The catalog is the official announcement of the programs, requirements, and regulations of Virginia College. Students enrolling in the College are subject to the provisions stated herein. Statements regarding courses, fees, and conditions are subject to change without advance notice. The contents of this catalog are for informational purposes and are not to be considered a contract between a student and Virginia College.
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A Message from the Campus President

Welcome to Virginia College. We, the staff and faculty, are eager to provide you with practical and theoretical learning experiences that are designed to prepare you for a career in the field of study you have chosen.

Virginia College enjoys a long-standing, reputable history with campuses in Birmingham, Huntsville, Mobile, and Montgomery, Alabama; Fort Pierce, Jacksonville, and Pensacola, Florida; Biloxi and Jackson, Mississippi; Austin and Lubbock, Texas; Chattanooga and Knoxville, Tennessee; Charleston, Columbia, Florence, Greenville, and Spartanburg, South Carolina; Augusta, Columbus, Macon, and Savannah, Georgia; Baton Rouge and Shreveport, Louisiana; Richmond, Virginia; Tulsa, Oklahoma; and Greensboro, North Carolina. As an independent institution of higher education and learning, Virginia College is dedicated to providing our students with intensive career education opportunities satisfying both student and employer needs.

We look forward to your discovering our “team approach” that is evidenced throughout the campuses. Virginia College is strengthened further by its employees who make major contributions to the success of the campuses and to the students. This day-to-day concentrated interest and interaction among the faculty, staff, and students contributes to the students' ultimate competitive advantage. An outstanding advantage is realized when our students approach completion of their studies and actively pursue their independent career positions.

We are pleased to have you as part of our outstanding student body. As a student, or one who is interested in becoming a student, remember that our purpose is to serve your educational and career-planning goals.

Welcome!
General Information

MISSION
Virginia College is a private, proprietary institution of higher education committed to offering diplomas, associate’s degrees, bachelor’s degrees, and master’s degrees. The student’s learning experience and placement opportunities are enhanced through studies that provide a balance of general academics, technical skills, and personal growth. The goal of Virginia College lies in its responsibility to the students, the technical and business communities, and the general citizenry. The College provides educational opportunities through curricula in business, business-related, administrative, management, technical, medical, and professional programs that are designed to prepare a student for direct entry into the job market or to enhance their chances of advancement within a business hierarchy.

PHILOSOPHY AND VALUES
Virginia College maintains vigilance in the ever-changing job market requirements with expansion of its program offerings. The College supports a progressive policy to prepare students as competitive employees in the local, regional, and multi-state job markets. The Virginia College story has an undeniable history of pride, community service, and prestigious career training.

We continue in our mission to provide educational opportunity for our students at Virginia College.
  • We believe our value in the community is measured by the students’ success.
  • We believe that each instructor, administrator, and staff member is dedicated to customer service.
  • We believe in accountability, integrity, and caring by instructors, administrators, staff, and students.
  • We believe our purpose for existing is to serve our student and employer customers.
  • We believe planning, goal setting, and assessing of important outcomes are cornerstones to our future and the future of our students.
  • We believe in the Mission’s purpose, which supports and maintains the College’s policies and standards.
  • We believe all undertakings of the College must be done with the highest of ethical standards.

PURPOSE AND OBJECTIVES
In keeping with the needs and background of the College’s students and the changing communities the College serves, the faculty and administration are dedicated to accomplishing the following objectives:
  • Provide specialized educational services on the college level for the areas served by each of our campuses. This objective is reached by offering programs that incorporate quality and intensified degree programs preparing graduates with competitive technical, business, and professional skills.
  • Provide in-depth educational programs that give primary emphasis to business, technical, creative, and professional education for direct entry into the job market.
  • Provide its graduates with qualifications for securing the type of education that will enable them to make changes and advancements in their jobs as time and circumstances require.
  • Assist employers by providing qualified workers who are educated in the professional and technical skills needed.
  • Assist the graduate in securing gainful employment in the graduate’s initial position and in future positions according to the graduate’s abilities, interests, and skills.
  • Provide career education at the college level, thus preparing students for technical and business careers.

HISTORY
Virginia College was founded in 1983. The first branch campus was opened in Birmingham, Alabama, in February 1992, and this became the main campus in 1995. The College system has grown to include campuses in the following locations: Huntsville, Mobile, and Montgomery, Alabama; Fort Pierce, Jacksonville, and Pensacola, Florida; Biloxi and Jackson, Mississippi; Austin and Lubbock, Texas; Chattanooga and Knoxville, Tennessee; Charleston, Columbia, Florence, Greenville, and Spartanburg, South Carolina; Augusta, Columbus, Macon, and Savannah, Georgia; Baton Rouge and Shreveport, Louisiana; Richmond, Virginia; Tulsa, Oklahoma, and Greensboro, North Carolina.

FACILITIES AND EQUIPMENT
The Virginia College campuses are structured to provide air-conditioned classrooms, a student lounge area, faculty and staff work areas, full administrative facilities, and a library. The campus maintains computer and networking labs that simulate the job markets for which students are being trained. The College’s facility is custom designed to enhance the educational experience and to serve the needs of the Virginia College student. The facility provides barrier-free entrances to the College to permit easy access for physically challenged students. Reserved parking spaces are also well defined and conveniently located for physically challenged students.

CURRICULUM
Virginia College designs its curricula to meet the needs of students who are job and career oriented. The students who make up the student body at Virginia College are seeking a non-traditional, structured education that can launch them into a diversity of careers. Each of the program offerings includes education that is designed to prepare students with the skills needed to pursue employment opportunities in their field of study. The Virginia College Intercampus Consortium Agreement allows students to take courses at any Virginia College campus or online and to treat these courses as if taken at their home campus. Online Education Options and Acceptance Requirements can be found online at www.vc.edu/catalogs.

The programs offered by Virginia College are comprised of courses designed to meet the specific needs of the local business community. Virginia College’s diploma and degree programs are intended to be “terminal” in nature, which means the students should complete their programs with the knowledge and skills necessary to embark upon their chosen career. It also means the program’s credits/clock hours will probably NOT transfer into other curricula or to other institutions.

The Virginia College Intercampus Consortium Agreement allows students to take courses at any Virginia College campus or online and to treat these courses as if taken at their home campus. Online Education Options and Acceptance Requirements can be found online at www.vc.edu/catalogs. For delivery of online courses, students must attend an initial orientation. Tuition for
online courses is based upon the current tuition rate, and a fee is associated with taking each online course. Upon admission to the College, there are no additional tests associated with taking online courses. The mode of delivery is through Canvas, and Microsoft 2013 is the required software. Students may use the computer lab on campus to complete their coursework. Students must be enrolled in their second quarter or later and must maintain a GPA of 2.0 or greater in order to be eligible to take courses online.

NON-DISCRIMINATION POLICY
Virginia College is committed to equal employment and educational opportunities. No person will be subject to discrimination on the basis of age, race, color, national origin, sex, or disability in the administration of any educational program or activity, including participation in, receiving the benefits of, admission to, or employment in such programs and activities. The following person has been designated to handle all inquiries regarding the College’s non-discrimination policies: General Counsel, Virginia College, LLC, 3660 Grandview Parkway, Suite 300, Birmingham, AL 35243, (205) 329-7900.

STUDENT RECORDS/RELEASE OF INFORMATION
In compliance with Public Law 93-383, "The Family Educational Rights and Privacy Act" (FERPA), which is Section 438 of the General Education Provision Act, the College has adopted policies and procedures which permit the student the opportunity to view his/her educational records upon request. Educational records mean those records, files, documents, and other materials that contain information directly related to a student. Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff and are not accessible or revealed to any other person.

The College will not permit access to or release of confidential information to any individual or agency without written consent of the student, except for the following reasons: 1) Records are required by Virginia College officials in the proper performance of duties, 2) Organizations conducting studies for educational and governmental agencies, 3) U.S. Government agencies as listed in Public Law 93-380, 4) Accrediting agencies, 5) Parents of dependent children as defined in the Internal Revenue Code of 1954, 6) Appropriate persons in connection with an emergency, 7) Other educational institutions upon request of transcripts for students seeking enrollment in that institution, 8) In connection with the award of financial aid, and 9) In response to legal court orders. The College’s FERPA policies and procedures can be found online at www.vc.edu/catalogs.

DRUG- AND ALCOHOL-FREE CAMPUS
The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies. As a matter of policy, Virginia College prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students, employees, and any other parties on its property or at any College activity. Any violation of this policy will result in appropriate disciplinary actions up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified. Drug and Alcohol Prevention information can be found online at www.vc.edu/catalogs.

In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers to take part, at their own expense, in an appropriate counseling or treatment program. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES OR SPECIAL NEEDS
Virginia College supports the tenets and spirit of the Americans with Disabilities Act (ADA). The College has made appropriate accommodations such as special parking facilities, ramped entrances, and accessible water fountains and restrooms. The College will make additional reasonable accommodations to meet the needs of any student with disabilities.

It is the responsibility of the student to inform the College of any disability, whether physical or mental, that might in any way affect the student’s academic progress or for which the student seeks accommodation. All requests for accommodation must be made in writing to the Academic Dean using the Accommodation Request Form that is included in the Policy Regarding Accommodations for Disabled Students. The Policy Regarding Accommodations for Disabled Students can be found online at www.vc.edu/catalogs or can be obtained from the Office of the Academic Dean.

ACCREDTATIONS AND APPROVALS
Accreditation
Virginia College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award diplomas, associate’s degrees, bachelor’s degrees, and master’s degrees. ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS may be contacted at 750 First Street NE, Suite 980, Washington, DC 20002-4241.

The Culinary Arts and Pastry Arts programs have received a grant of accreditation from the Accrediting Commission of the American Culinary Federation Education Foundation (ACFEF), 180 Center Place Way, St. Augustine, Florida 32095, (904) 824-4468.

The Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography. The contact information is Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, Florida 33756, (727) 210-2350, www.caahep.org.

The Interior Design bachelor’s degree program is accredited by the Council for Interior Design Accreditation (CIDA), 206 Grandville Avenue, Suite 350, Grand Rapids, Michigan 49503, (616) 458-0400, www.accredit-id.org.

The Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists (ASHP), 7272 Wisconsin Avenue, Bethesda, Maryland 20814, (301) 657-3000, www.ashp.org.

The Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, Texas 76021-4244, (817) 283-2835, www.coarc.com.
The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting. The contact information is Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, Florida 33756, (727) 210-2354, www.caahep.org.

**Licenses and Authorizations**
- U.S. Department of Education
- Alabama Board of Cosmetology
- Alabama Board of Massage Therapy
- Alabama Board of Nursing
- Alabama Department of Postsecondary Education

**Authorization Statement**
Virginia College is authorized to operate in the State of Alabama. Virginia College will continue to monitor developments in state law in each state in which it enrolls students. If authorization or licensure is or becomes necessary, Virginia College will obtain such additional approvals. Accreditation and licensure documents may be reviewed in the office of the Campus President.

**Virginia College (Online) Licenses and Registration**
Virginia College (Online) is currently licensed or otherwise authorized to operate in the States of Alabama, Georgia, Mississippi, and Wisconsin and is a registered school in Maryland, Utah, and Wyoming.
- Alabama Department of Postsecondary Education
- Georgia Nonpublic Postsecondary Education Commission
- Maryland Higher Education Commission
- Licensed by the Mississippi Commission on Proprietary School and College Registration, License No. C-658.
- Utah Department of Commerce
- Wisconsin Educational Approval Board
- Wyoming Department of Education

Please direct questions regarding accreditation, registration, or licensure to the Academic Dean.

**STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT OF 1990**
The Student Right-To-Know and Campus Security Act of 1990 requires all postsecondary institutions participating in federal student aid programs to disclose campus security policies and certain crime statistics. Each year the respective campuses publish statistics relating to campus crimes during the previous year. The College’s Crime Awareness and Campus Security policy statement can be found online at www.vc.edu/catalogs.

**STUDENT SERVICES**
Advising services at Virginia College are considered a vital part of the total college program and are available in several forms to help students:
- make choices and adjustments in conjunction with their educational objective;
- understand themselves and the environment surrounding them; and
- develop a sense of responsibility for actions taken personally and professionally.

**ADMISSIONS SERVICE**
This service is important to help guide a student into the educational program in which he/she may be interested or best suited. The Admissions Office has career information available to students in order to make this choice a purposeful one.

**STUDENT FINANCE SERVICES**
The Student Finance Office provides financial aid advisement to all incoming students as part of their acceptance at Virginia College. This office also provides advisement to continuing students on an as-needed basis.

**ACADEMIC ADVISING**
Academic advising complements academic instruction and is thus a Program Director/Academic Dean responsibility. The primary purpose of academic advising is to help students review their academic progress, inform them of the variety of student support services and extracurricular educational opportunities available to them, encourage them to remain focused on their original goal, and to explore the implications and consequences of their choices.

**CAREER PLANNING AND JOB SEARCH ASSISTANCE**
Many programs offer a course designed for career preparation and offer student success strategies, career planning, resume development, and interview preparation. While the campuses do not guarantee employment following graduation, reasonable effort will be made to assist the student in securing suitable employment.

Virginia College’s Student Career Development Specialists and Career and Market Development Managers stand ready to address the following steps in preparation for the job search:
1. Reviewing a graduate’s resume
2. Assisting in interviewing techniques
3. Assisting with analysis for career choice
4. Assisting in career choice job market research

Specifically, Virginia College’s Career and Market Development Managers work in the local and national employment market to:
- market the graduate’s skills to employers of interest;
- generate job leads; and
- help students obtain desired interviews.

The success of the career services’ efforts of the campus is dependent on the student’s participation in these efforts in conjunction with his/her academic record.

**Background and Criminal History**
Prospective employers may require drug testing and background checks, including criminal background checks. A criminal conviction may prevent the student from being accepted at an externship site or gaining employment. Additionally, some states have laws that prohibit persons with certain criminal convictions (including misdemeanors) from working in certain career fields.

**Citizenship Status:** U.S. law (8 U.S.C. § 1621) restricts the ability of state and local governments to offer a professional or commercial license to any person who is not a U.S. citizen or qualified non-citizen. A prospective applicant or student who is not a U.S. citizen who intends to enroll in an educational program that prepares the student for a career in which professional or commercial licensure is required is strongly encouraged to research these requirements prior to enrolling at the College.
STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Statement of Intent

To afford full consideration to student complaints and concerning any aspect of the programs, facilities, or other services offered by or associated with Virginia College. This grievance procedure is intended to provide a framework within which complaints may be resolved. This procedure is not, however, a substitute for other informal means of resolving complaints or other problems.

Students are encouraged to communicate their concerns fully and frankly to members of the College faculty and administration. Reasonable measures will be undertaken to preserve the confidentiality of information that is reported during the investigation.

Procedure

All student complaints will be handled in the following manner:

Step One:
The student must try to resolve the issue with the campus staff member or instructor/supervisor involved. If the matter is not resolved, the student should schedule a meeting with the Program Director of the involved department.

Step Two:
If the Program Director/supervisor is unable to resolve the issue, the student should arrange to meet with the Academic Dean.

Step Three:
If the matter is not resolved to the student’s satisfaction, the student must present a written complaint to the Campus President (or designee). The Campus President (or designee) will promptly acknowledge receipt of the complaint and respond to the student in writing. The response will address the specific complaints and indicate what, if any, corrective action has been proposed or accomplished. The Campus President (or designee) will schedule/attempt to schedule a meeting with the student to discuss the written response within seven (7) school days after the student receives the response. The Campus President (or designee) will take the necessary steps to ensure that any agreed-upon solution or other appropriate action is taken.

Step Four:
If the complaint is not resolved by the local Campus President (or designee), the student may submit the complaint in writing to the College’s Student Ombudsman, Education Corporation of America, 3660 Grandview Parkway, Suite 300, Birmingham, Alabama 35243, via email to ombudsman@ecacolleges.com, or call toll free at 1-866-677-9050. The role of the Student Ombudsman is to address student complaints and to identify satisfactory resolutions to student issues and concerns. The Student Ombudsman will respond to the student’s complaint, generally within ten (10) days, specifying what action, if any, the College will undertake.

Step Five – Virginia College Online Programs Only:
If the complaint has not been resolved to the satisfaction of the student and the student is a Georgia resident, the student may submit the complaint in writing to the College’s Student Ombudsman, Education Corporation of America, 3660 Grandview Parkway, Suite 300, Birmingham, Alabama 35243, via email to ombudsman@ecacolleges.com, or call toll free at 1-866-677-9050. The role of the Student Ombudsman is to address student complaints and to identify satisfactory resolutions to student issues and concerns. The Student Ombudsman will respond to the student’s complaint, generally within ten (10) days, specifying what action, if any, the College will undertake.

Step Six:
If the complaint has not been resolved by Virginia College to the satisfaction of the student, the complaint may be referred to the Accrediting Council for Independent Colleges and Schools, 750 First Street NE, Suite 980, Washington, DC 20002-4241.

Effective: May 6, 2016

Complaint Policy for Students Receiving VA Education Benefits

Any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link: http://www.benefits.va.gov/GIBILL/Feedback.asp. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

STUDENT CONDUCT POLICY

All students are expected to conduct themselves, both in and out of class, in a manner that is acceptable in the professional world. The College reserves the right to place a student on probation or exclude him/her from class or school for either of the following reasons:

1. Conduct found by the administration to be detrimental to the individual, other students, the community, or the campus

2. Verified acts of cheating. Acts of cheating include the usage of another student’s work either verbally or in writing. This includes all class assignments, homework assignments, projects, quizzes, and examinations.

Please see the Virginia College Student Handbook for comprehensive information.
Undergraduate Admissions

ADMISSIONS PROCEDURES – ON GROUND

Applicants should request an appointment for a personal interview with an Admissions Associate in order to gain a better understanding of the College and view its facilities and equipment. Upon completion of the admissions interview and the SLE examination, the applicant will complete an application for enrollment to be reviewed by the Director of Admissions. Applicants who have not previously attended any accredited postsecondary institution will be considered first-time college students.

Applicants who plan to enter a degree or diploma program must meet the following admission requirements:

1. Programs at the College will require prospective students to take and pass a nationally standardized test, the Wonderlic SLE, with a minimum score in order to gain admittance. The SLE can be taken three times per quarter, 6 total attempts and students may take the SLE twice on the day of their first attempt only but must wait 24 hours to test the third time. Students who hold a bachelor’s degree or an associate’s degree will not be required to take the SLE examination. The minimum SLE score for all programs is 10 except the programs below which require:

   - Associate Degree in Nursing - 21
   - Diagnostic Medical Sonography - 21
   - Respiratory Care - 21
   - Surgical Technology - 18

2. All prospective students interested in digital programs must pass the Wonderlic Digital Learning Readiness Assessment (DLRA) with a minimum score of 40. Students must successfully complete the SLE prior to attempting the DLRA. Students are not permitted to take the DLRA more than once. If a student does not pass the assessment, they must meet with the Program Director for his/her determination as to the student’s ability to begin the program.

3. Applicants who hold a State of Alabama High School Diploma, the high school diploma of another state equivalent to a State of Alabama High School Diploma, or an equivalent diploma issued by an acceptable nonpublic high school are eligible for admission. Applicants who hold a certificate of attendance or any other award issued in lieu of a diploma are ineligible for admission.

4. Applicants who hold a Certificate of High School Equivalency (GED Certificate) issued by the State of Alabama or other state departments of education are eligible for admission. Home school study credentials are accepted for enrollment so long as the home school program of study is equivalent to a high school diploma and is recognized in the student’s home state where the education was provided. All home school study credentials will be evaluated by the Corporate Office prior to final acceptance to the College.

5. All students are required to sign an attestation at enrollment stating they have earned one of the abovedescribed high school credentials.

6. Applicants to some programs of study must complete a criminal background check and drug screen. Random drug screening may also be done at the discretion of the College. Applicants are advised that a criminal record or positive indication of the use of controlled substances may adversely impact their eligibility for admission and/or continued enrollment in these programs and placement opportunities upon program completion.

7. Applicants for the Diagnostic Medical Sonography and Respiratory Care programs may also be required to successfully complete a pre-acceptance interview with the Program Director or his/her designee.

8. Applicants for the Surgical Technology program may be required to successfully complete a pre-acceptance interview with the Program Director or designee.

9. Two start dates are available per year for the Surgical Technology program (January and June). A maximum of 30 students may be enrolled per start, with a combined maximum program enrollment of 60 students per year.

10. Applicants to the HVAC-R and Electrical Technician diploma and HVAC-R associate’s degree programs must provide their valid driver’s license at the time of enrollment.

11. Applicants to the HVAC-R and Electrical Technician diploma and HVAC-R associate’s degree programs must complete a criminal background check and may be required to take another background check prior to being sent on interviews. Applicants are advised that a criminal record may adversely impact their eligibility for admission and/or continued enrollment in the program and placement opportunities upon program completion.

12. Cosmetology students must have an official high school transcript or GED transcript on file with the College by the end of the provisional period.

Associate Degree in Nursing

Applicants who plan to enter the Associate Degree in Nursing program must meet the following admission requirements:

1. All students seeking admission into the Associate of Science Nursing program are required to take and pass both the SLE examination and the math and reading sections of the HESI A2 Admission Test prior to signing an enrollment agreement. The minimum SLE score required is 21. The SLE can be taken three times per quarter, 6 total attempts and students may take the SLE twice on the day of their first attempt only but must wait 24 hours to test the third time. Students who hold a bachelor’s degree or an associate’s degree will not be required to take the SLE examination.

2. The HESI A2 Admission Test is a tool to determine if students have the academic skills necessary to complete a Vocational or ADN program of study in a school of nursing and pass the NCLEX® licensure exam. The HESI A2 Admission Test is an online test that evaluates the basic reading and math skills of students seeking entry into a nursing program leading to RN licensure. Candidates for admission will take the Reading and Math sections of the test. Candidates’ results on the Reading and Math sections of the test will be used to make admission decisions. A minimum score of 65% in Math and 75% in Reading. No previous A2 exams from other institutions will be accepted for consideration. Students may attempt the HESI A2 test two times within a 12 month period. Should the student fail to achieve the minimum required score on the first HESI A2 attempt, the student must wait 7 days before attempting the HESI A2 for the second time.
Applicants to the Associate of Science in Nursing program will need to achieve the minimum required score within 2 attempts and will not be able to use HESI A2 test scores from any additional attempts within a 12 month period.

Applicants who hold a State of Alabama High School Diploma, the high school diploma of another state equivalent to a State of Alabama High School Diploma, or an equivalent diploma issued by an acceptable nonpublic high school are eligible for admission. Applicants who hold a certificate of attendance or any other award issued in lieu of a diploma are ineligible for admission.

3. Applicants who hold a Certificate of High School Equivalency (GED Certificate) issued by the State of Alabama or other state departments of education are eligible for admission. Home school study credentials are accepted for enrollment so long as the home school program of study is equivalent to a high school diploma and is recognized in the student’s home state where the education was provided. All home school study credentials will be evaluated by the Corporate Office prior to final acceptance to the College.

4. All students are required to sign an attestation at enrollment stating they have earned one of the above described high school credentials.

5. Applicants to the Associate Degree in Nursing program must also successfully complete the following:
   a. A criminal background check and drug screen. Random drug screening may also be done at the discretion of the College. Applicants are advised that a criminal record or positive indication of the use of controlled substances will adversely impact the eligibility for admission and/or continued admission in the nursing program.
   b. An interview with the nursing Program Director and/or nursing faculty.

Applicants for the CDL Combination Truck Driver Training and CDL Straight Truck Driver Training Short Programs

1. Applicants for short programs are not required to take and pass the PAA examination.
2. Title IV is not available for short programs; however, student payment plans are available.
3. Students enrolled in the short programs must adhere to the policies stated within the Attendance/Make-Up Policy.
4. No academic or transfer credit will be awarded by the College for short programs. Students should not assume that courses within the short programs will be accepted for transfer credit at another institution.
5. Short programs are non-credit bearing.
6. Students should refer to the Tuition Refund Policy section for refund information.
7. Short programs do not qualify for in-school loan deferments.
8. Students will receive a certificate of completion for the short program.

**PROVISIONAL ENROLLMENT**

All new students entering the College for the first time will be enrolled on a provisional basis for the first 28 calendar days of their first term (21 calendar days for Culinary Arts and Pastry Arts students as well as students who enroll initially during a five week mini-term session).

These provisional students who are earning satisfactory grades and posting satisfactory attendance as determined by the College will be transitioned to regular student status on their first day of attendance or after the 29th day of enrollment (22nd day of enrollment for Culinary Arts and Pastry Arts students as well as mini-term starts). At this point, regular students will be charged tuition and may receive any student aid for which they are eligible, retroactive to the beginning of the term.

The College may cancel the enrollment of provisional students who are not earning satisfactory grades and/or posting satisfactory attendance as determined by the College as of the end of the provisional enrollment period. Students who fail to post attendance in accordance with the College’s attendance policy after the 28th day (21st day for Culinary Arts and Pastry Arts students as well as mini-term starts) will be considered to have cancelled while in provisional status. Provisional students whose enrollments are cancelled will not incur any tuition or fee obligation to the College.

**ADMISSIONS PROCEDURES – ONLINE PROGRAMS**

Applicants who plan to enter a degree or diploma program must meet the following admission requirements:

1. Applicants to online programs must hold a standard High School Diploma issued by the state public school system or an equivalent diploma issued by an acceptable non-public high school.
2. Applicants may also hold a GED issued by the state department of education or a home school study certificate. Home school study credentials are accepted for enrollment so long as the home school program of study is equivalent to a high school diploma and is recognized in the student’s home state where the education was provided. All home school study credentials will be evaluated by the Corporate Office prior to final acceptance to the College.
3. Applicants who hold a certificate of attendance, or any other award issued in lieu of a diploma, are ineligible for admission.
4. Applicants are required to participate in an admission interview to evaluate the student’s commitment to online education and ability to complete the program.
5. Applicants must take the PAA examination following the admissions interview. Applicants must meet or exceed the required score on the examination in order to be considered for admission.
6. Students may be required to submit an official high school or GED transcript to the College pursuant to State regulations or at any other time upon request.
7. Applicants to some programs of study must complete a criminal background check and drug screen. Random drug screening may also be done at the discretion of the College. Applicants are advised that a criminal record or positive indication of the use of controlled substances may adversely impact the eligibility for admission and/or continued enrollment in these programs and placement opportunities upon program completion.

**PROVISIONAL ENROLLMENT FOR ONLINE STUDENTS**

All new students exclusively entering the College’s Online Division for the first time will be enrolled on a provisional basis
for the first 45 calendar days of their first term (30 calendar days for Online Division students who enroll initially during a five-week mini-term session).

Those provisional online students who are earning satisfactory grades and posting satisfactory attendance as determined by the College will be transitioned to regular student status on their first day of attendance on or after the 46th day of enrollment (31st day of enrollment for mini-term starts). At this point, regular students will be charged tuition and may receive any student aid for which they are eligible, retroactive to the beginning of the term.

The College may cancel the enrollment of provisional online students who are not earning satisfactory grades and/or posting satisfactory attendance as determined by the College as of the end of the provisional enrollment period. Students who fail to post attendance in accordance with the College’s attendance policy after the 45th day (30th day for mini-term starts) will be considered to have cancelled while in provisional status. Provisional students whose enrollments are cancelled will not incur any tuition or fee obligation to the College.

ORIENTATION
Orientation is provided for all students prior to the commencement of classes. Specific information regarding the time of the orientation session will be forwarded to each student approximately one week before classes begin. During the orientation process, students will be notified of pertinent rules and regulations of Virginia College, familiarized with facilities, introduced to various faculty and staff members, and issued schedules. Any student who is unable to attend the scheduled orientation session must make special arrangements with his or her Admissions Associate. Exceptions to being present at the prescribed orientation require prior approval.

TRANSFER ACCEPTANCE POLICY
Effective: July 27, 2016
Virginia College may grant academic credit to students who have successfully completed the same or substantially the same course work (as required in the curriculum) at other institutions of postsecondary education. The granting of such transfer credit is totally at the discretion of the campus.

Students’ transfer credit evaluations will be conducted using the following guidelines:

1. An official transcript of the student's course work must be furnished directly by the institution where the course work was completed before any application for transfer credits can be evaluated.
2. The credits must have been earned in courses offered at an accredited institution acceptable to Virginia College.
3. A grade of “C” or “2.0” or higher must be designated to each course completed to be eligible for transfer. Only courses in which credit has been designated with grades assigned will be considered for transfer. No credits earned as a result of a “pass/fail” option (grade of “P”) are eligible for transfer.
4. No more than 40 percent of the credits necessary to earn a degree from Virginia College will be accepted for transfer.
5. When transferring between Virginia College programs, students may transfer more than 40 percent of their earned credits.

6. Course work completed more than five years ago may only be transferred with approval from the National Dean for the student’s program of study. Computer and other technology-related courses will generally not be accepted if taken more than three years ago.
7. Transfer of credits must be completed during the first term of enrollment. Securing official transcripts in a timely manner is the sole responsibility of the student. Military students have until their second term of enrollment to secure their transcripts and complete the transfer of credit process.
8. The Academic Dean shall make final determination on the acceptability of transfer credits. The above guidelines shall be used in evaluating all applications for transfer credits; however, the campus reserves the right to accept or reject any or all transfer credits at its discretion.
9. Virginia College courses are highly specialized, and the student will find that comparable, specialized courses found in the curriculum of Virginia College are not generally offered at other colleges.

Any questions about transfer of credits/clock hours should be discussed with the Academic Dean or Program Director.

TRANSFER OF VIRGINIA COLLEGE CREDITS TO OTHER COLLEGES
The programs offered at Virginia College are intended to be specialized, career-oriented degree and diploma programs. The credits/clock hours earned at Virginia College are generally NOT applicable to programs offered at other institutions. Ultimately, the decision to accept transfer credits/clock hours is solely at the discretion of each receiving institution. The College does not imply, promise, or guarantee transferability of credits/clock hours earned to any other institution.

The degree and diploma programs of the College are terminal in nature and are designed for the graduate’s employment opportunities upon graduation.

STUDENT CLASSIFICATION
Full-Time Students
A student who is enrolled for 12 or more credit hours per academic session is considered a full-time credit hour student and is considered to be carrying a normal academic load. All clock hour students are considered to be full-time students.

Part-Time Credit Hour Students
Students enrolled for fewer than 12 credit hours per academic session are considered part-time credit hour students.

International Students
International students are considered as "special students" until they have established themselves in the United States for a minimum of ninety days. Evidence of competence in the English language, as exemplified through the SLE examination, is required as a condition of admission. For further information, interested students should contact the Admissions Office.

Student Classification Schedule
Students are classified according to the following minimum schedule:

Credit Hours Scheduled
Minimum Full Time Schedule- (12 Credit Hours)
Financial Aid and Veterans Benefits- Full Allowance (12 Credit Hours)
Financial Aid and Veterans Benefits - 3/4 Allowance (9 Credit Hours)
Financial Aid and Veterans Benefits - 1/2 Allowance (6 Credit Hours)
Social Security Benefits - (12 Credit Hours)
Undergraduate Academic Information

DEFINITION OF ACADEMIC YEAR
Students may begin a program at the start of any of the academic terms listed in the academic calendar. The applicable definition is used in advancing grade levels for students.

Credit-Hour Programs:
Virginia College’s standard academic year is 36 credit hours and completion of at least 33 weeks. Full-time, regular students typically complete a minimum of 36 credit hours and at least 33 weeks per academic year.

Cosmetology Program:
Virginia College’s standard academic year is 1000 clock hours and completion of at least 29 weeks.

Therapeutic Massage Program:
Virginia College’s standard academic year is 900 clock hours and completion of at least 30 weeks.

DEFINITION OF UNIT OF QUARTER HOUR CREDIT
One quarter hour credit is awarded for a minimum of 10 hours lecture/theory instruction, 20 hours of laboratory instruction, or 30 hours of externship experience. Certain courses may be considered to be comprised of both lecture and laboratory components and will be awarded credits reflecting that combined composition. Course syllabi will reflect the combination of laboratory, lecture, and externship that produces the credit hours awarded for the course.

PREGNANCY LEAVE POLICY
Effective: June 29, 2016
Virginia College is committed to providing educational opportunity and full participation for students. Pursuant to the Title IX Act, Virginia College provides protection to pregnant women. The campus will permit a student to take a leave from classes due to pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom for so long a period of time as is deemed medically necessary by the student’s physician. For Return of Title IV funds purposes, the length of the leave must not exceed a total of 180 days in any 12-month period. The campus, at its discretion, may grant a leave of absence due to pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery from pregnancy in excess of 180 days if medically necessary.

When the student is ready to return, the student must provide documentation from her/his healthcare provider stating she/he is ready to return to school. Upon return, the student’s academic progress will not be impacted by the withdrawal. Courses with a “W” grade must be repeated in its entirety. Current tuition and policies (or policy revisions) will apply to all returning students upon re-entry. Re-entry fees will be waived for all returning students.

DEFINITION OF CLOCK HOUR
One clock hour is awarded for a minimum of 50 minutes of instruction in a 60-minute period.

DEFINITION OF PAYMENT PERIOD
• There are a total of three payment periods in the Cosmetology clock hour program. Each payment period is 500 clock hours.
• The Therapeutic Massage program has two payment periods of 450 clock hours each.

PROGRAM LENGTH
Using the usual full-time student load of 12 credits per term/payment period, typical program length or time to completion is as follows:
• Diploma programs (usual credit requirement = 36 to 60) are typically completed in 3 to 5 terms or 33 to 55 weeks.
• Associate’s degree programs (usual credit requirement = 96) are typically completed in 8 terms or 88 weeks.
• Bachelor’s degree programs (usual credit requirement = 180 to 188) are typically completed in 15 to 16 terms or 165 to 176 weeks.

The Cosmetology program requires 1500 clock hours for completion, and the Therapeutic Massage diploma program requires 900 clock hours for completion.

ACADEMIC LOAD
All credit hour students at Virginia College must be in full-time attendance unless they have approval from their Program Director to take less than a full load. A full-time credit hour student at Virginia College is one who is enrolled in courses totaling at least 12 credit hours per term. Students who have permission to take less than a full load must understand that any financial aid previously awarded may be reduced.

CLASSES
Classes are scheduled by each campus to accommodate a full-time student’s orderly completion of programs in the planned time frame. The student is advised to confirm class schedules with the Academic Dean or Program Director of the respective campus. Students not accepting the schedule recommended may be required to sign a waiver and acknowledge that graduation could be delayed and financial aid disbursements affected.

ACADEMIC SCHEDULING
All class scheduling is administered by the Academic Dean and/or Program Directors prior to the beginning of each term/payment period. Scheduled classes (day or night) may change from term to term or from payment period to payment period as required by the Academic Dean. Virginia College reserves the right to cancel a class or classes in the event there is insufficient enrollment. In such instances, the student will be entitled to a 100 percent refund of all tuition and fees for the cancelled classes.

EXTERNSHIPS
All externships, except those associated with the Culinary programs, are scheduled during daytime working hours. Evening students are advised that their externships will take place during the day, not in the evening.

Students are assigned an externship site based on both the availability of sites at the time and the acceptance of a student, which is at the discretion of the employer providing the externship opportunity. However, if a student rejects a proposed site, does not attend the required hours at that site, or is dismissed from a site for any other reason, the student is not guaranteed that another site will be available to him/her.
either during the remainder of that term or in time for the start of the next term. This may delay a student’s graduation date and may affect a student’s financial aid status, as well as his/her status as an active student at the College. Students are advised that being dismissed from a site may result in a grade of “F” being awarded for the course and may impact their continued eligibility to continue in the program. Questions regarding externship policies should be discussed with the Program Director.

A student must accept and attend externship hours at the site assigned to them. Further, a student, for any reason, may be required to go to more than one site to complete his/her externship hours. The College cannot guarantee externship placement at any specific location or within any set distance from the campus or the student’s home. Students are advised that it is likely they will be required to travel to attend their externship.

DROP/ADD PROCEDURE
For Credit Hour Students Only:
The drop/add period begins on the first class day of a new term and ends after the first week of classes. Classes added after this time period must have approval of the Academic Dean. Adding or changing a course or transferring to another class or section during the drop/add period requires the signature of the designated College official and will be permitted only on a space-available basis.

When dropping a class, it is not sufficient to simply notify the instructor. Students must notify the Program Director in writing and apply for withdrawal on an official form when dropping a class. Students who find it impossible to complete a course after the official drop period expires should inform their Program Director and apply for withdrawal on an official form. Students who are attending classes may drop a course and receive a “WP” (Withdrawn Without Grade Penalty). The option of withdrawing with a grade of “WP” is not available after the ninth week of a regular term or third week of a mini-term.

For Clock Hour Students Only:
There is no drop/add period for clock hour programs.

IMPORTANT NOTE: MERELY CEASING TO ATTEND CLASS DOES NOT CONSTITUTE OFFICIAL WITHDRAWAL.

COURSE REPEAT POLICY
Any course may be repeated at Virginia College for the purpose of establishing institutional grade point average and improving academic standing. Each attempt counts in the computation of successful completion percentages, but only the highest grade earned will be included in the computation of grade point average. Official records maintained by Virginia College will list each course in which a student has enrolled and earned a grade; however, the original and repeated grades remain on the transcript bearing a symbol to show that a particular course has been repeated.

a. Core courses in which a student has received two failing grades (“F”) may not be scheduled for a third time in the following programs: Associate Degree in Nursing, Diagnostic Medical Sonography, Pharmacy Technician, Respiratory Care, and Surgical Technology. The student will be dismissed from these programs after the second failure in a core course.

b. For all other courses in all other programs, students may not take a failed course for a third and final time unless a written intervention plan is presented and approved in writing by the Academic Dean prior to the third attempt. If the third attempt is not approved, the student will be dismissed from the program.

c. If a nursing student receives a final grade of “F” in any core nursing course (NUR), the student must repeat the course in the subsequent term and may not violate any prerequisites with scheduled courses in the subsequent term. Additionally, any nursing student who receives two final “F” grades in either the same nursing (NUR) course (if repeated) or any two different core nursing courses (NUR) will be permanently dismissed from the nursing program and will become ineligible for re-entry into other Virginia College nursing programs.

d. If a Respiratory Care student receives a final grade of “F” in any core Respiratory Care course (RES or BIO), the student must repeat the course in the next term that the course is offered and may not violate any prerequisites with scheduled courses in the subsequent term. Additionally, any Respiratory Care student who receives two final “F” grades in either the same Respiratory Care (RES or BIO) course (if repeated) or any two different core Respiratory Care courses (RES or BIO) will be permanently dismissed from the Respiratory Care program and will become ineligible for re-entry into the Virginia College (Birmingham) program or any other Virginia College Respiratory Care program.

In accordance with the tuition addendum, the student must pay for any repeated course.

ONLINE EDUCATION
The Virginia College Intercampus Consortium Agreement allows students to take courses at any Virginia College campus or online and to treat these courses as if taken at their home campus. Virginia College (Birmingham) began offering online courses in January 2000 to provide students with an alternative mode of completing general education requirements. Various courses may be offered each term for delivery via the Internet. Interested students should speak with their Program Director to discuss Hybrid Online Learning requirements and policies. Students seeking to take some courses online must also meet the following requirements:

• Required GPA to be a candidate for Online delivery. (2.0)
• Cannot be in their first term without written permission
• Students taking classes for the first time through Hybrid Online Learning must first successfully complete the My Success Path (MSP) and demonstrate the ability to navigate through the online learning environment.

Online Course Technology Requirements
Basic requirements for students interested in online classes include a personal email address and a computer and Internet connection at home. Residential students who schedule online courses pay an additional technical fee. A student who anticipates taking online courses is asked to participate in the MSP, which is used to help students determine if they are qualified to become viable candidates for online delivery.

• Online courses are configured for asynchronous participation and communication. Interactions between instructor and student may be in the form of posted announcements, discussion boards, written analysis, and feedback on submitted assignments in the gradebook.
email, and journal entries. Individual inquiries from students may be emailed or placed in the instructor’s virtual office location electronically.

- It is expected that students who take courses online have a reliable computer with speakers and consistent Internet access at home running the latest version of Windows at a minimum. Students should be comfortable using email and navigating the web.

Student Advising and Assistance
The I.T. Help Desk advisors are available to assist with technology questions such as software installations, resets of passwords, and questions concerning the learning management system.

DIRECTED STUDY
For Credit Hour Students Only: A contract and syllabus for each directed study must be submitted prior to the start of the term. Directed study will be judged on a case-by-case basis and is subject to approval of the Academic Dean.

For Clock Hour Students Only: Directed study is not available to students in clock hour programs.

SUBSTITUTION POLICY
Each program of study has been specifically designed to prepare the student for his or her chosen field; therefore, substitution of courses is not recommended unless the substitution can be shown to advance the individual student's career preparation or academic achievement. The Academic Dean must approve any substitution of courses not included in the published curriculum of a program of study. Substitution may be allowed in order to assist a student in meeting credit hour requirements for graduation only if, in the determination of the Academic Dean, it would enhance or not diminish in any way the student’s career preparation.

ATTENDANCE/MAKE-UP POLICY
Regular attendance in classes is essential. All students are expected to be present and on time at all scheduled class and laboratory meetings. The Virginia College attendance policy is focused on being positive rather than negative.

Clock hour students, new and continuing, must sit in class no later than the second day of each course. Credit hour students, new and continuing, must sit in class no later than the third regularly scheduled class of each term. If a student does not sit in class by the prescribed date for his/her type of program, his/her enrollment may be cancelled.

VA students are subject to the College’s attendance policy. Absences will count from the first official day of classes and not from the first day the student attends. Excused absences such as military service, illness, work, and personal or family-related emergency do not eliminate the absence from the student's record. Approved excuses for absence allow the student to make up missed work. At the discretion of the instructor, students may not be allowed to make up work for unexcused absences. Refer to each course syllabus for details on the individual instructor policies regarding tardiness and make-up work.

Campus-based students who do not attend all scheduled classes for 14 consecutive calendar days will be determined as not attending and will be administratively withdrawn from the College.

Positive attendance in any online delivery course will be determined by an academically related event. Participation in academic discussions or the completion of a learning activity is considered to be an academic event. Non-participation in a single online course for 21 consecutive days may result in course dismissal. The last day for a new online student to record attendance is the Sunday following the end of drop/add.

Additional Attendance Requirements for Credit Hour Students
When a student’s absences exceed 25 percent of the class time for a credit hour program, his/her attendance may be defined as unsatisfactory and the student may be withdrawn from the class or classes.

However, when a Culinary or Pastry student’s absences exceed 10 percent within the term, his/her attendance may be deemed as unsatisfactory and the student may be withdrawn from the class or classes.

NOTE: In addition to the general attendance policy stated above, some programs have additional specific attendance or make-up policies which are outlined below. The Virginia College attendance and make-up policies are subject to change.

Additional Attendance Requirements for Cosmetology Students
The Cosmetology program at Virginia College is an hours-based program that requires the completion of 1500 clock hours, without exception. In order to successfully matriculate through their program, students are expected to be present and on time daily during their regularly scheduled program hours. Consistent attendance in regularly scheduled hours is vital to learning the concepts and techniques used by successful cosmetologists, and students should strive to miss class only when absolutely necessary due to unforeseen emergency situations. All students must sit in class no later than the second day of each new course.

Make-Up Hours Policy: Students are required to make up all missed regularly scheduled hours in order to pass each course. The College schedules make-up sessions on most Saturdays, and students are advised to plan accordingly.

The maximum number of missed clock hours at the end of a course that a student is permitted to make up is 21 hours. A student with 21 or fewer missed hours will receive an Incomplete “I” grade for that course. ALL missed hours must be made up within 14 calendar days after the end of the course. Any student who fails to make up all missed hours in a course within 14 days will receive an “F” as the final grade and must repeat that course. Any student who ends a course with more than 21 missed hours also will receive an “F” and must repeat the course.

Students who receive a final “F” grade in a course will be advised when that course will be available to repeat. In some cases, a course will not be available in the next module, which could require the student to withdraw from the College for a period of time until the course is available again. Students are permitted a maximum of two attempts to repeat a failed course.

Make-Up Hours Process: When a student misses instruction time of any kind, the student is responsible for meeting with his/her instructor to obtain specific instructions as to what missed theory or practical assignments need to be made up.

In order for a student to receive credit for assignments and make-up hours, the following must be documented:

- The student must be clocked into Guest Vision.
- All theory and practical make-up assignments are required to be completed on campus under the direct supervision of a Cosmetology instructor.
• The instructor supervising the make-up session must submit the Make-Up Assignment Form to the Program Director by close of business the day following the make-up session.

• Students without a documented excuse for being absent will receive a maximum grade of 75 percent on any tests or assignments completed after the scheduled due date of the assignment.

Students are not allowed to attend a make-up session in anticipation of missed attendance.

Additional Attendance Requirements for Therapeutic Massage Students

Students in the Therapeutic Massage clock hour program may not accrue more than 15 hours of “outstanding absences” to be made up at any given time during a module. Outstanding absences are hours that have been missed and have not yet been made up. If a student accrues more than 15 hours of outstanding absences at any given time, he/she will be administratively withdrawn from the program.

If a student misses any scheduled time for a class, the student must make up those hours on the specified days available for make-up time. Students are advised to plan accordingly.

At the end of the last day scheduled for any module, a student may only have a total of 15 hours of outstanding absences remaining to be made up for that given module. The student will receive an “I” grade for the course(s) where there are outstanding absences to be made up and will have 14 consecutive days from the end of the module to complete those hours in order to receive a passing grade in that course. If the student has not completed the required hours by the end of the 14th day, the student will be administratively withdrawn on the 15th day.

Any student ending a module with a deficit of greater than 15 hours will receive an “F” and be withdrawn from the program.

If the student receives an “F” in the course, he/she will have to repeat the course before being allowed to move on in the program. Students must complete 100 percent of the required services and hours to complete the program.

If a student receives an “F” in a course and must repeat it, the student is advised that the course that must be repeated may not be immediately available. In that case the student may have to withdraw from the program until the course is available again, which may affect the student’s financial aid status.

MILIARY STUDENT POLICIES

VA Academic Year: The Department of Veterans Affairs defines an academic year as the period from August 1 to July 31.

Application Fees: All application and re-entry fees are waived for active duty or honorably discharged veterans, spouses, or qualified dependents (those using Chapter 33 or 35 benefits) with proof of military status.

Transfer Credit Award Policy

As a member of the Servicemembers Opportunity Colleges Consortium (SOC), Virginia College follows the American Council for Education (ACE) Guide for recommendations for the award of transfer credit for military training and/or experience. CLEP general examinations with a passing score of 50, CLEP subject examinations, DANTES subject standardized tests, College Board advanced placement examinations, and professional certification examinations may also be submitted for consideration of award of credit. All award of credit is determined by the military academic advisory in conjunction with the Academic Compliance team. Students may transfer up to 75 percent of the required credits for their program of study. Additional transfer acceptance policies may apply per the Virginia College catalog.

Attendance Policy

The State of Alabama Department of Veterans Affairs requires that students receiving VA educational benefits attend no less than 80 percent of scheduled course time in each enrolled course to remain eligible for all VA educational benefits. If absences, including tardies and absences, exceed 20 percent of the scheduled course time during the term, the student will become ineligible for certain VA educational benefits due to unsatisfactory attendance. Students may regain eligibility for one additional academic term provided the cause for failure has been resolved. Subsequent failures to comply with the attendance policy within the same enrollment will result in the student’s loss of access to certain VA educational benefits unless a mitigating circumstance is approved and documented by the campus.

All students who do not attend or interact with any scheduled classes for 14 consecutive calendar days will be administratively dropped from their program of study. Military personnel who are called to active duty or Reserve training for a period of approximately two weeks can apply for a waiver to the 14-day rule. Waivers must be submitted in writing and provided to the Program Director prior to the first date the student will be absent and include a copy of military orders. Upon approval, the Academic Dean will grant an extension of time based on the days of required military service and for necessary travel time to and from military duty.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station will be allowed to withdraw from the currently enrolled term/payment period by providing a copy of military orders. Students who have completed 75 percent of the current term/payment period may earn a grade at the discretion of their instructors. Students without sufficient completion of course work shall receive a letter grade of "WP" and be placed into an inactive status with the ability to return to an active student status. Courses with a "WP" grade must be repeated in their entirety. All tuition charges/payments related to the term/payment period that is interrupted will be refunded. Reentry fees will be waived for all returning students. Reentering students should contact the Military Student Center and military academic advisor to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Complaint Policy for Students Receiving VA Education Benefits

Effective: May 6, 2016

Any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link: http://www.benefits.va.gov/GIBILL/Feedback.asp. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

MILITARY STUDENT GRANTS

Virginia College is committed to military-friendly policies for our students. Subject to availability, active duty or veteran students and their spouses or qualified dependents enrolling at Virginia College may be eligible for a tuition grant. The
awarding of a grant requires submission of the appropriate military documents and grant application paperwork by the scheduled deadline. A military grant is awarded on a first-come, first-served basis and may not always be available.

