</b>
<b>Total Minimum Credits for Career Studies Certificate in eCommerce</b>				<b>28</b>

03.06.18

## Emergency Medical Services - Emergency Medical Technician CSC

## Career Studies Certificate

**PURPOSE:** This program prepares students to become Emergency Medical Technicians at the entry level.

**OCCUPATIONAL OBJECTIVES:** Certified Emergency Medical Technician

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to the general college curricular admission requirements, students must have a current CPR card for either the American Heart Association Healthcare Provider or the American Red Cross Professional Rescuer. Students without a current CPR card are encouraged to complete HLT 105 (CPR). For students who cannot obtain a CPR card prior to registering for their first EMS course, a CPR class will be offered prior to the first day of class for EMS 111 or EMS 112. Students desiring to further their emergency medical training and capabilities should consider the Emergency Medical Services - Paramedic Associate of Applied Science degree after completing this career studies certificate.

**FINANCIAL REQUIREMENTS:** In addition to the regular college tuition and fees, the EMS program requires the items listed below. These costs are subject to change.

Textbook and Workbook Fees	\$198.00
Background Check and Drug Testing	\$81.00
FISDAP Scheduler	\$30.00
Uniforms (boots, belt, pants, Reynolds EMS program shirt)	\$143.00
Testing Fees:	
ODEMSA	\$50.00
National Registry Paramedic Cognitive Examination	\$70.00
Medical Check Up	varies according to student's doctor fees

To determine current tuition and fees, visit [www.reynolds.edu/pay\\_for\\_college/tuition.aspx](http://www.reynolds.edu/pay_for_college/tuition.aspx) or call the School of Nursing and Allied Health office at (804) 523-5375. The instructor will inform students of the textbooks and other required learning materials needed in the syllabus for each course.

**CONTINUATION IN THE PROGRAM:** To continue in the program, students must achieve a course grade of at least "B" (80) in each EMS course.

**FUNCTIONAL SKILLS REQUIREMENTS:** The functional skills listed below apply to students entering the EMS – Emergency Medical Technician CSC and EMS – Paramedic AAS degree. Students entering these programs must have the ability to

- Verbally communicate in person, via telephone and telecommunications using the English language;
- Hear spoken information from co-workers, patients, physicians, and dispatchers and sounds common to the emergency scene;
- Lift, carry, and balance a minimum of 125 pounds equally distributed (250 pounds with assistance), a height of 33 inches, and a distance of 10 feet;
- Read and comprehend written materials under stressful conditions;
- Use a prescribed format to document patient information in writing or by entry into a computer program;
- Demonstrate manual dexterity and fine motor skills, with ability to perform all tasks related to quality patient care in a safe manner;
- Bend, stoop, crawl, and walk on even surfaces; and
- Meet minimum vision requirements to operate a motor vehicle within the state.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment-html/ge\\_info\\_221-146-01.html](http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_221-146-01.html) to access gainful employment disclosure information for this program.

The Emergency Medical Services - Emergency Medical Technician program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of CoAEMSP.

**Commission on Accreditation of Allied Health Education Programs**  
**25400 US Highway 19 N., Suite 158**  
**Clearwater, FL 33763**  
**727-210-2350**  
**[www.caahep.org](http://www.caahep.org)**

### CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
EMS 112 <sup>1,2</sup> and EMS 113 <sup>1,2,3</sup>	Emergency Medical Technician - Basic I and Emergency Medical Technician - Basic II	3 2	2 2	4 3
EMS 120 <sup>3</sup>	Emergency Medical Technician Clinical	0	2	1
BIO 141 <sup>4</sup>	Human Anatomy and Physiology I	3	3	4
BIO 142 <sup>4</sup>	Human Anatomy and Physiology II	3	3	4
SDV 100	College Success Skills	1	0	1
<b>Total</b>		<b>12</b>	<b>12</b>	<b>17</b>
<b>Total Minimum Credits for Career Studies Certificate in Emergency Medical Services - Emergency Medical Technician</b>				<b>17</b>

05.01.19

<sup>1</sup> EMS 112 and 113 are taken over two semesters.

<sup>2</sup> EMS 112 is a prerequisite for EMS 113.

<sup>3</sup> EMS 120 must be taken concurrently with EMS 113.

<sup>4</sup> BIO 141 is a prerequisite for BIO 142.

## Emergency Medical Services - Intermediate CSC Career Studies Certificate

**PURPOSE:** This program prepares students to become an entry-level Intermediate EMS provider at both the national and the state level.

**OCCUPATIONAL OBJECTIVES:** Certified National Registry Intermediate

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Applicants must have completed the Emergency Medical Services EMT Career Studies Certificate or hold a current Commonwealth of Virginia EMT Certification and hold a valid CPR card. Students desiring to further their emergency medical training and capabilities should consider the EMS Paramedic Associate of Applied Science degree after completing this career studies certificate.

**FINANCIAL REQUIREMENTS:** In addition to the regular college tuition and fees, the EMS program requires the items listed below. The costs listed are subject to change.

Textbooks and Workbook	\$408.00
Background Check and Drug Testing	\$81.00
FISDAP Scheduler and Final Exams	\$115.00
Uniforms (boots, belt, pants, two Reynolds EMS program shirts)	\$178.00
Testing Fees:	
ODEMSA	\$250.00
National Registry Paramedic Cognitive Examination	\$110.00
Medical Check Up	varies according to student's doctor fees

To determine current tuition and fees, visit [www.reynolds.edu/pay\\_for\\_college/tuition.aspx](http://www.reynolds.edu/pay_for_college/tuition.aspx), or call the School of Nursing and Allied Health office at (804)523-5375. The instructor will inform students of the textbooks and other required learning materials needed in the syllabus for each course.

**CONTINUATION IN THE PROGRAM:** To continue in the program, students must achieve a grade of at least "B" (80) in each EMS course.

**FUNCTIONAL SKILLS REQUIREMENTS:** The functional skills listed below apply to students entering the EMS – Emergency Medical Technician CSC, EMS – Intermediate CSC, EMS – Paramedic CSC, and EMS – Paramedic AAS degree. Students entering these programs must have the ability to

- Verbally communicate in person, via telephone and telecommunications using the English language;
- Hear spoken information from co-workers, patients, physicians, and dispatchers and sounds common to the emergency scene;
- Lift, carry, and balance a minimum of 125 pounds equally distributed (250 pounds with assistance), a height of 33 inches, and a distance of 10 feet;
- Read and comprehend written materials under stressful conditions;
- Use a prescribed format to document patient information in writing or by entry into a computer program;
- Demonstrate manual dexterity and fine motor skills, with ability to perform all tasks related to quality patient care in a safe manner;
- Bend, stoop, crawl, and walk on even surfaces; and
- Meet minimum vision requirements to operate a motor vehicle within the state.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment-html/ge\\_info\\_221-146-03.html](http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_221-146-03.html) to access gainful employment disclosure information for this program.

The Emergency Medical Services - Intermediate EMS program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of CoAEMSP.

**Commission on Accreditation of Allied Health Education Programs**  
**25400 US Highway 19 N., Suite 158**  
**Clearwater, FL 33763**  
**727-210-2350**  
**[www.caahep.org](http://www.caahep.org)**

### CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
EMS 151	Introduction to Advanced Life Support	3	2	4
EMS 170	ALS Internship I	0	3	1
EMS 153	Basic ECG Recognition	2	0	2
EMS 157	ALS – Trauma Care	2	2	3
EMS 155	ALS – Medical Care	3	2	4
EMS 159	ALS – Special Populations	2	2	3
EMS 172	ALS Clinical Internship II	0	3	1

# REYNOLDS COMMUNITY COLLEGE

EMS 173	ALS Field Internship II	0	3	1
<b>TOTAL</b>		<b>12</b>	<b>17</b>	<b>19</b>
<b>Total Minimum Credits for Career Studies Certificate in Emergency Medical Services - Intermediate</b>				<b>19</b>

03.11.15

## Emergency Medical Services - Paramedic CSC Career Studies Certificate

**PURPOSE:** This program provides a bridge from the intermediate level to the entry-level paramedic certification and offers registered nurses with experience in critical care an opportunity to meet the requirements to become a paramedic.

**OCCUPATIONAL OBJECTIVES:** To prepare competent entry-level paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the advanced emergency medical technician and/or emergency medical technician, and/or emergency medical responder levels.

J. Sargeant Reynolds Community College paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Emergency Medical Services Professions (CoAEMSP).

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Applicants must have completed the Emergency Medical Services - Intermediate Career Studies Certificate or hold a current Virginia or NREMT - Intermediate certification and hold a current CPR card. Students desiring to further their emergency medical training and capabilities should consider the EMS - Paramedic Associate of Applied Science degree after completing this career studies certificate.

**FINANCIAL REQUIREMENTS:** In addition to the regular college tuition and fees, the EMS program requires the items listed below. Costs listed are subject to change.

Textbooks, Workbook, and Certification Fees (CPR, ACLS, PHTLS, EPC, and AMLS)	\$830.00
Background Check and Drug Testing	\$81.00
FISDAP Scheduler and Final Exams	\$115.00
Uniforms (boots, belt, pants, two Reynolds EMS program shirts)	\$178.00
Testing Fees:	
ODEMSA	\$250.00

National Registry Paramedic Cognitive Examination	\$110.00
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Medical Check Up	varies according to student's doctor fees
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To determine current tuition and fees, visit [www.reynolds.edu/pay\\_for\\_college/tuition.aspx](http://www.reynolds.edu/pay_for_college/tuition.aspx), or call the School of Nursing and Allied Health office at (804)523-5375. The instructor will inform students of the textbooks and other required learning materials needed in the syllabus for each course.

**CONTINUATION IN THE PROGRAM:** Students must achieve a course grade of at least "B" (80) in each EMS course with the exception of EMS 205, which requires a minimum grade of at least "C" (70).

**FUNCTIONAL SKILLS REQUIREMENTS:** The functional skills listed below apply to students entering the EMS - Emergency Medical Technician CSC, EMS - Intermediate CSC, EMS - Paramedic CSC, and EMS - Paramedic AAS degree. Students entering these programs must have the ability to

- Verbally communicate in person, via telephone and telecommunications using the English language;
- Hear spoken information from co-workers, patients, physicians, and dispatchers and in sounds common to the emergency scene;
- Lift, carry, and balance a minimum of 125 pounds equally distributed (250 pounds with assistance), a height of 33 inches, and a distance of 10 feet;
- Read and comprehend written materials under stressful conditions;
- Use a prescribed format to document patient information in writing or by entry into a computer program;
- Demonstrate manual dexterity and fine motor skills, with ability to perform all tasks related to quality patient care in a safe manner;
- Bend, stoop, crawl, and walk on even surfaces; and
- Meet minimum vision requirements to operate a motor vehicle within the state.

**RN TO PARAMEDIC BRIDGE PROGRAM:** Registered nurses with two years' experience in a critical care setting (ICU, CCU, ER) may contact the EMS program head at 804-523-5768 to obtain information regarding completion of the EMS - Paramedic CSC to become a paramedic.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment-html/ge\\_info\\_221-146-05.html](http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_221-146-05.html) to access gainful employment disclosure information for this program.

The Emergency Medical Services - Paramedic CSC is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of CoAEMSP.

Commission on Accreditation of Allied Health Education Programs  
25400 US Highway 19 N., Suite 158  
Clearwater, FL 33763  
727-210-2350



www.caahep.org

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
EMS 205	Advanced Pathophysiology	4	0	4
EMS 207	Advanced Patient Assessment	2	2	3
EMS 242	ALS Clinical Internship III	0	3	1
EMS 243	ALS Field Internship III	0	3	1
EMS 201	EMS Professional Development	3	0	3
EMS 209	Advanced Pharmacology	3	2	4
EMS 211	Operations	1	2	2
EMS 244	ALS Clinical Internship IV	0	3	1
EMS 245	ALS Field Internship IV	0	3	1
<b>TOTAL</b>		<b>13</b>	<b>18</b>	<b>20</b>
<b>Total Minimum Credits for Career Studies Certificate in Emergency Medical Services - Paramedic</b>				<b>20</b>

06.20.18

## Entrepreneurship in Small Business CSC

### Career Studies Certificate

**PURPOSE:** This program is designed for persons who wish to acquire the knowledge and skills necessary to organize and manage a small business. This program addresses management concerns unique to small businesses, including organizational structure, marketing plans, financial analysis, tax requirements, legal issues, and computer applications.

**OCCUPATIONAL OBJECTIVES:** This program trains students to own, operate, and manage a small business with 100 or fewer employees.

**ADMISSION REQUIREMENTS:** General college curricular admission

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment-html/ge\\_info\\_221-212-10.html](http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_221-212-10.html) to access gainful employment disclosure information for this program.

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
BUS 100	Introduction to Business	3	0	3
BUS 116	Entrepreneurship	3	0	3
BUS 165	Small Business Management	3	0	3

ACC 117	Essentials of Accounting	3	0	3
AST 205	Business Communications	3	0	3
FIN 215	Financial Management	3	0	3
MKT 215	Sales and Marketing Management	3	0	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
<b>TOTAL</b>		<b>24</b>	<b>0</b>	<b>24</b>
<b>Total Minimum Credits for Career Studies Certificate in Entrepreneurship in Small Business</b>				<b>24</b>

03.13.15

## Floral Design CSC Career Studies Certificate

**PURPOSE:** This program is intended primarily for students who are seeking employment in the floral design business or who are presently employed in this field and wish to upgrade or enhance their skills. The program is also available for those who wish to establish credentials to demonstrate their expertise for exhibiting and judging.

**OCCUPATIONAL OBJECTIVES:** Careers include serving as an owner/operator of an independent florist business; a floral department manager/staff in a supermarket or garden center; and a floral designer in partnership with a caterer, wedding coordinator, or corporate client. There is also tremendous growth in production, sale, and display of cut flowers at farmers' markets.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students need good manual dexterity skills to fulfill job requirements in almost all applications of floral design training. In addition, an eye for color and an appreciation for design elements are very helpful.

All courses required for completion of this certificate can be applied to the AAS degree in Horticulture Technology.

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
HRT 260	Introduction to Floral Design	2	2	3
HRT 266	Advanced Floral Design	2	2	3
HRT 268	Advanced Floral Design Applications	2	2	3
HRT 110	Principles of Horticulture	3	0	3
_____ <sup>1</sup>	Approved General Education Elective	3	0	3
or	or			
HRT 121	Greenhouse Crop Production I	2	2	3

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HRT 106	Practical Horticulture	0	2	1
or	or			
HRT 190	Coordinated Internship in Horticulture	0	5	1
<b>TOTAL</b>		<b>11-12</b>	<b>8-13</b>	<b>16</b>
<b>Total Minimum Credits for Career Studies Certificate in Floral Design</b>				<b>16</b>

04.04.19

<sup>1</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. Students may also take ENG 111.

## Health Science I CSC Career Studies Certificate

**PURPOSE:** The Health Science I Career Studies Certificate is a career pathway designed to move students from basic entry-level employment skills to foundational professional skills and occupational specific licensure and credentials (Central Sterile Processing Technician, Certified Nurse Aide, and Phlebotomist). The program can also serve as a pathway to a certificate (Dental Assisting and Practical Nursing) or an associate of applied science degree in one of the college's health programs (Health Information Management, Medical Laboratory Technology, Nursing, Opticianry, and Respiratory Therapy).

**OCCUPATIONAL OBJECTIVES:** The health science educational and career ladder provides a broad foundation of core skills, knowledge, and abilities for employment as entry-level health care workers. Upon completion of the program, students will be prepared for entry-level employment as a Central Sterile Processing Technician, Certified Nurse Aide, or Phlebotomist, or can apply to a certificate or degree in Dental Assisting, Health Information Management, Medical Laboratory Technology, Nursing, Practical Nursing, Opticianry, and Respiratory Therapy.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students new to the college must complete GoToOrientation and attend a new student orientation program. Students enrolling in this program are required to meet with an advisor and enroll in SDV 101 in the first semester.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment.html/ge\\_info\\_221-190-01.html](http://www.reynolds.edu/curriculum/gainful-employment.html/ge_info_221-190-01.html) to access gainful employment disclosure information for this program.

### CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
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SDV 101	Orientation to Health Science	1	0	1
<u>        </u> <sup>1</sup>	<i>Biology Options (Select one)</i>			
BIO 100 or	Basic Human Biology or	3	0	3
BIO 101 or	General Biology I or	3	3	4
BIO 141 or	Human Anatomy and Physiology I or	3	3	4
BIO 150 or	Introductory Microbiology or	3	3	4
OPT 105	Anatomy, Physiology, and Pathology of the Eye	3	0	3
<u>        </u> <sup>1</sup>	<i>Health Science Survey Options (Select one)</i>			
HCT 101 <sup>2</sup> or	Health Care Technician I (Nurse Aide I) or	3	0	3
MDL 105 or	Phlebotomy or	2	3	3
RTH 102 or	Integrated Sciences for Respiratory Care or	3	0	3
HIM 141 or	Fundamentals of Health Information Systems I or	3	0	3
DNA 100 or	Introduction to Oral Health Professions or	1	0	1
CSP 101 or	Introduction to Central Sterile Services or	1	0	1
HLT 195	Topics in Health: Introduction to Pharmacy Practice	1	0	1
HLT 105 <sup>3</sup>	Cardiopulmonary Resuscitation	1	0	1
HCT 110	Therapeutic Communication in the Health Care Setting	3	0	3
HLT 145	Ethics for Health Care Personnel	1	0	1
<u>        </u> <sup>1</sup>	<i>2<sup>nd</sup> Biology or Science Options (Select one)</i>			
BIO 102 or	General Biology II or	3	3	4
BIO 141 or	Human Anatomy and Physiology or	3	3	4
BIO 142 or	Human Anatomy and Physiology II or	3	3	4
BIO 150	Introductory Microbiology	3	3	4

or	or			
CHM 101	Introductory Chemistry I	3	3	4
or	or			
CHM 111 <sup>4</sup>	General Chemistry I	3	3	4
or	or			
HIM 110	Introduction to Human Pathology	3	0	3
<hr/>				
ENG 111	College Composition I	3	0	3
<hr/>				
PSY 230 <sup>5</sup>	Developmental Psychology	3	0	3
or	or			
HLT 143	Medical Terminology I			
or	or			
MTH 155 <sup>6</sup>	Statistical Reasoning			
or	or			
MTH 161 <sup>6</sup>	Precalculus I			
<hr/>				
MDL 190 <sup>7</sup>	Coordinated Practice in Phlebotomy Training	0	8	4
or	or			
HLT 190 <sup>8</sup>	Coordinated Internship	0	9-15	3-5
or	or			
MDL 190 <sup>9</sup>	Coordinated Practice in Phlebotomy Training	0	4	2
or	or			
HCT 102 <sup>2</sup>	Health Care Technician II (Nurse Aide II)	1	6	4
<b>Total Credits for Career Studies Certificate in Health Science I</b>				<b>21-28</b>

07.12.18

<sup>1</sup> With the help of an advisor, students will select the appropriate course based on their selected career/educational track.

<sup>2</sup> Must be able to pass background check and drug screen; HCT 101 and 102 must be taken concurrently.

<sup>3</sup> Must be American Heart Association BLS level of above.

<sup>4</sup> MTH 161 is a pre- or co-requisite for CHM 111.

<sup>5</sup> PSY 230 is a Nursing AAS prerequisite and meets Dental Assisting Certificate and AAS degree requirements for Emergency Medical Services, Medical Laboratory Technology, and Respiratory Therapy as a social/behavioral sciences elective option.

<sup>6</sup> Students interested in the MDL AAS track may take either mathematics course.

<sup>7</sup> MDL 105 is a prerequisite for this course. Students will complete the requirements in 40 hours per week for three weeks.

<sup>8</sup> Students must contact the program head for permission to register.

<sup>9</sup> MDL 101 or MDL 105 must be completed prior to enrollment in this course, which is for the student currently enrolled in the MDL AAS degree program only. Students will complete MDL 190 - Coordinated Practice in Phlebotomy Training requirements in 30 hours per week for two weeks.

## Hybrid and Electric Vehicle Technology CSC

### Career Studies Certificate

**PURPOSE:** This curriculum is designed to meet the need for automotive technicians with education in the advanced technologies used on current vehicles. Such advanced technologies include electric, plug-in hybrid, and fuel cell electric vehicles, as well as the advanced control systems used on these and other advanced vehicles. The program provides instruction on the theory of operation, application, and diagnosis of the systems used in these vehicles.

**OCCUPATIONAL OBJECTIVES:** Auto Mechanic, State Safety Inspector, Service Advisor, Maintenance Technician, Parts Clerk, and Service Writer

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** To enroll in this program, students must have the following background or the program head's approval: (1) experience in the automotive repair field and (2) completion of AUT 241 – Automotive Electricity I, AUT 242 – Automotive Electricity II, and AUT 245 – Automotive Electronics. Students interested in entering this program are required to meet with the program head before registering for their first semester.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment-html/ge\\_info\\_221-909-46.html](http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_221-909-46.html) to access gainful employment disclosure information for this program.

### CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
AUT 230	Introduction to Alternate Fueled and Hybrid Vehicles	3	0	3
AUT 253	Electric Vehicles	3	3	4
AUT 254	Plug-In Hybrid Vehicles	3	3	4
AUT 243	Automotive Control Electronics	3	3	4
AUT 256	Fuel Cell Electric Vehicles	3	3	4
— — <sup>1</sup>	Humanities/Social Science Elective	3	0	3
<b>TOTAL</b>		<b>18</b>	<b>12</b>	<b>22</b>

**Total Minimum Credits for Career Studies Certificate in Hybrid and Electric Vehicle Technology 22**

03.13.15

<sup>1</sup> A list of approved electives is available from the program head.

## Information Systems Technology - Computer Programmer CSC Career Studies Certificate

**PURPOSE:** The Computer Programmer Career Studies Certificate prepares students to design and implement traditional/legacy stand-alone and client-server applications using procedural and object-oriented development techniques.

The material presented in this certificate will help prepare students for the Microsoft Certified Solutions Developer Certification.

**OCCUPATIONAL OBJECTIVES:** Analyst programmer; applications developer; computer programmer; computer programmer analyst; Internet programmer; programmer: programmer analyst; software developer; Web programmer

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** The Computer Programmer Career Studies Certificate will fulfill the IT concentration electives in the Information Systems Technology Associate of Applied Science degree.

Students should check their advisement report in SIS and meet with their faculty advisor.

Students must attain the grade of "C" or higher in IT courses taken for this career studies certificate.

IT courses used for this program may not be more than 10 years old.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment-html/ge\\_info\\_221-299-06.html](http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_221-299-06.html) to access gainful employment disclosure information for this program.

### CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
ITP 136	C# Programming I	4	0	4
ITP 236	C# Programming II	4	0	4
ITP 251	Systems Analysis and Design	3	0	3
ITD 130	Database Fundamentals	4	0	4
ITD 132	Structured Query Language (T-SQL)	3	0	3

ITP 244	ASP.Net-Server Side Programming	4	0	4
ITP 298	Seminar and Project: Programming Capstone	4	0	4
<b>TOTAL</b>		<b>29</b>	<b>0</b>	<b>29</b>
<b>Total Minimum Credits for Career Studies Certificate in Computer Programmer</b>				<b>29</b>

11.17.17

## Information Systems Technology - Cyber Security CSC Career Studies Certificate

**PURPOSE:** The Cyber Security Career Studies Certificate provides instruction in Information Security and prepares students to recognize and prevent threats to data, information systems, and to master techniques for defense against such attacks. The material presented in this certificate will help prepare students for the CompTIA Security+ Certification.

**OCCUPATIONAL OBJECTIVES:** Help desk specialist; entry-level information security analyst: entry-level cyber security specialist. For more information, check out O\*Net (<https://www.onetonline.org/>).

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** The Cyber Security Career Studies Certificate will fulfill the IT concentration electives in the Information Systems Technology Associate of Applied Science degree.

Students should check their advisement report in SIS and meet with their faculty advisor.

Students must obtain the grade of "C" or higher in IT courses taken for this CSC.

IT courses used for this program may not be more than 10 years old.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment-html/ge\\_info\\_221-732-09.html](http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_221-732-09.html) to access gainful employment disclosure information for this program.

### CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ITE 221	PC Hardware and OS Architecture	4	0	4
ITN 101	Introduction to Network Concepts	3	0	3
ITN 260	Network Security Basics	3	0	3

ITN 261	Network Attacks, Computer Crime, and Hacking	4	0	4
ITN 262	Network Communication, Security, and Authentication	4	0	4
ITN 263	Internet/Intranet Firewalls and E-Commerce Security	4	0	4
ITN 276	Computer Forensics I	3	0	3
ITN 298	Seminar and Project: Networking Capstone	4	0	4
<b>TOTAL</b>		<b>29</b>	<b>0</b>	<b>29</b>
<b>Total Minimum Credits for Career Studies Certificate in Cyber Security</b>		<b>29</b>		

11.29.17

## Information Systems Technology - Network Administration CSC Career Studies Certificate

**PURPOSE:** The Network Administration Career Studies Certificate provides the student with a broad background in networking technologies, administration, and support. The material presented in this certificate will help prepare students for the CompTIA A+ Certification and the CompTIA Network+ Certification. It is recommended that students complete the A+ Certification before the Network+ Certification.

**OCCUPATIONAL OBJECTIVES:** Hardware technician; entry-level help desk Technician; entry-level technical support. For more information, check out O\*Net (<https://www.onetonline.org/>).

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** The Network Administration Career Studies Certificate will fulfill the IT concentration electives in the Information Systems Technology Associate of Applied Science degree.

Students should check their advisement report in SIS and meet with their faculty advisor.

Students must attain the grade of "C" or higher in IT courses taken for this certificate.

IT courses used for this program may not be more than 10 years old.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment-html/ge\\_info\\_221-732-00.html](http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_221-732-00.html) to access gainful employment disclosure information for this program.

**CURRICULUM:**

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
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ITE 221	PC Hardware and OS Architecture	4	0	4
ITN 101	Introduction to Network Concepts	3	0	3
ITN 171	UNIX I	3	0	3
ITN 110	Client Operating Systems (Windows 8)	4	0	4
ITN 111	Server Administration (Server 2012)	4	0	4
ITN 260	Network Security Basics	3	0	3
ITN 254	Virtual Infrastructure: Installation and Configuration	4	0	4
ITN 298	Seminar and Project: Networking Capstone	4	0	4
<b>TOTAL</b>		<b>29</b>	<b>0</b>	<b>29</b>
<b>Total Minimum Credits for Career Studies Certificate in Network Administration</b>		<b>29</b>		

11.29.17

## Information Systems Technology - Computer Applications CSC Career Studies Certificate

**PURPOSE:** This program is designed to provide computer education and training required by business and industry. Specifically, this includes skills necessary to function in today's highly technical and computerized environment. Students will use computer application software to develop business applications. The career studies certificate will help prepare students for the MOS certification exams for Word, Excel, Access, and PowerPoint.

**OCCUPATIONAL OBJECTIVES:** Computer support specialist; computer technician; help desk analyst; information technology specialist (IT specialist).

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** The Computer Applications Career Studies Certificate will fulfill the IT concentration electives in the Information Systems Technology Associate of Applied Science degree.

Students should check their advisement report in SIS and meet with their faculty advisor.

Students must attain the grade of "C" or higher in IT courses taken for this certificate.

IT courses used for this program may not be more than 10 years old.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see <http://www.reynolds.edu/curriculum/gainful-employment->

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html/ge\_info\_221-299-03.html to access gainful employment disclosure information for this program.

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
ITE 130	Introduction to Internet Services	3	0	3
ITE 140	Spreadsheet Software	3	0	3
ITE 150	Desktop Database Software	3	0	3
ITE 221	PC Hardware and OS Architecture	4	0	4
ITD 110	Web Page Design I	3	0	3
ITD 112	Designing Web Page Graphics	3	0	3
ITE 298	Seminar and Project: Computer Applications Capstone	4	0	4
<b>TOTAL</b>		<b>26</b>	<b>0</b>	<b>26</b>
<b>Total Minimum Credits for Career Studies Certificate in Computer Applications</b>				<b>26</b>

5.21.18

## Information Systems Technology – Web Development CSC Career Studies Certificate

**PURPOSE:** The Web Development Career Studies Certificate provides knowledge and skills for the creation and management of well-designed and well-organized Web sites. The material presented in this certificate will help prepare students for the CIW Associate Certification and the CIW Associate Design Specialist Certification.

**OCCUPATIONAL OBJECTIVES:** Web designer; Web developer; webmaster

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** The Web Development Career Studies Certificate will fulfill the IT concentration electives in the Information Systems Technology Associate of Applied Science degree.

Students should check their advisement report in SIS and meet with their faculty advisor.

Students must attain the grade of “C” or higher in IT courses taken for this certificate.

IT courses used for this program may not be more than 10 years old.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment-html/ge\\_info\\_221-299-18.html](http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_221-299-18.html) to access gainful employment disclosure information for this program.

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
ITE 221	PC Hardware and OS Architecture	4	0	4
ITD 110	Web Page Design I	3	0	3
ITD 112	Designing Web Page Graphics	3	0	3
ITD 130	Database Fundamentals	4	0	4
ITD 212	Interactive Web Design	4	0	4
ITD 210	Web Page Design II	4	0	4
ITD 298	Seminar and Project: Web Design Capstone	4	0	4
<b>TOTAL</b>		<b>29</b>	<b>0</b>	<b>29</b>
<b>Total Minimum Credits for Career Studies Certificate in Web Development</b>				<b>29</b>

11.28.17

## Medical Records Coder (Health Information Management) CSC Career Studies Certificate

**PURPOSE:** This program is designed to provide the technical knowledge and skills, along with the practical experience, needed for employment as a basic medical records coder. Assisted by specialized computer equipment and software, medical records coders analyze and interpret the patient’s record to determine the proper standardized codes that represent the patient’s diagnosis and treatment. These codes may be used to create accurate standardized records, to maintain health statistics, or for billing purposes. The need for medical records coders will continue to increase as the health field continues to address reimbursement challenges and move toward a focus on quality improvement related to health care services. Upon satisfactory completion of the program, students will be eligible to take national accrediting exams offered by the American Health Information Management Association (AHIMA) and the American Academy of Professional Coders (AAPC).

**OCCUPATIONAL OBJECTIVES:** Medical records coders work in hospitals, doctors’ offices, insurance companies, and government agencies.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to the general college curricular admission requirements, a personal interview with the program head is required for advising prior to enrollment in the first HIM course. Courses need to be taken in the sequence listed. Students will be required to repeat any course in which a grade lower than “C” is received. This program must be completed within two years.

This program is not accredited; however, upon completion of this program, students will be prepared to take the national certification exams for coding. Students with significant on-the-job training may be eligible for advanced placement or may receive program head permission to enroll in select courses only.

## STUDENT OUTCOMES FOR MEDICAL RECORDS CODER CAREER STUDIES CERTIFICATE:

Students who complete the Medical Records Coder Career Studies Certificate will be expected to

- Recognize and implement professional policies and procedures related to the legal and ethical use of medical information;
- Interpret health record documentation using knowledge of anatomy, physiology, clinical indicators and disease processes, pharmacology, and medical terminology to identify codeable diagnoses and/or procedures, according to the ICD-10-CM and CPT-4 coding systems;
- Apply knowledge of major reimbursement systems in the United States to the preparation of universal billing claims; and
- Demonstrate behaviors and dispositions that are in accord with professional ethics, including integrity, respect for privacy, and commitment to professional growth.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program must meet the college's computer competency requirement by successfully completing ITE 115 or CSC 155. Students can also meet this requirement by passing the college's computer competency exam administered in the testing centers on each campus, in which they will receive college credit for ITE 115 or CSC 155. Students not passing the computer competency exam may retake the exam. Either ITE 115, CSC 155, or the competency test must be completed in the first semester or students may not progress to the second semester.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment.html/ge\\_info\\_221-152-06.html](http://www.reynolds.edu/curriculum/gainful-employment.html/ge_info_221-152-06.html) to access gainful employment disclosure information for this program.

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ITE 115 <sup>1</sup>	Introduction to Computer Applications and Concepts	3	0	3
SDV 100	College Success Skills	1	0	1
BIO 100	Basic Human Biology	3	0	3
HLT 143	Medical Terminology I	3	0	3
HIM 141	Fundamentals of Health Information Systems I	3	0	3

HIM 110	Introduction to Human Pathology	3	0	3
HIM 250	Health Classification Systems I: ICD-9/10-CM	3	0	3
HIM 255	Health Data Classification Systems II: Current Procedural Technology	3	0	3
HIM 151	Reimbursement Issues in Medical Practice Management	2	0	2
HIM 257	Health Data Classification Systems III	3	0	3
<b>TOTAL</b>		<b>27</b>	<b>0</b>	<b>27</b>
<b>Total Credits for Career Studies Certificate in Medical Records Coder</b>				<b>27</b>

11.06.18

<sup>1</sup> CSC 155 can be substituted for ITE 115.

## Opticians Apprentice CSC Career Studies Certificate

**PURPOSE:** Successful completion of the Opticians Apprentice Career Studies Certificate will prepare students for employment in the eye care field throughout the Commonwealth of Virginia. This program is offered solely to provide the required related instruction component of the Virginia Department of Labor and Industry (DOLI) Opticians Apprentice program.

**OCCUPATIONAL OBJECTIVES:** Students who successfully complete this career studies certificate and complete the 6,000 hours of on-the-job training as a Virginia DOLI registered apprentice will be eligible to sit for the licensure examination to become an optician in the Commonwealth of Virginia.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to the general college curricular admission requirements, an interview with the Opticianry program head is required before beginning the curriculum. Students must provide proof that they are registered as an Apprentice Optician with the Virginia Department of Labor and Industry. This career studies certificate may be completed in one to three years. Apprentice students are required to complete 2,000 hours of on-the-job training per year, for a total of 6,000 hours, along with the required courses in this career studies certificate. Students will be required to repeat any OPT course in which a grade lower than “71” is received.

The courses in this certificate are offered via distance learning online with weekly virtual meetings. Computer literacy is required to be successful. If a student is not prepared to take an online class, we highly recommend taking ITE 115 (or equivalent course) prior to enrolling in this program.

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**FINANCIAL REQUIREMENTS:** In addition to the regular college tuition and fees, the following expenses may be required for the Opticians Apprentice program:

USB headset (for all distance courses)	\$25-75
Testing center fees (for distance clinical courses only)	\$ varies by location

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment-html/ge\\_info\\_221-160-04.html](http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_221-160-04.html) to access gainful employment disclosure information for this program.

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
OPT 150	Optical Laboratory Theory I	3	0	3
OPT 151	Optical Laboratory Theory II	3	0	3
OPT 121	Optical Theory I	3	0	3
OPT 122	Optical Theory II	3	0	3
OPT 105	Anatomy, Physiology, and Pathology of the Eye	3	0	3
OPT 160	Optical Dispensing Theory I	3	0	3
<b>TOTAL</b>		<b>18</b>	<b>0</b>	<b>18</b>
<b>Total Minimum Credits for Career Studies Certificate in Opticians Apprentice</b>				<b>18</b>

03.11.15

## Pharmacy Technician CSC Career Studies Certificate

**PURPOSE:** The Pharmacy Technician program is designed to prepare students to assist and support licensed pharmacists in providing health care and medications to patients. Students will obtain a broad knowledge of pharmacy practice and be skilled in the techniques required to order, stock, package, prepare, and dispense medications under the supervision of a licensed pharmacist.

**OCCUPATIONAL OBJECTIVES:** Pharmacy technicians work in the following types of pharmacies: hospitals, retail, home health care, nursing homes, clinics, nuclear medicine, and mail order. Pharmacy technicians can be employed with medical insurance companies, pharmacy software companies, drug manufacturing and wholesale companies, food processing companies, and as instructors in pharmacy technician training programs. Currently, hospital, home health care, and retail pharmacies hire the majority of technicians.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students must complete the English and mathematics placement testing and any required developmental courses based on the placement test results. Students must place out of MTE 1-3 or complete MTE 3 for entry into the Pharmacy Technician program. Students choosing to enroll in HLT 290 must have transportation and must be able to complete the 160-hour internship of HLT 290. Students may have to complete hours during the day, evening, or weekend, depending on the internship site. Students must pass HLT 143, HLT 250, and HLT 261 with a "C" or better to advance to HLT 262, HLT 290, or HLT 298.

Courses in this program may not be offered every semester; please see the program head for scheduling.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment-html/ge\\_info\\_221-190-08.html](http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_221-190-08.html) to access gainful employment disclosure information for this program.

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
HLT 101 or HLT 195	Introduction to the Role of Pharmacy Technician or Topics in Health: Introduction to Pharmacy Practice	1	0	1
HLT 143	Medical Terminology I	3	0	3
HLT 250	General Pharmacology	3	0	3
HLT 261	Basic Pharmacy I	3	0	3
HLT 262	Basic Pharmacy II	3	0	3
HLT 298 or HLT 290	Seminar and Project in Health (Pharmacy Technician) or Coordinated Internship	4 1	0 15	4 4
<b>TOTAL</b>		<b>14-17</b>	<b>0-15</b>	<b>17</b>
<b>Total Minimum Credits for Career Studies Certificate in Pharmacy Technician</b>				<b>17</b>

09.26.18

## Practical Nursing C Certificate

**(Pending approval of the revised program by the Virginia Board of Nursing)**

**PURPOSE:** The Practical Nursing Certificate prepares a student to work as a practical nurse. A student who successfully completes the certificate program for practical nursing is eligible to apply for licensing in the state they reside and must pass the National Council Licensure Examination (NCLEX®) for practical nurses.

**OCCUPATIONAL OBJECTIVES:** To prepare students to work as licensed practical nurses, participating as an integral member of



the nursing or health care team involved in health promotion and maintenance activities for the client. The LPN provides direct care for individual clients experiencing common, well-defined health problems with predictable outcomes, in structured health care settings with supervision. Long-term care, hospitals, physicians' offices, and other comparable structured health care facilities and agencies employ LPNs.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students must have a high school diploma, GED, or certificate of completion of home schooling to apply to the Practical Nursing Certificate program.

### Program Admission Steps

The following steps must be completed to submit an application to the Practical Nursing program:

1. Submit official high school transcript, GED, or certificate of completion of home schooling to Central Admissions and Records.
2. Current certification as a nurse aide in Virginia, with no practice restrictions. A copy of your C.N.A. license must be submitted with the application.
3. Demonstrate competency through MTE level 5, through the Reynolds placement and diagnostic tests or by satisfactorily completing the required MTE units or equivalent.
4. Submit official college transcripts, if applicable, to Central Admissions and Records. Courses taken at other colleges that contain equivalent content and credits may transfer to satisfy a program requirement. If a student has attended another VCCS college, a Request for an Evaluation of a VCCS Transcript form (#11-0036) must be submitted with the Application for Admission to the college. This form can be found under student forms on reynolds.edu.
5. If a non-native English speaker, complete the Test of English as a Foreign Language (TOEFL iBT) with a standard score of 84 or above and minimum speaking score of 26. Completion of ENG 111 does not satisfy this requirement. Documentation must be submitted with the application.
  - These scores are based on recommendations from the National Council of State Boards of Nursing for the level of English proficiency required to perform entry-level nursing safely and effectively.
  - TOEFL iBT scores are valid for two years.
6. Attend a Practical Nursing information session within six (6) months of applying to the Practical Nursing program. This is the only way to obtain an Application to the Practical Nursing program. Information session dates are posted online at [http://www.reynolds.edu/get\\_started/programs/snah/announcements.aspx](http://www.reynolds.edu/get_started/programs/snah/announcements.aspx).
7. Complete BIO 141, ENG 111, PSY 230, ITE 115, and SDV 100 or SDV 101 with a grade of "C" or above. The GPA for these five (5) courses must be 2.5, or above.
8. Achieve a cumulative GPA of 2.0 or higher and a curricular GPA of 2.5 or higher.
9. Completion of the required HESI admission assessment exam scoring at or above 70% in each required component, which includes reading comprehension, anatomy and physiology, math, and vocabulary. Testing Center dates

and times are provided at [http://www.reynolds.edu/get\\_started/programs/snah/announcements.aspx](http://www.reynolds.edu/get_started/programs/snah/announcements.aspx). The HESI Entrance Test may be repeated once. After the second attempt, a student must wait at least 24 months before reattempting. A HESI study guide can be purchased online. The minimum scores required for an application to be considered are as follows:

- Reading - 70% (weight: 30%)
  - Math - 70% (weight: 30%)
  - Anatomy and Physiology - 70% (weight: 30%)
  - Vocabulary - 70% (weight: 10%)
10. Submit a completed application following the directions received at the information session by the deadline date.
    - Fall application deadline is the 4th Monday in May.

**Admission Process:** Admission will be ranked based on HESI Entrance Test scores (see above for score weighting). These sub-scores are combined to create an applicant's "admission score" used for ranking.

Accepted students will receive an acceptance letter with additional program requirements information to complete prior to enrollment during a mandatory orientation session. It is important to meet the deadlines identified in this letter. Additional program requirements include the following:

- Physical exam
- Evidence of immunity to Measles, Mumps, Rubella, Varicella, and Hepatitis B, and evidence of Tetanus, Diphtheria, and Pertussis immunization within the past seven (7) years.
- Tuberculosis screening, with negative results (two-step process required)
- Annual flu vaccination
- Current American Heart Association BLS Certification for Health Care Providers (C.P.R.)
- Background check
- Drug screening
- Signed Assumption of Risk form
- Additional program and clinical agency forms

**LEGAL REQUIREMENTS:** The Virginia Board of Nursing has the authority to deny licensure to an applicant who has violated any of the provisions of 54-367.32 of the Code of Virginia. Health care agencies used for clinical learning experiences also have the right to deny a student participation in direct patient care. Any student entering the program who has committed illegal offenses other than minor traffic violations should discuss these matters with the program head for clarification prior to admission. Criminal background checks are required of all applicants to the Practical Nursing program. Inability of a student to be placed in a clinical site due to a negative background check will result in removal from the program.

**ADDITIONAL REQUIREMENTS OF CLINICAL FACILITIES:** Clinical facilities used by the program have additional requirements for students that include updated immunizations, dress codes, and compliance with professional standards. In general, contracts include the following:

1. Clinical agencies reserve the right to dismiss a student from their agency at any time with good cause.
2. Compliance with Practical Nursing Dress Code standard.

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3. Strict compliance with all published hospital policies. State and federal regulations and laws mandate some hospital policies. Some violations may result in immediate dismissal from the hospital.
4. Compliance with health care agency physical exam, immunization, TB, and flu requirements.
5. The student releases the facility, its agents, and its employees from any liability for any injury or death to self or damage to personal property arising out of the clinical agreement or use of the facility. (Reynolds' *Assumption of Risk* document is signed and on file, once the student is accepted into the program.)
6. The student is financially responsible for any self-medical care, if needed, while in the clinical setting.
7. The student must maintain a current American Heart Association BLS Certification for Health Care Providers while in the program.
8. Completion of the required criminal background check and drug screen and any re-screening as identified.