A grant will only cover up to the cost of tuition and fees. A grant is applied after all other funding sources are applied unless the funding source has special requirements stating otherwise. Students who are eligible for 100 percent funding of College tuition and fees through any non-loan program(s) are not eligible for a grant.

Eligibility for a military grant may be affected by the use of other forms of financial assistance. Students interested in using military benefits or applying for a grant should contact the Military Student Center at 1-877-824-4245 to determine eligibility.

Application Fee Waiver:
All application and re-entry fees are waived for active duty or honorably discharged veterans, spouses, or dependents using Chapter 33 or Chapter 35 benefits and with proof of military status.

Patriot’s Service Grant:
For Credit Hour Programs Only: Active duty servicemembers (including Army, Navy, Air Force, Marines, Coast Guard, Reservist, and National Guard on Title 10 or Title 32 status) who receive tuition assistance may receive an institutional tuition grant up to the difference between the maximum tuition assistance rate published by the Military Service and the current published tuition for their enrolled program at Virginia College for up to 8 credit hours per term for undergraduate programs or 4 credit hours per term for graduate programs.

Servicemembers must provide proof of active duty status and can receive a military grant only as long as they remain on active duty and receive tuition assistance. In the event an active duty student attends more than 24 credit hours in an academic year, he/she may utilize additional GI Benefits (Top Up, Chapter 30 or 33) to cover the additional tuition and fees.

As of the January 2014 term, Veterans Retraining Assistance Program (VRAP) eligible students will be able to receive a Patriot’s grant for up to 50 percent of their quarterly tuition with the following qualifications:

1. The program applies to currently enrolled students.
2. The veteran student must be enrolled in an eligible program of study.
3. The veteran student must have exhausted his/her eligibility for VRAP (or any other VA funds).
4. The veteran student must be in good academic and attendance standing.
5. The veteran student must apply to the Military Student Center for the Patriot’s grant each award year.
6. Veteran students who use the Patriot’s grant will not be eligible for any other institutional grant or institutional loan programs.
7. The veteran student must remain in his/her current program of study and plan on graduating.

Students meeting the above criteria may contact the Military Student Center at 1-877-824-4245 to complete the necessary grant application form as soon as possible.

Active duty spouses may be eligible for a grant of up to 5 percent of tuition and fees.

Post 9/11 GI Bill Grant Program:

Active duty servicemembers or veterans using the Post 9/11 GI Bill who are not eligible for the Yellow Ribbon program may be eligible for up to a 5 percent tuition grant during their course of study at Virginia College.

Post 9/11 Transfer of Entitlement to Spouses or Dependents:
In the event an active servicemember or veteran transfers benefits to a spouse or dependent, the recipient will be eligible for the same grant as the servicemember or veteran. All required transfer of eligibility paperwork must be submitted.

Post 9/11 Yellow Ribbon Program:
Students eligible for Yellow Ribbon program will receive this in lieu of a 5 percent grant.

All Veterans, Spouses, and other Dependents:
All honorably discharged servicemembers, including inactive or retired servicemembers as well as military spouses, may be eligible for the Armed Forces Recognition Grant providing up to 5 percent grant of tuition per term/payment period with proof of military service. Dependents other than spouses are eligible for up to 5 percent military grant only when using Chapter 35, Dependents and Survivors Educational Assistance Program.

GRADE REPORTING
The scholastic progress of each student is provided in grade reports available to the students through the student portal at the end of each term/payment period. For credit hour students, mid-term progress reports are available through the student portal usually during the sixth week of each term. For clock hour students, progress reports are available through the student portal at the end of each three modules for day and two modules for evening. Instructors and program directors inform students of academic performance information and provide advising as needed. Following each term/payment period, students determined to be making less than satisfactory academic progress are notified of status based on criteria described in the section on Standards of Satisfactory Academic Progress (p. 20).

GRADE APPEAL POLICY
Final grades for credit hour students will be issued at the end of each term. For clock hour students, final grades are issued at the end of each course. In the absence of mistake, unfair treatment, or other extenuating circumstances, the determination of the student’s grade by the instructor shall be final once filed. A student may appeal a final grade by following the established procedure:

1. The student must arrange a meeting with the instructor and Program Director to address any questions or concerns regarding grades.
2. If the student is not satisfied after meeting with the instructor and Program Director, the student may file a written grade appeal with the Academic Dean. A grade appeal must be submitted by the student within 30 days of the end of the last relevant term/course.
3. A grade appeal must state the specific grounds for challenging the grade based on an assertion of mistake, unfair treatment, or other extenuating circumstances. Appropriate documentation must be provided.
4. The decision of the Academic Dean is final.
5. Any other grade change request that does not comply with the above process will be denied.
GRADING SYSTEM AND QUALITY GRADE POINTS

The number of quality grade points awarded for each course is determined by multiplying the quality grade points listed for each letter grade by the number of credits/clock hours of the course. For example, a grade of "A" in a four-credit course earns 4 credits x 4.0 quality grade points for a total of 16.0 quality grade points, and a grade of "C" in a three-credit course earns 3 credits x 2.0 quality grade points for a total of 6.0 quality grade points.

The syllabus for each course will contain an explanation of the grading scale that is used in a particular course. While certain courses may have higher standards, the minimum grading scale in use at the College is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

The following grades may also be used and have no effect on a student’s grade point average (GPA):

- I: Incomplete
- S: Satisfactory
- U: Unsatisfactory
- W: Withdrawn During Drop/Add Period
- WP: Withdrawn Without Grade Penalty
- AU: Audit
- TC: Transfer Credit
- TO: Test Out
- E: Exemption
- E*: Exemption
- **: Indicates Repeated Course

"I" (Incomplete) grades are assigned to credit hour students who, having made prior arrangements with the instructor, fail to complete any required course work by the end of the term. An Incomplete must be pre-approved by the Academic Dean. This grade is not included in the calculation of the cumulative grade point average (CGPA) but will count as hours attempted for the purpose of calculating the successful course completion percentage. If the Incomplete is not made up within 15 days after the beginning of the next term for non-externship courses and 14 days from the end of the term for externship courses, a final grade will be determined and will replace the Incomplete. Students failing to complete and submit any course work will receive whatever grade they earned without the uncompleted work.

"I" (Incomplete) grades are also assigned to clock hour students who fail to complete any required course work by the end of the grading period.

"S" (Satisfactory) and "U" (Unsatisfactory) are used to denote progress in foundation courses of less than college credit level. These grades will not be used to satisfy graduation requirements and will not be used in computing the student’s grade point average (GPA) but will be considered as hours attempted in determining successful course completion percentages.

"W" (Withdrawn During Drop/Add Period) A student who withdraws from a course during the drop/add period receives no grade penalty, and the course is not considered as credit hours attempted.

"WP" (Withdrawn Without Grade Penalty) Credit hour students receive no grade point penalty, but credit hours will be considered hours attempted for the purpose of determining successful course completion percentages. The option of withdrawing with a grade of "WP" is not available after the ninth week of a regular term or third week of a mini-term.

"AU" (Audit) designates a student is auditing a course. The student must obtain permission to audit a course from the Academic Dean during the first week of class. Audited courses carry no credit, are not considered as hours attempted in determining successful course completion percentage, and have no effect on the student’s grade point average. Audited courses cost the same as courses taken for credit. Audited courses are not eligible for Title IV funding.

"TC" (Transfer Credit) Transfer credit will be given for all courses that the campus accepts in transfer according to the Transfer Acceptance Policy. Transfer of credits must be completed by the first term of enrollment (by the second term for military students). Transfer credits count as hours toward graduation and will be considered in determining successful course completion percentages. Transfer credits will not be included when calculating the grade point average.

"TO" (Test Out) will be given for approved courses that a student successfully completes through credit by examination. Test out examinations must be completed within the first two terms of enrollment. Examinations must be completed prior to enrollment in the course to be exempted. Test out grades have no effect on the student’s grade point average but are considered as hours attempted in determining successful course completion percentages.

"E" (Exemption) Grade awarded for preparatory courses and courses with an EDU prefix which the student is not required to complete because of entrance testing scores and/or degree held prior to acceptance at Virginia College.

"E*" (Exemption) Grade awarded for exemption of EDU 1010 for students who hold an associate’s or bachelor’s degree. This exemption grade will not be used in computing the student’s grade point average and will not be considered as hours attempted and earned.

"**" (Repeated Course) – Any course may be repeated at Virginia College for the purpose of establishing institutional grade point average and improving academic standing. Each attempt counts in the computation of successful completion percentages, but only the highest grade earned will be included in the computation of grade point average. Official records maintained by Virginia College will list each course in which a student has enrolled and earned a grade. However, the original and repeated grades remain on the transcript bearing a symbol to show that a particular course has been repeated. In accordance with the tuition addendum, the student must pay for any repeated course.

CALCULATION OF GRADE POINT AVERAGE

The grade point average (GPA) for each term/payment period and cumulative grade point average (CGPA) are calculated on courses taken at Virginia College. The GPA for each term/payment period is calculated by dividing the quality points
earned that term/payment period by the credits attempted that term/payment period. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted.

**STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

Students must maintain satisfactory academic progress (SAP) in order to remain eligible to continue as regular students of the College and to retain eligibility for Federal Student Aid (FSA). A regular student is one who is enrolled for the purpose of receiving a degree or diploma. SAP is determined by calculating the student’s grade point average (GPA) and the student’s rate of progression toward completion of the academic program. Please see the appropriate table below to determine specified GPA and rate of progression requirements for each evaluation point. These standards apply to all students, not just those receiving FSA. All periods of a student’s enrollment at the College are used in determining SAP (although only courses that count or would count toward the new program are used when a student changes programs). All undergraduate students must have a minimum cumulative GPA (CGPA) of 2.0 in order to graduate from any program. Students who are not achieving satisfactory academic progress will receive written notification. Notifications may consist of a warning, academic probation, or dismissal, and the notification will also include requirements and instructions to appeal (see SAP Appeal Process (p. 21) below).

**SAP Table for 1500-Clock-Hour Programs:**

<table>
<thead>
<tr>
<th>Evaluation Checkpoint</th>
<th>Minimum CGPA</th>
<th>Minimum Completion of Clock Hours Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 Clock Hours Attempted</td>
<td>1.50</td>
<td>50%</td>
</tr>
<tr>
<td>1000 Clock Hours Attempted</td>
<td>2.00</td>
<td>66.67%</td>
</tr>
<tr>
<td>1500 Clock Hours Attempted to 150% of the Program</td>
<td>2.00</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

**SAP Table for 900-Clock-Hour Programs:**

<table>
<thead>
<tr>
<th>Evaluation Checkpoint</th>
<th>Minimum CGPA</th>
<th>Minimum Completion of Clock Hours Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>225 Clock Hours Attempted</td>
<td>1.50</td>
<td>60%</td>
</tr>
<tr>
<td>450 Clock Hours Attempted</td>
<td>2.00</td>
<td>66.67%</td>
</tr>
<tr>
<td>900 Clock Hours Attempted to 150% of the Program</td>
<td>2.00</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

**SAP Table for 36-Credit-Hour Programs:**

<table>
<thead>
<tr>
<th>Credit Hours Attempted at Evaluation</th>
<th>Minimum CGPA</th>
<th>Minimum Completion of Credits Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 12 Credit Hours Attempted</td>
<td>1.50</td>
<td>66.67%</td>
</tr>
<tr>
<td>13 to 24 Credit Hours Attempted</td>
<td>1.75</td>
<td>66.67%</td>
</tr>
<tr>
<td>25 Credit Hours Attempted to 150% of the Program</td>
<td>2.00</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

**SAP Table for 48-Credit Hour Culinary Arts and Pastry Arts Programs:**

<table>
<thead>
<tr>
<th>Credit Hours Attempted at Evaluation</th>
<th>Minimum CGPA</th>
<th>Minimum Completion of Credits Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 18 Credit Hours Attempted</td>
<td>2.00</td>
<td>100%</td>
</tr>
<tr>
<td>19 to 36 Credit Hours Attempted</td>
<td>2.00</td>
<td>50%</td>
</tr>
<tr>
<td>37 Credit Hours Attempted to 150% of the Program</td>
<td>2.00</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

**SAP Table for Less than 72-Credit-Hour Programs:**

<table>
<thead>
<tr>
<th>Credit Hours Attempted at Evaluation</th>
<th>Minimum CGPA</th>
<th>Minimum Completion of Credits Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 12 Credit Hours Attempted</td>
<td>1.00</td>
<td>50%</td>
</tr>
<tr>
<td>13 to 24 Credit Hours Attempted</td>
<td>1.50</td>
<td>60%</td>
</tr>
<tr>
<td>25 to 36 Credit Hours Attempted</td>
<td>1.75</td>
<td>66.67%</td>
</tr>
<tr>
<td>37 Credit Hours Attempted to 150% of the Program</td>
<td>2.00</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

**SAP Table for Associate’s Degree Programs:**

<table>
<thead>
<tr>
<th>Credit Hours Attempted at Evaluation</th>
<th>Minimum CGPA</th>
<th>Minimum Completion of Credits Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 24 Credit Hours Attempted</td>
<td>1.00</td>
<td>50%</td>
</tr>
<tr>
<td>25 to 48 Credit Hours Attempted</td>
<td>1.50</td>
<td>60%</td>
</tr>
<tr>
<td>49 Credit Hours Attempted to 150% of the Program</td>
<td>2.00</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

**SAP Table for Bachelor’s Degree Programs:**

<table>
<thead>
<tr>
<th>Credit Hours Attempted at Evaluation</th>
<th>Minimum CGPA</th>
<th>Minimum Completion of Credits Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 24 Credit Hours Attempted</td>
<td>1.00</td>
<td>50%</td>
</tr>
<tr>
<td>25 to 48 Credit Hours Attempted</td>
<td>1.50</td>
<td>60%</td>
</tr>
<tr>
<td>49 Credit Hours Attempted to 150% of the Program</td>
<td>2.00</td>
<td>66.67%</td>
</tr>
</tbody>
</table>
A student who is not making SAP and who believes that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress may appeal by written request to the Academic Dean for a review of the situation. Mitigating circumstances may include injury or illness, the death of a relative, or other special circumstances. The written appeal should be submitted to the Academic Dean and/or the Campus President within five business days after notification. The appeal should be accompanied by supporting documentation regarding why the student failed and what changed in the student’s situation that will allow him/her to make SAP at the next evaluation. The student will be notified in writing of the final decision within five business days of the packet’s submission or the grades being posted for the term, whichever is later.

When the College grants a student’s appeal for unusual and/or mitigating circumstances, it is not eliminating or disregarding any grades or credits attempted in the calculation of a student’s SAP standing. The student’s credits attempted, CGPA, and SAP standing will remain the same. When an appeal is granted, the College is acknowledging that, because of the specified unusual circumstances, the student will continue to receive FSA for which he or she is otherwise eligible even though he or she falls below the published SAP standard in the Probation status.

The appeal process will also consider if the student will meet SAP standards after the subsequent term/payment period or the Academic Improvement Plan with the student will ensure that the student meets SAP standards by a specific point in time. The Academic Dean and/or the Campus President or an appeal committee appointed by the Campus President shall conduct the review. Should the appeal be granted, the student will receive one additional term/payment period in which to regain SAP or meet the requirements as specified in the student’s Academic Improvement Plan. If at the end of that period the student is still not making SAP, the student will be dismissed. Any decision resulting from the review of a mitigating circumstances appeal is final and may not be further appealed. The result of the appeal (approved or denied) will be provided to the student in writing and cataloged in the Student Information System.

**Academic Improvement Plan**

Once placed on probation, an Academic Improvement Plan will be implemented. The Academic Improvement Plan will serve as a road map to guide a student toward meeting his/her SAP goal within a specified time and method. The plan may be designed by the Academic Dean or Program Director and must be approved by the Academic Dean. The plan must be communicated to the student in writing and will be regularly evaluated and refined as internal and external developments warrant. The maximum time period an individual Academic Improvement Plan will be implemented is three consecutive terms/payment periods. While on an Academic Improvement Plan, the student is required to attend academic advising sessions.
Extended Enrollment Status
A student who has been dismissed from the College may make a request to remain enrolled in Extended Enrollment Status. Students in Extended Enrollment Status are seeking to address and improve the academic deficiencies that caused them not to be making SAP. Students in Extended Enrollment Status are charged tuition, but they are not eligible for FSA. A student who re-establishes SAP by improving his/her CGPA and course completion percentage to the minimum required while on Extended Enrollment Status may apply for reinstatement as a regular student and to regain eligibility for FSA. Credits attempted during the Extended Enrollment Status count toward the maximum time frame.

Treatment of Transfer Credits
Students may request to transfer in credits from another accredited college following the Transfer Acceptance Policy. Any such courses which are accepted for transfer will be included in the credits attempted and the credits earned. Transfer credits are not included when calculating the CGPA.

Treatment of Repeat Courses
Courses may be repeated for the purpose of establishing a GPA or CGPA and improving academic standing. Each attempt counts in the computation of successful completion percentages, but only the highest grade earned will be included in the computation of the GPA and CGPA.

Treatment of Incomplete Courses
Incomplete grades are assigned to those students who fail to complete any required course work by the end of the term and who obtain prior approval of their instructor. This grade is not included in the calculation of the CGPA but will count as hours attempted for the purpose of determining successful course completion percentage.

Treatment of Withdrawals
Students who withdraw from a course during the drop/add period receive no grade penalty, and the course is not considered as credit hours attempted. Students who officially or unofficially withdraw from a course after the drop/add period and are eligible to receive the “WP” grade will receive no grade penalty, but credit/hours will be considered attempted for the purpose of determining successful course completion percentage.

Reinstatement as a Title IV Student
Students who have been dismissed due to failure to maintain the qualitative or quantitative minimums outlined above may apply to continue their studies at the College in an Extended Enrollment Status. During this time, the student is not eligible to receive FSA and must attempt to improve the deficient areas that led to the dismissal. The student will be responsible for all costs incurred while in Extended Enrollment Status. At the completion of this term/payment period(s), a student who has established satisfactory progress according to the SAP may apply to the College to return to a regular student status and reinstate their eligibility for FSA. A meeting will be scheduled between the Academic Dean and the student applying for re-establishment to determine if the student has the academic ability and desire to successfully continue in the program. If reinstated, the student will be placed on Warning for one term/payment period and will regain eligibility for FSA.

PROGRAM CHANGES/ADDITIONAL DEGREES
Any student who desires to change his/her enrollment in a program of study at the College to a different program of study at the College must make the request in keeping with the College’s policy. More than two changes from one program to another will require permission from the Academic Dean. The College will transfer all relevant courses (whether or not successfully completed) into the new program. Any courses transferred from one program to another will be counted toward program completion and in CGPA calculations.

If a student has graduated from one program and desires to earn an additional degree in another program, the College will transfer all relevant courses (whether or not successfully completed) from the program from which the student was graduated and into the new program. Any courses transferred from one program to another will be counted toward program completion and in CGPA calculations.

WITHDRAWAL PROCEDURES
A student who wishes to withdraw from a course or from all work during a term/payment period should do so officially through the Academic Dean and Student Finance Office. Only in cases of serious illness may the student withdraw by phone, email, or regular mail. Failure to withdraw properly may result in delays in settling accounts. Further, failure to officially withdraw may result in the assignment of failing grades that become part of the student’s permanent record.

All students receiving financial assistance should complete an exit interview through the Student Finance Office. In all cases of withdrawal from classes, the last date of attendance will be used to calculate refund amounts. If the College determines that a student did not begin the withdrawal process or otherwise notify the College of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond the student’s control, the College may determine the appropriate withdrawal date. The College may use as the student’s withdrawal date a student’s last date of attendance at an academically-related activity provided the College documents that the activity is academically related and documents the student’s attendance at the activity. An example of an academically-related activity includes, but is not limited to, class attendance, an exam, a tutorial, computer-assisted instruction, academic advising, turning in a class assignment, etc. Withdrawal may place the student out of cycle with his/her group cohort and create complications in scheduling required classes when they are needed. A re-entry fee may be assessed in accordance with the College’s tuition addendum.

POLICY FOR RE-ENTRY OF WITHDRAWN STUDENTS
In order to re-enter Virginia College, the student must contact the College and request to apply for re-admission. The request may be initiated by a phone call or visit to the College. Upon receipt of the request, the student’s enrollment status will be reviewed to determine his/her eligibility to re-enter. The enrollment status will be based upon the College’s standards of academic progress and in accordance with the College’s good conduct and financial good standing policies. The Student Finance Office must verify at the time of re-entry that the student is in good standing with the Department of Education and all federal funding sources. All students must meet the enrollment requirements. Students may re-enter a maximum of three times after withdrawal prior to graduation from a program.

GRADUATION REQUIREMENTS
In order to graduate, a student must have accomplished the following:
- Earned a minimum of 2.0 cumulative grade point average (CGPA) with an undergraduate degree.
• Earned the minimum credit/clock hours as required by the program of study
• Satisfied all financial obligations to the College
• Completed an application for graduation and all exit interview requirements with the College’s Student Finance Office

Credit hour students who do not complete ALL graduation requirements by the end of the drop/add period of the following term will not be certified as a graduate of a particular term. Those students must re-apply for graduation during the term in which all requirements are met. Students who graduate with a CGPA of 3.5 or higher are recognized with the distinction of “Graduated with Honors,” and students who graduate with a CGPA of 4.0 are recognized with the distinction of “Graduated with Highest Honors.”

Additional Cosmetology Graduation Requirements
Cosmetology students must have completed all required course work with a 75 percent or better, attended 1500 hours of classroom and clinical instruction, and completed the Cosmetology curriculum requirements as outlined by the Alabama Board of Cosmetology. Cosmetology students should refer to the Virginia College Cosmetology Student Handbook which lists the program’s specific grading scale and any additional graduation requirements this program may require.

Additional Culinary Arts and Pastry Arts Graduation Requirements
All Culinary Arts and Pastry Arts students must pass the ServSafe certification examination in order to graduate from their program.

HONORS
Quarterly
• The President’s List: The President’s List is compiled at the end of each term/payment period. To qualify for this honor, a student must remain at a minimum of half-time status with a grade point average of 4.00 during the term/payment period.
• The Dean’s List: The Dean’s List is compiled at the end of each term. To qualify for this honor, a student must remain at a minimum of half-time status with a grade point average of 3.50 to 3.99 during the term/payment period.

Graduation
Students attaining a CGPA of 3.5 or higher upon completion of all graduation requirements will be recognized at graduation.

COMMENCEMENT EXERCISES
Formal graduation ceremonies will be held in accordance with the College’s policy. Graduation is a time for Virginia College to recognize the accomplishments of its students. Participation in the formal commencement exercise by students and their families is strongly encouraged.

TRANSCRIPTS
A complete set of each student’s records, including a transcript of grades, is maintained in a permanent file. Copies of the student’s transcript may be requested from the Student Portal. The College will not send out transcripts unless requested in writing by the individual student. Official transcripts, degrees, and diplomas will be withheld until all financial obligations to the College are satisfied.
Financial Aid Information

It is the goal of Virginia College to assist every eligible student in procuring financial aid that enables the student to attend college. The College participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial aid available to students is provided by the federal government and is called federal Student Financial Aid (SFA). This includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), and Federal Direct Student Loan. The College also utilizes alternate source funding provided by the institution or private agencies. Alternate source loans enable the student to contribute to his/her education while in College.

The primary responsibility for meeting the cost of education rests with individual students and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed, or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student’s family can be reasonably expected to contribute to this cost of education for the same period.

SFA – GENERAL CONSUMER INFORMATION

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

To be eligible for financial aid, a student must
1. be enrolled as a regular student in an eligible program of study on at least a half-time basis (with the exception of Pell, FSEOG, and FWS);
2. have a high school diploma or the equivalent;
3. be a U.S. citizen or national or an eligible non-citizen; verification of eligible non-citizen status may be required;
4. have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
5. maintain satisfactory academic progress;
6. provide required documentation for the verification process and determination of dependency status;
7. have a valid Social Security Number;
8. have borrowed less than the total aggregate loan limits for the Title IV financial aid programs;
9. be registered for the Selective Service, if required; and
10. sign an updated Statement of Educational Purpose/Certification Statement.

APPLICATION

To apply for financial aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Finance Office is available to assist students in the completion of this form and to answer any questions. FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC) which determines eligibility.

Financial aid from federal programs is not guaranteed from one year to the next. Each student must re-apply every year. Also, if students change colleges, their aid does not automatically go with them. Students should check with their new colleges to determine the appropriate procedures for re-applying for financial aid.

NEED AND COST OF ATTENDANCE

Once the application is completed, the information will be used in a formula established by Congress that calculates need and helps determine eligibility. When combined with other aid and resources, a student’s aid package may not exceed the cost of attendance.

SATISFACTORY ACADEMIC PROGRESS

Students must meet the standards for satisfactory academic progress in order to remain eligible to continue receiving financial assistance, as well as to remain eligible to continue as a student of Virginia College. Please refer to “Standards of Satisfactory Academic Progress (p. 20)” in the Academic Information section of the catalog.

BORROWER RIGHTS AND RESPONSIBILITIES

When a student takes on a student loan, he/she has certain rights and responsibilities.

The borrower has the right to receive the following information before the first loan disbursement:

1. The full amount of the loan;
2. The interest rate;
3. When the student must start repaying the loan;
4. The effect borrowing will have on the student’s eligibility for other types of financial aid;
5. A complete list of any charges the student must pay (loan fees) and information on how those charges are collected;
6. The yearly and total amounts the student can borrow;
7. The maximum repayment periods and the minimum repayment amount;
8. An explanation of default and its consequences;
9. An explanation of available options for consolidating or refinancing the student loan; and
10. A statement that the student can prepay the loan at any time without penalty.

The borrower has the right to receive the following information before leaving college:

1. The amount of the student’s total debt (principal and estimated interest), what the student’s interest rate is, and the total interest charges on the loan(s);
2. A loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment;
3. If the student has FFELP and/or Federal Direct Loans, the name of the lender or agency that holds the student’s loan(s), where to send the student’s payments, and where to write or call if the student has questions;
4. The fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default;
5. An explanation of available options for consolidating or refinancing the student’s loan; and
6. A statement that the student can repay his/her loan without penalty at any time.

**The borrower has the following responsibilities:**

1. Understand that by signing the promissory note the student is agreeing to repay the loan according to the terms of the note;
2. Make payments on the student loan even if the student does not receive a bill or repayment notice;
3. If the student applies for a deferment or forbearance, he/she must still continue to make payments until notification that the request has been granted;
4. Notify the appropriate representative (institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from college, or drops below half-time status; changes his/her name, address, or Social Security Number; or transfers to another institution; and
5. Receive entrance advising before being given the first loan disbursement and to receive exit advising before leaving college.

**POLICIES AND PROCEDURES FOR VERIFICATION**

- All applicants selected by the Central Processing System (CPS) will be verified.
- Selected applicants must submit required verification documents within fifteen (15) days of notification.
- Verification notification will be communicated to the student electronically via the Student Portal upon receipt of Official ISIR.
- If the student fails to provide the required documentation within the established timeframe, the student will be treated as a cash-paying student until the documents are provided.
- If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline, he/she will be dismissed from the College. The student may re-enter the College only when he/she can provide the documentation.
- The Student Finance Office reserves the right to make exceptions to the above-stated policies due to extenuating circumstances on a case-by-case basis.
- Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
- The College will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the College will take if the student does not submit the requested documentation within the time period specified by the College.
- Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required. This information will be communicated to the student electronically via the Student Portal.
- Students will be notified by an electronic updated award letter via the Student Portal if the results of verification change the student's scheduled award.
- The College will assist the student in correcting erroneous information and resolve all conflicting information.
- Any suspected case of fraud will be reported to the Regional Office of the Inspector General or, if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter. Referrals to state or local agencies will be reported on an annual basis to the Inspector General.
- No interim disbursements of Title IV aid will be made prior to the completion of verification.
- Effective 2011-2012 Award Year, students with no documented income from any source will be required to complete a Clarification of Stated Support.
- Effective September 1, 2011, Virginia College will apply a zero (0) tolerance policy to data elements required for verification.

**FINANCIAL AID HISTORY (NSLDS)**

Federal regulations require that Federal Family Educational Loan Programs (subsidized and unsubsidized Stafford) cannot be released nor can a Federal PLUS loan application be certified until financial aid information has been received from all colleges an applicant attended. Financial aid information is necessary even if the student did not receive any aid. The College may obtain this information by using the financial aid information they receive from the NSLDS page of the student’s SAR/ISIR.

**FINANCIAL AID PROGRAMS**

**General**

All Title IV financial aid funds received by the College will be credited to the student's account (excluding Federal Work-Study) in accordance with federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

**Federal Pell Grant**

This grant is designed to assist needy undergraduate students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor's or professional degree. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC), the cost of attendance, and the Pell Lifetime Eligibility Used (LEU). For many students, the Federal Pell Grant provides a "foundation" of financial aid to which other aid may be added to defray the cost of college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the Student Finance Office of the College or from a high school counselor. The application will be transmitted electronically through the Central Processing System which will determine the applicant's EFC.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**

Undergraduate students with the lowest Expected Family Contribution (EFC) and who will also receive Pell grants for the award year have primary consideration for an FSEOG award. The amount of the grant and the number of students who may receive this grant depends on the availability of funds from the U.S. Department of Education.

**Federal Work-Study Program**

The Federal Work-Study Program (FWS) provides part time employment to students who need the earnings to defray the cost of their education. Students may work on or off campus for a qualified public, private, or community service.
organization. Application for the FWS program may be made through the Student Finance Office and eligibility is based on financial need and availability of funds. The College will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules. The amount of the award and the number of students who may receive this award depends on the availability of funds from the U.S. Department of Education.

**Veterans Benefits**

The College is approved to offer designated degree programs for veterans training. Applications for veterans benefits may be picked up at the College or by contacting the Department of Veterans Affairs. Approval of training benefits to be awarded is the responsibility of the Department of Veterans Affairs. All students applying for veterans benefits through Virginia College must supply verification of high school graduation or GED certificate. All postsecondary education from an accredited institution must be verified with an official college transcript.

**FEDERAL DIRECT STUDENT LOAN PROGRAM**

**Federal Subsidized Stafford Loans**

Federal Stafford Loans are low interest loans that are insured by a guarantee agency and made available to the student by the U.S. Department of Education. The Subsidized Stafford Loan is awarded based on financial need.

For loans first disbursed on or after July 1, 2008, if the student is a dependent undergraduate student, he/she may borrow up to the following:

- $5,500 if the student is a first-year student enrolled in a program of study that is at least a full academic year (at least $2,000 of this amount must be in unsubsidized loans)
- $6,500 if the student has completed the first year of study and the remainder of his/her program is at least a full academic year (at least $2,000 of this amount must be in unsubsidized loans)
- $7,500 a year if the student has completed two years of study and the remainder of his/her program is at least a full academic year (at least $2,000 of this amount must be in unsubsidized loans)

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. Ask the Student Finance Office for specific details. The aggregate loan limit for an independent undergraduate student is $57,500. (No more than $23,000 of this amount may be subsidized loans.)

**Interest Rates and Fees for Federal Stafford Loans**

Beginning July 1, 2008, the interest rate on subsidized Stafford loans made to undergraduate students was different from year to year. Rate changes from year to year apply to subsidized Stafford loans first disbursed on or after July 1 of each year through June 30 of the next year.


For loans first disbursed on or after July 1, 2008, if the student is an independent undergraduate student, he/she may borrow up to the following:

- $20,500 unsubsidized loan per academic year for students enrolled in a master's degree program

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. See the Student Finance Office for specific details. The aggregate loan limit for an independent undergraduate student is $57,500. (No more than $23,000 of this amount may be subsidized loans.)

**New Interest Rate Cap for Military Members**

Interest rate on a borrower's loan may be changed to 6 percent during the borrower's active duty military service. This applies to both FFEL and Direct loans. Additionally, this law applies to borrowers in military service as of August 14, 2008. Borrower must contact the creditor (loan holder) in writing to request the interest rate adjustment and provide a copy of the borrower's military orders.

**Federal Unsubsidized Stafford Loans**

The Federal Unsubsidized Stafford Loan program is available to eligible students regardless of family income for periods of enrollment beginning on or after October 1, 1992, who do not qualify in whole or in part for Federal Subsidized Stafford Loans. An Unsubsidized Stafford Loan is not awarded based on need. The term "Unsubsidized" means that interest is not paid for the student. The student may make monthly or quarterly interest payments to the lender or allow the accrued interest to capitalize.

The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the following exception: The Government does not pay interest on the student's behalf on a Federal Unsubsidized Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student may make monthly or quarterly interest payments to the lender or allow the accrued interest to capitalize.

**Federal PLUS Loans**

The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the student. Parents of dependent students include the biological or adoptive parent(s). The PLUS loan is also available to
stepparents if their income and assets are taken into consideration when calculating the student’s EFC. 
PLUS loans are not based on need; however, when combined with other resources, the loan cannot exceed the student’s cost of education. Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. The interest rate is variable and is set on July 1 of each year. A loan fee will be deducted proportionately each time a loan disbursement is made. For more information on loan fees visit: http://studentaid.ed.gov/types/loans/interest-rates.

Re-payment begins within 60 days of the final disbursement unless the parent qualifies for and is granted a deferment by the lender. There is no grace period on these loans. Interest begins to accumulate at the time the first disbursement is made, and parents will begin repaying both the principal and interest while the student is in school. Although the minimum payment amount is $50 per month with at least five years but no more than ten years of re-payment, the actual payment and schedule is determined by the amount borrowed. Applications can be obtained from the College’s Student Finance Office or from the lender. For deferment information, contact the Student Finance Office.

First Time Borrowers
If a student is in the first year of an undergraduate program and is a first time Direct Loan borrower, Virginia College may not disburse the first installment of the Direct Loan until 30 calendar days after the student’s actual attendance in the program of study begins.

Clock Hour Students
The start date for loan disbursement purposes is the date classes begin for the first attended module.

SCHOLARSHIP PROGRAM
Virginia College offers the following undergraduate scholarship program for professional career training. This scholarship program is based on the student’s letter of recommendation and essay.

NOTE: An institutional scholarship cannot create a credit balance on a student’s account. Institutional scholarships are applied after all other aid has been applied. Furthermore, students are advised that they may receive less than the maximum award if they apply later than their first term of enrollment, if they complete the program in less than the usual timeframe, or if the College does not have sufficient scholarship funds allocated to meet the demand during an academic year. The total number of scholarships awarded will be determined by the amount of scholarship funds available during the academic year in which the awards are made.

Virginia College Career Training Scholarship for Working Parents
Amount: $500 for diploma programs and $1,000 for degree programs
Application Requirements:
1. The Student at the time of application can attest to having one or more dependent children under the age of 19.
2. A minimum of two years of employment
   • Exceptions to the years of employment may be made for single parents at the sole discretion of the Scholarship Committee. Single parents who do not meet the minimum application requirement for proof of two years of employment may request an interview with the Scholarship Committee. If an interview is granted, the Scholarship Committee may determine from the interview to allow the single parent with less than two years of employment to apply for this scholarship. Approval by the Scholarship Committee to apply for this scholarship does not guarantee that the scholarship will be awarded to the single parent, only that they may apply for the scholarship.
3. One letter of recommendation from an employer
4. Three-hundred-word essay describing long-term career goals
5. High school diploma, GED certificate, or approved Home School study credential
6. Completed scholarship application form

Disbursement Conditions:
The student must continually meet the stated attendance requirements of the College and maintain a 3.0 GPA for the duration of the scholarship award. If attendance requirements and GPA requirements are not met, the remaining balance of the scholarship will not be credited to the student’s account. The student may not re-apply for the scholarship if he/she fails to meet these conditions.

Payable for Credit Hour Students:
Credited equally over each term of the student’s remaining enrollment

Payable for Clock Hour Students:
Credited equally each payment period of the student’s remaining enrollment

Application Submission:
At least 30 days prior to the beginning of the term of attendance for which the scholarship is initially being applied, each applicant must submit the following to the Scholarship Committee: official high school transcript or GED certificate (on those campuses where official copies are required), letter of recommendation, essay, and application form.

Scholarship Committee:
Scholarship Committee membership shall include two appropriate College officials. All decisions of the Scholarship Committee are final and based on meeting the stated scholarship criteria including:
- letter of recommendation;
- student essay; and, optionally,
- personal interview with candidate.

ENTRANCE AND EXIT INTERVIEW/LOAN ADVISING
The Department of Education requires that any student receiving a Federal Family Educational Loan or a Direct Student Loan be notified concerning his/her loan. The College advises each student regarding loan indebtedness and gives each student an entrance test and an exit interview regarding the loan to make sure the student understands the amount borrowed and the student’s rights and responsibilities regarding repayment.

The student should report to the Student Finance Office prior to withdrawal or graduation for loan advising. The purpose of this session is to inform the student of his/her tentative total loans received while in attendance at the College, refunds that may be made, and to provide the student with an estimated payment schedule. Students who have received federal loans at the College will be sent an email upon withdrawal or graduation containing the link to the NSLDS exit counseling website.
ORDER OF RETURN OF SFA PROGRAM FUNDS

Title IV funds credited to outstanding loan balances for the payment period or period of enrollment for which a return of funds is required must be returned in the following order:
1. Unsubsidized Direct Stafford loans (other than PLUS loans)
2. Subsidized Direct Stafford loans
3. Federal Perkins Loan Program
4. Federal PLUS loans
5. Federal Direct PLUS loans

If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:
1. Federal Pell Grants for the payment period for which a return of funds is required
2. Federal Supplemental Educational Opportunity Grant (FSEOG) for which a return of funds is required
3. Other assistance for which a return is required

Students will be notified via email to access the Student Portal for information concerning both federal and institutional refund calculations. The information will include all federal funding received during the payment period in which they withdrew and any refunds to the Department of Education or due to the student. Refunds to any of the Title IV or State programs will be paid within 30 days from the date of determination.

RETURN OF TITLE IV FUNDS

All institutions participating in the SFA Programs are required to use a statutory schedule to determine the amount of SFA Program funds a student has earned when he or she ceases attendance based on the period the student was in attendance. The Higher Education Amendments of 1998, in general, require that if a recipient of SFA Program assistance withdraws from a school during a payment period or a period of enrollment in which the recipient began attendance, the school must calculate the amount of SFA Program assistance the student did not earn and those funds must be returned.

The percentage of the payment period or period of enrollment completed is the total number of calendar weeks (for credit hours program) or clock hours (for clock hour programs) in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar weeks or clock hours completed in that period as of the day the student withdrew.

\[
\text{Number of Weeks or Clock Hours Scheduled to Last Day of Attendance} \\[28\] = \text{Percentage Completed} = \frac{\text{Number of Weeks or Clock Hours in Period}}{(\text{rounding the third decimal place up if the fourth decimal place is 5 or above})}
\]

\textbf{NOTE:} Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period of enrollment (denominator) and the number of calendar days completed in that period (numerator). The day the student withdrew is counted as a completed day.

RETURN OF MILITARY TUITION ASSISTANCE PROGRAM FUNDS

For students participating in the Military Tuition Assistance Program, the College will use the SFA statutory schedule to determine the amount of Tuition Assistance Program funds a student has earned when he or she ceases attendance based on the period the student was in attendance. The only exclusion will be for military students who are deployed during a payment period, and then the Student Deployment Policy will be used.

RETURN OF UNEARNED SFA PROGRAM AND TUITION ASSISTANCE PROGRAM FUNDS

The College must return the lesser of the amount of SFA Program and Tuition Assistance Program funds that the student does not earn or the amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate,
- any SFA loan funds in accordance with the terms of the loan and
- the remaining unearned SFA Program grant (not to exceed 50 percent of the grant) as an overpayment.

TUITION

All students who register for 12 or more quarter credit hours are charged a flat rate for tuition for the term, depending on their program of study, except where noted. This is Standard Tuition.

- In the event a student is unable to register for 12 credit hours in a given term, for any reason other than his/her own decision to register for fewer credits, the student will be charged tuition on a per-credit-hour basis. If under any circumstances a student rejects a minimum 12-credit-hour schedule, the student is deemed to have made the decision to register for fewer credits.
- Students who are registered exclusively for evening courses may elect, for any reason, to take only 8 credit hours per term and will be charged on a per-credit-hour basis for the 8 credit hours instead of the flat rate Standard Tuition, which applies to 12 or more credit hours for their program of study. The minimum tuition charge per term for evening students is 8 credit hours per term.
- The proration of tuition, for either of the exceptions outlined above, is calculated using the per-credit-hour charge calculated from the program’s Standard Tuition charge.
- For initial enrollment in a mini-term start ONLY, depending on the per-credit cost of the program of study:
  - Students who register for up to 8 quarter credit hours are charged a flat rate for tuition for the term for 8 quarter credit hours. This is Mini-Start Tuition.
• In the event a student is unable to register for 8 credit hours in a given term, for any reason other than his/her own decision to register for fewer credits, the student will be charged tuition on a per-credit-hour basis. If under any circumstances a student rejects a minimum 8-credit-hour schedule, the student is deemed to have made the decision to register for fewer credits.

• Students who register for over 8 quarter credit hours in a mini-start are charged a flat rate for tuition for the mini-term, which is the Standard Tuition for the term.

• Books are provided at no charge; however, other expenses and fees may be charged by the College for certain courses for items other than books including, but not limited to, optional examinations, materials, and other instructional aids and resources.
<table>
<thead>
<tr>
<th>Diploma Programs</th>
<th>Program Credit Hours</th>
<th>Price Per Quarter</th>
<th>Estimated Total Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Office Specialist</td>
<td>36</td>
<td>$4,794</td>
<td>$14,382</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>48</td>
<td>$5,297</td>
<td>$15,891</td>
</tr>
<tr>
<td>Customer Service Professional</td>
<td>36</td>
<td>$4,794</td>
<td>$14,382</td>
</tr>
<tr>
<td>Electrical Technician</td>
<td>48</td>
<td>$4,128</td>
<td>$16,512</td>
</tr>
<tr>
<td>HVAC-R Technician</td>
<td>48</td>
<td>$4,278</td>
<td>$17,112</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>60</td>
<td>$4,794</td>
<td>$23,970</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>60</td>
<td>$4,794</td>
<td>$23,970</td>
</tr>
<tr>
<td>Network Technician</td>
<td>36</td>
<td>$4,884</td>
<td>$14,652</td>
</tr>
<tr>
<td>Pastry Arts</td>
<td>48</td>
<td>$5,297</td>
<td>$15,891</td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>48</td>
<td>$4,794</td>
<td>$19,176</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>60</td>
<td>$4,794</td>
<td>$23,970</td>
</tr>
<tr>
<td>Sales Professional</td>
<td>36</td>
<td>$4,794</td>
<td>$14,382</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Associate's Degree Programs</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Specialist</td>
<td>96</td>
<td>$4,794</td>
<td>$38,352</td>
</tr>
<tr>
<td>Associate Degree in Nursing</td>
<td>112</td>
<td>$5,451</td>
<td>$49,059</td>
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<tr>
<td>Business Administration</td>
<td>96</td>
<td>$4,794</td>
<td>$38,352</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>96</td>
<td>$4,794</td>
<td>$38,352</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography</td>
<td>96</td>
<td>$5,616</td>
<td>$44,928</td>
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<tr>
<td>Healthcare Reimbursement</td>
<td>96</td>
<td>$4,794</td>
<td>$38,352</td>
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<td>Human Resource Management</td>
<td>96</td>
<td>$4,794</td>
<td>$38,352</td>
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<tr>
<td>HVAC-R Technician</td>
<td>96</td>
<td>$4,278</td>
<td>$34,224</td>
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<tr>
<td>Medical Assistant</td>
<td>96</td>
<td>$4,794</td>
<td>$38,352</td>
</tr>
<tr>
<td>Medical Office Administration</td>
<td>96</td>
<td>$4,794</td>
<td>$38,352</td>
</tr>
<tr>
<td>Network Engineering</td>
<td>100</td>
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<td>$40,700</td>
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<tr>
<td>Office Administration</td>
<td>96</td>
<td>$4,794</td>
<td>$38,352</td>
</tr>
<tr>
<td>Paralegal Studies</td>
<td>96</td>
<td>$4,794</td>
<td>$38,352</td>
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<tr>
<td>Respiratory Care</td>
<td>104</td>
<td>$4,884</td>
<td>$42,328</td>
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<tr>
<td>Surgical Technology</td>
<td>96</td>
<td>$4,884</td>
<td>$39,072</td>
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<table>
<thead>
<tr>
<th>Bachelor's Degree Programs</th>
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<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Business Administration</td>
<td>188</td>
<td>$4,794</td>
<td>$75,106</td>
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<tr>
<td>Interior Design</td>
<td>180</td>
<td>$4,680</td>
<td>$70,200</td>
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<tr>
<td>Network Management</td>
<td>180</td>
<td>$4,884</td>
<td>$73,260</td>
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</table>

<table>
<thead>
<tr>
<th>Master's Degree Programs *</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration</td>
<td>56</td>
<td>$560 per credit hour</td>
<td>$31,360</td>
</tr>
</tbody>
</table>
* Prerequisite undergraduate courses are $375 per credit hour.

<table>
<thead>
<tr>
<th>Clock Hour Diploma Programs</th>
<th>Program Clock Hours</th>
<th>Price Per Clock Hour</th>
<th>Price Per Payment Period</th>
<th>Estimated Total Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology **</td>
<td>1500</td>
<td>$14.15</td>
<td>$7,075.00</td>
<td>$21,225</td>
</tr>
<tr>
<td>Therapeutic Massage **</td>
<td>900</td>
<td>$17.15</td>
<td>$7,717.50</td>
<td>$15,435</td>
</tr>
</tbody>
</table>

** Tuition is charged per payment period. The Cosmetology program has 3 payment periods of 500 clock hours each. The Therapeutic Massage program has 2 payment periods of 450 clock hours each.

<table>
<thead>
<tr>
<th>Short-Term Training Programs</th>
<th>Program Clock Hours</th>
<th>Estimated Total Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDL Combination Truck Driver Training</td>
<td>160</td>
<td>$4,950</td>
</tr>
<tr>
<td>CDL Straight Truck Driver Training</td>
<td>80</td>
<td>$3,895</td>
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</tbody>
</table>

Fee

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Fee</td>
<td>$250</td>
<td>Per Initial Enrollment</td>
</tr>
<tr>
<td>Online Fee</td>
<td>$25</td>
<td>Per Course</td>
</tr>
<tr>
<td>Re-Entry Fee</td>
<td>$150</td>
<td>Per Re-Enrollment</td>
</tr>
</tbody>
</table>

Course repeats are charged at the current course price per the course re-take. Single subjects are the same credit hour cost as a normal program course.

Virginia College reserves the right to adjust tuition annually. Tuition prices are quoted on a quarterly basis.