**FUNCTIONAL SKILLS REQUIREMENTS:** Students entering the Practical Nursing program must possess the following functional skills:

1. Sufficient eyesight to observe patients, read records, manipulate equipment, and visually monitor patients in dim light;
2. Sufficient hearing to communicate with patients and members of a health care delivery team, monitor patients using electronic equipment, hear a patient's whisper, and hear necessary sounds during operation of equipment;
3. Satisfactory speaking, reading, and writing skills to communicate effectively in English in a timely manner;
4. Sufficient bilateral finger dexterity to manipulate equipment;
5. Ability to lift, stoop, or bend in the delivery of safe nursing care;
6. Satisfactory physical strength and endurance to stand for extended periods, push equipment, and move immobile patients; and
7. Satisfactory intellectual and emotional functioning to ensure patient safety and to exercise independent judgment and discretion in performing assigned tasks.

**ACADEMIC PERFORMANCE POLICY:**

1. A minimum grade of "C" is required for all courses in the Practical Nursing curriculum. A "C" is equal to 80% in all practical nursing courses.
2. Students must obtain permission from the program head to continue in the program under the following conditions:
  - repeating a nursing course with a grade below "C"
  - withdrawing from a nursing course for any reason
3. In accordance with VCCS policy, a student is limited to two attempts of the same course.
4. Additional policies for the program are listed in the Practical Nursing Student Handbook, which is given to students at the mandatory orientation.

**PROGRESSION THROUGH THE PROGRAM:** The college offers this program in affiliation with the health care agencies and practitioners in the communities the college serves. The college

relies on its community affiliates to provide clinical education opportunities for its students, expert clinical preceptors, and course instructors for many courses. The often rapid changes in health care law, standards of practice, technology, and content of credentialing examinations increasingly may necessitate sudden changes in the program's course content, policies, procedures, and course scheduling. As a result, the college cannot guarantee every continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally, the college may have to change the instructor for courses after instruction has started.

**ESTIMATED PROGRAM COST:**

Tuition (44 credits @ \$166.60/credit)*	7330.40
Books, equipment, supplies	1200.00
Special testing across the curriculum	600.00
Uniforms and shoes	220.00
Background, drug screening, and electronic document manager	225.00
Health requirements	100.00 - 400.00
Licensure applications	425.00
Travel to clinical sites	Variable
<b>TOTAL</b>	<b>\$10,100.40 - \$10,400.40</b>

\*Please note that tuition may change.

**Reynolds' Graduate NCLEX-PN**

**LICENSURE EXAMINATION PASS RATES:** NCLEX-PN licensure examination pass rates for Licensed Practical/Vocational Nurses are provided below for 2012 - 2017:

Year	Enrolled	Completion	NCLEX_PN Pass Rate
2016 - 2017	17	15	93.8%
2015 - 2016	19	9	100%
2014 - 2015	20	8	81.25%
2013 - 2014	20	15	82.76%
2012 - 2013	28	20	75%

**PRACTICAL NURSING PROGRAM OUTCOMES:**

The Practical Nursing program prepares students to practice in a multi-cultural, multi-ethnic community as demonstrated by the college and community demographic data. Upon successful completion of the program, a student will be able to:

1. Provide safe care in multiple settings with a variety of patients including those with cognitive and physical limits (Safety).
2. Support desired health outcomes in patients while respecting dignity, diversity, and self-determination of patients and families (Quality).
3. Collaborate with patients, families, and the interprofessional team to assist in planning, delivery, and coordination of patient-centered care to assigned patients (Team/Collaboration).
4. Demonstrate caring and respect in culturally appropriate, individualized interactions with patients, family, and health care team. (Relationship-Centered Care).
5. Manage system resources to support optimal care for patients (Systems-Based Care).
6. Reflect on individual and professional areas of practice which support self-fulfillment (Personal/Professional Development).

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment.html/ge\\_info\\_157.html](http://www.reynolds.edu/curriculum/gainful-employment.html/ge_info_157.html) to access gainful employment disclosure information for this program.

**COMPUTER COMPETENCY REQUIREMENT:** All applicants to the Practical Nursing program must either pass the computer competency exam, administered in the testing centers at each campus, or successfully complete ITE 115 or CSC 155. Students not passing the computer competency exam may retake the exam only once. Students who do not pass the exam after retaking it once must then complete ITE 115 or CSC 155.

## CURRICULUM:

### Prerequisite Requirements:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100 or SDV 101	College Success Skills or Orientation to Health Science	1	0	1
ENG 111	College Composition I	3	0	3
PSY 230	Developmental Psychology	3	0	3
BIO 141 <sup>1</sup>	Human Anatomy and Physiology I	3	3	4
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
<b>TOTAL</b>		<b>13</b>	<b>3</b>	<b>14</b>

### Part-Time Practical Nursing Course Sequence

Semester 1				
BIO 142 <sup>1</sup>	Human Anatomy and Physiology II	3	3	4
PNE 143	Applied Nursing Skills	0	3	1
PNG 110	Patient-Centered Concepts	2	0	2
PNG 115	Patient-Centered Concepts Clinical	0	6	2

<b>TOTAL</b>		<b>5</b>	<b>12</b>	<b>9</b>
<b>Semester 2</b>				
Humanities/ Fine Arts Elective	Humanities/ (CST 229 or PHI 101 or PHI 220 or PHI 225 or PHI 227) Fine Arts Elective	3	0	3
PNG 120	Patient-Centered Care I	2	3	3
PNG 125	Patient-Centered Care I Clinical	0	6	2
<b>TOTAL</b>		<b>5</b>	<b>9</b>	<b>8</b>
<b>Semester 3</b>				
PNG 210	Patient-Centered Care II	3	3	4
PNG 215	Patient-Centered Care II Clinical	0	6	2
<b>TOTAL</b>		<b>3</b>	<b>9</b>	<b>6</b>
<b>Semester 4</b>				
PNG 220	Patient-Centered Care III	4	0	4
PNG 225	Patient-Centered Care III Clinical	0	9	3
<b>TOTAL</b>		<b>4</b>	<b>9</b>	<b>7</b>
<b>Total Minimum Credits for Certificate in Practical Nursing</b>				<b>44</b>

06.26.19

<sup>1</sup> The Science Department requires evidence of any of the following prerequisites for enrollment in BIO 141: BIO 101 with grade of C or above (or an equivalent); or high school biology and chemistry with grades of C or above within seven (7) years of registering for the course; TEAS science sub-test score of 75% or higher; and completion of ENF 2, if required by placement test.

## Pre-Medical Laboratory Technology CSC

### Career Studies Certificate

**PURPOSE:** The Pre-Medical Laboratory Technology Career Studies Certificate (CSC) is designed to help prepare students for admission to the Medical Laboratory Technology AAS degree. Students enrolled in this CSC are not yet accepted into the Medical Laboratory Technology degree, but are completing their general education and prerequisite courses. After completing this CSC, students will need to apply for admission to the Medical Laboratory Technology AAS degree.

**OCCUPATIONAL OBJECTIVES:** This program is designed to prepare students to succeed in the Medical Laboratory Technology AAS degree.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** This program takes new students in the spring, summer, and fall semesters of each year. Students must declare their plan as Pre-Medical Laboratory Technology CSC (code 221-151-01) and will be assigned the Medical Laboratory Technology AAS plan code 151. Students enrolled in this CSC are

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encouraged to meet with their program advisor during the first semester of courses. Completion of this CSC does not guarantee admission into the Medical Laboratory Technology degree.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115 or CSC 155. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115 or CSC 155. Students not passing the computer competency exam may retake the exam only once.

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
ITE 115 <sup>1</sup>	Introduction to Computer Applications and Concepts	3	0	3
____ <sup>2</sup>	Personal Wellness Elective	0-1	0-2	1
ENG 111	College Composition I	3	0	3
BIO 101*	General Biology II	3	3	4
or	or			
BIO 141	Anatomy and Physiology II			
BIO 102*	General Biology II	3	3	4
or	or			
BIO 142	Anatomy and Physiology II			
CHM 101 <sup>3</sup>	Introductory Chemistry	3	3	4
or	or			
CHM 111	General Chemistry I			
MTH 155	Statistical Reasoning	3	0	3
or	or			
MTH 161 <sup>4</sup>	Precalculus I			
<b>TOTAL</b>		<b>19-209-11</b>		<b>23</b>
<b>Total Minimum Credits for Career Studies Certificate in Pre-Medical Laboratory Technology</b>				<b>23</b>

01.31.18

<sup>1</sup> CSC 155 will substitute for ITE 115.

<sup>2</sup> A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design.

<sup>3</sup> CHM 101 meets the graduation requirement for the AAS degree in Medical Laboratory Technology. Students planning to pursue a four-year degree should take CHM 111.

<sup>4</sup> MTH 155 meets the graduation requirement for the AAS degree in Medical Laboratory Technology. Students planning to pursue a four-year degree should take MTH 161.

## Release of Health Information Specialist (Health Information Management) CSC Career Studies Certificate

**PURPOSE:** This program is designed to provide the technical knowledge and skills needed for employment as a release of health information specialist. Release of health information specialists assemble, process, and maintain medical records of hospital and clinic patients in a manner consistent with administrative, legal, ethical, and regulatory requirements of the health care system. Duties could include retrieving patient medical records, protecting the security of medical records to ensure that confidentiality is maintained, and releasing information to persons or agencies according to regulations.

**OCCUPATIONAL OBJECTIVES:** Release of health information specialists work in hospitals, doctors' offices, insurance companies, and government agencies.

**ADMISSION REQUIREMENTS:** General college curricular admission

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program must meet the college's computer competency requirement by successfully completing ITE 115 or CSC 155. Students can also meet this requirement by passing the college's computer competency exam administered in the testing centers on each campus, in which they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once. Either ITE 115 or the competency test must be completed in the first semester or students may not progress to the second semester.

### PROGRAM NOTES:

#### Student outcomes for the Release of Health Information

**Specialist Career Studies Certificate:** Students who complete the career studies certificate will be expected to

- Recognize and implement professional policies and procedures related to the legal and ethical use of medical information;
- Interpret health record documentation using knowledge of anatomy, physiology, clinical indicators and disease processes, pharmacology, and medical terminology;
- Apply knowledge of major reimbursement systems in the United States to the preparation of universal billing claims; and
- Demonstrate behaviors and dispositions that are in accord with professional ethics and behavior, including integrity, respect for privacy, and commitment to professional growth.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see <http://www.reynolds.edu/curriculum/gainful-employment->

html/ge\_info\_221-152-02.html to access gainful employment disclosure information for this program.

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SDV 100	College Success Skills	1	0	1
HLT 145	Ethics for Health Care Personnel	1	0	1
ITE 115 or CSC 155	Introduction to Computer Applications and Concepts or Computer Concepts and Applications	3	0	3
HLT 143	Medical Terminology I	3	0	3
HIM 141	Fundamentals of Health Information Systems I	3	0	3
HIM 130	Healthcare Information Systems	3	0	3
HIM 226	Legal Aspects of Health Record Documentation	2	0	2
<b>TOTAL</b>		<b>16</b>	<b>0</b>	<b>16</b>
<b>Total Credits for Career Studies Certificate in Release of Health Information Specialist</b>				<b>16</b>

03.07.18

## Substance Abuse Counseling Education CSC

### Career Studies Certificate

**PURPOSE:** The Human Services program offers a career studies certificate in Substance Abuse Counseling Education designed to prepare students with the requisite professional knowledge, intervention skills, and values for delivering services in substance abuse counseling programs and addictions treatment. Courses in this curriculum can be used to meet the certification requirements of substance abuse counselors and substance abuse counseling assistants designated by the Health Professions Board of Counseling in the Commonwealth of Virginia.

**OCCUPATIONAL OBJECTIVES:** Graduates may be employed in a variety of settings, including, but not limited to, hospital and residential-based treatment programs, community-based treatment programs, group homes, homeless shelters, residential halfway houses, and institutional and community-based juvenile and adult corrections.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** In addition to the general college curricular admission requirements, an interview with the Human Services program head is recommended. While a face-to-face interview is preferable, an interview can also be conducted via telephone or electronic conference. Students should see their program advisor for information on the certification requirements of the

Virginia Health Professions Board of Counseling for credentialing certified substance abuse counselors and certified substance abuse counselor assistants.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment-html/ge\\_info\\_221-480-30.html](http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_221-480-30.html) to access gainful employment disclosure information for this program.

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ENG 111 or CST 100	College Composition I or Principles of Public Speaking	3	0	3
HLT 121	Introduction to Drug Use and Abuse	3	0	3
HMS 260	Substance Abuse Counseling	3	0	3
HMS 220	Addiction and Prevention	3	0	3
HMS 270	Treatment Systems	3	0	3
HMS 258	Case Management and Substance Abuse	3	0	3
HMS 266	Counseling Psychology	3	0	3
HMS 290	Coordinated Internship in Human Services	0	15	3
<b>TOTAL</b>		<b>21</b>	<b>15</b>	<b>24</b>
<b>Total Minimum Credits for Career Studies Certificate in Substance Abuse Counseling Education</b>				<b>24</b>

03.16.15

## Sustainable Agriculture CSC

### Career Studies Certificate

**PURPOSE:** With the rapid growth in planning, production, and marketing of organically produced foods, there is an increasing need for qualified personnel trained in sustainable agriculture and organic food production methods. The Career Studies Certificate in Sustainable Agriculture is designed for persons interested in producing food crops for personal consumption or for sale to the public through farmers' markets and other direct-to-consumer marketing strategies.

**OCCUPATIONAL OBJECTIVES:** Owner/operator of a food crop production business, including the production of food crops for specialty markets, e.g., restaurants, farmer's markets, herb producers, and pick-your-own operations; managing entry-level workers at other food production businesses; growing products to create secondary products (value added); and planning and growing food crops to be used for personal consumption

**ADMISSION REQUIREMENTS:** General college curricular admission

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**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment-html/ge\\_info\\_221-335-06.html](http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_221-335-06.html) to access gainful employment disclosure information for this program.

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
HRT 106	Practical Horticulture	0	2	1
HRT 110	Principles of Horticulture	3	0	3
HRT 130	Introduction to Biointensive Mini-Farming	3	0	3
HRT 134	Four Season Food Production	3	0	3
HRT 205	Soils	2	2	2
HRT 238	Growing for Market Mini-Farming	2	2	3
HRT 239	Complete Diet Mini-Farming	3	0	3
HRT 290	Coordinated Internship in Horticulture	0	10	2
<b>TOTAL</b>		<b>16</b>	<b>16</b>	<b>21</b>
<b>Total Minimum Credits for Career Studies Certificate in Sustainable Agriculture</b>				<b>21</b>

04.04.19

## Welding - Advanced CSC Career Studies Certificate

**PURPOSE:** The program offers a career pathway that enables learners to continue their studies for advanced skills. Those who complete this certificate will be well prepared to fill the gap in industrial manufacturing between the welder/fitter-welder and the welding shop supervisor by being better prepared in structural and maintenance welding. Structural and pipe welders join and assemble components as part of the construction of buildings, vessels, structures, and stand-alone pipelines. They use a variety of welding processes and equipment, in a wide range of industrial and commercial environments.

**OCCUPATIONAL OBJECTIVES:** Opportunities for graduates include shop supervisor, weld inspector, offsite welder, fitter/welder, pipe welder, and advanced structural welder.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students should possess the competencies obtained by completion of WEL 120 - Fundamentals of Welding, WEL 160 - Gas Metal Arc Welding (MIG and FCAW), and WEL 164 - Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG), or may petition for program head approval to enroll in the program.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** [To be provided once the program has been approved for financial aid by the US Department of Education.]

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
HLT 106	First Aid and Safety	2	0	2
MTH 111	Basic Technical Mathematics	3	0	3
WEL 153	Layout and Fitting for Welders	2	3	3
WEL 141	Welder Qualification Tests I	2	3	3
WEL 145	Welding Metallurgy	3	1	3
WEL 126	Pipe Welding I	2	3	3
<b>TOTAL</b>		<b>14</b>	<b>10</b>	<b>17</b>
<b>Total Minimum Credits for Advanced Welding Career Studies Certificate</b>				<b>17</b>

03.27.2019

## Welding CSC Career Studies Certificate

**PURPOSE:** Employment opportunities exist for individuals proficient in advanced welding techniques. This program is designed for students with no previous experience in welding, as well as for individuals currently employed in the welding field who wish to upgrade their skills. Individuals entering the Welding Career Studies Certificate (CSC) should consider this program as a means of developing or advancing their job skills over a one-year period of time and as a means of acquiring the skills necessary to test for the various levels of welding certification.

**OCCUPATIONAL OBJECTIVES:** Opportunities for graduates include construction welder, fabrication welder, and welding supply salesperson.

**ADMISSION REQUIREMENTS:** General college curricular admission

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [http://www.reynolds.edu/curriculum/gainful-employment-html/ge\\_info\\_221-995-01.html](http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_221-995-01.html) to access to access gainful employment information for this program.

## CURRICULUM:

COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
SAF 130	Industrial Safety - OSHA 10	1	0	1
WEL 120	Introduction to Welding	1	3	2
WEL 155	Ornamental Welding	1	3	2
WEL 160	Gas Metal Arc Welding (MIG and FCAW)	2	3	3

WEL 150	Welding Drawing and Interpretation	2	0	2
WEL 164	Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG)	2	3	3
WEL 124	Shielded Metal Arc Welding Advanced	2	3	3
<b>TOTAL</b>		<b>11</b>	<b>15</b>	<b>16</b>
<b>Total Minimum Credits for Career Studies Certificate in Welding</b>				<b>16</b>

03.27.19

# COURSE DESCRIPTIONS

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## ACCOUNTING

### ACC 117 Essentials of Accounting (3 cr.)

Covers reading and understanding financial statements, internal control requirements for safeguarding assets, and accounting procedures necessary to complete the entire accounting cycle, including journals, ledgers, and financial statements. Prerequisites: Placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3. Competency in Math Essentials MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units, or equivalent. Lecture 3 hours per week.

### ACC 134 Small Business Taxes (3 cr.)

Introduces taxes most frequently encountered in business. Includes payroll, sales, property, and income tax. Studies the fundamentals of income tax preparation of business taxes for small businesses organized as proprietorships, partnerships, limited liability companies, and S-corporations. Includes income tax preparation related to business assets; business of the home; employment taxes; withholding and estimated taxes; Schedules C, SE and 1040; self-employed retirement plans; tip reporting and allocation rules, etc. Also includes discussion and practice in recording of payroll for a small business. Lecture 3 hours per week.

### ACC 198 Seminar and Project: Accounting Capstone (4 cr.)

Provides students an opportunity to integrate skills learned in prior accounting courses and apply those skills to the real-world practice of accounting through a business simulation project. Prepares students to complete the Certified Bookkeeper examination given by the American Institute of Public Bookkeepers (AIPB) utilizing a review course prepared by the AIPB. Offered spring semester only. Prerequisite: ACC 211 with a grade of C or better. Prerequisite or Co-requisite: ACC 134. Lecture 4 hours per week.

### ACC 211 Principles of Accounting I (3 cr.)

Introduces accounting principles with respect to financial reporting. Demonstrates how decision-makers use accounting information for reporting purposes. Focuses on the preparation of accounting information and its use in the operation of organizations, as well as methods of analysis and interpretation of accounting information. Prerequisites: Placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3. Competency in Math Essentials MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units, or equivalent. Lecture 3 hours per week.

### ACC 212 Principles of Accounting II (3 cr.)

Introduces accounting principles with respect to cost and managerial accounting. Focuses on the application of accounting information with respect to product costing, as well as its use within the organization to provide direction and to judge performance. Prerequisite: ACC 211 or equivalent or school approval. Lecture 3 hours per week.

### ACC 215 Computerized Accounting (3 cr.)

Introduces the computer in solving accounting problems. Focuses on operation of computers. Presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting. Introduces the QuickBooks accounting software program. Prerequisite: ACC 117 or ACC 211, or equivalent, or school approval. Lecture 3 hours per week.

### ACC 217 Analyzing Financial Statements (3 cr.)

Explains the generation and limitations of data, techniques for analyzing the flow of a business's funds, and the methods of selecting and interpreting financial ratios. Offers analytical techniques through the use of comprehensive case studies. Highlights the evolution of financial statement reporting, the conceptual framework, and GAAP analysis. Offered fall semester only. Prerequisite: ACC 211 or equivalent. Lecture 3 hours per week.

### ACC 221 Intermediate Accounting I (3 cr.)

Covers accounting principles and theory, including a review of the accounting cycle and accounting for current assets, current liabilities, and investments. Also addresses wholesaler transactions and inventory, fixed assets, natural resources, and intangible assets. Introduces various accounting approaches and demonstrates the effect of these approaches on the financial statement users. Offered fall semester only. Prerequisite: ACC 211 with a grade of "B" or higher. Lecture 3 hours per week.

### ACC 222 Intermediate Accounting II (3 cr.)

Continues accounting principles and theory with emphasis on accounting for fixed assets, intangibles, corporate capital structure, long-term liabilities, and investments. Consists of an extensive examination of topics for specified balance sheet accounts beyond the scope of a principles course. Focuses on the complex areas of balance sheet and income statement reporting for the corporate entity. Offered spring semester only. Prerequisite: ACC 211 with a grade of "B" or higher. Lecture 3 hours per week.

### ACC 231 Cost Accounting I (3 cr.)

Studies cost accounting methods and reporting as applied to job order, process, and standard cost accounting systems. Includes cost control, responsibility accounting, capital budgeting, and pricing decisions. Offered fall semester only. Prerequisite: ACC 212 with a grade of "C" or higher. Lecture 3 hours per week.

### ACC 240 Fraud Examination (3 cr.)

Covers the principles and methodology of fraud detection and deterrence. Provides an introduction to the various ways fraud and occupational abuses occur, methods to identify the risk of exposure to loss from fraud, and appropriate prevention, detection, and investigation approaches. Also, covers recent developments in e-commerce and consumer fraud and the legal options for victims of fraud. Offered spring semester only. Lecture 3 hours per week.

### ACC 241 Auditing I (3 cr.)

Presents techniques of investigating, interpreting, and appraising accounting records and assertions. Studies internal control design and evaluation, evidence-gathering techniques, and other topics. Develops an understanding and appreciation of the philosophy of the audit process and its practice. Focuses on issues relevant to an external auditing professional, such as audit risk analysis, planning of audit engagements, internal controls, and substantive testing. Presents the preparation of audit working papers supporting an examination of the financial records and internal control procedures of an enterprise. Covers the report and opinion of the auditor to management, stockholders, and considers the ethical and legal responsibilities of the auditor. Offered spring semester only. Prerequisite or Co-requisite: ACC 212 or equivalent. Lecture 3 hours per week.

### ACC 261 Principles of Federal Taxation I (3 cr.)

Presents the study of federal taxation as it relates to individuals and related entities. Includes tax planning, compliance, and reporting. Covers gross income, deductions, and credits. Includes tax compliance and reporting. Emphasizes personal tax burden minimization and preparation of personal tax returns. Prerequisite: ACC 211 or equivalent. Lecture 3 hours per week.

## ADMINISTRATION OF JUSTICE

### ADJ 100 Survey of Criminal Justice (3 cr.)

Presents an overview of the United States criminal justice system; introduces the major system components: law enforcement, judiciary, and corrections. Prerequisite: Placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

## **ADJ 105 The Juvenile Justice System (3 cr.)**

Presents the evolution, philosophy, structures, and processes of the American juvenile delinquency system; surveys the rights of juveniles, dispositional alternatives, rehabilitation methods, and current trends. Prerequisite: Placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

## **ADJ 107 Survey of Criminology (3 cr.)**

Surveys the volume and scope of crime; considers a variety of theories developed to explain the causation of crime and criminality. Prerequisite: Placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

## **ADJ 116 Special Enforcement Topics (3 cr.)**

Considers contemporary issues, problems, and controversies in modern law enforcement. Prerequisite: ADJ 100. Lecture 3 hours per week.

## **ADJ 128 Patrol Administration and Operations (3 cr.)**

Studies the goals, methods, and techniques of police patrol with focus on the norms which govern work behavior in a police career. Examines the responsibilities of administrators and field supervisors of patrol in the local and state law enforcement agencies. Prerequisite: ADJ 100. Lecture 3 hours per week.

## **ADJ 130 Introduction to Criminal Law (3 cr.)**

Surveys the general principles of American criminal law, the elements of major crimes, and the basic steps of prosecution procedure. Prerequisite: Placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

## **ADJ 140 Introduction To Corrections (3 cr.)**

Focuses on societal responses to the offender. Traces the evolution of practices based on philosophies of retribution, deterrence, and rehabilitation. Reviews contemporary correctional activities and their relationships to other aspects of the criminal justice system. Lecture 3 hours per week.

## **ADJ 169 Transportation and Border Security (3 cr.)**

Discusses substantive issues regarding transportation security within the role of Homeland Security measures implemented by the United States. Introduces the student to and examines global preparedness from a transportation perspective. Considers the interrelationship among natural disasters, and sustainable infrastructure. Describes intermodal and integrated transportation and physical models of movement and discusses mobility as a cultural lifeline. Lecture 3 hours per week.

## **ADJ 195 Topics in Administration of Justice: Intelligence Analysis and Security Management (3 cr.)**

Examines intelligence analysis and its indispensable relationship to the security management of terrorist attacks, man-made disasters, and natural disasters. It also explores vulnerabilities of our national defense and private sectors as well as the threats posed to these institutions by terrorists, man-made disasters, and natural disasters. Lecture 3 hours per week.

## **ADJ 201 Criminology (3 cr.)**

Studies current and historical data pertaining to criminal and other deviant behavior. Examines theories that explain crime and criminal behavior in human society. Prerequisite: Placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

## **ADJ 212 Criminal Law, Evidence, and Procedures II (3 cr.)**

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

## **ADJ 227 Constitutional Law for Justice Personnel (3 cr.)**

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

## **ADJ 228 Narcotics and Dangerous Drugs (3 cr.)**

Surveys the historical and current usage of narcotics and dangerous drugs. Teaches the identification and classification of such drugs and emphasizes the symptoms and effects on their users. Examines investigative methods and procedures utilized in law enforcement efforts against illicit drug usage. Lecture 3 hours per week.

## **ADJ 229 Law Enforcement and the Community (3 cr.)**

Considers current efforts by law enforcement personnel to achieve an effective working relationship with the community. Surveys and analyzes various interactive approaches of law enforcement agencies and the citizenry they serve. Lecture 3 hours per week.

## **ADJ 234 Terrorism and Counter-Terrorism (3 cr.)**

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

## **ADJ 236 Principles of Criminal Investigation (3 cr.)**

Surveys the fundamentals of criminal investigation procedures and techniques. Examines crime scene search and collecting, handling, and preserving evidence. Lecture 3 hours per week.

## **ADJ 240 Techniques of Interviewing (3 cr.)**

Provides the student with essential skills and techniques necessary to obtain quality information from victims, witnesses, and suspects regarding criminal activity. Emphasizes locations and settings for interviews, kinesics, proxemics, and paralinguistics of both the interviewer and interviewee. Prerequisite: Students enrolling in the course must be certified law enforcement personnel currently employed in a police agency. Lecture 3 hours per week.

## **ADJ 246 Correctional Counseling (3 cr.)**

Presents concepts and principles of interviewing and counseling as applied in the correctional setting. Lecture 3 hours per week.

## **ADJ 290 Coordinated Internship in Administration of Justice (3 cr.)**

Provides supervised on-the-job training in selected business, industrial, or service firms coordinated by the college. Laboratory 15 hours per week.

## **ADJ 295 Topics in Administration of Justice: Use of Force (3 cr.)**

Focuses on issues related to use of force in law enforcement. Includes court cases, policies and procedures, media and politics, and the tools and techniques used by law enforcement personnel. Prerequisites: ADJ 100 or LGL 110; ADJ 130 or LGL 218. Lecture 3 hours per week.

## **ADMINISTRATIVE SUPPORT TECHNOLOGY**

### **AST 141 Word Processing I (3 cr.)**

Teaches creating and editing documents, including line and page layouts, columns, fonts, search/replace, cut/paste, spell/thesaurus, and advanced editing and formatting features of word processing software. Prerequisite: AST 101 or equivalent, or IT program head's permission. Lecture 3 hours per week.

## **AST 205 Business Communications (3 cr.)**

Teaches techniques of oral and written communications. Emphasizes writing and presenting business-related materials. Prerequisite: ENG 111 or equivalent. Lecture 3 hours per week.

## **AMERICAN SIGN LANGUAGE**

### **ASL 100 Orientation to Acquisition of ASL as an Adult (2 cr.)**

Presents a brief introduction to the U.S. Deaf Community, focusing on the differences in language and literature. Introduces many common pitfalls experienced by adults when acquiring ASL as a second language. Provides students with experience bridging spoken English and ASL via use of visual-gestural, non-verbal communication. Introduces students to the various ASL and IE curricular options offered at Reynolds. Lecture 2 hours per week.

### **ASL 101 American Sign Language I (4 cr.)**

Introduces the fundamentals of American Sign Language (ASL) used by the Deaf Community, including basic vocabulary, syntax, fingerspelling, and grammatical non-manual signals. Focuses on communicative competence. Introduces cultural knowledge and increases understanding of the Deaf Community. Part I of II. Lecture 4 hours per week.

### **ASL 102 American Sign Language II (4 cr.)**

Introduces the fundamentals of American Sign Language (ASL) used by the Deaf Community, including basic vocabulary, syntax, fingerspelling, and grammatical non-manual signals. Focuses on communicative competence. Introduces cultural knowledge and increases understanding of the Deaf Community. Part II of II. Prerequisite: A final grade of #C# or better in ASL 101 or program head approval. Lecture 4 hours per week.

### **ASL 115 Fingerspelling and Number Use in ASL (2 cr.)**

Provides intensive practice in comprehension and production of fingerspelled words and numbers with emphasis on clarity and accuracy. Focuses on lexicalized fingerspelling and numeral incorporation as used by native users of American Sign Language. Prerequisite: ASL 101 or program head placement. Lecture 2 hours per week.

### **ASL 125 History and Culture of the Deaf Community I (3 cr.)**

Examines the history of the Deaf Community and presents an overview of various aspects of Deaf Culture, including educational and legal issues. Prerequisite: Placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **ASL 195 Topics in ASL: Sign Tuning Lite (1 cr.)**

Provides an opportunity to diagnose areas of language weakness, including advanced and colloquial aspects of phonology, morphology, grammar/syntax, semantics, variation, and historical change. Prerequisite: ASL 201 or ASL 295 (ASL III). Lecture 1 hour per week.

### **ASL 201 American Sign Language III (3 cr.)**

Develops vocabulary, conversational competence, and grammatical knowledge with a total immersion approach. Introduces increasingly complex grammatical aspects, including those unique to ASL. Discusses culture and literature. Encourages contact with the Deaf Community to enhance linguistic and cultural knowledge. Part I of II. Prerequisite: A final grade of #C# or better in ASL 102 or program head approval. Lecture 3 hours per week.

### **ASL 202 American Sign Language IV (3 cr.)**

Develops vocabulary, conversational competence, and grammatical knowledge with a total immersion approach. Introduces increasingly complex grammatical aspects, including those unique to ASL. Discusses culture and literature. Encourages contact with the Deaf Community to enhance linguistic and cultural knowledge. Part II of II. Prerequisite: A final grade of #C# or better in ASL 201 or program head approval. Lecture 3 hours per week.

### **ASL 208 ASL for Classroom Settings (3 cr.)**

Provides extensive instruction of vocabulary and concepts used in content areas covered in elementary and high school classrooms. Focuses on comprehension and production of content-related information in American Sign Language with emphasis on sign production clarity and conceptual accuracy. Prerequisite: ASL 102 or program head placement. Lecture 3 hours per week.

### **ASL 210 ASL Storytelling (3 cr.)**

Focuses on the elements of storytelling in American Sign Language and the techniques that deaf individuals utilize to pass on the histories and traditions of the deaf community. Emphasizes comprehension and production of short stories in American Sign Language with emphasis on sign production clarity and conceptual accuracy. Prerequisite: ASL 295 -- Topics in ASL: American Sign Language IV or program head placement. Lecture 3 hours per week.

### **ASL 212 Advanced Fingerspelling and Number Use in ASL (2 cr.)**

Provides intensive practice in advanced comprehension and production of fingerspelled words and numbers with emphasis on clarity and accuracy. Focuses on lexicalized fingerspelling and numeral incorporation as used by native users of American Sign Language. Prerequisites: ASL 102 and ASL 115 or program head placement. Lecture 2 hours per week.

### **ASL 220 Comparative Linguistics: ASL and English (3 cr.)**

Describes spoken English and ASL (American Sign Language) on five levels: phonological, morphological, lexical, syntactic, and discourse. Compares and contrasts the two languages on all five levels using real-world examples. Documents similarities between signed languages and spoken languages in general. Describes the major linguistic components and processes of English and ASL. Introduces basic theories regarding ASL structure. Emphasizes ASL's status as a natural language by comparing and contrasting similarities and unique differences between the two languages. Prerequisites: ASL 295 -- Topics in ASL: American Sign Language III and ENG 111. Lecture 3 hours per week.

### **ASL 225 Literature of the U.S. Deaf Community (3 cr.)**

Presents an overview of various aspects of literature common in the U.S. Deaf Community, including those forms written in English and those forms signed in ASL. Applies the recurring themes and metaphors in the context of the history of the U.S. Deaf Community. Prerequisites: ASL 125, ASL 295 -- Topics in ASL: American Sign Language IV, ASL 220, and ENG 111. Lecture 3 hours per week.

### **ASL 261 American Sign Language V (3 cr.)**

Develops advanced American Sign Language comprehension and production skills. Emphasizes advanced linguistic aspects of ASL. Presents ASL literary forms. Encourages contact with the deaf community. Part I of II. Prerequisite: ASL 295 -- Topics in ASL: American Sign Language IV or program head placement. Lecture 3 hours per week.

### **ASL 262 American Sign Language VI (3 cr.)**

Develops advanced American Sign Language comprehension and production skills. Emphasizes advanced linguistic aspects of ASL. Presents ASL literary forms. Encourages contact with the deaf community. Part II of II. Prerequisite: ASL 295 -- Topics in ASL: American Sign Language IV or program head placement. Lecture 3 hours per week.

## **ASL 295 Topics in ASL: American Sign Language III (3 cr.)**

Develops vocabulary, conversational competence, and grammatical knowledge with a total immersion approach. Introduces increasingly complex grammatical aspects, including those unique to ASL. Discusses culture and literature. Encourages contact with the Deaf Community to enhance linguistic and cultural knowledge. Part I of II. Prerequisite: ASL 102 or permission of instructor. Lecture 3 hours per week.

## **ASL 295 Topics in ASL: American Sign Language IV (3 cr.)**

Develops vocabulary, conversational competence, and grammatical knowledge with a total immersion approach. Introduces increasingly complex grammatical aspects, including those unique to ASL. Discusses culture and literature. Encourages contact with the Deaf Community to enhance linguistic and cultural knowledge. Part II of II. Prerequisite: ASL 295 --Topics in ASL: American Sign Language III. Lecture 3 hours per week.

## **ASL 295 Topics in American Sign Language: Sign Tuning (3 cr.)**

Provides an opportunity to explore various language elements in ASL, including advanced and colloquial aspects of phonology, morphology, grammar/syntax, semantics, variation, and historical change. Prerequisite: ASL 295 -- Topics in ASL: American Sign Language III. Co-requisites: ASL 125 and ASL 220. Lecture 3 hours per week.

## **ARABIC**

### **ARA 101 Beginning Arabic I (4 cr.)**

Introduces understanding, speaking, reading, and writing skills, and emphasizes basic Arabic sentence structure. Discusses the diversity of cultures in the Arab world. Part I of II. Prerequisite: Students must be functionally fluent in English. Lecture 4 hours per week.

### **ARA 102 Beginning Arabic II (4 cr.)**

Introduces understanding, speaking, reading, and writing skills, and emphasizes basic Arabic sentence structure. Discusses the diversity of cultures in the Arab world. Part II of II. Prerequisites: ARA 101 or its equivalent and functional fluency in English. Lecture 4 hours per week.

## **ARCHITECTURE**

### **ARC 121 Architectural Drafting I (3 cr.)**

Introduces techniques of architectural drafting, including lettering, dimensioning, and symbols. Requires production of plans, sections, and elevations of a simple building. Studies use of common reference material and the organization of architectural working drawings. Requires development of a limited set of working drawings, including a site plan, related details, and pictorial drawings. Part I of II. Prerequisite: DRF 231 or school approval. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **ARC 122 Architectural Drafting II (3 cr.)**

Introduces techniques of architectural drafting, including lettering, dimensioning, and symbols. Requires production of plans, sections, and elevations of a simple building. Studies use of common reference material and the organization of architectural working drawings. Requires development of a limited set of working drawings, including a site plan, related details, and pictorial drawings. Part II of II. Prerequisite: ARC 121 or school approval. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **ARC 131 Materials and Methods of Construction I (3 cr.)**

Covers use of wood as a building material in all phases of construction. Deals with species used, growth characteristics, hygroscopic properties, and applications of lumber and plywood. Includes wood framing systems, pre-manufactured components, modular systems, windows, doors, cabinets, and flooring. Lecture 3 hours per week.

### **ARC 132 Materials and Methods of Construction II (3 cr.)**

Studies masonry and concrete materials related to the construction industry: materials, mixtures, handling and placing, finishing and curing, and protection of concrete work. Includes brick and cementitious materials, mortar, and workmanship, and iron, steel, and aluminum as used in construction. Lecture 3 hours per week.

### **ARC 201 History of Modern Architecture (3 cr.)**

Surveys architecture from 19th century to present, with emphasis on philosophy of design, form, and structure. Prerequisite: ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **ARC 221 Architectural CAD Applications Software I (3 cr.)**

Teaches the principles and techniques of architectural drawing practices through the use of architecture specific CAD software. Utilizes the commands and features of the software to generate drawings that emphasize architectural design and structural systems. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **ARC 222 Architectural CAD Applications Software II (3 cr.)**

Uses advanced features of architectural CAD software to teach students to develop working drawings and details that adhere to the practices and techniques of architectural drawing principles. Prerequisite: ARC 221. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **ARC 241 Building Mechanical Systems (3 cr.)**

Studies components and design for systems in residential and commercial building. Covers plumbing supply and drainage, including storm drainage and private sewage disposal. Requires calculation of overall heat balances for buildings as basis for design of heating and cooling systems. Prerequisite: ARC 122 or equivalent. Lecture 3 hours per week.

### **ARC 242 Building Electrical Systems (3 cr.)**

Studies components and design for lighting and electrical systems, security, fire, and smoke alarms. Lecture 3 hours per week.

## **ARTS**

### **ART 100 Art Appreciation (3 cr.)**

Introduces art from prehistoric times to the present day. Describes architectural styles, sculpture, photography, printmaking, and painting techniques. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **ART 101 History and Appreciation of Art I (3 cr.)**

Presents the history and interpretation of architecture, sculpture, and painting. Begins with prehistoric art and follows the development of western civilization to the present. Part I of II. Prerequisites: Placement in English 111 or placement in Co-requisites EGL 111 and ENF 3. Lecture 3 hours per week.

### **ART 102 History and Appreciation of Art II (3 cr.)**

Presents the history and interpretation of architecture, sculpture, and painting. Begins with prehistoric art and follows the development of western civilization to the present. Part II of II. Prerequisites: Placement in English 111 or placement in Co-requisites EGL 111 and ENF 3. Lecture 3 hours per week.

### **ART 106 History of Modern Art (3 cr.)**

Surveys the history of modern architecture, sculpture, painting, and graphic arts in representational and nonrepresentational forms. Focuses on the periods and movements that influenced the arts of the twentieth century. Emphasizes contemporary art forms, particularly the interaction between art and society, industry, and design. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

## **ART 121 Drawing I (4 cr.)**

Develops basic drawing skills and understanding of visual language through studio instruction/lecture. Introduces concepts, such as proportion, space, perspective, tone, and composition as applied to still life, landscape, and the figure. Uses drawing media, such as pencil, charcoal, ink wash, and color media. Includes field trips and gallery assignments as appropriate. Part I of II. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

## **ART 122 Drawing II (4 cr.)**

Develops basic drawing skills and understanding of visual language through studio instruction/lecture. Introduces concepts, such as proportion, space, perspective, tone, and composition as applied to still life, landscape, and the figure. Uses drawing media, such as pencil, charcoal, ink wash, and color media. Includes field trips and gallery assignments as appropriate. Part II of II. Prerequisite: ART 121 or permission of the instructor. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

## **ART 125 Introduction to Painting (3 cr.)**

Introduces study of color, composition, and painting techniques. Places emphasis on experimentation and enjoyment of oil and/or acrylic paints and the fundamentals of tools and materials. Lecture 2 hours. Studio instruction of 3 hours. Total 5 hours per week.

## **ART 131 Fundamentals of Design I (4 cr.)**

Explores the concepts of two- and three-dimensional design and color. May include field trips as required. Part I of II. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

## **ART 133 Visual Arts Foundation (4 cr.)**

Covers tools and techniques, design concepts and principles, color theory, and an introduction to the computer for graphic use. Applies to all fields of Visual Art. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

## **ART 138 Figure Drawing (3 cr.)**

Develops drawing skills for the beginning and experienced students. Explores a broad range of drawing problems dealing with the human figure in costume using various media and techniques. Prerequisite: ART 120 or divisional approval. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

## **ART 217 Electronic Graphic Design I (4 cr.)**

Focuses on creative concepts of graphic design problem-solving using electronic technology; includes techniques specific to computer-generated publication design and imagery. Required for students pursuing careers in graphic design with emphasis on use of the computer. Part I of II. Prerequisites: ART 131 and passing score on computer competency exam or satisfactory completion of ITE 115 or CSC 155 or equivalent. Lecture 2 hours. Studio Instruction 4 hours. Total 6 hours per week.

## **ART 241 Painting I (4 cr.)**

Introduces abstract and representational painting in acrylic and/or oil with emphasis on color composition and value. Part I of II. Prerequisite: ART 122 or instructor's approval. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

## **ART 242 Painting II (4 cr.)**

Introduces abstract and representational painting in acrylic and/or oil with emphasis on color composition and value. Part II of II. Prerequisite: ART 122 or divisional approval. ART 241 and 242 must be taken in order except with instructor's approval. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

## **ART 243 Watercolor I (3 cr.)**

Presents abstract and representational painting in watercolor with emphasis on design, color, composition, technique, and value. Prerequisites: ART 131 or divisional approval. Part I of II. Lecture 1.5 hours. Studio Instruction 3.5 hours. Total 5 hours per week.

## **ART 293 Studies in Art: Painting (4 cr.)**

Provides directed study in painting in the student's chosen medium with emphasis on investigation of personal style and development of portfolio. Prerequisite: ART 242 or instructor's approval. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

## **AUTOMOTIVE**

### **AUT 101 Introduction to Automotive Systems (3 cr.)**

Introduces fundamental systems of automobile, the engine fuel, exhaust, electric, ignition, lubrication, cooling, transmission, steering, brake, and suspension systems. Teaches theory and function of each system. Demonstrates operation. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **AUT 111 Automotive Engines I (4 cr.)**

Presents analysis of power, cylinder condition, valves, and bearings in the automotive engine to establish the present condition, repairs, or adjustments. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **AUT 126 Auto Fuel and Ignition Systems (5 cr.)**

Studies automobile ignition and fuel systems and their functions in operation of the engine. Includes carburetors, fuel pumps, ignition systems, troubleshooting, engine testing and adjustment, and tune-up. Prerequisite AUT 242. Lecture 4 hours. Laboratory 3 hours. Total 7 hours per week.