**TUITION FOR ONLINE PROGRAMS**

Effective: September 26, 2016

<table>
<thead>
<tr>
<th>Diploma Programs</th>
<th>Program Credit Hours</th>
<th>Price Per Credit Hour</th>
<th>Estimated Total Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Office Specialist</td>
<td>36</td>
<td>$400</td>
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<tr>
<td>Customer Service Professional</td>
<td>36</td>
<td>$400</td>
<td>$14,400</td>
</tr>
<tr>
<td>Network Technician</td>
<td>36</td>
<td>$407</td>
<td>$14,652</td>
</tr>
<tr>
<td>Sales Professional</td>
<td>36</td>
<td>$400</td>
<td>$14,400</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Associate’s Degree Programs</th>
<th>Program Credit Hours</th>
<th>Price Per Credit Hour</th>
<th>Estimated Total Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Specialist</td>
<td>96</td>
<td>$400</td>
<td>$38,400</td>
</tr>
<tr>
<td>Business Administration</td>
<td>96</td>
<td>$400</td>
<td>$38,400</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>96</td>
<td>$400</td>
<td>$38,400</td>
</tr>
<tr>
<td>Culinary and Pastry Arts *</td>
<td>96</td>
<td>$350</td>
<td>$16,800</td>
</tr>
<tr>
<td>Healthcare Reimbursement</td>
<td>96</td>
<td>$400</td>
<td>$38,400</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>96</td>
<td>$400</td>
<td>$38,400</td>
</tr>
<tr>
<td>Medical Office Administration</td>
<td>96</td>
<td>$400</td>
<td>$38,400</td>
</tr>
<tr>
<td>Network Engineering</td>
<td>100</td>
<td>$407</td>
<td>$40,700</td>
</tr>
<tr>
<td>Office Administration</td>
<td>96</td>
<td>$400</td>
<td>$38,400</td>
</tr>
<tr>
<td>Paralegal Studies</td>
<td>96</td>
<td>$400</td>
<td>$38,400</td>
</tr>
</tbody>
</table>

* Students are required to transfer in 48 credit hours; therefore, the cost reflects the remaining 48 credit hours.
### Bachelor's Degree Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
<th>Fee</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration</td>
<td>188</td>
<td>$400</td>
<td>$75,200</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>180</td>
<td>$400</td>
<td>$72,000</td>
</tr>
<tr>
<td>Golf Course Management **</td>
<td>180</td>
<td>$350</td>
<td>$37,800</td>
</tr>
<tr>
<td>Health Services Management</td>
<td>184</td>
<td>$400</td>
<td>$73,600</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>188</td>
<td>$400</td>
<td>$75,200</td>
</tr>
<tr>
<td>Management Information Systems</td>
<td>180</td>
<td>$407</td>
<td>$73,260</td>
</tr>
<tr>
<td>Network Management</td>
<td>180</td>
<td>$407</td>
<td>$73,260</td>
</tr>
<tr>
<td>Paralegal Studies</td>
<td>188</td>
<td>$400</td>
<td>$75,200</td>
</tr>
<tr>
<td>Private Sector Accounting</td>
<td>180</td>
<td>$400</td>
<td>$72,000</td>
</tr>
</tbody>
</table>

** Students are required to transfer in 72 credit hours; therefore, the cost reflects the remaining 108 credit hours.

### Master's Degree Programs ***

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
<th>Fee</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration</td>
<td>56</td>
<td>$541</td>
<td>$30,296</td>
</tr>
<tr>
<td>Business Administration – Healthcare</td>
<td>56</td>
<td>$541</td>
<td>$30,296</td>
</tr>
<tr>
<td>Business Administration – Management</td>
<td>56</td>
<td>$541</td>
<td>$30,296</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>56</td>
<td>$541</td>
<td>$30,296</td>
</tr>
<tr>
<td>Cybersecurity</td>
<td>56</td>
<td>$541</td>
<td>$30,296</td>
</tr>
</tbody>
</table>

*** Prerequisite undergraduate courses are $387 per credit hour.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
<th>Note</th>
<th>Fee</th>
<th>Amount</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Fee</td>
<td>$250</td>
<td>Per Initial Enrollment</td>
<td>Re-Entry Fee</td>
<td>$150</td>
<td>Per Re-Enrollment</td>
</tr>
</tbody>
</table>

Course repeats are charged at the current course price per the course re-take.
Tuition prices are quoted on a quarterly basis.

Virginia College reserves the right to adjust tuition annually.
Tuition Refund Policies

General Refund Policy Information

Withdrawal or Termination

When a student withdraws or is terminated from College after beginning classes, tuition refunds may be made for the student leaving prior to completion of his/her course of study and are based on the tuition amount for the academic period in which the student withdraws and any prior period completed.

Any clock hour student who does not return to the next scheduled course is considered withdrawn from the program.

The withdrawal is determined on the first day of the next course start date for which a student does not return with an effective date of the student’s last date of attendance. Any student who cannot attend the next scheduled course is required to apply to re-enter in order to continue the program of study. Please refer to the Policy for Re-Entry of Withdrawn Students section of this catalog.

If the next scheduled course is not available due to the College’s class schedule, the re-entry enrollment will not count toward the number of attempts for re-entry, but all other standards for re-entry must be met. A re-entry fee will not be charged to the student.

If the student fails to return to a scheduled course, for reasons not due to availability of the course by the College, the re-entry enrollment will count as an enrollment to determine the number of attempts for re-entry, and all other standards for re-entry must be met. A re-entry fee may be assessed in accordance with the Campus tuition addendum.

When a student withdraws, refunds are based on the total charges incurred, not the amount paid. The date from which refunds will be determined is the last date of recorded attendance. Deposits are not refundable. Refunds will be calculated within 30 days of the withdrawal date if verifiable written notification of the decision to withdraw was given to the College by the student. If the student failed to provide any notification of the decision to withdraw, the refund will be calculated within 30 days of the date that the College determines the student withdrew. In either case, the refund will be made no later than 45 days after the date of determination to the appropriate SFA program.

Re-Entry Fees

The College charges a fee to re-enter students who have withdrawn from prior enrollment. Students who have graduated from the College are not charged a fee to reenter in their subsequent enrollment.

Tuition Refund Policy for All Students except Mississippi Residents

Cancellation Prior to Entrance

Refunds provided for cancellation prior to entering the College are calculated in accordance with the published refund policy contained herein.

Students who withdraw during the first 60 percent of the term will receive a tuition refund as calculated below. The student is not entitled to a refund if the last date of attendance occurs after 60 percent of the term has elapsed.

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Tuition Refunded</th>
<th>Tuition Retained</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to Attending Classes</td>
<td>100.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Within the First Week</td>
<td>100.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>After the First Week</td>
<td>90.00%</td>
<td>10.00%</td>
</tr>
<tr>
<td>But Within the First 10%</td>
<td>80.00%</td>
<td>20.00%</td>
</tr>
<tr>
<td>After 10% But Within 20%</td>
<td>70.00%</td>
<td>30.00%</td>
</tr>
<tr>
<td>After 20% But Within 30%</td>
<td>60.00%</td>
<td>40.00%</td>
</tr>
<tr>
<td>After 30% But Within 40%</td>
<td>50.00%</td>
<td>50.00%</td>
</tr>
<tr>
<td>After 40% But Within 50%</td>
<td>40.00%</td>
<td>60.00%</td>
</tr>
<tr>
<td>After 50% But Within 60%</td>
<td>0.00%</td>
<td>100.00%</td>
</tr>
<tr>
<td>After 60%</td>
<td>0.00%</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

The percentage of the payment period or period of enrollment completed is the total number of calendar weeks (for credit hours program) or clock hours (for clock hour programs) in the payment period or period of enrollment for which assistance is awarded divided into the number of calendar weeks or clock hours completed in that period as of the day the student withdrew.

\[
\text{Number of Weeks or Clock Hours in Period} \\
\text{Number of Weeks or Clock Hours Scheduled to Last Day of Attendance} = \frac{\text{Percentage Completed}}{(\text{rounding the third decimal place up if the fourth decimal place is } 5 \text{ or above})}
\]

NOTE: Dissatisfaction with, or non-receipt of, the educational services being offered by the College does not excuse the borrower from repayment of any loans made to the borrower for enrollment at the College.

Mississippi Resident Refund Policy for Virginia College (Online Programs) C-658

Tuition Refund Policy

The College will bill the student’s account according to the term registration charges on the tuition addendum (which may be revised and amended from time to time as determined by the College in its sole and absolute discretion).

Cancellation Prior to Commencement of Classes by the Student

If the student does not begin classes, the College shall charge not more than $250.00. Appropriate refunds will be made within thirty (30) days of receipt of written notice, sent to the appropriate campus address indicated on the front of this agreement indicating that the student will not enter, or, for a student who does not begin classes, shall be made within thirty (30) days of the class starting date.

Refund for Classes Cancelled by the College

FINANCIAL AID INFORMATION
If tuition and fees are collected in advance of the starting date of a program and the College cancels the class, one hundred (100) percent of the tuition and fees shall be refunded. The refund shall be made within thirty (30) days of the planned starting date.

Refunds for Students Enrolled Prior to Visiting the College

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalties within three (3) days following a documented attendance at a regularly scheduled orientation or a documented tour of the facilities and inspection of equipment. Colleges are required to keep records of students’ initial visits or orientation sessions.

Withdrawal after Commencement of Classes by the Student

In computing refunds, the student will be considered to have been in attendance from the actual beginning of the term until the College’s date of determination.

Refund Policy

The colleges of Virginia College are entirely self-supporting. The registration of a student results in the assignment of a class place and the employment of instructors, and other provisions by the College must be contracted in advance. For these reasons, the College cannot make refunds of tuition to students who withdraw prior to the end of the term/payment period except as noted in the official policy outlined below. See the Return of Title IV Funds (p. 28) as stated in this catalog.

Withdrawal after Commencement of Classes by the Student

In computing refunds, the student will be considered to have been in attendance from the actual beginning of the term/payment period until the College’s date of determination of withdrawal. The College considers the first term/payment period as the Student’s initial period of enrollment. The following refund table will be applied should the student withdraw:

MISSISSIPPI RESIDENTS

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Tuition Refunded</th>
<th>Tuition Retained</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to Attending Classes</td>
<td>100.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>After the First Day of Classes and During the First Ten Percent (10%)</td>
<td>90.00%</td>
<td>10.00%</td>
</tr>
<tr>
<td>After Ten Percent (10%) and Until the End of Twenty-Five Percent (25%)</td>
<td>50.00%</td>
<td>50.00%</td>
</tr>
<tr>
<td>After Twenty-Five Percent (25%) and Until the End of Fifty Percent (50%)</td>
<td>25.00%</td>
<td>75.00%</td>
</tr>
<tr>
<td>After Fifty Percent (50%)</td>
<td>0.00%</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

NOTE: Dissatisfaction with, or non-receipt of, the educational services being offered by the College does not excuse the borrower from repayment of any loans made to the borrower for enrollment at the College.
Undergraduate Programs
ACCOUNTING SPECIALIST (ASSOCIATE OF SCIENCE)*

The Accounting Specialist associate degree program is designed to meet the needs of those students who intend to seek employment in the accounting field or who are presently employed and desire to complete additional accounting courses. Graduates from this program will seek positions as Accounting Clerks, Accounts Payable/Receive Specialist, Personal Income Tax Clerks, Collection Clerks, and Professional Bookkeepers. This program amplifies the student’s understanding of the role of accounting in business operations with an emphasis on combining accounting theory and practice with the microcomputer. The curriculum is highlighted by advanced computerized accounting classes.

Upon successful graduation from this program, graduates should be able to
• analyze accounting, financial, and statistical data for use in management decision making;
• discuss correct planning and timely implementation of payroll taxes;
• explain financial statements and utilize computerized systems to process financial data;
• demonstrate an understanding of consumer behavior as it relates to accounting procedures;
• document financial understanding in the context of business planning, professional bookkeeping, and accounting practices;
• identify planning and completion procedures of individual federal income taxes; and
• coordinate a job search.

Area of Concentration

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOM 1010</td>
<td>Keyboarding</td>
<td>4</td>
</tr>
<tr>
<td>AOM 1100</td>
<td>Word Processing</td>
<td>4</td>
</tr>
<tr>
<td>AOM 1200</td>
<td>Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>AOM 2230</td>
<td>Intermediate Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1000</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1410</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1420</td>
<td>Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1460</td>
<td>Computerized Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1470</td>
<td>Computerized Payroll Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 2300</td>
<td>Individual Federal Tax Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 2350</td>
<td>Intermediate Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUS 2490</td>
<td>Advanced Computerized Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 2590</td>
<td>Business Accounting Simulation</td>
<td>4</td>
</tr>
<tr>
<td>BUS 2640</td>
<td>Certified Bookkeeper Exam Review</td>
<td>4</td>
</tr>
</tbody>
</table>

Subtotal: 56

Area of Concentration Electives

A minimum of 8 credits are to be selected in consultation with the Program Director from approved accounting and business courses offered at Virginia College or transferred from another accredited institution.

Subtotal: 8

Foundation

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
<td>4</td>
</tr>
<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
<td>4</td>
</tr>
</tbody>
</table>

Subtotal: 8

General Education

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 24 credits as indicated below:

- Communications: 12 credits
- Humanities and Fine Arts: 4 credits
- Mathematics: 4 credits
- Social and Behavioral Sciences: 4 credits

Subtotal: 24

* This program is also available through online delivery.

TOTAL CREDIT HOURS: 96
ASSOCIATE DEGREE IN NURSING (ASSOCIATE OF SCIENCE)*

The Associate Degree in Nursing program is designed to provide students with a learning experience sufficient to develop the nursing knowledge, skills, and abilities required for safe, effective nursing practice in conjunction with preparing students for the NCLEX-RN examination.

The nursing education program is designed to provide a combination of theoretical, laboratory, and clinical courses specific to the practice of nursing in addition to foundation courses in the sciences, math, and general education. The nursing courses focus on acquiring critical thinking and problem solving abilities, as well as developing skills in the application of the nursing process with patients experiencing alterations in health throughout the lifespan. Specific areas of concentration include medical, surgical, obstetric, pediatric, psychiatric/mental health, and community clients in acute and chronic facilities and community settings. Didactic and clinical courses include content related to concepts of nursing process, nursing assessment and intervention, evidenced-based practice, human caring, communication, critical thinking, teaching and learning, collaboration, management of care, legal and ethical aspects of practice, and professional role development.

Upon successful graduation from this program, graduates should be able to

• demonstrate the use of the nursing process, including assessment, diagnosis, planning, implementation, and evaluation for clients, families, and groups across the lifespan;
• demonstrate and implement caring behaviors and interventions based on principles of liberal arts and science, cultural diversity, and the science of nursing across a variety of healthcare settings;
• demonstrate effective written and oral communication skills with clients, families, and groups in collaboration with other members of the interdisciplinary healthcare team;
• demonstrate critical thinking in effective clinical decision making through the nursing process across the lifespan;
• develop and implement teaching plans and programs for culturally diverse clients in order to maintain health and promote wellness within a holistic context;
• participate in the team approach to deliver holistic client-focused care across a variety of healthcare settings;
• manage care for diverse groups of clients through effective use of delegation, evolving technology, and resources; and
• adhere to legal, ethical principles that guide professional nursing practice and ongoing professional development.

Area of Concentration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1140</td>
<td>Anatomy and Physiology I for Nursing</td>
<td>4</td>
</tr>
<tr>
<td>BIO 1160</td>
<td>Anatomy and Physiology II for Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1020</td>
<td>Health Assessment and Physical Examination</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1110</td>
<td>Fundamentals of Nursing</td>
<td>8</td>
</tr>
<tr>
<td>NUR 1150</td>
<td>Pharmacology and Medication Administration</td>
<td>4</td>
</tr>
<tr>
<td>NUR 2200</td>
<td>Adult Health Nursing I</td>
<td>8</td>
</tr>
<tr>
<td>NUR 2210</td>
<td>Adult Health Nursing II</td>
<td>8</td>
</tr>
<tr>
<td>NUR 2220</td>
<td>Psychiatric and Mental Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR 2310</td>
<td>Maternal/Infant Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NUR 2320</td>
<td>Pediatric Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NUR 2410</td>
<td>Community Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR 2420</td>
<td>Role Transition and Leadership</td>
<td>4</td>
</tr>
<tr>
<td>NUR 2430</td>
<td>Nursing Analysis and Evaluation</td>
<td>4</td>
</tr>
<tr>
<td>NUR 3000</td>
<td>Advanced Nursing Across the Lifespan</td>
<td>12</td>
</tr>
<tr>
<td>NUT 1200</td>
<td>Nutrition for Healthcare Providers</td>
<td>4</td>
</tr>
</tbody>
</table>

Subtotal: 84

Foundation

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
<td>4</td>
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</tbody>
</table>

Subtotal: 4

Required General Education

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIO 1200</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1010</td>
<td>English Composition I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1020</td>
<td>English Composition II</td>
<td>4</td>
</tr>
<tr>
<td>MTH 1090</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PSY 2000</td>
<td>Human Growth and Development</td>
<td>4</td>
</tr>
<tr>
<td>SOC 3214</td>
<td>Cultural Diversity in America</td>
<td>4</td>
</tr>
</tbody>
</table>

Subtotal: 84
Subtotal: 24

**NOTE:** Graduates are required to take the National Council Licensing Examination (NCLEX-RN) administered by the State Board of Nursing in order to apply for State licensure as a Registered Nurse (RN). Graduates are required to take and successful pass the NCLEX-RN licensure examination in order to apply for State licensure as a Registered Nurse. Licensure by the Alabama Board of Nursing is required in order to seek employment as a licensed Registered Nurse. The College makes no representation, promise, or guarantee that completion of this program either assures passage of the examination, acceptance by any state board, or is intended to prepare graduates for employment in any state other than Alabama. Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

* Virginia College is not accepting new enrollments into this program.

**TOTAL CREDIT HOURS:** 112
BUSINESS ADMINISTRATION (ASSOCIATE OF SCIENCE)*

This program is designed to provide students with the basic knowledge and skills suitable for employment in a broad range of private and public sector organizations through course work in accounting, financial analysis, project management, communications, customer service, and workplace ethics. These management skills may also be used as a foundation for further study in a Bachelor of Science in Business Administration program. The core classes in business-management-related fields are complemented by general education offerings that add breadth and depth to the related curriculum.

Upon successful graduation from this program, graduates should be able to
- understand the various components of contemporary business administration;
- communicate effectively and in a manner appropriate for a business setting;
- demonstrate practical proficiency in the use and application of current business hardware and software;
- operate current business technology;
- utilize project management skills;
- demonstrate an understanding of employment relationships;
- understand good customer service skills;
- understand the basic principles of finance and accounting; and
- coordinate a job search.

Area of Concentration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOM 1010</td>
<td>Keyboarding</td>
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</tr>
<tr>
<td>AOM 1100</td>
<td>Word Processing</td>
<td>4</td>
</tr>
<tr>
<td>AOM 1200</td>
<td>Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1000</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1100</td>
<td>Business Communication</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1410</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1420</td>
<td>Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1770</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>BUS 2050</td>
<td>Financial Analysis</td>
<td>4</td>
</tr>
<tr>
<td>BUS 2760</td>
<td>Personnel Management</td>
<td>4</td>
</tr>
<tr>
<td>BUS 2950</td>
<td>Managing Projects</td>
<td>4</td>
</tr>
<tr>
<td>BUS 3200</td>
<td>Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td>BUS 3220</td>
<td>Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>MGT 3010</td>
<td>Introduction to Marketing</td>
<td>4</td>
</tr>
</tbody>
</table>

Subtotal: 56

Area of Concentration Electives

A minimum of 8 credits are to be selected in consultation with the Program Director from approved accounting, office administration, and business administration courses offered at Virginia College or transferred from another accredited institution.

Subtotal: 8

Foundation

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
<td>4</td>
</tr>
<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: 8

General Education

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 24 credits as indicated below:

- Communications: 12 credits
- Humanities and Fine Arts: 4 credits
- Mathematics: 4 credits
- Social and Behavioral Sciences: 4 credits

Subtotal: 24

* This program is also available through online delivery.

TOTAL CREDIT HOURS: 96
BUSINESS ADMINISTRATION (BACHELOR OF SCIENCE)*

This program is designed to build upon the basic understanding and skills used to pursue employment and advancement in a broad range of private and public sector organizations. Students receive instruction in accounting, marketing, human resources, leadership, communications, decision making, and ethical frameworks. These management skills are intended to complement, enhance, and build upon the instruction provided at the associate’s degree level.

Business Administration is a program of study that focuses on the processes by which the resources of an organization are systematically directed toward the achievement of its mission. The core classes in management-related fields are complemented by general education offerings that add breadth and depth to the curriculum. The elective area of the program allows for exploration into related fields of study.

Upon successful graduation from this program, graduates should be able to:

• understand the various components of contemporary business administration;
• develop effective rational decision-making skills for business leadership;
• design and maintain effective personnel training and development programs;
• integrate knowledge of personal and business ethics in business practice;
• use quantitative reasoning to make effective leadership and management decisions;
• understand the basic principles of finance, accounting, and economics;
• recognize and respond to the role of business in the environment; and
• coordinate a job search.

Area of Concentration

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOM 1010</td>
<td>Keyboarding</td>
<td>4</td>
</tr>
<tr>
<td>AOM 1100</td>
<td>Word Processing</td>
<td>4</td>
</tr>
<tr>
<td>AOM 1200</td>
<td>Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1000</td>
<td>Introduction to Business</td>
<td>4</td>
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<tr>
<td>BUS 1410</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1420</td>
<td>Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1460</td>
<td>Computerized Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 2760</td>
<td>Personnel Management</td>
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<tr>
<td>BUS 3010</td>
<td>Managerial Accounting</td>
<td>4</td>
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<tr>
<td>MGT 3010</td>
<td>Introduction to Marketing</td>
<td>4</td>
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<tr>
<td>MGT 3040</td>
<td>Organizational Behavior</td>
<td>4</td>
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<tr>
<td>MGT 3210</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
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<tr>
<td>MGT 3340</td>
<td>Legal Environment in Business</td>
<td>4</td>
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<tr>
<td>MGT 3410</td>
<td>Business and Personal Ethics</td>
<td>4</td>
</tr>
<tr>
<td>MGT 4010</td>
<td>Organizational Communications</td>
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<td>MGT 4220</td>
<td>Technology in Business</td>
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<tr>
<td>MGT 4340</td>
<td>Management Theory and Leadership</td>
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<tr>
<td>MGT 4510</td>
<td>Managerial Analysis and Decision Making</td>
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</tr>
<tr>
<td>MGT 4540</td>
<td>Quality Assurance and Control</td>
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</table>

Subtotal: 76

Area of Concentration Electives

A minimum of 48 credits are to be selected in consultation with the Program Director from approved business, management, and related courses offered at Virginia College or transferred from another accredited institution.

Subtotal: 48

Foundation

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
<td>4</td>
</tr>
<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
<td>4</td>
</tr>
</tbody>
</table>

Subtotal: 8

General Education

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. At least 20 credits must be 3000-level courses. Select a total (minimum) of 56 credits as indicated below:

- Communications: 12 credits
- Humanities and Fine Arts: 4 credits

Subtotal: 56
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>8</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>8</td>
</tr>
<tr>
<td>Approved General Education Electives</td>
<td>24</td>
</tr>
</tbody>
</table>

**Subtotal: 56**

*Some courses within this program are only offered through online delivery.*

**TOTAL CREDIT HOURS: 188**
BUSINESS OFFICE SPECIALIST (DIPLOMA)*

According to IAAP, the premier association for administrative professionals, administrative professionals need a wide base of knowledge ranging from technical skills to expert communication abilities. Virginia College’s Business Office Specialist program is designed to prepare students with the skills needed in organization, planning, information distribution, and administration and to get you into the job market quickly. This program emphasizes Microsoft Office and includes courses in Microsoft Word and Excel, as well as helpful tools needed to become a well-rounded and qualified professional, skilled to manage the day-to-day administrative needs of any office environment.

Upon successful graduation from this program, graduates should be able to
- demonstrate practical proficiency in the basic application of current office software including word processing, spreadsheet, database, and presentation development;
- utilize the Internet, e-mail, and basic PC knowledge;
- implement basic accounting procedures in an office environment;
- understand basic business operations;
- write and type professional business documents;
- type at an acceptable industry speed; and
- coordinate a job search.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOM 1100</td>
<td>Word Processing</td>
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<tr>
<td>AOM 1200</td>
<td>Spreadsheets</td>
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<tr>
<td>AOM 1400</td>
<td>Presentations</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1000</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1010</td>
<td>Business Essentials</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1100</td>
<td>Business Communication</td>
<td>4</td>
</tr>
<tr>
<td>BUS 2950</td>
<td>Managing Projects</td>
<td>4</td>
</tr>
<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
<td>4</td>
</tr>
<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
<td>4</td>
</tr>
</tbody>
</table>

*This program is also available through online delivery.*

TOTAL CREDIT HOURS: 36
CDL COMBINATION TRUCK DRIVER TRAINING

The CDL Combination Truck Driver Training program provides the student with the skills and knowledge necessary to acquire a State-issued CDL-A class license (Commercial Driver’s License) in Alabama. The course includes training on industry standards along with a focus on federal and State regulations, industrial relations, safe operating procedures, load limits, and securement and completion of required records, log books, and forms. Classroom lectures emphasize CDL permit preparation, general knowledge, air brake systems, combination vehicles, operating practices, State rules, regulations, and guidelines as outlined by Federal Motor Carrier Safety Regulations (FMCSR).

On-the-road operating practices are integrated into the development of driving skills and safety. The course will familiarize students with in-cab instrumentations and controls, along with the performance of pre-trip inspections, field exercise maneuvers as required by the State of Alabama, and safe driving in controlled environments. Students who demonstrate safe driving control develop their driving skills under actual one-on-one road conditions. Students who complete the program receive a Commercial Driver Training A-Class Certificate.

Degree Requirements

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDT 0100</td>
<td>Introduction to CDL Preparation</td>
<td>16 clock hours</td>
</tr>
<tr>
<td>CDT 0120</td>
<td>CDL Basic Combination Maneuvers</td>
<td>96 clock hours</td>
</tr>
<tr>
<td>CDT 0150</td>
<td>CDL Registry Combination Skills Maneuvers</td>
<td>48 clock hours</td>
</tr>
</tbody>
</table>

NOTE: Applicants must hold a valid Alabama drivers license upon entry to the program. Applicants age 20 and under who wish to work for out-of-state carriers must review federal and state restrictions. Applicants intending to move to another state must verify the requirements of that state.

There are federal and state restrictions for individuals 18 to 20 years old to operate a commercial vehicle only within their state of residency. Individuals age 21 and older are not restricted to operate with national carriers. Students must submit to a Motor Vehicle Report and mandatory Department of Transportation (D.O.T.) physical and drug examination.

No academic credit is awarded for this program. This program does not qualify for federal financial aid.

TOTAL CLOCK HOURS: 160
CDL STRAIGHT TRUCK DRIVER TRAINING

The CDL Straight Truck Driver Training program provides the student with the skills and knowledge necessary to acquire a State-issued CDL-B class license (Commercial Driver's License) in Alabama. The course includes training on industry standards along with a focus on federal and State regulations, industrial relations, safe operating procedures, load limits, and securement and completion of required records, log books, and forms. Classroom lectures emphasize CDL permit preparation, general knowledge, air brake systems, operating practices, State rules, regulations, and guidelines as outlined by Federal Motor Carrier Safety Regulations (FMCSR).

On-the-road operating practices are integrated into the development of driving skills and safety. The course will familiarize students with in-cab instrumentations and controls, along with the performance of pre-trip inspections, field exercise maneuvers as required by the State of Alabama, and safe driving in controlled environments. Students who demonstrate safe driving control develop their driving skills under actual one-on-one road conditions. Individuals who complete the program receive a Commercial Driver Training B-Class Certificate.

Requirements

Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDT 0100</td>
<td>Introduction to CDL Preparation</td>
<td>16 clock hours</td>
</tr>
<tr>
<td>CDT 0170</td>
<td>CDL Basic Straight Maneuvers</td>
<td>48 credits</td>
</tr>
<tr>
<td>CDT 0190</td>
<td>CDL Registry Straight Skills Maneuvers</td>
<td>16 credits</td>
</tr>
</tbody>
</table>

NOTE: Applicants must hold a valid Alabama drivers license upon entry to the program. Applicants age 20 and under who wish to work for out-of-state carriers must review federal and state restrictions. Applicants intending to move to another state must verify the requirements of that state.

There are federal and state restrictions for individuals 18 to 20 years old to operate a commercial vehicle only within their state of residency. Individuals age 21 and older are not restricted to operate with national carriers. Students must submit to a Motor Vehicle Report and mandatory Department of Transportation (D.O.T.) physical and drug examination.

No academic credit is awarded for this program. This program does not qualify for federal financial aid.

TOTAL CREDIT HOURS: 80
COSMETOLOGY (DIPLOMA)

The diploma program in Cosmetology provides a basic understanding of cosmetology and is designed to prepare students to take the State Board of Cosmetology licensing examination. It provides students with a solid background of practical hands-on training directly related to the cosmetology industry.

Upon successful graduation from this program, graduates should be able to:

- understand and follow laws, rules, and regulations of the State Board of Cosmetology;
- utilize standard sanitation and safety precautions;
- communicate, analyze, and perform cosmetology services in a professional manner;
- perform basic and advanced wet hair styling, thermal hair styling, hair designing, and artificial hair additions;
- perform basic and advanced hair shaping with the use of multiple hair shaping implements;
- analyze scalp and hair, select correct chemical texturizing products, and properly use chemicals and texturizing techniques;
- identify all types of hair coloring and effects on the hair and perform procedures for hair coloring and lightening;
- recognize skin disorders and perform skin care services within cosmetology limits;
- recognize nail disorders and perform nail services within cosmetology limits, including manicures, pedicures, nail tips, acrylic nails, and creative nail art;
- safely and effectively perform basic massage techniques involving hair and scalp, face, hands, arms, shoulders, neck, feet, and lower legs; and
- coordinate a job search.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 4110</td>
<td>Introduction to Cosmetology</td>
<td>125</td>
</tr>
<tr>
<td>COS 4120</td>
<td>Basic Sculpt and Design</td>
<td>125</td>
</tr>
<tr>
<td>COS 4130</td>
<td>Basic Nail, Skin Care and Long Hair Design</td>
<td>125</td>
</tr>
<tr>
<td>COS 4140</td>
<td>Basic Texture and Color</td>
<td>125</td>
</tr>
<tr>
<td>COS 4210</td>
<td>Wigs and Hair Additions with Electricity</td>
<td>125</td>
</tr>
<tr>
<td>COS 4220</td>
<td>Advanced Sculpt and Design</td>
<td>125</td>
</tr>
<tr>
<td>COS 4230</td>
<td>Advanced Nail and Skin Techniques with Anatomy and Physiology</td>
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</tr>
<tr>
<td>COS 4240</td>
<td>Men's Sculpt and Color Techniques</td>
<td>125</td>
</tr>
<tr>
<td>COS 4310</td>
<td>Beauty Business</td>
<td>125</td>
</tr>
<tr>
<td>COS 4320</td>
<td>State Law and Board Exam Review</td>
<td>125</td>
</tr>
<tr>
<td>COS 4330</td>
<td>General Skills Efficiency I</td>
<td>125</td>
</tr>
<tr>
<td>COS 4340</td>
<td>General Skills Efficiency II</td>
<td>125</td>
</tr>
</tbody>
</table>

**TOTAL CLOCK HOURS: 1500**

NOTE: Successful completion of the State Cosmetology Board examination is required to apply for licensure and employment in the State of Alabama as a Cosmetologist. The College makes no representation, promise, or guarantee that completion of this program assures either passage of any certification examination or acceptance by any state board or that this program is intended to prepare graduates for employment in any state other than Alabama. Prospective and current students and graduates are responsible for researching and understanding all examination, registration, or licensing requirements in any state in which they seek to become registered, licensed, or employed.
CRIMINAL JUSTICE (ASSOCIATE OF SCIENCE)*

The Associate of Science degree in Criminal Justice is designed to provide a broad foundation of education in the field of justice sciences, along with an examination of topics related to careers in the field. Students interested in law enforcement, corrections, the criminal court system, or corporate and industrial security will find their areas of interest included in this program of study. This degree program has a two-fold design. It is designed to provide training to veteran criminal justice professionals as they pursue advancement in their chosen field, as well as provide training to individuals who desire to enter the field of criminal justice for the first time.

Presenting material on current technologies, trends, and policies, this program provides students with the opportunity to enter into the world of justice sciences. Studies in corrections, criminology, and security are combined with solid general education program components, creating an introductory Criminal Justice associate’s degree program for students with an interest in pursuing a career in contemporary law enforcement.

Upon successful graduation from this program, graduates should be able to

- trace the historical development of current structure of local, state, and federal court systems;
- describe the philosophical and historical foundations of corrections in America;
- discuss the criminal justice process from law enforcement to administration of justice through corrections;
- identify the effects of substantive and procedural law on individuals within the criminal justice system;
- explain the nature and extent of crime in the United States and theories of causation;
- summarize the major techniques of crime scene investigation;
- analyze ethical issues in criminal justice and provide a legal and moral course of action applicable to various situations;
- trace the history of the juvenile justice system;
- coordinate a job search.

**Area of Concentration**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOM 1010</td>
<td>Keyboarding</td>
<td>4</td>
</tr>
<tr>
<td>AOM 1100</td>
<td>Word Processing</td>
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<tr>
<td>CRJ 1010</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>CRJ 1050</td>
<td>Criminal Procedure</td>
<td>4</td>
</tr>
<tr>
<td>CRJ 1400</td>
<td>Introduction to Corrections</td>
<td>4</td>
</tr>
<tr>
<td>CRJ 1500</td>
<td>Courts in America</td>
<td>4</td>
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<tr>
<td>CRJ 1600</td>
<td>Criminal Justice Ethics</td>
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<td>CRJ 2000</td>
<td>Investigative Report Writing</td>
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<td>CRJ 2010</td>
<td>Criminology</td>
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<tr>
<td>CRJ 2030</td>
<td>Juvenile Justice</td>
<td>4</td>
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<tr>
<td>CRJ 2050</td>
<td>Police in America</td>
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<tr>
<td>CRJ 2490</td>
<td>Business, Corporate, and Industrial Security</td>
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</tr>
<tr>
<td>CRJ 2900</td>
<td>Introduction to Forensic Science</td>
<td>4</td>
</tr>
<tr>
<td>LGA 1800</td>
<td>Criminal Law</td>
<td>4</td>
</tr>
</tbody>
</table>

**Subtotal: 56**

**Area of Concentration Electives**

A minimum of 8 credits are to be selected in consultation with the Program Director from approved criminal justice and legal studies courses offered at Virginia College or transferred from another accredited institution.

**Subtotal: 8**

**Foundation**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
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</tr>
<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
<td>4</td>
</tr>
</tbody>
</table>

**Subtotal: 8**

**General Education**

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 24 credits as indicated below:

- Communications: 12 credits
- Humanities and Fine Arts: 4 credits
- Mathematics: 4 credits
- Social and Behavioral Sciences: 4 credits

**Subtotal: 24**
NOTE: Additional police academy training may be necessary for law enforcement positions. The College makes no representation that this program prepares graduates for entry into police academies or that this curriculum will be accepted by police academies.

* This program is also available through online delivery.

TOTAL CREDIT HOURS: 96
CRIMINAL JUSTICE (BACHELOR OF SCIENCE)*

Online Delivery Only

The Bachelor of Science degree in Criminal Justice is designed to provide a multidimensional framework in law enforcement, criminal law, corrections, the criminal court system, and private security that will allow successful students to pursue a range of career opportunities upon completion. The curriculum includes course work in each of the aforementioned areas, along with courses designed to hone computer skills for technical knowledge applicable to the 21st Century justice system.

Upon successful graduation from this program, graduates should be able to
• document the entire criminal justice process from law enforcement to the administration of justice through corrections;
• identify the effects of substantive and procedural law on individuals within the criminal justice system;
• explain the nature and extent of crime in the United States and theories of causation;
• describe the philosophical and historical foundations of corrections in America;
• classify the safety and security of business enterprises as they relate to private, retail, and industrial aspects;
• analyze the principles, techniques, strategies, theory, and scope of criminal investigations;
• trace the historical development and current structure of local, state, and federal court systems; and
• coordinate a job search.

Area of Concentration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOM 1010</td>
<td>Keyboarding</td>
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<td>AOM 1100</td>
<td>Word Processing</td>
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</tr>
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<td>CRJ 1010</td>
<td>Introduction to Criminal Justice</td>
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</tr>
<tr>
<td>CRJ 1050</td>
<td>Criminal Procedure</td>
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<tr>
<td>CRJ 1400</td>
<td>Introduction to Corrections</td>
<td>4</td>
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<tr>
<td>CRJ 1500</td>
<td>Courts in America</td>
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<tr>
<td>CRJ 1600</td>
<td>Criminal Justice Ethics</td>
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<td>CRJ 2010</td>
<td>Criminology</td>
<td>4</td>
</tr>
<tr>
<td>CRJ 2030</td>
<td>Juvenile Justice</td>
<td>4</td>
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<tr>
<td>CRJ 2050</td>
<td>Police in America</td>
<td>4</td>
</tr>
<tr>
<td>CRJ 2490</td>
<td>Business, Corporate, and Industrial Security</td>
<td>4</td>
</tr>
<tr>
<td>CRJ 2900</td>
<td>Introduction to Forensic Science</td>
<td>4</td>
</tr>
<tr>
<td>CRJ 3000</td>
<td>Criminal Investigations</td>
<td>4</td>
</tr>
<tr>
<td>CRJ 3030</td>
<td>White Collar Crime</td>
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</tr>
<tr>
<td>CRJ 3150</td>
<td>Research Methods in Criminal Justice</td>
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<tr>
<td>CRJ 3470</td>
<td>Criminal Justice Management and Administration</td>
<td>4</td>
</tr>
<tr>
<td>CRJ 4000</td>
<td>Comparative Criminal Justice Systems</td>
<td>4</td>
</tr>
<tr>
<td>CRJ 4060</td>
<td>Terrorism</td>
<td>4</td>
</tr>
<tr>
<td>CRJ 4215</td>
<td>Community-Oriented Policing and Problem Solving</td>
<td>4</td>
</tr>
<tr>
<td>CRJ 4320</td>
<td>Gangs</td>
<td>4</td>
</tr>
<tr>
<td>CRJ 4340</td>
<td>Organized Crime</td>
<td>4</td>
</tr>
<tr>
<td>CRJ 4400</td>
<td>Crime Scene Investigation</td>
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<tr>
<td>LGA 1800</td>
<td>Criminal Law</td>
<td>4</td>
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</tbody>
</table>

Subtotal: 92

Area of Concentration Electives

A minimum of 24 credits are to be selected in consultation with the Program Director from approved criminal justice and legal studies courses offered at Virginia College or transferred from another accredited institution. At least 8 credits must be 3000- and 4000-level courses.

Subtotal: 24

Foundation

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
<td>4</td>
</tr>
<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
<td>4</td>
</tr>
</tbody>
</table>

Subtotal: 8
General Education
These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 56 credits as indicated below. At least 12 credits must be 3000-level courses.

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>12</td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>8</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>8</td>
</tr>
<tr>
<td>Approved General Education Electives</td>
<td>24</td>
</tr>
</tbody>
</table>

**Subtotal: 56**

**NOTE:** Additional police academy training may be necessary for law enforcement positions. The College makes no representation that this program prepares graduates for entry into police academies or that this curriculum will be accepted by police academies.

* This program is only offered through online delivery.

TOTAL CREDIT HOURS: 180
CULINARY ARTS (DIPLOMA)

Effective: May 6, 2016

Virginia College’s Culinary Arts diploma program is designed to provide students with a diversified education in food preparation. This program provides hands-on, realistic training, as well as providing learning experiences that offer students a solid background of practical training in various culinary disciplines directly related to the hospitality/food service industry.

The program is structured to provide students with instruction in fundamental, intermediate, and advanced culinary arts, as well as providing a hands-on externship experience under the direction of industry professionals. This comprehensive training is intended to provide graduates with the fundamental skills to pursue employment in the culinary career path they choose to follow.

Upon successful graduation from this program, graduates should be able to

- interpret the hospitality/food service industry and career opportunities in the field;
- establish and maintain high standards of personal and industry sanitation and safety;
- produce high-quality food products using appropriate equipment;
- evaluate professional standards in personal appearance and demonstrate ethical behavior;
- demonstrate proper techniques in cooking to produce high-quality products;
- apply nutrition principles to menu planning and food production for a variety of customers;
- assess the origin of various cuisines and their relationship to history and cultural developments;
- analyze the workings of the pastry and baking sector of culinary arts; and
- coordinate a job search.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL 1030</td>
<td>Intermediate and Advanced Techniques of Culinary Arts</td>
<td>18 credits</td>
</tr>
<tr>
<td>CUL 2060</td>
<td>Culinary Externship</td>
<td>8 credits</td>
</tr>
<tr>
<td>EDU 1024</td>
<td>The Hospitality Industry and Career Planning</td>
<td>4 credits</td>
</tr>
<tr>
<td>PBC 1010</td>
<td>Fundamentals of Culinary and Pastry Arts</td>
<td>18 credits</td>
</tr>
</tbody>
</table>

NOTE: The Culinary Arts and Pastry Arts diploma programs are accredited by The Accrediting Commission of the American Culinary Federation Education Foundation (ACFEF). Culinary Arts and Pastry Arts students must pass the ServSafe certification examination in order to graduate from their program. Virginia College’s culinary programs comply with and/or offer National ServSafe certification from the National Restaurant Association as part of the program. Food handling and safety licensure and regulatory requirements vary by jurisdiction. Prospective and current students and graduates are responsible for researching and understanding all food handling and safety licensure and regulatory requirements in any state in which they seek to become employed.

The Real World Experience

Students will participate in two 5-hour Real World Experiences (RWE) during each lab Class. The RWE is designed to integrate course skills and competencies with job performance training in a real world setting that meets industry standards. This experience is also part of your final course grade (10%) for the quarter. It is the student’s responsibility to schedule these Real World Experiences in a timely manner, with either the Program Director or the Lab Coordinator. If a student does not complete the hours designated in the quarter for the Real World Experience, they will receive an F grade and fail the course.

TOTAL CREDIT HOURS: 48
CULINARY AND PASTRY ARTS (ASSOCIATE OF APPLIED SCIENCE)*

Online Delivery Only

Virginia College’s Associate of Applied Science in Culinary and Pastry Arts is designed to provide students with a background in cooking, baking, and hot food preparation, along with the additional management skills needed to be prepared to work in a supervisory position in the hospitality and food service industry.

Upon successful graduation from this program, graduates should be able to

• apply nutrition principles to menu planning for a variety of customers;
• understand the process and formulas behind how to control food and labor cost in a commercial operation;
• understand the various EEOC laws governing employment;
• utilize computers and software appropriate to industry;
• understand and describe the basic layout, process, and design of creating a commercial kitchen; and
• understand the elements behind successful hospitality marketing.

Area of Concentration

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRT 1015</td>
<td>Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>CUL 1150</td>
<td>Food Science: Nutrition, Taste and Cooking</td>
<td>4</td>
</tr>
<tr>
<td>CUL 1250</td>
<td>Purchasing from a Cultural Perspective</td>
<td>4</td>
</tr>
<tr>
<td>CUL 2400</td>
<td>Supervision in the Hospitality Industry</td>
<td>4</td>
</tr>
<tr>
<td>CUL 2560</td>
<td>Facilities Management and Menu Planning</td>
<td>4</td>
</tr>
<tr>
<td>CUL 2575</td>
<td>Marketing and Cost Control</td>
<td>4</td>
</tr>
</tbody>
</table>

Subtotal: 24

Area of Concentration Transfer Credits

These credits will transfer from Virginia College’s Culinary Arts or Pastry Arts diploma programs or from a culinary/pastry program similar to the ones offered by Virginia College.

Subtotal: 48

Foundation

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
<td>4</td>
</tr>
<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
<td>4</td>
</tr>
</tbody>
</table>

Subtotal: 8

General Education

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 16 credits as indicated below:

Communications: 8 credits
Mathematics: 4 credits
Social and Behavioral Sciences: 4 credits

Subtotal: 16

NOTE: Culinary Arts and Pastry Arts students must pass the ServSafe certification examination in order to graduate from their program. Virginia College’s culinary programs comply with and/or offer National ServSafe certification from the National Restaurant Association as part of the program. Food handling and safety licensure and regulatory requirements vary by jurisdiction. Prospective and current students and graduates are responsible for researching and understanding all food handling and safety licensure and regulatory requirements in any state in which they seek to become employed.

* This program is only offered through online delivery.

TOTAL CREDIT HOURS: 96
CUSTOMER SERVICE PROFESSIONAL (DIPLOMA)*

The Customer Service Professional program provides rapid readiness for a variety of jobs in customer-facing roles. The program emphasizes competencies such as listening, analyzing information, adaptability, teamwork, social skills, and self-management that are highly prized by today’s employers. In addition, students will learn hospitality and contact center customer service specialty skills.

Upon successful graduation from this program, graduates should be able to
• communicate effectively in a manner appropriate for the customer service setting;
• assess customer needs;
• describe typical products, services, and organizational structures related to his/her selected specialty area(s);
• demonstrate short- and long-term customer care skills including problem solving and empathy;
• handle challenging people and situations;
• demonstrate an ability to set and achieve personal goals through self-management; and
• coordinate a job search.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOM 1100</td>
<td>Word Processing</td>
<td>4</td>
</tr>
<tr>
<td>AOM 1200</td>
<td>Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1010</td>
<td>Business Essentials</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1100</td>
<td>Business Communication</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1770</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1780</td>
<td>Customer Service Call Center</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1790</td>
<td>Customer Service Hospitality</td>
<td>4</td>
</tr>
<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
<td>4</td>
</tr>
<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
<td>4</td>
</tr>
</tbody>
</table>

* This program is also available through online delivery.  
TOTAL CREDIT HOURS: 36
DIAGNOSTIC MEDICAL SONOGRAPHY (ASSOCIATE OF APPLIED SCIENCE)

The Diagnostic Medical Sonography (DMS) program is designed to prepare students for a rewarding career in this highly specialized health science field. Sonographers, also known as Ultrasound Technicians, work closely with physicians and other healthcare professionals as a trusted member of the patient care team, as patient diagnosis is dependent on the sonographer’s ability to produce quality diagnostic images which are interpreted by a physician. The program includes a comprehensive clinical experience through an externship (400 total hours) at a medical facility. This provides the student with practical hands-on experience in the field of ultrasound. This practical experience will be completed under the mentorship of qualified sonographers and physicians. Students who successfully graduate from this associate’s degree program may be eligible to seek employment in a variety of healthcare settings including: hospitals, outpatient clinics, or private practice.

The areas of concentration in this program will include ultrasound physics and instrumentation, along with abdominal, reproductive systems, obstetrical, superficial structures, and vascular scanning. DMS core courses are designed to prepare competent entry-level general/vascular sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Upon successful graduation from this program, graduates should be able to
• obtain patient history and lab results pertinent to the ultrasound exam;
• understand the anatomy, physiology, and pathophysiology of organ systems;
• work independently using appropriate discretion and judgment;
• perform diagnostic ultrasound examinations with competency;
• recognize the normal and abnormal sonographic characteristics of organs:
• learn the protocols for a logical and thorough survey of organ systems;
• evaluate sonographic images for usefulness as a diagnostic tool;
• provide a diagnostic impression to the interpreting physician using oral and/or written communication; and
• work effectively with other healthcare professionals to promote patient safety and quality patient care.

Area of Concentration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANP 1130</td>
<td>Anatomy and Physiology: Organs and Systems</td>
<td>4</td>
</tr>
<tr>
<td>DMS 1010</td>
<td>Ultrasound Instrumentation and Physics Principles</td>
<td>4</td>
</tr>
<tr>
<td>DMS 1150</td>
<td>Anatomy and Physiology for Ultrasound</td>
<td>4</td>
</tr>
<tr>
<td>DMS 1160</td>
<td>Introduction to Ultrasound Scanning</td>
<td>3</td>
</tr>
<tr>
<td>DMS 1400</td>
<td>Female Reproductive Scanning</td>
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<tr>
<td>DMS 1450</td>
<td>Hemodynamic Principles</td>
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<td>DMS 2050</td>
<td>Pathophysiology for Ultrasound</td>
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</tr>
<tr>
<td>DMS 2110</td>
<td>Obstetrical Scanning I</td>
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</tr>
<tr>
<td>DMS 2120</td>
<td>Abdominal Scanning I</td>
<td>3</td>
</tr>
<tr>
<td>DMS 2130</td>
<td>Vascular Scanning I</td>
<td>3</td>
</tr>
<tr>
<td>DMS 2210</td>
<td>Obstetrical Scanning II</td>
<td>3</td>
</tr>
<tr>
<td>DMS 2220</td>
<td>Abdominal Scanning II</td>
<td>3</td>
</tr>
<tr>
<td>DMS 2230</td>
<td>Vascular Scanning II</td>
<td>3</td>
</tr>
<tr>
<td>DMS 2310</td>
<td>Obstetrical Scanning III</td>
<td>3</td>
</tr>
<tr>
<td>DMS 2320</td>
<td>Abdominal Scanning III</td>
<td>3</td>
</tr>
<tr>
<td>DMS 2330</td>
<td>Vascular Scanning III</td>
<td>3</td>
</tr>
<tr>
<td>DMS 2420</td>
<td>Ultrasound Physics</td>
<td>4</td>
</tr>
<tr>
<td>DMS 2700</td>
<td>Diagnostic Medical Sonography Externship</td>
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<tr>
<td>MED 1010</td>
<td>Medical Terminology</td>
<td>4</td>
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<tr>
<td>PHY 1010</td>
<td>Physics</td>
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Subtotal: 76

Foundation

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
<td>4</td>
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</tbody>
</table>

Subtotal: 4

General Education

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 16 credit hours as indicated below:

Communications 8 credits
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>4</td>
</tr>
</tbody>
</table>

**Subtotal: 16**

**NOTE:** The DMS program at Virginia College (Birmingham) is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation from the Joint Review Committee of Education in Diagnostic Medical Sonography. Ultrasound students must meet competency standards for obstetrical, abdominal, and vascular scanning at each level (I, II, and III) prior to clearance for enrollment in any of the scanning classes at the next level. This program is not designed to prepare graduates for employment in any state other than Alabama. Prospective and current students and graduates, are responsible for researching and understanding all examination, registration, or licensing requirements in any state in which they seek to become registered, licensed, or employed.