### **AUT 129 Automotive Electronic Safety Control Systems (3 cr.)**

Introduces advanced automotive electronic safety control systems, including driver alert, unintended lane departure, blind spot detection, active headlights, and electronic control of braking systems. Addresses diagnostic procedures and maintenance of electronic safety control systems, and the theory, function, and operation of each system. Lecture 3 hours per week.

### **AUT 136 Automotive Vehicle Inspection (2 cr.)**

Presents information on methods for performing automotive vehicle safety inspection. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

### **AUT 155 Basic Automotive Engine Performance Diagnostics (5 cr.)**

Introduces basic engine performance concepts, including theory and practical application. Covers vehicle communications, scan-tool diagnostics, basic engine mechanical tests, and diagnosing and repairing vehicle drivability issues. Provides preparation for the Automotive Service Excellence (ASE) A8 Engine Performance Certification examination. Prerequisites: AUT 111 and AUT 245, or program head approval. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

### **AUT 156 Small Gasoline Engines (2 cr.)**

Studies small gasoline engine operating principles, construction, design, variety, and their many purposes. Gives instruction on two-cycle and four-cycle small gas engines, their construction, design, fuel system, ignition systems, and lubricating systems. Demonstrates disassembly, reconditioning, overhaul, and reassembly in the lab. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

### **AUT 165 Auto Diagnosis and Tune-Up (2 cr.)**

Presents the techniques for diagnosis of malfunctions in systems of the automobile. Uses dynamometers, oscilloscopes, and other specialized diagnostic and testing equipment. Demonstrates tune-up of conventional and rotary engines. Prerequisite: AUT 126. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

## **AUT 178 Automotive Final Drive and Manual Transmission Systems (4 cr.)**

Presents the operation, design, construction, and repair of manual transmissions and final drive systems, for both front and rear drive vehicles including clutches, synchronizers, and torque multiplication/gear reduction, along with differentials, transmission/transaxles, drive axles, U-joints, CV joints, four-wheel drive, and all-wheel drive systems. Prerequisite: Completion of AUT 101 - Introduction to Automotive Systems is preferred. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

## **AUT 197 Cooperative Education in Automotive (2 cr.)**

Supervises on-the-job training for pay in approved business, industrial, and service firms, coordinated by the college's cooperative education office. Applies to all occupational-technical curricula at the discretion of the college. Provides on-the-job training for automotive technology students. Laboratory 10 hours per week.

## **AUT 199 Supervised Study - Auto Diagnosis and Tune-Up (2 cr.)**

Presents the techniques for diagnosis of malfunctions in systems of the automobile. Uses dynamometers, oscilloscopes, and other specialized diagnostic and testing equipment. Demonstrates tune-up of conventional and rotary engines. Prerequisite: AUT 126. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

## **AUT 229 Applied Automotive Electronic Guidance and Safety Control Systems (3 cr.)**

Covers advanced automotive electronic systems, including GPS navigation, communication, and guidance control systems. Addresses the theory, function, operation, diagnostic procedures, and maintenance of each system. Emphasizes safety. Prerequisite: AUT 129. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **AUT 230 Introduction to Alternative Fuels and Hybrid Vehicles (3 cr.)**

Introduces current trends in alternative fueled vehicles, including current alternative fueled vehicles and the implication and safety precautions necessary for working on hybrid vehicle systems. Lecture 3 hours per week.

## **AUT 235 Automotive Heating and Air Conditioning (2 cr.)**

Studies separate and combined automotive heaters and air conditioning, including direct and vacuum-operated controls, basic principles of refrigeration, adjustment, general servicing, and charging of air-conditioning systems. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

## **AUT 236 Automotive Climate Control (4 cr.)**

Introduces principles of refrigeration, air-conditioning controls, and adjustment and general servicing of automotive air-conditioning systems. Prerequisite: AUT 241. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

## **AUT 241 Automotive Electricity I (3 cr.)**

Introduces electricity, magnetism, symbols, and circuitry as applied to the alternators, regulators, starters, lighting systems, instruments and gauges, and accessories. Part I of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **AUT 242 Automotive Electricity II (3 cr.)**

Introduces electricity and magnetism, symbols and circuitry as applied to alternators, regulators, starters, lighting systems, instruments and gauges, and accessories. Part II of II. Prerequisite: AUT 241. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **AUT 243 Automotive Control Electronics (4 cr.)**

Introduces advanced automotive technologies, and covers the electronic control systems found in hybrid electric vehicle systems, battery electric vehicle systems, and fuel cell electric vehicle systems. Teaches theory, function, and operation of each electronic control system and provides students an opportunity to perform diagnostic procedures and maintenance for these systems. Focuses on safety. Prerequisite: AUT 245 or program head approval. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

## **AUT 245 Automotive Electronics (4 cr.)**

Introduces the field of electronics as it applies to the modern automobile. Emphasizes basic circuit operation, diagnosis, and repair of digital indicator and wiring systems. Prerequisites: AUT 241 and 242. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

## **AUT 251 Automatic Transmissions (3 cr.)**

Studies several types of automatic transmissions/transaxles, torque converters, and their principles of operation. Includes adjustment, maintenance, and rebuilding. Prerequisites: Completion of AUT 101 and AUT 241 is preferred. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **AUT 251 Automatic Transmissions (4 cr.)**

Studies several types of automatic transmissions/transaxles, torque converters, and their principles of operation. Includes adjustment, maintenance, and rebuilding. Prerequisites: Completion of AUT 101 - Introduction to Automotive Systems and AUT 241 - Electricity I is preferred. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

## **AUT 253 Electric Vehicles (4 cr.)**

Covers electric vehicle systems and advanced automotive electronics. Provides students an opportunity to perform diagnostic procedures and maintenance of electric vehicle systems. Teaches theory, function, and operation of electric vehicle systems. Focuses on safety. Prerequisites: Experience in the automotive repair field, AUT 241, AUT 242, AUT 245, and AUT 230. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

## **AUT 254 Plug-In Hybrid Vehicles (4 cr.)**

Covers plug-in hybrid electric vehicle systems, extended-range electric vehicle systems, and advanced automotive electronics. Teaches theory, function, and operation of each plug-in hybrid vehicle system and provides students an opportunity to perform diagnostic procedures and maintenance for these vehicles. Focuses on safety. Prerequisites: Experience in the automotive repair field, AUT 241, AUT 242, AUT 245, and AUT 230 or approval of the program head. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

## **AUT 256 Fuel Cell Electric Vehicles (4 cr.)**

Introduces advanced automotive technologies, and covers hydrogen fuel cell electric vehicle systems and advanced automotive electronics. Teaches theory, function, and operation of fuel cell electric vehicles and provides students an opportunity to perform diagnostic procedures and maintenance for fuel cell electric vehicle systems. Focuses on safety. Prerequisite: AUT 245 or program head approval. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

## **AUT 265 Automotive Braking Systems (3 cr.)**

Presents operation, design, construction, repair, and servicing of braking system, including Anti-Lock Brake Systems (ABS). Explains uses of tools and test equipment, evaluation of test results, and estimation of repair cost for power, standard, and disc brakes. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **AUT 266 Auto Alignment, Suspension, and Steering (3 cr.)**

Introduces use of alignment equipment in diagnosing, adjusting, and repairing front and rear suspensions. Deals with repair and servicing of power and standard steering systems. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

## **AUT 275 Shop Management (2 cr.)**

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

## **AUT 297 Cooperative Education in Automotive (2 cr.)**

Supervises on-the-job training for pay in approved business, industrial, and service firms, coordinated by the college's cooperative education office. Applies to all occupational-technical curricula at the discretion of the college. Provides on-the-job training for automotive technology students. Laboratory 10 hours per week.

## **BASIC SKILLS**

### **BSK 1 Whole Numbers (1 cr.)**

Covers whole number principles and computations. Develops the mathematical mastery necessary for MTE 1. Credits not applicable toward graduation. Lecture 4 hours per week for ¼ semester.

### **BSK 41 Language Arts, Level 1 (2 cr.)**

Introduces basic reading and writing skills in preparation for subsequent courses by focusing on vocabulary development (simple phonics, dictionary skills), conventions of Standard English (basic grammar, punctuation, sentence structure), reading comprehension (reading process, topics), study skills (time management, textbook format), and critical thinking skills (fact and opinion). Lecture 2 hours per week.

## **BIOLOGY**

### **BIO 1 Foundations of Biology (4 cr.)**

Develops a basic understanding of plant and animal form, function, and relationships. Prepares students who have a deficiency in high school biology. Credits cannot be included in any of the college's academic program. Lecture 4 hours per week.

### **BIO 100 Basic Human Biology (3 cr.)**

Presents basic principles of human anatomy and physiology. Discusses cells, tissues, and selected human systems. Not intended for students in college transfer AA or AS degree. Prerequisite: Completion of ENF 2, if required by placement test or instructor/advisory approval. Lecture 3 hours per week.

### **BIO 101 General Biology I (4 cr.)**

Focuses on foundations in cellular structure, metabolism, and genetics in an evolutionary context. Explores the core concepts of evolution; structure and function; information flow, storage and exchange; pathways and transformations of energy and matter; and systems biology. Emphasizes process of science, interdisciplinary approach, and relevance of biology to society. Part I of a two-course sequence. Prerequisite: Completion of ENF 2 and MTE 1-3, if required by placement test. Lecture 3 hours. Recitation and Laboratory 3 hours. Total 6 hours per week.

### **BIO 102 General Biology II (4 cr.)**

Focuses on diversity of life, anatomy and physiology of organisms, and ecosystem organization and processes in an evolutionary context. Explores the core concepts of evolution; structure and function; information flow, storage and exchange; pathways and transformations of energy and matter; and systems biology. Emphasizes process of science, interdisciplinary approach, and relevance of biology to society. Part II of a two-course sequence. Prerequisite: Satisfactory completion of BIO 101. Lecture 3 hours. Recitation and Laboratory 3 hours. Total 6 hours per week.

### **BIO 106 Life Science (4 cr.)**

Provides a topical approach to basic biological principles. Includes the scientific process, characteristics of living organisms, molecular aspects of cells, bioenergetics, cellular and organismal reproduction genetics, evolution, some human organ systems, and ecology. Designed for the non-science major. Credits in this course do not count toward the AS in Science degree options. Prerequisite: Satisfactory scores on the reading and writing placement tests; students should not be enrolled in a remedial reading or writing course while enrolled in this course. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **BIO 107 Biology of the Environment (4 cr.)**

Presents the basic concepts of environmental science through a topical approach. Includes the scientific method, population growth and migration, use of natural resources and waste management, ecosystem simplification and recovery, evolution, biogeochemical cycles, photosynthesis and global warming, geological formations, atmosphere and climate, ozone depletion, pollution examples and anti-pollution laws, and acid deposition. Environmental Sustainability Designation: Course content related to the study of sustainable development. Prerequisite: Completion of ENF 2, if required by placement test or instructor/advisor approval. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **BIO 141 Human Anatomy and Physiology I (4 cr.)**

Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics, and pathology. Part I of II. Prerequisites: (1) BIO 101 (or an equivalent) or high school biology and chemistry completed within seven years of registering for this course with a grade of C or better or a score of 75% or higher on the Test of Essential Academic Skills (TEAS) or advisor approval, and (2) completion of ENF 2, if required by placement test, or instructor/advisor approval. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **BIO 142 Human Anatomy and Physiology II (4 cr.)**

Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics, and pathology. Part II of II. Prerequisite: BIO 141. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **BIO 149 Microbiology for Allied Health (1 cr.)**

Studies the characteristics of microorganisms that are especially important to programs in the Allied Health fields. This course also emphasizes these characteristics in regard to individual and community health. Prerequisites: ENG 111, MTH 126, and BIO 141 (or NAS 161 or BIO 231)

### **BIO 150 Introductory Microbiology (4 cr.)**

Studies the general characteristics of microorganisms. Emphasizes their relationships to individual and community health. Prerequisites: completion of ENF 2, if required by placement test, and completion of MTE 1-3. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

### **BIO 205 General Microbiology (4 cr.)**

Examines morphology, genetics, physiology, ecology, and control of microorganisms. Emphasizes application of microbiological techniques to selected fields. Prerequisites: BIO 101-102 and CHM 111-112 or equivalent, or permission of instructor. CHM 101-102 are acceptable equivalent courses. Credits for CHM 101-102 do not count toward the AS in Science degree. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

### **BIO 206 Cell Biology (4 cr.)**

Introduces the ultrastructure and functions of cells. Emphasizes cell metabolism, cell division, and control of gene expression. Prerequisite: One year of college biology and one year of college chemistry. Lecture 3 hours. Recitation and Laboratory 3 hours. Total 6 hours per week.

### **BIO 231 Human Anatomy and Physiology I (4 cr.)**

Integrates the study of gross and microscopic anatomy with physiology, emphasizing the analysis and interpretation of physiological data. Part I of II. Prerequisites: One year of college biology and one year of college chemistry or school approval. Lecture 3 hours. Recitation and Laboratory 3 hours. Total 6 hours per week.

## **BIO 232 Human Anatomy and Physiology II (4 cr.)**

Integrates the study of gross and microscopic anatomy with physiology, emphasizing the analysis and interpretation of physiological data. Part II of II. Prerequisites: One year of college biology and one year of college chemistry or school approval and BIO 231. Lecture 3 hours. Recitation and Laboratory 3 hours. Total 6 hours per week.

## **BIO 256 General Genetics (4 cr.)**

Explores the principles of genetics ranging from classical Mendelian inheritance to the most recent advances in the biochemical nature and function of the gene. Includes experimental design and statistical analysis. Prerequisites: BIO 101, BIO 102, CHM 111, and CHM 112. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

## **BIO 270 General Ecology (3 cr.)**

Studies interrelationships between organisms and their natural and cultural environments with emphasis on populations, communities, and ecosystems. Prerequisites: BIO 101 and 102 or departmental approval. Lecture 2 hours. Recitation and laboratory 3 hours. Total 5 hours per week.

## **BIO 299 Supervised Study in Biology: Advanced Microbiology (4 cr.)**

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. Provides students the opportunity to research scientific literature on their selected topic, design and conduct a lab study, assemble and analyze observed lab data, and complete a final report on this research. Prerequisites: One year of college biology (BIO 101 and 102) and one semester of college chemistry (CHM 111 or CHM 101) or faculty approval. Prerequisite or Co-requisite: BIO 205. Lecture 4 hours per week.

## **BIO 299 Supervised Study in Biology: Intermediate Microbiology (2 cr.)**

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. Provides students the opportunity to research scientific literature on their selected topic, design and conduct a lab study, assemble and analyze observed lab data, and complete a final report on this research. Prerequisites: One year of college biology and one semester of college chemistry or faculty approval. Prerequisite or Co-requisite: BIO 205. Lecture 2 hours per week.

## **BIO 299 Supervised Study in Ecology: Advanced (4 cr.)**

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. Provides students an opportunity to research scientific literature on their selected topic, design a field study to be conducted, assemble and analyze observed field data, and complete a final report on this research. Prerequisites: One year of college biology (including BIO 102) and MTH 161 or MTH 167 or faculty approval. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

## **BIO 299 Supervised Study in Ecology: Intermediate (2 cr.)**

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. Provides students the opportunity to research scientific literature on their selected topic, design a field study to be conducted, assemble and analyze observed field data, and complete a final report on this research. Prerequisites: One year of college biology (including BIO 102) and MTH 161 or MTH 167 or faculty approval. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

## **BUILDING**

### **BLD 101 Construction Management I (3 cr.)**

Presents overviews of all phases of construction project management. Introduces students to philosophy, responsibilities, methodology, and techniques of the construction process. Introduces topics related to the construction and design industries, organizations, construction contracts, bidding procedures, insurance, taxes, bonding, cost accounting, and business methods, including basic computer usage, safety, and general project management procedures. Lecture 3 hours per week.

### **BLD 103 Principles of Residential Building Construction Inspection (3 cr.)**

Introduces general principles of residential building inspection including materials, foundations, framing, finishing, and building codes. Lecture 3 hours per week.

### **BLD 199 Supervised Study in Building: Construction Management I (3 cr.)**

Presents overviews of all phases of construction project management. Introduces students to philosophy, responsibilities, methodology, and techniques of the construction process. Introduces topics related to the construction and design industries, organizations, construction contracts, bidding procedures, insurance, taxes, bonding, cost accounting, business methods, including basic computer usage, safety, and general project management procedures. Lecture 3 hours per week.

### **BLD 200 Sustainable Construction (3 cr.)**

Teaches students the specialized construction management best practices that must be utilized when managing a sustainable project. Includes industry standards for green construction as identified by popular building rating systems. Lecture 3 hours per week.

### **BLD 210 Building Structures (3 cr.)**

Introduces analysis and design of steel, wood, and reinforced concrete structural members, including loads, reactions, bending moments, stresses, and deflection for selection of beam and column sizes. Considers bolted and welded connections in steel design. Introduces determination of reinforcing steel sizes and arrangements in concrete members. Prerequisite: MTH 131. Lecture 3 hours per week.

### **BLD 231 Construction Estimating (3 cr.)**

Focuses on materials takeoff and computing quantities from working drawings and specifications. Includes methods for computing quantities of concrete, steel, masonry, roofing, and excavation. Deals with pricing building components, materials and processes, as well as transportation and handling costs, markup discount procedures, equipment costs, and labor rates. Prerequisites: ARC 131 and ARC 132 or instructor's approval. Lecture 3 hours per week.

### **BLD 247 Construction Planning and Scheduling (3 cr.)**

Introduces principles of planning and scheduling a construction project. Includes sequence of events and processes on a construction site. Studies scheduling techniques, including the critical path method. Lecture 3 hours per week.

## **BUSINESS MANAGEMENT/ ADMINISTRATION**

### **BUS 100 Introduction to Business (3 cr.)**

Presents a broad introduction to the functioning of business enterprise within the U.S. economic framework. Introduces economic systems, essential elements of business organization, production, human resource management, marketing, finance, and risk management. Develops business vocabulary. Lecture 3 hours per week.

### **BUS 111 Principles of Supervision I (3 cr.)**

Teaches the fundamentals of supervision, including the primary responsibilities of the supervisor. Introduces factors relating to the work of supervisor and subordinates. Covers aspects of leadership, job management, work improvement, training and orientation, performance evaluation, and effective employee/supervisor relationships. Lecture 3 hours per week.



## **BUS 116 Entrepreneurship (3 cr.)**

Presents the various steps considered necessary when going into business. Includes areas, such as product-service analysis, market research evaluation, setting up books, ways to finance start-up, operations of the business, development of business plans, buyouts versus starting from scratch, and franchising. Uses problems and cases to demonstrate implementation of these techniques. Lecture 3 hours per week.

## **BUS 117 Leadership Development (3 cr.)**

Covers interpersonal relations in hierarchical structures. Examines the dynamics of teamwork, motivation, handling change and conflict, and how to achieve positive results through others. Lecture 3 hours per week.

## **BUS 125 Applied Business Mathematics (3 cr.)**

Applies mathematical operations to business process and problems such as wages and payroll, sales and property taxes, checkbook records and bank reconciliation, depreciation, overhead, distribution of profit and loss in partnerships, distribution of corporate dividends, commercial discounts, markup, markdown, simple interest, present values, bank discount notes, multiple payment plans, compound interest, annuities, sinking funds, and amortization. Lecture 3 hours per week.

## **BUS 165 Small Business Management (3 cr.)**

Identifies management concerns unique to small businesses. Introduces the requirements necessary to initiate a small business and identifies the elements comprising a business plan. Presents information establishing financial and administrative controls, developing a marketing strategy, managing business operations, and the legal and government relationships specific to small businesses. Prerequisite: BUS 116 or BUS 200 or school approval. Lecture 3 hours per week.

## **BUS 200 Principles of Management (3 cr.)**

Teaches management and the management functions of planning, organizing, leading, and controlling. Focuses on application of management principles to realistic situations managers encounter as they attempt to achieve organizational objectives. Lecture 3 hours per week.

## **BUS 201 Organizational Behavior (3 cr.)**

Presents a behaviorally-oriented course combining the functions of management with the psychology of leading and managing people. Focuses on the effective use of human resources through understanding human motivation and behavior patterns, conflict management and resolution, group functioning and process, the psychology of decision-making, and the importance of recognizing and managing change. Lecture 3 hours per week.

## **BUS 205 Human Resource Management (3 cr.)**

Introduces employment, selection, and placement of personnel, forecasting, job analysis, job descriptions, training methods and programs, employee evaluation systems, compensation, benefits, and labor relations. Lecture 3 hours per week.

## **BUS 208 Quality and Productivity Management (3 cr.)**

Focuses on the key quality improvement concepts regarding products and services, customers and suppliers, and systems and processes that make quality a part of the work life of an organization. Emphasizes the role of teams, including team meeting skills and techniques, and a variety of quality improvement tools, such as flowcharts, run charts, Pareto diagrams, cause and effect diagrams, evaluation matrices, and implementation road maps. Lecture 3 hours per week.

## **BUS 209 Continuous Quality Improvement (3 cr.)**

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 220 Introduction to Business Statistics (3 cr.)**

Introduces statistics as a tool in decision-making. Emphasizes ability to collect, present, and analyze data. Employs measures of central tendency and dispersion, statistical inference, index numbers, probability theory, and time series analysis. Prerequisite or Co-requisite: Keyboarding competence. Lecture 3 hours per week.

## **BUS 240 Introduction to Business Law (3 cr.)**

Presents an introduction to the American legal system, including an overview of the courts, civil, and criminal law. Develops an in-depth understanding of contracts, agency law, and business organizations. Also includes an overview of property, UCC Sales, and Commercial Paper. Lecture 3 hours per week.

## **BUS 260 Planning for Small Business (3 cr.)**

Provides knowledge of the development of a business plan, which can be used to acquire capital and serve as a management guide. Combines knowledge that has been acquired in the areas of planning, management, and finance, using pro forma statements and marketing. Covers internet searching techniques. Recommended as a capstone course. Lecture 3 hours per week.

## **BUS 265 Ethical Issues in Management (3 cr.)**

Examines the legal, ethical, and social responsibilities of management. May use cases to develop the ability to think and act responsibly. Lecture 3 hours per week.

## **BUS 290 Coordinated Internship in Business Management and Administration (3 cr.)**

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Prerequisite: Program head approval is required for enrollment in this course. Variable hours

## **BUS 298 Seminar and Project in Business Management and Administration (3 cr.)**

Requires completion of a project or research report related to the student's occupational objective and a study of approaches to the selection and pursuit of career opportunities in the field. Prerequisite: Students should have completed most of the management courses before enrolling in this course. Lecture 3 hours per week.

## **CENTRAL STERILE PROCESSING**

### **CSP 101 Introduction to Central Sterile Services (1 cr.)**

Introduces students to the central service area of health care facilities and the responsibilities and role of the Certified Registered Central Service Technician (CRCST). Explores the practical application of concepts and procedures, such as regulations and standards, safety, personal protective equipment (PPE), universal precautions, and the work flow of the central service department. Discusses disinfection, decontamination, transportation of soiled items, and cleaning processes. Explores the basics of instrumentation assembly and how to process instruments, including disassembly. Lecture 1 hour per week.

### **CSP 106 Surgical Instrumentation (1 cr.)**

Prepares the student to visually identify surgical instruments and distinguish category, use, and name of each instrument. Emphasizes quality assurance and provides the student with the skills to package and inspect instrumentation and equipment for sterilization. Laboratory 3 hours per week.

## **CSP 107 Fundamentals of Central Sterile Services (1 cr.)**

Prepares the student for entry level practice in assembly area of the central service department. Covers the packaging process and sterilization method with an emphasis on disposable packaging materials, package closure methods, package labeling, sterility maintenance, selection of appropriate packing material, and identification of instruments by category, use, and name. Emphasizes quality assurance to enable the student to inspect, assemble, and prepare instrumentation for packaging. Lecture 1 hour per week.

## **CSP 135 Central Sterile Infection Control (2 cr.)**

Introduces the fundamentals of infection control. Content will include an introduction to concepts of microbiology including cell structure and theory, microbial function, human and pathogen relationships, infectious process, blood-borne and airborne pathogens, defense microorganisms, and principles of microbial control and destruction. Lecture 2 hours per week.

## **CSP 191 Fundamental Clinical Applications (3 cr.)**

Provides students hands-on practice in the clinical setting of central sterile service with an emphasis on the decontamination and processing areas. Provides the clinical experience required for International Association of Healthcare Central Service Materiel Management (IAHCSMM) certification. Laboratory 9 hours per week.

## **CSP 205 Intermediate Central Sterile Services (1 cr.)**

Prepares the student for point-of-use processing, immediate-use steam sterilization, and high-heat and low-heat sterilization methods. Emphasizes proper procedures involved in transporting sterile goods through facilities and between various clinical sites and quality assurance to ensure customer satisfaction and safety, records maintenance, sterile storage, and central service inventory. Prerequisite: CSP 107. Lecture 1 hour per week.

## **CSP 291 Intermediate Clinical Applications (3 cr.)**

Provides the student with continued hands-on practice in the clinical setting with an emphasis on packaging, wrapping, and sterilization in the clinical setting within a central sterilization processing department. Provides the clinical experience required for International Association of Healthcare Central Service Materiel Management (IAHCSMM) certification. Prerequisite: CSP 191. Laboratory 9 hours per week.

## **CSP 292 Advanced Clinical Applications: Capstone (3 cr.)**

Provides continued hands-on clinical experience in a central sterilization processing department. Emphasizes the student's ability to demonstrate distribution, sterile storage, and case cart preparation in the clinical setting with minimal supervision and provides hours required for the International Association of Healthcare Central Service Materiel Management (IAHCSMM) certification. Prerequisite: CSP 291. Laboratory 9 hours per week.

## **CHEMISTRY**

### **CHM 1 Chemistry I (4 cr.)**

Presents basic inorganic and organic principles to students with little or no chemistry background. Taught as pass/fail, the course can be taken in subsequent semesters as necessary until course objectives are completed. The credits are not applicable to any of the college's academic programs, although high school level chemistry or higher may be required for entrance into certain programs. The credits do not transfer. Prerequisite: Competency in Math Essentials (MTE), units 1-3, as demonstrated through the placement and diagnostics tests or equivalent. Lecture 4 hours per week.

### **CHM 101 Introductory Chemistry I (4 cr.)**

Emphasizes experimental and theoretical aspects of inorganic, organic, and biological chemistry. Discusses general chemistry concepts as they apply to issues within our society and environment. Designed for the non-science major. Part I of II. Prerequisite: Competency in Math Essentials (MTE), units 1-5, as demonstrated through the placement and diagnostics tests or Co-requisite of MTH 154 or equivalent. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **CHM 102 Introductory Chemistry II (4 cr.)**

Emphasizes experimental and theoretical aspects of inorganic, organic, and biological chemistry. Discusses general chemistry concepts as they apply to issues within our society and environment. Designed for the non-science major. Part II of II. Prerequisite: CHM 101 or equivalent. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **CHM 111 General Chemistry I (4 cr.)**

Explores the fundamental laws, theories and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Part I of II. Prerequisite or Co-requisite: MTH 161 or higher with a grade of C or better. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **CHM 112 General Chemistry II (4 cr.)**

Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Part II of II. Prerequisite: MTH 161 or higher and CHM 111 with a grade of C or better. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **CHM 241 Organic Chemistry I (3 cr.)**

Introduces fundamental chemistry of carbon compounds, including structures, physical properties, syntheses, and typical reactions. Emphasizes reaction mechanisms. Part I of II. Prerequisite: CHM 112 or equivalent. Lecture 3 hours. Total contact 3 hours per week.

### **CHM 242 Organic Chemistry II (3 cr.)**

Introduces fundamental chemistry of carbon compounds, including structures, physical properties, syntheses, and typical reactions. Emphasizes reaction mechanisms. Part II of II. Prerequisite: CHM 241 or equivalent with a grade of C or better. Lecture 3 hours. Total 3 contact hours per week.

### **CHM 243 Organic Chemistry Laboratory I (1 cr.)**

Provides a laboratory experience for students in organic synthesis and qualitative organic analysis. Part I of II. Prerequisite: CHM 112 or permission of instructor. Co-requisite: CHM 241. Laboratory 3 hours per week.

### **CHM 244 Organic Chemistry Laboratory II (1 cr.)**

Provides a laboratory experience for students in organic synthesis and qualitative organic analysis. Part II of II. Prerequisite: CHM 112 or permission of instructor. Co-requisite: CHM 242. Laboratory 3 hours per week.

### **CHM 245 Organic Chemistry Laboratory I (2 cr.)**

Introduces fundamental chemistry of carbon compounds, including structures, physical properties, syntheses, and typical reactions. Emphasizes reaction mechanisms and synthesis. Includes qualitative organic analysis. Part I of II. Prerequisite or Co-requisite: CHM 241. Laboratory 6 hours.

### **CHM 246 Organic Chemistry Laboratory II (2 cr.)**

Introduces fundamental chemistry of carbon compounds, structures, and properties. Emphasizes reaction mechanisms and synthesis. Includes qualitative organic analysis. Co-requisite: CHM 242. Laboratory 6 hours per week.

## **CHM 260 Introductory Biochemistry (3 cr.)**

Explores fundamentals of biological chemistry. Includes study of macromolecules, metabolic pathways, and biochemical genetics. Prerequisites: CHM 112 and satisfactory placement score for ENG 111. Lecture 3 hours per week.

## **CHILDHOOD DEVELOPMENT**

### **CHD 118 Language Arts for Young Children (3 cr.)**

Emphasizes the early development of children's language and literacy skills. Presents techniques and methods for supporting all aspects of early literacy. Surveys children's literature, and examines elements of promoting oral literacy, print awareness, phonological awareness, alphabetic principle, quality storytelling and story reading. Addresses strategies for intervention and support for exceptional children and English Language Learners. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **CHD 119 Introduction to Reading Methods (3 cr.)**

Focuses on promoting language and literacy skills as the foundation for emergent reading. Emphasizes phonetic awareness and alphabetic principles, print awareness and concepts, comprehension and early reading and writing. Addresses strategies for intervention and support for exceptional children and English Language Learners. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **CHD 120 Introduction to Early Childhood Education (3 cr.)**

Introduces early childhood development through activities and experiences in early childhood, pre-kindergarten, kindergarten, and primary programs. Investigates classroom organization and procedures, and use of classroom time and materials, approaches to education for young children, professionalism, and curricular procedures. Lecture 3 hours per week.

### **CHD 145 Teaching Art, Music, and Movement to Children (3 cr.)**

Focuses on children's exploration, play, and creative expression in the areas of art, music, and movement. Emphasis will be on developing strategies for using various open-ended media representing a range of approaches in creative thinking. Addresses strategies for intervention and support for exceptional children and English Language Learners. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **CHD 146 Math, Science, and Social Studies for Children (3 cr.)**

Provides experiences in content, methods, and materials for the development of math, science, and social studies skills in children. Emphasis will be on developing strategies for using various resources to facilitate children's construction of knowledge. Addresses strategies for intervention and support for children with special needs and English Language Learners. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **CHD 165 Observation and Participation in Early Childhood/Primary Settings (3 cr.)**

Focuses on observation as the primary method for gathering information about children in early childhood settings. Emphasizes development of skills in the implementation of a range of observation techniques. Includes 40 hours of field placement in early learning setting. Prerequisite: Students must be eligible to work with young children according to Department of Social Services requirements. Lecture 2 hours (seminar). Laboratory 2 hours (field placement). Total 4 hours per week.

### **CHD 166 Infant and Toddler Programs (3 cr.)**

Examines child growth and development from birth to 36 months. Focuses on development in the physical, cognitive, social, emotional, and language domains. Emphasizes the importance of the environment and relationships for healthy brain development during the child's first three years of life. Investigates regulatory standards for infant/toddler caregiving. Lecture 3 hours per week.

### **CHD 205 Guiding the Behavior of Children (3 cr.)**

Explores the role of the early childhood educator in supporting emotional and social development of children, and in fostering a sense of community. Presents practical strategies for encouraging prosocial behavior, conflict resolution and problem solving. Emphasizes basic skills and techniques in child guidance. Lecture 3 hours per week.

### **CHD 210 Introduction to Exceptional Children (3 cr.)**

Reviews the history of and legal requirements for providing intervention and educational services for children with special needs. Studies the characteristics of children with a diverse array of needs and developmental abilities. Explores concepts of early intervention, inclusion, guiding behavior and adapting environments to meet children's needs. Lecture 3 hours per week.

### **CHD 215 Models of Early Childhood Education Programs (3 cr.)**

Studies and discusses the various models and theories of early childhood education programs, including current trends and issues. Presents state licensing and staff requirements. Lecture 3 hours per week.

### **CHD 216 Early Childhood Programs, School, and Social Change (3 cr.)**

Explores methods of developing positive, effective relations with families to enhance their developmental goals for children. Considers culture and other diverse needs, perspectives, and abilities of families and educators. Emphasizes advocacy and public policy awareness as an important role of early childhood educators. Describes risk factors and identifies community resources. Lecture 3 hours per week.

### **CHD 265 Advanced Observation and Participation in Early Childhood/Primary Settings (3 cr.)**

Focuses on implementation of activity planning and observation of children through participation in early childhood settings. Emphasizes responsive teaching practices and assessment of children's development. Reviews legal and ethical implications of working with children. Supports the student in creating a professional educational portfolio. Includes 40 hours of field placement in early learning setting. Lecture 2 hours (seminar). Laboratory 2 hours (field placement). Total 4 hours per week.

### **CHD 270 Administration of Child Care Programs (3 cr.)**

Examines the skills needed for establishing and managing early childhood programs. Emphasizes professionalism and interpersonal skills, program planning, staff selection and development, creating policies, budgeting, and developing forms for recordkeeping. Lecture 3 hours per week.

### **CHD 298 Seminar and Project in Childhood Development: Portfolio Development (1 cr.)**

Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. Serves in conjunction with CHD 265 as the capstone course for the Early Childhood Development Associate of Applied Science degree. Laboratory 2 hours per week.

## **CHINESE**

### **CHI 101 Beginning Chinese I (5 cr.)**

Introduces understanding, speaking, reading, and writing skills and emphasizes basic Chinese sentence structure. Lecture 5 hours per week.

## **CHI 102 Beginning Chinese II (5 cr.)**

This is the second semester of the two-semester course for beginners, or a refresher course for non-native speakers with other equivalent experience. In this course, students will continue their introduction to basic standard Mandarin Chinese, spoken by over a billion people in mainland China, Taiwan, Singapore, and other parts of the world. They will learn to comprehend, speak, read, and write on a variety of topics related to daily life. The course will also expand on the student's growing knowledge of essential aspects of Chinese culture. Prerequisite: CHI 101 or demonstrated proficiency or equivalence. Lecture 5 hours per week.

## **COMMUNICATION STUDIES AND THEATRE**

### **CST 100 Principles of Public Speaking (3 cr.)**

Applies theory and principles of public address with emphasis on preparation and delivery. Lecture 3 hours per week.

### **CST 110 Introduction to Communication (3 cr.)**

Examines the elements affecting speech communication at the individual, small group, and public communication levels with emphasis on practice of communication at each level. Lecture 3 hours per week.

### **CST 151 Film Appreciation I (3 cr.)**

Provides students with a critical understanding of film through the discussion and viewing of motion pictures with emphasis upon the study of film history and the forms and functions of film. Students will develop skills to analyze the shared social, cultural, and historical influences of films and their contexts. Prerequisites: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **CST 152 Film Appreciation II (3 cr.)**

Provides students with a critical understanding of film through the discussion and viewing of motion pictures with emphasis upon the study of film history and the forms and functions of film. Students will develop the skills to analyze the shared social, cultural, and historical influences of films and their contexts. The course focuses on the interplay of contemporary aspects of film creation such as diverse audiences, economic realities, and emerging media formats. Prerequisites: Fluency in Standard American English; placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **CST 229 Intercultural Communication (3 cr.)**

Emphasizes the influence of culture on the communication process including differences in values, message systems, and communication rules. Prerequisite: Completion of all developmental reading and writing recommendations. Lecture 3 hours per week.

## **COMPUTER SCIENCE**

### **CSC 130 Scientific Programming (4 cr.)**

Introduces a science and engineering-oriented, high-level programming language. Studies the C language and its application in problem-solving in a structured programming environment. Includes the concepts and practice of structured programming, problem-solving, top-down design of algorithms, basic C syntax, control structures, arrays, and data structures. Prerequisite or Co-requisite: MTH 263 or equivalent. Lecture 4 hours per week.

### **CSC 155 Computer Concepts and Applications (3 cr.)**

Introduces basic hardware and software concepts of computer usage, programming languages, and the computer's impact on society. Includes applications of various types of software to illustrate how computers are used in sciences, social sciences, humanities, and education. Covers the use of an operating system, word processing, spreadsheets, e-mail, library access, database access and retrieval, presentation graphics, and the Internet. Lecture 3 hours per week.

### **CSC 200 Introduction to Computer Science (3 cr.)**

Provides a broad introduction to computer science and the work of computer scientists. Discusses architecture and the function of computer hardware, including networks and operating systems, data and instruction representation, and data organization. Covers software, algorithms, programming languages, team dynamics, research resources, social and ethical aspects of technology, and software engineering. Discusses artificial intelligence and theory of computation. Includes a hands-on component with oral and written presentations. Prerequisite: MATH 167 or the equivalent with a grade of C or better. Lecture 3 hours per week.

### **CSC 201 Computer Science I (4 cr.)**

Introduces algorithm and problem-solving methods. Emphasizes structured programming concepts, elementary data structures, and the study and use of a high level programming language. Prerequisite or Co-requisite: MTH 263 or equivalent or school approval. Lecture 4 hours per week.

### **CSC 202 Computer Science II (4 cr.)**

Examines data structures, introduction to object-oriented design, and algorithm analysis. Covers data structures (including sets, strings, stacks, queues, arrays, records, files, linked lists, and trees), polymorphism, inheritance, exceptions, interfaces, abstract data types, algorithm analysis (including searching and sorting methods), and file structures. Prerequisite: CSC 201 with a grade of "C" or better. Prerequisite or Co-requisite: MTH 264. Lecture 4 hours per week.

### **CSC 205 Computer Organization (4 cr.)**

Examines the hierarchical structure of computer architecture. Focuses on multi-level machine organization. Uses a simple assembler language to complete programming projects. Includes processors, instruction, execution, addressing techniques, data representation, and digital logic. Prerequisite: CSC 202. Lecture 4 hours per week.

### **CSC 208 Introduction to Discrete Structures (3 cr.)**

Covers Boolean algebra, combinatorial and sequential circuits, algorithms and algorithm analysis, recursion, recurrence relations, graphs, and trees. Prerequisites: CSC 201 with a grade of C or better. Lecture 3 hours per week.

### **CSC 210 Programming with C++ (3 cr.)**

Covers advanced topics using the syntax of the C++ language. Includes language syntax, problem-solving techniques, top-down refinement, procedure definition, loop invariance, theory of numerical errors, program design, objects, classes, inheritance, files, strings, linked lists, stacks, queues, binary trees, recursion, and basic searching and sorting techniques, and debugging. Prerequisite: CSC 130. Lecture 3 hours per week.

### **CSC 295 Topics in Computer Science: Introduction to the Theory of Computations (3 cr.)**

Focuses on complexity classes, grammars, formal languages, Turing machines, and computability. Prerequisite: CSC 208, or equivalent, with a grade of C or better. Lecture 3 hours per week.

## **DENTAL ASSISTING**

### **DNA 100 Introduction to Oral Health Professions (1 cr.)**

Provides an introduction to the oral health professions and covers basic terminology, historical perspective, the credentialing process, accreditation, professional organizations, and legal and ethical considerations. Prerequisite or Co-requisite: Completion of courses in the Pre-Dental Assisting Career Studies Certificate. Lecture 1 hour per week.

### **DNA 103 Introduction to Oral Health (1 cr.)**

Teaches anatomy of the head and neck, the hard and soft tissues of the oral cavity, tooth morphology, deciduous and permanent dentition, as well as dental pathology and terminology. Prerequisite or Co-requisite: Completion of courses in the Pre-Dental Assisting Career Studies Certificate. Lecture 1 hour per week.

## **DNA 108 Dental Science (3 cr.)**

Studies head and neck anatomy, tooth morphology, pathological conditions of the oral cavity, disease processes, and microbiology. Prerequisite: Completion of courses in the Pre-Dental Assisting Career Studies Certificate. Prerequisites or Co-requisites: DNA 100 and DNA 103. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **DNA 109 Practical Infection Control (3 cr.)**

Studies principles of management of disease-producing microorganisms and associated diseases. Emphasizes sterilization, asepsis, and disinfection techniques applicable in the dental office. Prerequisite: Completion of courses in Pre-Dental Assisting Career Studies Certificate. Prerequisites or Co-requisites: DNA 100, DNA 103, and DNA 108. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **DNA 110 Dental Materials (3 cr.)**

Studies the materials utilized in the laboratory aspect of dentistry as support in treatment. Emphasizes the characteristics, manipulation, economical control, storage, and delivery of materials. Prerequisite: Completion of courses in the Pre-Dental Assisting Career Studies Certificate. Prerequisites or Co-requisites: DNA 100, DNA 103, DNA 108, and DNA 109. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **DNA 113 Chairside Assisting I (3 cr.)**

Provides instruction on the principles of clinical chairside dental assisting, dental equipment use and maintenance, safety, instrument identification, tray set-ups by procedures, and patient data collection. Emphasizes patient management during restorative procedures. Prerequisite: Completion of courses in the Pre-Dental Assisting Career Studies Certificate. Prerequisites or Co-requisites: DNA 100, DNA 103, DNA 108, DNA 109, and DNA 110. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **DNA 114 Chairside Assisting II (4 cr.)**

Introduces the student to the various dental specialties, including oral surgery, orthodontics, periodontics, prosthodontics, endodontics, and pediatric dentistry. Emphasizes integration and application of previous course content to operative dental procedures. Prerequisite: DNA 190. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

## **DNA 119 Dental Therapeutics (1 cr.)**

Exposes students to concepts and terminology related to pharmacology, pain control, and dental medicinal agents. Emphasizes the use of materials in patient treatment. Prerequisites: DNA 100, DNA 103, DNA 108, DNA 109, and DNA 110. Lecture 1 hour per week.

## **DNA 120 Community Health (1 cr.)**

Studies topics related to community health issues, including identification of specific diseases, symptoms, causes, and effects. Emphasizes the promotion of oral health in the community through patient education in oral home care techniques, dietary counseling, plaque control procedures, and application of medicinal agents. Prerequisites: DNA 100, DNA 103, DNA 108, DNA 109, and DNA 110. Lecture 1 hour per week.

## **DNA 130 Dental Office Management (3 cr.)**

Exposes students to and provides practical experience in the legal aspects of dental office management with regard to ethics, jurisprudence, appointment control, recall systems, reception techniques, telephone techniques, accounts receivable and payable, payroll insurance claims, inventory control, and professional conduct in a dental office. Prerequisites: DNA 100 and DNA 103. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **DNA 134 Dental Radiology and Practicum (3 cr.)**

Teaches the physics of dental radiation and safety, equipment operation, cone placement for the parallel and bisection techniques, panoramic exposures, mounting, and film processing. Prerequisites: DNA 100, DNA 103, DNA 108, DNA 109, and DNA 110. Students must be at least 18 years old to enroll in course. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **DNA 190 Coordinated Internship in Dental Assisting (2 cr.)**

Provides students clinical experience to supplement DNA 113 through hands-on experience in the dental clinic at Reynolds. Students will be assisting staff. Prerequisite: Completion of the Pre-Dental Assisting Career Studies Certificate. Prerequisites or Co-requisites: DNA 100, DNA 103, DNA 108, DNA 109, DNA 110, and DNA 113. Laboratory 8 hours per week.