This program is not intended to prepare graduates for employment in any state other than Alabama. At this time it is not required to become certified, registered, or licensed in the State of Alabama in order to work as an Ultrasound Technologist. However, graduates may find certification to be advantageous in the employment market and that some employers may require certification before hiring a graduate or within a period of time after employment. The College makes no representation, promise, or guarantee that participation in or completion of this program assures either passage of any certification examination or acceptance by any state board. Qualified students who meet the appropriate prerequisite requirements according to the American Registry for Diagnostic Medical Sonography (ARDMS) may be eligible to take the physics examination (SPI examination) after they complete the last class of physics in the curriculum. Qualified graduates may be eligible to take the ARDMS technology examinations (abdominal, obstetrics and gynecology, and vascular) or the Cardiovascular Credentialing International (CCI) examinations.

**TOTAL CREDIT HOURS: 96**
ELECTRICAL TECHNICIAN DIPLOMA

The Electrical Technician diploma program is designed to provide students with the knowledge, technical skills, and work habits required to pursue an entry-level position as an electrical technician. The program concentrates on the fundamentals of electricity and its practical applications and instructs students in direct current and alternating current circuitry, as well as residential and commercial wiring. In addition, this program addresses topics such as transformers and lighting installations. Instruction in the National Electrical Code’s requirements, NFPA 70E, for safe electrical system installations is included throughout the program. Program graduates may seek employment in entry-level positions as electrical technicians within companies associated with electrical work, including commercial and residential building construction, construction equipment and supply, and residential field services and installation. Graduates may also obtain work on new construction or restoration projects, remodeling sites, or within commercial maintenance. All students will complete training in CPR, AED, and first aid and will be certified in CPR by the American Heart Association, as well as a 10-hour OSHA entry-level training within the first two months of coursework.

Upon successful graduation from this program, graduates should be able to

- understand the fundamentals of electricity and the practical applications;
- comprehend electric diagrams, motor controls, and related components;
- follow standard safety and security procedures and OSHA requirements;
- associate the differences in direct and alternating current;
- perform in a professional manner with effective communication and understanding of residential and commercial electric services;
- use working knowledge of distribution equipment, transformers, and specialty equipment as related to given projects;
- apprehend basic knowledge of National Electrical Codes (NEC);
- read blueprints for commercial and residential electrical and wire routing and installation;
- work with load variances, switches, and panels as related to electrical services;
- practice and complete projects with motor controls, single and multi-motor calculations, testing, and maintenance;
- identify basic theory and utilization of electric current, OHM’s law, capacitance, resistance, volt, and amperage; and
- follow specifications for lights and lighting controls, ballast and wire controls, along with related devices.

Curriculum

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELE 1300</td>
<td>Electrical Concepts</td>
<td>6</td>
</tr>
<tr>
<td>ELE 1350</td>
<td>Raceway Systems</td>
<td>6</td>
</tr>
<tr>
<td>ELE 1500</td>
<td>Residential and Commercial Wiring</td>
<td>6</td>
</tr>
<tr>
<td>ELE 1550</td>
<td>Lighting Applications and Electronic Theory</td>
<td>6</td>
</tr>
<tr>
<td>ELE 1600</td>
<td>Grounding, Circuit Breakers, and Branch Circuits</td>
<td>6</td>
</tr>
<tr>
<td>ELE 1650</td>
<td>Electric Services and Overcurrent Protection</td>
<td>6</td>
</tr>
<tr>
<td>ELE 1700</td>
<td>Distribution Equipment, Transformers, and</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Estimating</td>
<td></td>
</tr>
<tr>
<td>ELE 1750</td>
<td>Motor Theory and Applications</td>
<td>6</td>
</tr>
<tr>
<td>ELE 1800</td>
<td>Control Systems</td>
<td>6</td>
</tr>
<tr>
<td>ELE 1850</td>
<td>Hazardous Locations, Emergency Systems, and</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>PLCs</td>
<td></td>
</tr>
<tr>
<td>TRS 1000</td>
<td>Introduction to Trades</td>
<td>6</td>
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<tr>
<td>TRS 1050</td>
<td>Electricity for Trades</td>
<td>5.5</td>
</tr>
</tbody>
</table>

Subtotal: 71.5
GOLF COURSE MANAGEMENT (BACHELOR OF SCIENCE)*

Online Delivery Only

Virginia College’s Bachelor of Science degree in Golf Course Management is designed to provide students with a diversified education in managing and operating a golf course. Having completed the fundamentals in their associate’s degree program, baccalaureate students are offered a solid background of practical training in their specific discipline. In addition, students will gain critical thinking skills, management training, and leadership development. This comprehensive program provides graduates with the fundamental skills necessary to adapt to the golf management path they choose to follow.

Upon successful graduation from this program, graduates should be able to

• evaluate the golf management industry and career opportunities in the field;
• establish and maintain high standards of personal and industry ethics at the pro shop;
• conform to professional standards in personal appearance;
• define concepts and procedures for purchasing, receiving, storage, and inventory of golf equipment and supplies;
• apply management principles to the food service industry and demonstrate leadership skills;
• perform front of the house service functions and set and maintain service standards for various customers; and
• describe the origin of various industry standards and their relationship to the history and cultural development of golf.

Area of Concentration Transfer Credits

These lower-division credits will be transferred from the student’s associate degree in golf complex operations and management.

Subtotal: 72

Area of Concentration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 3040</td>
<td>Organizational Behavior</td>
<td>4</td>
</tr>
<tr>
<td>MGT 3210</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 3410</td>
<td>Business and Personal Ethics</td>
<td>4</td>
</tr>
<tr>
<td>MGT 4010</td>
<td>Organizational Communications</td>
<td>4</td>
</tr>
<tr>
<td>MGT 4220</td>
<td>Technology in Business</td>
<td>4</td>
</tr>
<tr>
<td>MGT 4340</td>
<td>Management Theory and Leadership</td>
<td>4</td>
</tr>
<tr>
<td>MGT 4510</td>
<td>Managerial Analysis and Decision Making</td>
<td>4</td>
</tr>
<tr>
<td>MGT 4540</td>
<td>Quality Assurance and Control</td>
<td>4</td>
</tr>
<tr>
<td>MGT 4850</td>
<td>Production/Operations Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 4900</td>
<td>Strategic Management</td>
<td>4</td>
</tr>
</tbody>
</table>

Subtotal: 40

Area of Concentration Electives

A minimum of 12 credits are to be selected in consultation with the Program Director from approved management courses offered at Virginia College or transferred from another accredited institution.

Subtotal: 12

General Education

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 56 credits as indicated below. A minimum of 20 credits must be upper-level courses.

<table>
<thead>
<tr>
<th>Area</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>12</td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>8</td>
</tr>
<tr>
<td>Mathematics</td>
<td>8</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>8</td>
</tr>
<tr>
<td>Approved General Education Electives</td>
<td>20</td>
</tr>
</tbody>
</table>

Subtotal: 56

NOTE: To qualify for admission, candidates must have completed an associate’s degree in golf complex operations and management comparable to the one offered by Golf Academy of America.

* This program is only offered through online delivery.

TOTAL CREDIT HOURS: 180
HEALTH SERVICES MANAGEMENT (BACHELOR OF SCIENCE)*

Online Delivery Only

This program is designed for the individual who wishes to complete a health-based interdisciplinary studies Bachelor of Science degree on a full-time or part-time basis for upward career mobility or to respond to employer requests for broadened health-services skills. This degree is designed to provide additional knowledge and skills to support the graduate in an expanded professional role in the healthcare field including stronger communication skills, enhanced assessment skills, and the ability to better understand and respond to an increasingly diverse community.

Students enrolled in the program choose from an array of daytime and evening courses. A maximum of 90 credits can be transferred. Graduates may pursue entry-level management positions in healthcare organizations including hospitals, physician practices, ambulatory care centers, and home health agencies.

In response to the needs of the healthcare industry, graduates of this program should be able to:

- demonstrate eligibility for management positions in the health services industry;
- write and speak effectively, read and listen critically, and handle learning resources effectively;
- interpret and analyze healthcare and historical data;
- identify the human values which govern responsible moral choice and apply fundamental human beliefs in a critical and reasoned manner;
- expand their practice capabilities;
- enhance interdisciplinary understanding and collaboration; and
- coordinate a job search.

Area of Concentration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANP 1120</td>
<td>Anatomy and Physiology: Body Structures</td>
<td>4 credits</td>
</tr>
<tr>
<td>ANP 1130</td>
<td>Anatomy and Physiology: Organs and Systems</td>
<td>4 credits</td>
</tr>
<tr>
<td>BUS 1410</td>
<td>Principles of Accounting I</td>
<td>4 credits</td>
</tr>
<tr>
<td>HES 3400</td>
<td>Healthcare Delivery Systems</td>
<td>4 credits</td>
</tr>
<tr>
<td>HES 3600</td>
<td>Legal Issues in Health Sciences</td>
<td>4 credits</td>
</tr>
<tr>
<td>HES 3750</td>
<td>Health Perspectives and Assessment</td>
<td>4 credits</td>
</tr>
<tr>
<td>HES 4000</td>
<td>Healthcare Organizational Management</td>
<td>4 credits</td>
</tr>
<tr>
<td>HES 4650</td>
<td>Seminar in Health Professions Analysis</td>
<td>4 credits</td>
</tr>
<tr>
<td>HES 4800</td>
<td>Management Accounting for Healthcare Organizations</td>
<td>4 credits</td>
</tr>
<tr>
<td>MED 1010</td>
<td>Medical Terminology</td>
<td>4 credits</td>
</tr>
<tr>
<td>MED 1140</td>
<td>Medical Law and Ethics</td>
<td>4 credits</td>
</tr>
<tr>
<td>MGT 3210</td>
<td>Introduction to Human Resource Management</td>
<td>4 credits</td>
</tr>
<tr>
<td>MGT 3310</td>
<td>Fundamentals of Financial Management</td>
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</tr>
<tr>
<td>MGT 4710</td>
<td>Healthcare Management</td>
<td>4 credits</td>
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<tr>
<td>MGT 4900</td>
<td>Strategic Management</td>
<td>4 credits</td>
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Subtotal: 60

Area of Concentration Electives

A minimum of 60 credits are to be selected in consultation with the Program Director from approved health services and management courses offered at Virginia College or transferred from another accredited institution.

Subtotal: 60

Foundation

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
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<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
<td>4 credits</td>
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</tbody>
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Subtotal: 8

General Education

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 56 credits as indicated below. At least 20 credits must be 3000-level courses.

- Communications: 12 credits
- Humanities and Fine Arts: 4 credits
- Mathematics: 8 credits
- Social and Behavioral Sciences: 8 credits

Subtotal: 56
<table>
<thead>
<tr>
<th>Approved General Education Electives</th>
<th>24 credits</th>
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<tbody>
<tr>
<td><strong>Subtotal:</strong> 56</td>
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<tr>
<td><em>This program is only offered through online delivery.</em></td>
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<tr>
<td><strong>TOTAL CREDIT HOURS:</strong> 184</td>
<td></td>
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</table>
HEALTHCARE REIMBURSEMENT (ASSOCIATE OF SCIENCE)*

The Associate of Science degree in Healthcare Reimbursement is designed to prepare students for positions in physician practices, medical offices, hospital business offices, insurance companies, healthcare consulting firms, and medical record departments. Students are provided with specialized training and instruction in Current Procedural Terminology (CPT-4), International Classification of Diseases (ICD-9-CM, ICD-10-CM, and ICD-10-PCS), and the Healthcare Common Procedure Coding System (HCPCS) coding conventions. In addition to classroom experience, this program also includes an externship where the student is required to demonstrate on-the-job application of skills. Students also prepare for a national certification examination.

Upon successful graduation from this program, graduates should be able to

- discuss and be familiar with all HIPAA Compliance Policies and the importance of confidentiality when dealing with medical records;
- demonstrate the ability to utilize coding and medical billing software programs to expedite the reimbursement process;
- classify various coding and billing information to avoid claims rejections;
- analyze coding and reimbursement-related financial data used in a healthcare environment; and
- coordinate a job search.

**Area of Concentration**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ANP 1125</td>
<td>Anatomy and Physiology: Body Structures with</td>
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<td>ANP 1135</td>
<td>Anatomy and Physiology: Organs and Systems</td>
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<td>with Medical Terminology</td>
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<tr>
<td>BUS 1010</td>
<td>Business Essentials</td>
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<td>BUS 1770</td>
<td>Customer Service</td>
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<tr>
<td>MBC 1010</td>
<td>Medical Coding: Current Procedural Terminology</td>
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<td>MBC 1025</td>
<td>Medical Coding: ICD-9-CM and ICD-10-CM</td>
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<td>MBC 1038</td>
<td>Medical Coding: Outpatient Coding</td>
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<td>MBC 1040</td>
<td>Advanced Coding</td>
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<tr>
<td>MBC 1800</td>
<td>Medical Billing and Reimbursement</td>
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<tr>
<td>MBC 2400</td>
<td>Computerized Billing Procedures</td>
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<td>MBC 2560</td>
<td>Medical Billing and Coding Certification Review</td>
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<td>MBC 2600</td>
<td>Medical Billing and Coding Externship</td>
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<tr>
<td>MED 1140</td>
<td>Medical Law and Ethics</td>
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<td>MED 1210</td>
<td>Pathophysiology</td>
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<td>MED 1850</td>
<td>Medical Insurance Applications</td>
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<td>MED 2000</td>
<td>Computerized Medical Records Systems</td>
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**Subtotal: 64**

**Foundation**

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<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
<td>4</td>
</tr>
<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
<td>4</td>
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</table>

**Subtotal: 8**

**General Education**

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 24 credits as indicated below:

- Communications: 12 credits
- Humanities and Fine Arts: 4 credits
- Mathematics: 4 credits
- Social and Behavioral Sciences: 4 credits

**Subtotal: 24**

**NOTE:** Qualified graduates may be eligible to sit for one or more of the following certifications: Certified Coding Associate (CCA), Certified Billing and Coding Specialist (CBCS), or Certified Professional Coder (CPC). Students typically register for certification examinations during their certification review course.

The College makes no representation, promise, or guarantee that completion of this program assures either passage of any certification examination or acceptance by any state board. This program is not intended to prepare graduates for employment in any state other than Alabama or the state where the program is being offered online. Prospective and current students and graduates are responsible for researching and understanding all examination, registration, certification, or licensure requirements in any state in which they seek to
become registered, licensed, or employed.

* This program is also available through online delivery.

TOTAL CREDIT HOURS: 96
HUMAN RESOURCE MANAGEMENT (ASSOCIATE OF SCIENCE)*

This program is designed to prepare human resource professionals to deal with the complexities and challenges of managing today’s workforce. The program content is designed to provide comprehensive coverage of the major human resource responsibilities. The courses involve both practical and theoretical considerations in the professional development of men and women in the field of human resources in such settings as business, industry, government, and nonprofit organizations and institutions.

Upon successful graduation from this program, graduates should be able to
- demonstrate a solid understanding of employment relationships;
- explain and implement skills for managing disputes, grievances, discipline, and dismissals;
- identify skills and knowledge necessary for working with people in various work settings; and
- coordinate a job search.

Area of Concentration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOM 1010</td>
<td>Keyboarding</td>
<td>4</td>
</tr>
<tr>
<td>AOM 1100</td>
<td>Word Processing</td>
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<tr>
<td>AOM 1200</td>
<td>Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>AOM 1300</td>
<td>Database Management</td>
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</tr>
<tr>
<td>BUS 1000</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>BUS 2750</td>
<td>Workplace Ethics and Expectations</td>
<td>4</td>
</tr>
<tr>
<td>BUS 2760</td>
<td>Personnel Management</td>
<td>4</td>
</tr>
<tr>
<td>HRM 1000</td>
<td>Employee Recruitment Selection Training &amp; Develop</td>
<td>4</td>
</tr>
<tr>
<td>HRM 1010</td>
<td>Compensation and Benefit Management</td>
<td>4</td>
</tr>
<tr>
<td>HRM 1030</td>
<td>Employer/Employee Relations</td>
<td>4</td>
</tr>
<tr>
<td>HRM 2010</td>
<td>Workplace Behavior</td>
<td>4</td>
</tr>
<tr>
<td>HRM 2020</td>
<td>Human Resource Law and Ethics</td>
<td>4</td>
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</table>

Subtotal: 48

Area of Concentration Electives

A minimum of 16 credits are to be selected in consultation with the Program Director from approved human resource management and business management courses offered at Virginia College or transferred from another accredited institution.

Subtotal: 16

Foundation

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
<td>4</td>
</tr>
<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
<td>4</td>
</tr>
</tbody>
</table>

Subtotal: 8

General Education

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 24 credits as indicated below:

- Communications: 12 credits
- Humanities and Fine Arts: 4 credits
- Mathematics: 4 credits
- Social and Behavioral Sciences: 4 credits

Subtotal: 24

* This program is also available through online delivery.

TOTAL CREDIT HOURS: 96
HUMAN RESOURCE MANAGEMENT (BACHELOR OF SCIENCE)*

Online Delivery Only

This program provides skills suitable for a broad range of organizations through course work in various disciplines of human resource management. Human resource management majors gain the flexibility to apply their skills in a variety of management settings.

Human Resource Management is a program of study that focuses on the various aspects of the recruitment, selection, training, and development of employees within an organization. Successful graduates from this program can expect to be qualified to enter entry-level positions within a human resource department. The core classes in human resource management-related fields are complemented by general education offerings that add breadth and depth to the curriculum. The elective area of the program allows for exploration into related fields of study.

Upon successful graduation from this program, graduates should be able to:

• understand the various components of human resource management;
• develop effective rational decision-making skills for selection and retention of employees;
• design and maintain effective personnel training and development programs;
• integrate knowledge of current ethical issues in labor relations;
• use individual understanding and critical thinking regarding management skills necessary to achieve successful results;
• understand the needs assessment process and its role in training development;
• operate cutting-edge human resource management technology;
• recognize and respond to the different staffing strategies which support varying business strategies for the organization;
• apply strategic methods for working productively with diverse groups of people; and
• coordinate a job search.

Area of Concentration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOM 1010</td>
<td>Keyboarding</td>
<td>4</td>
</tr>
<tr>
<td>AOM 1100</td>
<td>Word Processing</td>
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</tr>
<tr>
<td>AOM 1200</td>
<td>Spreadsheets</td>
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<tr>
<td>AOM 1300</td>
<td>Database Management</td>
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<tr>
<td>AOM 1400</td>
<td>Presentations</td>
<td>4</td>
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<tr>
<td>BUS 1000</td>
<td>Introduction to Business</td>
<td>4</td>
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<tr>
<td>BUS 2750</td>
<td>Workplace Ethics and Expectations</td>
<td>4</td>
</tr>
<tr>
<td>BUS 2760</td>
<td>Personnel Management</td>
<td>4</td>
</tr>
<tr>
<td>HRM 1000</td>
<td>Employee Recruitment Selection Training &amp; Develop</td>
<td>4</td>
</tr>
<tr>
<td>HRM 1010</td>
<td>Compensation and Benefit Management</td>
<td>4</td>
</tr>
<tr>
<td>HRM 1030</td>
<td>Employer/Employee Relations</td>
<td>4</td>
</tr>
<tr>
<td>HRM 2010</td>
<td>Workplace Behavior</td>
<td>4</td>
</tr>
<tr>
<td>HRM 2020</td>
<td>Human Resource Law and Ethics</td>
<td>4</td>
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<tr>
<td>HRM 3000</td>
<td>Effective Workplace Training</td>
<td>4</td>
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<tr>
<td>HRM 3010</td>
<td>Staffing Organizations</td>
<td>4</td>
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<tr>
<td>HRM 3030</td>
<td>Diversity in the Workplace</td>
<td>4</td>
</tr>
<tr>
<td>HRM 4200</td>
<td>International Human Resource Management</td>
<td>4</td>
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<tr>
<td>HRM 4260</td>
<td>Developing and Managing Employee</td>
<td>4</td>
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<td></td>
<td>Performance</td>
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<tr>
<td>HRM 4600</td>
<td>Human Resource Management Systems</td>
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<td>HRM 4800</td>
<td>Externship in Human Resource Management</td>
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<tr>
<td>MGT 3040</td>
<td>Organizational Behavior</td>
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<tr>
<td>MGT 3210</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
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<tr>
<td>MGT 3240</td>
<td>Management Presentations</td>
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<td>MGT 3340</td>
<td>Legal Environment in Business</td>
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<tr>
<td>MGT 3410</td>
<td>Business and Personal Ethics</td>
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<td>MGT 3600</td>
<td>Advanced Critical Thinking</td>
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<td>MGT 4010</td>
<td>Organizational Communications</td>
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<td>MGT 4100</td>
<td>Labor and Management Relations</td>
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<tr>
<td>MGT 4340</td>
<td>Management Theory and Leadership</td>
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</table>
Subtotal: 116

Area of Concentration Electives
A minimum of 8 credits are to be selected in consultation with the Program Director from approved courses offered at Virginia College or transferred from another accredited institution.

Subtotal: 8

Foundation
EDU 1010 Learning Framework 4 credits
EDU 1020 Career Exploration/Planning 4 credits

Subtotal: 8

General Education
These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 48 credits as indicated below. At least 12 credits must be 3000-level courses.

Communications 12 credits
Humanities and Fine Arts 4 credits
Mathematics 8 credits
Social and Behavioral Sciences 8 credits
Approved General Education Electives 24 credits

Subtotal: 56

* This program is only offered through online delivery.

TOTAL CREDIT HOURS: 188
HVAC-R TECHNICIAN (DIPLOMA)

The Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) program is designed to provide students with the knowledge and skills necessary to safely install, troubleshoot, and repair equipment used in the home and light commercial HVACR industry.

This program also includes preparation for the following certification examinations: Environmental Protection Agency (EPA) certification, Industry Competency Exams (ICE), and North American Technician Excellence (NATE) certification.

Upon graduation from this program, graduates should be able to:

- isolate malfunctions in heating, air conditioning, heat pump, and refrigeration systems and troubleshoot to determine and repair system problems;
- service and repair home and light commercial heating, cooling, and ventilation systems;
- design, fabricate, and install ductwork to provide proper airflow in heating and cooling systems;
- service and repair commercial refrigeration equipment including ice machines, coolers, freezers, and commercial transportation refrigeration systems; and
- develop professional and ethical practices in the HVACR field, with a positive attitude and strong customer service skills.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR 1000</td>
<td>Introduction to HVACR</td>
<td>4</td>
</tr>
<tr>
<td>ACR 1010</td>
<td>Electricity for HVACR Technicians</td>
<td>4</td>
</tr>
<tr>
<td>ACR 1110</td>
<td>Refrigeration and Servicing Techniques</td>
<td>4</td>
</tr>
<tr>
<td>ACR 1120</td>
<td>Refrigeration Applications</td>
<td>4</td>
</tr>
<tr>
<td>ACR 1210</td>
<td>Residential Air Conditioning and Heat Pump Systems</td>
<td>4</td>
</tr>
<tr>
<td>ACR 1220</td>
<td>Commercial Air Conditioning and Heat Pump Systems</td>
<td>4</td>
</tr>
<tr>
<td>ACR 1310</td>
<td>Heating Systems Applications</td>
<td>4</td>
</tr>
<tr>
<td>ACR 1430</td>
<td>System Design and Load Calculation</td>
<td>4</td>
</tr>
<tr>
<td>ACR 1450</td>
<td>Building Codes, Construction Drawings, and Specifications</td>
<td>4</td>
</tr>
<tr>
<td>ACR 2010</td>
<td>Control Systems</td>
<td>4</td>
</tr>
<tr>
<td>ACR 2310</td>
<td>Commercial Refrigeration</td>
<td>4</td>
</tr>
<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
<td>4</td>
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</table>

NOTE: Qualified graduates from this program may be eligible to sit for one or more of the following certification examinations: Environmental Protection Agency (EPA) certification, Industry Competency Exams (ICE), and North American Technician Excellence (NATE) certification.

The College makes no representation, promise, or guarantee that completion of this program assures passage of any certification examination or that this program is intended to prepare graduates for employment in any state other than Alabama. Prospective and current students and graduates are responsible for researching and understanding all examination, registration, certification, and licensure requirements, as well as employer requirements and/or preferences, in any state in which they seek to become licensed, certified, or employed.

TOTAL CREDIT HOURS: 48
HVAC-R TECHNICIAN (ASSOCIATE OF APPLIED SCIENCE)

The Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) program is designed to provide students with the knowledge and skills necessary to safely install, troubleshoot, and repair equipment used in the home and light commercial HVACR industry. Graduates of the associate’s degree program will have a foundation in business principles that will assist them in moving into management areas of the HVACR industry.

This program also includes preparation for the following certification examinations: Environmental Protection Agency (EPA) certification, Industry Competency Exams (ICE), and North American Technician Excellence (NATE) certification.

Upon graduation from this program, graduates should be able to

- isolate malfunctions in heating, air conditioning, heat pump, and refrigeration systems and troubleshoot to determine and repair system problems;
- service and repair home and light commercial heating, cooling, and ventilation systems;
- design, fabricate, and install ductwork to provide proper airflow in heating and cooling systems;
- service and repair commercial refrigeration equipment including ice machines, coolers, freezers, and commercial transportation refrigeration systems;
- develop professional and ethical practices in the HVACR field, with a positive attitude and strong customer service skills;
- transition readily as an experienced employee into a residential or commercial HVACR service company; and
- service and repair advanced control systems, as well as specify HVACR systems and controls for residential and light commercial applications.

### Area of Concentration

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR 1000</td>
<td>Introduction to HVACR</td>
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<tr>
<td>ACR 1010</td>
<td>Electricity for HVACR Technicians</td>
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<tr>
<td>ACR 1110</td>
<td>Refrigeration and Servicing Techniques</td>
<td>4</td>
</tr>
<tr>
<td>ACR 1120</td>
<td>Refrigeration Applications</td>
<td>4</td>
</tr>
<tr>
<td>ACR 1210</td>
<td>Residential Air Conditioning and Heat Pump Systems</td>
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<td>Commercial Air Conditioning and Heat Pump Systems</td>
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<tr>
<td>ACR 1310</td>
<td>Heating Systems Applications</td>
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<td>ACR 1430</td>
<td>System Design and Load Calculation</td>
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<td>Building Codes, Construction Drawings, and Specifications</td>
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<td>ACR 2010</td>
<td>Control Systems</td>
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<tr>
<td>ACR 2020</td>
<td>Advanced Control Systems</td>
<td>4</td>
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<td>ACR 2210</td>
<td>Residential Refrigerators and Freezers</td>
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<td>ACR 2310</td>
<td>Commercial Refrigeration</td>
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<td>ACR 2700</td>
<td>HVACR Technician Externship</td>
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<td>AOM 1050</td>
<td>Core Computing Fundamentals</td>
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<td>BUS 1100</td>
<td>Business Communication</td>
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<td>BUS 1410</td>
<td>Principles of Accounting I</td>
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**Subtotal: 72**

### Foundation

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<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>EDU 1010</td>
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<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
<td>4</td>
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</tbody>
</table>

**Subtotal: 8**

### Required General Education

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 16 credits as indicated below:

- Communications: 8 credits
- Mathematics: 4 credits
- Social and Behavioral Sciences: 4 credits

**Subtotal: 16**
NOTE: Qualified graduates from this program may be eligible to sit for one or more of the following certification examinations: Environmental Protection Agency (EPA) certification, Industry Competency Exams (ICE), and North American Technician Excellence (NATE) certification.

The College makes no representation, promise, or guarantee that completion of this program assures passage of any certification examination or that this program is intended to prepare graduates for employment in any state other than Alabama. Prospective and current students and graduates are responsible for researching and understanding all examination, registration, certification, and licensure requirements, as well as employer requirements and/or preferences, in any state in which they seek to become licensed, certified, or employed.

TOTAL CREDIT HOURS: 96
INTERIOR DESIGN (BACHELOR OF FINE ARTS)*

The professional interior designer is qualified by education, experience, and examination to enhance the function and quality of interior spaces for the purpose of improving the quality of life, increasing productivity, and protecting the health, safety, and welfare of the public. The bachelor’s degree program provides the student with the technical training, research skills, liberal arts studies, and professional design experience necessary for a successful career in interior design.

Upon successful graduation from this program, graduates should be able to

- perform the basic technical skills essential to work in interior design;
- gather and assimilate information necessary to assist in the shaping of the built environment to satisfy human needs;
- analyze client’s needs, goals, and life safety requirements;
- formulate preliminary design concepts that are aesthetic, appropriate, functional, and in accordance with codes and standards all necessary ingredients for good design;
- develop interest and comprehensive knowledge of the design concept that all products, furnishings, and interior and exterior spaces project accessibility, accountability, and affordability;
- develop and present final design recommendations through appropriate presentation media;
- prepare working drawings and specifications for non-load-bearing interior construction, reflected ceiling plans, lighting, interior detailing, materials, finishes, space planning, furnishings, fixtures, and equipment in compliance with universal accessibility guidelines and all applicable codes;
- collaborate with professional services of other licensed practitioners in the technical areas of mechanical, electrical and load-bearing design as required for regulatory approval;
- review and evaluate design solutions during implementation and upon completion;
- adapt to the ever-changing world of interior design;
- continue the capacity for lifelong learning provided by a well-balanced foundation in the liberal arts; and
- coordinate a job search.

Area of Concentration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADD 1010</td>
<td>Interior Sketching</td>
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<td>ADD 1310</td>
<td>Architectural Drafting</td>
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<td>ADD 1320</td>
<td>Advanced Architectural Drafting</td>
<td>4</td>
</tr>
<tr>
<td>ADD 2300</td>
<td>CAD for Interior Designers</td>
<td>3</td>
</tr>
<tr>
<td>ADD 2370</td>
<td>Space Planning Review</td>
<td>4</td>
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<tr>
<td>ADD 2380</td>
<td>Advanced Space Planning</td>
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<tr>
<td>ADD 3310</td>
<td>Building Codes</td>
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<tr>
<td>ADD 3340</td>
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<tr>
<td>IDD 1410</td>
<td>Introduction to Interior Design</td>
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</tr>
<tr>
<td>IDD 1510</td>
<td>History of Architecture and Interiors I</td>
<td>4</td>
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<td>IDD 1520</td>
<td>History of Architecture and Interiors II</td>
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<tr>
<td>IDD 1850</td>
<td>Materials and Finishes</td>
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<tr>
<td>IDD 2200</td>
<td>Digital Applications for Interior Designers</td>
<td>4</td>
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<tr>
<td>IDD 2410</td>
<td>Residential Design</td>
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<td>Residential Design Studio</td>
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<td>IDD 3430</td>
<td>Commercial Design</td>
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<td>IDD 3450</td>
<td>Commercial Design Studio</td>
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<td>IDD 3660</td>
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<td>IDD 3910</td>
<td>Universal Design</td>
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<td>IDD 4200</td>
<td>Business for Interior Designers</td>
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<tr>
<td>IDD 4420</td>
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<tr>
<td>IDD 4710</td>
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</table>

Subtotal: 100
Area of Concentration Electives
A minimum of 20 credits are to be selected in consultation with the Program Director from approved interior design courses offered at Virginia College or transferred from another accredited institution.

Subtotal: 20

Foundation
EDU 1010   Learning Framework
4 credits

Subtotal: 4

General Education
These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 56 credits as indicated below:

- Communications 12 credits
- Humanities and Fine Arts 4 credits
- Mathematics 8 credits
- Social and Behavioral Sciences 8 credits
- Approved General Education Electives 24 credits

Subtotal: 56

* At least 16 credits of general education or program electives must be 3000- and 4000-level courses.

NOTE: The Interior Design bachelor’s degree program is accredited by the Council for Interior Design Accreditation (CIDA) and, therefore, meets the educational standards of the Alabama Board for Registered Interior Designers. The curriculum has been designed to meet the educational requirements for the NCIDQ examination (the national certification examination for interior designers). The College makes no representation, promise, or guarantee that completion of this program assures either passage of any certification examination or acceptance by any state board. This program is not intended to prepare graduates for employment in any state other than Alabama. Prospective and current students and graduates are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

* VIRGINIA COLLEGE IS NOT ACCEPTING NEW ENROLLMENTS INTO THIS PROGRAM.

TOTAL CREDIT HOURS: 180
MANAGEMENT INFORMATION SYSTEMS (BACHELOR OF SCIENCE)*

Online Delivery Only

Virginia College’s Bachelor of Science degree in Management Information Systems is designed to provide students with a solid foundation in the topics critical to business information systems and equip them with the knowledge needed in information technology management. Graduates from this program will be prepared for employment in positions involved with management and design of applications and distributed information systems.

The professional employed as a manager of information systems is qualified by training and experience to creatively identify, research, and solve problems related to a wide variety of information fields. This professional will meet the criteria for career tracks that include the design and analysis of network infrastructures, software engineering, and information technology management roles. The program is designed to adapt to current industry requirements in the dynamic field of information technology.

Upon successful graduation from this program, graduates should be able to

- analyze, interpret, and apply various information system functions vital to modern-day business;
- classify the basic elements of management integration with information systems;
- describe the necessary requirements for effective decision making in business organizations;
- demonstrate a practical understanding of current systems analysis and design;
- identify and classify relevant human resource management skills to attain maximum information processing;
- document the legal and environmental issues in information gathering and examination;
- discuss and document the relationship of management tools and information analysis as it relates to the workplace; and
- classify relevant technological processes that present themselves in a workplace environment dependent on contemporary management.

Area of Concentration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1000</td>
<td>Introduction to Business</td>
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<tr>
<td>CIS 1040</td>
<td>Introduction to Object-Oriented Programming</td>
<td>4</td>
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<td>CIS 1160</td>
<td>Object-Oriented Programming with Visual Basic</td>
<td>12</td>
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<tr>
<td>MGT 3040</td>
<td>Organizational Behavior</td>
<td>4</td>
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<td>MGT 3410</td>
<td>Business and Personal Ethics</td>
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<td>MGT 4340</td>
<td>Management Theory and Leadership</td>
<td>4</td>
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<td>MIS 4810</td>
<td>Introduction to Management Information Systems</td>
<td>4</td>
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<tr>
<td>MIS 4900</td>
<td>Systems Analysis and Design</td>
<td>4</td>
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<tr>
<td>NET 1015</td>
<td>I.T. Essentials</td>
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<tr>
<td>NET 1135</td>
<td>Network and Security Fundamentals</td>
<td>12</td>
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</table>

Subtotal: 60

Area of Concentration Electives

A minimum of 56 credits are to be selected in consultation with the Program Director from approved management information systems, networking, and computer information systems courses offered at Virginia College or transferred from another accredited institution. At least 24 credits must be 3000- and 4000-level courses.

Subtotal: 56

Foundation

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
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<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
<td>4</td>
</tr>
<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
<td>4</td>
</tr>
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</table>

Subtotal: 8

General Education

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 56 credits as indicated. At least 16 credits must be 3000-level courses.

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Communications</td>
<td>12</td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>8</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>8</td>
</tr>
<tr>
<td>Approved General Education Electives</td>
<td>24</td>
</tr>
</tbody>
</table>

Subtotal: 56

* This program is only offered through online delivery.
TOTAL CREDIT HOURS: 180
MEDICAL ASSISTANT (DIPLOMA)

This program is designed to prepare graduates to pursue employment as multi-skilled medical assistants who work with and under the direction of a physician in either or both the clinical and administrative aspects of the physician's office or other medical setting. This program focuses on clinical techniques including examining room procedures, obtaining vital signs and medical histories, performing routine laboratory procedures, sterilizing and maintaining equipment, and the proper techniques for administering medications/immunizations as directed by the physician and in accordance with State practice acts, combined with administrative functions and duties. Before graduation from the program, students complete an externship in a physician's office, clinic, or other healthcare facility under the supervision of a physician, nurse, or health services professional.

Upon successful graduation from this program, graduates should be able to

- function in a healthcare setting requiring clinical and/or office skills;
- prepare and maintain the examination/treatment area under the supervision of a physician;
- use computer technology and administrative skills in a healthcare environment;
- provide emergency care including Cardiopulmonary Resuscitation (CPR); and
- coordinate a job search.

**Required Courses**

**Effective: July 27, 2016**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANP 1125</td>
<td>Anatomy and Physiology: Body Structures with Medical Terminology</td>
<td>4 credits</td>
</tr>
<tr>
<td>ANP 1135</td>
<td>Anatomy and Physiology: Organs and Systems with Medical Terminology</td>
<td>4 credits</td>
</tr>
<tr>
<td>BUS 1770</td>
<td>Customer Service</td>
<td>4 credits</td>
</tr>
<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
<td>4 credits</td>
</tr>
<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
<td>4 credits</td>
</tr>
<tr>
<td>MEA 1015</td>
<td>Clinical Office Procedures</td>
<td>4 credits</td>
</tr>
<tr>
<td>MEA 1025</td>
<td>Clinical Office Procedures – Laboratory</td>
<td>4 credits</td>
</tr>
<tr>
<td>MEA 2555</td>
<td>Medical Assisting Certification Exam Review</td>
<td>2 credits</td>
</tr>
<tr>
<td>MEA 2600</td>
<td>Medical Assisting Externship</td>
<td>6 credits</td>
</tr>
<tr>
<td>MED 1080</td>
<td>Medical Office Procedures</td>
<td>4 credits</td>
</tr>
<tr>
<td>MED 1150</td>
<td>Pharmacology and Drug Administration</td>
<td>4 credits</td>
</tr>
<tr>
<td>MED 1210</td>
<td>Pathophysiology</td>
<td>4 credits</td>
</tr>
<tr>
<td>MED 1800</td>
<td>Medical Laboratory Procedures</td>
<td>4 credits</td>
</tr>
<tr>
<td>MED 1840</td>
<td>Medical Insurance Procedures</td>
<td>4 credits</td>
</tr>
<tr>
<td>MED 2000</td>
<td>Computerized Medical Records Systems</td>
<td>4 credits</td>
</tr>
</tbody>
</table>

The College makes no representation, promise, or guarantee that completion of this program assures either passage of any certification examination or acceptance by any state board. This program is not intended to prepare graduates for employment in any state other than Alabama. Prospective and current students and graduates are responsible for researching and understanding all examination, registration, certification, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

**TOTAL CREDIT HOURS: 60**
MEDICAL ASSISTANT (ASSOCIATE OF SCIENCE)

This program is designed to prepare graduates to be medical assistants in the physician's office or other medical settings by including program specific courses, as well as a foundation in general education courses which are required to earn a degree-level credential. While this occupation includes administrative and clinical duties, this program's focus is on developing clinical techniques. Students are provided with instruction in areas such as: Universal Standard Precautions and aseptic techniques; clinical skills including vital signs, EKG, administration of medications/immunizations as directed by the physician and in accordance with State practice acts, and assisting with patient exams; various lab techniques and procedures including venipuncture; and administrative skills including scheduling, record keeping, and insurance procedures.

In order to gain hands-on site experience, all students must complete a supervised externship prior to graduation. Externship sites include physicians' offices, clinics, and other healthcare facilities. Students also prepare for a national certification examination. Upon successful graduation from this program, graduates should be able to

- function in a medical/healthcare setting by providing clinical and administrative skills;
- prepare and maintain the examination treatment area under the supervision of a physician;
- use computer technology and administrative skills in a healthcare environment;
- provide emergency care including Cardiopulmonary Resuscitation (CPR);
- communicate effectively through written and oral delivery in a manner appropriate for a medical office setting;
- develop skills in selected general education curriculum including communication and problem solving;
- employ strong communication skills with employees and patients/clients;
- explain the basic concepts of the disease process;
- provide a basic knowledge of the process of completing claims;
- identify scenarios associated with domestic violence and explain reporting guidelines; and
- coordinate a job search.

**Area of Concentration**

**Effective: July 27, 2016**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ANP 1125</td>
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<tr>
<td>ANP 1135</td>
<td>Anatomy and Physiology: Organs and Systems with Medical Terminology</td>
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<tr>
<td>BUS 1010</td>
<td>Business Essentials</td>
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<td>BUS 1770</td>
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<td>MEA 1015</td>
<td>Clinical Office Procedures</td>
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<td>MEA 2555</td>
<td>Medical Assisting Certification Exam Review</td>
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<td>MED 1080</td>
<td>Medical Office Procedures</td>
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<td>MED 1150</td>
<td>Pharmacology and Drug Administration</td>
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<td>MED 1210</td>
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<td>Medical Laboratory Procedures</td>
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<td>MED 1840</td>
<td>Medical Insurance Procedures</td>
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<td>Medical Insurance Applications</td>
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<td>MED 2000</td>
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**Subtotal: 64**

**Foundation**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
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<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
<td></td>
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</table>

**Subtotal: 8**

**General Education**

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 24 credits as indicated below:

- Communications
- Humanities and Fine Arts
Mathematics ........................................ 4 credits
Social and Behavioral Sciences .......... 4 credits

**Subtotal: 24**

The College makes no representation, promise, or guarantee that completion of this program assures either passage of any certification examination or acceptance by any state board. This program is not intended to prepare graduates for employment in any state other than Alabama. Prospective and current students and graduates are responsible for researching and understanding all examination, registration, certification, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

**TOTAL CREDIT HOURS: 96**
MEDICAL BILLING AND CODING (DIPLOMA)

This program is designed to serve those students interested in gaining access to entry-level positions in the medical field related to reimbursement procedures. Students are provided with instruction in the fundamentals of medical office protocol and specialized training in Current Procedural Terminology (CPT-4), International Classification of Diseases (ICD-9-CM), and the Healthcare Common Procedure Coding System (HCPCS). In addition to classroom experience, this program includes an externship prior to graduation which provides students with a hands-on learning experience.

Upon successful graduation from this program, graduates should be able to

• explain the components of the various body systems and corresponding medical terminology;
• understand the ethical and legal importance of confidentiality when dealing with medical records;
• describe the essential working aspects of a successful billing office;
• demonstrate the ability to utilize codes in the practical medical reimbursement process;
• classify the various billing and coding information into a useful compendium that will avoid claims rejections;
• use computer technology software for completing medical office insurance forms; and
• coordinate a job search.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANP 1125</td>
<td>Anatomy and Physiology: Body Structures with Medical Terminology</td>
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<td>ANP 1135</td>
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<td>4 credits</td>
</tr>
<tr>
<td>BUS 1010</td>
<td>Business Essentials</td>
<td>4 credits</td>
</tr>
<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
<td>4 credits</td>
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<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
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<tr>
<td>MBC 1010</td>
<td>Medical Coding: Current Procedural Terminology</td>
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<td>MBC 1025</td>
<td>Medical Coding: ICD-9-CM and ICD-10-CM</td>
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<tr>
<td>MBC 1038</td>
<td>Medical Coding: Outpatient Coding</td>
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</tr>
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<td>MBC 1800</td>
<td>Medical Billing and Reimbursement</td>
<td>4 credits</td>
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<tr>
<td>MBC 2400</td>
<td>Computerized Billing Procedures</td>
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<tr>
<td>MBC 2560</td>
<td>Medical Billing and Coding Certification Review</td>
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<tr>
<td>MBC 2600</td>
<td>Medical Billing and Coding Externship</td>
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<tr>
<td>MED 1140</td>
<td>Medical Law and Ethics</td>
<td>4 credits</td>
</tr>
<tr>
<td>MED 1210</td>
<td>Pathophysiology</td>
<td>4 credits</td>
</tr>
<tr>
<td>MED 2000</td>
<td>Computerized Medical Records Systems</td>
<td>4 credits</td>
</tr>
</tbody>
</table>

NOTE: Qualified graduates may be eligible to sit for one or more of the following certifications: Certified Coding Associate (CCA), Certified Billing and Coding Specialist (CBCS), or Certified Professional Coder (CPC). Students typically register for certification examinations during their certification review course.

The College makes no representation, promise, or guarantee that completion of this program assures either passage of any certification examination or acceptance by any state board. This program is not intended to prepare graduates for employment in any state other than Alabama. Prospective and current students and graduates are responsible for researching and understanding all examination, registration, certification, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

TOTAL CREDIT HOURS: 60
MEDICAL OFFICE ADMINISTRATION (ASSOCIATE OF SCIENCE)*

Medical office administration is a vital part of the healthcare industry. Careers can be found in medical offices, clinics, and outpatient and inpatient hospital settings and includes greeting and assisting patients on the phone and in the office, scheduling appointments, creating and maintaining patient records, transcribing physicians’ diagnostic comments and orders, billing insurance providers and patients, collecting and recording payments, and inputting data into computerized record systems.

This program is designed to prepare graduates to be administrative assistants within a medical environment where front office employees handle business and customer service functions. Insurance procedures are included in the training. In order to gain experience, all students must complete a supervised externship. Externship sites include physicians’ offices, clinics, hospitals, or other healthcare facilities.

Upon successful graduation from this program, graduates should be able to

- demonstrate knowledge of essential medical terminology and office procedures, along with good customer service skills as required in the administrative portion of a medical facility;
- function successfully in a healthcare setting by providing patient scheduling, greeting, and record keeping, as well as other administrative tasks in a medical setting;
- transcribe physicians’ diagnostic comments and orders;
- use computer technology and administrative skills in a healthcare environment;
- create and maintain both electronic and paper patient files; and
- coordinate a job search

Area of Concentration

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>AOM 1100</td>
<td>Word Processing</td>
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<td>AOM 1200</td>
<td>Spreadsheets</td>
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<td>AOM 1400</td>
<td>Presentations</td>
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</tr>
<tr>
<td>BUS 1000</td>
<td>Introduction to Business</td>
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</tr>
<tr>
<td>BUS 1410</td>
<td>Principles of Accounting I</td>
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<td>Computerized Accounting</td>
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<td>MED 1010</td>
<td>Medical Terminology</td>
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<td>MED 1080</td>
<td>Medical Office Procedures</td>
<td>4</td>
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<tr>
<td>MED 1140</td>
<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>MED 1200</td>
<td>Medical Office Transcription</td>
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</tr>
<tr>
<td>MED 1840</td>
<td>Medical Insurance Procedures</td>
<td>4</td>
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<td>MED 1850</td>
<td>Medical Insurance Applications</td>
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</tr>
<tr>
<td>MED 2000</td>
<td>Computerized Medical Records Systems</td>
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</tr>
<tr>
<td>MED 2610</td>
<td>Medical Office Administration Externship</td>
<td>4</td>
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</tbody>
</table>

Subtotal: 64

Foundation

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
<td>4</td>
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<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
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</tbody>
</table>

Subtotal: 8

General Education

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 24 credits as indicated below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>12</td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>4</td>
</tr>
</tbody>
</table>

Subtotal: 24

NOTE: Qualified graduates from this program may be eligible to sit for the Certified Medical Administrative Assistant (CMAA) certification. The College makes no representation, promise, or guarantee that completion of this program assures either passage of any certification examination or acceptance by any state board. This program is not intended to prepare graduates for employment in any state other than Alabama or the state where the program is being offered online. Prospective and current students and graduates
are responsible for researching and understanding all examination, registration, certification, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

* Virginia College is not accepting new enrollments into this program.

TOTAL CREDIT HOURS: 96
NETWORK ENGINEERING (ASSOCIATE OF APPLIED SCIENCE)*

Virginia College’s Associate of Applied Science degree in Network Engineering is designed to prepare students for a technical career in the computer network engineering field. The program is designed to provide course work and hands-on learning experiences to prepare future graduates with a solid background of practical training directly related to the computer service, network administration, and network engineering job markets. The program provides instruction in client/server computer concepts with an emphasis on the engineering practices used on modern networks. Students receive didactic instruction on how to operate, install, configure, troubleshoot, upgrade, and maintain PCs and networks. Students are also provided with hands-on training opportunities to enable them to work towards obtaining the skills necessary to provide solution-based technical support for a variety of inter- and intra-network situations. This program also provides a foundation in general education course work required to attain a degree-level credential.

Upon successful graduation from this program, graduates should be able to

• prepare for a selection of industry-standard professional networking and computer certifications: A+, Network+, Security+, MCTS, MCSA, Linux+, LPIC-1, CCENT, and CCNA;
• connect local networks to the Internet using Microsoft, Linux, and/or Cisco solutions;
• provide basic and advanced network administration and engineering services;
• fine tune network servers for optimal performance and develop migration plans for upgrades of software;
• analyze security requirements for the LAN and WAN network users and systems;
• understand alternate operating systems and network management software; and
• coordinate a job search.

Area of Concentration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NET 1050</td>
<td>Computer Hardware Essentials</td>
<td>4</td>
</tr>
<tr>
<td>NET 1055</td>
<td>Network, Multimedia, and Printer Essentials</td>
<td>4</td>
</tr>
<tr>
<td>NET 1060</td>
<td>Operating System Essentials</td>
<td>4</td>
</tr>
<tr>
<td>NET 1065</td>
<td>Operating System Diagnostics</td>
<td>4</td>
</tr>
<tr>
<td>NET 1110</td>
<td>Network and TCP/IP Fundamentals</td>
<td>6</td>
</tr>
<tr>
<td>NET 1115</td>
<td>Network Security Fundamentals</td>
<td>6</td>
</tr>
<tr>
<td>NET 2280</td>
<td>Cisco Network Entry Technician</td>
<td>6</td>
</tr>
<tr>
<td>NET 2285</td>
<td>Cisco Network Associate</td>
<td>6</td>
</tr>
<tr>
<td>NET 2420</td>
<td>Microsoft Windows Server Infrastructure</td>
<td>6</td>
</tr>
<tr>
<td>NET 2425</td>
<td>Microsoft Windows Server Administration</td>
<td>6</td>
</tr>
</tbody>
</table>

Subtotal: 52

Area of Concentration Electives

A minimum of 24 credits are to be selected in consultation with the Program Director from approved networking, management, and/or security courses offered at Virginia College or transferred from another accredited institution.

Subtotal: 24

Foundation

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
<td>4</td>
</tr>
<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
<td>4</td>
</tr>
</tbody>
</table>

Subtotal: 8

General Education

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 16 credits as indicated below:

<table>
<thead>
<tr>
<th>Area</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>8</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>4</td>
</tr>
</tbody>
</table>

Subtotal: 16

NOTE: The College makes no representation, promise, or guarantee that completion of this program assures passage of any certification examination.

* This program is also available through online delivery.

TOTAL CREDIT HOURS: 100
NETWORK MANAGEMENT (BACHELOR OF SCIENCE)*

The Bachelor of Science program in Network Management is designed to prepare students for a technical career in the computer network field. The course work is designed to provide learning experiences to prepare graduates with a solid background of practical training directly related to the computer service, network engineering, network administration, and network security job markets. Students tailor their curriculum to local market needs and individual interests through a selection of electives leading to specialization in network management or network security. The program provides a more advanced understanding of client/server computer concepts with emphasis on the engineering practices used on modern networks, building upon associate degree-level education and training. The curriculum provides students with the opportunity to operate, install, configure, secure, troubleshoot, upgrade, and maintain PCs and complex networks. These classroom experiences allow students to work toward obtaining the skills necessary to provide solution-based technical support for a variety of inter- and intra-network situations. This program also provides an expanded general education course work foundation required to attain a bachelor degree-level credential.

Upon successful graduation from this program, graduates should be able to

- prepare for a selection of professional networking and computer certifications: A+, Network+, Security+, MCTS, MCSA, Linux+, LPIC-1, CCENT, CCNA, CCNP, CWNA, VOIP, and SCNA (SCP);
- connect local networks to the Internet using Microsoft, Linux, and/or Cisco solutions;
- provide more advanced network administration and engineering services;
- fine tune network servers for optimal performance and develop migration plans for upgrades of software;
- analyze security requirements for the LAN and WAN network users and systems;
- understand alternate operating systems and network management software; and
- demonstrate more advanced competency levels in either network management or network security.

Area of Concentration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1000</td>
<td>Introduction to Business</td>
<td>4 credits</td>
</tr>
<tr>
<td>NET 1050</td>
<td>Computer Hardware Essentials</td>
<td>4 credits</td>
</tr>
<tr>
<td>NET 1055</td>
<td>Network, Multimedia, and Printer Essentials</td>
<td>4 credits</td>
</tr>
<tr>
<td>NET 1060</td>
<td>Operating System Essentials</td>
<td>4 credits</td>
</tr>
<tr>
<td>NET 1065</td>
<td>Operating System Diagnostics</td>
<td>4 credits</td>
</tr>
<tr>
<td>NET 1110</td>
<td>Network and TCP/IP Fundamentals</td>
<td>6 credits</td>
</tr>
<tr>
<td>NET 1115</td>
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<td>6 credits</td>
</tr>
<tr>
<td>NET 2425</td>
<td>Microsoft Windows Server Administration</td>
<td>6 credits</td>
</tr>
</tbody>
</table>

Subtotal: 56

Area of Concentration Electives

A minimum of 60 credits are to be selected in consultation with the Program Director from approved networking, management, and/or security courses offered at Virginia College or transferred from another accredited institution. At least 42 credits must be 3000- or 4000-level courses.

Subtotal: 60

Foundation

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
<td>4 credits</td>
</tr>
<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
<td>4 credits</td>
</tr>
</tbody>
</table>

Subtotal: 8

General Education

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 56 credits as indicated below. At least 16 credits must be 3000-level courses.

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>12 credits</td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>4 credits</td>
</tr>
<tr>
<td>Mathematics</td>
<td>8 credits</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>8 credits</td>
</tr>
<tr>
<td>Approved General Education Electives</td>
<td>24 credits</td>
</tr>
</tbody>
</table>

Subtotal: 56

NOTE: The College makes no representation, promise, or guarantee that completion of this program assures passage of any certification examination.
* Some courses within this program are only offered through online delivery.

TOTAL CREDIT HOURS: 180
NETWORK TECHNICIAN (DIPLOMA)

The Network Technician program is designed to prepare students for a technical career in the Information technology field. Courses provide hands-on learning experiences to prepare future graduates with a solid background of practical training directly related to the computer/network service job markets. Students receive instruction on how to operate, install, configure, troubleshoot, upgrade, and maintain PCs and computer networks as well as basic network security. This program helps prepare the students for the CompTIA A+, Network+, and Security+ certifications.

Upon successful graduation from this program, graduates should be able to
• configure wired and wireless TCP/IP networks;
• apply basic network security configurations;
• demonstrate fundamental understanding of LAN/WAN technologies and protocols;
• provide basic computer and network administration services;
• troubleshoot operating systems, application software, and basic networks;
• build, troubleshoot, upgrade, and repair PCs; and
• explain basic features of mobile operating systems and devices.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
<td>4</td>
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<td>Network and TCP/IP Fundamentals</td>
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</tr>
<tr>
<td>NET 1115</td>
<td>Network Security Fundamentals</td>
<td>6</td>
</tr>
</tbody>
</table>

**NOTE:** The College makes no representation, promise, or guarantee that completion of this program assures passage of any certification examination.

**TOTAL CREDIT HOURS: 36**
OFFICE ADMINISTRATION (ASSOCIATE OF SCIENCE)*

Today, office support professionals assume many of the responsibilities formerly handled by managerial and professional personnel, in addition to supporting executive staff. While phone and keyboard skills continue to be essential to these positions, office support professionals may find training, meeting planning, file and project management, and travel and calendar coordination added to their responsibilities. Proficiency in using office technology, creating presentations, developing data bases, designing newsletters, setting up telephone and web conferences, and creating spreadsheets may also be expected.

The Office Administration degree is designed to provide students with the knowledge and skills needed to confidently compete in many types of business organizations for office positions such as administrative assistant, customer service representative, executive secretary, data entry specialist, computer support assistant, word processor, office manager, and more. In addition, student professionalism, skill development, and software proficiency are enhanced through preparation for testing for the Microsoft Office certifications. Students are provided with course work to help simulate experience in real-life work scenarios including deadline pressure, communication challenges involving critical thinking, decision making, and team coordination. The program specific course work is combined with a foundation in general education required to attain a degree-level credential.

Upon successful graduation from this program, graduates should be able to
- demonstrate practical proficiency in the use and application of current computer hardware and software;
- communicate effectively through written, oral, and visual delivery in a manner appropriate for an office setting;
- exhibit critical-thinking, analytical, problem-solving, and decision-making skills;
- demonstrate ability to develop, organize, edit, and publish a variety of office documents;
- demonstrate an ability to collect, analyze, and logically document information;
- read and interpret instructions and material pertinent to understanding a task or project; and
- coordinate a job search.

Area of Concentration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOM 1010</td>
<td>Keyboarding</td>
<td>4</td>
</tr>
<tr>
<td>AOM 1020</td>
<td>Intermediate Keyboarding</td>
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<tr>
<td>AOM 1050</td>
<td>Core Computing Fundamentals</td>
<td>4</td>
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<tr>
<td>AOM 1100</td>
<td>Word Processing</td>
<td>4</td>
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<tr>
<td>AOM 1110</td>
<td>Intermediate Word Processing</td>
<td>4</td>
</tr>
<tr>
<td>AOM 1200</td>
<td>Spreadsheets</td>
<td>4</td>
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<tr>
<td>AOM 1400</td>
<td>Presentations</td>
<td>4</td>
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<tr>
<td>AOM 2120</td>
<td>Desktop Publishing</td>
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<tr>
<td>AOM 2230</td>
<td>Intermediate Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>AOM 3000</td>
<td>Administrative Office Management Capstone</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1000</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1100</td>
<td>Business Communication</td>
<td>4</td>
</tr>
<tr>
<td>BUS 2750</td>
<td>Workplace Ethics and Expectations</td>
<td>4</td>
</tr>
<tr>
<td>BUS 2760</td>
<td>Personnel Management</td>
<td>4</td>
</tr>
</tbody>
</table>

Subtotal: 56

Area of Concentration Electives

A minimum of 8 credits are to be selected in consultation with the Program Director from approved office administration courses offered at Virginia College or transferred from another accredited institution.

Subtotal: 8

Foundation

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
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<td>EDU 1010</td>
<td>Learning Framework</td>
<td>4</td>
</tr>
<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
<td>4</td>
</tr>
</tbody>
</table>

Subtotal: 8

General Education

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 24 credits as indicated below:

- Communications: 12 credits
- Humanities and Fine Arts: 4 credits
- Mathematics: 4 credits
- Social and Behavioral Sciences: 4 credits
Subtotal: 24

* This program is also available through online delivery.

TOTAL CREDIT HOURS: 96
PARALEGAL STUDIES (ASSOCIATE OF SCIENCE)*

This program is designed to prepare the student for a career utilizing knowledge of legal office procedures, delivery of legal services, and legal research and writing. The program curriculum is designed to provide training in professional skills, technical competencies, and research experience needed by students entering the paralegal field. The program also includes a foundation in general education course work required to attain a degree-level credential.

Upon successful graduation from this program, graduates should be able to

• conduct client interviews and maintain contact with clients;
• conduct legal research and prepare legal documents using critical thinking;
• draft correspondence, pleadings, and other legal documents;
• assist in preparation of interrogatories and other documents related to litigation;
• assist an attorney in execution of wills, real estate closings, depositions, and preparation for court attendance;
• use computer technology in a legal environment;
• develop skills in selected general education curriculum including communication and problem solving; and
• coordinate a job search.

**Foundation**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
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<td>EDU 1020</td>
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</table>

Subtotal: 8

**Area of Concentration**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOM 1010</td>
<td>Keyboarding</td>
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</tr>
<tr>
<td>AOM 1100</td>
<td>Word Processing</td>
<td>4</td>
</tr>
<tr>
<td>AOM 1200</td>
<td>Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>LGA 1020</td>
<td>The American Legal System</td>
<td>4</td>
</tr>
<tr>
<td>LGA 1110</td>
<td>Legal Research and Writing I</td>
<td>4</td>
</tr>
<tr>
<td>LGA 1600</td>
<td>Technology Application in the Law Office</td>
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</tr>
<tr>
<td>LGA 1800</td>
<td>Criminal Law</td>
<td>4</td>
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<tr>
<td>LGA 2120</td>
<td>Wills, Trusts and Estate Administration</td>
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</tr>
<tr>
<td>LGA 2140</td>
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<td>4</td>
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<tr>
<td>LGA 2250</td>
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<tr>
<td>LGA 2260</td>
<td>Bankruptcy Law</td>
<td>4</td>
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<tr>
<td>LGA 2500</td>
<td>Paralegal Certification Exam Review</td>
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<tr>
<td>LGA 2520</td>
<td>Real Estate Law</td>
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<tr>
<td>LGA 2800</td>
<td>Administrative Law</td>
<td>4</td>
</tr>
</tbody>
</table>

Subtotal: 56

**Area of Concentration Electives**

A minimum of 8 credit hours are to be selected in consultation with the Program Director from approved legal studies courses offered at Virginia College or transferred from another accredited institution.

Subtotal: 8

**General Education**

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 24 credits as indicated below:

<table>
<thead>
<tr>
<th>Area</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
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<td>12</td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>4</td>
</tr>
</tbody>
</table>

Subtotal: 24

*NOTE: The College makes no representation, promise, or guarantee that completion of this program is designed to prepare graduates for employment in any state other than Alabama or the state where the program is being offered online. Qualified graduates from this program may be eligible to sit for the paralegal certification examinations offered by the National Association of Legal Assistants (NALA). Prospective and current students and graduates are responsible for researching and understanding all examination, registration, certification, or licensure requirements in any state in which they seek to become registered, licensed, or employed.*

*This program is only offered through online delivery*
TOTAL CREDIT HOURS: 96
PARALEGAL STUDIES (BACHELOR OF SCIENCE)*

The Bachelor of Science degree in Paralegal Studies is designed to provide a multidimensional framework in the legal field that will allow students to select from a wide range of employment opportunities upon completion. The curriculum includes course work in civil, criminal, administrative, and procedural law, along with courses designed to hone computer skills for technical expertise in the 21st century law office.

Upon successful graduation from the program, graduates should be able to

- conduct client interviews, determine preliminary legal issues, and recommend possible actions for attorney review;
- employ critical thinking to analyze hypothetical examples, conduct legal research, and prepare legal documents based on same for a variety of legal fields;
- draft advanced legal documents;
- employ advanced computer technology, integrating common and legal specialty programs;
- create a job search portfolio, containing samples of legal documents from the legal fields studied; and
- coordinate a job search.

Area of Concentration

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOM 1010</td>
<td>Keyboarding</td>
<td>4</td>
</tr>
<tr>
<td>AOM 1100</td>
<td>Word Processing</td>
<td>4</td>
</tr>
<tr>
<td>AOM 1200</td>
<td>Spreadsheets</td>
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</tr>
<tr>
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<td>The American Legal System</td>
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<tr>
<td>LGA 2140</td>
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<td>LGA 2160</td>
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<td>LGA 3100</td>
<td>Computer-Aided Legal Research (CALR)</td>
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<td>LGA 3150</td>
<td>Civil and Criminal Procedure</td>
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<td>LGA 4000</td>
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<tr>
<td>LGA 4900</td>
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</tbody>
</table>

Subtotal: 80

Area of Concentration Electives

A minimum of 8 credits are to be selected in consultation with the Program Director from approved office administration courses offered at Virginia College or transferred from another accredited institution.

Subtotal: 44

Foundation

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>EDU 1010</td>
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<td>4</td>
</tr>
</tbody>
</table>

Subtotal: 8

General Education

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 56 credits as indicated below. At least 12 credits must be 3000-level courses.

<table>
<thead>
<tr>
<th>Area</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
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<td>Social and Behavioral Sciences</td>
<td>8</td>
</tr>
<tr>
<td>Approved General Education Electives</td>
<td>24</td>
</tr>
</tbody>
</table>

Subtotal: 56
Subtotal: 56

NOTE: The College makes no representation, promise, or guarantee that completion of this program is designed to prepare graduates for employment in any state other than Alabama or the state where the program is being offered online. Qualified graduates from this program may be eligible to sit for the paralegal certification examinations offered by the National Association of Legal Assistants (NALA). Prospective and current students and graduates are responsible for researching and understanding all examination, registration, certification, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

* This program is only offered through online delivery.

TOTAL CREDIT HOURS: 188
**PAstry Arts (Diploma)**

**Effective: May 6, 2016**

Virginia College’s Pastry Arts diploma program is designed to provide students with a diversified education in pastry preparation. This program provides hands-on, realistic training, as well as providing learning experiences that offer students a solid background of practical training in pastry arts.

The program provides students with instruction in fundamental, intermediate, and advanced pastry arts, as well as a hands-on externship under the direction of industry professionals. This comprehensive training provides graduates with the fundamental skills necessary to adapt to the culinary career path they choose to follow.

Upon successful graduation from this program, graduates should be able to

- interpret the hospitality/food service industry and career opportunities in the field;
- establish and maintain high standards of personal and industry sanitation and safety;
- produce high quality food products using appropriate equipment;
- demonstrate professional standards in personal appearance and ethical behavior;
- demonstrate proper techniques in cooking to produce high quality products;
- apply nutrition principles to menu planning and food production for a variety of customers;
- assess the origin of various cuisines and their relationship to history and cultural developments;
- analyze the workings of the pastry and baking sector of culinary arts; and
- coordinate a job search.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 1024</td>
<td>The Hospitality Industry and Career Planning</td>
<td>4</td>
</tr>
<tr>
<td>PBC 1010</td>
<td>Fundamentals of Culinary and Pastry Arts</td>
<td>18</td>
</tr>
<tr>
<td>PBC 1020</td>
<td>Advanced Techniques of Pastry Arts</td>
<td>18</td>
</tr>
<tr>
<td>PBC 2060</td>
<td>Pastry Externship</td>
<td>8</td>
</tr>
</tbody>
</table>

**NOTE:** This program is been accredited by the Accrediting Commission of the American Culinary Federation Education Foundation (ACFEF). Virginia College’s culinary programs comply with and/or offer National ServSafe certification from the National Restaurant Association as part of the program. Food handling and safety licensure and regulatory requirements vary by jurisdiction. Prospective and current students and graduates are responsible for researching and understanding all food handling and safety licensure and regulatory requirements in any state in which they seek to become employed.

**The Real World Experience**

Students will participate in two 5-hour Real World Experiences (RWE) during each lab Class. The RWE is designed to integrate course skills and competencies with job performance training in a real world setting that meets industry standards. This experience is also part of your final course grade (10%) for the quarter. It is the student’s responsibility to schedule these Real World Experiences in a timely manner, with either the Program Director or the Lab Coordinator. If a student does not complete the hours designated in the quarter for the Real World Experience, they will receive an F grade and fail the course.

**TOTAL CREDIT HOURS:** 48
PATIENT CARE TECHNICIAN (DIPLOMA)

The Patient Care Technician program is designed to prepare graduates to work as an entry-level Patient Care Technician in a clinic, hospital, wound care center, or as a Certified Nursing Assistant in long-term care facility. Graduates will demonstrate competencies in vital sign measurement, perform CPR and first aid, assist in medical examinations, and administer electrocardiograms (EKGs), basic laboratory procedures, and phlebotomy. Graduates will also demonstrate minimal competencies for providing skilled nursing care to elderly patients and clients as set forth in standards by the state health department. Students are provided instruction in such areas as their role as a member of the healthcare team, communications skills, personal patient care skills, selected nursing procedures, and infection control and safety.

Upon successful graduation from this program, the graduate should be able to:

• demonstrate the role of the CNA in the nursing process in the promotion of preventive, therapeutic, restorative and rehabilitative nursing (health) care;
• provide basic care to patients and residents with patient care environments such as acute care and long-term care facilities;
• communicate and interact effectively with patients, residents and their families, with sensitivity to the psychosocial needs;
• assist patients and residents in attaining and maintaining maximum functional independence;
• provide safety and preventive measures in the care of patients and residents; and
• protect, support and promote the rights of patients and residents.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANP 1120</td>
<td>Anatomy and Physiology: Body Structures</td>
<td>4 credits</td>
</tr>
<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
<td>4 credits</td>
</tr>
<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
<td>4 credits</td>
</tr>
<tr>
<td>MED 1010</td>
<td>Medical Terminology</td>
<td>4 credits</td>
</tr>
<tr>
<td>PCT 1000</td>
<td>Fundamentals of Nursing Assistant</td>
<td>4 credits</td>
</tr>
<tr>
<td>PCT 1010</td>
<td>Fundamentals of Nursing Assistant Clinical</td>
<td>4 credits</td>
</tr>
<tr>
<td>PCT 1015</td>
<td>CPR and Basic First Aid</td>
<td>4 credits</td>
</tr>
<tr>
<td>PCT 1020</td>
<td>EKG and Phlebotomy</td>
<td>4 credits</td>
</tr>
<tr>
<td>PCT 1025</td>
<td>Advanced Patient Care Technician</td>
<td>4 credits</td>
</tr>
<tr>
<td>PCT 2500</td>
<td>Patient Care Technician Certification Exam Review</td>
<td>4 credits</td>
</tr>
<tr>
<td>PCT 2600</td>
<td>Patient Care Technician Externship</td>
<td>8 credits</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS: 48
PHARMACY TECHNICIAN (DIPLOMA)

This program is designed to prepare interested students to pursue a career path supporting licensed pharmacists by performing tasks such as assisting with counter dispensing operations and prescription preparation. In a retail pharmacy, technicians may stock and inventory prescriptive and over-the-counter medications, maintain written or computerized patient medication records, count or pour medications into dispensing containers, and manage the cash register.

In hospitals, pharmacy technicians may perform many of the same duties as they do in retail pharmacy, but they may have additional responsibilities including: assembling a twenty-four hour supply of medication for each patient, repackaging medications, preparing commercially-unavailable medications, and delivering medications to patient rooms.

Upon successful graduation from this program, graduates should be able to

- classify the musculoskeletal, nervous, cardiovascular, respiratory, gastrointestinal, and endocrine systems and their needs in relationship to prescriptive medications;
- analyze the unique organization of medical records and inventory control in retail and institutional pharmacies;
- demonstrate a mastery of medical terminology and utilizing distribution systems to achieve efficient dispersal of medications;
- identify the compounding of medications with the ability to differentiate between aseptic and non-sterile compounding;
- describe the components of a sound paradigm of factors related to pharmacy ethics and the law;
- demonstrate the ability to utilize computer operating systems to aid in medication dispersal;
- explain how increasing levels of problem solving and critical thinking on the part of the technician can assist the pharmacist in performing a wide range of practice-related duties;
- discuss the important role that experiential training plays in the development of an efficient pharmacy technician; and
- coordinate a job search.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1770</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
<td>4</td>
</tr>
<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
<td>4</td>
</tr>
<tr>
<td>PHM 1000</td>
<td>Introduction to Pharmacy</td>
<td>4</td>
</tr>
<tr>
<td>PHM 1010</td>
<td>Pharmacy Terminology</td>
<td>4</td>
</tr>
<tr>
<td>PHM 1050</td>
<td>Pharmacological Calculations</td>
<td>4</td>
</tr>
<tr>
<td>PHM 1075</td>
<td>Pharmacy Operations Management</td>
<td>4</td>
</tr>
<tr>
<td>PHM 1145</td>
<td>Pharmacy Law and Medication Safety</td>
<td>4</td>
</tr>
<tr>
<td>PHM 1250</td>
<td>Community Pharmacy</td>
<td>4</td>
</tr>
<tr>
<td>PHM 1260</td>
<td>Institutional Pharmacy</td>
<td>4</td>
</tr>
<tr>
<td>PHM 1275</td>
<td>Sterile Compounding and Aseptic Technique</td>
<td>4</td>
</tr>
<tr>
<td>PHM 1815</td>
<td>Pharmacology – Disease Management</td>
<td>4</td>
</tr>
<tr>
<td>PHM 1825</td>
<td>Pharmacology – Disease Prevention</td>
<td>4</td>
</tr>
<tr>
<td>PHM 2555</td>
<td>Pharmacy Technician Certification Review</td>
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</tr>
<tr>
<td>PHM 2600</td>
<td>Pharmacy Technician Externship</td>
<td>6</td>
</tr>
</tbody>
</table>

NOTE: The Pharmacy Technician program has been granted programmatic accreditation through the American Society of Health System Pharmacists (ASHP). Registration with the Alabama State Board of Pharmacy ("Board") is required in order to work as a Pharmacy Technician in Alabama. Information regarding registration is available at http://www.albop.com/. Qualified graduates may be eligible to take the Certified Pharmacy Technician (CPhT) examination administered by the Pharmacy Technician Certification Board (PTCB). Certification is not required in the State of Alabama. However, graduates may find certification to be advantageous in the employment market. National certification information is available at www.ptcb.org. Certification requires successful completion of the Pharmacy Technician Certification Board examination.

The College makes no representation, promise, or guarantee that completion of this program assures either passage of any certification examination or acceptance by any state board. This program is not intended to prepare graduates for employment in any state other than Alabama. Prospective and current students and graduates are responsible for researching and understanding all examination, registration, certification, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

TOTAL CREDIT HOURS: 60
PRIVATE SECTOR ACCOUNTING (BACHELOR OF SCIENCE)*

*Online Delivery Only*

The Bachelor of Science degree in Private Sector Accounting is designed to meet the needs of those students who desire an in-depth knowledge and understanding of accounting and who intend to seek employment in the accounting field. Graduates from this program may pursue positions in private industry such as financial accountant, cost accountant, budget accountant, or internal auditor. Graduates from this program will also be able to seek governmental or not-for-profit accounting positions. This program is designed to solidify the student’s understanding of accounting theory and emphasizes the student’s ability to apply advanced accounting theories in practice.

Upon successful graduation from this program, graduates should be able to

- analyze accounting, financial, and statistical data for use in management decision making;
- interpret financial statements and utilize computerized systems to process financial data;
- identify planning and completion procedures of individual and corporate taxation;
- apply advanced accounting theorems to practical scenarios;
- evaluate accounting concepts related to governmental and not-for-profit accounting;
- critique auditing standards as they relate to private industry; and
- coordinate a job search.

**Area of Concentration**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOM 1010</td>
<td>Keyboarding</td>
<td>4 credits</td>
</tr>
<tr>
<td>AOM 1020</td>
<td>Intermediate Keyboarding</td>
<td>4 credits</td>
</tr>
<tr>
<td>AOM 1100</td>
<td>Word Processing</td>
<td>4 credits</td>
</tr>
<tr>
<td>AOM 1200</td>
<td>Spreadsheets</td>
<td>4 credits</td>
</tr>
<tr>
<td>AOM 1300</td>
<td>Database Management</td>
<td>4 credits</td>
</tr>
<tr>
<td>AOM 2230</td>
<td>Intermediate Spreadsheets</td>
<td>4 credits</td>
</tr>
<tr>
<td>BUS 1000</td>
<td>Introduction to Business</td>
<td>4 credits</td>
</tr>
<tr>
<td>BUS 1410</td>
<td>Principles of Accounting I</td>
<td>4 credits</td>
</tr>
<tr>
<td>BUS 1420</td>
<td>Principles of Accounting II</td>
<td>4 credits</td>
</tr>
<tr>
<td>BUS 1460</td>
<td>Computerized Accounting</td>
<td>4 credits</td>
</tr>
<tr>
<td>BUS 1470</td>
<td>Computerized Payroll Accounting</td>
<td>4 credits</td>
</tr>
<tr>
<td>BUS 2050</td>
<td>Financial Analysis</td>
<td>4 credits</td>
</tr>
<tr>
<td>BUS 2350</td>
<td>Intermediate Accounting I</td>
<td>4 credits</td>
</tr>
<tr>
<td>BUS 2490</td>
<td>Advanced Computerized Accounting</td>
<td>4 credits</td>
</tr>
<tr>
<td>BUS 2640</td>
<td>Certified Bookkeeper Exam Review</td>
<td>4 credits</td>
</tr>
<tr>
<td>BUS 3010</td>
<td>Managerial Accounting</td>
<td>4 credits</td>
</tr>
<tr>
<td>BUS 3350</td>
<td>Intermediate Accounting II</td>
<td>4 credits</td>
</tr>
<tr>
<td>BUS 3360</td>
<td>Corporate Taxation</td>
<td>4 credits</td>
</tr>
<tr>
<td>BUS 3500</td>
<td>Accounting for Nonprofit and Government Org</td>
<td>4 credits</td>
</tr>
<tr>
<td>BUS 3750</td>
<td>Auditing</td>
<td>4 credits</td>
</tr>
<tr>
<td>BUS 4500</td>
<td>Advanced Accounting</td>
<td>4 credits</td>
</tr>
<tr>
<td>BUS 4750</td>
<td>Cost Accounting</td>
<td>4 credits</td>
</tr>
</tbody>
</table>

**Subtotal: 88**

**Area of Concentration Electives**

A minimum of 28 credits are to be selected in consultation with the Program Director from approved accounting and business management courses offered at Virginia College or transferred from another accredited institution. At least 16 credits must be 3000- or 4000-level courses.

**Subtotal: 28**

**Foundation**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
<td>4 credits</td>
</tr>
<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
<td>4 credits</td>
</tr>
</tbody>
</table>

**Subtotal: 8**

**General Education**

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 56 credits as indicated below. At least 20 credits must be 3000-level courses.
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>12</td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>8</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>8</td>
</tr>
<tr>
<td>Approved General Education Electives</td>
<td>24</td>
</tr>
</tbody>
</table>

Subtotal: 56

NOTE: This program is not intended to prepare graduates to sit for the Certified Public Accountant examination, and the College makes no representation, promise, or guarantee that completion of this program assures either passage of any certification examination or acceptance by any state board. Prospective and current students and graduates are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

* This program is only offered through online delivery.

TOTAL CREDIT HOURS: 180
RESPIRATORY CARE (ASSOCIATE OF SCIENCE)

The Associate of Science degree in Respiratory Care is designed to prepare students to provide oxygen therapy, assist with breathing, and support patients who are unable to breathe on their own. Respiratory Therapists perform a variety of functions including: administer medications in aerosol form to help alleviate breathing problems and treat lung infections; teach breathing techniques to patients in rehabilitation centers; and conduct asthma and smoking cessation programs. Respiratory Therapists are integral members of the healthcare team. Respiratory Therapists follow specific, well-defined respiratory care procedures under the supervision of physicians and/or other medical professionals. In addition, Respiratory Therapists may provide home care to patients who cannot travel to a medical site by demonstrating the operation of ventilators and other life-support systems.

In addition to program-specific courses, this program provides a foundation in general education courses, which are required to obtain a degree-level credential.

Upon successful graduation from this program, graduates should be able to
• describe the methodology utilized by the respiratory care practitioner;
• articulate the fundamentals of respiratory care;
• recognize the medical components of the human body by thorough study of anatomy and physiology;
• demonstrate a working knowledge of diagnostics, treatments, and rehabilitation in respiratory care;
• analyze the workings of ventilator therapy and other artificial breathing apparatus;
• differentiate among the various components of effective respiratory care;
• be recommended to the National Board for Respiratory Care to be allowed to sit for the appropriate credentialing examination; and
• coordinate a job search.

Area of Concentration

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1145</td>
<td>Anatomy and Physiology I for Respiratory Care</td>
<td>4</td>
</tr>
<tr>
<td>BIO 1165</td>
<td>Anatomy and Physiology II for Respiratory Care</td>
<td>4</td>
</tr>
<tr>
<td>MED 1010</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MED 1140</td>
<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>RES 1010</td>
<td>Integrated Sciences for Respiratory Care</td>
<td>4</td>
</tr>
<tr>
<td>RES 1025</td>
<td>Respiratory Care Assessment and Diagnostics</td>
<td>3</td>
</tr>
<tr>
<td>RES 1030</td>
<td>Respiratory Therapeutics</td>
<td>3</td>
</tr>
<tr>
<td>RES 1100</td>
<td>Cardiopulmonary Anatomy and Physiology</td>
<td>4</td>
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<tr>
<td>RES 1150</td>
<td>Cardiopulmonary Pathophysiology</td>
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<tr>
<td>RES 1205</td>
<td>Respiratory Care Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>RES 1600</td>
<td>Mechanical Vent &amp; Intro to Critical Care</td>
<td>3</td>
</tr>
<tr>
<td>RES 2100</td>
<td>Advanced Modal &amp; Monitor in Respir Care</td>
<td>3</td>
</tr>
<tr>
<td>RES 2280</td>
<td>Geriatric and Respiratory Home Care</td>
<td>3</td>
</tr>
<tr>
<td>RES 2350</td>
<td>Perinatal/Pediatric Respiratory Care</td>
<td>3</td>
</tr>
<tr>
<td>RES 2405</td>
<td>Respiratory Care Emergency Management</td>
<td>3</td>
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<tr>
<td>RES 2505</td>
<td>Respiratory Care Certification and Registry Exam</td>
<td>3</td>
</tr>
<tr>
<td>RES 2905</td>
<td>Clinical Experience I</td>
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<tr>
<td>RES 2915</td>
<td>Clinical Experience II</td>
<td>4</td>
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<td>RES 2925</td>
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<tr>
<td>RES 2935</td>
<td>Clinical Experience IV</td>
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Subtotal: 76

Foundation

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
<td>4</td>
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</tbody>
</table>

Subtotal: 4

General Education

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 24 credits as indicated below:

<table>
<thead>
<tr>
<th>Area</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>12</td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>4</td>
</tr>
</tbody>
</table>
NOTE: Earning the Certified Respiratory Therapist (CRT) or the Registered Respiratory Therapist (RRT) credential by successful completion of the Therapist Multiple Choice (TMC) examination offered by the National Board for Respiratory Care (NBRC) and obtaining state licensure from the Alabama State Board for Respiratory Therapy (ASBRT) are requirements for employment as a Respiratory Therapist in Alabama. In order to take the TMC examination, the program from which the student graduated must have acceptable programmatic accreditation. The program at Virginia College (Birmingham) has received accreditation as an Advanced Level Respiratory Care program through the Commission on Accreditation for Respiratory Care (CoARC). The College makes no representation, promise, or guarantee that completion of this program assures either passage of any examination or acceptance by any state board. This program is not intended to prepare graduates for employment in any state other than Alabama. Prospective and current students and graduates are responsible for researching and understanding all examination, registration, certification, or licensure requirements in any state in which they seek to become certified, registered, licensed, or employed.

TOTAL CREDIT HOURS: 104
SALES PROFESSIONAL (DIPLOMA)*

The sales field is a high demand industry for the trained professional. Successful sales ability involves both skills and processes that can be learned. In this program you will learn to communicate effectively, from writing great sales proposals and preparing winning pitches through persuasive delivery and making the most of objections. Technological tools such as smartphones, the Internet, and social networking have greatly increased both the reach and power of today’s sales professionals. The appropriate use of technology and superior communication skills will be a recurring theme throughout the program.

Upon successful graduation from this program, graduates should be able to

• develop both relationship and product-selling strategies;
• determine customer needs and create value with consultative strategies;
• develop and qualify a prospect base;
• manage sales information;
• maintain a professional image; and
• coordinate a job search.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOM 1100</td>
<td>Word Processing</td>
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<tr>
<td>AOM 1200</td>
<td>Spreadsheets</td>
<td>4 credits</td>
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<tr>
<td>BUS 1000</td>
<td>Introduction to Business</td>
<td>4 credits</td>
</tr>
<tr>
<td>BUS 1010</td>
<td>Business Essentials</td>
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<tr>
<td>BUS 1100</td>
<td>Business Communication</td>
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<tr>
<td>BUS 1210</td>
<td>Sales Process</td>
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</tr>
<tr>
<td>BUS 1250</td>
<td>Sales Skills</td>
<td>4 credits</td>
</tr>
<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
<td>4 credits</td>
</tr>
<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
<td>4 credits</td>
</tr>
</tbody>
</table>

* This program is also available through online delivery.

TOTAL CREDIT HOURS: 36
SURGICAL TECHNOLOGY (ASSOCIATE OF SCIENCE)

The Associate of Science degree in Surgical Technology is designed to prepare entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for career opportunities in the surgical field and includes a general education component which complements the comprehensive skills-based specialty training. The Surgical Technologist works closely with the surgeon, anesthesiologist, nurse anesthetist, and registered nurse to deliver integral patient care before, during, and after surgery. Emphasis is placed on the proper application of sterile surgical techniques and modern operating room technology to provide optimum patient care. Classroom theory and laboratory hands-on training is supplemented with clinical and externship experiences to make for a comprehensive curriculum of study.

Upon successful graduation from this program, graduates should be able to
- exhibit practical proficiency in the surgical arena with an understanding of the basic procedures involved with surgical operations;
- describe the essential working aspects of a successful Surgical Technologist;
- demonstrate the ability to perform in a healthcare environment meeting OSHA specifications;
- recognize the importance of confidentiality when dealing with surgical patients;
- analyze the departure from classroom theory to on-the-job training in the operating room;
- develop effective communication and decision-making skills for successful performance in the surgical environment;
- integrate knowledge of personal and medical ethics into the surgical arena;
- develop a familiarity with commonly used surgical instruments;
- establish and maintain high standards of aseptic technique;
- analyze and adapt to the ever-changing operating room environment;
- function in the healthcare arena by providing clinical and administrative skills in a surgical setting, and coordinate a job search.

Area of Concentration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANP 1120</td>
<td>Anatomy and Physiology: Body Structures</td>
<td>4</td>
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<tr>
<td>ANP 1130</td>
<td>Anatomy and Physiology: Organs and Systems</td>
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<tr>
<td>MED 1010</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MED 1140</td>
<td>Medical Law and Ethics</td>
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<tr>
<td>MED 1210</td>
<td>Pathophysiology</td>
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<tr>
<td>SUR 1010</td>
<td>Aseptic Technique</td>
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<tr>
<td>SUR 1050</td>
<td>Patient Care for the Surgical Technologist</td>
<td>4</td>
</tr>
<tr>
<td>SUR 1500</td>
<td>Introduction to the Surgical Environment</td>
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<tr>
<td>SUR 1900</td>
<td>Microbiology for the Surgical Technologist</td>
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<tr>
<td>SUR 1960</td>
<td>Surgical Instrumentation and Equipment</td>
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<tr>
<td>SUR 2070</td>
<td>General and Specialized Surgical Procedures</td>
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</tr>
<tr>
<td>SUR 2160</td>
<td>Specialty and Reconstructive Surgical Procedures</td>
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</tr>
<tr>
<td>SUR 2170</td>
<td>Orthopaedic, Neurological, and Vascular Surgical Procedures</td>
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<tr>
<td>SUR 2190</td>
<td>Pharmacology for the Surgical Technologist</td>
<td>4</td>
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<tr>
<td>SUR 2600</td>
<td>Surgical Technologist Externship</td>
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Subtotal: 64

Foundation

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<tr>
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<th>Credits</th>
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<tr>
<td>EDU 1010</td>
<td>Learning Framework</td>
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<tr>
<td>EDU 1020</td>
<td>Career Exploration/Planning</td>
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Subtotal: 8

General Education

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 24 credits as indicated below:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>Communications</td>
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<tr>
<td>Humanities and Fine Arts</td>
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<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
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Subtotal: 24
NOTE: The Surgical Technology program is accredited upon recommendation by the Accreditation Review Committee/Surgical Technology, Surgical Assisting (ARC/STSA,) through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Qualified graduates may be eligible to take the Certified Surgical Technologist (CST) examination administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Certification is not required to work as a Surgical Technologist in the State of Alabama.

In order to meet requirements for graduation from the Surgical Technology program at Virginia College, students must, during externship, serve in the “First Scrub” role for a minimum of 120 cases as outlined in the Association of Surgical Technologist Core Curriculum, 6th Edition.

The College makes no representation, promise, or guarantee that completion of this program assures either passage of any certification examination or acceptance by any state board. This program is not intended to prepare graduates for employment in any state other than Alabama. Prospective and current students and graduates are responsible for researching and understanding all examination, registration, certification, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

TOTAL CREDIT HOURS: 96
THERAPEUTIC MASSAGE (DIPLOMA)

The diploma program in Therapeutic Massage is designed to provide students with the physical and technical skills required by healthcare and personal service employers in a variety of massage settings. These include rehabilitation clinics, fitness centers, medical offices, hospital departments, spas, and integrative environments like chiropractic offices and sports fitness establishments. Students are instructed in and expected to perform a wide range of massage techniques ranging from relaxation skills and stress management to Swedish massage. All clinical massage technique courses will include in-class bodywork. Students will also practice techniques under instructor supervision in the student clinic to hone their developing employee, client/therapist, and technical skills. This practice is required to improve and enhance the quality of bodywork.

Upon successful graduation from this program, graduates should be able to
• demonstrate competence in delivering classical and contemporary massage techniques;
• identify the supporting role massage can play in many aspects of the medical field;
• discuss the medical and therapeutic value of clinical massage with a client;
• explain the connection of muscle movement and body mechanics as they relate to total wellness;
• integrate the usage of complimentary therapies like Aromatherapy and other spa services; and
• coordinate a job search.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>TMA 1400</td>
<td>Basic Massage Principles and Science I</td>
<td>150</td>
</tr>
<tr>
<td>TMA 1410</td>
<td>Basic Massage Principles and Science II</td>
<td>150</td>
</tr>
<tr>
<td>TMA 1500</td>
<td>Intermediate Massage and Principles and Science I</td>
<td>150</td>
</tr>
<tr>
<td>TMA 1510</td>
<td>Intermediate Massage Principles and Science II</td>
<td>150</td>
</tr>
<tr>
<td>TMA 1600</td>
<td>Advanced Massage Principles and Science</td>
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</tr>
<tr>
<td>TMA 1610</td>
<td>Massage Practicum and Review</td>
<td>150</td>
</tr>
</tbody>
</table>

TOTAL CLOCK HOURS: 900

NOTE: Graduates must successfully pass the MBLEx (Massage and Bodywork Licensing Examination) in order to apply to become licensed to practice massage therapy in the State of Alabama. The Therapeutic Massage curriculum is designed to prepare students to be successful in passing the State-approved licensure examination. However, the College makes no representation, promise, or guarantee that completion of this program assures either passage of any certification examination or acceptance by any state board. This program is not intended to prepare graduates for employment in any state other than Alabama. Prospective and current students and graduates are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become licensed, or employed.
Undergraduate Course Information

COURSE NUMBERING SYSTEM
Virginia College uses the following course numbering system:

- **0001-0199** Institutional Credit Only
- **1000-1999** Generally First-Year Courses
- **2000-2999** Generally Second-Year Courses
- **3000-3999** Generally Third-Year or Advanced Specialized Courses/Upper Division Courses
- **4000-4999** Generally Fourth-Year or Advanced Specialized Courses/Upper Division Courses
- **4100-4400** Courses with a COS Prefix are Cosmetology Courses for Which No Upper Division or Advanced Standing Is Implied

Courses requiring no prerequisite are open to all students. Prerequisite requirements are listed with the course description in the catalog. It is the responsibility of the student to know these requirements and follow them when registering. The student's Program Director or the Academic Dean must approve any waiver of prerequisites.

ABBREVIATIONS
The following are the official catalog course abbreviations used by Virginia College:

- **ACRHVAC-R** Technician
- **ADD** Architectural Drafting and Design
- **ANP** Anatomy and Physiology
- **AOM** Office Administration
- **BIO** Biology
- **BUS** Business and Accounting
- **CAD** Computer-Aided Drafting and Design
- **CDT** Commercial Driver Training
- **CIS** Computer Information Systems
- **COM** Communications
- **COS** Cosmetology
- **CRJ** Criminal Justice
- **CRT** Critical Thinking
- **CUL** Culinary Arts
- **DMS** Diagnostic Medical Sonography
- **ECN** Economics
- **EDU** Foundation
- **ENG** English and Literature
- **HED** Health Education
- **HES** Health Services Management
- **HIS** History
- **HRM** Human Resource Management
- **IDD** Interior Design
- **LGA** Paralegal Studies
- **MBC** Medical Billing and Coding
- **MEA** Medical Assistant
- **MED** Medical
- **MGT** Management
- **MIS** Management Information Systems
- **MTH** Mathematics
- **NET** Networking
- **NUR** Nursing
- **NUT** Nutrition
- **PBC** Pastry Arts
- **PCT** Patient Care Technician
- **PHM** Pharmacy
- **PHY** Physics
- **POL** Political Science
- **PSY** Psychology
- **RES** Respiratory Care
- **SOC** Sociology
- **SPH** Speech
- **SPNS** Spanish
- **SUR** Surgical Technology
- **TMAT** Therapeutic Massage

IDENTIFICATION OF GENERAL EDUCATION COURSES

Communications
- **COM 1010** Introduction to Communications
- **ENG 1010** English Composition I
- **ENG 1020** English Composition II
- **SPH 1060** Effective Speaking
- **SPN 1100** Conversational Spanish

Humanities and Fine Arts
- **ENG 2510** Contemporary Literature
- **HIS 1500** Art History
- **SPN 1010** Introductory Spanish I

Mathematics
- **MTH 1010** College Mathematics
- **MTH 1040** Mathematics for Trades
- **MTH 1090** College Algebra
- **MTH 3320** Quantitative Methods

Social and Behavioral Sciences
- **CRT 1015** Critical Thinking
- **ECN 3010** Principles of Economics
- **HED 2500** Personal Health
- **HIS 2050** U.S. History to 1865
- **HIS 2060** U.S. History: 1865 to Present
<table>
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<tr>
<th>Course Code</th>
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<tr>
<td>HIS 3050</td>
<td>African American History</td>
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<tr>
<td>POL 1060</td>
<td>Current Events</td>
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<tr>
<td>PSY 1010</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>PSY 2000</td>
<td>Human Growth and Development</td>
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<tr>
<td>PSY 3010</td>
<td>Environmental Psychology</td>
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<tr>
<td>PSY 3380</td>
<td>Social Psychology</td>
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<tr>
<td>PSY 3460</td>
<td>Cognitive Psychology</td>
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<tr>
<td>SOC 1010</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>SOC 2010</td>
<td>Introduction to Women's Studies</td>
</tr>
<tr>
<td>SOC 3214</td>
<td>Cultural Diversity in America</td>
</tr>
<tr>
<td>SOC 3331</td>
<td>Family Relations</td>
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</table>
Courses

ACR - HVAC-R TECHNICIAN

ACR 1000 - Introduction to HVACR
4 credits
This course will introduce students to the heating, ventilation, air conditioning, and refrigeration industry. Topics include the importance of safety, HVACR careers, and an introduction to the physics and gas laws regarding HVACR.
Prerequisite: None.

ACR 1010 - Electricity for HVACR Technicians
4 credits
An introduction to basic electricity as it applies to the HVACR industry. Topics include electrical safety, Ohm's Law, Watt's Law, circuits and diagrams, and electrical theory. Students will study the electrical aspects of safety controls, motor controls, compressor internal controls, low voltage protection, low pressure controls, high pressure controls, fan cycle switches, low temperature controls, and thermostats.
Corequisite: Co-Requisite: ACR 1000.

ACR 1100 - Refrigeration and Servicing Techniques
4 credits
This course introduces students to the tools used in the HVACR trade. Safety and proper use of tools is emphasized. Students learn leak detection methods, charging methods, system evacuation, and how they relate to the Environmental Protection Agency's (EPA) regulations. Students learn to identify and to use specialized test equipment and specialized hand tools used in HVACR.
Prerequisite: None.

ACR 1120 - Refrigeration Applications
4 credits
This course is an introduction to the various types of refrigeration applications in the areas of food service, ice making, and transportation. Topics include types of refrigerants and their properties, refrigerant blends, low temperature refrigerants, temperature glide, types of oils in refrigerants, and the process of retrofitting equipment to meet EPA standards.
Prerequisite: ACR 1000, ACR 1010.

ACR 1210 - Residential Air Conditioning and Heat Pump Systems
4 credits
Air conditioning and heat pump systems are composed of unitary components and split systems. This course provides training for repair and service on air conditioning and heat pump systems. Systems reviewed include air conditioning systems, air-to-air heat pumps, water source heat pumps, and geothermal heat pumps.
Prerequisite: ACR 1000.

ACR 1220 - Commercial Air Conditioning and Heat Pump Systems
4 credits
Commercial air conditioning and heat pump systems vary depending on location, specific purpose, and size of space needed to be cooled. Topics include differences among residential, commercial, and industrial applications; commercial applications; optimal equipment configuration; chilled-water compressor and condensers; and the differences between single package and rooftop units.
Prerequisite: ACR 1000.

ACR 1310 - Heating Systems Applications
4 credits
Gas and oil-fired heating systems can be grouped into many categories including fuel source, venting characteristics, and cabinet configuration and efficiency. This course investigates fuel gasses and conditions for combustion, as well as induced draft furnaces, gas and oil furnaces, boilers, and their system components. Theory, lecture, and hands-on training will provide the students with the experience and knowledge to effectively troubleshoot gas, electric, and oil heating systems.
Prerequisite: ACR 1000.