## **DNA 196 On-Site Training in Dental Assisting (5 cr.)**

Provides clinical experience within the private practice community by exposing students to the fast-paced dental office environment in which the student performs chairside and support services with an established team. Focuses on chairside assisting in general dentistry at two different clinical sites. Students will complete the required number of clinical hours at the two assigned facilities. Prerequisites: DNA 100 through DNA 190. Laboratory 24 hours per week.

## **DIESEL**

### **DSL 126 Diesel Engine Reconditioning (6 cr.)**

Provides basic knowledge of the construction, design, and application of selected modern diesel engines and their components. Covers induction and exhaust systems, cooling and lubricating systems, and fuel injection and governing systems. Provides opportunity to disassemble, inspect, recondition, reassemble, and test selected engines. Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week.

### **DSL 131 Diesel Fuel Systems and Tune-Up (4 cr.)**

Teaches maintenance, adjustment, testing, and general repair of the typical fuel injection components used on non-automotive diesel engines. Includes engine and fuel system tune-up procedures and troubleshooting using current diagnostic equipment. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

### **DSL 143 Diesel Truck Electrical Systems (4 cr.)**

Studies the theory and operation of various truck and tractor electrical systems. Covers preheating, starting, generating (charging), multiplexing, and lighting systems. Uses modern test equipment for measurement, adjustment, and troubleshooting electrical and electronic systems. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

### **DSL 150 Mobile Hydraulics and Pneumatics (3 cr.)**

Introduces the theory, operation, and maintenance of hydraulic/pneumatic systems and devices used in mobile applications. Emphasizes the properties of fluid, fluid flow, fluid states, and the application of Bernoulli's equation. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **DSL 152 Diesel Power Trains, Chassis, and Suspension (4 cr.)**

Studies the chassis, suspension, steering, and brake systems found on medium and heavy-duty diesel trucks. Covers construction features, operating principles, and service procedures for such power train components as clutches, multi-speed transmissions, propeller shafts, and rear axles. Teaches operations of modern equipment to correct and adjust abnormalities. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

### **DSL 160 Air Brake Systems (3 cr.)**

Studies the basic operational theory of pneumatic and air brake systems as used in heavy-duty and public transportation vehicles. Covers various air control valves, test system components, and advanced air system schematics. Teaches proper service and preventative maintenance of system. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

## **DSL 176 Transportation Air Conditioning (2 cr.)**

Studies fundamentals of transportation air conditioning. Includes repair, service, and troubleshooting of the refrigeration systems used in road vehicles and heavy equipment. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

## **DSL 197 Cooperative Education in Diesel Mechanics Technology (3 cr.)**

Supervises on-the-job training for pay in approved business, industrial, and service firms, coordinated by the college's cooperative education office. Is applicable to all occupational-technical curricula at the discretion of the college. Laboratory 15 hours per week.

## **DIETETICS**

### **DIT 121 Nutrition I (3 cr.)**

Studies food composition, dietary guidelines, and nutrients essential to healthy human life. Analyzes nutrient function and metabolism. Lecture 3 hours per week.

## **DRAFTING**

### **DRF 111 Technical Drafting I (3 cr.)**

Introduces technical drafting from the fundamentals through advanced drafting practices. Teaches lettering, metric construction, technical sketching, orthographic projection, sections, intersections, development, fasteners, theory, and applications of dimensioning and tolerances. Includes pictorial drawing and preparation of working and detailed drawings. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **DRF 165 Architectural Blueprint Reading (3 cr.)**

Emphasizes reading, understanding, and interpreting standard types of architectural drawing, including plans, elevations, sections, and details. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **DRF 231 Computer-Aided Drafting I (3 cr.)**

Teaches computer-aided drafting concepts and equipment. Develops a general understanding of components and operating a typical CAD system. DRF 111 is recommended for individuals with no experience in technical drawing prior to enrolling in DRF 231. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **DRF 232 Computer-Aided Drafting II (3 cr.)**

Teaches advanced operation in computer-aided drafting. Prerequisite: DRF 231. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

## **DRF 238 Computer-Aided Modeling and Rendering I (3 cr.)**

Focuses on training students in the contemporary techniques of 3D modeling, rendering, and animation on the personal computer. Introduces the principles of visualization, sometimes known as photo-realism, which enable the student to create presentation drawings for both architectural and industrial product design. Uses computer animation to produce walk-throughs that will bring the third dimension to architectural designs. 3-D Studio is the primary software used in this course. Part I of II. Prerequisite: DRF 232. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

## **DRF 239 Computer-Aided Modeling and Rendering II (3 cr.)**

Focuses on training students in the contemporary techniques of 3D modeling, rendering, and animation on the personal computer. Introduces the principles of visualization, sometimes known as photo-realism, which enable the student to create presentation drawings for both architectural and industrial product design. Uses computer animation to produce walk-throughs that will bring the third dimension to architectural designs. Part II of II. Prerequisite: DRF 238. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

## **ECONOMICS**

### **ECO 120 Survey of Economics (3 cr.)**

Presents a broad overview of economic theory, history, development, and application. Introduces terms, definitions, policies, and philosophies of market economies. Provides some comparison with other economic systems. Includes some degree of exposure to microeconomic and macroeconomic concepts. Lecture 3 hours per week.

### **ECO 201 Principles of Macroeconomics (3 cr.)**

Introduces macroeconomics, including the study of Keynesian, classical, monetarist principles and theories; the study of national economic growth, inflation, recession, unemployment, financial markets, and money and banking; and the role of government spending and taxation, along with international trade and investments. Prerequisites: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3; mathematics placement recommendation at MTE 3 or higher. Lecture 3 hours per week.

### **ECO 202 Principles of Microeconomics (3 cr.)**

Introduces the basic concepts of microeconomics. Explores the free market concepts with coverage of economic models and graphs, scarcity and choices, supply and demand, elasticities, marginal benefits and costs, profits, and production and distribution. Prerequisites: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3; mathematics placement recommendation at MTE 3 or higher. Lecture 3 hours per week.

## **EDUCATION**

### **EDU 114 Driver Task Analysis (3 cr.)**

Introduces "The Driver Task" as related to the highway transportation system (HTS) and factors that influence performance ability. Prepares students so they may be eligible to take certification exams for driving school instructors in both public and private schools. This is the first of two courses that are required for public/private school certification in driver education. Prerequisite: Must be eligible for ENF 1 or ESL 51. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **EDU 200 Introduction to Teaching as a Profession (3 cr.)**

Provides an orientation to the teaching profession in Virginia, including historical perspectives, current issues, and future trends in education on the national and state levels. Emphasizes information about teacher licensure examinations, steps to certification, teacher preparation and induction programs, and attention to critical shortage areas in Virginia. Includes supervised field placement (recommended: 40 clock hours) in a K-12 school. Prerequisites: SDV 101 and successful completion of 24 credits of transfer courses or departmental approval for students accepted into Virginia's Teachers for Tomorrow program. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **EDU 214 Instructional Principles of Driver Education (3 cr.)**

Analyzes rules and regulations that govern the conduct of Driver Education programs with special emphasis on organization and administration. Includes uses in the classroom, driving range and on the street. Prepares students so they may be eligible to take the state certification exam in driver education. This is the second of two courses that is required for state certification in driver education. Prerequisite: EDU 114. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

## **EDU 220 Teaching Reading (3 cr.)**

Provides instruction in concepts and strategies involved in teaching reading at the K-12 levels. Includes topics on literacy and components and development, various reading programs, technology integration, and assessment tools. May include a field placement in a K-12 school. Prerequisite: Students must satisfy general college curricular admission requirements. Lecture 3 hours per week.

## **EDU 235 Health, Safety, and Nutrition Education (3 cr.)**

Focuses on the health and developmental needs of children and the methods by which these needs are met. Emphasizes positive health, hygiene, nutrition and feeding routines, childhood diseases, and safety issues. Emphasizes supporting the mental and physical well-being of children, as well as procedures for reporting child abuse. Lecture 3 hours per week.

## **EDU 286 Multimedia for Online Distance and E-learning (MODEL) (3 cr.)**

Provides students an opportunity to identify, create, and implement multimedia in an e-learning course. Covers an introduction to multimedia, the ASSURE model of instructional design, various media formats, screen design and user friendliness, storyboards and storyboard development, multimedia development, assessment creation, and incorporating multimedia into Blackboard/Canvas. Prerequisites: MODEL enrollees must have successfully completed EDU 287 - Instructional Design for Online Learning (IDOL), possess basic computer skills, be familiar with how to navigate the World Wide Web, and have used Blackboard/Canvas for a minimum of one semester. Blackboard/Canvas utilized as a supplement to a face-to-face class will fulfill this requirement.

## **EDU 287 Instructional Design for Online Learning (IDOL) (3 cr.)**

Prepares educators to design online courses that encourage active learning and student participation. Focuses on instructional design practices including the development of content tied to learning objectives and a peer-based approach to evaluating courses. Prerequisites: IDOL enrollees must have basic computer skills, be familiar with how to navigate the World Wide Web and have used Blackboard/Canvas for a minimum of one semester (as a supplement to a face-to-face class will fulfill this requirement). Lecture 3 hours per week.

## **EDU 288 Engaging Online Learners with Web 2.0 Applications (ENROLL 2.0) (3 cr.)**

Introduces learners to the fundamentals of using various Web 2.0 applications in order to conduct and manage an online classroom in a manner that promotes student engagement and learning. Prerequisites: EDU 287, basic computer and web navigation skills, and experience using Blackboard/Canvas for at least one semester for teaching. Lecture 3 hours per week.

## **EDU 289 Learning on the Go (LoGo) (3 cr.)**

Provides introduction to the fundamentals of implementing mobile technologies in the online teaching and learning environment. Focuses on increasing student engagement using mobile technologies and includes an overview of mobile learning, common applications, researching and applying mobile learning, developing content and materials to be used with mobile devices, assessing in the mobile learning environment, social media, productivity, and a self-reflection. Prerequisites: LoGo enrollees must have basic computer skills, be familiar with how to navigate the World Wide Web, and experience using Blackboard for a minimum of one semester (as a supplement to a face-to-face class will fulfill this requirement). In addition, the learner should have successfully completed EDU 287 (IDOL) or the equivalent. Lecture 3 hours per week.

## **EDU 295 Topics in Education: Updating Classroom Assessment for Student Growth (3 cr.)**

Develops effective assessment practices of in-service teachers. Focuses on a balanced assessment approach emphasizing the use of formative and summative assessments. Utilizes quality rubrics as a vital component of effective classroom assessment. Addresses local, state, and federal requirements that impact classroom assessment. Examines the concept that quality assessment is vital to student success. Emphasizes the application of course content to each teacher's individual classroom setting. Prerequisite: Must be a licensed and/or in-service preK-12 teacher or administrator. Lecture 3 hours per week.

## **EMERGENCY MEDICAL SERVICES**

### **EMS 112 Emergency Medical Technician - Basic I (4 cr.)**

Prepares student for certification as a Virginia and/or National Registry EMT. Focuses on all aspects of pre-hospital basic life support as defined by the Virginia Office of Emergency Medical Services curriculum for Emergency Medicine Technician. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

### **EMS 113 Emergency Medical Technician - Basic II (3 cr.)**

Continues preparation of student for certification as a Virginia and/or National Registry EMT. Includes all aspects of pre-hospital basic life support as defined by the Virginia Office of Emergency Medical Services curriculum for Emergency Medical Technician. Upon successfully completing EMS 113 and EMS 120 with an overall grade average of at least 80, the student will be able to take the National Registry EMT Written and Practical Examinations. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **EMS 120 Emergency Medical Technician Clinical (1 cr.)**

Provides supervised direct patient contact introducing the student to the assessment and emergency care of sick and injured patients. This course is a co-requisite for either EMS 111 or EMS 113, depending upon the program in which the student is participating. Laboratory 2 hours per week.

### **EMS 121 Preparatory Foundations (2 cr.)**

Introduces fundamental concepts established by the National Emergency Medical Service Education Standards (NEMSES) for Advanced EMT and Paramedic curricula. Includes EMS systems, introduction to research, workforce safety and wellness, EMS system communications, introduction to public health, legal and ethical issues. Prerequisite: Current Virginia EMT and CPR certification as approved by the Virginia Office of EMS. Lecture 2 hours per week.

### **EMS 123 EMS Clinical Preparation (1 cr.)**

Introduces the student to local clinical agencies and prepares the student for clinical activities above the level of EMT. Includes prerequisites required by clinical affiliates, therapeutic communication, primary assessment, history taking, secondary assessment, reassessment, monitoring devices and documentation. Prerequisite: Current Virginia EMT and CPR certification as approved by the Virginia Office of EMS. Laboratory 2 hours per week.

### **EMS 125 Basic Pharmacology (1 cr.)**

Prepares students to demonstrate competency concerning basic principles of pharmacology, drug dosage calculations, and medication administration. Introduces medications listed in the Advanced EMT (AEMT) scope of practice. Prerequisite: Current Virginia EMT and CPR certification as approved by the Virginia Office of EMS. Co-requisite: EMS 126. Lecture 1 hour per week.

## **EMS 126 Basic Pharmacology Lab (1 cr.)**

Focuses on the safe administration of medications in the emergency setting. Includes drug dose calculation and covers multiple routes of administration including oral, intramuscular, subcutaneous, intravenous, and intraosseous and other methods within the scope of practice for the emergency care provider. Prerequisite: Current Virginia EMT and CPR certification as approved by the Virginia Office of EMS. Co-requisite: EMS 125. Laboratory 2 hours per week.

## **EMS 127 Airway, Shock and Resuscitation (1 cr.)**

Introduces concepts associated with pre-hospital emergency care of the individual experiencing airway difficulty or in need of resuscitation or shock management. Prerequisite: Current Virginia EMT and CPR certification as approved by the Virginia Office of EMS. Co-requisite: EMS 128. Lecture 1 hour per week.

## **EMS 128 Airway, Shock and Resuscitation Lab (1 cr.)**

Focuses on specific skills related to airway, resuscitation, and shock management. Prerequisite: Current Virginia EMT and CPR certification as approved by the Virginia Office of EMS. Co-requisite: EMS 127. Laboratory 2 hours per week.

## **EMS 135 Emergency Medical Care (2 cr.)**

Prepares the student to assess and manage patients with common medical emergencies. Prerequisites: EMS 121, EMS 123, EMS 125, EMS 126, EMS 127, EMS 128. Corequisite: EMS 136. Lecture 2 hours per week.

## **EMS 136 Emergency Medical Care Lab (1 cr.)**

Focuses on specific skills related to the assessment and management of common medical emergencies. Prerequisites: EMS 121, EMS 123, EMS 125, EMS 126, EMS 127, EMS 128. Corequisite: EMS 135. Laboratory 2 hours per week.

## **EMS 137 Trauma Care (1 cr.)**

Prepares the student to assess and manage injured patients, developing his/her problem-solving ability in the treatment of trauma involving various body systems. Prerequisites: EMS 121, EMS 123, EMS 125, EMS 126, EMS 127, EMS 128. Corequisite: EMS 138. Lecture 1 hour per week.

## **EMS 138 Trauma Care Lab (1 cr.)**

Focuses on the skills required for the assessment and management of patients with traumatic injury. Prerequisites: EMS 121, EMS 123, EMS 125, EMS 126, EMS 127, EMS 128. Corequisite: EMS 137. Laboratory 2 hours per week.

## **EMS 139 Special Populations (1 cr.)**

Focuses on the pre-hospital assessment and management of patients in a specific population including pediatrics, geriatrics, obstetrics/gynecology (OB/GYN), bariatric, abuse, sexual assault, and special needs. Prerequisites: EMS 121, EMS 123, EMS 125, EMS 126, EMS 127, EMS 128. Corequisite: EMS 140. Lecture 1 hour per week.

## **EMS 140 Special Populations Lab (1 cr.)**

Develops skills related to the assessment and management of patients in a specific population including pediatrics, geriatrics, obstetrics/gynecology (OB/GYN), bariatric, abuse, sexual assault and special needs. Prerequisites: EMS 121, EMS 123, EMS 125, EMS 126, EMS 127, EMS 128. Corequisite: EMS 139. Laboratory 2 hours per week.

## **EMS 141 Cardiovascular Care (2 cr.)**

Focuses on assessment and management of cardiac-related emergencies. Covers basic dysrhythmia recognition and relates it to overall cardiac patient care. Prerequisites: EMS 121, EMS 123, EMS 125, EMS 126, EMS 127, EMS 128. Corequisite: EMS 142. Lecture 2 hours per week.

## **EMS 142 Cardiovascular Care Lab (1 cr.)**

Focuses on skills involved in the assessment and management of cardiac-related emergencies. Prerequisites: EMS 121, EMS 123, EMS 125, EMS 126, EMS 127, EMS 128. Corequisite EMS 141. Laboratory 2 hours per week.

## **EMS 151 Introduction to Advanced Life Support (4 cr.)**

Prepares the student for Virginia Enhanced certification eligibility and begins the sequence for National Registry Intermediate and/or Paramedic certification. Includes the theory and application of the following: foundations, human systems, pharmacology, overview of shock, venous access, airway management, patient assessment, respiratory emergencies, allergic reaction, and assessment-based management. Conforms to a minimum to the Virginia Office of Emergency Medical Services curriculum. Co-requisite: EMS 170. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

## **EMS 153 Basic ECG Recognition (2 cr.)**

Focuses on the interpretation of basic electrocardiograms (ECG) and their significance. Includes an overview of anatomy and physiology of the cardiovascular system, including structure, function, and electrical conduction in the heart. Covers advanced concepts that build on the knowledge and skills of basic dysrhythmia determination and introduction to 12 lead ECG. Prerequisites: EMS 111 and EMS 120. Co-requisites: EMS 151, EMS 157, and EMS 170. Lecture 2 hours per week.

## **EMS 155 ALS - Medical Care (4 cr.)**

Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Includes ALS pharmacology, drug and fluid administration with emphasis on patient assessment, differential diagnosis, and management of multiple medical complaints. Includes, but not limited to, conditions relating to cardiac, diabetic, neurological, non-traumatic abdominal pain, environmental, behavioral, gynecology, and toxicological disease conditions. Prerequisites: Current EMT-B certification, EMS 151, and EMS 153. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

## **EMS 157 ALS - Trauma Care (3 cr.)**

Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Utilizes techniques which will allow the student to utilize the assessment findings to formulate a field impression and implement the treatment plan for the trauma patient. Prerequisites: Current EMT-B certification and EMS 151. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

## **EMS 159 ALS-Special Populations (3 cr.)**

Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Focuses on the assessment and management of specialty patients, including obstetrical, neonates, pediatric, and geriatrics. Prerequisites: EMS 151 and EMS 153. Prerequisite or Co-requisite: EMS 155. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

## **EMS 163 Prehospital Trauma Life Support (PHTLS) (1 cr.)**

Prepares for certification as a Prehospital Trauma Life Support provider as defined by the American College of Surgeons. Prerequisites: EMS 111 or equivalent. Lecture 1 hour per week.

## **EMS 164 Advanced Medical Life Support (AMLS) (1 cr.)**

Covers current topics of care for adult patients suffering extensive medical conditions and emergencies, and offers certification as an Advanced Medical Life Support (AMLS) as defined by the National Association of Emergency Medical Technicians (NAEMT). Lecture 1 hour per week.



## **EMS 167 Emergency Pediatrics Course (EPC) (1 cr.)**

Provides a unique approach to pediatric medical care, offering assessment techniques that can help EMS practitioners rapidly and accurately assess pediatric patients to determine which situations may be life threatening and require immediate intervention. Offers certification as defined by the National Association of Emergency Medical Technicians (NAEMT). Prerequisite: Current Virginia EMT and CPR certification as approved by the Virginia Office of EMS. Lecture 1 hour per week.

## **EMS 170 ALS Internship I (1 cr.)**

Begins the first in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes, but not limited to, patient care units, such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room, Trauma Centers, and various advanced life support units. Prerequisites: EMS 151 and EMS 120. Co-requisites: EMS 151, EMS 153, and EMS 157. Laboratory 3 hours per week.

## **EMS 172 ALS Clinical Internship II (1 cr.)**

Continues with the second in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes, but not limited to, patient care units, such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room, and Trauma Centers. Co-requisite: EMS 151. Laboratory 3 hours per week.

## **EMS 173 ALS Field Internship II (1 cr.)**

Continues with the second in a series of field experiences providing supervised direct patient care in out-of-hospital advanced life support units. Laboratory 3 hours per week.

## **EMS 175 Paramedic Clinical Experience I (2 cr.)**

Introduces students to live patient assessment and management in the clinical setting. Begins a continuum of learning involving live patients that leads to entry-level competence at the paramedic level. Prerequisites: EMS 121, EMS 123, EMS 125, EMS 126, EMS 127, EMS 128. Laboratory 6 hours per week.

## **EMS 201 EMS Professional Development (3 cr.)**

Prepares students for Paramedic certification at the National Registry Level by fulfilling community activism, personal wellness, resource management, ethical considerations in leadership, and research objectives in the Virginia Office of Emergency Medical Services Paramedic curriculum. Lecture 3 hours per week.

## **EMS 202 Paramedic Pharmacology (2 cr.)**

Focuses on advanced pharmacological interventions, medications and their effects. Prerequisites: EMS 125, EMS 126, EMS 135, EMS 136, EMS 137, EMS 138, EMS 139, EMS 140, EMS 141, EMS 142. Lecture 2 hours per week.

## **EMS 203 Advanced Patient Care (2 cr.)**

Focuses on the comprehensive assessment and management of patients in out-of-hospital and inter-facility scenarios. Content is centered on problem-solving through integration of didactic, psychomotor and affective curricula. Prerequisites: EMS 135, EMS 136, EMS 137, EMS 138, EMS 139, EMS 140, EMS 141, EMS 142. Co-requisite: EMS 204. Lecture 2 hours per week.

## **EMS 204 Advanced Patient Care Lab (2 cr.)**

Focuses on the comprehensive assessment and management of out-of-hospital and inter-facility patients using scenario-based learning. Prerequisites: EMS 135, EMS 136, EMS 137, EMS 138, EMS 139, EMS 140, EMS 141, EMS 142. Co-requisite: EMS 203. Laboratory 4 hours per week.

## **EMS 205 Advanced Pathophysiology (4 cr.)**

Focuses on the pathological processes of disease with emphasis on the anatomical and physiological alterations of the human body by systems. Includes diagnosis and management appropriate to the advanced health care provider in and out of the hospital environment. Lecture 4 hours per week.

## **EMS 206 Pathophysiology for the Health Professions (3 cr.)**

Focuses on the pathological processes of disease with emphasis on the anatomical and physiological alterations of the human body systems. Includes diagnosis and management appropriate to the advanced health care provider in and out of the hospital environment. Prerequisites: BIO 145 or BIO 141-142 combination. Lecture 3 hours per week.

## **EMS 207 Advanced Patient Assessment (3 cr.)**

Focuses on the principles of normal and abnormal physical exam. Emphasizes the analysis and interpretation of physiological data to assist in patient assessment and management. Applies principles during the assessment and management of trauma, medical, and specialty patients in laboratory environment. Prerequisites: EMS 155, 159, 172, and 173. Co-requisites: EMS 201, 205, 242, and 243. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

## **EMS 209 Advanced Pharmacology (4 cr.)**

Focuses on the principles of pharmacokinetics, pharmacodynamics, and drug administration. Includes drug legislation, techniques of medication administration, and principles of math calculations. Emphasizes drugs used to manage respiratory, cardiac, neurological, gastrointestinal, fluid and electrolyte, and endocrine disorders and includes classification, mechanism of action, indications, contraindications, precautions, and patient education. Incorporates principles related to substance abuse and hazardous materials. Applies principles during the assessment and management of trauma, medical, and specialty patients in a laboratory environment. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

## **EMS 210 EMS Operations (1 cr.)**

Focuses on matters related to Emergency Medical Services (EMS) operations, incident and scene safety and awareness, triage, multiple and mass casualty incident operations and medical incident management (command and control of EMS incidents). Prerequisites: EMS 135, EMS 136, EMS 137, EMS 138, EMS 139, EMS 140, EMS 141, EMS 142. Laboratory 2 hours per week.

## **EMS 211 Operations (2 cr.)**

Prepares the student in the theory and application of the following: medical incident command, rescue awareness and operations, hazardous materials incidents, and crime scene awareness. (Conforms to the current Virginia Office of Emergency Medical Services curriculum for EMT-Paramedics.) Prerequisites: EMS 201, EMS 207, EMS 242, and EMS 243. Co-requisites: EMS 209, EMS 244, and EMS 245. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

## **EMS 212 Leadership and Professional Development (1 cr.)**

Focuses on the development of leadership within the field of Emergency Medical Services (EMS), topics include civic engagement, personal wellness, resource management, ethical considerations in leadership and research. Prerequisite: EMS 135, EMS 136, EMS 137, EMS 138, EMS 139, EMS 140, EMS 141, EMS 142. Lecture 1 hour.

## **EMS 216 Paramedic Review (1 cr.)**

Provides the student with intensive review for the practical and written portions of the National Registry Paramedic exam. May be repeated once, for credit. Laboratory 2 hours per week.

## **EMS 242 ALS Clinical Internship III (1 cr.)**

Continues with the third in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes, but not limited to, patient care units, such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room, Trauma Centers, and various advanced life support units. Prerequisites: EMS 155, EMS 159, EMS 172, and EMS 173. Co-requisites: EMS 201, EMS 207, and EMS 243. Laboratory 3 hours per week.

## **EMS 243 ALS Field Internship III (1 cr.)**

Continues with the third in a series of field experiences providing supervised direct patient care in out-of-hospital advanced life support units. Prerequisites: EMS 155, EMS 159, EMS 172, and EMS 173. Co-requisites: EMS 201, EMS 207, and EMS 242. Laboratory 3 hours per week.

## **EMS 244 ALS Clinical Internship IV (1 cr.)**

Continues as the fourth in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes, but not limited to, patient care units, such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room, and Trauma Centers. Prerequisites: EMS 201, EMS 207, EMS 242, and EMS 243. Co-requisites: EMS 209, EMS 211, and EMS 245. Laboratory 3 hours per week.

## **EMS 245 ALS Field Internship IV (1 cr.)**

Continues as the fourth in a series of field experiences, providing supervised direct patient care in out-of-hospital advanced life support units. Prerequisites: EMS 201, EMS 207, EMS 242, and EMS 243. Co-requisites: EMS 209, EMS 211, and EMS 244. Laboratory 3 hours per week.

## **EMS 247 Paramedic Clinical Experience II (1 cr.)**

Continues the student experience with live patient assessment and management in the clinical setting. It is the second step in a continuum of learning involving live patients that leads to entry-level competence at the paramedic level. Prerequisites: EMS 135, EMS 136, EMS 137, EMS 138, EMS 139, EMS 140, EMS 141, EMS 142, EMS 175. Laboratory 3 hours.

## **EMS 248 Paramedic Comprehensive Field Experience (2 cr.)**

Expands the student experience with live patient assessment and management into the field setting. It is the third step in a continuum of learning involving live patients that leads to entry-level competence at the paramedic level. Prerequisites: EMS 135, EMS 136, EMS 137, EMS 138, EMS 139, EMS 140, EMS 141, EMS 142, EMS 175. Laboratory 6 hours

## **EMS 249 Paramedic Capstone Internship (2 cr.)**

Provides summative evaluation of the Paramedic student in the cognitive, psychomotor, and affective domains. Prerequisites: EMS 202, EMS 203, EMS 204, EMS 206, EMS 247, EMS 248. Laboratory 6 hours.

## **ENGINEERING**

### **EGR 110 Engineering Graphics (3 cr.)**

Presents theories and principles of orthographic projection. Studies multiview, pictorial drawings and sketches, geometric construction, sectioning, lettering, tolerancing, dimensioning, and auxiliary projections. Studies the analysis and graphic presentation of space relationships of fundamental geometric elements; points, lines, planes and solids. Includes instruction in Computer Aided Drafting. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **EGR 124 Introduction to Engineering and Engineering Methods (3 cr.)**

Introduces the engineering profession, professionalism, and ethics. Covers problem presentation, engineering calculations, digital computer applications, word processing, worksheets, programming in MATLAB or C++, and elementary numerical methods. Design project also includes using presentation software, database searching, and prototyping. Prerequisite or Co-requisite: MTH 263. Lecture 3 hours per week.

### **EGR 140 Engineering Mechanics - Statics (3 cr.)**

Introduces mechanics of vector forces and space, scalar mass and time, including SI and US customary units. Teaches equilibrium, free-body diagrams, moments, couples, distributed forces, centroids, moments of inertia, analysis of two-force and multi-force members, and friction and internal forces. Prerequisite: MTH 263. Lecture 3 hours, Total 3 hours.

### **EGR 206 Engineering Economy (3 cr.)**

Presents economic analysis of engineering alternatives. Studies economic and cost concepts, calculation of economic equivalence, comparison of alternatives, replacement economy, economic optimization in design and operation, depreciation, and after-tax analysis. Prerequisite or Co-requisite: ENG 111. Lecture 3 hours per week.

### **EGR 245 Engineering Mechanics - Dynamics (3 cr.)**

Presents approach to kinematics of particles in linear and curvilinear motion. Includes kinematics of rigid bodies in plane motion. Teaches Newton's second law, work-energy and power, impulse and momentum, and problem-solving using computers. Prerequisite: EGR 140. Lecture 3 hours per week.

### **EGR 246 Mechanics of Materials (3 cr.)**

Teaches concepts of stress, strain, deformation, internal equilibrium, and basic properties of engineering materials. Analyzes axial loads, torsion, bending, shear, and combined loading. Studies stress transformation and principle stresses, column analysis, and energy principles. Prerequisite: EGR 140. Lecture 3 hours per week.

### **EGR 248 Thermodynamics for Engineering (3 cr.)**

Studies formulation of the first and second law of thermodynamics. Presents energy conversion, concepts of energy, temperature, entropy, enthalpy, and equations of state of fluids. Covers reversibility and irreversibility in processes, closed and open systems, cyclical processes, and problem-solving using computers. Prerequisite: MTH 263. Lecture 3 hours per week.

### **EGR 251 Basic Electric Circuits I (3 cr.)**

Teaches fundamentals of electric circuits. Includes circuit quantities of charge, current, potential, power, and energy. Teaches resistive circuit analysis; Ohm's and Kirchhoff's laws; nodal and mesh analysis; network theorems; RC, RL and RLC circuit transient response with constant forcing functions. Teaches AC steady-state analysis, power, and three-phase circuits. Presents frequency domain analysis, resonance, Fourier series, inductively coupled circuits, Laplace transform applications, and circuit transfer functions. Introduces problem-solving using computers. Part I of II. Prerequisites: MTH 264 and PHY 241 or equivalent. Lecture 3 hours per week.

### **EGR 255 Electric Circuits Laboratory (1 cr.)**

Teaches principles and operation of laboratory instruments such as VOM, electronic voltmeters, digital multimeters, oscilloscopes, counters, wave generators, and power supplies. Presents application to circuit measurements, including transient and steady-state response of simple networks with laboratory applications of laws and theories of circuits plus measurement of AC quantities. Co-requisite: EGR 251. Laboratory 3 hours per week.

## ENGLISH

### ENG 111 College Composition I (3 cr.)

Introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students refine topics; develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and argumentation with at least one researched essay. ENG 111 has been designated as a "writing intensive" course according to standards developed by the English department. Prerequisite: Placement recommendation for ENG 111 or placement recommendation for co-requisites ENG 111 and ENF 3. ENG 111 is a prerequisite for ENG 112. Lecture 3 hours per week.

### ENG 112 College Composition II (3 cr.)

Continues to develop college writing with increased emphasis on critical essays, argumentation, and research, developing these competencies through the examination of a range of texts about the human experience. Requires students to locate, evaluate, integrate, and document sources and effectively edit for style and usage. ENG 112 has been designated as a "writing intensive" course according to standards developed by the English department. Prerequisite: Successful completion of ENG 111 or its equivalent and the ability to use word processing software; a grade of C or better in ENG 111 is recommended. Lecture 3 hours.

### ENG 115 Technical Writing (3 cr.)

Develops ability in technical writing through extensive practice in composing technical reports and other documents. Guides students in achieving voice, tone, style, and content in formatting, editing, and graphics. Introduces students to technical discourse through selected reading. Provides instruction and practice in basic principles of oral presentation. Prerequisite: ENG 111 or approval by English program head. Lecture 3 hours per week.

### ENG 137 Communication Processes I (3 cr.)

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 communication skills. May use reading selections for discussions and writing assignments. Prerequisite: Departmental placement recommendation. Lecture 3 hours per week.

### ENG 210 Advanced Composition (3 cr.)

Helps students refine skills in writing non-fiction prose. Guides students in the development of individual voice and style. Introduces procedures for composing and producing alphabetic, visual, aural, and/or digital texts and for publication in an electronic environment. ENG 210 has been designated as a "writing intensive" course according to standards developed by the English department. Prerequisite: ENG 112 with a grade of "C" or better or approval by the English department head. Lecture 3 hours per week.

### ENG 215 Creative Writing - Fiction I (3 cr.)

Introduces, in a workshop setting, the fundamentals and techniques of writing short and long fiction. ENG 215 has been designated as a "writing intensive" course according to standards developed by the English department. Prerequisite: ENG 111 or approval by the English department program head. Lecture 3 hours per week.

### ENG 217 Creative Writing - Poetry I (3 cr.)

Introduces, in a workshop setting, the fundamentals and techniques of writing poetry. ENG 217 has been designated as a "writing intensive" course according to standards developed by the English department. Prerequisite: ENG 111 or approval by the English program head. Lecture 3 hours per week.

### ENG 233 The Bible as Literature (3 cr.)

Provides an introduction to the study of the Bible as literature. Examines the intent and presentation of major literary genres found in the Bible, refining skills of analysis, synthesis, and evaluation. Involves critical reading and writing. ENG 233 has been designated as a "writing intensive" course according to standards developed by the English department. Prerequisite: ENG 112 or equivalent. Lecture 3 hours per week.

### ENG 241 Survey of American Literature I (3 cr.)

Examines American literary works from pre-colonial times through the mid-nineteenth century, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing. ENG 241 has been designated as a "writing intensive" course according to standards developed by the English department. ENG 241 and 242 may be taken out of order. Prerequisite: ENG 112 or equivalent. Lecture 3 hours per week.

### ENG 242 Survey of American Literature II (3 cr.)

Examines selected American literary works from the late-nineteenth century to the present, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing. ENG 242 has been designated as a "writing intensive" course according to standards developed by the English department. Prerequisite: ENG 112 or equivalent. Lecture 3 hours per week.

### ENG 243 Survey of English (British) Literature I (3 cr.)

Studies major English texts from the Anglo-Saxon period to the 18th century, emphasizing the ideas and characteristics of the British literary tradition. Involves critical reading and writing. ENG 243 has been designated as a "writing intensive" course according to standards developed by the English department. Prerequisite: ENG 112 or equivalent. Lecture 3 hours per week.

### ENG 244 Survey of English (British) Literature II (3 cr.)

Studies major English works from the Romantics to the present, emphasizing the ideas and characteristics of the British literary tradition. Involves critical reading and writing. ENG 244 has been designated as a "writing intensive" course according to standards developed by the English department. Prerequisite: ENG 112 or equivalent. Lecture 3 hours per week.

### ENG 250 Children's Literature (3 cr.)

Surveys the history, development, and genres of children's literature, focusing on analysis of texts for literary qualities and in terms of audience. Involves critical reading and writing. ENG 250 has been designated as a "writing intensive" course according to standards developed by the English department. Prerequisite: ENG 112 or equivalent. Lecture 3 hours per week.

### ENG 251 Survey of World Literature I (3 cr.)

Examines major works of world literature from the ancient period to the early 17th century. Involves critical reading and writing. ENG 251 has been designated as a "writing intensive" course according to standards developed by the English department. Prerequisite: ENG 112 or equivalent. Lecture 3 hours per week.

### ENG 252 Survey of World Literature II (3 cr.)

Examines major works of world literature from the 17th century to the present era. Involves critical reading and writing. ENG 252 has been designated as a "writing intensive" course according to standards developed by the English department. Prerequisite: ENG 112 or equivalent. Lecture 3 hours per week.

## **ENG 253 Survey of African-American Literature I (3 cr.)**

Examines selected works by African-American writers from the colonial period to the present, more specifically to the early twentieth century. Involves critical reading and writing. ENG 253 has been designated as a "writing intensive" course according to standards developed by the English department. Prerequisite: ENG 112 or equivalent. Lecture 3 hours per week.

## **ENG 254 Survey of African-American Literature II (3 cr.)**

Examines selected works by African-American writers from the colonial period to the present, more specifically from the early 20th century to the present. Involves critical reading and writing. ENG 254 has been designated as a "writing intensive" course according to standards developed by the English department. Prerequisite: ENG 112 or equivalent. Lecture 3 hours per week.

## **ENG 273 Women in Literature I (3 cr.)**

Examines literature by and about women prior to 1900. Involves critical reading and writing. ENG 273 has been designated as a "writing intensive" course according to standards developed by the English department. Prerequisite: ENG 112 or equivalent. Lecture 3 hours per week.

## **ENG 274 Women in Literature II (3 cr.)**

Examines literature by and about women from about 1900 to the present. Involves critical reading and writing. ENG 274 has been designated as a "writing intensive" course according to standards developed by the English department. Prerequisite: ENG 112 or equivalent. Lecture 3 hours per week.

## **ENG 295 Topics in English: The American Romantics in Italy (3 cr.)**

Focuses on the writers of American Romanticism and the diaries, novels, journals, poetry, letters, and dispatches that grew from their engagement with Italy. Provides students with an understanding of American Romanticism through its encounter with Italy, and students will engage these elements themselves in Venice, Padua, Florence, Rome, Naples, Pompeii, and Sorrento. This course will be inter-disciplinary, exploring Italian art, architecture, history, music, language, and culture. Prerequisite: ENG 112 or the equivalent. Lecture 3 hours per week.

## **ENGLISH AS A SECOND LANGUAGE**

### **ESL 20 English as a Second Language II (9 cr.)**

Provides intensive instruction and practice at the low intermediate level. Provides an introduction to the sound system, stress, and intonational and rhythmic patterns of English through listening and speaking exercises. Includes individualized instruction to improve basic reading comprehension. Requires practice in writing with emphasis on building basic sentence structures, grammar, and sentence-level writing. Credits are not applicable toward graduation. Lecture 9 hours per week.

### **ESL 31 Composition I (6 cr.)**

Provides instruction and practice in the writing process, emphasizing development of fluency in writing and competence in structural and grammatical patterns of written English. Prerequisite: Requires ability to express ideas clearly in writing without a consistent pattern of grammatical errors as indicated by a placement exam or teacher recommendation from a previous level. Credits are not applicable toward graduation. Lecture 6 hours per week.

### **ESL 32 Reading I (6 cr.)**

Helps students improve their reading comprehension and vocabulary development. Improves students' reading proficiency to a level which would allow the students to function adequately in ESL 42 and other college classes. Credits are not applicable toward graduation. Prerequisites: Requires competency in reading as indicated by the placement test or by teacher recommendation from a previous level. Recommendation of department following satisfactory completion of ESL 20 or appropriate placement test. Lecture 6 hours per week.

### **ESL 33 Oral Communications I (3 cr.)**

Helps students practice and improve listening and speaking skills as needed for functioning successfully in academic, professional, and personal settings. Assesses students' oral skills and includes, as needed, practice with pronunciation, rhythm, stress, and intonation. Provides exercises, practices, small and large group activities, and oral presentations to help students overcome problems in oral communication. Credits are not applicable toward graduation. Prerequisite: Requires competency in the English language as indicated by a placement test score or teacher recommendation from a previous level or from other college classes. Recommendation of department following satisfactory completion of ESL 20. Completion of or co-enrollment in ESL 31 and ESL 32 is recommended. Lecture 3 hours per week.

### **ESL 35 ESL Applied Grammar 3 (3 cr.)**

Provides instruction and practice in the use of intermediate-level academic English grammar structures, including verb tenses, parts of speech, and basic sentence structure. Helps ESL students assess their own knowledge of English grammar, improve accuracy, and learn methods to improve editing. Prerequisite: Successful completion of ESL 31 or approval by the ESL program coordinator. Lecture 3 hours per week.

### **ESL 41 Composition II (6 cr.)**

Provides further instruction and practice in the writing process and introduces advanced language patterns. Includes practice in developing and improving writing strategies. Requires a sense of paragraph structure and development, appropriate use of verb forms, and command of basic sentence structures with some coordination and subordination, as indicated by a placement test and writing sample, or teacher recommendation from a previous level. Credits are not applicable toward graduation. Prerequisite: Recommendation of department following satisfactory completion of intermediate ESL 31 or appropriate placement test. Lecture 6 hours per week.

### **ESL 42 Reading II (6 cr.)**

Improves students' reading proficiency to a level which would allow students to function adequately in the ESL 52 reading class and other college courses. Credits are not applicable toward graduation. Prerequisite: Requires competency in reading as indicated by the placement test or by teacher recommendation from a previous level. Helps students improve their reading comprehension and vocabulary development. Recommendation of department following satisfactory completion of ESL 32 or appropriate placement test. Lecture 6 hours per week.

### **ESL 43 Oral Communications II (3 cr.)**

Provides further instruction and practice in helping students to improve listening and speaking skills. Assesses students' oral skills and includes, as needed, practice with pronunciation, rhythm, stress, and intonation. Emphasizes the development of fluency through exercises, practices, small and large group activities, and formal and informal presentations. Credits are not applicable toward graduation. Prerequisite: Recommendation of department based on placement test and/or successful completion of ESL 33, ESL 41, and ESL 42 or department consent. Lecture 3 hours per week.

## **ESL 45 Applied Grammar 4 (3 cr.)**

Provides instruction and practice in the use of high intermediate and advanced academic English grammar structures, including advanced verb forms, clauses, determiners, and prepositions. Helps ESL students assess their own knowledge of English grammar, improve accuracy, and learn methods to improve editing. Credits are not applicable toward graduation. Prerequisite: ESL 41 or approval by the ESL program coordinator. Lecture 3 hours per week.

## **ESL 51 Composition III (6 cr.)**

Prepares for college-level writing by practice in the writing process, emphasizing development of thought in essays of greater length and complexity and use of appropriate syntax and diction. Credits are not applicable toward graduation. Prerequisite: Requires competency in the English language and ability to write short essays in understandable English, as indicated by a placement test and writing sample, or by teacher recommendation from a previous ESL writing course. Prerequisite or Co-requisite (recommended): ESL 42. Lecture 6 hours per week.

## **ESL 52 Reading III (6 cr.)**

Emphasizes applying and synthesizing ideas. Includes ways to detect organization, summarize, make inferences, draw conclusions, evaluate generalizations, recognize differences between facts and opinions, and introduces other advanced comprehension strategies. May also include comprehensive library skills. Helps students improve their reading comprehension and vocabulary development. Improves student's reading proficiency to a level that would allow students to succeed in certificate and degree programs. Credits are not applicable toward graduation. Prerequisite: Satisfactory completion of ESL 41 and 42 or appropriate placement test. Lecture 6 hours per week.

## **ESL 58 ESL Writing Workshop II (6 cr.)**

Provides an intensive writing seminar for students struggling with the writing process, editing, and self-correction in academic English. Helps students improve their fluency and command of American academic English. Credits are not applicable toward graduation. Prerequisite: ESL 51. Prerequisite or Co-requisite: ESL 52. Lecture 6 hours per week.

## **ESL 72 Spelling and Vocabulary (3 cr.)**

Provides individualized instruction and practice in sound-letter correspondences. Introduces students to basic spelling rules, word division, prefixes, roots, and suffixes. Helps students master vocabulary through an understanding of homonyms, confusing words, and Greek and Latin roots. Stresses using words in context. Credits are not applicable toward graduation. Prerequisites: Completion of ESL 20 or placement at the intermediate level (ESL 31, 32, 33). Lecture 3 hours per week.

## **ESL 73 Accent Reduction (3 cr.)**

Provides contextualized practice at the high intermediate/ advanced level to improve the speech and intelligibility of non-native speakers of English. Focuses on problems of American English pronunciation, unclear individual sounds and positional variants, stress, rhythm, and intonation common to speakers of different language backgrounds. May include individualized practice in consonant and vowel production. Credits are not applicable toward graduation. Prerequisite: Recommendation following oral placement interview or successful completion of ESL 33. Lecture 3 hours per week.

## **ENGLISH FUNDAMENTALS**

### **ENF 1 Preparing for College English I (8 cr.)**

Provides integrated reading and writing instruction for students who require extensive preparation to succeed in college-level English courses. Students will place into this course based on placement test score. Upon successful completion and faculty recommendation, students will move into Preparing for College English III (if they require additional preparation) or into college-level English (if they require no additional preparation). Credit is not applicable toward graduation. Lecture 8 hours per week.

### **ENF 2 Preparing for College English II (4 cr.)**

Provides integrated reading and writing instruction for students who require intermediate preparation to succeed in college-level English courses. Students will place into this course based on placement test score. Upon successful completion and faculty recommendation, students will move into Preparing for College Level III (if they require additional preparation) or into college-level English (if they require no additional preparation). Credit is not applicable toward graduation. Lecture 4 hours per week.

### **ENF 3 Preparing for College English III (2 cr.)**

Provides integrated reading and writing instruction for students who require minimal preparation for college-level English, but still need some preparation to succeed. Students in this course will be co-enrolled in college-level English. Students will place into this course based on placement test score. Credit is not applicable toward graduation. Prerequisite: Qualifying Placement Score. Co-requisite: Co-enrollment in a college-level English course (normally ENG 111). Lecture 2 hours per week.

## **ENVIRONMENTAL SCIENCE**

### **ENV 195 Topics in Environmental Science: The Environment and Its Chemistry (4 cr.)**

Introduces chemical principles and applies them to environmental issues. Covers the fundamental principles, concepts, and language of general, organic, inorganic, and biochemistry. Addresses topics associated with matter/energy, nuclear chemistry, air and water quality, and wastes. Laboratories will include sampling, analysis, and generation of statistically-valid data while preparing students to think like environmental scientists. Environmental Sustainability Designation: Course content related to the study of sustainable development. Prerequisite: MTE 4 or equivalent. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

## **FINANCIAL SERVICES**

### **FIN 107 Personal Finance (3 cr.)**

Presents a framework of personal money management concepts, including establishing values and goals, determining sources of income, managing income, preparing a budget, developing consumer buying ability, using credit, understanding savings and insurance, providing for adequate retirement, and estate planning. Lecture 3 hours per week.

### **FIN 215 Financial Management (3 cr.)**

Introduces basic financial management topics, including statement analysis, working capital, capital budgeting, and long-term financing. Focuses on Net Present Value and Internal Rate of Return techniques, lease vs. buy analysis, and Cost of Capital computations. Uses problems and cases to enhance skills in financial planning and decision making. Lecture 3 hours per week.

### **FIN 260 Financial Management for Small Business (2 cr.)**

Provides the tools of financial planning for the small business owner. Includes areas such as financial statements, ratio analysis, forecasting profit, cash flow, pricing, and obtaining capital. Prerequisite: ACC 117. Lecture 2 hours per week.

## FIRE SCIENCE TECHNOLOGY

### **FST 100 Principles of Emergency Services (3 cr.)**

Provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; and, introduction to fire strategy and tactics. (Usually offered in fall only.) Lecture 3 hours per week.

### **FST 110 Fire Behavior and Combustion (3 cr.)**

Explores the theories and fundamentals of how and why fires start, spread, and how they are controlled. (Usually offered in fall only.) Lecture 3 hours per week.

### **FST 112 Hazardous Materials Chemistry (3 cr.)**

Provides basic fire chemistry relating to the categories of hazardous materials, including problems of recognition, reactivity, and health encountered by firefighters. (Usually offered only in spring.) Lecture 3 hours per week.

### **FST 115 Fire Prevention (3 cr.)**

Provides fundamental information regarding the history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use of fire codes; identification and correction of fire hazards; and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education. (Usually offered in spring only.) Lecture 3 hours per week.

### **FST 121 Principles of Fire and Emergency Services Safety and Survival (3 cr.)**

Introduces basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. (This course has replaced FST 120 in the curriculum.) Lecture 3 hours per week.

### **FST 135 Fire Instructor I (3 cr.)**

Emphasizes development of teaching methods and aids, including role-playing, small group discussion, and development of individual learning methods and materials. Requires students to develop lesson plans and make presentations on appropriate topics. Prepares students for certification as Fire Instructor I. (Course is based on current requirements of NFPA 1041, Standards for Fire Instructor Professional Qualifications.) Lecture 3 hours per week.

### **FST 140 Fire Officer I (3 cr.)**

Presents and develops the foundational skills needed to supervise and direct personnel and manage resources at the company level, which is based on the current requirements of the NFPA 1021, Standards for Fire Officer Professional Qualifications. Prepares the student for certification as Fire Officer I. Lecture 3 hours per week.

### **FST 205 Fire Protection Hydraulics and Water Supply (3 cr.)**

Provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and solve water supply problems. (Usually offered in the spring semester.) Lecture 3 hours per week.

### **FST 210 Legal Aspects of Fire Service (3 cr.)**

Introduces the Federal, State, and local laws that regulate emergency services; national standards influencing emergency services; and standards of care, tort, and liability, and a review of relevant court cases. (Usually offered in the spring semester.) Lecture 3 hours per week.

### **FST 215 Fire Protection Systems (3 cr.)**

Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. (Usually offered in the spring semester.) Lecture 3 hours per week.

### **FST 216 Automatic Sprinkler System Design I (3 cr.)**

Presents a comprehensive study of treatment of automatic sprinkler systems, including a study of sprinkler standards, design features, water supply adequacy, sprinkler limitations, and appropriate building and fire code applications. Prerequisite: FST 205 or program permission. Lecture 3 hours per week.

### **FST 217 Automatic Sprinkler System Design II (3 cr.)**

Continues the study of automatic sprinkler system design, implementation, and installation. Includes the use of appropriate computer applications in the design of various types of sprinkler systems. (Usually offered in spring semester.) Prerequisite: FST 216. Lecture 3 hours per week.

### **FST 220 Building Construction for Fire Protection (3 cr.)**

Provides the components of building construction that relate to fire and life safety. The focus of this course is on firefighter safety. Covers the construction and design of structures and how they are key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. (Usually offered in the fall semester.) Lecture 3 hours per week.

### **FST 230 Fire Investigation (3 cr.)**

Provides the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the firesetter, and types of fire causes. Lecture 3 hours per week.

### **FST 235 Strategy and Tactics (3 cr.)**

Provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground. (Usually offered in the fall semester.) Lecture 3 hours per week.

### **FST 237 Emergency Services Supervision (3 cr.)**

Teaches the history of modern management theories, including scientific management and behavioral scientist approach. Introduces concepts of group dynamics, leadership, communication, stress and time management, and personnel evaluation techniques. Discusses the legal and ethical considerations of personnel management in the emergency service. Lecture 3 hours per week.

### **FST 240 Fire Administration (3 cr.)**

Introduces the student to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasizes fire service leadership from the perspective of the company officer. (Usually offered in the fall semester.) Lecture 3 hours per week.

### **FST 245 Fire and Risk Analysis (3 cr.)**

Presents a study of current urban fire problems with emphasis on solutions based upon current available technology. Includes master planning, as well as methods of identifying, analyzing, and measuring accompanying risk and loss possibilities. (Usually offered in the spring semester.) Prerequisite: FST 240 or permission of program head. Lecture 3 hours per week.

### **FST 250 Fire Officer II (3 cr.)**

Presents an intermediate-level course to help individuals further develop the skills needed to supervise and direct personnel, manage resources at the company level, and is based on the current requirements of the NFPA 1021, Standards for Fire Officer Professional Qualifications. Prepares student for certification as Fire Officer II. Prerequisite: FST 140 or Certification as Fire Officer I. Lecture 3 hours per week.

## FRENCH

### **FRE 101 Beginning French I (4 cr.)**

Introduces understanding, speaking, reading, and writing skills, and emphasizes basic French sentence structure. Incorporates exposure to the arts, culture, and literature of the areas of the world where French is spoken. Part I of II. May include one additional hour of oral practice per week. Lecture 4 hours per week.

### **FRE 102 Beginning French II (4 cr.)**

Introduces understanding, speaking, reading, and writing skills and emphasizes basic French sentence structure. Incorporates exposure to the arts, culture, and literature of the areas of the world where French is spoken. Part II of II. May include one additional hour of oral practice per week. Prerequisite: FRE 101 or equivalent. Lecture 4 hours per week.

### **FRE 201 Intermediate French I (3 cr.)**

Continues to develop understanding, speaking, reading, and writing skills. French is used in the classroom. Part I of II. May include one additional hour of oral practice per week. Prerequisite: FRE 102 or equivalent. Lecture 3 hours per week.

### **FRE 201 Intermediate French I (4 cr.)**

Continues to develop understanding, speaking, reading, and writing skills. French is used in the classroom. Part I of II. May include one additional hour of oral practice per week. Prerequisite: FRE 102 or equivalent. Lecture 4 hours per week.

### **FRE 202 Intermediate French II (3 cr.)**

Continues to develop understanding, speaking, reading, and writing skills. French is used in the classroom. Part II of II. May include one additional hour of oral practice per week. Prerequisite: FRE 201 or equivalent. Lecture 3 hours per week.

### **FRE 202 Intermediate French II (4 cr.)**

Continues to develop understanding, speaking, reading, and writing skills. French is used in the classroom. Part II of II. May include one additional hour of oral practice per week. Prerequisite: FRE 201 or equivalent. Lecture 4 hours per week.

## GEOGRAPHIC INFORMATION SYSTEMS

### **GIS 200 Geographical Information Systems I (3 cr.)**

Provides hands-on introduction to a dynamic desktop GIS (Geographic Information System). Introduces the components of a desktop GIS and their functionality. Emphasizes manipulation of data for the purpose of analysis, presentation, and decision-making. Prerequisite: ITE 115 or equivalent. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

### **GIS 201 Geographical Information Systems II (3 cr.)**

Provides a continuation of GIS 200, with emphasis on advanced topics in problem-solving, decision-making, modeling, programming, and data management. Covers map projections and data formats, and methods for solving the problems they create. Prerequisite: GIS 200. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

## GEOGRAPHY

### **GEO 200 Introduction to Physical Geography (3 cr.)**

Studies major elements of the natural environment, including earth-sun relationship, land forms, weather and climate, and natural vegetation and soils. Introduces the student to types and uses of maps. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **GEO 210 People and the Land: Introduction to Cultural Geography (3 cr.)**

Focuses on the relationship between culture and geography. Presents a survey of modern demographics, landscape modification, material and non-material culture, language, race and ethnicity, religion, politics, and economic activities. Introduces the student to types and uses of maps. Prerequisites: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **GEO 225 Economic Geography (3 cr.)**

Familiarizes the student with the various economic, geographic, political, and demographic factors that affect international target markets and trade activity. Prerequisites: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

## GEOLOGY

### **GOL 105 Physical Geology (4 cr.)**

Introduces the composition and structure of the earth and modifying agents and processes. Investigates the formation of minerals and rocks, weathering, erosion, earthquakes, and crystal deformation. This course completes a one-year laboratory science requirement when followed by GOL 106. Prerequisite: Satisfactory score on reading and writing placement tests or satisfactory completion of all developmental reading and writing courses. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **GOL 106 Historical Geology (4 cr.)**

Traces the evolution of the earth and life through time. Presents scientific theories of the origin of the earth and life and interprets rock and fossil record. Prerequisite: GOL 105 or equivalent. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

## GERMAN

### **GER 101 Beginning German I (4 cr.)**

Introduces understanding, speaking, reading, and writing skills and emphasizes basic German sentence structures. Incorporates exposure to the arts, culture, and literature of the areas of the world where German is spoken. Part I of II. May include one additional hour of oral practice per week. Lecture 4 hours per week.

### **GER 101 Beginning German I (5 cr.)**

Introduces understanding, speaking, reading, and writing skills and emphasizes basic German sentence structures. Part I of II. May include one additional hour oral practice per week. Prerequisite: Functional fluency in English. Lecture 5 hours per week.

### **GER 102 Beginning German II (4 cr.)**

Introduces understanding, speaking, reading, and writing skills and emphasizes basic German sentence structures. Incorporates exposure to the arts, culture, and literature of the areas of the world where German is spoken. Part II of II. May include one additional hour of oral practice per week. Prerequisite: Satisfactory completion of GER 101. Lecture 4 hours per week.

### **GER 102 Beginning German II (5 cr.)**

Introduces understanding, speaking, reading, and writing skills and emphasizes basic German sentence structures. Part II of II. May include one additional hour oral practice per week. Prerequisite: Successful completion of GER 101 or equivalent. Lecture 5 hours per week.

### **GER 201 Intermediate German I (3 cr.)**

Continues to develop understanding, speaking, reading, and writing skills. German is used in the classroom. May include one additional hour oral practice per week. Prerequisite: GER 102 or equivalent. Part I of II. Lecture 3 hours per week.

### **GER 202 Intermediate German II (3 cr.)**

Continues to develop understanding, speaking, reading, and writing skills. German is used in the classroom. Part II of II. May include one additional hour oral practice per week. Prerequisite: GER 201 or equivalent. Lecture 3 hours per week.

## HEALTH

### **HLT 101 Introduction to the Role of Pharmacy Technician (1 cr.)**

Provides an overview of pharmacy practice, drug classifications and generic substitutions, and the role and responsibility of a pharmacy technician professional. Focuses on the essentials required for excelling in the pharmacy technician role. Lecture 1 hour per week.

### **HLT 105 Cardiopulmonary Resuscitation (1 cr.)**

Provides training in coordinated mouth-to-mouth artificial ventilation and chest compression, choking, life-threatening emergencies, sudden illness, and AED skills for adults, children, and infants. Equivalent to EMS 100. Lecture 1 hour per week.

### **HLT 106 First Aid and Safety (2 cr.)**

Focuses on the principles and techniques of safety and first aid. Lecture 2 hours per week.

### **HLT 110 Concepts of Personal and Community Health (3 cr.)**

Studies the concepts related to the maintenance of health, safety, and the prevention of illness at the personal and community level. Lecture 3 hours per week.

### **HLT 115 Introduction to Personal and Community Health (1 cr.)**

Introduces and focuses on the principles of personal and community health. Lecture 1 hour per week.

### **HLT 116 Introduction to Personal Wellness Concepts (3 cr.)**

Introduces students to the dimensions of wellness including the physical, emotional, environmental, spiritual, occupational, and social components. Explores the relationship between personal health and physical fitness as they apply to individuals in today's society. Includes: nutrition, weight control, stress, conditioning, and drugs. Lecture 3 hours per week.

### **HLT 119 First Responder (3 cr.)**

Provides knowledge and proficiency in basic life support and in actions necessary to minimize patient discomfort and prevention of further complications. Meets requirements for Virginia certification as a first responder. Equivalent to EMS 101. It is also listed under the HLT prefix to allow EMS's business and industry personnel to enroll in a health class to apply toward a degree or certificate HLT requirements. Prerequisite: CPR certification at the health care provider level. Lecture 3 hours per week.

### **HLT 121 Introduction to Drug Use and Abuse (3 cr.)**

Explores the use and abuse of drugs in contemporary society with emphasis upon sociological, physiological, and psychological effects of drugs. Lecture 3 hours per week.

### **HLT 143 Medical Terminology I (3 cr.)**

Provides an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, word stems, and technical terms with emphasis on proper spelling, pronunciation, and usage. Emphasizes more complex skills and techniques in understanding medical terminology. Part I of II. Lecture 3 hours per week.

### **HLT 145 Ethics for Health Care Personnel (1 cr.)**

Focuses on ethical concepts of health care. Emphasizes confidentiality, maintaining patient records, personal appearance, professionalism with patients/clients, associates, and an awareness of health care facilities. Lecture 1 hour per week.

### **HLT 190 Coordinated Internship in Health Science (3 cr.)**

Supervises on-the-job training in selected business, industrial, or service firms coordinated by the college. Provides a health care work/volunteer experience for students pursuing the Health Science I Career Studies Certificate program and orientation to the workplace. Prerequisite: SDV 100 or SDV 101, HLT 105, ENG 111, HLT 145, and one BIO course. Laboratory 9 hours per week.

### **HLT 190 Coordinated Internship in Health Science (4 cr.)**

Supervises on-the-job training in selected business, industrial, or service firms coordinated by the college. Provides a health care work/volunteer experience for students pursuing the Health Science I Career Studies Certificate program and orientation to the workplace. Prerequisite: SDV 100 or SDV 101, HLT 105, ENG 111, HLT 145, and one BIO course. Laboratory 12 hours per week.

### **HLT 190 Coordinated Internship in Health Science (5 cr.)**

Supervises on-the-job training in selected business, industrial, or service firms coordinated by the college. Provides a health care work/volunteer experience for students pursuing the Health Science I Career Studies Certificate program and orientation to the workplace. Prerequisites: SDV 100 or SDV 101, HLT 105, ENG 111, HLT 145, and one BIO course. Laboratory 15 hours per week.

### **HLT 200 Human Sexuality (3 cr.)**

Provides a basic understanding of human sexuality. Includes anatomy, physiology, pregnancy, family planning, venereal diseases, and sexual variations. Lecture 3 hours per week.

### **HLT 203 Men's Health (3 cr.)**

Provides an overview of the male anatomy and examines health status from birth to death from an interdisciplinary perspective. Topics include major, chronic, and infectious diseases; mental health, andropause, stress, sleep, aging, exercise, nutrition, sexual health, and grooming; and the impact of a male role model on health. Total 3 hours per week.

### **HLT 204 Women's Health (3 cr.)**

Explores current issues related to women's health and wellness with an emphasis upon prevention of disease and optimum well-being. Takes a multi-ethnic approach to exploring the most up-to-date findings, diagnostic tools, and treatments for breast cancer, reproductive tract illness, heart disease, and other common diseases faced by women from puberty through menopause. Lecture 3 hours per week.

### **HLT 215 Personal Stress and Stress Management (3 cr.)**

Provides a basic understanding of stress and its physical, psychological, and social effects. Includes the relationships between stress and change, self-evaluation, sources of stress, and current coping skills for handling stress. Lecture 3 hours per week.

### **HLT 226 AIDS Awareness (2 cr.)**

Provides basic understanding of Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC), and Human Immunodeficiency Virus (HIV) Infection. Includes information on the etiology of AIDS, historical perspectives, signs and symptoms, HIV antibody testing, safer sex guidelines, AIDS in the workplace (including health care settings), psychosocial issues, death and dying issues, homophobia, and HIV transmission and prevention. Lecture 2 hours per week.

### **HLT 230 Principles of Nutrition and Human Development (3 cr.)**

Teaches the relationship between nutrition and human development. Emphasizes nutrients, balanced diet, weight control, and the nutritional needs of an individual. Lecture 3 hours per week.

### **HLT 250 General Pharmacology (3 cr.)**

Emphasizes general pharmacology for the health-related professions, covering general principles of drug actions/reactions, major drug classes, specific agent within each class, and routine mathematical calculations needed to determine desired dosages. Prerequisite or Co-requisite: HLT 143. Lecture 3 hours per week.



## **HLT 261 Basic Pharmacy I (3 cr.)**

Explores the basics of general pharmacy, reading prescriptions, symbols, packages, and pharmacy calculations. Teaches measuring compounds of drugs, dosage forms, drug laws, and drug classifications. Part I of II. Prerequisite or Co-requisite: HLT 250. Lecture 3 hours per week.

## **HLT 262 Basic Pharmacy II (3 cr.)**

Explores the basics of general pharmacy, reading prescriptions, symbols, packages, and pharmacy calculations. Teaches measuring compounds of drugs, dosage forms, drug laws, and drug classifications. Part II of II. Prerequisites: HLT 250 and HLT 261. Lecture 3 hours per week.

## **HLT 298 Seminar and Project in Health (Pharmacy Technician) (4 cr.)**

Provides the student with an overall perspective of the pharmacy technician's role in practice through virtual simulation and field experience in retail and clinical pharmacies. Prerequisite: HLT 261. Prerequisite or Co-requisite: HLT 262. Lecture 4 hours per week.

## **HLT 299 Supervised Study: Basic Pharmacy II (3 cr.)**

Explores the basics of general pharmacy, reading prescriptions, symbols, packages, and pharmacy calculations. Teaches measuring compounds of drugs, dosage forms, drug laws, and drug classifications. Part II of II. Prerequisites: HLT 250 and HLT 261. Lecture 3 hours per week.

## **HLT 299 Supervised Study: Seminar and Project in Health (Pharmacy Technician) (4 cr.)**

This course is designed to provide the student with an overall perspective of the pharmacy technician's role in practice through virtual simulation and field experience in retail and clinical pharmacies. Prerequisite: HLT 261. Prerequisite or Co-requisite: HLT 262. Lecture 4 hours per week.

## **HEALTH CARE TECHNICIAN**

### **HCT 101 Health Care Technician I (Nurse Aide I) (3 cr.)**

Teaches basic care skills with emphasis on physical, social, and emotional needs of patients. Covers procedures, communications, and interpersonal relations; observation, charting, and reporting; care planning, safety, and infection control; anatomy and physiology, nutrition and patient feeding; and ethics, death, and dying. Prepares multi-skilled health care workers to care for patients of various ages with special emphasis on geriatric nursing, home health, and long- and short-term care facilities. Prerequisites: Competency in MTE 1 or higher as demonstrated through the placement and diagnostic tests or by completing MTE 1; competencies in reading and writing as demonstrated by placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3 or completion of ENF 2; ability to meet physical expectations of patient care; mandatory criminal background check and drug test; current (through the end of class) proof of negative TB; physical ability to lift and move clients, hear audible alarms and sounds, auscultate certain physical parameters, such as blood pressure and breathing; and ability to interact effectively with clients/families and health care team members. Co-requisite: HCT 102. Lecture 3 hours per week.

### **HCT 102 Health Care Technician II (Nurse Aide II) (4 cr.)**

Applies theory through laboratory experience for health care technicians to work in home health, and long- and short-term facilities. Prerequisites: Competency in MTE 1 or higher as demonstrated through the placement and diagnostic tests or by completing MTE 1; competencies in reading and writing as demonstrated by placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3 or completion of ENF 2; ability to meet physical expectations of patient care; mandatory criminal background check and drug test; current (through the end of class) proof of negative TB; physical ability to lift and move clients, hear audible alarms and sounds, auscultate certain physical parameters, such as blood pressure and heart and lung sounds; and ability to interact effectively with clients/families and health care team members. Co-requisite: HCT 101. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

### **HCT 110 Therapeutic Communication in the Health Care Setting (3 cr.)**

Develops therapeutic relationship, communication and culture, problem-solving electronic communication, techniques in therapeutic communication, and blocks to therapeutic communication. Addresses assertiveness, anger, and managing team conflict. Lecture 3 hours per week.

## **HEALTH INFORMATION MANAGEMENT**

### **HIM 110 Introduction to Human Pathology (3 cr.)**

Introduces the basic concepts, terminology, etiology, and characteristics of pathological processes. Prerequisites: HLT 143 and BIO 100 or BIO 141 and BIO 142. Lecture 3 hours per week.

### **HIM 130 Health Information Systems (3 cr.)**

Teaches basic concepts of microcomputer software (to include operating systems, word processing, spreadsheets, and database applications). Focuses on microcomputer applications and information systems in the health care environment. Provides a working introduction to electronic health information systems for allied health, teaching students how the adoption of electronic health records affects them as future health care professionals. Prerequisite: ITE 115. Lecture 3 hours per week.

### **HIM 141 Fundamentals of Health Information Systems I (3 cr.)**

Focuses on health data collection, storage, retrieval, and reporting systems, with emphasis on the role of the computer in accomplishing these functions. Part I of II. Prerequisite: Passing score on the computer competency exam, ITE 115, or permission of the instructor. Lecture 3 hours per week.

### **HIM 142 Fundamentals of Health Information Systems II (3 cr.)**

Continues focus of health data collection, storage, retrieval and reporting systems, with emphasis on the role of the computer in accomplishing these functions. Part II of II. Prerequisites: Passing score on the computer competency exam, ITE 115, or permission of the instructor. Lecture 3 hours per week.

### **HIM 151 Reimbursement Issues in Medical Practice Management (2 cr.)**

Introduces major reimbursement systems in the United States. Focuses on prospective payments systems, managed care, and documentation necessary for appropriate reimbursement. Emphasizes management of practice to avoid fraud. Co-requisite: HIM 255. Lecture 2 hours per week.

### **HIM 220 Health Statistics (3 cr.)**

Introduces the student to basic statistical principles and calculations as applied in the health care environment, procedures for collection and reporting vital statistics, and basic quality control basics. Prerequisites: Placement or completion through MTE 5. Lecture 3 hours per week.

## **HIM 226 Legal Aspects of Health Record Documentation (2 cr.)**

Presents the legal requirements associated with health record documentation. Emphasizes the policies and procedures concerning the protection of the confidentiality of patient's health records. Lecture 2 hours per week.

## **HIM 229 Performance Improvement in Health Care Settings (2 cr.)**

Focuses on concepts of facility-wide performance improvement, resource management, and risk management. Applies tools for data collection and analysis. Prerequisites or Co-requisites: HIM 142. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

## **HIM 230 Information Systems and Technology in Health Care (3 cr.)**

Explores computer technology and system application in health care. Introduces the information systems life cycle. Prerequisites: HIM 142 and HIM 130. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **HIM 233 Electronic Health Records Management (3 cr.)**

Studies new trends in management and processing of health information with emphasis on the electronic health record (EHR). Covers the definition, benefits, standards, functionality, confidentiality and security, and impact of the EHR in the health care environment. Explores implementation of the EHR including infrastructure required, project management techniques, information technology systems, workflow processes and redesign in various health care settings. Discusses legal issues created by implementation of the EHR. Prerequisites: HIM 130 and HIM 230. Lecture 3 hours per week.

## **HIM 236 Coding and Reimbursement in Alternate Health Care Settings (5 cr.)**

Focuses on disease and procedure coding using International Classification Disease (ICD) and Current Procedural Terminology (CPT) in alternate health care settings, such as behavioral health, home health, skilled nursing facilities, long-term care hospitals (LTCH), rehab facilities, and hospice. Prerequisite: Admittance into the Advanced Medical Coder Career Studies Certificate. Lecture 5 hours per week.

## **HIM 249 Supervision and Management Practices (3 cr.)**

Introduces supervision and management principles with emphasis on the application of these principles in the health information setting. Prerequisites or co-requisites: HIM 229, HIM 142. Lecture 3 hours per week.

## **HIM 250 Health Classification Systems I: ICD-9/10-CM (3 cr.)**

Focuses on the current classification systems used in the health care industry. Introduces the professional standards for coding and reporting of inpatient/outpatient diagnostic codes as well as inpatient procedures. Utilizes standards in identifying and accurately assigning codes to diseases and procedures as they relate to statistical research and health care financing. Prerequisites: HLT 143 and BIO 100 or BIO 141 and BIO 142. Prerequisite or Co-requisite: HIM 110. Lecture 3 hours per week.

## **HIM 251 Clinical Practice I (3 cr.)**

Prepares the Health Information Technology Student to perform all functions commonly allocated to health record services. Gives practice in various settings under the supervision of an appropriate clinical practice HIM or HIT supervisor. Part I of II. Prerequisites or Co-requisites: General education program courses and HIM 110, HIM 130, HIM 141, HIM 142, HIM 151, HIM 220, HIM 226, HIM 229, HIM 230, HIM 233, HIM 249, HIM 250, HIM 255, and HIM 257. Laboratory 6 hours per week.

## **HIM 255 Health Data Classification Systems II: Current Procedural Terminology (3 cr.)**

Focuses on procedure classification using Current Procedural Terminology (CPT). This system is currently utilized for collecting health data for the purposes of statistical research and financial reporting. Prerequisites: BIO 100 (or BIO 141 and 142), HLT 143, or permission of the instructor. Prerequisite or Co-requisite: HIM 110. Co-requisite: HIM 260 (recommended). Lecture 3 hours per week.

## **HIM 257 Health Data Classifications Systems III (3 cr.)**

Integrates and applies knowledge with hands-on skill practice in coding. Reinforces medical terminology, anatomy, and coding guidelines for International Classification of Diseases (ICD) and Current Procedural Terminology (CPT). Introduces the student to the Healthcare Common Procedure Coding System (HCPCS) coding guidelines. Promotes critical thinking related to coding quality, fraud, and abuse. Prerequisites: BIO 100 or BIO 141 and 142, HLT 143, HIM 110, HIM 141, HIM 250, and HIM 255. Prerequisite or Co-requisite: HIM 151. Lecture 3 hours per week.

## **HIM 299 Supervised Study: Performance Improvement in Health Care Settings (2 cr.)**

Focuses on concepts of facility-wide performance improvement, resource management, and risk management. Applies tools for data collection and analysis. Prerequisite: Admittance into the Advanced Medical Coder Career Studies Certificate. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

## **HISTORY**

### **HIS 101 History of Western Civilization I (3 cr.)**

Examines the development of western civilization from ancient times to the present. Begins with ancient times and ends with the seventeenth century. HIS 101 and HIS 102 need not be taken in sequence. Part I of II. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **HIS 102 History of Western Civilization II (3 cr.)**

Examines the development of western civilization from ancient times to the present. Begins with the mid-seventeenth century and continues through modern times. HIS 101 and HIS 102 need not be taken in sequence. Part II of II. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **HIS 111 History of World Civilization I (3 cr.)**

Surveys Asian, African, Latin American, and European civilizations from the ancient period to the present. HIS 111 and HIS 112 need not be taken in sequence. Part I of II. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **HIS 112 History of World Civilization II (3 cr.)**

Surveys Asian, African, Latin American, and European civilizations from the ancient period to the present. HIS 111 and HIS 112 need not be taken in sequence. Part II of II. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **HIS 121 United States History I (3 cr.)**

Surveys the United States history from its beginning to the present. HIS 121 and HIS 122 need not be taken in sequence. Part I of II. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **HIS 122 United States History II (3 cr.)**

Surveys the United States history from its beginning to the present. HIS 121 and HIS 122 need not be taken in sequence. Part II of II. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **HIS 127 Women in American History (3 cr.)**

Studies the role of women and attitudes toward women in American society from colonial times to the present. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

## **HIS 141 African-American History I (3 cr.)**

Surveys the history of black Americans from their African origins to the present. HIS 141 and HIS 142 need not be taken in order. Part I of II. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

## **HIS 142 African-American History II (3 cr.)**

Surveys the history of black Americans from their African origins to the present. HIS 141 and HIS 142 need not be taken in order. Part II of II. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

## **HIS 203 History of African Civilization (3 cr.)**

Examines major social, economic, political, and religious developments from earliest times to the present. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

## **HIS 253 History of Asian Civilizations I (3 cr.)**

Surveys the civilizations of Asia (China, Japan, Korea, India and Southeast Asia - Thailand, Laos, Cambodia, and Vietnam) from prehistory to the sixteenth century. Part I of II. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

## **HIS 254 History of Asian Civilizations II (3 cr.)**

Surveys the civilizations of Asia (China, Japan, Korea, India, and Southeast Asia - Thailand, Laos, Cambodia, and Vietnam) from the sixteenth century to the present. Part II of II. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

## **HIS 267 The Second World War (3 cr.)**

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. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

## **HIS 269 Civil War and Reconstruction (3 cr.)**

Studies factors that led to the division between the States. Examines the war, the home fronts, and the era of Reconstruction. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

## **HORTICULTURE**

### **HRT 106 Practical Horticulture (1 cr.)**

Provides practical experience in landscape construction equipment operations and maintenance. Laboratory 2 hours per week.

### **HRT 110 Principles of Horticulture (3 cr.)**

Introduces concepts of plant growth and development. Covers horticultural practices, crops, and environmental factors affecting plant growth. Lecture 3 hours per week.

### **HRT 115 Plant Propagation (3 cr.)**

Teaches principles and practices of plant propagation. 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 119 Irrigation Systems for Turf and Ornamentals (3 cr.)**

Explains why, when, and how irrigation systems are used by the grounds management industry. Includes component selection, system design, installation, operation, and maintenance. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **HRT 120 History of Garden Design (3 cr.)**

Studies the development of gardens as they chronicle the development of civilization. Introduces the periods, in both Europe and North America, beginning with settlement and on through industrial development and land and space utilization to current environmental concerns. Explores physical and cultural influences on garden design and utilization. Lecture 3 hours per week.

### **HRT 121 Greenhouse Crop Production I (3 cr.)**

Examines commercial practices related to production of floriculture crops. Considers production requirements, environmental control and management, and cultural techniques affecting production of seasonal crops. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **HRT 122 Greenhouse Crop Production II (3 cr.)**

Continues commercial practices related to production of floriculture crops. Considers production requirements, environmental control and management, and cultural techniques. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **HRT 125 Chemicals in Horticulture (3 cr.)**

Emphasizes basic chemical principles and their application to horticulture. Introduces principles of inorganic and organic chemicals. Studies chemical activities of insecticides, fungicides, herbicides, fertilizers, and growth regulators. Provides students an opportunity to test for their Commercial Pesticide Applicators License, administered by VDACS, at the end of the course. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **HRT 126 Home Landscaping (3 cr.)**

Studies current approaches to improving home landscapes. Emphasizes planning, proper implementation, and landscape maintenance. Lecture 3 hours per week.

### **HRT 127 Horticultural Botany (3 cr.)**

Studies taxonomy, anatomy, morphology, physiology, and genetics of plants as applied to identification, propagation, and culture. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **HRT 130 Introduction to Biointensive Mini-farming (3 cr.)**

Familiarizes students, through lecture and demonstration, with small-scale food production by gardening. Covers the basics of composting and organic vegetable gardening using biointensive methods. Lecture 3 hours per week.

### **HRT 134 Four Season Food Production (3 cr.)**

Familiarizes students with organic small-scale food production through lecture and demonstration. Includes seed saving, cover crops, and gardening planning. Lecture 3 hours per week.

### **HRT 135 Training for Commercial Pesticide Application (3 cr.)**

Introduces students to the principles and practices for safe pesticide usage as required by law in the state of Virginia. Prepares students for the official tests administered by VDACS (Virginia Department of Agriculture and Consumer Services). Lecture 3 hours per week.

### **HRT 150 Theory of Landscape Design (3 cr.)**

Presents the theoretical aspects of landscape planning and design. Uses theory to analyze and solve design problems. Lecture 3 hours per week.

### **HRT 190 Coordinated Internship in Horticulture (1 cr.)**

Provides supervised on-the-job training in selected business, industrial, or service firms in the horticulture industry coordinated by the college. Laboratory 5 hours per week.

### **HRT 201 Landscape Plant Materials I (3 cr.)**

Studies landscape use of plants. Considers ornamental value, growth habit, identification, and limitations. Focuses on trees and shrubs. Part I of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **HRT 202 Landscape Plant Materials II (3 cr.)**

Studies landscape use of plants. Considers ornamental value, growth habit, identification, and limitations. Focuses on trees and shrubs. Part II of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **HRT 205 Soils (3 cr.)**

Teaches theoretical and practical aspects of soils and other growing media. Examines media components, chemical and physical properties, and soil organisms. Discusses management and conservation. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 226 Greenhouse Management (3 cr.)**

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 227 Professional Landscape Management (3 cr.)**

Focuses on basic practices and techniques involving landscape management. Includes development of a year-round management calendar and preparation of bid and contract proposals. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 231 Planting Design I (3 cr.)**

Applies landscape theory and principles of drawing to the planning of residential and small-scale commercial landscape designs. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 232 Planting Design II (3 cr.)**

Applies landscape theory and principles of drawing to the planning of large-scale landscape designs. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 235 Landscape Drawing (3 cr.)**

Teaches students the use of drafting equipment. Emphasizes drawing techniques and use of media. Includes hardline and freestyle landscape drawing. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 238 Growing for Market Mini-farming (3 cr.)**

Focuses on development of a marketing plan for mini-farm items offered for sale to the public, retail, and wholesale. Includes hands-on experience in double-digging, planting, crop testing, and utilization of compost. Prerequisite: HRT 130 or permission of instructor. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 239 Complete Diet Mini-farming (3 cr.)**

Considers biointensive methods by which food can be grown for personal or family consumption, emphasizing high nutritional yield in relatively small areas. Focuses on the development of a garden plan that includes vegetable and root crops and grains used for food and composting. Prerequisite: HRT 130 or permission of instructor. Lecture 3 hours per week.

**HRT 249 Perennial Plants (3 cr.)**

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 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 259 Arboriculture (3 cr.)**

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 Introduction to Floral Design (3 cr.)**

Teaches skills required for the composition of basic table arrangements. Includes the history of design styles, identification of flowers and greens, identification and use of equipment, and conditioning and handling of flowers. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 266 Advanced Floral Design (3 cr.)**

Teaches skills required for composition of traditional floral designs and contemporary floral designs. Includes wedding, funeral, and special occasion designs and the use of exotic florals to create arrangement styles, such as Japanese, European, and Williamsburg. Prerequisite: HRT 260. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 268 Advanced Floral Design Applications (3 cr.)**

Teaches skills required for the composition of large floral arrangements. Includes wedding, funeral, and special occasion designs for the home as well as public areas. Includes use of dried and silk flowers for special occasions. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 269 Professional Turf Care (3 cr.)**

Covers turfgrass identification, selection, culture, propagation, and pest control. Surveys commercial turf care operations and use of common equipment. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 275 Landscape Construction and Maintenance (3 cr.)**

Examines practical applications of commercial landscape construction techniques and materials used. Covers construction, planting, and maintenance. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 285 Management of a Horticultural Business (3 cr.)**

Studies the business and selling practices which relate to wholesale and retail horticultural businesses, including garden centers, greenhouses, nurseries, and flower shops. Examines planning and layout, suppliers, merchandising, maintenance, and display of horticultural items. Accounting and bookkeeping requirements, personnel management and hiring practices will also be examined. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 290 Coordinated Internship in Horticulture (2 cr.)**

Provides students an opportunity for on-the-job training in selected business, industrial, or service firms coordinated by the college for a total of 160 contact hours, regardless of the length of the term. Student commitment is 160 hours regardless of the semester enrolled. Laboratory 10 hours per week (if a 16-week term).

**HRT 295 Topics in Horticulture: Sports Turf Management (3 cr.)**

Addresses the scientific principles for the establishment and maintenance of intensely-managed turfgrass for golf courses and athletic fields. Topics include seeding, sprigging, sodding, irrigation, fertilization, weed identification and control, insect identification and control, fungus identification and control, drainage, and mowing. Also covers critical tasks for constructing recreational turfgrass facilities. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**HRT 295 Topics in Horticulture: Sustainable Landscape Design (3 cr.)**

Exposes students to the concept of "Sustainable Landscape Design" as presented by the Sustainable Sites Initiative. Studies the Sustainable Sites Initiative, which provides a strong foundation for understanding the requirements as related to site design for LEED certification. Lecture 3 hours per week.

## HOSPITALITY MANAGEMENT

**HRI 106 Principles of Culinary Arts I (3 cr.)**

Introduces the fundamental principles of food preparation and basic culinary procedures. Stresses the use of proper culinary procedures combined with food science, proper sanitation, standards of quality for food items that are made, and proper use and care of kitchen equipment. Prerequisite or co-requisite: HRI 115. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**HRI 115 Food Service Managers Sanitation Certification (1 cr.)**

Presents an accelerated survey of principles and applications of sanitary food service, designed to promote the skills of managers in food service establishments licensed by the Commonwealth of Virginia. (Upon successful completion of the course, a certificate of achievement is awarded by the Educational Foundation of the National Restaurant Association, and the student's name is entered in the Foundation Registry.) Lecture 1 hour per week.

## **HRI 119 Applied Nutrition for Food Service (2 cr.)**

Studies food composition, nutrition science, and application of nutrition principles by the food service professional. Provides the student with a basic understanding of human nutrition and application of nutrition in the service of commercially prepared meals. Co-requisite: HRI 122. Lecture 2 hours per week.

## **HRI 122 Applied Nutrition for Food Service Laboratory (1 cr.)**

Includes application of skill sets for understanding, reviewing, revising, scaling, and preparing existing recipes and the creation of new recipes with a focus on healthy cooking techniques, alternative products, and critical thinking. Provides students an opportunity to apply the concepts and develop the skill sets taught in HRI 119. Prerequisite: HRI 106. Laboratory 5 hours per week.

## **HRI 128 Principles of Baking (3 cr.)**

Instructs the student in the preparation of breads, pastries, baked desserts, candies, frozen confections, and sugar work. Applies scientific principles and techniques of baking. Promotes the knowledge/skills required to prepare baked items, pastries, and confections. Prerequisites or Co-requisites: HRI 106. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **HRI 134 Food and Beverage Service Management (3 cr.)**

Provides a conceptual and technical framework for managing the service of meals in a variety of commercial settings. Studies the integration of production and service delivery, guest contact dynamics, reservation management, and point-of-sale technology systems. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **HRI 136 Storeroom Operations and Inventory Management Laboratory (1 cr.)**

Explores through laboratory activities the flow of foods, beverages, and supplies in food service establishments, including product identification, purchasing, receiving, storage, measuring, data entry systems, inventory, and evaluation through discussion and demonstration. Co-requisite: HRI 115 or HRI 158. Laboratory 5 hours per week.

## **HRI 145 Garde Manger (3 cr.)**

Studies garde manger, the art of decorative cold food preparation and presentation. Provides a detailed practical study of cold food preparation and artistic combination and display of cold foods. Prerequisite: HRI 219. Co-requisite: HRI 220. Lecture: 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **HRI 154 Principles of Hospitality Management (3 cr.)**

Presents basic understanding of the hospitality industry by tracing the industry's growth and development, reviewing the organization and management of lodging, food, and beverage operations; and focusing on industry opportunities and future trends. Lecture 3 hours per week.