ACR 1400 - System Design and Load Calculation
4 credits
This course provides an introduction to duct design, load calculations, testing and balancing, as well as estimating fabrication and installation for commercial applications. Emphasis is on indoor air quality and designing duct systems for comfort.
Prerequisite: ACR 1000.

ACR 1450 - Building Codes, Construction Drawings, and Specifications
4 credits
This course provides a working knowledge of mechanical, fuel, gas, plumbing, and electrical codes. Also included are blueprint reading, construction drawings for new and existing construction, HVAC systems design considerations, venting systems, gas piping requirements, and electrical control wiring permits for commercial and residential HVACR systems.
Prerequisite: ACR 1000.

ACR 2010 - Control Systems
4 credits
This course concentrates on the operation of controls in HVACR equipment. Topics include how to analyze circuit diagrams for electronic microprocessor phase controls used in comfort heating and cooling equipment, and how to troubleshoot systems that use these controls. It also provides hands-on sessions on troubleshooting humidifiers, electronic air cleaners and zone controls.
Prerequisite: ACR 1000.

ACR 2020 - Advanced Control Systems
4 credits
This course investigates the various types of control systems beyond the basics. Topics include variable air volume (VAV), energy management systems (EMS), enthalpy control systems, programmable logic controller (PLC), Wi-Fi controls, direct digital control (DDC) systems, building automated systems, and integrated controls. Also included are how to read wiring diagrams, advanced and commercial schematic reading, and wiring and symbol interpretation.
Prerequisite: ACR 1010.

ACR 2110 - Residential Refrigerators and Freezers
4 credits
This course provides an introduction to domestic refrigerators and freezers. Topics include cabinet construction, functions of refrigerator and freezer controls, frost free systems and their operations, functions of the mullion heaters, and types of defrost controls in residential systems.
Prerequisite: ACR 1120.

ACR 2310 - Commercial Refrigeration
4 credits
Students learn how to service and maintain supermarket systems, parallel rack systems, multi-temperature systems, including walk-in coolers and walk-in freezers, and the assembly of cooling boxes. Also covered are ice machines, reach-in coolers, and freezer operation and repair.
Prerequisite: ACR 1000.

ACR 2700 - HVACR Technician Externship
8 credits
In cooperation with participating HVACR service companies, the advanced student is assigned to an employer and practices the responsibilities of an HVACR technician. Students are expected to observe, perform, and explain troubleshooting and repairs under the supervision of a professional technician.
Prerequisite: EUJ 1020.

ADD - ARCHITECTURAL DRAFTING AND DESIGN
ADD 1010 - Interior Sketching
2 credits
An introduction to the development of basic freehand sketching, this course explores various methods of communicating design ideas with emphasis on quick sketch techniques, rapid visualization, and rendering presentation?type drawings used by design professionals for graphically illustrating interiors.
Prerequisite: None.

ADD 1310 - Architectural Drafting
4 credits
A foundation course designed to introduce the student to the basic technical skills necessary to read and draft blueprints. Emphasis is on developing techniques and methods of drafting that will be used by the student to communicate design ideas.
Prerequisite: None.

ADD 1320 - Advanced Architectural Drafting
4 credits
This course provides for further development of the student’s knowledge and skills in drafting. Emphasis is placed on floor plans, elevations, lighting overlays, sections, schedules, and introduction to 3D drawings.
Prerequisite: ADD 1310.

ADD 2300 - CAD for Interior Designers
3 credits
This course takes information taught in CAD 1010 (computer-aided drafting) and applies it specifically to the interior design profession. The course allows the student to explore CAD software used in the interior design industry.
Prerequisite: CAD 1010.

ADD 2370 - Space Planning Review
4 credits
This is a drafting class designed to help students solve problems involving the utilization of interior spaces in both residential and commercial interiors. Furniture arrangement and space planning from a functional, as well as aesthetic, viewpoint are emphasized.
Prerequisite: ADD 1320.

ADD 2380 - Advanced Space Planning
4 credits
This course provides for further development of the student’s knowledge and skills in solving space-planning problems involving the utilization of interior spaces in both residential and commercial interiors. A working knowledge of egress is emphasized.
Prerequisite: ADD 2370 or concurrent enrollment.

ADD 3310 - Building Codes
4 credits
This course provides the student with a working knowledge of building codes as they relate to interior design. Included is an exploration of codes dealing with the health, welfare, and safety of the public as set by the national, regional, and local authorities. A review of the codes section of the NCIDQ examination is included.
Prerequisite: ADD 2370 or concurrent enrollment.

ADD 3320 - Furniture Construction and Design
4 credits
This course is a study of the design and construction of furniture and interior components. Upholstery details, construction techniques, resources, and styles will also be discussed. Emphasis will be placed on designing, selecting, and specifying quality home and office furnishings based on known quality hallmarks.
Prerequisite: ADD 1320, IDD 1520.

ADD 3330 - Perspective Drawing
4 credits
Students learn construction of three-dimensional scale drawings of interior spaces as a visual tool for client presentations. One- and two-point perspectives and “quick” sketching techniques are explored.
Prerequisite: ADD 1310.

ADD 3340 - Building Construction
4 credits
This course offers a survey of building construction, emphasizing the rationale behind the construction of a building. This class is structured toward the specialized needs of the interior designer.
Prerequisite: ADD 1320.

ADD 3350 - Architectural Drafting Review
4 credits
Studies are continued in all areas of interior drafting with special attention given to further development of the knowledge and skills used by the student to communicate design ideas.
Prerequisite: ADD 1310.

ADD 3360 - Rendering and Presentation Techniques
4 credits
Students study and practice rendering perspectives and “quick” sketches. Marker and pen/ink rendering techniques are applied to perspective drawings as a means to enhance the designer’s ability to communicate visually with the client.
Prerequisite: ADD 1310.

ADD 3370 - Space Planning Review
4 credits
The class is designed to further develop the student’s knowledge and skills in solving space-planning problems involving the utilization of interior spaces in both residential and commercial interiors.
Prerequisite: ADD 2370.

ANP - ANATOMY AND PHYSIOLOGY
ANP 1120 - Anatomy and Physiology: Body Structures
4 credits
This course focuses on the study of the structure and function of the human body. Topics include the cells and tissues, integumentary, skeletal, muscular, and nervous systems, and the special senses.
Prerequisite: None.

ANP 1125 - Anatomy and Physiology: Body Structures with Medical Terminology
4 credits
This course focuses on the study of the structure and function of the human body. Topics include the cells and tissues, integumentary, skeletal, muscular, and nervous systems, and the special senses. The medical terminology associated with body structures are also included.
Prerequisite: None.

ANP 1130 - Anatomy and Physiology: Organs and Systems with Medical Terminology
4 credits
This course focuses on the study of the structure, function, and dysfunction of the digestive, respiratory, circulatory, urinary, endocrine, and male and female reproductive systems.
Prerequisite: None.

ANP 1135 - Anatomy and Physiology: Organs and Systems with Medical Terminology
4 credits
This course focuses on the study of the structure, function, and dysfunction of the digestive, respiratory, circulatory, urinary, endocrine, and male and female reproductive systems. The medical terminology associated with these systems is also included.
Prerequisite: None.

AOM - OFFICE ADMINISTRATION
AOM 1010 - Keyboarding
4 credits
Keyboarding presents the skills to help the student reach optimal keyboard operation and data entry, along with the basic introduction to computer functions to meet entry-level employment opportunities requiring these skills.
Prerequisite: None.

AOM 1020 - Intermediate Keyboarding
4 credits
Emphasis is placed on accuracy and speed development, as well as document processing. It presents the techniques, error analysis, and prescriptive practice needed to upgrade keyboarding skills and introduces proper formatting of documents.
Prerequisite: AOM 1010.

AOM 1050 - Core Computing Fundamentals
4 credits
This computer fundamentals course provides coverage of computer basics. The course identifies and describes computer hardware and components, operating systems and application software, networks, computer security, legal issues, and the World Wide Web.
Prerequisite: None.

AOM 1100 - Word Processing
4 credits
This course concentrates on the development of word processing skills and procedures. Emphasis is on basic formatting and printing of documents.
Prerequisite: None.

AOM 1110 - Intermediate Word Processing
4 credits
This course moves the student beyond standard document preparation, and the student acquires the tools to meet the most demanding document requirements. The student is introduced to the following functions: tables, columns, graphics, automated outlines, layout and design, mail merge, data sort, and web page techniques.
Prerequisite: AOM 1100.

AOM 1200 - Spreadsheets
4 credits
This course introduces the basics of spreadsheet manipulation for various business applications. Specific areas include spreadsheet labels, numeric operations, building formulas, graphs, and charts.
Prerequisite: None.

AOM 1300 - Database Management
4 credits
This course introduces the various aspects of database management. Specific areas include creating/simulating databases, generating database reports and forms, and module/macro fundamentals for a wide range of business applications.
Prerequisite: None.

AOM 1400 - Presentations
4 credits
This course introduces the student to creating presentations that can be delivered over a variety of media, including the Internet. The student will learn to use visual elements, animation and transitional effects, import data from other sources, create custom backgrounds, and deliver a presentation.
Prerequisite: None.

AOM 2120 - Desktop Publishing
4 credits
This course introduces the student to basic desktop publishing fundamentals such as page layout and design, composition, editing, use of photos, and illustrations. Students will learn various applications of desktop publishing such as newspapers, magazines, and book layouts.
Prerequisite: None.

AOM 2150 - Advanced Word Processing
4 credits
This course provides the opportunity to apply document formatting in a realistic business context with the ultimate goal of preparing for typical word processing certification exams. Note: Certification examinations are optional and are paid for by the student.
Prerequisite: AOM 1110.

AOM 2230 - Intermediate Spreadsheets
4 credits
This course provides advanced knowledge of building worksheets for business applications. Specific areas include formatting, formula building, charts, and linking of workbooks, worksheets, and files.
This course provides an introduction to basic anatomy and physiology of the cardiovascular, lymphatic, immune, digestive, urinary, and reproductive human organ systems. Emphasis will be on cell and tissue structure as they relate to organ system function. Pathologies of organ systems will be discussed. This course includes a dissection lab.

Prerequisite: Program Director Approval.

**AOM 2300 - Administrative Office Procedures**  
4 credits  
This course bridges the gap between the basic skills courses and current office practices. The course is designed to develop the knowledge and skills necessary for success in the workplace and to develop a competency in administrative and office support tasks such as telephone usage, records management, financial records, and professional presentations.

Prerequisite: None.

**BIO 1145 - Anatomy and Physiology I for Nursing**  
4 credits  
This course provides an introduction to basic anatomy and physiology of the integumentary, skeletal, muscular, nervous, and endocrine human organ systems. Emphasis will be on cell and tissue structure as they relate to organ system function. Pathologies of organ systems will be discussed.

Prerequisite: None.

**BIO 1160 - Anatomy and Physiology II for Nursing**  
4 credits  
This course provides an introduction to basic anatomy and physiology of the cardiovascular, lymphatic, immune, digestive, urinary, and reproductive human organ systems. Emphasis will be on cell and tissue structure as they relate to organ system function. Pathologies of organ systems will be discussed.

Prerequisite: BIO 1140.

**BIO 1165 - Anatomy and Physiology II for Respiratory Care**  
4 credits  
This course provides an introduction to basic anatomy and physiology of the cardiovascular, lymphatic, immune, digestive,
accounting for personal services and to business and industry. A study of the accounting cycle, preparation, and analysis of financial statements is included.

Prerequisite: None.

BUS 1420 - Principles of Accounting II
4 credits
The student will be exposed to fundamental accounting for notes, interest, inventory, and depreciation. Student activities include income statements and balance sheets.

Prerequisite: BUS 1410.

BUS 1460 - Computerized Accounting
4 credits
This course stresses the processing of sales, inventory, payroll, accounts receivable, accounts payable, and other ledger accounts. Emphasis is placed on procedures to enter data.

Prerequisite: AOM 1010, BUS 1410.

BUS 1470 - Computerized Payroll Accounting
4 credits
This course provides a study of federal, state, and local laws affecting payrolls, computerized payroll accounting procedures and practices, and the preparation of payroll for reports.

Prerequisite: BUS 1410.

BUS 1770 - Customer Service
4 credits
The student will learn internal and external customer service skills for the workplace.

Prerequisite: None.

BUS 1780 - Customer Service Call Center
4 credits
The global call center industry involves making communication between consumers and individual customers possible. The industry is changing at an incredibly fast pace, and the need to stay up to date requires awareness about industry information and trends. In this course, students will learn the appropriate balance of business skills, soft skills, and self-management skills for best delivery in a contact center. In addition, the student will learn proven techniques that will increase their marketability in the contact center industry.

Prerequisite: None.

BUS 1790 - Customer Service Hospitality
4 credits
The food and hospitality industry has become one of the biggest employers nationally, demanding high standards of work from its employees. In this course, students will have the opportunity to identify and integrate the major components of excellent customer service and its components in the hospitality setting.

Prerequisite: None.

BUS 2050 - Financial Analysis
4 credits
This course focuses on increasing the students' understanding of financial statements. Students will analyze financial information and determine what it means and how it is to be used in making decisions and solving business problems. Accounting concepts will be reviewed. Students will gain an in-depth understanding of the financial statement categories and what they mean. Interpretative tools will be used as a basis for financial statement analysis.

Prerequisite: BUS 1420.

BUS 2300 - Individual Federal Tax Accounting
4 credits
This course is designed to acquaint students with the Internal Revenue Code as it pertains to individuals. Students gain an understanding of gross income, adjusted gross income, deductions, exemptions, and taxable income. Tax planning and research are stressed.

Prerequisite: BUS 1420.

BUS 2350 - Intermediate Accounting I
4 credits
A variety of topics are given in-depth attention in this course. Various methods of accounting for specific areas are introduced. Receivables, inventories, plant assets, notes, and interest are discussed. Also, special accounting procedures for partnerships, corporate organizations, and capital stock transactions are included.

Prerequisite: BUS 1420.

BUS 2490 - Advanced Computerized Accounting
4 credits
In this course, the student will study the use of computers in accounting. Students will use accounting software to generate financial reports. Students will understand the importance of accounting system functionality and design. This course includes extensive individual work using personal computers and accounting software.

Prerequisite: BUS 1420, BUS 1460.

BUS 2590 - Business Accounting Simulation
4 credits
This course will allow the student to format and develop a business plan. The student will be given a scenario to configure the accounting procedures and organizational structure.

Prerequisite: Program Director.

BUS 2640 - Certified Bookkeeper Exam Review
4 credits
This course prepares the student to take and pass the Certified Bookkeeper Examination. Students will study and master adjusting entries, trial balances, correcting entries, depreciation, payroll, and inventory.

Prerequisite: Program Director Approval.

BUS 2700 - Business Externship
4 credits
In cooperation with local businesses, the advanced Business Administration student is assigned to a specific office to practice application of the concepts and business skills taught in the Business Administration program. Students will receive one-on-one supervision.

Prerequisite: Completion of Area of Concentration Course Work and Program Director Approval.

BUS 2750 - Workplace Ethics and Expectations
4 credits
The ability to get along with others, communicate effectively, and show good ethical judgment is imperative to career success. This course focuses on the area of skills in which employees meet their employer’s expectations by dealing with sensitive workplace issues involving ethics, communication, conflict management, diversity sensitivity, and proper etiquette techniques.
Prerequisite: None.

BUS 2760 - Personnel Management
4 credits
This course provides a general overview of the responsibilities associated with managing various workplace relationships. Specific areas include training, rating, promotion, quality/quantity control, supervisor-employee relations, management-employee relations, and systematic approaches for handling grievances within an organization.
Prerequisite: None.

BUS 2850 - Project Management
2 credits
Plan and coordinate company projects using graphic tools such as PERT and GANTT charts and Microsoft Project software, develop timelines for various company activities, determine priorities, increase individual and team productivity, and control the workday and stress.
Prerequisite: Program Director Approval.

BUS 2950 - Managing Projects
4 credits
This course takes a decision-making, business-oriented approach to the management of projects, which is reinforced throughout the course with current examples of project management in action. An understanding of project management is central to operations in various industries. Consequently, this course also addresses project management within the context of a variety of successful organizations, including publicly held, private, and not-for-profit organizations.
Prerequisite: Program Director Approval.

BUS 3010 - Managerial Accounting
4 credits
This course focuses on the role of the management accountant in the preparation, analysis, and interpretation of accounting and financial data for management purposes.
Prerequisite: BUS 1420.

BUS 3200 - Microeconomics
4 credits
Economics is the study of the choices people, firms, and governments make when resources are scarce. Economic analysis helps us understand the consequences of these choices.
Prerequisite: None.

BUS 3220 - Macroeconomics
4 credits
The course provides an overview of the market economy as a system for dealing with the concerns of scarcity of resources. Provides the analysis of such variables as national income, employment, inflation, and the supply of money. Students will discuss the roles of government with regard to expenditure, taxation and monetary policy, international finance, and economic development.
Prerequisite: None.

BUS 3350 - Intermediate Accounting II
4 credits
Topics covered in this course include corporate earnings and distributions, bonds, statements of cash flow, financial statement analysis, and special topics relating to manufacturing accounting.
Prerequisite: BUS 2350.

BUS 3360 - Corporate Taxation
4 credits
This course is designed to acquaint students with the Internal Revenue Code pertaining to partnerships and corporations. Students gain an understanding of different types of entities and their tax attributes, federal gift and estate taxation, and multi-state taxation.
Prerequisite: BUS 2300, BUS 3350.

BUS 3500 - Accounting for Not-for-Profit and Governmental Organizations
4 credits
This course examines the accounting and control considerations encountered by not-for-profit organizations and government. Study topics include the basics of fund accounting, governmental and private not-for-profit financial statements, financial reporting, and auditing.
Prerequisite: BUS 3350.

BUS 3750 - Auditing
4 credits
This course will examine financial statements, including a consideration of the field of public accounting and preparation of audit working papers and audit reports. Auditing standards upheld by the American Institute of Certified Public Accountants and the Institute of Internal Auditors are integrated into the course material. Areas covered include the evaluation of internal controls, statistical sampling, audit testing, ethical and legal responsibilities of the auditor, audit report writing, and audit planning.
Prerequisite: BUS 3350.

BUS 4500 - Advanced Accounting
4 credits
This course will emphasize accounting for mergers and acquisitions, preparation of consolidated financial statements, accounting for foreign operations, industry segments, financially-distressed companies, partnerships, governmental units, and other not-for-profit entities.
Prerequisite: BUS 3750.

BUS 4750 - Cost Accounting
4 credits
This course will examine the basic theory and practice of cost accounting, including the principles and procedures of job order costing, standard costing, and process costing.
Prerequisite: BUS 4500.

CAD - COMPUTER-AIDED DRAFTING AND DESIGN
CAD 1010 - CAD Fundamentals
3 credits
The survey features basic CAD concepts and commands including text, layers, modify commands, basic printing/plotting, and command shortcuts. There will be various application exercises to facilitate the learning process.
Prerequisite: None.

CDT - TRUCK DRIVER TRAINING
CDT 0100 - Introduction to CDL Preparation
16 credits
This course provides an emphasis on the Commercial Driver License permit testing and preparation. Fundamentals in general knowledge, air brake systems, and combination vehicles will be introduced to students for the transportation industry and State and federal regulations. Students will learn
to complete driver records, logbooks, and transportation forms. Students will learn industrial policies and non-driving skills.

Prerequisite: Valid Alabama Class D License.

CDT 0120 - CDL Basic Combination Maneuvers
96 credits
This course incorporates the field skills maneuvers as required by the issuing State CDL-A requirements. Students will become familiarized with in-cab inspection, air brake systems, and pre-trip inspections of the tractor-trailer unit. Students will perform maneuvers to include straight back, off-set backing and alley dock backing of a tractor-trailer unit. Drive safety in a controlled environment is enforced throughout this section.

Prerequisite: CDT 0100.

CDT 0150 - CDL Registry Combination Skills Maneuvers
48 credits
This course covers the registry exam and preparation for the CDL-A (Commercial Driver License/comboion vehicle) test and road test procedures. Vehicle operations develop students' driving skills under varied road conditions. The driving part of the course stresses the importance of following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. Instructional time is incorporated to improve range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, and coupling/uncoupling.

Prerequisite: CDT 0120.

CDT 0170 - CDL Basic Straight Maneuvers
48 credits
This course incorporates the field skills maneuvers as required by the issuing State CDL-B requirements. Students will become familiarized with in-cab inspection, air brake systems, and pre-trip inspections of the straight truck unit. Students will perform maneuvers to include straight back, off-set backing, and alley dock backing of a straight truck unit. Drive safety in a controlled environment is enforced throughout this section.

Prerequisite: CDT 0100.

CDT 0190 - CDL Registry Straight Skills Maneuvers
16 credits
This course covers the Registry exam and preparation for the CDL-B (Commercial Driver License) test and road test procedures. Operations. Develop students' driving skills under varied road conditions. The driving part of the course stresses the importance of following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. Instructional time is incorporated to improve range operations such as operating a straight truck through clearance maneuvers, backing and turning.

Prerequisite: CDT 0170.

CIS - COMPUTER INFORMATION SYSTEMS
CIS 1040 - Introduction to Object-Oriented Programming with Visual Basic
4 credits
This is a hands-on course to introduce students to object-oriented programming with Microsoft Visual Basic. The student is introduced to Visual Basic syntax, programming structures and objects, and the events they generate.

Prerequisite: NET 1010.

CIS 1160 - Object-Oriented Programming with Visual Basic
12 credits
This course trains the student to develop, create, deploy, and maintain custom software applications using Microsoft Visual Basic. This course presents relational database theory and an introduction to SQL using relational databases like Microsoft Access and Microsoft SQL server as backends. Note: Certification examinations are optional and are paid for by the student.

Prerequisite: CIS 1040.

CIS 1300 - Relational Databases for Developers
4 credits
This course is designed to provide the student with a basic understanding of the various aspects of a relational database structure and management using applications like Microsoft Access. Topics covered will include the design of database tables, field and relationship structures, the use of Structured Query Language, and building reports and forms. This course is intended to prepare the student to program databases.

Prerequisite: NET 1010.

CIS 2000 - Advanced Object-Oriented Programming with Visual Basic
12 credits
This course is designed to enable the student to implement advanced techniques with Microsoft Visual Basic and ASP.NET. Students learn to implement web-based applications with web forms, ASP.NET, and the Microsoft .NET framework.

Prerequisite: CIS 1160.

CIS 2040 - Intermediate Visual Basic
4 credits
This course is designed to expand the students' understanding of Visual Basic through the exploration of additional programming techniques and methodologies. The student will be able to apply the concepts behind repetitive structures, control arrays, and string manipulation to his Visual Basic applications. The student will be able to describe error-trapping techniques and implement the use of dialog boxes into Visual Basic projects.

Prerequisite: CIS 1040.

CIS 2600 - Designing and Implementing Applications with C#
12 credits
This course provides both an introduction and intermediate-level programming with Microsoft Visual C#. In addition, applications and components for database front ends are covered. The focus of the course is on the design and implementation of desktop applications in Microsoft Visual C#.

This course will help the student prepare for Microsoft certification. Note: Certification examinations are optional and are paid for by the student.

Prerequisite: CIS 1160.

CIS 3010 - Java Programming
12 credits
This course provides the student with a hands-on approach to writing applications using the Java programming language. This course presents students with the concepts and tools used to create programs with the Java programming language and also assists the student in implementing these concepts within Java applications.

Prerequisite: CIS 1160.

CIS 3040 - Advanced Visual Basic
3 credits
This course is designed to expose the student to many of the more advanced aspects of Visual Basic programming. In this course the student will implement database connectivity using data controls and ADO. The student will be able to describe the process of adding, deleting, and updating database records. Further, this student will work with variable arrays as part of the data management process. The course will introduce the student to the updated features of the next generation of Visual Basic, and the student will be able to describe how those features will interface with the Internet.

Prerequisite: CIS 2040.

**CIS 3100 - Developing Web Services**

12 credits

This course is designed to help the student develop and implement web-based applications with web forms and ASP.NET and create and manage Microsoft Windows services, serviced components, .NET remoting objects, and XML web services using the Microsoft .NET framework.

Prerequisite: CIS 2000.

**CIS 3550 - Database Design and Administration**

12 credits

In this course students install, configure, and manage SQL Server databases. They will practice backing up, restoring, and replicating their databases as if they were in a large enterprise situation. Further, they will implement monitoring so that they can identify problems with performance on their databases and troubleshoot these problems. Using Transact SQL, the students will build effective and useful queries aiding them in deriving specific information from various databases.

Prerequisite: NET 2400.

**COM - COMMUNICATIONS**

**COM 1010 - Introduction to Communications**

4 credits

This course is designed to enlighten the student on the importance of communication in a constantly evolving world. Students are introduced to the foundations of communication in the 21st Century, the ethics of electronic communication, and importance of cyberspace communication.

Prerequisite: None.

**COS - COSMETOLOGY**

**COS 4110 - Introduction to Cosmetology**

125 clock hours

This module introduces the fundamental concepts of cosmetology as a career and industry. Students participate in lecture and hands-on skills training in salon ecology and trichology and begin building the knowledge required to provide basic hair care, draping, shampooing, and scalp massage services. Students will begin to explore principles of hair design elements, principles, and adaptability guidelines.

Prerequisite: None.

**COS 4120 - Basic Sculpt and Design**

125 clock hours

This module expands the focus of design principles by learning to incorporate basic ladies’ hair cutting theory and practical techniques with design principles on sculpted form. Additionally, students will study and practice professionalism, safety, and sanitation procedures, as well as State Board practical procedures.

Prerequisite: None.

**COS 4130 - Basic Nail, Skin Care and Long Hair Design**

125 clock hours

Students are introduced to basic nail and skin theory and participate in lecture and hands-on skills training in natural nail care, skin care, makeup, and hair removal techniques. Design principles are expanded into long hair design. Additionally, students will study and practice professionalism, safety, and sanitation procedures, as well as State Board practical procedures.

Prerequisite: None.

**COS 4140 - Basic Texture and Color**

125 clock hours

Students learn to incorporate chemical and non-chemical hair texturizing techniques (permanent waving, chemical hair relaxing, and curl reformation) with elements of hair color and hair designing. Additionally, students will study and practice professionalism, safety, and sanitation procedures, as well as State Board practical procedures.

Prerequisite: None.

**COS 4210 - Wigs and Hair Additions with Electricity**

125 clock hours

This module expands the practice of advanced hair design by enhancing wigs, hair additions, and advanced long hair design techniques. Students will also continue the study of electricity concepts as it relates to the field of professional cosmetology. Students will improve their proficiency in client communication and various hair, skin, and nail techniques as they perform services on guests in the student salon environment under the supervision of licensed cosmetology instructors. Continued practice of salon professionalism, safety, and sanitation procedures is expected.

Prerequisite: Completion of a Minimum of 335 Clock Hours.

**COS 4220 - Advanced Sculpt and Design**

125 clock hours

This module expands the practice of advanced techniques by learning to combine sculpting, texture, and color on a single form. Students will also continue the study of chemistry concepts as it relates to the field of professional cosmetology. Students will improve their proficiency in client communication and various hair, skin, and nail techniques as they perform services on guests in the student salon environment under the supervision of licensed cosmetology instructors. Continued practice of salon professionalism, safety, and sanitation procedures is expected.

Prerequisite: COS 4120 and Completion of a Minimum of 335 Clock Hours.

**COS 4230 - Advanced Nail and Skin Techniques with Anatomy and Physiology**

125 clock hours

Students will practice advanced nail and skin techniques including artificial nails, nail art, and makeup applications for various occasions. Additionally, students continue the study of anatomy and physiology concepts as they relate to the field of professional cosmetology. Students will improve their proficiency in client communication and various hair, skin, and nail techniques as they perform services on guests in the student salon environment under the supervision of licensed cosmetology instructors. Continued practice of salon professionalism, safety, and sanitation procedures is expected.

Prerequisite: COS 4130 and Completion of a Minimum of 335 Clock Hours.

**COS 4240 - Men's Sculpt and Color Techniques**
125 clock hours
Students are introduced to practicing sculpting, color, and design skills exclusively for the male client, including clipper cutting and beard techniques. Students will improve their proficiency in client communication and various hair, skin, and nail techniques as they perform services on guests in the student salon environment under the supervision of licensed cosmetology instructors. The study of salon professionalism, safety, sanitation, and State Board practical procedures will be continued.
Prerequisite: COS 4120 and Completion of a Minimum of 335 Clock Hours.

COS 4310 - Beauty Business
125 clock hours
This module focuses on enhancing the student’s job search skills by practicing resume writing, interviewing skills, and portfolio building. Additionally, students will participate in networking and client building exercises to better prepare for the transition in the professional salon community. The latter half of this module focuses on the vital aspects of business ownership in the cosmetology industry. Students will participate in a group project to create and present their own beauty business concept. Students will continue practice on improving professional communication, guest relations, and technical skills efficiency while performing various guest services in the student salon environment under the supervision of licensed cosmetology instructors. The practice of salon professionalism, safety, and sanitation procedures is expected.
Prerequisite: Completion of a Minimum of 335 Clock Hours.

COS 4320 - State Law and Board Exam Review
125 clock hours
The focus of this module is to prepare students for the State Board’s written and practical examination. Students will have a comprehensive review and test on all material covered in previous modules, along with State Board rules and regulations. This module requires the satisfactory completion of a full mock State Board examination. Students will improve their proficiency in client communication and various hair, skin, and nail techniques as they perform services on guests in the student salon environment under the supervision of licensed cosmetology instructors. The practice of professionalism, safety, and sanitation procedures relevant in a testing environment is expected.
Prerequisite: Completion of a Minimum of 335 Clock Hours.

COS 4330 - General Skills Efficiency I
125 clock hours
Students will be evaluated both theoretically and practically on all subjects/aspects of sculpting and design principles and techniques they have studied since the beginning of the course. Students will continue practice on improving professional communication, guest relations, and technical skills efficiency while performing various guest services in the student salon environment under the supervision of licensed cosmetology instructors. The practice of salon professionalism, safety, and sanitation procedures is expected.
Prerequisite: Completion of a Minimum of 335 Clock Hours.

COS 4340 - General Skills Efficiency II
125 clock hours
Students will continue to be evaluated both theoretically and practically on all subjects/aspects of texture and color principles and techniques they have studied since the beginning of the course. Students will continue practice on improving professional communication, guest relations, and technical skills efficiency while performing various guest services in the student salon environment under the supervision of licensed cosmetology instructors. The practice of salon professionalism, safety, and sanitation procedures is expected.
Prerequisite: Completion of a Minimum of 335 Clock Hours.

CRJ - CRIMINAL JUSTICE
CRJ 1010 - Introduction to Criminal Justice
4 credits
This course will introduce the main components of the criminal justice system, police, courts, and corrections. The course will examine the functions of these components and their interrelationships and will take a critical look at problems in the criminal justice system.
Prerequisite: None.

CRJ 1050 - Criminal Procedure
4 credits
This course examines the processes utilized to convict and punish criminal offenders. Topics include the legal steps of criminal proceedings, investigation, and punishment.
Prerequisite: CRJ 1010.

CRJ 1400 - Introduction to Corrections
4 credits
This course presents a general overview of corrections in the United States. Topics include jails and prisons, institutional procedures, recent innovations, and the future of corrections. Students will also study the historical and philosophical foundations of incarceration in America.
Prerequisite: CRJ 1010.

CRJ 1500 - Courts in America
4 credits
This course examines the judicial process with a focus on the structure and function of the courts. Other topics include judicial selection and behavior, prosecution, jury system, and the role of lawyers in American society.
Prerequisite: CRJ 1010.

CRJ 1600 - Criminal Justice Ethics
4 credits
This course will focus on various ethical theories and their application to criminal justice employees and within criminal justice settings.
Prerequisite: CRJ 1010.

CRJ 2000 - Investigative Report Writing
4 credits
This course will introduce the student to the main components of investigative report writing. Topics include investigative basics, note taking, the rules of narrative writing, crime reports, arrest reports, describing persons and property, writing search warrants, and writing the interview.
Prerequisite: None.

CRJ 2010 - Criminology
4 credits
This course examines the nature and extent of crime in the United States. Topics emphasized include criminal personalities, criminal deviant behavior, theories of causation, and principles of prevention, control, and treatment.
**CRJ 2030 - Juvenile Justice**
4 credits
This course provides an in-depth analysis of the theories of delinquency, environmental issues, juvenile justice issues, and the juvenile justice system. Offering objective, up-to-the-minute presentation of juvenile delinquency theory and juvenile justice policy issues, this course examines opposing sides of controversial aspects of delinquency and delinquency programs in a balanced, unbiased way.
Prerequisite: CRJ 1010.

**CRJ 2050 - Police in America**
4 credits
The evolution of modern law enforcement in the United States is the principle focus of this class. The roles of police officers will be emphasized and police functions within various environments examined. The course will also study the attitudes of the public toward police and the police subculture.
Prerequisite: CRJ 1010.

**CRJ 2200 - Crime and Criminal Typologies**
4 credits
Students will examine the total hierarchy of crime from serious crimes against people to victimless white-collar crimes. The purpose of the course will be to show traditional attitudes toward the various offenses and those who commit them and relevant correctional procedures.
Prerequisite: CRJ 1010.

**CRJ 2460 - Contemporary Issues in Criminal Justice**
4 credits
This class will focus on the most critical criminal justice issues in the United States at the present time. Topics will include legalization of unlawful drugs, pornography, abortion, same-gender marriages, gun control, capital punishment, sex offender notification laws, and physician-assisted suicide.
Prerequisite: CRJ 1010.

**CRJ 2480 - Private Security**
4 credits
The full range of internal and external industrial and private security functions and procedures will be addressed in this course. Students will become familiar with building and perimeter security, intrusion and access control, emergency procedures for man-made and natural disasters, loss prevention, and special security concerns.
Prerequisite: CRJ 1010.

**CRJ 2490 - Business, Corporate, and Industrial Security**
4 credits
This course focuses on the origin, history, and evolution of private security including the theoretical foundations for security concepts relating to business, corporate, and industrial security.
Prerequisite: None.

**CRJ 2700 - Criminal Justice Externship**
4 credits
In cooperation with local businesses, the advanced Criminal Justice student is assigned to a specific location to practice the application of the concepts and skills taught in the associate’s degree program in Criminal Justice. Students will receive one-on-one supervision.
Prerequisite: Completion of Area of Concentration Course Work and Program Director Approval.

**CRJ 2900 - Introduction to Forensic Science**
4 credits
This course will provide insight into the application of scientific principles as they relate to the law and solving crimes. It will explore the numerous professions encompassed by forensic science.
Prerequisite: CRJ 1050.

**CRJ 3000 - Criminal Investigations**
4 credits
This course explores the theory and scope of conducting a criminal investigation. Topics covered include duties and responsibilities of the investigator, techniques and strategies of investigation, investigative terminology, evidentiary issues, and legalities.
Prerequisite: CRJ 2050.

**CRJ 3010 - Crime Analysis**
4 credits
Various criminal activities will be highlighted in this course. Tools to identify trends, analyze the crime, and prevent further occurrences will be discussed. Focus will be on scanning, collecting, analyzing, and disseminating information/intelligence to reduce crime.
Prerequisite: CRJ 2010.

**CRJ 3020 - History of Corrections**
4 credits
Students will investigate the history of correctional systems in the U.S. Topics will include the sociology of confinement, reform movements, criminal control, institutional procedures, and future innovations in corrections.
Prerequisite: CRJ 1400.

**CRJ 3030 - White Collar Crime**
4 credits
This course covers a variety of subjects related to white collar crime, including types of fraud and white collar offenses, major legal cases associated with the subject, and jurisdictional matters related to white collar offenses in the criminal justice system and private sector.
Prerequisite: CRJ 1010.

**CRJ 3150 - Research Methods in Criminal Justice**
4 credits
This course will provide an introduction to the theory, design, collection, and analysis of data in criminal justice research.
Prerequisite: CRJ 1010.

**CRJ 3220 - Probation and Parole**
4 credits
Students will study the various alternatives to incarceration in the American justice system. The origins, development, and usage of probation and parole as punishment and as a deterrent to crime will be featured.
Prerequisite: CRJ 1010.

**CRJ 3300 - Criminal Justice Externship**
4 credits
The externship gives students an opportunity to experience practical application of classroom information. Students will be placed in a community law enforcement agency or other
criminal justice organizations under the supervision of a qualified official and a faculty representative.
Prerequisite: Completion of Area of Concentration Course Work, Successful Completion of the Pre-Externship Skills Checklist, and Program Director Approval (certification review course may be taken concurrently with externship experience).

CRJ 3450 - Crime Mapping/GIS
4 credits
This course will examine the recent development of criminal mapping as a crucial tool of law enforcement to spot and analyze spatial patterns of crime and criminal behavior. Topics will include the powerful software technology of geographic information systems (GIS) that has taken criminal mapping to the next level.
Prerequisite: CRJ 1010.

CRJ 3470 - Criminal Justice Management and Administration
4 credits
This course provides an in-depth analysis of the contemporary theories relating to administrative behavior in the correctional setting. Topics of study will include organizational cultures, structural perspectives, conflict management, value wars, and strategies for correctional success.
Prerequisite: CRJ 1600.

CRJ 4000 - Comparative Criminal Justice Systems
4 credits
This course will provide students with an overview of justice systems in different countries and cultures, both from an historical and contemporary perspective. There will be an emphasis on social, political, and global influences on the development and implementation of criminal justice practice and policy.
Prerequisite: CRJ 2050.

CRJ 4060 - Terrorism
4 credits
This course will examine the causes and consequences of terrorism and the effects of "9-11" on internal security in the U.S. Topics will include homeland security, public transportation alarms, foreign travelers, and governmental response to the terrorist threat.
Prerequisite: CRJ 2010.

CRJ 4100 - Compassionate Justice
4 credits
The evolution of modern law enforcement in the United States is the principle focus of this issue. The roles of police officers will be emphasized and police functions within various environments examined. The course will also study the attitudes of the public toward police and the police subculture.
Prerequisite: None.

CRJ 4111 - Fraud Examination
4 credits
This course will introduce the main components of the criminal justice system, police, courts, and corrections. The course will examine the functions of these components and their interrelationships and will take a critical look at problems in the criminal justice system.
Prerequisite: None.

CRJ 4215 - Community-Oriented Policing and Problem Solving
4 credits
The focus of this course is on the relationship between the community and the police who serve that community and how to accomplish goals and objectives related to crime, crime prevention, and victimology.
Prerequisite: None.

CRJ 4220 - Corporate Security
4 credits
This course will investigate the providing of security to private retail and industrial enterprises. Topics of study will include shoplifting, loss prevention, insurance recovery, inventory control, robbery, and burglary.
Prerequisite: CRJ 2480.

CRJ 4300 - Issues in Corrections
4 credits
Correctional issues discussed will include penology, correctional change strategies, non-traditional correctional programs, inmate social systems, correctional reform, and the sociology of confinement.
Prerequisite: CRJ 1400.

CRJ 4320 - Gangs
4 credits
This class offers an introduction to current literature and representations of street gangs in American culture.
Prerequisite: CRJ 1010, CRJ 2010.

CRJ 4340 - Organized Crime
4 credits
This course examines organized crime, its emergence in American society, its activities, and its relationship to other principal social institutions and components of the criminal justice system.
Prerequisite: CRJ 1010, CRJ 2010.

CRJ 4370 - Criminal Justice Capstone
4 credits
This course will be used to review a variety of materials relevant to the Association of Certified Fraud Examiners (ACFE) certification exam. This course is designed to better prepare students to take and pass the ACFE certification exam. Note: Certification examinations are optional and are paid for by the student.
Prerequisite: Program Director Approval.

CRT - CRITICAL THINKING
CRT 1015 - Critical Thinking
4 credits
This course offers a comprehensive introduction to critical thinking. Students gain knowledge of deductive and inductive arguments, evaluate the strength of premises, and analyze arguments. Students explore the basics of critical thinking in research and discover how to construct and write arguments.
The course also includes practical advice on how to be a critical consumer of media messages.
Prerequisite: None.

**CUL - CULINARY ARTS**

**CUL 1030 - Intermediate and Advanced Techniques of Culinary Arts**
4 credits
Students are introduced to intermediate techniques of food production and garde manger. Topics include kitchen safety and sanitation; fabrication of poultry, meats, and seafood; portion control; yield management; banquet production; American regional cooking; nutrition; healthy cooking; cooking for clients with food allergies; food preservation; curing; cheese; wine pairings; banquet production; charcuterie; garnishing; global garde manger; fruit carving; and basic ice carving. Students will also be introduced to international cooking by exploring flavors and techniques from around the world.
Prerequisite: PBC 1010.

**CUL 1150 - Food Science: Nutrition, Taste and Cooking**
4 credits
This course provides an overview of food composition, physical reactions during cooking and storage, nutrition, the food pyramid, and diet management. Students research the reaction of foods under varying conditions and study preparation options.
Prerequisite: None.

**CUL 1250 - Purchasing from a Cultural Perspective**
4 credits
Students will compare and contrast the effects of culture, climate, geography, food availability, and technology on global cuisine development. The purchasing process will be examined with respect to changes in society, local cuisine, food identification, sensory analysis, inspection techniques, and the ability to recognize and manage critical control points in the receiving process.
Prerequisite: MTH 1010 or concurrent enrollment.

**CUL 2060 - Culinary Externship**
8 credits
This course offers the student workplace experience in a supervised setting that is applicable to the development of a student as a professional in the food service industry. Students will have the opportunity to work under the direction of chefs and food and beverage managers. Externships will be progressive training experiences structured to fit the background and career goals of each individual student.
Prerequisite: CUL 1030, EDU 1024, PBC 1010.

**CUL 2400 - Supervision in the Hospitality Industry**
4 credits
This course prepares the student for the transition from employee to supervisor, including how to handle difficult employees, implement motivational techniques, and conduct performance evaluations. This course meets the American Culinary Federation professional chef certification requirements.
Prerequisite: None.

**CUL 2560 - Facilities Management and Menu Planning**
4 credits
This course explores the aspects of menu development including analyzing the needs of the establishment, understanding the basic factors of menu planning, designing the menu, pricing the items, and analyzing the menu in terms of profitability.
Prerequisite: None.

**CUL 2575 - Marketing and Cost Control**
4 credits
This course explores the aspects of restaurant operation by menu development including concept analysis, planning, designing, pricing, marketing, profitability, and cost control.
Prerequisite: None.

**DMS - DIAGNOSTIC MEDICAL SONOGRAPHY**

**DMS 1010 - Ultrasound Instrumentation and Physics Principles**
4 credits
This course introduces basic ultrasound principles and instrumentation. Topics will include basic ultrasound physics, probes, scanner controls and nomenclature, artifacts, and bioeffects.
Prerequisite: MTH 1090, PHY 1010.

**DMS 1150 - Anatomy and Physiology for Ultrasound**
4 credits
This course includes the appearance of normal abdominal, reproductive, small parts, and vascular anatomy on ultrasound.
Prerequisite: ANP 1130, MED 1010.

**DMS 1160 - Introduction to Ultrasound Scanning**
3 credits
This course is designed to introduce the student to the beginning skills for ultrasound. Topics covered will be general patient care, orientation, scanning planes, producing diagnostic images, and appearance of human anatomy with ultrasound. Medical law and ethics and OSHA Guidelines for ultrasound will also be covered.
Prerequisite: DMS 1010, DMS 1150.

**DMS 1400 - Female Reproductive Scanning**
3 credits
This course is designed to introduce the student to scanning techniques of the female reproductive system. Emphasis is placed on the anatomy, physiology, relevant pathologies, and diagnostic interpretations relating to the female reproductive system. When this course is completed, the student will be able to perform a transabdominal pelvic ultrasound examination.
Prerequisite: DMS 1010, DMS 1150.

**DMS 1450 - Hemodynamic Principles**
3 credits
This course will introduce the student to the beginning skills for vascular ultrasound. The hemodynamic principles of blood flow in each vascular system are covered, with emphasis on spectral analysis and color Doppler ultrasound in disease processes.
Prerequisite: DMS 1010, DMS 1150.

**DMS 2050 - Pathophysiology for Ultrasound**
4 credits
This course is designed to introduce the student to the major issues in ultrasound pathophysiology. Emphasis is placed on the etiology, pathogenesis, clinical features, and prognosis of the most significant diseases seen in ultrasound.
Prerequisite: DMS 2210, DMS 2220, DMS 2230 and DMS 2420..
DMS 2100 - Obstetrical Scanning I
3 credits
This course will introduce the student to obstetrical scanning. Topics include ethics, the role of ultrasound, and embryology. Also included are scanning techniques for normal and abnormal first trimester and recognition of second and third trimester normal anatomy. Second and third trimester biometric measurements will also be introduced.
Prerequisite: DMS 1160, DMS 1400, DMS 1450.

DMS 2120 - Abdominal Scanning I
3 credits
This course includes the beginning examination of abdominal scanning with emphasis on the aorta, liver, gallbladder, and the structures relating to the biliary system. Topics include anatomy, physiology, relevant pathologies, scan techniques, and diagnostic interpretations relating to the abdomen.
Prerequisite: DMS 1160, DMS 1400, DMS 1450.

DMS 2130 - Vascular Scanning I
3 credits
This course includes the beginning examination of the vascular system with emphasis on carotid and peripheral venous and arterial scanning. Topics will include the anatomy, physiology, relevant pathologies, scan techniques, and diagnostic interpretations relating to the vascular system.
Prerequisite: DMS 1160, DMS 1400, DMS 1450.

DMS 2210 - Obstetrical Scanning II
3 credits
This course places emphasis on the second trimester fetus. Topics will include assessment of high risk pregnancies, diagnosis of congenital abnormalities, and placenta. Also included are normal cranial anatomy and defects of the head, neck, face, and neural tube.
Prerequisite: DMS 2110, DMS 2120, DMS 2130.

DMS 2220 - Abdominal Scanning II
3 credits
This course places emphasis on the pancreas, male reproductive system, and reticuloendothelial systems.
Prerequisite: DMS 2110, DMS 2120, DMS 2130.

DMS 2230 - Vascular Scanning II
3 credits
This course places emphasis on peripheral extremity ultrasound.
Prerequisite: DMS 2110, DMS 2120, DMS 2130.

DMS 2310 - Obstetrical Scanning III
3 credits
This course places emphasis on the fetal genitourinary system, abdomen, heart, lungs, and skeleton. When this course is completed, the student should be able to perform a complete obstetrical ultrasound examination.
Prerequisite: DMS 2210, DMS 2220, DMS 2230 and DMS 2420.

DMS 2320 - Abdominal Scanning III
3 credits
This course places emphasis on the renal system, urinary bladder, and adrenal glands in addition to the retroperitoneum and peritoneal cavity. When this course is completed, the student should be able to perform a complete abdominal ultrasound examination.
Prerequisite: DMS 2210, DMS 2220, DMS 2230 and DMS 2420.

DMS 2330 - Vascular Scanning III
3 credits
This course is a review of the carotid artery, peripheral artery, and venous systems with ultrasound. Topics will also include vein mappings, reflux studies, and bypass grafts. When the course is completed, the student will be able to perform a complete carotid and peripheral arterial and venous ultrasound examination.
Prerequisite: DMS 2210, DMS 2220, DMS 2230 and DMS 2420.

DMS 2420 - Ultrasound Physics
4 credits
This course reviews basic ultrasound principles and instrumentation and continues to investigate advanced ultrasound physics. Topics include image generation, displays and storage, quality assurance, and advanced ultrasound applications.
Prerequisite: DMS 1160, DMS 2110, DMS 2120 and DMS 2130.

DMS 2700 - Diagnostic Medical Sonography Externship
12 credits
In cooperation with participating clinical sites, the advanced student is assigned to a specific ultrasound location and practices the responsibilities of a diagnostic medical sonographer. Students are expected to observe, perform, and record diagnostic examinations under the supervision of staff sonographers.
Prerequisite: DMS 2050, DMS 2310, DMS 2320, DMS 2330 and DMS 2420.

ECN - ECONOMICS
ECN 3010 - Principles of Economics
4 credits
This course will study the concepts of consumer behavior and demand, firm behavior and supply, price determination, and market equilibrium and their effects on managerial decision making.
Prerequisite: Program Director Approval.

EDU - FOUNDATION
EDU 1010 - Learning Framework
4 credits
Students are introduced to practical models for adult learning. Experimentation with various learning models and application of study strategies based upon them will result in students developing a personal learning approach matched to their preferences and strengths. Topics also include life skills applicable to support student and career success. This course also introduces the student to the campus and its learning resources.
Prerequisite: None.

EDU 1020 - Career Exploration/Planning
4 credits
This course prepares the student for a successful career search. Topics include practicing the decision-making process, market research, job search skills such as completing applications, writing letters of application, developing and using resumes, interviewing skills, and networking.
Prerequisite: None.