## **HRI 159 Introduction to Hospitality Industry Computer Systems (3 cr.)**

Familiarizes students with computerized information technology to manage information, support decision-making and analysis, improve processes, increase productivity, and enhance customer service in the hospitality industry. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

## **HRI 190 Coordinated Internship in Culinary Arts (1 cr.)**

Provides supervised, on-the-job training in selected business, industrial, or service firms coordinated by the college. Prerequisite: program head approval. Laboratory 5 hours per week.

## **HRI 190 Coordinated Internship in Culinary Arts (3 cr.)**

Provides supervised, on-the-job training in selected business, industrial, or service firms coordinated by the college. Prerequisite: Program head approval is required for enrollment in this course. Laboratory 15 hours per week.

## **HRI 190 Coordinated Internship in Culinary Management (1 cr.)**

Provides supervised, on-the-job training in selected business, industrial, or service firms coordinated by the college. Prerequisite: program head approval. Laboratory 5 hours per week.

## **HRI 190 Coordinated Internship in Culinary Management (3 cr.)**

Provides supervised, on-the-job training in selected business, industrial, or service firms coordinated by the college. Prerequisite: Program head approval is required for enrollment in this course. Laboratory 15 hours per week.

## **HRI 190 Coordinated Internship in Pastry Arts (1 cr.)**

Provides supervised, on-the-job training in selected business, industrial, or service firms coordinated by the college. Prerequisite: program head approval. Laboratory 5 hours per week.

## **HRI 190 Coordinated Internship in Pastry Arts (3 cr.)**

Provides supervised, on-the-job training in selected business, industrial, or service firms coordinated by the college. Prerequisite: Program head approval is required for enrollment in this course. Laboratory 15 hours per week.

## **HRI 199 Supervised Study: Principles of Hospitality Management (3 cr.)**

Presents basic understanding of the hospitality industry by tracing the industry's growth and development, reviewing the organization and management of lodging, food, and beverage operations; and focusing on industry opportunities and future trends. Lecture 3 hours per week.

## **HRI 206 International Cuisine (3 cr.)**

Introduces the concepts of cultural differences and similarities and the preparation of the food specialties of the major geographical areas of the world. Focuses on emerging cuisines as they become popular. Prerequisites: HRI 145 and HRI 220. Co-requisite: HRI 207. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **HRI 207 American Regional Cuisine (3 cr.)**

Studies the distinct regional cooking styles of America and its neighbors. Emphasizes the indigenous ingredients, as well as the cultural aspect of each region's cooking style. Includes the preparation of the various regional foods. Prerequisites: HRI 145 and HRI 220. Co-requisite: HRI 206. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **HRI 218 Fruit, Vegetable, and Starch Preparation (3 cr.)**

Instructs the student in the preparation of fruits, vegetables, grains, cereals, legumes, and farinaceous products. Promotes the knowledge/skills necessary to prepare menu items from fruits, vegetables, and their byproducts, and to select appropriate uses as meal components. Prerequisite: HRI 106. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **HRI 219 Stock, Soup, and Sauce Preparation (3 cr.)**

Instructs the student in the preparation of stocks, soups, and sauces. Promotes the knowledge/skills to prepare stocks, soups, and sauces, and to select appropriate uses as meal components. Prerequisites: HRI 106. Co-requisite: HRI 218. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **HRI 220 Meat, Seafood, and Poultry Preparation (3 cr.)**

Provides the study and preparation of meat, poultry, shellfish, fish, and game, including alternative protein sources. Promotes the knowledge/skills required to select appropriate use of these foods as meal components. Students will produce various garnishes, accompaniments, sauces, and accessories to produce a plated dish. Prerequisites: HRI 219 and HRI 218. Co-requisite: HRI 145. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **HRI 224 Recipe and Menu Management (3 cr.)**

Presents a comprehensive framework for creating and evaluating recipes and menus for commercial and non-commercial food service operations. Requires students to use microcomputer software to design recipes, recipe files, and menus. Teaches students menu engineering analysis and methods for optimizing menu contribution margin. Prerequisites: HRI 159 (or equivalent) and HRI 251. Lecture 3 hour per week.

## **HRI 226 Leadership and Kitchen Management (2 cr.)**

Presents advanced principles of the food service industry by exploring modern leadership techniques, effective management routines, characteristics of strong leadership, employee selection and hiring, performance reviews, and career development. Lecture 2 hours per week.

## **HRI 235 Marketing of Hospitality Services (3 cr.)**

Studies principles and practices of marketing the services of the hotel and restaurant industry. Emphasizes the marketing concept with applications leading to customer satisfaction. Reviews methods of external and internal stimulation of sales. May include a practical sales/marketing exercise and computer applications. Lecture 3 hours per week.

## **HRI 237 Current Issues and Environmental Responsibilities in the Hospitality Industry (1 cr.)**

Studies aspects of the evolving hospitality industry, including the collective impact of environmental stewardship and sustainability, local sourcing of products and ingredients, greening of hospitality businesses, cost-benefit analyses of sustainability decisions, and ethical questions related to these topics. Environmental Sustainability Designation: Course content related to the study of sustainable development. Lecture 1 hour per week.

## **HRI 241 Supervision in the Hospitality Industry (3 cr.)**

Provides a comprehensive review of considerations for preparing students to become effective supervisors in restaurants and lodging operations. Lecture 3 hours per week.

## **HRI 242 Training and Development for the Hospitality Industry (3 cr.)**

Provides a thorough look at training by addressing how to assess and analyze the training needs of new and established hospitality operations; look upon training and development as an investment; use training tools and techniques; train with technology; measure and evaluate training; and use different training techniques when training employees, supervisors, and managers. Lecture 3 hours per week.

## **HRI 251 Food and Beverage Cost Control I (3 cr.)**

Presents methods of pre-cost and pre-control as applied to the menu, purchasing, receiving, storing, issuing, production, sales, and service, which result in achievement of an operation's profit potential. Emphasizes both manual and computerized approaches. Prerequisite: MTH 120. Lecture 3 hours per week.

## **HRI 255 Human Resources Management and Training for Hospitality and Tourism (3 cr.)**

Prepares students for interviewing, training, and developing employees. Covers management skills (technical, human, and conceptual) and leadership. Covers the establishment and use of effective training and evaluative tools to improve productivity. Emphasizes staff and customer relations. Lecture 3 hours per week.

## **HRI 257 Catering Management (3 cr.)**

Studies special functions in the hospitality industry. Presents lecture and demonstration in banquet layout, menus, services, sales, and supervision. Lecture 3 hours per week.

## **HRI 270 Strategic Lodging Management (3 cr.)**

Presents lodging management principles, focusing on strategic planning as the foundation for operational effectiveness. Synthesizes management practices, which can be used by entry-level, mid-level, and executive management. Prerequisites: HRI 154 and ACC 115 or equivalent. Lecture 3 hours per week.

## **HRI 275 Hospitality Law (3 cr.)**

Studies legal principles governing hospitality operations. Includes applications of common law and statutory decisions, discussion of legal theory, and regulations governing management of hospitality enterprises. Lecture 3 hours per week.

## **HRI 281 Artisan Breads (3 cr.)**

Provides an integrated study of both classical and modern bread baking methods. Focuses on craft baking, using simple ingredients to create superior products. Prerequisite: HRI 128. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **HRI 284 Specialty, Spa, and Plated Desserts (3 cr.)**

Provides an integrated study of specialty, spa, and plated desserts, which possess enhanced value through artistic presentation. Prerequisite: HRI 128. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **HRI 285 Chocolate and Sugar Arts (3 cr.)**

Focuses on the study of chocolate and sugar as used by the pastry artist to create candies, confections, and showpieces. Prerequisite: HRI 280. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **HRI 286 Wedding and Specialty Cakes (3 cr.)**

Provides an integrated study of wedding and specialty cakes. Prerequisites: HRI 280 and HRI 285. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **HRI 287 Contemporary Culinary Artistry and Innovation (2 cr.)**

Studies market-driven culinary trends and contemporary culinary artistry. Covers contemporary nutrition concerns and special dietary needs; alternative business models; innovative plate presentation, flavors, textures, and design elements; molecular gastronomy; and preparation of traditional and nontraditional foods for modern presentation. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

## **HRI 288 Health-conscious Baking (3 cr.)**

Provides students with an understanding of the ingredients and methods used in creating healthy and special needs breads, pastries, cookies, and other desserts. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **HRI 290 Coordinated Internship in Culinary Arts (3 cr.)**

Provides supervised, on-the-job training in selected business, industrial, or service firms coordinated by the college. Prerequisite: program head approval. Laboratory 15 hours per week.

## **HRI 290 Coordinated Internship in Culinary Management (3 cr.)**

Provides supervised, on-the-job training in selected business, industrial, or service firms coordinated by the college. Prerequisite: program head approval. Laboratory 15 hours per week.

## **HRI 290 Coordinated Internship in Hospitality Management (3 cr.)**

Provides supervised on-the-job training in selected business, industrial, or service firms coordinated by the college. Laboratory 15 hours per week.

## **HRI 290 Coordinated Internship in Pastry Arts (3 cr.)**

Provides supervised, on-the-job training in selected business, industrial, or service firms coordinated by the college. Prerequisite: program head approval. Laboratory 15 hours per week.

## **HRI 298 Seminar and Project in Hospitality Management (3 cr.)**

Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. Involves field research and observation, independent research, and development of a context for assimilating hospitality management principles. Prerequisites: HRI 154, HRI 224, HRI 235, and HRI 255. Lecture 3 hours per week.

## **HRI 299 Supervised Study: American Regional Cuisine (3 cr.)**

Studies the distinct regional cooking styles of America and its neighbors. Emphasizes the indigenous ingredients, as well as the cultural aspect of each region's cooking style. Includes the preparation of the various regional foods. Prerequisites: HRI 145 and HRI 220. Co-requisite: HRI 206. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **HRI 299 Supervised Study: Capstone Study in Culinary Arts (3 cr.)**

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. Provides the student and instructor an opportunity to work together to identify the critical areas of need in the student's repertoire. An individualized plan will be developed to address the student's weaknesses and to lead progressively to a group demonstration of critical skills. Individual assessment constitutes the majority of this course. Lab, lecture, research, and out-of-class projects will be utilized. Prerequisites: HRI 206, HRI 207, HRI 251. Laboratory 15 hours. Total 15 hours per week.

## **HRI 299 Supervised Study: Capstone Study in Culinary Management (3 cr.)**

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. Provides the student and instructor an opportunity to work together to identify the critical areas of need in the student's repertoire. An individualized plan will be developed to address the student's weaknesses and to lead progressively to a group demonstration of critical skills. Individual assessment constitutes the majority of this course. Lab, lecture, research, and out-of-class projects will be utilized. Prerequisites: HRI 275, HRI 235, HRI 251. Laboratory 15 hours. Total 15 hours per week.

## **HRI 299 Supervised Study: Capstone Study in Pastry Arts (3 cr.)**

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. Provides the student and instructor an opportunity to work together to identify the critical areas of need in the student's repertoire. An individualized plan will be developed to address the student's weaknesses and to lead progressively to a group demonstration of critical skills. Individual assessment constitutes the majority of this course. Lab, lecture, research, and out-of-class projects will be utilized. Prerequisites: HRI 288, HRI 286, HRI 251. Laboratory 15 hours. Total 15 hours per week.

## **HRI 299 Supervised Study: Catering Management (3 cr.)**

Studies special functions in the hospitality industry. Presents lecture and demonstration in banquet layout, menus, services, sales, and supervision. Lecture 3 hours per week.

## **HRI 299 Supervised Study: International Cuisine (3 cr.)**

Introduces the concepts of cultural differences and similarities and the preparation of the food specialties of the major geographical areas of the world. Focuses on emerging cuisines as they become popular. Prerequisites: HRI 145 and HRI 220. Co-requisite: HRI 207. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **HRI 299 Supervised Study: Supervision in the Hospitality Industry (3 cr.)**

Provides a comprehensive review of considerations for preparing students to become effective supervisors in restaurants and lodging operations. Lecture 3 hours per week.

## **HUMAN SERVICES**

### **HMS 100 Introduction to Human Services (3 cr.)**

Introduces human service agencies, roles and careers. Presents an historical perspective of the field as it relates to human services today. Additional topics include values clarification and needs of target populations. Lecture 3 hours per week.

### **HMS 121 Basic Counseling Skills I (3 cr.)**

Develops skills needed to function in a helping relationship. Emphasizes skills in attending, listening, and responding. Clarifies personal skill strengths, deficits, and goals for skill improvement. Lecture 3 hours per week.

### **HMS 122 Basic Counseling Skills II (3 cr.)**

Expands the development of counseling skills needed to function effectively in a helping relationship. Emphasizes skills in responding, personalizing, summarizing, and initiating. Clarifies personal skill strengths, deficits, and goals for skill improvement. Develops plans for achieving personal and program goals. Prerequisite: HMS 121. Lecture 3 hours per week.

### **HMS 141 Group Dynamics I (3 cr.)**

Examines the stages of group development, group dynamics, the role of the leader in a group, and recognition of the various types of group processes. Discusses models of group dynamics that occur as a result of group membership dynamics. Lecture 3 hours per week.

### **HMS 142 Group Dynamics II (3 cr.)**

Examines group dynamics, group leadership, group cohesion, transference, and group helping through experiential involvement in group facilitating and leadership. Increases group skills through active classroom participation in group experiences. Prerequisite: HMS 141. Lecture 3 hours per week.

### **HMS 220 Addiction and Prevention (3 cr.)**

Examines the impact of drugs and addiction on individuals and their families. Explores the myths about various drugs and their benefit or lack of benefit. Lecture 3 hours per week.

### **HMS 225 Functional Family Intervention (3 cr.)**

Provides an understanding of functions and dysfunctions within the family. Emphasizes the development of effective skills through an interpersonal/interactional approach to family intervention. Lecture 3 hours per week.

### **HMS 226 Helping Across Cultures (3 cr.)**

Provides an historical overview of selected cultural and racial groups. Promotes understanding of group differences and the impact on counseling services. Lecture 3 hours per week.

## **HMS 227 The Helper as a Change Agent (3 cr.)**

Teaches the following skills for implementing alternative models of change and influence: action research, problem solving, consultation, workshop development, and outreach and advocacy for diverse client populations. Lecture 3 hours per week.

## **HMS 236 Gerontology (3 cr.)**

Examines the process of aging and 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 258 Case Management and Substance Abuse (3 cr.)**

Focuses on the process for interviewing substance abuse clients. Includes intake, assessment, handling denial, and ending the interview. Teaches skills for writing short-term goals and treatment plans with emphasis on accountability. Examines various reporting devices. Lecture 3 hours per week.

## **HMS 260 Substance Abuse Counseling (3 cr.)**

Provides an understanding of the skills of guidance of clients and those associated with being an advocate. Examines the dynamics of the client/counselor relationship in developing treatment plans and empowerment skills. Lecture 3 hours per week.

## **HMS 266 Counseling Psychology (3 cr.)**

Studies major counseling theories, their contributions and limitations, and the application of each to a counseling interaction. Students develop their own personal counseling theory. Lecture 3 hours per week.

## **HMS 270 Treatment Systems (3 cr.)**

Examines the services and facilities established for the purpose of treating addictions. Focuses on treatment therapy models and ethical standards related to addiction-disease theory. Lecture 3 hours per week.

## **HMS 290 Coordinated Internship in Human Services (3 cr.)**

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Program approved internships in human service and substance abuse agencies required. Places students in selected career-related human service agencies. Provides students with an opportunity to learn to integrate practice with theory under the supervision of a qualified supervisor in their designated career field. Helps students gain an overview of their chosen service career field. Laboratory 15 hours per week.

## **HUMANITIES**

### **HUM 100 Survey of the Humanities (3 cr.)**

Introduces the humanities through the art, literature, music, and philosophy of various cultures and historical periods. Prerequisite: Placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **HUM 260 Survey of Twentieth-Century Culture (3 cr.)**

Explores literature, visual arts, philosophy, music, and history of our time from an interdisciplinary perspective. Lecture 3 hours per week.

## **INFORMATION TECHNOLOGY DESIGN**

### **ITD 110 Web Page Design I (3 cr.)**

Stresses a working knowledge of web site designs, construction, and management using HTML or XHTML and Dreamweaver. Includes headings, lists, links, images, image maps, tables, forms, and frames. Also includes templates, Cascading Style Sheets (CSS), and publishing to a web server. Prerequisite: ITE 115 or equivalent with emphasis on file and folder management. Lecture 3 hours per week.

### **ITD 112 Designing Web Page Graphics (3 cr.)**

Addresses the creation of digital graphics for web design. Includes basic design elements, such as color, and layout will be explored utilizing a computer graphics program. Prerequisite: ITE 115 or school approval. Lecture 3 hours per week.

### **ITD 130 Database Fundamentals (4 cr.)**

Introduces the student to Relational Database and Relational Database theory. Includes planning, defining, and using a database; table design, linking, and normalization; and types of databases, database description, and definition. Additional topics cover the use of Entity Relationship (ER) modeling in detail through many real-life examples and practical business problems and solutions. After several iterations, the ER model captures the data requirements and business rules and forms a sound basis for the initial design of a relational database. The introduction to SQL allows for the implementation of a database design using SQL. Prerequisite: ITE 115 or school approval. Lecture 4 hours per week.

### **ITD 132 Structured Query Language (T-SQL) (3 cr.)**

Incorporates a working introduction to commands, functions, and operators used in SQL for extracting data from standard databases. Provides students with hands-on experience developing code, functions, triggers, and stored procedures for SQL Server 2014. Prerequisite: ITD 130 or equivalent. Lecture 3 hours per week.

### **ITD 210 Web Page Design II (4 cr.)**

Incorporates advanced techniques in web site planning, design, usability, accessibility, advanced site management, and maintenance utilizing web editor software. Prerequisite: ITD 110 or school approval. Lecture 4 hours per week.

### **ITD 212 Interactive Web Design (4 cr.)**

Provides techniques in interactive design concepts to create cross-platform, low-bandwidth animations utilizing a vector-based application. Emphasizes the importance of usability, accessibility, optimization, and performance. Prerequisite: ITD 110 or equivalent. Lecture 4 hours per week.

### **ITD 298 Seminar and Project: Web Design Capstone (4 cr.)**

Provides students with hands-on experience developing exemplary websites created with Dreamweaver using advanced behaviors and techniques, such as Asynchronous JavaScript and database connectivity using the PHP language, JQuery, responsive web design, and additional components that students will select. Prerequisite: ITD 210 and ITD212 or permission from the instructor. Lecture 4 hours per week.

## **INFORMATION TECHNOLOGY ESSENTIALS**

### **ITE 115 Introduction to Computer Applications and Concepts (3 cr.)**

Covers computer concepts and internet skills, and uses a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills. Introduces information literacy knowledge and skills. Recommended prerequisite: keyboarding skills. Lecture 3 hours per week.

### **ITE 130 Introduction to Internet Services (3 cr.)**

Provides 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. Provides instruction for basic web page construction. Lecture 3 hours per week.

### **ITE 140 Spreadsheet Software (Excel) (3 cr.)**

Covers the use of spreadsheet software to create spreadsheets with formatted cells and cell ranges, control pages, multiple sheets, charts, and macros. Topics include type and edit text in a cell, enter data on multiple worksheets, work with formulas and functions, create charts, pivot tables, and styles, insert headers and footers, and filter data. Covers MOS Excel objectives. Prerequisite: ITE 115 or school approval. Lecture 3 hours per week.



## **ITE 150 Desktop Database Software (Access) (3 cr.)**

Incorporates instruction in planning, defining, and using a database; performing queries; producing reports; working with multiple files; and concepts of database programming. Includes database concepts, principles of table design and table relationships, entering data, creating and using forms, using data from different sources, filtering, creating mailing labels. This course covers MOS Access certification objectives. Prerequisite: ITE 115 or school approval. Lecture 3 hours per week.

## **ITE 221 PC Hardware and OS Architecture (4 cr.)**

Covers instruction about processors, internal functions, peripheral devices, computer organization, memory management, architecture, instruction format, and basic OS architecture. Lecture 4 hours per week.

## **ITE 290 Coordinated Internship in Information Technology (3 cr.)**

Provides students supervised on-the-job training in Information Systems Technology. Laboratory 12 hours per week.

## **ITE 298 Seminar and Project: Computer Applications Capstone (4 cr.)**

Provides students with hands-on experience using the current version of Microsoft Office in order to integrate the software applications to produce realistic business projects. Prerequisites: ITE 140, ITE 150, ITD 110, or school approval. Lecture 4 hours per week.

## **INFORMATION TECHNOLOGY NETWORKING**

### **ITN 101 Introduction to Network Concepts (3 cr.)**

Provides instruction in networking media, physical and logical topologies, common networking standards and popular networking protocols. Emphasizes the TCP/IP protocol suite and related IP addressing schemes, including CIDR. Includes selected topics in network implementation, support, and LAN/WAN connectivity. Co-requisite: ITE 221 or school approval. Lecture 3 hours per week.

### **ITN 110 Client Operating System (Windows 10) (4 cr.)**

Covers installation, configuration, administration, management, maintenance, and troubleshooting of the desktop client operating system in a networked environment. Prerequisite: ITN 101 or school approval. Lecture 4 hours per week.

### **ITN 111 Server Administration (Server 2016) (4 cr.)**

Covers installation, configuration, administration, management, maintenance, and troubleshooting of a server in a networked environment. Prerequisite: ITN 110 or school approval. Lecture 4 hours per week.

### **ITN 171 UNIX I (3 cr.)**

Provides an introduction to UNIX operating systems. Teaches login procedures, file creation, UNIX file structure, input/output control, and the UNIX shell. Lecture 3 hours per week.

### **ITN 254 Virtual Infrastructure: Installation and Configuration (4 cr.)**

Explores concepts and capabilities of virtual architecture with a focus on the installation, configuration, and management of a virtual infrastructure, ESX Server, and Virtual Center. Covers fundamentals of virtual network design and implementation, fundamentals of storage area networks, virtual switching, virtual system management, and engineering for high availability. Prerequisite: ITN 171. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

### **ITN 257 Cloud Computing: Infrastructure and Services (3 cr.)**

Focuses on cloud infrastructure, deployment, security models, and the key considerations in migrating to cloud computing. Covers the technologies and processes required to build traditional, virtualized, and cloud data center environments, including computation, storage, networking, desktop and application virtualization, business continuity, security, and management. Prerequisite: ITN 101 or school approval. Lecture 3 hours per week.

### **ITN 260 Network Security Basics (3 cr.)**

Provides instruction in the basics of network security in depth. Includes security objectives, security architecture, security models and security layers; risk management, network security policy, and security training. Includes the five security keys, confidentiality, integrity, availability, accountability, and auditability. Lecture 3 hours per week.

### **ITN 261 Network Attacks, Computer Crime, and Hacking (4 cr.)**

Encompasses in-depth exploration of various methods for attacking and defending a network. Explores network security concepts from the viewpoint of hackers and their attack methodologies. Includes topics about hackers, attacks, Intrusion Detection Systems (IDS), malicious code, computer crime, and industrial espionage. Lecture 4 hours per week.

### **ITN 262 Network Communication, Security, and Authentication (4 cr.)**

Covers an in-depth exploration of various communication protocols with a concentration on TCP/IP. Explores communication protocols from the point of view of the hacker in order to highlight protocol weaknesses. Includes Internet architecture, routing, addressing, topology, fragmentation, and protocol analysis, and the use of various utilities to explore TCP/IP. Lecture 4 hours per week.

### **ITN 263 Internet/Intranet Firewalls and e-Commerce Security (4 cr.)**

Gives an in-depth exploration of firewall, Web security, and e-commerce security. Explores firewall concepts, types, topology and the firewall's relationship to the TCP/IP protocol. Includes client/server architecture, the Web server, HTML and HTTP in relation to Web security, and digital certification, D.509, and public key infrastructure (PKI). Prerequisite: ITN 260 or school approval. Lecture 4 hours per week.

### **ITN 276 Computer Forensics I (3 cr.)**

Teaches computer forensic investigation techniques for collecting computer-related evidence at the physical layer from a variety of digital media (hard drives, compact flash and PDAs) and performing analysis at the file system layer. Prerequisite: ITE 221, or ITN 106 and ITN 107. Co-requisite: ITN 260. Credit will be given to ITN 275 or ITN 276 and ITN 277, but not all three courses. Lecture 3 hours per week.

### **ITN 298 Seminar and Project: Networking Capstone Course (4 cr.)**

Covers the use of advanced concepts and utilities with current network operating systems. Includes administrator duties, such as server organization, permissions and rights, and client side issues, such as configuration, troubleshooting, and installation of applications. Prerequisites: ITN 110 and ITN 111 or school approval. Lecture 4 hours per week.

## **INFORMATION TECHNOLOGY PROGRAMMING**

### **ITP 120 Java Programming I (4 cr.)**

Teaches the fundamentals of object-oriented programming using Java. Emphasizes program construction, algorithm development, coding, debugging, and documentation of console and graphical user interface applications. Lecture 4 hours per week.

### **ITP 136 C# Programming I (4 cr.)**

Teaches the fundamentals of object-oriented programming and design using C#. Emphasizes program construction, algorithm development, coding, debugging, and documentation of applications within the .NET Framework. Lecture 4 hours per week.

## **ITP 226 Mobile Java Android Development (4 cr.)**

Provides the necessary design and programming skills required for developing applications on mobile devices (smartphones, tablets, etc.), utilizing the Java-based Android Development Kit to create Android applications from concept to business model to final product. Prerequisite: ITP 120 (Java) or another object-oriented programming language. Lecture 4 hours per week.

## **ITP 236 C# Programming II (4 cr.)**

Focuses instruction in advanced object-oriented techniques using C# for application development. Emphasizes database connectivity and networking using the .NET Framework and database processing using the Entity Framework. Prerequisite: ITP 136 or equivalent. Lecture 4 hours per week.

## **ITP 244 ASP.NET - Server Side Programming (4 cr.)**

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 using the MVC (Model-View Controller) design pattern. Prerequisite or Co-requisite: ITD 130, ITP 236 or IT faculty approval. Lecture 4 hours per week.

## **ITP 245 Developing User Interfaces (4 cr.)**

Provides instruction in the creation of computer application user interfaces that offer intuitive navigation and informative design for web, mobile, and desktop applications, and other technologies. Prerequisite or Co-requisite: ITP 236 or school approval. Lecture 4 hours per week.

## **ITP 251 Systems Analysis and Design (3 cr.)**

Focuses on application of information technologies (IT) to system life cycle methodology, systems analysis, systems design, and system implementation practices. Covers methodologies related to identification of information requirements; feasibility in the areas of economic, technical, and social requirements; and related issues. Software applications may be used to enhance student skills. Prerequisite: ITE 115 or school approval. Lecture 3 hours per week.

## **ITP 298 Seminar and Project in Information Technology Programming: Programming Capstone (4 cr.)**

Provides students with hands-on experience developing sophisticated web-based applications using ASP.NET and SQL Server, including profiles, personalization, web parts, themes, multi-lingual, and web services. Students will work in small teams to build a semester-long project. Prerequisites: ITP 236, ITP 244, ITP 251, and ITD 130 or permission of the instructor. Lecture 4 hours per week.

## **INTERPRETATION**

### **INT 105 Interpreting Foundations I (English) (4 cr.)**

Develops fundamental skills of interpreting, including cognitive processes and intralingual language development in English and ASL. Reviews Process Models of Interpreting, and uses one to analyze interpretations. Develops feedback skills essential to the team interpreting process. Part I of II. Prerequisite: Placement in ENG 111. Lecture 4 hours per week.

### **INT 106 Interpreting Foundations II (ASL) (4 cr.)**

Develops fundamental skills of interpreting, including cognitive processes and intralingual language development in English and ASL. Reviews Process Models of Interpreting, and uses one to analyze interpretations. Develops feedback skills essential to the team interpreting process. Part II of II. Prerequisites: Placement in ENG 111 and completion of ASL 202. Lecture 4 hours per week.

### **INT 107 Translation Skills (4 cr.)**

Further develops fundamental skills needed for the task of interpreting Targets comprehending source language (either ASL or English), transferring content into memory store (breaking from original form), restructuring into target language, maintaining message equivalence, conveying implicit and inferred information, and applying appropriate discourse structure. Reviews Process Model of interpreting and uses it to analyze translations. Further develops feedback skills essential to the team interpreting process. Prerequisites: INT 105 and INT 106. Lecture 4 hours per week.

### **INT 130 Interpreting: An Introduction to the Profession (3 cr.)**

Introduces basic principles and practices of interpreting, focusing on the history of the profession, logistics of interpreting situations, regulatory and legislative issues, resources, and the Code of Ethics. Describes the state quality assurance screening and national certification exam systems, including test procedures. Prerequisite: Placement in ENG 111. Lecture 3 hours per week.

### **INT 133 ASL-to-English Interpretation I (3 cr.)**

Provides students the opportunity to begin consecutively interpreting monologues from the source language (ASL) to the target language (English); watch, process, and analyze entire ASL monologues; choose appropriate English to match the message; and eventually interpret the monologue into English. Puts interpreting theory into practice in a lab environment. Develops team interpreting techniques and provides students with the opportunity to interact with consumers of ASL-English interpretation and conduct research in the field of interpretation. Prerequisite: INT 107. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **INT 134 English-to-ASL Interpretation I (3 cr.)**

Provides students the opportunity to begin consecutively interpreting monologues from the source language (English) to the target language (ASL); listen to, process, and analyze entire English monologues; and choose appropriate ASL to match the message. Puts interpreting theory into practice in a lab environment. Develops team interpreting techniques and provides students with the opportunity to interact with consumers of ASL-English interpretation and conduct research in the field of interpretation. Prerequisite: INT 107. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **INT 195 Topics in Interpreter Education: Introduction to Oral Transliteration I (1 cr.)**

Studies roles, responsibilities, and qualifications involved in working as an oral transliterator. Addresses specific linguistic and communication concerns typically occurring in the oral transliteration setting. May be repeated for credit. Prerequisite: Placement in ENG 111. Lecture 1 hour per week.

### **INT 233 ASL-to-English Interpretation II (3 cr.)**

Teaches students to perform simultaneous interpretations of monologues in the source language (ASL) to the target language (English) and process an incoming ASL monologue while simultaneously producing an appropriate interpretation in English. Provides students the opportunity to conduct research in the field of interpretation, apply team interpreting techniques, and interact with consumers of interpretation. Prerequisites: INT 133 and INT 134. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

## **INT 234 English-to-ASL Interpretation II (3 cr.)**

Teaches students to perform simultaneous interpretations of monologues in the source language (English) into the target language (ASL) and process an incoming English monologue while simultaneously producing an appropriate interpretation in ASL. Provides students the opportunity to conduct research in the field of interpretation, apply team interpreting techniques, and interact with consumers of interpretation. Prerequisites: INT 133 and INT 134. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

## **INT 237 Interpreting ASL in Safe Settings (3 cr.)**

Studies roles, responsibilities, and experiences involved in interpreting American Sign Language (ASL) in community and educational settings, including ethical and business practices. Analyzes the specific linguistic needs of the clients, managing the environment, and resolving ethical concerns for interpreters. Prerequisites: INT 233 and INT 234 or program head placement. Lecture 3 hours per week.

## **INT 250 Dialogic Interpretation I (3 cr.)**

Provides students the opportunity to apply interpreting fundamentals, interpret dialogs between spoken English and ASL users, analyze interpretations by using a Process Model of Interpreting, conduct research, practice team interpreting skills in an interactive interpreting environment, and prepare for the interactive nature of standard interpreting evaluations. Prerequisites: INT 233 and INT 234. Lecture 3 hours per week.

## **INT 280 Interpreter Assessment Preparation (3 cr.)**

Prepares student to sit for a specific interpreter assessment tool. Examines the contents of the various segments of the assessment tool. Provides an opportunity for the student to design and implement a specific individualized work plan based upon a diagnostic assessment of the student's interpretation product to improve all knowledge, skill and ability elements in order to meet or exceed the competency set for the selected interpreter assessment tool. Prerequisite: INT 130. Lecture 3 hours per week.

## **INT 290 Coordinated Internship in Interpreter Education (3 cr.)**

Provides an internship under guidance of a professional interpreter as a means to transition from school to work. (Provides supervised on-the-job training in selected business, industrial, or service firms coordinated by the college.) Prerequisites: INT 250 and successful completion of the written portion of an ASL-English interpreting assessment. Laboratory 12 hours per week.

## **LEGAL ASSISTING (PARALEGAL STUDIES)**

### **LGL 110 Introduction to Law and the Paralegal (3 cr.)**

Introduces various areas of law in which a paralegal may be employed. Includes study of the court system (Virginia and federal); a brief overview of criminal law, torts, family law, evidence, the U.C.C., contracts, and ethics; the role of the paralegal; and other areas of interest. Prerequisite or Co-requisite: ENG 111 or permission of instructor. Lecture 3 hours per week.

### **LGL 117 Family Law (3 cr.)**

Studies elements of a valid marriage, grounds for divorce and annulment, separation, defenses, custody, support, adoptions, and applicable tax consequences. Includes property settlement agreements, pre- and ante-nuptial agreements, pleadings, and rules of procedure. May include specific federal and Virginia consumer laws. Lecture 3 hours per week.

### **LGL 125 Legal Research (3 cr.)**

Provides an understanding of various components of a law library, and emphasizes research skills through the use of digests, encyclopedias, reporter systems, codes, citations, ALR, and other research tools. May include research through electronic databases, overview of computer applications, and writing projects. Lecture 3 hours per week.

### **LGL 126 Legal Writing (3 cr.)**

Studies proper preparation of various legal documents, including legal memoranda, letters, and pleadings. Involves practical applications. May include case and appellate briefs. Prerequisites: ENG 111 or permission of instructor and LGL 125. Lecture 3 hours per week.

### **LGL 200 Ethics for the Paralegal (1 cr.)**

Examines general principles of ethical conduct applicable to paralegals. Includes the application of rules of ethics to the practicing paralegal. Lecture 1 hour per week.

### **LGL 210 Virginia and Federal Procedure (3 cr.)**

Examines in-depth the rules of procedure in Virginia and federal court systems, including the Federal Rules of Civil Procedure and the Rules of Practice and Procedure in the District Court, Circuit Court, Court of Appeals, and Supreme Court of Virginia. Lecture 3 hours per week.

### **LGL 215 Torts (3 cr.)**

Studies fundamental principles of the law of torts and may include preparation and use of pleadings and other documents involved in the trial of a civil action. Emphasizes intentional torts, negligence, personal injury, products liability, and malpractice cases. Lecture 3 hours per week.

### **LGL 216 Trial Preparation and Discovery Practice (3 cr.)**

Examines the trial process, including the preparation of a trial notebook, pretrial motions, and orders. Includes preparation of interrogatories, depositions, and other discovery tools used in assembling evidence in preparation for trial or an administrative hearing. Lecture 3 hours per week.

### **LGL 218 Criminal Law (3 cr.)**

Focuses on major crimes, including their classification, elements of proof, intent, conspiracy, responsibility, parties, and defenses. Emphasizes Virginia law. May include general principles of applicable constitutional law and criminal procedure. Lecture 3 hours per week.

### **LGL 220 Administrative Practice and Procedure (3 cr.)**

Surveys applicable administrative laws, including the Privacy Act, the Administrative Process Act, and Freedom of Information Act. Studies practice and procedure involving the Department of Alcoholic Beverage Control, State Corporation Commission, Virginia Workers' Compensation Commission, Social Security Administration, Virginia Employment Commission, and other administrative agencies. Lecture 3 hours per week.

### **LGL 221 E-Practice (3 cr.)**

Prepares students to electronically file (e-file) in federal court, state court, and appropriate administrative agencies. Provides the student with the proper information on electronic discovery (e-discovery), including how data are requested, located, and searched in the course of litigation. Focuses on the proper process required to be in conformance with the appropriate laws. Prerequisites: LGL 210 and LGL 216. Lecture 3 hours per week.

### **LGL 222 Information Technology for the Paralegal (3 cr.)**

Provides extensive instruction on technology in the law office, including word processing tools, spreadsheet programs, database management systems, office management programs, case management programs, electronic mail, the cloud, and the use of the Internet in the practice of law. Prerequisite: ITE 115 or faculty approval. Lecture 3 hours per week.

### **LGL 225 Estate Planning and Probate (3 cr.)**

Introduces various devices used to plan an estate, including wills, trusts, joint ownership, and insurance. Considers various plans in light of family situations and estate objectives. Focuses on practices involving administration of an estate, including taxes and preparation of forms. Lecture 3 hours per week.

# REYNOLDS COMMUNITY COLLEGE

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## **LGL 226 Real Estate Abstracting (3 cr.)**

Reviews aspects of abstracting title to real estate and recordation of land transactions, liens, grantor-grantee indices, warranties, covenants, restrictions, and easements. Prerequisite: LGL 228 or permission of program head. Lecture 3 hours per week.

## **LGL 228 Real Estate Settlement Practicum (3 cr.)**

Focuses on methods and practices in administrative area of real estate closings, back title information, preliminary report from attorney's title notes, lender's requirements, payoffs, HUD-1 settlement statement, real estate taxes, interest, escrow, disbursement, and release of liens of record. Lecture 3 hours per week.

## **LGL 235 Legal Aspects of Business Organizations (3 cr.)**

Studies fundamental principles of agency law and the formation of business organizations. Includes sole proprietorship, partnerships, corporations, limited liability companies, and other business entities. Reviews preparation of the documents necessary for the organization and operation of businesses. Lecture 3 hours per week.

## **LGL 238 Bankruptcy (3 cr.)**

Provides a practical understanding of nonbankruptcy alternatives and the laws of bankruptcy, including Chapters 7, 11, 12, and 13 of the Bankruptcy Code. Emphasizes the preparation of petitions, schedules, statements, and other forms. Lecture 3 hours per week.

## **LGL 290 Coordinated Internship in Legal Assisting (3 cr.)**

Provides supervised on-the-job training in selected business, industrial, or service firms coordinated by the college. Laboratory 12 hours per week.

## **MARKETING**

### **MKT 110 Principles of Selling (3 cr.)**

Presents a fundamental, skills-based approach to the professional selling of products, services, and ideas, and to relationship building. Emphasizes learning effective interpersonal communication skills in all areas of the sales process through skill-building activities. Examines entry-level sales careers in retailing, wholesaling, services, and industrial selling. Focuses on building a positive self-image, following ethical behavior, understanding buyer needs, and appreciating the importance of a positive customer relationship strategy. Concludes in a professional sales presentation to buyers ranging from individual consumers to corporations. Lecture 3 hours per week.

### **MKT 120 Fundamentals of Fashion (3 cr.)**

Develops an understanding of the principles and procedures involved in the production, distribution, and consumption of fashion merchandise. Traces the history and development of fashion and how these changes affect the fashion merchandising world. Focuses on changing consumer characteristics which influence demand for fashion products and the effects that fashion marketing activities have on the economy. Lecture 3 hours per week.

### **MKT 201 Introduction to Marketing (3 cr.)**

Introduces students to the discipline of marketing and the need to create customer value and relationships in the marketplace. Presents an overview of the marketing principles and management strategies, along with the analytical tools used by organizations in the creation of a marketing plan. Lecture 3 hours per week.

### **MKT 209 Sports, Entertainment, and Recreation Marketing (3 cr.)**

Builds on the principles of marketing to introduce the more specific importance and specialization of Sports, Entertainment, and Recreation (SER) marketing. Emphasizes the SER industries as they relate to economics, business structure, product development, branding, pricing strategies, distribution strategies, integrated communications, ethics, and research. Prerequisite: MKT 201. Lecture 3 hours per week.

### **MKT 210 Sales Management (3 cr.)**

Presents an in-depth examination of managing a sales force. Introduces methods of training, compensating, motivating, and evaluating the sales force. Explores forecasting techniques and quotas. Lecture 3 hours per week.

### **MKT 215 Sales and Marketing Management (3 cr.)**

Emphasizes the relationship of professional sales skills and marketing management techniques to successful profit and non-profit organizations. Focuses on challenges connected with the sales and distribution of products and services, including pricing, promotion, and buyer motivation. Demonstrates uses of the Internet to enhance marketing. Studies legal and ethical considerations. Introduces sales management in planning, organizing, directing, and controlling for a well-coordinated sales effort. Lecture 3 hours per week.

### **MKT 216 Retail Organization and Management (3 cr.)**

Examines the organization of the retail establishment to accomplish its goals in an effective and efficient manner. Includes study of site location, internal layout, store operations, and security. Examines the retailing mix, the buying or procurement process, pricing, and selling. Studies retail advertising, promotion, and publicity as a coordinated effort to increase store traffic. Lecture 3 hours per week.

### **MKT 220 Principles of Advertising (3 cr.)**

Emphasizes the role of advertising in the marketing of goods, services, and ideas. Discusses the different uses of advertising; types of media; how advertising is created; agency functions; and legal, social, and economic aspects of the industry. Introduces advertising display, copy and art work preparation, printing, and selection of media. Lecture 3 hours per week.

### **MKT 227 Merchandise Buying and Control (3 cr.)**

Studies the merchandising cycle. Explores techniques used in the development of buying resources, merchandising plans, model stock, unit control, and inventory systems. Highlights merchandise selection, policy pricing strategies, and inventory control methods. Lecture 3 hours per week.

### **MKT 228 Promotion (3 cr.)**

Presents an overview of promotion activities, including advertising, visual merchandising, publicity, and sales promotion. Focuses on coordinating these activities into an effective campaign to promote sales for a particular product, business, institution, or industry. Emphasizes preparing budgets, selecting media, and analyzing the effectiveness of the campaign. Lecture 3 hours per week.

### **MKT 229 Marketing Research (3 cr.)**

Introduces the marketing research process to include methodology, data collection, sampling, and analysis. Focuses on planning basic research studies and applying the findings to marketing decisions. Prerequisite: MKT 201. Lecture 3 hours per week.

### **MKT 238 Fashion Merchandising (3 cr.)**

Compares the major considerations involved in the buying and merchandising of fashion products. Emphasizes the dynamics of fashion and consumer buying patterns and sources of buying information. Discusses fashion buying and inventory control in the merchandising cycle plus techniques used to develop fashion buying plans, model stocks, unit control, and inventory systems. Stresses selection policy and pricing for profit. Lecture 3 hours per week.

## **MKT 260 Customer Service Management (3 cr.)**

Examines the role of customer service in achieving a firm's long-term goals, discusses the basic principles of effective customer service, and explores the tasks and responsibilities of a customer service manager. Includes such topics as purpose of customer service; establishment of customer service goals and policies; recruitment, selection, and training of customer service employees; motivation techniques; empowering employees for better decision making; and evaluation of customer service employees and program. Lecture 3 hours per week.

## **MKT 271 Consumer Behavior (3 cr.)**

Examines the various influences affecting consumer buying behavior before, during, and after product purchases. Describes personal, societal, cultural, environmental, group, and economic determinants on consumer buying. Lecture 3 hours per week.

## **MKT 275 International Marketing (3 cr.)**

Examines the role of the multinational firm, as well as the environments in which they operate. Covers such factors as exchange rates, government foreign trade policy, and social-cultural factors. Compares international and domestic marketing strategies. Lecture 3 hours per week.

## **MKT 281 Principles of Internet Marketing (3 cr.)**

Introduces students to the Internet, Internet marketing, and the World Wide Web. Discusses how to implement marketing programs strategically and tactically using online communications tools. Teaches e-marketing strategies; the conduct of competitive, demographic, and psychographic research; the assessment and management of organizational communication; how news cycles on the Internet differ from traditional media; and how the Internet affects how we live, consume, and work. Lecture 3 hours per week.

## **MKT 283 Social, Ethical, and Legal Issues in eCommerce (3 cr.)**

Examines the social, ethical, and legal issues of electronic commerce. Teaches the factors that influence ethical and unethical marketing practices in eCommerce and the importance of ethical, legal, and socially responsible consumer behavior. Lecture 3 hours per week.

## **MKT 284 Social Media Marketing (3 cr.)**

Surveys the use of social networks and online communities such as blogs, wikis, and virtual events that allow companies to expand their interaction with customers and develop relationships with collaborative communities. Emphasizes the ongoing transformation of the way companies adjust their marketing plans to improve interaction with customers online. Lecture 3 hours per week.

## **MKT 285 Current Issues in Marketing (3 cr.)**

Serves as a capstone course for marketing majors. Provides an integrated perspective of current issues and practices in marketing. Explores contemporary issues and practices in a highly participatory classroom environment. Lecture 3 hours per week.

## **MKT 290 Coordinated Internship in Marketing (3 cr.)**

Provides supervised on-the-job training in selected business, industrial, or service firms coordinated by the college. Provides students an opportunity to increase their knowledge of operating a retail business. Teaches the skills necessary for effective performance in supervisory and upper-level management positions in marketing occupations. Involves rotation among the various departments/functions within the retail training laboratory until the student is familiar with the operation. Combines a comprehensive introduction to store retailing with extensive on-the-job training assignments, which provide the opportunity to apply the understanding of merchandising and management procedures. Laboratory 15 hours per week.

## **MKT 298 Seminar and Project in Marketing (3 cr.)**

Familiarizes the student with many career opportunities in the field through classroom instruction and field exercises. Lecture 3 hours per week.

## **MATH CO-REQUISITE**

### **MCR 4 Learning Support for Quantitative Reasoning (1 cr.)**

Provides instruction for students who require minimum preparation for college-level Quantitative Reasoning. Students in this course will be co-enrolled in MTH 154. Credits are not applicable toward graduation and do not replace MTE courses waived. Successful completion of Quantitative Reasoning results in the prerequisite MTE modules being satisfied. Prerequisites: Completion of any three of the MTE modules 1-5 and co-enrollment in MTH 154. Lecture 1 hour per week.

### **MCR 5 Learning Support for Statistical Reasoning (1 cr.)**

Provides instruction for students who require minimum preparation for college-level Statistical Reasoning. Students in this course will be co-enrolled in MTH 155. Credits are not applicable toward graduation and do not replace MTE courses waived. Successful completion of Statistical Reasoning results in the prerequisite MTE modules being satisfied. Prerequisites: Completion of any three of the MTE modules 1-5. Co-requisite: MTH 155. Lecture 1 hour per week.

## **MCR 6 Learning Support for Precalculus (2 cr.)**

Provides instruction for students who require minimum preparation for college-level Precalculus. Students in this course will be co-enrolled in MTH 161. Credits are not applicable toward graduation and do not replace MTE courses waived. Successful completion of Precalculus I results in the prerequisite MTE modules being satisfied. Prerequisites: Completion of any seven of the MTE modules 1-9. Co-requisite: MTH 161. Lecture 2 hours per week.

## **MCR 7 Learning Support for Precalculus with Trigonometry (2 cr.)**

Provides instruction for students who require minimum preparation for college-level Precalculus, but still need further preparation to succeed. Students in this course will be co-enrolled in MTH 167. Credits are not applicable toward graduation and do not replace MTE courses waived. Successful completion of Precalculus with Trig results in the prerequisite MTE modules being satisfied. Prerequisites: Completion of any seven of the MTE modules 1-9. Co-requisite: MTH 167. Lecture 2 hours per week.

## **MATH ESSENTIALS**

### **MTE 1 Operations with Positive Fractions (1 cr.)**

Includes operations and problem solving with proper fractions, improper fractions, and mixed numbers without the use of a calculator. Emphasizes applications and includes U.S. customary units of measure. Credits not applicable toward graduation. Prerequisite: Placement recommendation or BSK 1. Lecture 4 hours per week for ¼ semester.

### **MTE 2 Operations with Positive Decimals and Percents (1 cr.)**

Includes operations and problem solving with positive decimals and percents. Emphasizes applications and includes U.S. customary and metric units of measure. Credits not applicable toward graduation. Prerequisite: Placement recommendation or MTE 1. Lecture 4 hours per week for ¼ semester.

### **MTE 3 Algebra Basics (1 cr.)**

Includes basic operations with algebraic expressions and solving simple algebraic equations using signed numbers with emphasis on applications. Credits not applicable toward graduation. Prerequisite: Placement recommendation or MTE 2. Lecture 4 hours per week for ¼ semester.

## **MTE 4 First Degree Equations and Inequalities in One Variable (1 cr.)**

Includes solving first degree equations and inequalities containing one variable and using them to solve application problems. Emphasizes applications and problem solving. Credits not applicable toward graduation. Prerequisite: Placement recommendation or MTE 3. Lecture 4 hours per week for ¼ semester.

## **MTE 5 Linear Equations, Inequalities, and Systems of Linear Equations in Two Variables (1 cr.)**

Includes finding the equation of a line, graphing linear equations and inequalities in two variables, and solving systems of two linear equations. Emphasizes writing and graphing equations using the slope of the line, points on the line, and applications. Credits not applicable toward graduation. Prerequisite: Placement recommendation or MTE 4. Lecture 4 hours per week for ¼ semester.

## **MTE 6 Exponents, Factoring, and Polynomial Equations (1 cr.)**

Includes techniques of factoring polynomials and using these techniques to solve polynomial equations. Emphasizes applications using polynomial equations solved by factoring. Credits not applicable toward graduation. Prerequisite: Placement recommendation or MTE 5. Lecture 4 hours per week for ¼ semester.

## **MTE 7 Rational Expressions and Equations (1 cr.)**

Includes simplifying rational algebraic expressions, solving rational algebraic equations, and solving applications that use rational algebraic equations. Credits not applicable toward graduation. Prerequisite: Placement recommendation or MTE 6. Lecture 4 hours per week for ¼ semester.

## **MTE 8 Rational Exponents and Radicals (1 cr.)**

Includes simplifying radical expressions, using rational exponents, solving radical equations, and solving applications using radical equations. Credits not applicable toward graduation. Prerequisite: Placement recommendation or MTE 7. Lecture 4 hours per week for ¼ semester.

## **MTE 9 Functions, Quadratic Equations, and Parabolas (1 cr.)**

Includes an introduction to functions in ordered pair, graph, and equation form. Also introduces quadratic functions, their properties, and their graphs. Credits not applicable toward graduation. Prerequisite: Placement recommendation or MTE 8. Lecture 4 hours per week for ¼ semester.

## **MATHEMATICS**

### **MTH 103 Applied Technical Mathematics I (3 cr.)**

Presents a review of arithmetic and elements of algebra. (Geometry and trigonometry are covered in MTH 104). Directs applications to specialty areas. Prerequisites: Placement recommendation for MTH 103 and one unit of high school mathematics or equivalent. Lecture 3 hours per week.

### **MTH 111 Basic Technical Mathematics (3 cr.)**

Provides a foundation in mathematics with emphasis in arithmetic, unit conversion, basic algebra, geometry and trigonometry. Replaces MTH 101 or 103 or 104 or 105 or 106. Prerequisites: Competency in Math Essentials (MTE) 1-3 as demonstrated through the placement and diagnostic tests or by satisfactorily completing the required MTE units or equivalent or MCR 1. Lecture 3 hours per week.

### **MTH 115 Technical Mathematics I (3 cr.)**

Presents algebra through exponential and logarithmic functions, trigonometry, vectors, analytic geometry, and complex numbers. Part I of II. Prerequisites: Placement recommendation for MTH 115 and completion of Algebra I, Geometry, and Algebra II, or equivalent. Lecture 3 hours per week.

### **MTH 116 Technical Mathematics II (3 cr.)**

Presents algebra through exponential and logarithmic functions, trigonometry, vectors, analytic geometry, and complex numbers. Part II of II. Prerequisite: MTH 115. Lecture 3 hours per week.

### **MTH 120 Introduction to Mathematics (3 cr.)**

Introduces number systems, logic, basic algebra, and descriptive statistics. Prerequisites: Placement recommendation for MTH 120 and MTE or equivalent. (Intended for occupational/technical programs.) Lecture 3 hours per week.

### **MTH 121 Fundamentals of Mathematics I (3 cr.)**

Covers concepts of numbers, fundamental operations with numbers, formulas and equations, measurement and geometry, graphical analysis, binary numbers, Boolean and matrix algebra, linear programming, and elementary concepts of statistics. Emphasizes mathematical problem solving, use of technology, and the language of mathematics. Prerequisites: Placement recommendation for MTH 121 and one unit of high school mathematics or equivalent. (Intended for occupational/technical programs.) Lecture 3 hours per week.

### **MTH 126 Mathematics for Allied Health (3 cr.)**

Presents scientific notation, precision and accuracy, decimals and percents, ratio and proportion, variation, simple equations, techniques of graphing, use of charts and tables, logarithms, and the metric system. Prerequisite: Placement recommendation for MTH 126 or completion through MTE 3. Lecture 3 hours per week.

### **MTH 130 Fundamentals of Reasoning (3 cr.)**

Presents elementary concepts of algebra, linear graphing, financial literacy, descriptive statistics, and measurement and geometry. Based on college programs being supported by this course, colleges may opt to add additional topics such as logic or trigonometry. This course replaces MTH 120 or MTH 121 and is intended for occupational/technical programs. Prerequisites: MTE 1-3 or MCR 2. Lecture 3 hours per week.

### **MTH 131 Technical Mathematics (3 cr.)**

Presents algebra through unit conversion, trigonometry, vectors, geometry, and complex numbers. Replaces MTH 115 and MTH 116. Prerequisites: MTE 1-6. Lecture 3 hours per week.

### **MTH 133 Mathematics for Health Professionals (3 cr.)**

Presents in context the arithmetic of fractions and decimals, the metric system and dimensional analysis, percents, ratio and proportion, linear equations, topics in statistics, topics in geometry, logarithms, and topics in health professions, including dosages, dilutions, and IV flow rates. This course replaces MTH 126 and is intended for health professions programs. Prerequisites: Competency in Math Essentials (MTE) 1-3 as demonstrated through the placement and diagnostic tests or by satisfactorily completing the required MTE units or equivalent or MCR 1. Lecture 3 hours per week.

### **MTH 146 Introduction to Elementary Statistics (3 cr.)**

Introduces the methods of statistics, including sampling from normally distributed populations, estimation, regression, testing of hypotheses, and point and interval estimation methods. Prerequisites: Placement recommendation for MTH 146 and Algebra I or equivalent. Lecture 3 hours per week.

### **MTH 150 Topics in Geometry (3 cr.)**

Presents the fundamentals of plane and solid geometry and introduces non-Euclidean geometries and current topics. Prerequisite: Level 4 on the Compass Placement Test and Algebra I, Algebra II, and Geometry, or equivalent. Lecture 3 hours per week.

## **MTH 151 Mathematics for the Liberal Arts I (3 cr.)**

Presents topics in sets, logic, numeration systems, geometric systems, and elementary computer concepts. Prerequisites: Placement recommendation for MTH 151 and Algebra I, Algebra II, and Geometry, or equivalent. Lecture 3 hours per week.

## **MTH 152 Mathematics for the Liberal Arts II (3 cr.)**

Presents topics in functions, combinatorics, probability, statistics, and algebraic systems. Prerequisites: Placement recommendation for MTH 152 and completion of Algebra I, Algebra II, and Geometry, or equivalent. Lecture 3 hours per week.

## **MTH 154 Quantitative Reasoning (3 cr.)**

Presents topics in proportional reasoning, modeling, financial literacy, and validity studies (logic and set theory). Major emphasis is on the process of taking a real-world situation, identifying the mathematical foundation needed to address the problem, solving the problem, and applying what is learned to the original situation. Replaces MTH 151, MTH 152, MTH 158, or MTH 170. Prerequisite: Competency in MTE 1-5 as demonstrated through placement or unit completion or equivalent or co-enrollment in MCR 4. Lecture 3 credits per week.

## **MTH 155 Statistical Reasoning (3 cr.)**

Presents elementary statistical methods and concepts including visual data presentation, descriptive statistics, probability, estimation, hypothesis testing, correlation, and linear regression. Emphasis is placed on the development of statistical thinking, simulation, and the use of statistical software. Replaces MTH 146 or MTH 157. Credit will not be awarded for both MTH 155 and MTH 245. Prerequisite: Competency in MTE 1-5 as demonstrated through placement or unit completion or equivalent or co-enrollment in MCR 5. Lecture 3 hours per week.

## **MTH 156 Elementary Geometry (3 cr.)**

Presents the fundamentals of plane and solid geometry and introduces non-Euclidean geometries and current topics. Prerequisite: MTE 1-6 or placement. Lecture 3 hours per week.

## **MTH 161 Precalculus I (3 cr.)**

Presents topics in power, polynomial, rational, exponential, and logarithmic functions, and systems of equations. Replaces MTH 163. Credit will not be awarded for both MTH 161 and 167 or equivalent. Prerequisite: Competency in MTE 1-9 as demonstrated through placement or unit completion or equivalent or co-enrollment in MCR 6. Lecture 3 hours per week.

## **MTH 162 Precalculus II (3 cr.)**

Presents trigonometry, trigonometric applications, including Law of Sines and Cosines, and an introduction to conics. Replaces MTH 164. Prerequisite: Placement in MTH 162 or completion of MTH 161 or equivalent with a grade of C or better. Credit will not be awarded for both MTH 162 and 167 or equivalent. Lecture 3 hours per week.

## **MTH 163 Precalculus I (3 cr.)**

Prepares students for applied calculus or elementary discrete mathematics. Presents college algebra and matrices and algebraic, exponential, and logarithmic functions. Prerequisites: Placement recommendation for MTH 163 and completion of Algebra I, Algebra II, and Geometry, or equivalent. (Credit will not be awarded for more than one of the following: MTH 163 or MTH 166.) Lecture 3 hours per week.

## **MTH 166 Precalculus with Trigonometry (5 cr.)**

Presents college algebra, analytic geometry, and trigonometry, and algebraic, exponential, and logarithmic functions. Prerequisites: Placement recommendation for MTH 166 and Algebra I, Algebra II, and Geometry, or equivalent. (Credit will not be awarded for more than one of the following: MTH 163 or MTH 166.) Lecture 5 hours per week.

## **MTH 167 Precalculus with Trigonometry (5 cr.)**

Presents topics in power, polynomial, rational, exponential, and logarithmic functions, systems of equations, trigonometry, trigonometric applications, including Law of Sines and Cosines, and an introduction to conics. Replaces MTH 166 or MTH 168. Credit will not be awarded for both MTH 167 and 161/162 or equivalent. Prerequisite: Competency in MTE 1-9 as demonstrated through placement or unit completion or equivalent or co-enrollment in MCR 7. Lecture 5 hours per week.

## **MTH 170 Foundations in Contemporary Mathematics (3 cr.)**

Covers topics in the mathematics of social choice, management sciences, statistics, and growth. Uses physical demonstrations and techniques to teach the power and utility of mathematics. Prerequisite: Placement recommendation for MTH 170 or completion through MTE. Lecture 3 hours per week.

## **MTH 173 Calculus with Analytic Geometry I (5 cr.)**

Presents analytic geometry and the calculus of algebraic and transcendental functions, including the study of limits, derivatives, differentials, and introduction to integration along with their applications. Designed for mathematical, physical, and engineering science programs. Prerequisites: Placement recommendation for MTH 173 and four units of high school mathematics, including Algebra I, Algebra II, Geometry, and Trigonometry, or equivalent. (Credit will not be awarded for more than one of MTH 173, MTH 175, or MTH 273.) Lecture 5 hours per week.

## **MTH 174 Calculus with Analytic Geometry II (5 cr.)**

Continues the study of analytic geometry and the calculus of algebraic and transcendental functions, including rectangular, polar, and parametric graphing, indefinite and definite integrals, methods of integration, and power series along with applications. Designed for mathematical, physical, and engineering science programs. Prerequisite: MTH 173 or equivalent. Lecture 5 hours per week.

## **MTH 199 Supervised Study - Conics Sections and Heron's Formula (1 cr.)**

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. Presents Conics Sections and Heron's Formula. Prerequisite: completion of MTE 1-9, if recommended by placement test. Lecture 1 hour per week.

## **MTH 240 Statistics (3 cr.)**

Presents an overview of statistics, including descriptive statistics, elementary probability, probability distributions, estimation, hypothesis testing, and correlation and regression. Prerequisite: A placement recommendation for MTH 240 and MTH 163 or MTH 166, MTH 170, or equivalent. (Credit will not be awarded for both MTH 240 and MTH 241.) Lecture 3 hours per week.

## **MTH 245 Statistics I (3 cr.)**

Presents an overview of statistics, including descriptive statistics, elementary probability, probability distributions, estimation, hypothesis testing, correlation, and linear regression. Replaces MTH 240 and MTH 241. (Credit will not be awarded for both MTH 155 and MTH 245.) Prerequisite: Placement in MTH 154 or completion of MTH 154 or MTH 161 or equivalent with a grade of C or better. Lecture 3 hours per week.

## **MTH 246 Statistics II (3 cr.)**

Continues the study of estimation and hypothesis testing with emphasis on advanced regression topics, experimental design, analysis of variance, chi-square tests, and non-parametric methods. Focuses on multivariate and nonparametric techniques useful to business, science, and social science majors. Replaces MTH 242. Prerequisite: Completion of MTH 245 or equivalent with a grade of C or better. Lecture 3 hours per week.

## **MTH 261 Applied Calculus I (3 cr.)**

Introduces limits, continuity, differentiation, and integration of algebraic, exponential and logarithmic functions, and techniques of integration with an emphasis on applications in business, social sciences, and life sciences. Replaces MTH 270 or MTH 271. Prerequisite: Placement into MTH 261 or completion of MTH 161 or equivalent with a grade of C or better. Lecture 3 hours per week.

## **MTH 262 Applied Calculus II (3 cr.)**

Covers techniques of integration and an introduction to differential equations and multivariable calculus, with an emphasis throughout on applications in business, social sciences, and life sciences. Replaces MTH 272. Prerequisite: Completion of MTH 261 or equivalent with a grade of C or better. Lecture 3 hours per week.

## **MTH 263 Calculus I (4 cr.)**

Presents concepts of limits, derivatives, differentiation of various types of functions and use of differentiation rules, application of differentiation, antiderivatives, and integrals. This course replaces MTH 173 or MTH 175 or MTH 273 and is the first course in a three-course sequence. Prerequisite: Placement into MTH 263 or completion of MTH 167 or MTH 161/162 or equivalent with a grade of C or better. Lecture 4 hours per week.

## **MTH 264 Calculus II (4 cr.)**

Prepares students for further study in calculus with analytic geometry by providing them with the necessary competencies in finding limits, differentiation, and integration. Continues the study of 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. This course replaces MTH 174 or MTH 176 or MTH 274 and is the second course in a three-course sequence. Prerequisite: Placement in MTH 264 or completion of MTH 263 or equivalent with a grade of C or better. Lecture 4 hours per week.

## **MTH 265 Calculus III (4 cr.)**

Prepares students for further study in calculus. Focuses on extending the concepts of function, limit, continuity, derivative, integral, and vector from the plane to the three dimensional space. Topics include vector functions, multivariate functions, partial derivatives, multiple integrals, and an introduction to vector calculus. Designed for mathematical, physical, and engineering science programs. This course replaces MTH 277 or MTH 178 and is the third course in a three-course sequence. Prerequisite: Placement in MTH 265 or completion of MTH 264 or equivalent with a grade of C or better. Lecture 4 hours per week.

## **MTH 266 Linear Algebra (3 cr.)**

Covers matrices, vector spaces, determinants, solutions of systems of linear equations, basis and dimension, eigenvalues, and eigenvectors. Designed for mathematical, physical and engineering science programs. This course replaces MTH 177 or MTH 275 or MTH 285. Prerequisite: Completion of MTH 263 or equivalent with a grade of B or better, or MTH 264 or equivalent with a grade of C or better. Lecture 3 hours per week.

## **MTH 267 Differential Equations (3 cr.)**

Introduces ordinary differential equations. Includes first order differential equations, second and higher order ordinary differential equations with applications, and numerical methods. Replaces MTH 279 or MTH 291. Prerequisite: Completion of MTH 264 with a grade of C or better. Lecture 3 hours per week.

## **MTH 270 Applied Calculus (3 cr.)**

Introduces limits, continuity, differentiation and integration of algebraic and transcendental functions, techniques of integration, and partial differentiation. Prerequisite: MTH 163 or MTH 166 or equivalent. (Credit will not be awarded for both MTH 270 and MTH 271.) Lecture 3 hours per week.

## **MTH 277 Vector Calculus (4 cr.)**

Presents vector-valued functions, partial derivatives, multiple integrals, and topics from the calculus of vectors. Designed for mathematical, physical, and engineering science programs. Prerequisite: MTH 174 or equivalent. Lecture 4 hours per week.

## **MTH 279 Ordinary Differential Equations (4 cr.)**

Introduces ordinary differential equations. Includes first order differential equations and second and higher order ordinary differential equations with application. Designed for mathematical, physical, and engineering science programs. Prerequisite: MTH 174 or equivalent. Lecture 4 hours per week.

## **MTH 282 Mathematical Reasoning: Introduction to Higher Mathematics (3 cr.)**

Introduces topics in upper-level mathematics courses, such as mathematical reasoning and proofs, set theory, abstract algebra, and abstract analysis. Covers logic and methods of proof; set theory and cardinality; deductive reasoning and axiomatic method; introduction to groups, rings, and fields; construction of real numbers and basic combinatorics. Prerequisites: MTH 164, MTH 166, or above or permission of instructor. Lecture 3 hours per week.

## **MTH 285 Linear Algebra (3 cr.)**

Covers matrices, vector spaces, determinants, solutions of systems of linear equations, basis and dimension, Eigen values, and Eigen vectors. Designed for mathematical, physical, and engineering science programs. Prerequisite: MTH 174 or equivalent. Lecture 3 hours per week.

## **MTH 287 Mathematical Structures (3 cr.)**

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. Prerequisite: MTH 166 or equivalent. Lecture 3 hours per week.

## **MTH 288 Discrete Mathematics (3 cr.)**

Presents topics in sets, counting, graphs, logic, proofs, functions, relations, mathematical induction, Boolean Algebra, and recurrence relations. Prerequisites: MTH 161 or MTH 166 or MTH 167. Lecture 3 hours per week.

## **MTH 50 Mathematics for Teacher Entrance Exams (2 cr.)**

Provides participants with review and practice for the mathematics portion of the licensure examination required of all beginning teachers in Virginia. Test-taking strategies are emphasized throughout. Prerequisite: MTE 3 or equivalent. Lecture 2 hours per week.

## **MECHANICAL ENGINEERING TECH**

### **MEC 175 Fundamental Shop Procedures and Internal Combustion Engine (4 cr.)**

Introduces the student to the practical use and care of hand and power tools, shop equipment and pullers, precision measuring tools, service manuals and parts catalogs, and safety. Includes the introduction to the design of the internal combustion engine. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.



## MEDICAL LABORATORY

### **MDL 100 Introduction to Medical Laboratory Technology (2 cr.)**

Introduces the basic principles, techniques, and vocabulary applicable to all phases of medical laboratory technology, including design of the health care system, ethics, terminology, and calculations. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

### **MDL 105 Phlebotomy (3 cr.)**

Introduces basic medical terminology, anatomy, physiology, components of health care delivery and clinical laboratory structure. Teaches techniques of specimen collection, specimen handling, and patient interactions. Prerequisite: Satisfactory score on the reading placement test. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **MDL 110 Urinalysis and Body Fluids (3 cr.)**

Studies the gross, chemical, and microscopic techniques used in the clinical laboratory. Emphasizes the study of clinical specimens, which include the urine, feces, cerebrospinal fluid, blood, and body exudates. Introduces specimen collection and preparation. Prerequisite or Co-requisite: MDL 101. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **MDL 125 Clinical Hematology I (3 cr.)**

Teaches the cellular elements of blood, including blood cell formation, and routine hematological procedures. Prerequisite or Co-requisite: MDL 101. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **MDL 190 Coordinated Practice in Phlebotomy (MLT) (2 cr.)**

Provides supervised on-the-job training in a designated specimen collection location. Includes skill development and evaluation of blood collection using venipuncture and capillary techniques, specimen handling, patient/staff interactions, professional behavior, and troubleshooting the collection process. Requires successful completion of 50 procedures for students to pass this course. Prerequisites: Successful completion of MDL 100 or MDL 105. Laboratory 8 hours per week.

### **MDL 190 Coordinated Practice in Phlebotomy Training (4 cr.)**

Provides supervised training and practice in venipuncture for phlebotomy students at clinical sites coordinated by the college. Students will observe venipunctures, perform some procedures with supervision, and perform the remaining venipunctures on their own. A total of 100 venipunctures and 25 dermal punctures must be completed successfully to pass this clinical. Students may also be required to attend site-specific training related to bloodborne pathogens and HIPAA and participate in skills assessments by Reynolds faculty. Prerequisite: MDL 105. Laboratory 40 hours per week for three weeks.

### **MDL 210 Immunology and Serology (3 cr.)**

Teaches principles of basic immunology, physiology of the immune system, diseases involving the immune system, and serologic procedures. Prerequisite or Co-requisite: MDL 101. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **MDL 216 Blood Banking (3 cr.)**

Teaches fundamentals of blood grouping and typing, compatibility testing, antibody screening, component preparation, donor selection, and transfusion reactions and investigation. Prerequisite or Co-requisite: MDL 210. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **MDL 216 Blood Banking (4 cr.)**

Teaches fundamentals of blood grouping and typing, compatibility testing, antibody screening, component preparation, donor selection, and transfusion reactions and investigation. Prerequisite or Co-requisite: MDL 210. Lecture 2 hours. Laboratory 5 hours. Total 7 hours per week.

### **MDL 225 Clinical Hematology II (3 cr.)**

Teaches advanced study of blood to include coagulation, abnormal blood formation, and changes seen in various diseases. Prerequisite: MDL 125. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **MDL 251 Clinical Microbiology I (3 cr.)**

Teaches handling, isolation, and identification of pathogenic microorganisms. Emphasizes clinical techniques of bacteriology and mycology. Part I of II. Prerequisite or Co-requisite: MDL 101. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

### **MDL 252 Clinical Microbiology II (3 cr.)**

Teaches handling, isolation, and identification of pathogenic microorganisms. Emphasizes clinical techniques of bacteriology, mycology, parasitology and virology. Part II of II. Prerequisite: MDL 251 (or BIO 205). Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **MDL 262 Clinical Chemistry and Instrumentation II (4 cr.)**

Introduces methods of performing biochemical analysis of clinical specimens. Teaches instrumentation involved in a clinical chemistry laboratory, quality control, and the ability to recognize technical problems. Prerequisites or Co-requisites: MDL 101 and CHM 101 or CHM 111. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **MDL 281 Clinical Correlations (1 cr.)**

Teaches students to apply knowledge gained in courses offered in the MDL curriculum using primarily a case history form of presentation. Emphasizes critical-thinking skills in the practice of laboratory medicine. To be taken in final semester while students are in clinical rotations. Lecture 1 hour per week.

### **MDL 290 Coordinated Practice in Blood Bank/Transfusion Medicine (2 cr.)**

Provides supervised on-the-job training in a hospital blood bank. Includes skill development and evaluation of typing and cross-matching technique for transfusion, analyzing data and formulating reports, performing and analyzing quality control measures, and troubleshooting test parameters. Prerequisites: Successful completion of the first four semesters of the MDL curriculum and program permission to enroll in this course. Co-requisite: MDL 281. Laboratory 40 hours per week for three weeks.

### **MDL 290 Coordinated Practice in Clinical Chemistry (2 cr.)**

Provides supervised on-the-job training in a clinical chemistry laboratory. Includes skill development and evaluation of chemical analysis technique for blood and other body fluids, analyzing data and formulating reports, performing and analyzing quality control measures, and troubleshooting test parameters. Prerequisites: Successful completion of the first four semesters of the MDL curriculum and program permission to enroll in this course. Co-requisite: MDL 281. Laboratory 40 hours per week for three weeks.

### **MDL 290 Coordinated Practice in Hematology (2 cr.)**

Provides supervised on-the-job training in a clinical hematology laboratory. Includes skill development and evaluation of techniques for automated cell counting, manual differential counting, assessing blood cells in health and disease, analyzing data and formulating reports, performing and analyzing quality control measures, and troubleshooting test parameters. Prerequisites: Successful completion of the first four semesters of the MDL curriculum and program permission to enroll in this course. Co-requisite: MDL 281. Laboratory 40 hours per week for three weeks.

## **MDL 290 Coordinated Practice in Microbiology (2 cr.)**

Provides supervised on-the-job training in a clinical microbiology laboratory. Includes skill development and evaluation of culture and sensitivity technique for various patient specimens, identification of numerous pathogens, analyzing data and formulating reports, performing and analyzing quality control measures, and troubleshooting test parameters. Prerequisites: Successful completion of the first four semesters of the MDL curriculum and program permission to enroll in this course. Co-requisite: MDL 281. Laboratory 40 hours per week for three weeks.

## **MDL 290 Coordinated Practice in Urinalysis, Serology, and Coagulation (1 cr.)**

Supervises on-the-job training in conjunction with another rotation, at the discretion of the clinical site. Includes skill development and evaluation of techniques performing urinalysis, conducting serological assays, conducting hemostasis studies, analyzing data and formulating reports, performing and analyzing quality control measures, and troubleshooting test parameters. Prerequisites: Successful completion of the first four semesters of the MDL curriculum and program permission to enroll in this course. Co-requisite: MDL 281. Laboratory 40 hours per week for one week.

## **MENTAL HEALTH**

### **MEN 101 Mental Health Skill Training I (3 cr.)**

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. Part I of II. Lecture 3 hours per week.

### **MEN 102 Mental Health Skill Training II (3 cr.)**

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. Part II of II. Prerequisite: MEN 101. Lecture 3 hours per week.

## **MUSIC**

### **MUS 111 Music Theory I (4 cr.)**

Discusses elements of musical construction of scales, intervals, triads, and chord progressions. Develops ability to sing at sight and write from dictation. Introduces the analysis of the Bach chorale style. Expands facility with harmonic dictation and enables the student to use these techniques at the keyboard. Part I of II. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

### **MUS 112 Music Theory II (4 cr.)**

Discusses elements of musical construction of scales, intervals, triads, and chord progressions. Develops ability to sing at sight and write from dictation. Introduces the analysis of the Bach chorale style. Expands facility with harmonic dictation and enables the student to use these techniques at the keyboard. Part II of II. Prerequisite: MUS 111. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

### **MUS 121 Music Appreciation I (3 cr.)**

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

### **MUS 221 History of Music I (3 cr.)**

Presents the chronology of musical styles from antiquity to the present time. Relates the historical development of music to parallel movements in art, drama, and literature. Develops techniques for listening analytically and critically to music. Lecture 3 hours per week.

### **MUS 225 The History of Jazz (3 cr.)**

Studies the underlying elements of jazz, concentrating on its cultural and historical development from earliest stages to the present. No previous knowledge of music is required. Lecture 3 hours per week.

## **NURSING - NSG**

### **NSG 100 Introduction to Nursing Concepts (4 cr.)**

Introduces concepts of nursing practice and conceptual learning. Focuses on basic nursing concepts with an emphasis on safe nursing practice and the development of the nursing process. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Prerequisites: BIO 141 or BIO 231 or NAS 161; ENG 111, PSY 230, SDV 100, CPR # American Heart Association Basic Life Support for Health Care Providers, acceptance to the Nursing AAS program, and evidence of completion of Nursing AAS program required documents. Co-requisites: BIO 142 or BIO 232 or NAS 162; NSG 106, NSG 130, and NSG 200. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **NSG 106 Competencies for Nursing Practice (2 cr.)**

Focuses on the application of concepts through clinical skill development. Emphasizes the use of clinical judgment in skill acquisition. Includes principles of safety, evidence-based practice, informatics and math computational skills. Prepares students to demonstrate competency in specific skills and drug dosage calculation including the integration of skills in the care of clients in simulated settings. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Prerequisites: BIO 141 or BIO 231 or NAS 161; ENG 111, PSY 230, SDV 100, MTE 1-5, CPR -- American Heart Association Basic Life Support for Health Care Providers, acceptance to the Nursing AAS program, and evidence of completion of Nursing AAS program required documents. Co-requisites: BIO 142 or BIO 232 or NAS 162; NSG 100, NSG 130, and NSG 200. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

### **NSG 115 Healthcare Concepts for Transition (5 cr.)**

Focuses on role transition from licensed practical nurse to registered professional nurse. Incorporates concepts of nursing practice and conceptual learning to promote health and wellness across the life span. Uses the nursing process to explore care delivery for selected diverse populations with common and predictable illness. Emphasizes the use of clinical judgement in skill acquisition. Prerequisites: BIO 141 and BIO 142; ENG 111; PSY 230; SDV 100; acceptance to the LPN to AAS Nursing transition program. Co-requisites: NSG 200; BIO 150. Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week.

## **NSG 130 Professional Nursing Concepts (1 cr.)**

Introduces the role of the professional nurse and fundamental concepts in professional development. Focuses on professional identity, legal/ethical issues and contemporary trends in professional nursing. Prerequisites: BIO 141 or BIO 231 or NAS 161; ENG 111, PSY 230, SDV 100, MTE 1-5, CPR - American Heart Association Basic Life Support for Health Care Providers, acceptance to the Nursing AAS program, and evidence of completion of Nursing AAS program required documents. Co-requisites: BIO 142 or BIO 232 or NAS 162; NSG 100, NSG 106, and NSG 200. Lecture 1 hour per week.

## **NSG 152 Health Care Participant (3 cr.)**

Focuses on the health and wellness of the health care participant defined as individuals and families in a variety of communities throughout the lifespan. Covers concepts that focus on client attributes and preferences regarding healthcare. Emphasizes population-focused care. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or cooperating agencies, and/or simulated environments. Prerequisites: BIO 142 or BIO 232 or NAS 162; NSG 100, NSG 106, NSG 130, and NSG 200; grades of C or above in Semester 1 courses. Co-requisites: BIO 150 or BIO 205, and NSG 170. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **NSG 170 Health/Illness Concepts (6 cr.)**

Focuses on the nursing care of individuals and/or families throughout the lifespan with an emphasis on health and illness concepts. Includes concepts of nursing care for the antepartum client and clients with common and predictable illnesses. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Prerequisites: BIO 142 or BIO 232 or NAS 162; NSG 100, NSG 106, NSG 130, and NSG 200; grades of C or above in Semester 1 courses. Co-requisites: BIO 150 or BIO 205, and NSG 152. Lecture 4 hours. Laboratory 6 hours. Total 10 hours per week.

## **NSG 200 Health Promotion and Assessment (3 cr.)**

Introduces assessment and health promotion for the individual and family. Includes assessment of infants, children, adults, geriatric clients and pregnant females. Emphasizes health history and the acquisition of physical assessment skills with underlying concepts of development, communication, and health promotion. Prepares students to demonstrate competency in the assessment of clients across the lifespan. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Prerequisites: BIO 141 or BIO 231 or NAS 161; ENG 111, PSY 230, SDV 100, MTE 1-5, CPR # American Heart Association Basic Life Support for Health Care Providers, acceptance to the AAS Nursing AAS program, and evidence of completion of Nursing AAS program required documents. Co-requisites: BIO 142 or BIO 232 or NAS 162; NSG 100, NSG 106, and NSG 130. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **NSG 210 Health Care Concepts I (5 cr.)**

Focuses on care of clients across the lifespan in multiple settings including concepts related to physiological health alterations and reproduction. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Part 1 of 2. Prerequisites: BIO 150 or BIO 205, NSG 152, and NSG 170; grades of C or above in Semester 2 courses. Co-requisites: ENG 112 and NSG 211. Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week.

## **NSG 211 Health Care Concepts II (5 cr.)**

Focuses on care of clients across the lifespan in multiple settings including concepts related to psychological and physiological health alterations. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Part 2 of 2. Prerequisites: BIO 150 or BIO 205, NSG 152, and NSG 170; grades of C or above in Semester 2 courses. Co-requisites: ENG 112 and NSG 210. Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week.

## **NSG 230 Advanced Professional Nursing Concepts (2 cr.)**

Develops the role of the professional nurse in the healthcare environment in preparation for practice as a registered nurse. Introduces leadership and management concepts and focuses on the integration of professional behaviors in a variety of healthcare settings. Prerequisites: ENG 112, NSG 210, and NSG 211 with grades of C or above. Co-requisites: CST 229 or PHI 101 or PHI 220 or PHI 225 or PHI 227; NSG 252, and NSG 270. Lecture 2 hours. Total 2 hours per week.

## **NSG 252 Complex Health Concepts (4 cr.)**

Focuses on nursing care of diverse individuals and families integrating complex health concepts. Emphasizes clinical judgment, patient-centered care and collaboration. Prerequisites: ENG 112, NSG 210, and NSG 211 with grades of C or above. Co-requisites: CST 229 or PHI 101 or PHI 220 or PHI 225 or PHI 227; NSG 230, and NSG 270. Lecture 4 hours per week.

## **NSG 270 Nursing Capstone (4 cr.)**

Provides students with the opportunity to comprehensively apply and integrate learned concepts from previous nursing courses into a capstone experience. Emphasizes the mastery of patient-centered care, safety, nursing judgment, professional behaviors, informatics, quality improvement, and collaboration in the achievement of optimal outcomes of care. Provides supervised learning experiences in faculty and/or preceptor-guided college nursing laboratories, clinical/community settings, and/or simulated environments. Prerequisites: ENG 112, NSG 210, and NSG 211 with grades of C or above. Co-requisites: CST 229 or PHI 101 or PHI 220 or PHI 225 or PHI 227; NSG 230, and NSG 252. Laboratory 12 hours per week.

## **OPTICIANRY**

### **OPT 105 Anatomy, Physiology, and Pathology of the Eye (3 cr.)**

Considers the fundamentals of various body systems and principles of human physiology; methods of drug delivery, including the advantages and disadvantages of drops, ointments, and sustained release systems; systemic use of medications; basic characteristics of common external and internal diseases of the eye; and ocular emergencies. Lecture 3 hours per week.

## **OPT 121 Optical Theory I (3 cr.)**

Introduces theory and application of ophthalmic lenses. Presents history, basic manufacturing and quality standards of ophthalmic lenses, propagation of light, refraction and dioptric measurements, true power, surface power, nominal lens formula. Explains lens makers' equation, boxing system, spherical lens design, fundamental aspects of cylindrical lenses, spherocylinder lens design, and flat and toric transposition. Prerequisite or Co-requisite: MTH 126. Lecture 3 hours per week.

## **OPT 122 Optical Theory II (3 cr.)**

Explores the development of multifocal lenses, application of multifocal lenses, survey of current ophthalmic lens, the properties of spherocylinder lenses, and an in-depth analysis of the optics of ophthalmic prisms, which includes prism notation, vertical imbalance, and anisometropia. Prerequisite: OPT 121 or equivalent. Lecture 3 hours per week.

## **OPT 150 Optical Laboratory Theory I (3 cr.)**

Introduces the student to the terminology, instruments, lens, frames, and materials used in the surfacing and finishing of optical prescription eyewear. Focuses on the lensometry and fabrication of single vision eyewear and presents personal and environmental safety issues. Co-requisite: OPT 152. Lecture 3 hours per week.

## **OPT 151 Optical Laboratory Theory II (3 cr.)**

Covers making eyeglasses with advanced prescriptions and frames. Includes verification and neutralization techniques for single vision lens and bifocals, frame repair, accomplishing prescribed prism by decentration, verification and neutralization, semi-rimless glasses, and multifocal glasses. Prerequisite: OPT 150 and OPT 152 or equivalent. Co-requisite: OPT 153. Lecture 3 hours per week.

## **OPT 152 Optical Laboratory Clinical I (3 cr.)**

Provides the clinical component of OPT 150. Provides students the opportunity to learn clinical skills in fundamental optical laboratory tasks at the entry level under the direction and supervision of a preceptor. Emphasizes accuracy and attaining skills that meet acceptable professional standards. Co-requisite: OPT 150. Laboratory 6 hours per week.

## **OPT 153 Optical Laboratory Clinical II (3 cr.)**

Provides the clinical component of OPT 151. Presents students with an opportunity to learn clinical skills for optical laboratory tasks at the advanced level under the direction and supervision of a preceptor. Emphasizes accuracy and the attainment of skills that meet acceptable professional standards. Prerequisites: OPT 150 and OPT 152 or equivalent. Co-requisite: OPT 151. Laboratory 6 hours per week.

## **OPT 154 Optical Business Management (3 cr.)**

Covers basic management and leadership skills necessary for a successful eye care office. Teaches the analysis, creative thinking, judgment, planning strategy, and implementation skills necessary for today's optical business challenges. Lecture 3 hours per week.

## **OPT 160 Optical Dispensing Theory I (3 cr.)**

Introduces the student to the skills necessary for becoming a dispensing optician. Includes the history of the profession, patient/client measurements, frame and lens materials, frame and lens selection, prescription analysis, and adjustment techniques. Prerequisite: OPT 121 or equivalent. Co-requisite: OPT 165. Lecture 3 hours per week.

## **OPT 165 Optical Dispensing Clinical I (2 cr.)**

Provides the student with an opportunity to develop the skills necessary for becoming a dispensing optician. Covers patient/client measurements, frame and lens materials, frame and lens selection, prescription analysis, and adjustment techniques. Serves as the clinical component of OPT 160. Prerequisite: OPT 121 or equivalent. Co-requisite: OPT 160. Laboratory 4 hours per week.

## **OPT 260 Optical Dispensing Theory II (3 cr.)**

Focuses on the development and refinement of the skills necessary for student to become a licensed dispensing optician, including patient/client measurements, presbyopic options, frame and lens materials, absorptive lenses, frame and lens selection, safety and sports eyewear, prescription analysis to include considerations for spectacle magnification and tilt, low vision aids, and adjustment techniques. Prerequisites: OPT 160 and OPT 165 or equivalent. Co-requisite: OPT 271. Lecture 3 hours per week.

## **OPT 271 Optical Dispensing Clinical II (3 cr.)**

Focuses on the development and refinement of the skills necessary for students to become a licensed dispensing opticians, including patient/client measurements, frame and lens materials, frame and lens selection, prescription analysis, and adjustment techniques. Serves as the clinical component of OPT 260. Prerequisites: OPT 160 and OPT 165 or equivalent. Co-requisite: OPT 260. Laboratory 12 hours per week.

## **OPT 272 Optical Dispensing Clinical III (3 cr.)**

Focuses on the development and refinement of the skills necessary for students to become a licensed dispensing optician, including patient/client measurements, frame and lens materials, frame and lens selection, prescription analysis, and adjustment techniques. Prerequisite: OPT 271. Laboratory 12 hours per week.

## **OPT 273 Contact Lens Theory I (3 cr.)**

Introduces basic concepts and techniques of contact lens fitting, contact lens design, contact lens materials, and contact lens nomenclature. Covers contact lens insertion and removal techniques and basic slit lamp and keratometry skills. Prerequisite: NAS 176 or OPT 105 or equivalent. Lecture 3 hours per week.