EDU 1024 - The Hospitality Industry and Career Planning
4 credits
This course provides an overview of the hospitality industry and the role of the chef within the hospitality industry – hotels,
resorts, etc. The class will introduce the student to the fundamentals of purchasing and receiving, cost control, menu planning, and human relations management, as well as introduction to hospitality management which will help prepare the students for the job search by practicing decision making, market research, and the job search skills of resume preparation and interview techniques. Prerequisite: CUL 1030 and PBC 1010 or PBC 1010 and PBC 1020.

ELT - ELECTRICAL TECHNICIAN

ELE 1700 - Distribution Equipment, Transformers, and Estimating
6 quarter credit hours
This module provides students with an opportunity to gain an understanding of distribution equipment, distribution transformers, specialty transformers, and their use. Topics include distribution equipment; transformer types, construction, connections, protection, and grounding; and various specialty transformers and their applications. In addition, arc flash protection and the process of developing a cost-of-work estimate are explored. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week. Prerequisite: ELE 1300, ELE 1350.

ELE 1300 - Electrical Concepts
6 quarter credit hours
In this course, Electrical Concepts covers fundamental theory, and knowledge and skills applicable to the electrical trades. Several topic areas are explored, including an introduction to the Electrical Trade, an introduction to the National Electrical Code (NEC), alternating current, electrical conductors and cables, conduit bending by hand, and using power tools. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week. Prerequisite: TRS 1000, TRS 1050.

ELE 1500 - Residential and Commercial Wiring
6 quarter credit hours
The Residential and Commercial Wiring module covers the procedures and methods used in residential and commercial wiring installations. Related topics in this module include switches, sizing the electrical service, installing the service entrance, branch circuit layouts, and conductor terminations. This module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week. Prerequisite: ELE 1300, ELE 1350.

ELE 1750 - Motor Theory and Applications
6 quarter credit hours
This module provides students with an opportunity to gain an understanding of electric motors and their uses, as well as electrical theory and applications behind motor installation and maintenance. Topics include terminology of the trade; theory and application of motors; single- and multi-motor calculations; and cleaning, operation, testing, maintenance, and troubleshooting of motors. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week. Prerequisite: ELE 1500, ELE 1550, ELE 1600, ELE 1650, ELE 1700.

ELE 1650 - Electric Services and Overcurrent Protection
6 quarter credit hours
This module focuses on the installation of electric services encountered in various residential and commercial applications, as well as load calculations for feeders and services in residential and commercial applications. Single- and three-phase connections are covered, including NEC requirements and installation of related equipment and devices. Overcurrent protection is explored in depth. This module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week. Prerequisite: ELE 1300, ELE 1350.

ELE 1600 - Grounding, Circuit Breakers, and Branch Circuits
6 quarter credit hours
This module covers branch circuit calculations and related concepts pertaining to this portion of an electrical system. Branch circuit load calculations are covered in depth, as well as conductor selections and calculations. Additional topics include circuit breakers and fuses, grounding, and NEC requirements. This module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week. Prerequisite: ELE 1300, ELE 1350.

ELE 1550 - Lighting Applications and Electronic Theory
6 quarter credit hours
This module provides students with an opportunity to gain an understanding of lighting and its uses. Topics include characteristics of lighting and the human eye; handling and installation of lamps and lighting fixtures; types of lighting, ballasts, and controls; and related wiring devices. Additional topics include basic electronic theory and components as they relate to regulating and controlling various power characteristics, including current, voltage, and frequency. This module is also designed to develop professional skills and
This course is an introduction to the writing process, covering composition and style with emphasis on grammar, punctuation, and mechanics of structure for clear and logical communication. 

Prerequisite: None.

**ENG 1020 - English Composition II**  
4 credits  
This course focuses on advanced grammar and syntax with practice in essay and expository writing and the composition, editing, and documentation of longer papers.  
Prerequisite: ENG 1010.

**ENG 2510 - Contemporary Literature**  
4 credits  
This course is a study of representative contemporary readings designed to give the student an appreciation and awareness of 20th Century literature.  
Prerequisite: None.

**HED - HEALTH EDUCATION**  
**HED 2500 - Personal Health**  
4 credits  
This course emphasizes the role played by individuals in choosing their individual courses of healthful living. Topics include self-awareness, nutrition, emotional health, fitness, disease prevention, family planning, weight control, environmental health matters, and the aging process.  
Prerequisite: None.

**HES - HEALTH SERVICES MANAGEMENT**  
**HES 3010 - Fundamentals of Healthcare Financial Management**  
4 credits  
This course provides an overview of financial management functions at the departmental level, with exploration of budgeting, cost analysis, and expenditures.  
Prerequisite: MTH 1090.

**HES 3250 - Microcomputer Fundamentals for Healthcare**  
4 credits  
This course prepares the healthcare professional with the necessary skills to complete spreadsheets, maintain databases, and file management information systems, Internet, and presentation functions in a managerial role.  
Prerequisite: AOM 1010.

**HES 3400 - Healthcare Delivery Systems**  
4 credits  
This course will provide students with a concise introduction to the U.S. healthcare system. There will be a unique “systems” approach that clarifies the complexities of healthcare organizations and finance with a solid overview of how the various components of the healthcare system fit together. Basic structures and operations of the U.S. healthcare system will be explored from its historical origins and resources, to its individual services, cost, and quality.  
Prerequisite: MED 1140.

**HES 3550 - Ethics and Morality in Healthcare**  
4 credits  
This course covers topics on ethical theories, ethical decision making models, and applications to patient’s rights, confidentiality, informed consent, professional relationships, and the allocation of scarce resources.
to the new world, the creation of the American Republic, and
This course examines the forces which affected the migration
4 credits
HIS 2050 - U.S. History to 1865
This course examines the forces which affected the migration
to the new world, the creation of the American Republic, and
the Civil War, including political, social, and diplomatic
developments.
Prerequisite: None.
HIS 2060 - US History: 1865 to Present
4 credits
This course continues the saga of American History from the
Prerequisite: None.
HIS 3050 - African American History
4 credits
This course will familiarize students with the general study of
African American history from the early days of West Africa to
American slavery and freedom and ending with the civil rights
movement of the 1950s and 1960s.
Prerequisite: None.
HES 3750 - Health Perspectives and Assessment
This course provides an overview of the functions of mid-level
managers including training needs, evaluation methods,
employee appraisals, systems theory, ergonomics, and work
environment.
Prerequisite: MTH 1010 or MTH 1090.
HES 4000 - Healthcare Organizational Management
This course includes concepts in the area of behavior sciences
including effective communication, leadership, managing
change, negotiation techniques, conflict resolution, team
building, marketing strategies, and entrepreneurship.
Prerequisite: HES 3400.
HES 4500 - Seminar in Health Professions Analysis
This course covers basic descriptive and inferential statistics
for healthcare professionals, statistical data collection, data
presentation, and the use of computers in statistical analysis.
Prerequisite: Program Director Approval.
HES 4650 - Management Accounting for Healthcare
Organizations
This course provides practical understanding of fundamental
decision theory, production analysis, cost measurement, and
internal reporting concepts to support management decisions.
This course will enable students to read, analyze, understand,
and use financial statements and budgets in today’s healthcare
environment.
Prerequisite: BUS 1410.
HES 4800 - Management Accounting for Healthcare
Organizations
This course addresses the economic and financial aspects of
modern healthcare organizations. Topics include review of
public and private healthcare delivery and reimbursement
systems, resource allocation issues, and impact of current pay
or arrangements on the financial management of healthcare.
Prerequisite: HES 4800.
HIS - HISTORY
HIS 1500 - Art History
This course is a survey of world history and the characteristics
of art styles from ancient culture to the 20th Century. This is
achieved through an extensive multimedia presentation.
Prerequisite: None.
HIS 2050 - U.S. History to 1865
This course examines the forces which affected the migration
to the new world, the creation of the American Republic, and
the Civil War, including political, social, and diplomatic
developments.
Prerequisite: None.
HIS 2060 - US History: 1865 to Present
4 credits
This course continues the saga of American History from the
Prerequisite: None.
HIS 3050 - African American History
4 credits
This course will familiarize students with the general study of
African American history from the early days of West Africa to
American slavery and freedom and ending with the civil rights
movement of the 1950s and 1960s.
Prerequisite: None.
HRM - HUMAN RESOURCE MANAGEMENT
HRM 1000 - Employee Recruitment, Selection, Training
and Development
4 credits
This course enables the student to understand how human
resources development professionals train individuals and
develop the potentials of individuals within the workplace.
Students will be introduced to basic theories and strategies
utilized in staffing, planning, recruiting, and selection. Topics
covered include job analysis, recruitment, selection, and
performance assessment.
Prerequisite: None.
HRM 1010 - Compensation and Benefit Management
4 credits
This course addresses tangible and intangible compensation
and the use of compensation to motivate and reward employee
performance. The course also covers job analysis, job
description, and job evaluation on the basis of compensable
factors, as well as designing an equitable pay structure. In
addition, students analyze the influence of unions and
government in determining compensation of the labor force,
including compensation of both hourly and managerial
employees.
Prerequisite: None.
HRM 1030 - Employer/Employee Relations
4 credits
Students in this course learn the dynamics of groups and inter-
group processes, managing turnover, absenteeism, assistance
programs, employee attitudes, conflict resolution, and the
importance of documentation.
Prerequisite: None.
HRM 2010 - Workplace Behavior
4 credits
This course presents an overview of essential organizational
theories and concepts. It focuses on the basic concepts of
motivation, control, change, team building, and the
development of effective relationships in a diverse work
environment.
Prerequisite: None.
HRM 2020 - Human Resource Law and Ethics
4 credits
This course provides an overview of legal issues affecting
human resources management and the various theories
concerning values and human acquisition of values. The
course content includes laws, regulations, and ethical standards that can relate to human resources development. Prerequisite: None.

**HRM 2040 - Industrial and Organizational Psychology**
4 credits
This course introduces the student to psychological theories pertaining to human behavior in the work setting, including job analysis and evaluation, selection, performance appraisal, motivation, job satisfaction, and organizational design. Prerequisite: HRM 1000.

**HRM 2700 - Human ResourcesExternship**
4 credits
The practical application of classroom theory is the focus of this course. Students are placed in a human resource management setting under the supervision of a qualified supervisor and a faculty representative. This field experience is the culmination of the student's curriculum in Human Resource Management. Prerequisite: Completion of Area of Concentration Course Work, Successful Completion of the Pre-Externship Skills Checklist, and Program Director Approval (certification review course may be taken concurrently with externship experience).

**HRM 3000 - Effective Workplace Training**
4 credits
This course addresses the most up-to-date developments in training, research, and practice, including the strategic role of training and the use of new technologies in training. Students will obtain a solid background in the fundamentals of training and development including needs assessment, transfer of training, designing a learning environment, methods, and evaluation. Prerequisite: MGT 3210.

**HRM 3010 - Staffing Organizations**
4 credits
This course prepares future managers with the different aspects of strategically staffing an organization. Students will study the strategic approach to identification, attraction, selection, deployment, and retention of talent throughout the staffing process. Prerequisite: MGT 3210.

**HRM 3030 - Diversity in the Workplace**
4 credits
This course addresses the opportunities and challenges of diversity within the workplace through both the theoretical and legal perspectives. Students will learn the complexities of workplace diversity and methods of managing diversity within the workplace. Prerequisite: MGT 3210.

**HRM 4200 - International Human Resource Management**
4 credits
This course addresses rapidly developing topic areas as they impact human resource management capabilities and processes within multinational enterprises. Students will obtain a thorough understanding of the key role of human resource management in today's increasingly global and complex marketplace. Prerequisite: MGT 3210.

**HRM 4260 - Developing and Managing Employee Performance**
4 credits
This course focuses on how organizations can achieve competitive advantages through its greatest assets – the employees. To accomplish this, students will learn how to design and implement effective performance management systems. Topics/concepts covered include the relationship between performance management and strategic planning, performance measures, gathering performance data, employee development, effective reward systems, and managing team performance. Prerequisite: MGT 3210.

**HRM 4600 - Human Resource Management Systems**
4 credits
This module will study the implementation process of human resource management systems within an organization. The students will learn how to prepare the organization for the changes that enterprise resource planning brings, to lead it through the implementation process, and keep it on track with support and an eye to the future. Prerequisite: MGT 3210.

**HRM 4800 - Externship in Human Resource Management**
4 credits
In cooperation with local businesses, the advanced student is assigned to a specific human resource department to practice the application of human resource knowledge and skills. Students will receive one-on-one supervision. Prerequisite: Completion of Area of Concentration Course Work, Successful Completion of the Pre-Externship Skills Checklist, and Program Director Approval (certification review course may be taken concurrently with externship experience).

**IDD - INTERIOR DESIGN**

**IDD 1010 - Design Fundamentals**
4 credits
This is a foundation studio course that explores the fundamental theories of design and design composition, as well as the elements and principles of design that define visual relationships. The aesthetic, scientific, and psychological properties of color are investigated. Students will explore the fundamentals of design through a variety of art and creative experiences. Prerequisite: None.

**IDD 1410 - Introduction to Interior Design**
4 credits
This course provides an introduction to the interior design curriculum. This course is a creative exploration designed to provide the student with knowledge of the basic elements of design and color theory as applied to the interior environment. It also provides the students with a general overview of the interior design profession, covering such topics as the history of interior design, professional organizations, state registration, and job opportunities. Prerequisite: None.

**IDD 1510 - History of Architecture and Interiors I**
4 credits
Students undertake a comprehensive survey of interiors, furniture, architecture, and decoration from antiquity through the 17th Century in slide/lecture format. Prerequisite: None.

**IDD 1520 - History of Architecture and Interiors II**
4 credits
This course is a comprehensive survey of interiors, furniture, architecture, and decoration of Europe and America in the 18th, 19th, and 20th Centuries in slide/lecture format.
Prerequisite: IDD 1510.

IDD 1850 - Materials and Finishes
4 credits
This course is a study of products and materials specified in the interior environment. Students study and evaluate the basic materials, manufacturing processes, and characteristics of goods specified by the interior designer.
Prerequisite: None.

IDD 2200 - Digital Applications for Interior Designers
4 credits
This course introduces the student to software applications used by design professionals. Spreadsheets, presentations, photo imaging, and desktop publication software are explored.
Prerequisite: None.

IDD 2410 - Residential Design
4 credits
This course provides an introduction to the basic approach and mechanics involved in the design of residential environments, from initial client contact through the final presentation.
Prerequisite: ADD 1310, IDD 1410.

IDD 2420 - Residential Design Studio
4 credits
The student develops further residential design concepts and skills by designing the complete interior of a residential environment.
Prerequisite: ADD 1320, IDD 2410.

IDD 3430 - Commercial Design
4 credits
This course offers an introduction to the various categories of commercial design and the specialized requirements for them. Lecture subjects include closed and open office systems, building codes, client's corporate image, specifications, commercial design resources, space planning, lighting, contract furnishings and materials, the psychology of designing public spaces, and budget considerations.
Prerequisite: ADD 2370.

IDD 3450 - Commercial Design Studio
4 credits
This course provides further studies and analysis of problems in commercial environments. Students are required to give professional, comprehensive presentations including detailed written specifications.
Prerequisite: IDD 3430.

IDD 3530 - Antiques
2 credits
This course focuses on antique furniture and accessories, with special emphasis on English, French, and American styles. Popular styles, distinguishing characteristics, current market trends, and comparative values are covered in slide/lecture, field trips, and guest lectures.
Prerequisite: IDD 1520.

IDD 3540 - Architecture and Restoration
2 credits
This course is designed to acquaint the student with the history of American architecture and to provide knowledge that can be used in the restoration, rehabilitation, or adaptive re-use of existing structures.
Prerequisite: IDD 1520.

IDD 3630 - Window Treatments and Fabrications
4 credits
This course is a study of various decorative and functional window treatments suitable for commercial and/or residential installations. Types of windows, yardage, methods of installation, hardware, and energy efficiency are all emphasized in this comprehensive course.
Prerequisite: IDD 1410.

IDD 3640 - Kitchen Design
2 credits
Kitchen design is studies with emphasis placed on functionalism, energy efficiency, space planning, product knowledge, and the latest technology in equipment and fixtures.
Prerequisite: ADD 2370.

IDD 3650 - Bath Design
2 credits
Bath design is studies with emphasis placed on functionalism, energy efficiency, space planning, product knowledge, and the latest technology in equipment and fixtures.
Prerequisite: ADD 2370.

IDD 3660 - Interior Lighting
4 credits
The course provides a detailed study of lighting as both a decorative and functional element in the design of residential and commercial interiors.
Prerequisite: ADD 1320.

IDD 3710 - Interior Design Portfolio Development
4 credits
This course is designed to help the student prepare a professional portfolio and resume. The students will be exposed to all facets of a job search including interviewing techniques, how to prepare for the job market, business etiquette, professional dress, portfolio presentations, and current issues relating to the interior design work environment.
Prerequisite: Program Director Approval.

IDD 3720 - Interior Design Internship
4 credits
This course will provide the student with a practical working knowledge of the operation and procedures of a professional design firm by involving him/her in an on-the-job training program. Students are required to work a minimum of 120 hours during the quarter.
Prerequisite: Completion of Area of Concentration Course Work. Successful Completion of the Pre-Internship Skills Checklist, and Program Director Approval (certification review course may be taken concurrently with externship experience).

IDD 3910 - Universal Design
4 credits
This course provides the student with a comprehensive, practical knowledge of the design concept that all products, furnishings, and interior/exterior spaces are usable by and accessible to all people. Emphasis will be on accessibility compliance, design for the aging and children, and socially-responsible product knowledge.
Prerequisite: ADD 2370.
IDD 4200 - Business for Interior Designers  
4 credits  
Students receive an introduction to business principles and practices as they relate to the interior design profession. Topics studied include basic business procedures, stages of job development, methods of charging for professional services, professional practice and ethics of an interior designer, client relations, business forms, and steps involved in establishing a design firm. Prerequisite: IDD 3430.

IDD 4420 - Senior Design Project I  
4 credits  
Students are required to research and design an in-depth project in an area of specialty of the instructor’s choosing. Projects may be from any of the following areas of design: commercial, healthcare, retail, hospitality, or institutional. The project will incorporate one or more of the following: historic preservation, adaptive re-use, environmental concerns, and/or design for diverse populations (e.g. age, culture, income, physical abilities, etc.). As timeframes permit, national student design competitions will be used. The scope and requirements of the project will be determined by the instructor. Prerequisite: IDD 3450.

IDD 4430 - Senior Design Project II  
4 credits  
This course allows the advanced design student continued opportunities to research and design an in-depth project in an area of specialty of the instructor’s choosing. Projects may be from any of the following areas of design: commercial, healthcare, retail, hospitality, or institutional. The project will incorporate one or more of the following: historic preservation, adaptive re-use, environmental concerns, and/or design for diverse populations (e.g. age, culture, income, physical abilities, etc.). As timeframes permit, national student design competitions will be used. The scope and requirements of the project will be determined by the instructor. Prerequisite: IDD 4420.

IDD 4460 - Interior Design Seminar  
4 credits  
This is a special class designed to involve the student in community design activities. Projects such as designing a room in the Decorators’ Show House are done with guidelines established by the Program Director. Prerequisite: Program Director Approval.

IDD 4650 - Advanced Kitchen and Bath Design  
4 credits  
This course continues the study of kitchen and bath design as a review of materials necessary to prepare the student to achieve certification as a Kitchen and Bath Designer. Prerequisite: IDD 3640, IDD 3650.

IDD 4670 - Finishing Touch  
4 credits  
This course is designed to study the aesthetic and functional aspects of residential and commercial interior accessorizing and the finishing touches necessary to polish a design. Prerequisite: IDD 1410.

IDD 4710 - Interior Design Portfolio Presentation Techniques  
4 credits  
This course is designed to help the student prepare a professional portfolio and resume. The students will be exposed to all facets of a job search including interviewing techniques, how to prepare for the job market, business etiquette, professional dress, portfolio presentations, and current issues relating to the interior design work environment. Prerequisite: Program Director Approval.

IDD 4730 - Interior Design Internship  
4 credits  
This course is an extension of IDD 3720 and must be in a different area of design, providing a new learning experience. Prerequisite: Completion of Area of Concentration Course Work, Successful Completion of the Pre-Internship Skills Checklist, and Program Director Approval (certification review course may be taken concurrently with externship experience).

IDD 4750 - Review for the NCIDQ Examination  
4 credits  
Students are provided with an extensive review of material necessary to prepare for the National Council for Interior Design Qualification Examination required by the State of Alabama for Interior Design Registration. Note: Certification examinations are optional and are paid for by the student. Prerequisite: Program Director Approval.

IDD 4900 - Special Topics in Interior Design  
2 credits  
This studio course is designed to help the student become aware of special topics and current issues of importance to the Interior Designer. Prerequisite: Program Director Approval.

LGA - PARALEGAL STUDIES  

LGA 1010 - Legal Terminology  
4 credits  
This course provides an introduction to basic legal terminology necessary to support the paralegal’s potential professional tasks in a variety of legal practice areas. Emphasis is on demonstration of the ability to use terminology correctly. Prerequisite: None.

LGA 1020 - The American Legal System  
4 credits  
This course provides an overview of essential knowledge for the paralegal in the workplace. Emphasis will be on courts and the legal systems of the United States. Students will learn to read and use legal materials such as statutes and case reports and will complete projects involving legal analysis, interviewing, investigation, and office skills are included. Prerequisite: None.

LGA 1110 - Legal Research and Writing I  
4 credits  
Students study research skills and use of legal resources, including print and computer-based research, with emphasis on citation and the production of a memorandum of law. Prerequisite: LGA 1020.

LGA 1500 - Paralegal Drafting  
4 credits  
This course provides a study of drafting tasks expected of paralegals in litigation practice. Prerequisite: LGA 1020.

LGA 1600 - Technology Application in the Law Office  

4 credits
This course focuses on acquainting the student with the preparation, processing, and integration of technology found in the law office environment, including law office administration and presentations.
Prerequisite: LGA 1020.
LGA 1800 - Criminal Law
4 credits
This course is an introduction to substantive and procedural criminal law, including practical problems faced by the paralegal and the tasks required of the paralegal in criminal practice.
Prerequisite: CRJ 1010 or LGA 1020.
LGA 2120 - Wills, Trusts and Estate Administration
4 credits
This course is an introduction to estate and probate practice, laws of descent and distribution including wills, trusts, and probate procedures, estate and inheritance taxes, required judicial findings, documentation, and forms. Students will produce estate documents.
Prerequisite: LGA 1020.
LGA 2140 - Family Law
4 credits
Students are introduced to the law of domestic relations, including marriage, divorce, adoption, annulment, child custody and support, juvenile practice, and paralegal tasks in family law.
Prerequisite: LGA 1020.
LGA 2160 - Legal Research and Writing II
4 credits
Students receive instruction in advanced legal research techniques. Emphasis is on the researching and production of an appellate brief to professional paralegal standards.
Prerequisite: LGA 1110.
LGA 2200 - Corporations and Partnerships
4 credits
Students study the law of business organizations, including the characteristics of various forms of businesses, emphasizing execution of paralegal tasks in organizing a business and maintaining business records.
Prerequisite: LGA 1020.
LGA 2220 - Commercial Law
4 credits
This course is an introduction to the law of business transactions, including paralegal tasks in transaction practice.
Prerequisite: LGA 1020.
LGA 2230 - Uniform Commercial Code
4 credits
Students study transactions under the Uniform Commercial Code and the role of the paralegal in UCC practice.
Prerequisite: LGA 1020.
LGA 2250 - Civil Litigation
4 credits
This course covers all aspects of general civil litigation including tort law. Students study the preparation activities of attorneys and paralegals during the pre-trial and trial stages of litigation.
Prerequisite: LGA 1020.
LGA 2260 - Bankruptcy Law
4 credits
This course provides a study of the structure and operation of bankruptcy law, emphasizing instruction in the paralegal’s preparation of documents necessary to bankruptcy practice.
Prerequisite: LGA 1020.
LGA 2300 - Constitutional Law
4 credits
This course presents a broad overview of the relationship between the United States Constitution and the American Legal System.
Prerequisite: CRJ 1010 or LGA 1020.
LGA 2700 - Paralegal Externship
4 credits
The student is assigned to a specific legal placement and practices paralegal duties in an on-the-job setting.
Prerequisite: Completion of Area of Concentration Course Work, Successful Completion of the Pre-Externship Skills Checklist, and Program Director Approval (certification review course may be taken concurrently with externship experience).
LGA 2800 - Administrative Law
4 credits
Students study administrative agency law and the operation of regulatory bodies, with emphasis on tasks performed by paralegals.
Prerequisite: LGA 1020.
LGA 2900 - Intellectual Property
4 credits
The student will learn to assist in the preparation and filing of patents, copyrights, and trademarks.
Prerequisite: LGA 1020.
This course focuses on internet research skills and internet sites of particular interest to the paralegal in various areas of the law.
Prerequisite: LGA 1020.
LGA 3110 - Advanced Legal Studies
4 credits
This comprehensive course reviews all topics covered in the Paralegal Studies program.
Prerequisite: Program Director Approval.
LGA 3150 - Civil and Criminal Procedure
4 credits
This course focuses on procedural law in both the civil and criminal legal systems and familiarizes the student with case flow in the civil and criminal courts.
Prerequisite: LGA 1020.
LGA 3200 - Juvenile Law
4 credits
This course provides an overview of every aspect of the law as it affects children, including delinquency issues, dependency petitions, and parental rights.
Prerequisite: LGA 1020.
LGA 3210 - Interviewing and Investigating for Paralegals
4 credits
This course focuses on interviewing and investigating skills for the paralegal. Students will learn how to interview clients and witnesses and prepare them for trial.
Prerequisite: LGA 1020.
LGA 3250 - Paralegal Ethics
4 credits
This course focuses on the standards for professional responsibility that govern paralegals. Emphasis will be placed on the most common ethical dilemmas paralegals encounter and various solutions to them.
Prerequisite: LGA 1020.
LGA 3300 - Contract Law
4 credits
This course provides an introduction to the ethical, practical, and professional topics relating to contract Law, with an emphasis on e-contracts and technology.
Prerequisite: LGA 1020.
LGA 3350 - Alternative Dispute Resolution
4 credits
This course provides an introduction to alternative dispute resolution and conflict diagnosis. Emphasis will be placed on the types of ADR, their advantages and disadvantages, and the legal processes relevant to this field of law, including the drafting of common documents required in the field.
Prerequisite: LGA 1020.
LGA 3400 - Elder Law
4 credits
This course introduces the student to the wide array of overlapping topics and challenges facing elder law legal professionals.
Prerequisite: LGA 1020.
LGA 3450 - Medical Malpractice Law and Litigation
4 credits
This course introduces the student to information concerning the growing healthcare sector as an employer for paralegals, including HIPAA privacy and security, electronic health records, regulatory and compliance issues, litigation issues, and physician professional relationships.
Prerequisite: LGA 1020.
LGA 4000 - Advanced Civil Litigation
4 credits
This course examines the theories and principles of law as they relate to litigation, practical paralegal skills in reference to pleadings and discovery, and paralegal ethics. This course also includes a study of forms and checklists, practice tips, online resources, and a focus on the goals and needs of the litigation paralegal in the context of the law office.
Prerequisite: LGA 1020, LGA 2250.
LGA 4100 - Law Office Management
4 credits
This course presents the student with knowledge of the legal industry, an understanding of how a law office functions, and the essential skills for managing a law office.
Prerequisite: LGA 1020.
LGA 4200 - Advanced Administrative Law
4 credits
This course provides an overview of specific types of administrative law commonly encountered in the law office and focuses on drafting petitions, applications, and other documents to initiate and manage social security, disability, and workers’ compensation actions.
Prerequisite: LGA 1020, LGA 2800.
LGA 4350 - Environmental Law
4 credits
This course provides an introduction to basic environmental law and the relationship between the legal system and the regulation of air, water, hazardous waste, wetlands, and other activities that are regulated by federal, state, and local environmental laws and ordinances. Emphasis will be placed on the legal processes relevant to this field of law, including the drafting of common documents required in the field.
Prerequisite: LGA 1020.
LGA 4400 - Evidence Management for Paralegals
4 credits
This course focuses on gathering, analyzing, and managing evidence to support or dispute facts and on preserving and maintaining evidence for its use in settlement, alternative dispute resolution, and trial.
Prerequisite: LGA 1020.
LGA 4600 - Labor and Employment Law
4 credits
This course introduces the standards to which businesses must adhere under federal law in order to avoid liability for employment decisions. Focus will be placed on the employer/employee relationship, discrimination in employment, and regulation of the work environment.
Prerequisite: LGA 1020.
LGA 4900 - Capstone: Paralegal Studies
4 credits
Students will complete an original research paper on an area, facet, or topic of the legal system or on the legal issues in a hypothetical situation. Area topics may include, but are not
limited to, the inter-relationship between any two or more areas of law, the effects of 9/11 on the legal field, the rights of the government versus the rights of individuals in any area of the law, the profitability of hiring paralegals in the legal field, or any other topic approved by the Program Director and/or faculty advisor.
Prerequisite: LGA 1020.

**MBC - MEDICAL BILLING AND CODING**

**MBC 1010 - Medical Coding: Current Procedural Terminology**
4 credits
This course introduces the student to Current Procedural Terminology (CPT). The CPT coding system, released by the American Medical Association, is a systematic listing and coding of procedures and services performed by physicians. Emphasis is placed on coding accuracy and specificity using this coding system.
Prerequisite: MED1010 or ANP1125 or ANP1135.

**MBC 1020 - Medical Coding: International Classification of Diseases**
4 credits
This course introduces the student to the International Classification of Diseases (ICD). The ICD is a set of guidelines for reporting and coding diseases and/or diagnosis terms for illnesses, injuries, and encounters with health care professionals. Emphasis is placed on coding accuracy and specificity using this system.
Prerequisite: MED 1010.

**MBC 1025 - Medical Coding: ICD-9-CM and ICD-10-CM**
4 credits
This course introduces the student to the International Classification of Diseases (ICD). The ICD is a set of guidelines for reporting and coding diseases and/or diagnosis terms for illnesses, injuries, and encounters with healthcare professionals. Emphasis is placed on coding accuracy and specificity using this system.
Prerequisite: ANP1125, Corequisite: ANP1125.

**MBC 1035 - Intermediate Coding**
4 credits
This course will review all clinical coding conventions. Students are introduced to the HCPCS Level II codes. This course advances the students' proficiency through evaluation of case studies using comprehensive integration of coding conventions. Emphasis is placed on outpatient professional coding.
Prerequisite: MBC 1010, MBC 1020.

**MBC 1038 - Medical Coding: Outpatient Coding**
4 credits
This course will review all clinical coding conventions. Students are introduced to the HCPCS Level II codes. This course advances the students' proficiency through evaluation of case studies using comprehensive integration of coding conventions. Emphasis is placed on outpatient professional coding.
Prerequisite: MBC 1010, MBC 1025.

**MBC 1040 - Advanced Coding**
4 credits
This course serves as a comprehensive overview of clinical coding classification conventions utilized in outpatient/ambulatory and inpatient settings. Emphasis is placed on coding accuracy and specificity using these conventions.
Prerequisite: MBC1035 or MBC1038.

**MBC 1800 - Medical Billing and Reimbursement**
4 credits
This course advances the student into the process of billing and collections, as well as reimbursement and auditing/appeals. Emphasis is placed on proper billing and collection techniques, filing of claim forms, claim rejections, adjustments that can be made, and the overall reimbursement concept.
Prerequisite: None.

**MBC 2400 - Computerized Billing Procedures**
4 credits
Students will use computer billing software as they learn to apply billing and reimbursement principles and techniques with an emphasis on case studies in various healthcare settings.
Prerequisite: MBC 1800.

**MBC 2500 - Medical Billing and Coding Certification Review**
2 credits
This course is designed to prepare Medical Billing and Coding students for a certification exam. The review will be comprehensive.
Prerequisite: Completion of All Previous Course Work and/or Program Director Approval.

**MBC 2600 - Medical Billing and Coding Externship**
6 credits
In cooperation with participating local medical offices, insurance companies, and Certified Professional Coders, the advanced student is assigned to a specific location and practices the responsibilities and duties of a Certified Billing and Coding/Reimbursement Specialist.
Prerequisite: Completion of Area of Concentration Course Work, Successful Completion of the Pre-Externship Skills Checklist, and Program Director Approval. May be taken concurrently with EDU1020 and MBC2560 or MBC2550.

**MEA - MEDICAL ASSISTANT**

**MEA 1010 - Clinical Office Procedures I**
4 credits
This course is the first of three to prepare the student for the clinical area of the medical office. It incorporates lecture and hands-on skill training. Topics covered include medical asepsis, documentation, and preparing the patient for exams. Skills introduced include anthropometric measurement, obtaining vital signs, and basic patient assessment skills. Satisfactory demonstration of these procedures will be required.
Prerequisite: MED 1010.

**MEA 1015 - Clinical Office Procedures**
4 credits
This course prepares the student for the clinical area of the medical office. It is the lecture training and is taken concurrently with the laboratory portion. Topics covered include medical asepsis, documentation, and preparing the patient for exams. Skills introduced include anthropometric measurements, obtaining vital signs, and basic patient assessment skills. Satisfactory demonstration of these procedures will be required.
Students in this course continue to develop clinical skills. Topics include autoclave techniques, sterile techniques, assisting in minor surgery, EKG skills, emergency care, and basic radiology skills. This course also covers basic dressing changes, suture/staple removal, and exam setups for medical specialties. Training in Cardiopulmonary Resuscitation (CPR) is included in the emergency care portion of the course. Satisfactory demonstration of these procedures will be required.

Prerequisite: MEA 1020.

**MEA 1025 - Clinical Office Procedures – Laboratory**

4 credits

This course prepares the student for the clinical area of the medical office. It incorporates the hands-on skill training with the lecture course taken concurrently. Topics covered include medical asepsis, documentation, and preparing the patient for exams. Skills introduced include anthropometric measurements, obtaining vital signs, and basic patient assessment skills. Satisfactory demonstration of these procedures will be required.

Prerequisite: MEA 1010.

**MEA 1030 - Clinical Office Procedures III**

4 credits

This course provides opportunity for further practice and application of skills learned in the first two Clinical Office Procedures courses. Satisfactory demonstration of these procedures will be required.

Prerequisite: MEA 1020.

**MEA 1035 - Advanced Clinical Office Procedures**

4 credits

This course provides opportunity for further practice and application of skills learned in the first two Clinical Office Procedures courses. Satisfactory demonstration of these procedures will be required.

Prerequisite: MEA 1020, MEA 1025.

**MEA 2500 - Medical Assisting Certification Exam Review**

2 credits

This course is a preparation for the successful completion of a certification exam for medical assisting. Review includes all components of the exam. Recommended test-taking strategies are presented, along with an explanation of scoring procedures.

Prerequisite: Program Director Approval.

**MEA 2555 - Medical Assisting Certification Exam Review**

2 credits

This course is a preparation for the successful completion of a certification exam for medical assisting. Review includes all components of the exam. Recommended test-taking strategies are presented, along with an explanation of scoring procedures.

Prerequisite: Program Director Approval.

**MEA 2600 - Medical Assisting Externship**

6 credits

In cooperation with physicians, nurses, and other allied health professionals, the advanced student is assigned to a specific location and practices medical assisting and administration in an on-the-job setting. This externship may require students to pass a skin test for TB and be vaccinated for Hepatitis B. The costs of these procedures are in student tuition.

Prerequisite: Completion of Area of Concentration Course Work, Successful Completion of the Pre-Externship Skills Checklist, and Program Director Approval. May be taken concurrently with EDU1020 and MEA2555 or MEA2500.

**MED - MEDICAL**

**MED 1010 - Medical Terminology**

4 credits

A study of prefixes, roots, and suffixes is undertaken as an approach to understanding medical vocabulary. Medical specialties, operative terms, and medical record words are included. Also included is medical terminology that applies to body systems. Pronunciation is also emphasized.

Prerequisite: None.

**MED 1080 - Medical Office Procedures**

4 credits

This course is an introduction to the administrative routines of a medical office. Realistic transactions and medical vocabulary are used to provide training in records management, appointment scheduling, receptionist duties, and telephone techniques.

Prerequisite: None.

**MED 1117 - Microcomputer Fundamentals in Healthcare**

4 credits

This course introduces the student to the Microsoft Office software applications, Word and Excel. This course also provides instruction on completing documents for interoffice and outside communication with internal and external customers.

Prerequisite: AOM 1010.

**MED 1140 - Medical Law and Ethics**

4 credits

This course includes an overview of medical law and ethics including types of licenses, medical education, and professional conduct. Also includes orientation of the requirements regarding the Health Insurance Portability and Accountability Act (HIPAA) and the guidelines of OSHA (Occupational Safety and Health Administration) which are mandatory in the medical field.

Prerequisite: None.

**MED 1150 - Microcomputer Fundamentals in Healthcare**

4 credits

This course provides an introduction to the common medical vocabulary that applies to the medical field. This course also provides instruction on completing documents for interoffice and outside communication with internal and external customers.

Prerequisite: AOM 1010.

**MED 1150 - Pharmacology and Drug Administration**

4 credits

This course introduces the student to the basics of medical transcription found in hospitals, doctor’s offices, clinics, and other medical facilities. The student will become acquainted with the various types of medical reports required in healthcare organizations and the format in which each of these reports must be prepared for the patients’ permanent medical record.
MED 1210 - Pathophysiology  
4 credits  
This course introduces the student to the major issues in general and systemic pathophysiology. Emphasis is placed on the etiology, pathogenesis, clinical features, and prognosis of the most significant diseases.  
Prerequisite: ANP 1120 and ANP 1130 or ANP 1125 and ANP1135.

MED 1800 - Medical Laboratory Procedures  
4 credits  
Through actual hands-on experience in a simulated lab, students gain an understanding of the more common lab procedures performed in a physician's office. These procedures include the use of a microscope and other common lab equipment. Hematology and urology are emphasized, along with safety. A competency checklist must be satisfactorily completed before students can begin the externship.  
Prerequisite: MED1010 or ANP1125 or ANP1135.

MED 1840 - Medical Insurance Procedures  
4 credits  
This course enables the student to accurately define insurance terms and abbreviations and introduces the student to simulation exercises with filing and billing procedures. Procedures also focus on familiarizing the student with requirements, rules, regulations, and laws pertaining to various insurance programs.  
Prerequisite: MED1010 or ANP1125 or ANP1135.

MED 1850 - Medical Insurance Applications  
4 credits  
This course provides practice in the use of software, forms, and other practices related to insurance filing.  
Prerequisite: MBC 1800 or MED 1840.

MED 2000 - Computerized Medical Records Systems  
4 credits  
This course provides an understanding of the contents of computerized medical records. The student will gain an understanding of documentation requirements, as well as data acquisition, data integrity, data security, evaluation, and work processes that surround healthcare information systems.  
Prerequisite: None.

MED 2610 - Medical Office Administration Externship  
4 credits  
In cooperation with physicians, nurses, and other allied health professionals, the advanced student serves in the role of practicing the responsibilities and duties of a medical office administrative assistant in an on-the-job setting. This externship may require students receive a skin test for tuberculosis and be vaccinated for the Hepatitis B virus.  
Prerequisite: Completion of Area of Concentration Course Work, Successful Completion of the Pre-Externship Skills Checklist, and Program Director Approval (certification review course may be taken concurrently with externship experience).

MGT - MANAGEMENT  
MGT 3010 - Introduction to Marketing  
4 credits  
This course introduces the student to basic concepts of marketing including advertising, budgeting, and assessing and responding to market behavior trends. It emphasizes the need for effective marketing strategies.  
Prerequisite: BUS 1000.

MGT 3040 - Organizational Behavior  
4 credits  
This course focuses on acquainting the student with the concepts of behavior within organizations including managing organizational behavior for quality and results, diversity, organizational communication, behavior modification, leadership, occupational stress, structure, and learning organizations.  
Prerequisite: BUS 1000.

MGT 3210 - Human Resource Management  
4 credits  
This course focuses on acquainting the student with gaining a competitive advantage, strategic human resource management, global issues in human resource management, the legal environment and the EEOC, employee relations, analysis and design of work, performance management, work attitudes and job withdrawal, human resource planning, job choice and the recruitment of human resources, personnel selection and placement, training, employee development, career management, pay structure discussions, recognizing individual contributions with pay, employee benefits, collective bargaining and labor relations, and increasing the effectiveness of human resource practices through technology.  
Prerequisite: BUS 1000 or MED 1140.

MGT 3240 - Management Presentations  
4 credits  
This course focuses on designing effective presentations for the business management environment. Topics include effective PowerPoint and Internet presentations for staff and clients, essential communications and planning skills, team presentations, audiovisual development, and marketing strategies for presentations. The student will learn to use visual elements, animation and transitional effects, import data from other sources, and create custom backgrounds.  
Prerequisite: AOM 1400 and SPH 1060 or COM 1010.

MGT 3310 - Fundamentals of Financial Management  
4 credits  
This course is an overview of the financial decision-making process focusing on the creation of wealth. Topics include the time value of money, how stocks and bonds are valued, financial decision making within a firm, an overview of financial markets, and investment banking.  
Prerequisite: BUS 1410.

MGT 3340 - Legal Environment in Business  
4 credits  
This course focuses on acquainting the student with the legal aspects of corporations and small business. Topics include the corporation society, the business and social environment, legal ethics of business, business and government in a global society, environmental law, and public versus private corporations.  
Prerequisite: BUS 1000.

MGT 3410 - Business and Personal Ethics  
4 credits  
This course focuses on acquainting the student with the following topics: traditional theories of ethics, application of
traditional theories to modern decision making, critical ethical analysis, ethics, and corporate strategy.
Prerequisite: BUS 1000.
**MGT 3600 - Advanced Critical Thinking**
4 credits
This course focuses on developing critical thinking skills. Concepts/skills covered include persuasion, rhetoric, fallacies, categorical logic, truth-functional logic, inductive arguments, causal arguments, and moral, legal, and aesthetic reasoning. Throughout the course, students apply these skills to relevant real-world situations.
Prerequisite: MGT 3040.
**MGT 4010 - Organizational Communications**
4 credits
This course emphasizes effective and powerful communication skills in business management. Focus is on essential technical and business written and verbal skills.
Prerequisite: BUS 1000 and SPH 1060 or COM 1010.
**MGT 4100 - Labor and Management Relations**
4 credits
This course examines labor and employee relations policies and practices from economical, behavioral, and legal viewpoints. It examines methods of employee organization, representation, and dispute resolution in private, public, union, and non-union settings.
Prerequisite: BUS 1000.
**MGT 4210 - International Management**
4 credits
This course focuses on acquainting the student with the following topics: the rapid change of global business, trading and investing in international business, economic theories of international business, dynamics of international organizations, international monetary system, and influencing international business. Additional topics include economic and socioeconomic forces, physical and environmental forces, social cultural forces, political forces, legal forces, labor forces, competitive and distribution forces, assessing and analyzing markets, marketing internationally, export and import practices, human resource management, financial management, global operations, and strategic planning.
Prerequisite: BUS 1000.
**MGT 4220 - Technology in Business**
4 credits
This course is designed to familiarize the student with current technology and its terminology. Emphasis is placed on the ability to understand when a particular technology is applicable.
Prerequisite: BUS 1000.
**MGT 4340 - Management Theory and Leadership**
4 credits
This course introduces the student to a broad range of concepts, theories, and practices important for a basic understanding of management. It focuses on the environment in which today's managers must effectively operate. Topics include the interaction between the leader, follower, and the situation, contingency theories of leadership, development through education and experience, assessing leadership, power, and influences, ethics, personality, leadership behavior, charisma, followers, groups, and motivation.
Prerequisite: BUS 1000.
**MGT 4410 - Small Business Management**
4 credits
This course focuses on acquainting the student with the dynamic role of small business, the advantages of owning a business, opportunities and challenges in small business, legal forms of ownership, planning for and organizing a business, doing strategic and operational planning, growing opportunities in franchising, and preparing and planning a business plan. Additional topics include obtaining the right financing for a business, developing marketing strategies, marketing the product, global markets, human resources, communication, maintaining good relationships, locating facilities, inventory, planning, budgets, taxes, computers, risk management, government relations, and planning for the future.
Prerequisite: BUS 1000.
**MGT 4510 - Managerial Analysis and Decision Making**
4 credits
This course introduces the student to strategic decision making in business management. Decision trees will be used to define appropriate probabilities and possible outcomes of rational decision making. Students will learn to effectively analyze managerial choices and act according to best possible outcomes.
Prerequisite: BUS 1000.
**MGT 4540 - Quality Assurance and Control**
4 credits
This course focuses on acquainting the student with the basic aspects of quality including the quality concept, quality and prosperity, the development of quality philosophy, quality functional development, reliability analysis, the design of experiments, robust design, software quality, statistical process control, the seven QC tools, control charts, capability, quality in the supply process, service quality, customer satisfaction, vision, the process view, the seven management tools, improvement programs, company assessments, and leadership.
Prerequisite: BUS 1000.
**MGT 4610 - Management Senior Project**
4 credits
Students are required to research and report on an in-depth project in an area of specialty of their choosing. Project specialties must be in accordance with the Modern Language Association (MLA). Students must receive permission of the instructor as to the subject matter, scope, and requirements of the paper.
Prerequisite: Program Director Approval.
**MGT 4710 - Healthcare Management**
4 credits
This course takes management into the dynamic and growing field of healthcare. Topics include ethical and cost-effective decision making in healthcare, the role of health maintenance organizations in healthcare, assuring quality care with budget constraints, working with insurance companies and doctors, and managing healthcare organizations. The course will cover a broad range of situations from private home care to doctor's offices and hospitals.
Prerequisite: MED 1140.
**MGT 4740 - Hospitality Management**
4 credits
This course focuses on the rapidly growing field of hospitality management. Students will learn to apply effective
management strategies to different customer-service-oriented fields such as hotels and restaurants.
Prerequisite: BUS 1000.

MGT 4850 - Production/Operations Management
4 credits
This course is an introduction to production and operations management (POM). It includes the planning, operation, control, and continuous improvement of the systems that create a firm’s major products or services. Production and operations management tools and principles such as Just-In-Time, PERT/CPM, and Total Quality Control, that are critical to the success of any business in a competitive marketplace, will be examined.
Prerequisite: MTH 1090.

MGT 4900 - Strategic Management
4 credits
This course is intended to be a capstone course which integrates all the student has learned in previous management classes while also learning about strategic management. Specific areas covered include internal, external, and competitor analysis; various levels and types of strategic alternatives; how strategy impacts structure; and international issues.
Prerequisite: Program Director Approval.

MIS - MANAGEMENT INFORMATION SYSTEMS
MIS 4610 - Senior Project in MIS
4 credits
This course has been designed to afford the graduating senior an opportunity to individually conceptualize, complete, and analyze an in-depth business project (plan) in the area of their choosing. Students will receive suggestions, improvements, and permission from their Program Director before and during the implementation of the project.
Prerequisite: Program Director Approval.

MIS 4810 - Introduction to Management Information Systems
4 credits
The primary purpose of this course is to enable the student to apply a business perspective to the use of technology and information systems. The student will review, emulate, and apply a business perspective to the use of technology and information systems that organize and manage data and information systems. This includes the evaluation of decision support systems, systems acquisition processes, systems integration technologies, and systems control and security issues. Through the use of case studies the student will apply the principles of management information systems to the solution of business problems.
Prerequisite: MGT 3040.

MIS 4900 - Systems Analysis and Design
4 credits
The primary purpose of this course is to provide the student with a broad set of applied technical design skills based on the systems development life cycle, project planning principles, and project management concepts. In the development of complex informational systems, the student will apply data flow diagrams and definitions using traditional and object-oriented modeling techniques. Development of these systems will include a wide variety of technical design considerations such as database design issues, interoperability issues, and enterprise resource planning concepts (ERP).
Prerequisite: MIS 4810.

MTH - MATHEMATICS
MTH 1010 - College Mathematics
4 credits
This course includes a review of the arithmetic of integers, fractions, exponents, rational numbers, real numbers, and metric units. Students are also introduced to linear equations, radicals, roots, plane geometry, and verbal problems.
Prerequisite: None.

MTH 1040 - Mathematics for Trades
4 credits
This course provides a direct and practical approach to math with real-world applications. Topics include arithmetic of whole numbers, fractions, decimal numbers, ratio, proportion and percent, measurement, pre and basic algebra, plane geometry, solid figures, triangle trigonometry and statistics.
Prerequisite: None.