## **OPT 274 Contact Lens Theory II (3 cr.)**

Explores soft spherical and gas permeable contact lens fitting philosophies, tolerances, and designs. Develops the student's patient evaluation skills, patient training skills, and skills for evaluating the fit and verification of contact lenses. Prerequisite: OPT 273 or equivalent. Lecture 3 hours per week.

## **OPT 280 Contact Lens Clinical (3 cr.)**

Promotes the development of clinical skills in fundamental contact lens tasks at the entry level under the direction and supervision of a preceptor. Emphasizes professional standards. Prerequisite: OPT 274 or equivalent. Laboratory 6 hours per week.

## **PHILOSOPHY**

### **PHI 101 Introduction to Philosophy I (3 cr.)**

Introduces a broad spectrum of philosophical problems and perspectives with an emphasis on the systematic questioning of basic assumptions about meaning, knowledge, reality, and values. Part I of II. Prerequisite: Placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **PHI 111 Logic I (3 cr.)**

Introduces inductive and deductive reasoning, with an emphasis on common errors and fallacies. Prerequisite: Placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **PHI 220 Ethics (3 cr.)**

Provides a systematic study of representative ethical systems. Prerequisite: Placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **PHI 225 Selected Problems in Applied Ethics (3 cr.)**

Analyzes and discusses significant contemporary ethical issues and problems existing throughout the various professions, such as business, medicine, law, education, journalism, and public affairs. May be repeated for credit. Prerequisite: Placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

## **PHI 227 Bio-Medical Ethics (3 cr.)**

Examines the ethical implications of specific biomedical issues in the context of major ethical systems. Prerequisite: Placement in ENG 111 or placement recommendation for Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

## **PHI 260 Studies in Eastern Thinking (3 cr.)**

Introduces an in-depth study of the East through a variety of approaches, which include music, literature, drama, and cinema. Places special emphasis on Chinese and Japanese philosophy and religion, especially Buddhism. Prerequisite: Must have tested into English 111 with no developmental co-requisites. Lecture 3 hours.

## **PHOTOGRAPHY**

### **PHT 164 Introduction to Digital Photography (3 cr.)**

Teaches the fundamentals of photography, including camera function and image production as they apply to digital imagery. Shooting assignments develop technical and visual skills with the camera, including composition and the use of light. Basic skills required for making black and white and color inkjet prints are taught in a digital lab using Adobe Photoshop. Prerequisites: Students taking this course should be comfortable working at a computer, be familiar with negotiating program menus, and know how files are saved and stored. A camera with manually adjustable aperture and shutter is required. Lecture 1 hour. Laboratory 4 hours. Total 5 hours per week.

### **PHT 264 Digital Photography II (3 cr.)**

Teaches theory and practice of digital photography, including the Adobe Photoshop techniques needed for top quality inkjet prints. Emphasizes use of digital cameras in studio and on location. Teaches advanced techniques of image editing, including photo restoration and multi-image compositing. Students work with existing images, including family snapshots and antique photographs, as well as photographs shot specifically for the course. In addition to prescribed assignments a personal project allows for exploration of creative ideas and topics of the student's choice. Provides training in digital image transmission from remote locations. Prerequisites: Students taking this course should feel comfortable working at a computer, be familiar with negotiating program menus, and know how files are saved and stored. A camera with manually adjustable aperture and shutter is required. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

## **PHYSICAL EDUCATION & RECREATION**

### **PED 109 Yoga (2 cr.)**

Focuses on the forms of yoga training emphasizing flexibility. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

### **PED 109 Yoga I (1 cr.)**

Focuses on the forms of yoga training emphasizing flexibility. Part I of II. Laboratory 2 hours per week.

### **PED 110 Zumba (1 cr.)**

Focuses on Latin rhythms, dance moves, and techniques in Zumba. Utilizes physical activity, cardiovascular endurance, balance, coordination, and flexibility as related to dance. Laboratory 2 hours. Total 2 hours per week.

### **PED 111 Weight Training I (1 cr.)**

Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Part I of II. Laboratory 2 hours per week.

### **PED 111 Weight Training I (2 cr.)**

Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Part I of II. Lecture 1 hour. Laboratory 2 hours. Total 3 hour per week.

### **PED 112 Weight Training II (1 cr.)**

Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Part II of II. Prerequisite: PED 111. Laboratory 2 hours per week.

### **PED 112 Weight Training II (2 cr.)**

Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Part II of II. Prerequisite: PED 111. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

### **PED 116 Lifetime Fitness and Wellness (2 cr.)**

Provides a study of fitness and wellness and their relationship to a healthy lifestyle. Defines fitness and wellness, evaluates the student's level of fitness and wellness, and motivates the student to incorporate physical fitness and wellness into daily living. A personal fitness/wellness plan is required for the 2-credit course. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

### **PED 117 Fitness Walking (1 cr.)**

Teaches content and skills needed to design, implement, and evaluate an individualized program of walking, based upon fitness level. Laboratory 2 hours per week.

### **PED 120 Yoga II (1 cr.)**

Focuses on the forms of yoga training emphasizing flexibility, breathing, and meditation. Part II of II. Prerequisite: PED 109. Laboratory 2 hours per week.

### **PED 120 Yoga II (2 cr.)**

Focuses on the forms of yoga training emphasizing flexibility, breathing, and meditation. Part II of II. Prerequisite: PED 109. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

### **PED 135 Bowling I (1 cr.)**

Teaches basic bowling skills and techniques, scoring, rules, etiquette, and terminology. Part I of II. Laboratory 2 hours per week.

### **PED 136 Bowling II (1 cr.)**

Teaches basic bowling skills and techniques, scoring, rules, etiquette, and terminology. Part II of II. Prerequisite: PED 135. Laboratory 2 hours per week.

### **PED 137 Martial Arts I (1 cr.)**

Emphasizes forms, styles, and techniques of body control, physical and mental discipline, and physical fitness. Presents a brief history of development of martial arts theory and practice. Part I of II. Laboratory 2 hours per week.

### **PED 138 Martial Arts II (1 cr.)**

Emphasizes forms, styles, and techniques of body control, physical and mental discipline, and physical fitness. Presents a brief history of development of martial arts theory and practice. Part II of II. Prerequisite: PED 137 or equivalent. Laboratory 2 hours per week.

### **PED 170 Tai Chi I (2 cr.)**

Develops an understanding of the theories and practices of Tai Chi. Explores the energy of exercise that will tone muscles, improve circulation, and increase flexibility and balance. Discusses history and philosophy of exercise and relaxation techniques for stress reduction. Part I of II. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

### **PED 195 Topics in Physical Education: Principles and Practices of Sport Management (3 cr.)**

Emphasizes basic management principles related to the sports management industry and provides an overview of career opportunities in the field. Introduces students to sports marketing, sports law, sports supervision, sports media, sports ethics, recreational sports management, and other related areas. Emphasizes the development and improvement of communication skills. An overview is provided with regard to career opportunities in this field. This course cannot be used as a personal wellness elective. Lecture 3 hours per week.

## **PED 199 Supervised Study in Martial Arts I (1 cr.)**

Emphasizes forms, styles, and techniques of body control, physical and mental discipline, and physical fitness. Presents a brief history of development of martial arts theory and practice. Laboratory 2 hours per week.

## **PED 295 Topics in Physical Education: Instructional Principles of Online Physical Education (3 cr.)**

Prepares instructors in the pedagogy, instructional design, and technology of teaching online physical education courses. Focuses on the strategies of collaborating and teaching online, including planning, management, and evaluation of an online physical education program in a secondary school environment. Prerequisite: This course is for students who are pursuing or hold current licensure as a K-12 teacher. Lecture 3 hours per week.

## **PHYSICS**

### **PHY 101 Introduction to Physics (4 cr.)**

Surveys general principles of physics. Includes topics such as force and motion, energy, heat, sound, light, electricity and magnetism, and modern physics. Part I of II. Prerequisite: high school mathematics, including algebra, trigonometry, and logarithms. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **PHY 201 General College Physics I (4 cr.)**

Teaches fundamental principles of physics on an algebra/ geometry/trig math level. Covers mechanics, fluids, and thermodynamics. Students should consult the requirements of their individual program and transfer school to determine the correct course and the transferability of course to senior institution. Part I of II. Prerequisite: MTH 167 or approval of the instructor. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **PHY 202 General College Physics II (4 cr.)**

Teaches fundamental principles of physics on an algebra/geometry/trig math level. Covers wave phenomena, optics, electricity and magnetism, an introduction to relativity, nuclear physics, and selected topics in modern physics. Students should consult the requirements of their individual program and transfer school to determine the correct course and the transferability of course to senior institution. Part II of II. Prerequisite: PHY 201. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **PHY 241 University Physics I (4 cr.)**

Teaches principles of classical and modern physics on calculus math level. Covers mechanics and heat. Students should consult the requirements of their individual program and transfer school to determine the correct course and the transferability of course to senior institution. Part I of II. Prerequisite or Co-requisite: MTH 264. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **PHY 242 University Physics II (4 cr.)**

Teaches principles of classical and modern physics on calculus math level. Covers wave phenomena, optics, electricity and magnetism, an introduction to relativity, and nuclear physics. Students should consult the requirements of their individual program and transfer school to determine the correct course and the transferability of course to senior institution. Part II of II. Prerequisites: PHY 241 and MTH 264 or school approval. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

## **POLITICAL SCIENCE**

### **PLS 211 United States Government I (3 cr.)**

Teaches structure, operation, and process of national, state, and local governments. Includes in-depth study of the three branches of the government and of public policy. PLS 211 and PLS 212 need not be taken in sequence. Part I of II. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **PLS 212 United States Government II (3 cr.)**

Teaches structure, operation, and process of national, state, and local governments. Includes in-depth study of the three branches of the government and of public policy. Political Science 211 and 212 need not be taken in sequence. Part II of II. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

## **PRACTICAL NURSING**

### **PNG 110 Patient-Centered Concepts (2 cr.)**

Provides an overview of the general concepts to implement patient-centered care at the beginning level. Introduces concepts of communication, collaboration, health care law, ethics, nursing process, lifespan development, culture, safety, coping, stress, mobility, and lifelong learning with a specific focus on the role of the practical nurse. Prerequisites: Acceptance into the Practical Nursing program. Completion of SDV 100 or 101, ENG 111, PSY 230, and BIO 141 with grades of C or above. Completion of all program-specific paperwork (e.g., background and drug screening, evidence of active American Heart Association BLS for Healthcare Professionals, Assumption of Risk form, health forms, proof of immunity, negative TB). Co-requisites: PNG 115 and BIO 142. Lecture 2 hours per week.

### **PNG 115 Patient-Centered Concepts Clinical (2 cr.)**

Provides students an opportunity to implement classroom learning in a structured health care setting. Focuses on using the nursing process to plan and implement safe, evidence-based, patient-centered care. Prerequisites: Acceptance into the Practical Nursing program; SDV 100 or 101, ENG 111, PSY 230, and BIO 141 with grades of C or above; completion of all program-specific paperwork (e.g., background and drug screening, evidence of active American Heart Association BLS for Healthcare Professionals, Assumption of Risk form, health forms, proof of immunity, negative TB). Co-requisites: PNG 110 and BIO 142. Laboratory 6 hours per week.

### **PNG 120 Patient-Centered Care I (3 cr.)**

Provides an overview of the general concepts to implement with a more diverse patient-centered population, with an increase in scope of care needs. Introduces concepts of anxiety, nutrition, elimination, infection, gas exchange, pain, sexuality, and reproduction with specific focus on the role of the practical nurse. Provides an overview of the general concepts to implement with a more diverse, patient-centered population, with an increase in scope of care needs. Prerequisites: PNG 110 and PNG 115. Co-requisites: PNG 125 and BIO 142. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

## **PNG 125 Patient-Centered Care I Clinical (2 cr.)**

Provides students with the opportunity to implement classroom learning in a structured clinical setting that includes maternal-child health care and adult and geriatric populations. Includes care of the child-rearing family with an emphasis on health promotion and reduction of risk. Focuses on using the nursing process to plan and implement safe, evidence-based, patient-centered care. Prerequisites: PNG 110 and PNG 115. Co-requisites: PNG 120 and BIO 142. Laboratory 6 hours per week.

## **PNG 210 Patient-Centered Care II (4 cr.)**

Provides an overview of identified general concepts to implement patient-centered care. Introduces concepts of glucose regulation, fluid and electrolyte balance, perfusion, sensory perception, thermo-regulation, tissue integrity, and patient education. Expands knowledge of gas exchange and mobility. Focuses on the role of the practical nurse in health promotion and maintenance. Provides an opportunity for students in the lab to learn the skills needed to provide quality, evidence-based care in the clinical setting. Prerequisites: PNG 120, PNG 125, and BIO 142; evidence of current health and immunity status; negative TB results repeated annually; current certification of American Heart Association Basic Life Support for Healthcare Professionals; and current compliance with all program documentation requirements. Co-requisite: PNG 215. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

## **PNG 215 Patient-Centered Care II Clinical (2 cr.)**

Provides the student an opportunity to implement classroom learning in a structured rehabilitation or other in-patient setting. Incorporates technical skills learned for the care of complex patients. Focuses on using the nursing process to plan and implement safe, evidence-based, patient-centered care. Prerequisites: PNG 120 and PNG 125; maintenance of all program document expectations, inclusive of CPR, health, and background requirements. Co-requisite: PNG 210. Laboratory 6 hours per week.

## **PNG 220 Patient-Centered Care III (4 cr.)**

Provides an overview of the identified general concepts to implement patient-centered care. Introduces concepts of intracranial regulation, clotting, cellular regulation, cognition, mood and affect, psychosis, and care coordination. Expands knowledge of perfusion, gas exchange pain, and lifelong learning. Focuses on the role of the practical nurse in health promotion and maintenance. Prerequisites: PNG 210 and PNG 215. Co-requisite: PNG 225. Lecture 4 hours per week.

## **PNG 225 Patient-Centered Care III Clinical (3 cr.)**

Provides students with the opportunity to implement classroom learning in structured health care settings. Focuses on using the nursing process to plan and implement safe, evidence-based, patient-centered care. Provides the student an opportunity to implement care coordination and manage resources to support patient care. Prerequisites: PNG 210 and PNG 215. Co-requisite: PNG 220. Laboratory 9 hours per week.

## **PSYCHOLOGY**

### **PSY 200 Principles of Psychology (3 cr.)**

Surveys the basic concepts of psychology. Covers the scientific study of behavior and mental processes, research methods and measurement, theoretical perspectives, and application. Includes biological bases of behavior, learning, social interactions, memory, and personality; and other topics, such as sensation, perception, consciousness, thinking, intelligence, language, motivation, emotion, health, development, psychological disorders, and therapy. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **PSY 215 Abnormal Psychology (3 cr.)**

Explores historical views and current perspectives of abnormal behavior. Emphasizes major diagnostic categories and criteria, individual and social factors of maladaptive behavior, and types of therapy. Includes methods of clinical assessment and research strategies. Prerequisite: PSY 200, 201, or 202. Placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **PSY 230 Developmental Psychology (3 cr.)**

Studies the development of the individual from conception to death. Follows a life-span perspective on the development of the person's physical, cognitive, and psycho-social growth. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **PSY 235 Child Psychology (3 cr.)**

Studies the development of the child from conception to adolescence. Investigates physical, cognitive, social and emotional factors involved in the child's growth. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

## **REAL ESTATE**

### **REA 100 Principles of Real Estate (4 cr.)**

Examines practical applications of real estate principles. Includes a study of titles, estates, land descriptions, contracts, legal instruments and concepts, real estate mathematics, financing, agency, appraisal, fair housing, and management of real estate. Lecture 4 hours per week.

## **RELIGION**

### **REL 231 Religions of the World I (3 cr.)**

Studies religions of the world with attention to origin, history, and doctrine. Part I of II. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **REL 232 Religions of the World II (3 cr.)**

Studies religions of the world with attention to origin, history, and doctrine. Part II of II. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **REL 233 Introduction to Islam (3 cr.)**

Studies Islam in its historical, religious, and political dimensions and assists in the understanding of its contemporary vitality and attraction as a faith, a culture, and a way of life. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **REL 240 Religions in America (3 cr.)**

Surveys various manifestations of religion in the American experience. Emphasizes concepts, problems, and issues of religious pluralism and character of American religious life. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **REL 255 Selected Problems and Issues in Religion: Women and the Bible (3 cr.)**

Introduces students to the portrayal of women in the Bible. Examines, through selected Biblical texts, the role and depiction of women within this text. Studies the impact of scriptural writing on the role of women in the Western world through the lens of feminist scholars. Students are asked to think critically about the texts and the issues raised by feminist perspectives and to analyze the impact of the Bible on women today and society as a whole. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

## RESPIRATORY THERAPY

### **RTH 102 Integrated Sciences for Respiratory Care II (3 cr.)**

Integrates the concepts of mathematics, chemistry, physics, microbiology, and computer technology as these sciences apply to the practices of respiratory care. Lecture 3 hours per week.

### **RTH 110 Fundamental Theory and Procedures for Respiratory Care (4 cr.)**

Focuses on the development of basic respiratory care skills necessary to enter the hospital environment. Prerequisite: Completion of the Pre-Respiratory Therapy Career Studies Certificate and acceptance into pre-clinical courses. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

### **RTH 112 Pathology of the Cardiopulmonary System (3 cr.)**

Presents pathophysiology of medical and surgical diseases with emphasis upon diseases of the cardiopulmonary system. Prerequisite: Successful completion of all curriculum courses offered during the first semester of the AAS degree in Respiratory Therapy. Lecture 3 hours per week.

### **RTH 121 Cardiopulmonary Science I (3 cr.)**

Focuses on pathophysiology, assessment, treatment, and evaluation of patients with cardiopulmonary disease. Explores cardiopulmonary and neuromuscular physiology and pathophysiology. Lecture 3 hours per week.

### **RTH 131 Respiratory Care Theory and Procedures I (4 cr.)**

Presents theory of equipment and procedures and related concepts used for patients requiring general acute and critical cardiopulmonary care. Prerequisites: Successful completion of all curriculum courses offered during the first semester of the AAS degree in Respiratory Therapy. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **RTH 132 Respiratory Care Theory and Procedures II (4 cr.)**

Presents theory of equipment and procedures and related concepts used for patients requiring general acute and critical cardiopulmonary care. Prerequisites: Successful completion of all curriculum courses offered during the first two semesters of the AAS degree in Respiratory Therapy. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### **RTH 135 Diagnostic and Therapeutic Procedures I (2 cr.)**

Focuses on the purpose, implementation, and evaluation of equipment, and procedures used in the diagnosis and therapeutic management of patients with cardiopulmonary disease. Explores baseline personal health as it relates to the development and recognition of respiratory diseases or disorders. Prerequisite: Completion of the Pre-Respiratory Therapy Career Studies Certificate and acceptance into pre-clinical courses. Lecture 1 hour per week. Laboratory 3 hours per week. Total 4 hours per week.

### **RTH 145 Pharmacology for Respiratory Care I (1 cr.)**

Presents selection criteria for the use of, and detailed information on, pharmacologic agents used in pulmonary care. Prerequisite: Acceptance into pre-clinical courses. Lecture 1 hour per week.

### **RTH 190 Coordinated Practice in Respiratory Therapy NCC III (2 cr.)**

Provides supervised on-the-job training to enable students to work directly with patients to practice and refine skills learned in the previous semester's classroom and laboratory classes. Prerequisites: Successful completion of all curriculum courses offered during the first two semesters of the AAS degree in Respiratory Therapy. Laboratory 10 hours per week.

### **RTH 190 Coordinated Practice in Respiratory Therapy: NCC I (2 cr.)**

Provides supervised on-the-job training to enable students to work directly with patients to practice and refine skills learned in the previous semester's classroom and laboratory classes. Prerequisites: Successful completion of all curriculum courses offered during the first semester of the AAS degree in Respiratory Therapy. Laboratory 10 hours per week.

### **RTH 190 Coordinated Practice in Respiratory Therapy: NCC II (2 cr.)**

Provides supervised on-the-job training to enable students to work directly with patients to practice and refine skills learned in the previous semester's classroom and laboratory classes. Prerequisites: Successful completion of all curriculum courses offered during the first semester of the AAS degree in Respiratory Therapy. Laboratory 10 hours per week.

### **RTH 190 Coordinated Practice in Respiratory Therapy: NCC Internship (2 cr.)**

Provides first-year students an opportunity to practice all non-critical care skills in an acute care setting. The student is paired with an experienced "RRT" and completes 102 hours of non-critical care internship. Prerequisites: Successful completion of all curriculum courses offered during the first two semesters of the AAS degree in Respiratory Therapy. Laboratory 10 hours per week.

### **RTH 215 Pulmonary Rehabilitation (1 cr.)**

Focuses on purpose and implementation of comprehensive cardiopulmonary rehabilitation program. Prerequisites: Successful completion of all curriculum courses offered during the first two semesters of the AAS degree in Respiratory Therapy. Lecture 1 hour per week.

### **RTH 222 Cardiopulmonary Science II (3 cr.)**

Focuses on assessment, treatment, and evaluation of patients with cardiopulmonary disease. Explores cardiopulmonary, renal, and neuromuscular physiology and pathophysiology. Prerequisites: Successful completion of all curriculum courses offered during the first two semesters of the AAS degree in Respiratory Therapy. Lecture 3 hours per week.

### **RTH 223 Cardiopulmonary Science III (2 cr.)**

Continues the exploration of topics discussed in RTH 121 and RTH 222. Prerequisites: Successful completion of all curriculum courses offered during the first three semesters of the AAS degree in Respiratory Therapy. Lecture 2 hours per week.

### **RTH 226 Theory of Neonatal and Pediatric Respiratory Care (2 cr.)**

Focuses on cardiopulmonary physiology and pathology of the newborn and pediatric patient. Prerequisite: Successful completion of all curriculum courses offered during the first three semesters of the AAS degree in Respiratory Therapy. Lecture 2 hours per week.

### **RTH 227 Integrated Respiratory Therapy Skills II (2 cr.)**

Presents intensive correlation of all major respiratory therapy subject areas reflecting the entry-level and advanced practitioner matrices. Emphasizes assessment, implementation, and modification of therapy to patient response. Prerequisites: Successful completion of all curriculum courses offered during the first five semesters of the AAS degree in Respiratory Therapy. Lecture 2 hours per week.

### **RTH 236 Critical Care Monitoring (3 cr.)**

Focuses on techniques and theory necessary for the evaluation and treatment of the critical care patient, especially arterial blood gases and hemodynamic measurements. Explores physiologic effects of advanced mechanical ventilation. Prerequisites: Successful completion of all curriculum courses offered during the first four semesters of the AAS degree in Respiratory Therapy. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.



## **RTH 290 Coordinated Practice in Respiratory Therapy: ACC/NPCC I (2 cr.)**

Provides supervised on-the-job training. Introduces the student to respiratory critical care, home care, and diagnostic pulmonary functions. Students rotate through several critical care units (adult, pediatric, and neonatal) and practice and are evaluated on entry-level critical care skills. Introduces students to adult and pediatric home care and helps them learn to perform diagnostic pulmonary functions. Prerequisites: Successful completion of all curriculum courses offered during the first three semesters of the AAS degree in Respiratory Therapy. Laboratory 10 hours per week.

## **RTH 290 Coordinated Practice in Respiratory Therapy: ACC/NPCC II (2 cr.)**

Provides supervised on-the-job training. Introduces the student to respiratory critical care, home care, and diagnostic pulmonary functions. Students rotate through several critical care units (adult, pediatric, and neonatal) and practice and are evaluated on entry-level critical care skills. Introduces students to adult and pediatric home care and helps them learn to perform diagnostic pulmonary functions. Prerequisites: Successful completion of all curriculum courses offered during the first three semesters of the AAS degree in Respiratory Therapy. Laboratory 10 hours per week.

## **RTH 290 Coordinated Practice in Respiratory Therapy: ACC/NPCC III (2 cr.)**

Provides supervised on-the-job training. Further develops critical respiratory care clinical skills and critical-thinking skills. Students rotate through several critical care units (adult, pediatric, and neonatal) and practice and are evaluated on advanced-level critical care skills. Students also develop skills in hemodynamic monitoring and polysomnography. Prerequisites: Successful completion of all curriculum courses offered during the first four semesters of the AAS degree in Respiratory Therapy. Laboratory 10 hours per week.

## **RTH 290 Coordinated Practice in Respiratory Therapy: ACC/NPCC IV (1 cr.)**

Supervises on-the-job training. Further develops critical respiratory care clinical skills and critical-thinking skills. Students rotate through several critical care units (adult, pediatric, and neonatal) and practice and are evaluated on advanced-level critical care skills. Students also develop skills in hemodynamic monitoring and polysomnography. Prerequisites: Successful completion of all curriculum courses offered during the first four semesters of the AAS degree in Respiratory Therapy. Laboratory 5 hours per week.

## **RTH 290 Coordinated Practice in Respiratory Therapy: ACC/NPCC IV INTERNSHIP (2 cr.)**

Provides supervised on-the-job training. Further develops critical respiratory care clinical skills and critical-thinking skills. Students rotate through several critical care units (adult, pediatric, and neonatal) and practice and are evaluated on advanced-level critical care skills. Prerequisites: Successful completion of all curriculum courses offered during the first five semesters of the AAS degree in Respiratory Therapy. Laboratory 10 hours per week.

## **RTH 290 Coordinated Practice in Respiratory Therapy: ACC/NPCC IV (2 cr.)**

Supervises on-the-job training. Further develops critical respiratory care clinical skills and critical-thinking skills. Students rotate through several critical care units (adult, pediatric, and neonatal) and practice and are evaluated on advanced-level critical care skills. Students also develop skills in hemodynamic monitoring and polysomnography. Prerequisites: Successful completion of all curriculum courses offered during the first four semesters of the AAS degree in Respiratory Therapy. Laboratory 10 hours per week.

## **RTH 295 Topics in Respiratory Therapy: Advanced Cardiac Life Support (1 cr.)**

Designed for health care professionals who are responsible for direct patient care. Lecture and hands-on training provide the delivery of life-saving techniques when faced with an emergency. Presents the recognition and management of life-threatening occurrences through airway stabilization, rhythm recognition, and pharmacologic therapy. Prerequisites: Successful completion of all curriculum courses offered during the first three semesters of the AAS degree in Respiratory Therapy. Lecture 1 hour per week.

## **SAFETY**

### **SAF 130 Industrial Safety - OSHA-10 (1 cr.)**

Presents an introduction to occupational health and safety and its application in the workplace. Emphasizes safety standards and the Occupational Safety and Health Act (OSHA), its rules and regulations (OSHA 10). Lecture 1 hour per week.

## **SOCIOLOGY**

### **SOC 200 Principles of Sociology (3 cr.)**

Introduces fundamentals of social life. Presents significant research and theory in areas such as culture, social structure, socialization, deviance, social stratification, and social institutions. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

## **SOC 210 Survey of Physical and Cultural Anthropology (3 cr.)**

Examines physical characteristics and lifestyles of human ancestors and present populations. Explores cultures from around the world to study diverse adaptations made by humans. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

## **SOC 215 Sociology of the Family (3 cr.)**

Studies topics such as marriage and family in social and cultural context. Addresses the single scene, dating and marriage styles, child-rearing, husband and wife interaction, single parent families, and alternative lifestyles. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

## **SOC 268 Social Problems (3 cr.)**

Applies sociological concepts and methods to analysis of current social problems. Includes delinquency and crime, mental illness, drug addiction, alcoholism, sexual behavior, population crisis, race relations, family and community disorganization, poverty, automation, wars, and disarmament. Prerequisite: Placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

## **SPANISH**

### **SPA 101 Beginning Spanish I (4 cr.)**

Introduces understanding, speaking, reading, and writing skills and emphasizes basic Spanish sentence structure. Incorporates exposure to the arts, culture, and literature of the areas of the world where Spanish is spoken. Part I of II. May include an additional hour of oral drill and practice per week. Lecture 4 hours per week.

### **SPA 102 Beginning Spanish II (4 cr.)**

Introduces understanding, speaking, reading, and writing skills and emphasizes basic Spanish sentence structure. Incorporates exposure to the arts, culture, and literature of the areas of the world where Spanish is spoken. Part II of II. May include an additional hour of oral drill and practice per week. Prerequisite: SPA 101. Lecture 4 hours per week.

### **SPA 107 Spanish Communications for the Hospitality Industry (1 cr.)**

Introduces students to spoken and printed Spanish commonly used and/or experienced in the hospitality industry, including vocabulary, colloquialisms, and other concepts typical in the hospitality setting. May include one additional hour of oral practice per week. Lecture 1 hour per week.

## **SPA 195 Topics in Spanish: Spanish for Health Professionals (3 cr.)**

Introduces Spanish to those in the health sciences. Emphasizes oral communication and practical medical vocabulary. Presents realistic situations and the specialized vocabulary that health care professionals need to communicate with Hispanic patients in the course of their daily work. Provides students with numerous opportunities to apply, in a wide variety of practical contexts, the grammatical structures introduced in the corresponding lessons through personalized questions, grammar exercises, dialogue competition, role plays, and real activities. May include oral drill and practice. Lecture 3 hours per week.

## **SPA 201 Intermediate Spanish (3 cr.)**

Continues to develop understanding, speaking, reading, and writing skills. Part I of II. May include an additional hour of oral drill and practice per week. Prerequisite: SPA 102 or equivalent. Lecture 3 hours per week.

## **SPA 201 Intermediate Spanish (4 cr.)**

Continues to develop understanding, speaking, reading, and writing skills. Part I of II. May include an additional hour of oral drill and practice per week. Prerequisite: SPA 102 or equivalent. Lecture 4 hours per week.

## **SPA 202 Intermediate Spanish (3 cr.)**

Continues to develop understanding, speaking, reading and writing skills. Part II of II. May include an additional hour of oral drill and practice per week. Prerequisite: SPA 201 or equivalent. Lecture 3 hours per week.

## **SPA 202 Intermediate Spanish (4 cr.)**

Continues to develop understanding, speaking, reading, and writing skills. Part II of II. May include an additional hour of oral drill and practice per week. Prerequisite: SPA 201 or equivalent. Lecture 4 hours per week.

## **STUDENT DEVELOPMENT**

### **SDV 100 College Success Skills (1 cr.)**

Assists students in transition to college. Provides overviews of college policies, procedures, and curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students. Strongly recommended for beginning students. Required for graduation. Lecture 1 hour per week.

### **SDV 101 Orientation to American Sign Language and Interpreter Education (3 cr.)**

Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college, and to American Sign Language and Interpreter Education. Covers topics such as services at the college; the library; counseling and advising; listening, test taking, and study skills; learning styles; career and personal development; and topical areas which are applicable to American Sign Language and Interpreter Education. Explores the existence of the Deaf people, who as a community share history, literature, customs, and culture. Lecture 3 hours per week.

### **SDV 101 Orientation to College Mathematics (2 cr.)**

Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college, and to the mastery skills needed for precalculus (MTH 167). Covers topics such as services at the college, including the library; counseling and advising; listening, test taking, and study skills; and topical areas applicable to precalculus. Topics in mathematics may include, but are not limited to, factoring polynomials, arithmetic operations on polynomials, synthetic and long division of polynomials, using the rules of exponents to simplify algebraic expressions, and graphing calculator usage. Emphasizes study skills and strategies specific to students in math courses. Meets SDV requirements for graduation. Prerequisites: A placement recommendation for MTH 167 and completion of Algebra I, Algebra II, and Geometry or equivalent. Co-requisite: Enrollment in college-designated section of MTH 167. Lecture 2 hours per week.

### **SDV 101 Orientation to Culinary and Pastry Arts (1 cr.)**

Assists students in transition to college and the culinary and pastry arts programs. Provides overviews of college policies, procedures, and curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information on effective study habits, career and academic planning, and other college resources available to students. Assists students with learning basic culinary and pastry arts concepts, introductory skillsets, and current trends. Students needing to complete developmental studies courses in English or mathematics may take those courses concurrently with SDV 101 if approved by the program head. Lecture 1 hour per week.

### **SDV 101 Orientation to Culinary and Pastry Arts (2 cr.)**

Assists students in transition to college and the culinary and pastry arts programs. 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. Assists students with learning basic culinary and pastry arts concepts, introductory skillsets, and current trends. Students needing to complete developmental studies courses in English or mathematics may take those courses concurrently with SDV 101 if approved by the program head. Lecture 2 hours per week.

### **SDV 101 Orientation to Health Science (1 cr.)**

Introduces students to the skills that are necessary to achieve their academic goals, to services offered at the college, and to the health science program. Covers topics such as services at the college, including the library; counseling and advising; listening, test taking, and study skills; and career opportunities in the health science field. Emphasizes study skills and strategies specific to students in health science. Introduces students to the programs and career opportunities available in the health science field. Meets SDV requirements for graduation. Lecture 1 hour per week.

### **SDV 101 Orientation to STEM Disciplines (1 cr.)**

Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college, and to STEM disciplines (science, technology/computer science, engineering, and mathematics). Covers topics such as the following: services and resources at the college; the library; counseling and advising; listening, test taking, and study skills; learning styles; career and personal development; and topical areas which are applicable to the STEM disciplines. Lecture 1 hour per week.

### **SDV 101 Orientation to Teacher Preparation (2 cr.)**

Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college, and to teacher preparation. Covers topics such as the following: services and resources at the college; the library; counseling and advising; listening, test taking, and study skills; learning styles; career and personal development; and topical areas which are applicable to teacher preparation. Provides students an opportunity to conduct classroom observations. Lecture 2 hours per week.

## **SDV 109 Student Leadership Development (1 cr.)**

Introduces students to leadership theories and skills. Develops students' personal leadership styles. Assists students to promote leadership skills in others. Examines the outlook, skills, and behavior essential to successful leadership. Lecture 1 hour per week.

## **WELDING**

### **WEL 120 Fundamentals of Welding (2 cr.)**

Introduces history of welding processes. Covers types of equipment and assembly of units. Stresses welding procedures, such as fusion, non-fusion, and cutting oxyacetylene. Introduces arc welding. Emphasizes procedures in the use of tools and equipment. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

### **WEL 124 Shielded Metal Arc Welding (Advanced) (3 cr.)**

Continues instruction on operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt, and fillet welds in all positions. Emphasizes safety procedures. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **WEL 126 Pipe Welding I (3 cr.)**

Teaches metal arc welding processes, including the welding of pressure piping in the horizontal, vertical, and horizontal-fixed positions in accordance with Section IX of the ASME Code. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **WEL 141 Welder Qualification Tests I (3 cr.)**

Studies techniques and practices of testing welded joints through destructive and nondestructive testing. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **WEL 145 Welding Metallurgy (3 cr.)**

Studies steel classifications, heat-treatment procedures, and properties of ferrous and non-ferrous metals. Discusses techniques and practices of testing welded joints and destructive/nondestructive, visual magnetic, and fluorescent testing. Lecture 3 hours per week.

### **WEL 150 Welding Drawing and Interpretation (2 cr.)**

Teaches fundamentals required for successful drafting as applied to the welding industry. Includes blueprint reading, geometric principles of drafting and freehand sketching, basic principles of orthographic projection, preparation of drawings, and interpretation of symbols. Lecture 2 hours per week.

### **WEL 153 Layout and Fitting for Welders (3 cr.)**

Covers the application of formulas and calculations to the proper layout and fitting of metals in welding projects. Emphasizes the use of jigs, fixtures, and hand tools in metal fabrication and assembly along with fabrication and safety procedures for hands-on and workplace projects. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **WEL 155 Ornamental Welding (2 cr.)**

Introduces students to basic equipment, safety, and processes useful in the fabrication of welded ornamental objects. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

### **WEL 160 Gas Metal Arc Welding (MIG and FCAW) (3 cr.)**

Introduces semi-automatic welding processes with emphasis on practical application. Includes the study of filler wires, fluxes, and gases. Introduces practical operations in the use of gas metal arc welding and equipment. Studies equipment operation setup, safety, and practice of semi-automatic welding processes. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **WEL 164 Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG) (3 cr.)**

Introduces practical operations in the use of tungsten arc welding and equipment. Studies equipment operation setup, safety, and practice of Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG). Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

# COLLEGE ORGANIZATION

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# REYNOLDS COMMUNITY COLLEGE

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### Institutional Advancement

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**Joseph J. Schilling**, Director, Communications and Special Assistant to the President

**Kelly A. Smith**, Director, Marketing

## FACULTY 2019-2020

**Abuzayda, Ihab**; Associate Professor, Information Systems Technology; B.S., Manchester College; M.S., East Tennessee State University

**Adams, Janet L.**; Professor, Program Head, Biology; B.A., Virginia Wesleyan College; Ph.D., Virginia Commonwealth University

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**Anik, Mazhar K.**; Instructor, Assistant Dean, School of Business; B.S., Bowling Green State University; M.B.A., Bowling Green State University

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Old Dominion EMS Alliance

**Frank Kinnier, III**  
Director of EMS  
Chesterfield Fire and EMS

**Ken Miller**  
Retired  
Mechanical Engineer

**Michael Ortega**  
Director, Bon Secours  
Virginia Transfer Center  
Bon Secours Health System

**Jonathan W. Owens**  
Firefighter/Medic  
Hanover Fire and EMS

**Jethro H. Piland, III**  
Acting Chief  
Hanover Fire and EMS

**Gary W. Samuels**  
EMS Coordinator  
HCA Henrico Doctors' Hospitals

**Albert S. Thompson, III**  
Captain, EMS  
Chesterfield Fire and EMS

**Wayne Woo**  
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Reynolds Community College

**Fire Science Technology AAS and**  
**Certificate**  
**Emergency Services**  
**Leadership Specialization AAS**

**Andrew Baxter**  
Fire Chief  
Charlottesville Fire Department

**Melvin Carter**  
Fire Chief  
City of Richmond Fire Department

**Robert A. Creecy**  
Fire Chief  
Richmond Department of Fire and  
Emergency Services

**Rodney D. Epps**  
Battalion Chief  
City of Richmond Fire Department

**James Graham**  
Deputy Fire Chief, Retired  
Chesterfield County Fire & EMS

**Keith Greene**  
Fire Chief  
Louisa County Department of Fire  
and Emergency Medical Services

**William MacKay**  
Fire Chief  
Goochland County Fire/Rescue

# REYNOLDS COMMUNITY COLLEGE

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**Anthony E. McDowell**  
Deputy County Manager  
Henrico County Fire Department

**Jethro H. Piland, III**  
Fire/EMS Chief  
Hanover County Fire/EMS

**Edward Loy Senter, Jr.**  
Fire Chief  
Chesterfield County Fire & EMS

**Steven Singer**  
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**Kevin Spruill**  
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City of Richmond Fire Department

**Health Information Management (HIM)  
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Medical Records Coder CSC  
Advanced Medical Coder CSC  
Release of Health Information Specialist  
CSC**

**Steven Cosby**  
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**Deborah A. Fadden RN, BPS, RHIA**  
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**Greg Strickland**  
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VCU Health Systems

## **Health Science I CSC**

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**Harrison L. Hayes**  
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**Keisha Smith**  
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**Horticulture Technology AAS  
Floral Design CSC  
Sustainable Agriculture CSC**

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**Lisa Dearden**  
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RVAg, Inc.

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**Chuck Peple**  
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Grayhaven Winery

**David O. Pippin**  
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David Pippin, Inc.

**Penny Seay**  
Landscape Design  
Rockcreek Innovations

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**Human Services AAS**

**Substance Abuse Counseling  
Education CSC**

**Arthur W. Byrd, MSW**  
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Reynolds Community College

**Steven Hixon, BSW, MBA**  
Prevention Coordinator  
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Virginia State University

**Linda Pinney, M.Ed.**  
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Reynolds Community College

**Information Systems Technology AAS  
Computer Programmer CSC  
Cyber Security CSC  
Internet Applications Development (Web  
Design) CSC  
Microcomputer Applications CSC  
Network Administration CSC**

**John Dickerson**  
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**Richard Allen Donahue, Sr.**  
Retired, Information Technology  
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President  
Developer Journey LLC

**Mike Jones**  
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**Lionel Mew**  
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IST Department Chairman  
University of Richmond

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Technology Audit,  
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**Management AAS – Retail Management Specialization**  
**Management AAS - Small Business Management Specialization**  
**Entrepreneurship in Small Business CSC**  
**eCommerce CSC**

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 Old Dominion University

**Gerald Quirk**  
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 Reynolds Community College

**Howard Rose**  
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**Nursing AAS**

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Dean of Nursing Bon Secours Memorial  
 College of Nursing

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 Department of Adult Health & Nursing \  
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 Virginia Commonwealth University School  
 of Nursing

**Opticianry AAS**  
**Opticians Apprentice CSC**

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 Vision Works

**Ledonna Buckner, FCLSA**  
 Senior Account Manager  
 Blanchard Contact Lens Company

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 Respiratory Therapy Program  
 Distance Education Coordinator  
 Reynolds Community College

**Grady Culbreth**  
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 Roxanne Robinson, OD

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 Executive Director  
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**Pamela J. Dragon**  
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 Virginia Eye Institute

**Robert Flippin**  
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 Self-Employed  
 Thorp & Flippin Optical, Inc.

**Matthew C. Handy, LDO**  
 Vision Center Manager  
 Walmart

**Adam S. Melton, O.D.**  
 Owner  
 Provision Eye Care

**Rachel Thruston**  
 Ophthalmic Lab Technician  
 Lens Crafters

**Paralegal Studies AAS**  
**General Practice Specialization AAS**

# REYNOLDS COMMUNITY COLLEGE

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## **Litigation Specialization AAS**

### **Kitty Bice**

Senior Litigation Paralegal  
Williams Mullen, PC

### **Janet Broadway**

Human Resources Director  
Sands, Anderson,  
Marks & Miller

### **Sherry A. Fox**

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Thompson McMullan, PC

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McGuire Woods, LLP

### **Michele D. Rundstrom**

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Universal Leaf Tobacco  
Company, Inc.

### **Susan B. Spielberg**

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## **Pharmacy Technician CSC**

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### **Heather Davis**

Student Representative  
Reynolds Community College

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Appeals Coordinator  
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### **Denise Owczarski, CPhT**

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### **Ashley Pollock**

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### **Audrey Crenshaw Valentine**

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## **Practical Nursing Certificate**

### **Marjorie Bagley**

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Insurance Verification  
St. Mary's Ambulatory  
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### **Tina Kilgore**

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### **Mariah Proffitt, RN/CIS Clinical Analyst**

Bon Secours Health Systems

## **Respiratory Therapy AAS**

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### **Robin Bland**

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### **Patricia Booker**

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Arts and Sciences  
Danville Community College

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Assistant Rehab Director  
Emergency Planner  
VCU Community Memorial Health Center

### **David J. Urso**

Dean, Life Sciences and Human Services  
Blue Ridge Community College

### **Kaipo West, RRT, RCP**

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## **Welding CSC**

### **Advanced Welding CSC**

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Nuclear Construction-Mechanical  
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### **Paul Dillard**

Regional Manager  
ARC3 Gases

### **Daniel Gillespie**

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Carter Machinery  
Vice President  
Expert Metal Works  
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Reynolds Community College

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Colonial Webb Contractors

### **Bernard Smith**

Supervisor DZ Atlantic Company

**A**

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