MTH 1090 - College Algebra
4 credits
This course is designed to help students develop the basic principles and skills needed to solve algebraic problems. Topics include sets, real numbers, polynomials, exponents, roots, radicals, linear equations, and inequalities.
Prerequisite: None.

MTH 3320 - Quantitative Methods
4 credits
This course introduces students to the quantitative techniques commonly used in managerial decision making. Topics include data collection, descriptive statistics, probability theory, sampling distributions, simple linear regression, correlation analysis, and statistical inferential procedures.
Prerequisite: MTH 1090.

NET - NETWORKING
NET 1010 - Operating Systems, Security, and Network Essentials
4 credits
This course covers operating systems fundamentals, file systems, system requirements, command line, system files, directory structures, as well as orienting the students to the GUI portions of the operating systems. This course covers some of the objectives required to achieve the CompTIA A+ Essentials examination. Note: Certification examinations are optional and are paid for by the student.
Prerequisite: None.

NET 1015 - I.T. Essentials
8 credits
This course introduces students to the fundamentals of computer technology, networking, and security components. The course will also cover the functionality of operating systems and basic troubleshooting methodologies, as well as the practice of proper safety procedures. The student will also understand effective interaction with customers and peers. This course covers some of the objectives required to achieve the CompTIA A+ certification. Note: Certification examinations are optional and are paid for by the student.
Prerequisite: None.

NET 1020 - PC Components and Professionalism
This course introduces the student to the components that make up a PC. Students will learn how to replace and upgrade PC components. Portable devices such as laptops, PDAs, etc., are explained. Basic printer functions will be covered, as well as basic customer service skills. This course covers some of the objectives required to achieve the CompTIA A+ Essentials examination. Note: Certification examinations are optional and are paid for by the student.

Prerequisite: None.

NET 1025 - I.T. Diagnostics
4 credits
This course introduces the student to the skills required to install, configure, upgrade, and maintain PC workstations, the Windows operating system, and SOHO networks. Students will utilize troubleshooting techniques and tools to effectively resolve PC, operating system, and network connectivity issues and implement security practices. This course covers some of the objectives required to achieve the CompTIA A+ certification. Note: Certification examinations are optional and are paid for by the student.

Prerequisite: None.

NET 1030 - I.T. Technician
4 credits
This course will introduce the student to the basics of Intel-based computer hardware including the building, installation, and maintenance of PCs and various hardware components. This course covers some of the objectives required to achieve the CompTIA A+ I.T. Technician examination. Note: Certification examinations are optional and are paid for by the student.

Prerequisite: None.

NET 1040 - I.T. Administrator
4 credits
This course will cover upgrading from legacy Microsoft operating systems, diagnostic procedures, and troubleshooting techniques. Wired and wireless network essentials and security are also covered. This course covers some of the objectives required to achieve the CompTIA A+ Technician examination. Note: Certification examinations are optional and are paid for by the student.

Prerequisite: None.

NET 1050 - Computer Hardware Essentials
4 credits
Computer Hardware Essentials introduces students to the fundamentals of computer technology, hardware, and safety. Students will examine the basic computer components such as motherboards, power supplies, processors, and RAM. The student will also investigate effective interaction with customers and peers. Objectives required to achieve the CompTIA A+ certification are integrated into the course. Note: Certification examinations are optional and are paid for by the student.

Prerequisite: None.

NET 1055 - Network, Multimedia, and Printer Essentials
4 credits
In Network, Multimedia, and Printer Essentials, students will examine fundamentals of networks, multimedia, printers, and mobile devices. Also covered are the foundations of local area networks (LANs), wide area networks (WANs), mobile operating systems, and basic security standards. Students will examine effective interaction with customers and peers.

Objectives required to achieve the CompTIA A+ certification are integrated into the course. Note: Certification examinations are optional and are paid for by the student.

Prerequisite: None.

NET 1060 - Operating System Essentials
4 credits
Operating System Essentials introduces students to operating system fundamentals, as well as troubleshooting basic and essential hardware. File systems and their permissions, command line interface, user/group accounts, and optimizing/troubleshooting operating systems are explained. Some of the objectives required to achieve the CompTIA A+ certification are integrated into the course. Note: Certification examinations are optional and are paid for by the student.

Prerequisite: None.

NET 1065 - Operating System Diagnostics
4 credits
In Operating System Diagnostics, students will investigate Windows networks, mobile devices, and printers. Also covered are virtualization concepts, essential security concepts, and wireless network basics. Some of the objectives required to achieve the CompTIA A+ certification are integrated into the course. Note: Certification examinations are optional and are paid for by the student.

Prerequisite: None.

NET 1100 - Networking Foundations
4 credits
This course prepares the student with a fundamental knowledge in computer networking. Topics include basic network topologies and architectures, TCP/IP protocol suite, cabling, and the OSI model. Note: Certification examinations are optional and are paid for by the student.

Prerequisite: NET 1010.

NET 1110 - Network and TCP/IP Fundamentals
6 credits
In Network and TCP/IP Fundamentals, students will apply fundamental knowledge in computer networking. Topics include basic network topologies and architectures, TCP/IP protocol suite, cabling, and the OSI model. Some of the objectives required to achieve the CompTIA Network+ certification are integrated into the course. Note: Certification examinations are optional and are paid for by the student.

Prerequisite: NET 1055 or NET 1065.

NET 1115 - Network Security Fundamentals
6 credits
Network Security Fundamentals includes both physical and logical computer network security. The course covers topics such as encryption, risk management, public key infrastructure, and disaster recovery planning. Some of the objectives required to achieve the CompTIA Security+ certification are integrated into the course. Note: Certification examinations are optional and are paid for by the student.

Prerequisite: NET 1055 or NET 1065.

NET 1130 - Network Technician
8 credits
The primary focus of this course is to prepare the student with additional knowledge in computer networking. This course will concentrate on expanding the student’s understanding of computer network security, configuration, utilities, and
troubleshooting. Note: Certification examinations are optional and are paid for by the student.
Prerequisite: NET 1020.

NET 1135 - Network and Security Fundamentals
12 credits
This course prepares the student with a fundamental knowledge in computer networking. Topics include basic network topologies and architectures, TCP/IP protocol suite, cabling, and the OSI model. This course will also concentrate on expanding the student's understanding of computer network security, configuration, utilities, and troubleshooting. This course covers some of the objectives required to achieve the CompTIA Network+ certification. Note: Certification examinations are optional and are paid for by the student.
Prerequisite: NET 1015 or NET 1025.

NET 2235 - Microsoft Help Desk Technician
12 credits
This course is designed to provide the learner with the knowledge and skills necessary to carry out the role of a desktop or help desk support technician. Areas of discussion will include the installation, deployment, configuration, customization, support, and troubleshooting of the operating system, as well as its related desktop applications such as web browsers, e-mail clients, and office productivity software. Note: Certification examinations are optional and are paid for by the student.
Prerequisite: NET 1130 or NET 1135.

NET 2275 - Cisco Network Technician
12 credits
The student will learn the skills necessary to identify network components, design an appropriate network for a given organization, and troubleshoot information systems that incorporate Cisco routers. Students will focus on the OSI model and implementation of TCP/IP in conjunction with Cisco routers. Additionally, students will learn to properly implement, configure, and troubleshoot Cisco's IOS, as well as using the IOS to configure various routing protocols such as RIP II, EIGRP, and single-area OSPF in a network topology. The student will learn about LAN switching technologies and their uses in designing LANs and VLANs. Students will learn to configure routers and switches to support Access lists. Also, students will gain basic overall knowledge about the more prominent wide-area technologies and protocols being used in the industry today. This course helps prepare the student for Cisco certifications. Note: Certification examinations are optional and are paid for by the student.
Prerequisite: NET 1130 or NET 1135.

NET 2280 - Cisco Network Entry Technician
6 credits
Students will operationalize the skills necessary to identify network components, design an appropriate network for a given organization, and troubleshoot information systems that incorporate Cisco routers and switches. Focus is on the OSI model and implementation of TCP/IP in conjunction with Cisco routers and switches. Additionally, students will learn various routing protocols and switching technologies such as VLANs. Preparation for the CCENT certification is integrated into the delivery of the course. Note: Certification examinations are optional and are paid for by the student.
Prerequisite: NET 1110.

NET 2285 - Cisco Network Associate
6 credits
Advanced Cisco routing and switching technologies, focusing on routing protocol components and advanced VLAN configurations, will be analyzed in this course. Other topics covered include access control lists, spanning tree protocols, and IPV6. Preparation for the CCNA certification is integrated into the course. Note: Certification examinations are optional and are paid for by the student.
Prerequisite: NET 1110.

NET 2400 - Microsoft Network Administration
12 credits
This course focuses on Microsoft Client and Server networking solutions in LAN and Enterprise networking environments. The student will learn numerous network standards and advanced networking terminology. The student is trained to plan, install, configure, and troubleshoot Microsoft Windows Client and Microsoft Windows Server. This course also covers configuring Microsoft Windows Server for interoperability and connectivity in a heterogeneous environment. This course helps prepare the student for Microsoft certification. Note: Certification examinations are optional and are paid for by the student.
Prerequisite: NET 1130 or NET 1135.

NET 2405 - Microsoft Desktop Client
6 credits
The knowledge and skills necessary to administer Microsoft Client operating systems in a Microsoft domain environment is essential. Students will discuss areas such as the installation, deployment, configuration, customization, support, and troubleshooting of the operating system. Note: Certification examinations are optional and are paid for by the student.
Prerequisite: NET 1110.

NET 2420 - Microsoft Windows Server Infrastructure
6 credits
In Microsoft Windows Server Infrastructure, students will acquire knowledge about Microsoft Server networking solutions in LAN and Enterprise networking environments. Numerous network standards and advanced networking terminology will be explored. Training on how to plan, install, configure, and troubleshoot Microsoft Windows Server are integrated into the course as well. Configuring Microsoft Windows Server for interoperability and connectivity in a heterogeneous environment will be covered. In addition, this course is designed to prepare the student for Microsoft certification. Note: Certification examinations are optional and are paid for by the student.
Prerequisite: NET 1110.

NET 2425 - Microsoft Windows Server Administration
6 credits
Microsoft Windows Server Administration focuses on Microsoft Active Directory networking solutions in LAN and Enterprise networking environments. Students will assess and apply numerous network design standards and advanced networking design terminology. Also, students will plan, install, configure, and troubleshoot Active Directory. This course also covers configuring Active Directory for interoperability and connectivity in a heterogeneous environment. This course helps prepare the student for Microsoft certification. Note: Certification examinations are optional and are paid for by the student.
Prerequisite: NET 1110.

NET 2430 - Microsoft Active Directory Configuration

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In Microsoft Active Directory Configuration, students will assess and apply Microsoft Server networking solutions in both LAN and Enterprise networking environments. Students will utilize numerous network standards and advanced networking terminology as they plan, install, configure, and troubleshoot Microsoft Windows Server. This course also covers configuring Microsoft Windows Server for interoperability and connectivity in a heterogeneous environment. This course helps prepare the student for Microsoft certification. Note: Certification examinations are optional and are paid for by the student.
Prerequisite: NET 2425.

NET 2435 - Microsoft Active Directory Administration
6 credits
Microsoft Active Directory Administration covers both LAN and Enterprise networking environments. Students will examine numerous network design standards and advanced networking design terminology in order to plan, install, configure, and troubleshoot Active Directory, including configuring Active Directory for interoperability and connectivity in a heterogeneous environment. This course helps prepare the student for Microsoft certification. Note: Certification examinations are optional and are paid for by the student.
Prerequisite: NET 2425.

NET 2500 - Microsoft Network Engineering
12 credits
In this course the student will learn to plan and implement the advanced features of Microsoft's Windows Server platform. This will include DNS, DHCP, Remote Access, Network Protocols, IP Routing, analyzing the business requirements for directory service architecture, and security solution. The curriculum helps prepare the student for the remainder of the examinations to complete Microsoft certification. Note: Certification examinations are optional and are paid for by the student.
Prerequisite: NET 2400.

NET 2800 - Linux Professional Plus
12 credits
This course prepares the student for CompTIA's Linux+ certification. The student will learn vendor-neutral, working knowledge of Linux. The student is introduced to the BASH shell and the basic commands that allow a user to be functional in Linux. The student is trained to plan, install, and troubleshoot major Linux distributions. The course focuses on network and printing setups and Linux packages. This course helps prepare the student for Linux certification. Note: Certification examinations are optional and are paid for by the student.
Prerequisite: NET 1130 or NET 1135.

NET 2810 - Unix System Administration
12 credits
This course focuses on the Unix operating system. It is designed to teach the student how to administer a Unix network, as well as prepare the student for Unix certification. Students will work with stand-alone and server/client systems. The student will learn system administration on a Unix platform primarily focusing on Sun Solaris Unix. Managing the network environment and file system security strategies will be covered. Networking terminology, as well as planning, installing, configuring, and troubleshooting a Unix network, will be included in this class. Note: Certification examinations are optional and are paid for by the student.
Prerequisite: NET 1130 or NET 1135.

NET 3600 - Security Wireless Network Administration
6 credits
This course is designed to provide the foundation and theoretical knowledge of RF behavior, describe the features and functions of wireless LAN components, and talk about the methods needed to install, configure, and troubleshoot wireless LAN hardware peripherals and protocols.
Prerequisite: NET 1110, NET 1115.

NET 3760 - Cisco Network Professional I
12 credits
In this course, the student will learn about advanced routing and switching in LAN/WAN environments. Students will learn to configure routers with NAT and VLSM to conserve IP addresses, configure MPR using OSPF, RIP, EIGRP, and BGP in a variety of scenarios. Students will learn how to optimize the routing update operation. In a Multilayer Switching environment, students will also study how MLS can improve routing performance. Note: Certification examinations are optional and are paid for by the student.
Prerequisite: NET 2280, NET 2285.

NET 3800 - Biometrics
6 credits
The focus of this course is to expose the student to working with various vendors in the biometric field. Topics include physical security systems for room entry and various hardware and software to be loaded and used for security purposes.
Prerequisite: NET 1115.

NET 3830 - Linux Operating System Essentials
6 credits
In Linux Operating System Essentials, students will acquire a vendor-neutral working knowledge of Linux. Topics include comparisons of both command line and graphical interfaces, the breakdown of the Linux core infrastructure, and configuring Linux for network and Internet access. Students will be introduced to the BASH shell and the basic commands that allow a user to be functional in Linux. This course helps prepare the student for Part 1 of CompTIA’s Linux+ certification. Note: Certification examinations are optional and are paid for by the student.
Prerequisite: NET 1110.

NET 3840 - Linux Professional Plus
6 credits
Students will assess and employ high-level Linux technologies and utilities. Topics discussed will include advanced installation techniques, program source code, network configuration, and process administration. Also covered are troubleshooting techniques, printing, and the installation of Linux packages. This course helps prepare the student for Part 2 of CompTIA’s Linux+ certification. Note: Certification examinations are optional and are paid for by the student.
Prerequisite: NET 1110.

NET 3850 - Linux Administration
12 credits
The students will concentrate on vendor-neutral Linux networking and security issues. The student also learns Unix structure, commands, and file system structure as compared to Linux. This course focuses on Linux in a multi-user networking environment.
environment. The student will configure various network servers, while focusing on security issues.  Note: Certification examinations are optional and are paid for by the student.  Prerequisite: NET 3830, NET 3840.

**NET 3900 - Cloud and Virtualization Fundamentals**
6 credits
Cloud and Virtualization Fundamentals covers how to implement, maintain, and deliver cloud technologies and infrastructures (e.g. server, network storage, and virtualization technologies), as well as various aspects of IT security and use of industry best practices related to cloud implementations/virtualization. This course covers some of the objectives required to achieve the CompTIA Cloud+ certification. Note: Certification examinations are optional and are paid for by the student. Prerequisite: NET 1110.

**NET 3920 - Green IT**
4 credits
Green IT students will operationalize knowledge and skills necessary to implement and measure green IT programs and investments, including how to implement environmentally sound techniques within an organization’s IT infrastructure. This course covers some of the objectives required to achieve the CompTIA Green IT certification. Note: Certification examinations are optional and are paid for by the student. Prerequisite: NET 1110.

**NET 3950 - Mobile Device Technology**
6 credits
Mobile Device Technology covers fundamentals of mobile devices and the features of over-the-air technologies. Students will learn how to deploy, integrate, support, manage, and research capabilities of mobile devices. Also covered are security aspects of mobile technology implementation for devices and platforms while maintaining usability. This course covers some of the objectives required to achieve the CompTIA Mobility+ certification. Note: Certification examinations are optional and are paid for by the student. Prerequisite: NET 1110.

**NET 4020 - Securing Electronic Commerce**
6 credits
This course is designed to expose the student to the world of e-commerce. With the Internet as a shopping medium, security is a must. The student will learn why customer confidence is crucial to the health of online buying. Current legal strategies, security technologies, and advice from seasoned experts help the student determine whether the site they are designing or protecting is actually safe. Prerequisite: NET 1115.

**NET 4030 - Survey of Computer Malware and Viruses**
6 credits
This course is designed to expose the student to various forms of virus activity, what it is, and how it affects a computer and a network. It covers where viruses hide and how they propagate. Laws concerning viruses, ethics, and management will also be discussed, along with information on where to keep abreast of current issues and concerns. Prerequisite: NET 1115.

**NET 4060 - Cisco Network Security Management**
6 credits
In this course the student will learn about the different protocols, utilities, and applications that are used to manage Cisco network security. Students will learn about network security threats and policies, establishing perimeter routers, and configuring a Cisco IOS firewall. Students will also learn about configuring and implementing IPSec encryption. Note: Certification examinations are optional and are paid for by the student. Prerequisite: NET 2280, NET 2285.

**NET 4070 - Cisco Secure PIX Firewall Management**
6 credits
In this course the student will learn about firewall technology and the Cisco PIX firewall product family. Students will learn how to install and configure Cisco PIX firewall hardware and software. Students will learn about traffic filtering, access control lists, and network address translation. Students will also learn about configuring AAA, VPN, and Cisco PDM services. Note: Certification examinations are optional and are paid for by the student. Prerequisite: NET 2280, NET 2285.

**NET 4090 - Incident Response**
6 credits
The focus of this course is to expose the student to the accepted methods of evidence handling in computer crimes. The student will also learn the basics of initial response in a Windows and Unix environment, along with investigating non-platform-specific technology such as routers and web attacks and identifying various file types for analysis. Computer crime statutes and how they apply in today’s environment will also be covered. Prerequisite: Program Director Approval.

**NET 4120 - Network Security Specialist**
6 credits
This course is focused on securing the edge of the network. The student will examine multiple ways to harden a network to penetration attacks. The primary methods investigated will be router security, firewalls, and intrusion detection systems. IPSec will be examined, as well as wireless security. Prerequisite: Program Director Approval.

**NET 4140 - Certified Network Security Specialist**
6 credits
This course is designed to prepare the student to function as a network security technician. Risk identification and mitigation are the primary skills the student will learn. The student will perform signature analysis at the packet level. Note: Certification examinations are optional and are paid for by the student. Prerequisite: NET 4120.

**NET 4150 - Counter Hack**
6 credits
The course is designed to give a step-by-step guide for system administrators in defending their information and computing assets. The course will expose the student to the various methods and means hackers use in trying to gain illegal entry into the network and methods for defeating them. Prerequisite: NET 1115.

**NET 4200 - Preventing Identity Theft**
8 credits
This course is designed to provide the student with the ability to identify and analyze the threat posed by identity theft. The ramifications and dangers of identity theft will be explored in
terms of damage to the individual and damage to corporations. The student will be presented with information regarding methodologies used to detect and prevent identity theft. Students will explore the broader implications of identity theft when it occurs within the context of e-commerce and the Internet.

Prerequisite: NET 1115.

NET 4770 - Cisco Network Professional II
12 credits
In this course, the student will learn about advanced routing and switching in LAN/WAN environments. Students will learn to configure routers with NAT and VLSM to conserve IP addresses, configure MPR using OSPF, RIP, EIGRP, and BGP in a variety of scenarios. Students will learn how to optimize the routing update operation. In the switching environment, students will also study trunking, IP multicasting, PIM, multilayer switching, QoS, TAG switching, ATM, and LANE. Note: Certification examinations are optional and are paid for by the student.

Prerequisite: NET 3760.

NUR - NURSING
NUR 1020 - Health Assessment and Physical Examination
4 credits
This course is designed to assist the students with application of the assessment component of the nursing process. The student is introduced to evidence-based practice and the health wellness continuum. Critical thinking and documentation skills are emphasized to assist the student in making appropriate nursing judgments. Nursing laboratory sessions provide the opportunity for demonstration, supervised practice, and return demonstration of physical assessment techniques.

Prerequisite: BIO 1160, BIO 1200, NUT 1200, or concurrent enrollment.

NUR 1110 - Fundamentals of Nursing
8 credits
This course provides the student with an introduction to the philosophy of nursing, nursing history, nursing process, the nurse-client relationship, cultural diversity, nutrition, safety, communication, therapeutic intervention, critical thinking, legal and ethical aspects, and infection control. Critical thinking as embodied in the nursing process is emphasized and the concept of the nurse as a provider of care, manager of care, and member of the nursing profession is incorporated into the course content. Nursing laboratory sessions provide the opportunity for demonstration, supervised practice, and return demonstration of competencies in basic nursing skills and safety practices.

Prerequisite: NUR 1020.

NUR 1150 - Pharmacology and Medication Administration
4 credits
This course introduces the student to the role of pharmacotherapeutic agents in the treatment of illness and the promotion, maintenance, and restoration of health in clients from diverse cultural backgrounds across the lifespan. The course focuses on the effects of drug therapy on the human body systems. Emphasis is placed on pharmacocutetics, pharmacodynamics, and pharmacokinetics which provide a foundation for critical thinking, the application of research findings, and the utilization of the nursing process in the use of pharmacotherapeutic agents. In addition, the course covers skills related to safe medication administration.

Prerequisite: NUR 1020.

NUR 2200 - Adult Health Nursing I
8 credits
This course focuses on the role of the nurse as a provider of care to the adult client experiencing selected alterations in health including disease mechanisms, fluid and electrolyte balance, perioperative care, problems related to sensory input, integumentary, respiratory, hematologic, and cardiovascular alterations. Pathophysiological mechanisms of disease are covered, as well as nursing assessment and management with special emphasis on clients with these conditions. The development of nursing competencies is stressed in the nursing skills laboratory. Supervised clinical experiences at acute and chronic healthcare facilities provide opportunities for the application of nursing theory, the development of critical thinking skills, and the use of the nursing process.

Prerequisite: NUR 1110, NUR 1150.

NUR 2210 - Adult Health Nursing II
8 credits
This course focuses on the role of the nurse as provider of care to adult clients experiencing selected alterations in health related to problems with ingestion, digestion, absorption, elimination, urinary function, hormone regulation, reproduction, movement, and coordination with emphasis on nursing assessment and management strategies. Supervised clinical experiences at acute healthcare facilities (including critical care units) provide opportunities for the application of nursing theory, the development of critical thinking skills, development of nursing competencies, and the use of the nursing process.

Prerequisite: NUR 2200.

NUR 2220 - Psychiatric and Mental Health Nursing
4 credits
This course focuses on the application of the nursing process, critical thinking, and caring therapeutic interventions in acute, chronic, and community-based psychiatric and mental health settings. Basic mental health concepts will be examined with emphasis on needs and disorders across the lifespan. Emphasis is placed on the patient advocacy and continuity of care with the mental healthcare team. Supervised clinical experiences at community and acute and chronic care facilities provide opportunities for the application of learned theory and integration of therapeutic communication skills in all interactions with clients, families, peers, and mental health team members.

Prerequisite: NUR 2200.

NUR 2310 - Maternal/Infant Nursing
6 credits
This course focuses on the role of the professional nurse as a provider of care to the childbearing family. Client needs during the antenatal, intra-partal, post-partal, and neonatal periods are covered, and course content is presented within the framework of the wellness/illness continuum of the client, including nutrition and human growth and development during the reproductive and post-reproductive years. During the clinical component of this course, the student will have the opportunity to apply theoretical concepts in community clinics and on obstetrical and newborn settings in acute care facilities.

Prerequisite: NUR 2210, NUR 2220.

NUR 2320 - Pediatric Nursing
NUR 3000 - Advanced Nursing Across the Lifespan
12 credits

The focus of this course is to prepare the student to prioritize and organize the healthcare needs of multiple clients with a variety of healthcare concerns. Preparation for the role of the registered nurse is accomplished through a preceptorship program. This course provides the opportunity for the application of nursing theory, critical thinking, evidence-based practice, and collaborative care. The student will develop individualized objectives related to the practice of nursing in collaboration with the faculty and preceptor. Class time will be spent preparing for NCLEX-RN.
Prerequisite: NUR 2430.

NUT - NUTRITION

NUT 1200 - Nutrition for Healthcare Providers
4 credits
This course introduces the fundamental principles of human nutrition, the interactions between nutrients and physiological processes, and the impact of nutrition on health and wellness across the lifespan.
Prerequisite: None.

PBC - PASTRY ARTS

PBC 1010 - Fundamentals of Culinary and Pastry Arts
18 credits
Students are introduced to the fundamental techniques of food production, baking and pastry. Topics include stock, sauce, and soup production; breakfast cookery; vegetable cookery; pasta and grains and classic sandwich production; knife skills; pantry procedures; equipment and ingredient identification; basic culinary math; dry and moist heat cooking methods; applied kitchen safety and sanitation; fabrication of poultry; portion control; yield management; nutrition; healthy cooking; and cooking for clients with food allergies and special dietary needs. Students are also introduced to straight dough; creaming and sponge methods; and basic production of high quality baked goods and pastries. Students will also complete the ServSafe Food Handlers Certification training or the appropriate State equivalent and take the certification exam.
Prerequisite: None.

PBC 1020 - Advanced Techniques of Pastry Arts
18 credits
Students are introduced to advanced techniques in the production of contemporary pastries and plated desserts. Topics include advanced chocolate and confectionary, international flavors and influences, and cutting-edge pastry trends.
Prerequisite: PBC 1010.

PBC 2060 - Pastry Externship
8 credits
This course offers the student workplace experience in a supervised setting that is applicable to the development of a student as a professional in the food service industry. Students will have the opportunity to work under the direction of chefs and food and beverage managers. Externships will be progressive training experiences structured to fit the background and career goals of each individual student.
Prerequisite: EDU 1024, PBC 1010, PBC 1020.

PCT - PATIENT CARE TECHNICIAN

PCT 1000 - Fundamentals of Nursing Assistant
4 credits
This course provides the student with necessary theory and laboratory experiences for the development of skills required of
the nursing assistant. Emphasis is placed on infection control, safety, body mechanics, communications, observation, and
personal and restorative care.
Prerequisite: None.
PCT 1010 - Fundamentals of Nursing Assistant Clinical
4 credits
This course is designed to assist students with developing the knowledge, attitudes, and skills needed to perform basic
nursing care safely and efficiently in a supervised acute care and long-term care clinical setting. Emphasis is placed on the
application of knowledge, attitudes, and skills appropriate for the long-term care nursing assistant.
Prerequisite: None.
PCT 1015 - CPR and Basic First Aid
4 credits
This interactive and hands-on course is designed to provide students with the knowledge, skills, and abilities to handle
emergency first-aid situations.
Prerequisite: None.
PCT 1020 - EKG and Phlebotomy
4 credits
This course combines basic phlebotomy and EKG techniques, followed by hands-on clinical experience. Students will
examine and apply information in this course which can be utilized for entry into the healthcare field of phlebotomy and
EKG testing.
Prerequisite: ANP 1120, MED 1010.
PCT 1025 - Advanced Patient Care Technician
4 credits
Patient Care Technicians perform routine duties in caring for patients or residents. This course will demonstrate effective
skills to enhance knowledge gained in basic nursing assistant training. Key elements of the course include: role of the
Patient Care Technician, communications skills, safety and infection control, body mechanics, admitting, transferring and
discharging the patient, personal care of the patient, vital signs, patient care related to specific body systems, nutrition,
specimen collection, emergency care, care of the surgical patient, and special patient populations.
Prerequisite: ANP 1120, MED 1010.
PCT 2500 - Patient Care Technician Certification Exam Review
4 credits
The Certified Patient Care Technician (CPCT/A) assists doctors, nurses, and other healthcare professionals in
providing direct patient care in a variety of healthcare environments. This course will prepare students for taking the
PCT certification examination. Becoming a certified PCT will create more job opportunities, increase pay scale, provide job
security, and validate the student as a subject matter expert in the area of Patient Care Technician.
Prerequisite: PCT 1010, PCT 1020, and concurrent enrollment with PCT 2600.
PCT 2600 - Patient Care Technician Externship
8 credits
The Patient Care Technician externship allows the student to combine academic credit with professional experience.
Students will learn, observe, work, and perform skills required in the Patient Care Technician field.
Prerequisite: Completion of Area of Concentration Course Work, Successful Completion of the Pre-Externship Skills Checklist, and Program Director Approval (certification review course may be taken concurrently with externship experience).

PHM - PHARMACY
PHM 1000 - Introduction to Pharmacy
4 credits
This course examines the role of the pharmacy technician in providing patient care services. Emphasis is placed on
pharmaceutical terms, abbreviations and symbols used in prescribing and charting medication, dosage forms, routes of
administration of drugs, patient variables with regard to drug therapy, and equipment and systems used in the
administration of drugs.
Prerequisite: None.

PHM 1010 - Pharmacy Terminology
4 credits
A study of the structure and function of each body system and the general terminology related to each is undertaken as an
approach to understanding the common pharmacy abbreviations, pathological conditions, and medications used to
treat them.
Prerequisite: None.

PHM 1050 - Pharmacological Calculations
4 credits
Study concentrates on the proper use of metric, apothecary, and avoirdupois systems and in conversion among the
systems. Topics include application of doses, reducing and enlarging formulas, percentage preparations, and methods of
calculating dosages for all dosage forms
Corequisite: None.

PHM 1075 - Pharmacy Operations Management
4 credits
This course is an introduction to operations management as it pertains to the pharmacy profession. Specific areas covered
include the different types of prescription plans; the role of technology in the pharmacy billing cycle; the responsibilities of
inventory and materials management; and how to work with patients, pharmacists, and payers.
Prerequisite: None.

PHM 1145 - Pharmacy Law and Medication Safety
4 credits
This course provides a survey of federal and state laws governing pharmacy operations and a guide for reducing
medication errors. The course develops understanding of continuous quality improvement (CQI) and the responsibility of
the pharmacy technician to ensure medication safety. This course will also develop understanding of the legal and ethical
constraints of the pharmacy technician and pharmacist concerning privacy and security of patient confidentiality in
various settings as governed by the Occupational Safety and Health Administration (OSHA) and Health Insurance Portability
and Accountability Act (HIPAA) requirements.
Prerequisite: None.

PHM 1250 - Community Pharmacy
4 credits
Students are introduced to the skills necessary to interpret, prepare, label and maintain records of physicians’ medication
orders and prescriptions in a community pharmacy. The course is designed to train individuals in supply, inventory, and
data entry. Topics include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input, editing, and legal parameters.
Prerequisite: PHM 1010, PHM 1050.

PHM 1260 - Institutional Pharmacy
4 credits
This course provides exploration of the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution systems, unit dose cart fills, quality assurance, drug storage, and inventory control.
Prerequisite: PHM 1050.

PHM 1275 - Sterile Compounding and Aseptic Technique
4 credits
A study of sterile products, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, preparation of sterile products, and safe handling of antineoplastic drugs.
Prerequisite: PHM 1010, PHM 1050.

PHM 1815 - Pharmacology – Disease Management
4 credits
In this course, students develop an understanding of drugs as preventative and therapeutic agents. The course emphasizes drug classifications, properties, actions, and effects on the human body and in the management of disease.
Prerequisite: PHM 1000, PHM 1010.

PHM 1825 - Pharmacology – Disease Prevention
4 credits
This course covers the rational basis of drug use and provides students with a hands-on approach to understanding the detail information in drug dosages, side effects, interactions, toxicities, incompatibilities, and contraindications of a wide spectrum of drugs used in primary care practice.
Prerequisite: PHM 1000, PHM 1010.

PHM 2555 - Pharmacy Technician Certification Review
2 credits
This course is designed to prepare Pharmacy Technician students to successfully complete the certification exam.
Prerequisite: Program Director Approval.

PHM 2600 - Pharmacy Technician Externship
6 credits
In cooperation with participating retail pharmacies and hospital pharmacies, the advanced student is assigned to spend 90 hours in both settings practicing the responsibilities and duties of a pharmacy technician.
Prerequisite: Completion of Area of Concentration Course Work, Successful Completion of the Pre-Externship Skills Checklist, and Program Director Approval. May be taken concurrently with EDU1020 and PHM2555 or PHM2550.

PHY - PHYSICS
PHY 1010 - Physics
4 credits
This course is an algebra-based physics for the life sciences-related professions. The student is taught concepts related to mechanics and properties of matter, fluids, heat, waves, and sound.
Prerequisite: MTH 1090.

POL - POLITICAL SCIENCE
POL 1060 - Current Events
4 credits
This course exposes the student to local, national, and international events shaping the world in which we live. Emphasis is placed on becoming aware of the role of the American government in everyday life.
Prerequisite: None.

PSY - PSYCHOLOGY
PSY 1010 - Introduction to Psychology
4 credits
This course provides an introduction to the basic principles of scientific psychology. Topics covered include motivation, perception, learning, intelligence, personality, and abnormal behavior with emphasis on applications to everyday life.
Prerequisite: None.

PSY 2000 - Human Growth and Development
4 credits
This course is designed to expand the student’s understanding of human development over the lifespan from conception to death. Emphasis is placed upon normal growth and milestones achieved in the physical, cognitive, social, and emotional systems and practical applications of research findings to everyday life.
Prerequisite: None.

PSY 3010 - Environmental Psychology
4 credits
Students are introduced to the basic principles of environmental psychology. This course examines relationships between space, color, other environmental influences, and man’s behavior. Emphasis is placed on applications to everyday life.
Prerequisite: PSY 1010.

PSY 3380 - Social Psychology
4 credits
Course content provides for theoretical and empirical analyses of social behavior, including selected topics related to social perception, social influence, social interaction, and applied social psychology.
Prerequisite: PSY 1010.

PSY 3460 - Cognitive Psychology
4 credits
Students study human intellectual functioning including attention, perception, memory, problem solving, reasoning, and language.
Prerequisite: PSY 1010.

RES - RESPIRATORY CARE
RES 1010 - Integrated Sciences for Respiratory Care
4 credits
Upon completion the student can integrate the concepts of mathematics, physics, biology, microbiology, and chemistry as these sciences apply to the practices of respiratory care. The
student will know the basic respiratory care skills necessary to enter the hospital environment.  
Prerequisite: MTH 1090.
RES 1025 - Respiratory Care Assessment and Diagnostics  
3 credits  
This course is designed to teach the student how to perform basic patient assessments. It will include evaluating and assessing diagnostic procedures used to determine patient illness. The student will assess, evaluate, and plan a course of treatment for the patient.  
Prerequisite: MED 1010.
RES 1030 - Respiratory Therapeutics  
3 credits  
This course is designed to teach the student how to perform basic respiratory care procedures on the patient.  
Prerequisite: RES 1010.
RES 1100 - Cardiopulmonary Anatomy and Physiology  
4 credits  
The student should understand advanced cardiopulmonary anatomy and physiology of the adult and fetal systems and basic interpretation of the twelve lead ECG.  
Prerequisite: BIO 1145.
RES 1150 - Cardiopulmonary Pathophysiology  
4 credits  
The student should understand advanced cardiopulmonary concepts including disease etiology, process, diagnostics, and treatment.  
Prerequisite: RES 1100.
RES 1205 - Respiratory Care Pharmacology  
4 credits  
This course is designed to give the student an in-depth knowledge of the administration of aerosolized and instilled medications/dosage calculations and problem solving, as well as wetting agents, mucolytics, aerosol antimicrobial therapy, and anti-inflammatory and anti-asthmatic drugs.  
Prerequisite: BIO 1145, BIO 1165, RES 1010.
RES 1600 - Mechanical Ventilation and Introduction to Critical Care  
3 credits  
This course is designed to give the student an in-depth knowledge of all types of mechanical ventilation and managing the ventilator patient in the critical care setting.  
Prerequisite: RES 1025.
RES 2100 - Advanced Modalities and Monitoring in Respiratory Care  
3 credits  
This course is designed to instruct students on life support systems, critical care modalities of airway management, and positive pressure ventilation. Other topics studied in the course include tracheal suctioning, endotracheal intubation, and tracheotomy care.  
Prerequisite: RES 1030, RES 1600.
RES 2280 - Geriatric and Respiratory Home Care  
3 credits  
This course is designed to give the student an understanding of the psychosocial issues that affect the elderly population. It also teaches the student about long-term care and the end of life as it pertains to the respiratory patient.  
Prerequisite: RES 1100, RES 1150.
RES 2350 - Perinatal/Pediatric Respiratory Care  
3 credits  
This course is designed to train the student in caring for the perinatal and pediatric patient within the Intensive Care Unit. It will teach the student various causes and care of the illness in perinatal and pediatric patients, NRP protocol, and how to manage ventilation and oxygenation of the patient.  
Prerequisite: RES 1100, RES 1150.
RES 2405 - Respiratory Care Emergency Management  
3 credits  
This course is designed to teach the student emergency management procedures, critical thinking skills, and ACLS and PALS protocols.  
Prerequisite: RES 1010.
RES 2505 - Respiratory Care Certification and Registry Exam Review  
3 credits  
This is a capstone course designed to prepare students for the National Board for Respiratory Care certification and registry examinations.  
Prerequisite: Program Director Approval.
RES 2905 - Clinical Experience I  
4 credits  
This course is designed to teach the student how to perform basic patient assessments. It will include evaluating and assessing diagnostic procedures used to determine patient illness. The student will assess, evaluate, and plan a course of treatment for the patient. The student will complete a minimum of 160 hours at the clinical site.  
Prerequisite: RES 1025, RES 1030.
RES 2915 - Clinical Experience II  
4 credits  
The student will rotate through various critical care and specialty areas for evaluation of competency and performance of respiratory care procedures. The student will complete a minimum of 160 hours at the clinical site.  
Prerequisite: RES 2905.
RES 2925 - Clinical Experience III  
6 credits  
Students rotate through various respiratory sub-specialty areas (to include adult and neonatal intensive care) for evaluation of competency and performance of respiratory care procedures. The student will complete a minimum of 240 hours at the clinical site.  
Prerequisite: RES 2915.
RES 2935 - Clinical Experience IV  
6 credits  
Students will rotate through various clinical areas with emphasis on critical care for evaluation of competency and performance of respiratory care procedures. The student will complete a minimum of 240 hours at the clinical site.  
Prerequisite: RES 2925.
SOC - SOCIOLOGY  
SOC 1010 - Introduction to Sociology  
4 credits
This course acquaints the student with the study of human society, its cultures, social organizations, and institutions with a look at the interaction among groups.  
Prerequisite: None.

SOC 2010 - Introductory Women's Studies  
4 credits  
The changing roles of women in American society are studied through an examination of historical and societ al gender problems. Emphasis is on the viewpoint of American women through the sciences, the arts, history, psychology, and law.  
Prerequisite: None.

SOC 3214 - Cultural Diversity in America  
4 credits  
This course is designed to expand the student's awareness of both the cognitive knowledge and skill necessary to effectively interact with and/or serve culturally diverse populations. This course will particularly emphasize attitudes and competencies that are important in effective relationships.  
Prerequisite: None.

SOC 3331 - Family Relations  
4 credits  
Students study the family, its origin, development, and problems affecting marital relations and happiness. Focus is on changing social attitudes, pressures, and laws regarding intimate relationships and the impact on family and community life.  
Prerequisite: None.

SPH - SPEECH  
SPH 1060 - Effective Speaking  
4 credits  
This performance course includes the study of the principles of human communication - interpersonal and public. It surveys current communication theory and provides practical application.  
Prerequisite: None.

SPN - SPANISH  
SPN 1010 - Introductory Spanish I  
4 credits  
This course constitutes the initial exposure of the student to the development of written and oral skills in Spanish. Grammar and syntax are accented along with rudimentary development of speaking, writing, and reading Spanish.  
Prerequisite: None.

SPN 1100 - Conversational Spanish  
4 credits  
This course provides the student with pronunciation guidelines and development of oral expression within the context of contemporary Spanish-speaking cultures. Includes basic exercises in listening comprehension and pronunciation drills.  
Prerequisite: None.

SUR - SURGICAL TECHNOLOGY  
SUR 1010 - Aseptic Technique  
4 credits  
This course prepares students to apply knowledge of the principles of aseptic technique, scrubbing, gowning, gloving, sterilization, and disinfecting. Emphasis is placed on operating room sanitation, scrubbing, gowning, and gloving.  
Prerequisite: None.

SUR 1050 - Patient Care for the Surgical Technologist  
4 credits  
This course identifies generally required patient care techniques a surgical technologist must be able to perform during the daily routine in the surgical suite and offers practice designed to assure satisfactory performance levels.  
Prerequisite: None.

SUR 1500 - Introduction to the Surgical Environment  
4 credits  
This course prepares students to apply knowledge of professional surgical technologist responsibilities and relations, interpersonal relationships, and communication skills. Emphasis is placed on creating and maintaining a safe operating environment and includes the techniques of Cardiopulmonary Resuscitation (CPR). This course also prepares student to apply knowledge of surgical complications. The use of lasers in surgery is also covered.  
Prerequisite: None.

SUR 1900 - Microbiology for the Surgical Technologist  
4 credits  
This course prepares students to apply knowledge of microorganisms, viruses, hepatitis, and HIV/AIDS as related to the surgical technologist's role in patient care. Emphasis is placed on the causes and prevention of human disease.  
Prerequisite: ANP 1120.

SUR 1960 - Surgical Instrumentation and Equipment  
4 credits  
This course introduces the students to instrumentation, equipment, biomedical sciences and supplies, along with various incisions, sutures, needles, and surgical stapling devices. In each of these topics, emphasis is placed on proper use, care, and safety in the surgical setting.  
Prerequisite: SUR 1500.

SUR 2070 - General and Specialized Surgical Procedures  
4 credits  
This course prepares students to apply knowledge of anatomy and physiology and the surgical instrumentation used during general, laparoscopic, obstetric, gynecological, genitourinary, and gastrointestinal surgical procedures.  
Prerequisite: SUR 1010, SUR 1960.

SUR 2160 - Specialty and Reconstructive Surgical Procedures  
4 credits  
This course is designed to introduce students to the generally required surgical techniques involved in ophthalmology, otorhinolaryngology, oral and maxillofacial, plastic, and reconstructive surgeries.  
Prerequisite: SUR 1010, SUR 1960.

SUR 2170 - Orthopaedic, Neurological, and Vascular Surgical Procedures  
4 credits  
This course is designed to introduce students to the generally required surgical techniques involved in orthopaedic, neurological, cardiothoracic, and peripheral vascular surgeries.  
Prerequisite: SUR 1010, SUR 1960.

SUR 2190 - Pharmacology for the Surgical Technologist  
4 credits  
This course introduces the student to the most common categories of medication used in the operating room. The
student gains an understanding of medications used in the surgical setting and on the surgical field, as well as anesthetic agents and their complications.

Prerequisite: MED 1010, SUR 1010, SUR 1500.

SUR 2600 - Surgical Technologist Externship
8 credits

In cooperation with surgeons, nurses, surgical technologists, and other perioperative care professionals, the advanced student is assigned to a specific clinical setting and assists in the operating room as a surgical technologist.

Prerequisite: Completion of Area of Concentration Course Work, Successful Completion of the Pre-Externship Skills Checklist, Pass a Skin Test for TB, Vaccinated for Hepatitis B and Rubella, Pass a Urine Drug Screen, Submit to a Criminal Background Check, Approved by the Externship Site, and Program Director Approval.

TMA - THERAPEUTIC MASSAGE
TMA 1400 - Basic Massage Principles and Science I
150 clock hours

This module orients the student to the personal and professional skills that will prepare the student to be successful as a massage therapist. The student will receive an introduction to the medical terms used in the profession and basic anatomy and physiology of the integumentary, skeletal, and muscular systems, as well as to basic self-care principles and body mechanics. Students will earn their CPR and First Aid certifications. The student will be taught interview techniques, table preparation, and draping for basic Swedish massage. The student will gain an understanding of the benefits, indications, and contraindications of massage. This module will survey modalities from various traditions such as chair massage, Swedish massage, and Eastern theories about massage.

Prerequisite: None.

TMA 1410 - Basic Massage Principles and Science II
150 clock hours

This module continues the basic skill development of the student in preparation for being a massage therapist. The module will reinforce self-care principles and body mechanics and introduce common therapist injuries, injury prevention, and treatment. The student will perform a basic Swedish massage from interview to post-treatment. A study of the structures and functions of the trunk and upper extremity musculature along with kinesiological bases for joint and soft tissue interactive mobility is included. Pathology is introduced through universal precautions, contraindications, and basic disease processes in the integumentary, skeletal, and muscular systems. The science of hydrotherapy and the effects of steam, heat, and cold applications are included. Students will combine knowledge of basic client assessment with technique knowledge to create entry-level treatment plans. The student will complete a pre-clinic skills assessment to progress to TMA 1500.

Prerequisite: TMA 1400.

TMA 1500 - Intermediate Massage and Principles and Science I
150 clock hours

This module continues the personal and professional development of the student as a novice massage therapist. Self-care applications for the student massage therapist are continued which allows the student therapist to begin communication of self-care principles with clients. Medical terms and anatomy and physiology of the nervous system, special senses, circulatory system, and reproductive systems are introduced. The student will develop client assessment skills and treatment plans and will provide deep tissue massage, hot stone massage, and spa body treatments in the clinic setting. The student will be oriented to client treatment in the student clinic. The student will begin taking practice exams for the certification exam required for licensure as a massage therapist.

Prerequisite: TMA 1410.

TMA 1510 - Intermediate Massage Principles and Science II
150 clock hours

This course continues the personal and professional development of the student as a novice massage therapist. The student will develop client assessment/treatment skills and treatment plans in the clinic setting. Pathology will be introduced to the student through contraindications and basic disease processes in the nervous, circulatory, and reproductive systems. An in-depth look at the structures and functions of the musculoskeletal system along with the head, face, and lower extremity musculature and the kinesiological bases for joint and soft tissue interactive mobility is included. Modalities included in this course will be neuromuscular therapy and prenatal massage.

Prerequisite: TMA 1500.

TMA 1600 - Advanced Massage Principles and Science
150 clock hours

In this course the student begins the transition from student therapist to professional therapist. The student is introduced to medical terms and the anatomy and physiology of the endocrine, lymphatic, respiratory, digestive (including nutrition), and urinary systems. Pathology will be introduced to the student through contraindications and basic disease processes in the endocrine, lymphatic, respiratory, digestive (including nutrition), and urinary systems. Other pathological concepts will include HIV/AIDS and medical errors. Students will learn basic marketing and business operational concepts for practice as a professional. Modalities included in this course will be aromatherapy, reflexology, sports, geriatrics, acupuncture, and special populations (such as physically or mentally challenged). The student will extend client assessment and treatment approaches using clinical reasoning and advanced evaluations in the clinical setting.

Prerequisite: TMA 1510.

TMA 1610 - Massage Practicum and Review
150 clock hours

This module concludes the transition from student therapist to professional therapist. The student will continue client assessment and treatment approaches using clinical reasoning and advanced evaluations in the clinical setting. The student will participate in a clinical internship and will also complete preparation for the certification/licensing examination.

Prerequisite: TMA 1600.

TRS - TRADES
TRS 1000 - Introduction to Trades
6 quarter credit hours

This module provides students with an opportunity to gain an understanding of basic building construction; blueprint reading; tools; device boxes; safety procedures; OSHA standards and regulations; and mathematics emphasizing units of measure,
temperature, and conversion used by technicians in the building trade professions. In addition, students explore the communication skills and strategies that are needed by professionals in the building trades. This module is also designed to cover other topics, including American Heart Association Heartsaver CPR/AED/First Aid skills, professional skills, and proactive career management. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

Prerequisite: None.

**TRS 1050 - Electricity for Trades**

5.5 quarter credit hours

This module focuses upon basic electricity, electrical safety, and electrical power systems. Topics include conductors and insulators, voltage, current, resistance, direct current, parallel and series circuits, and electrical power. In addition, students explore the study skills and strategies that maximize their learning and retention of knowledge as they progress through their chosen programs of study. This module is also designed to develop professional skills and proactive career management. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: None.
Graduate Studies Information

ADMISSIONS PROCEDURES
Prospective students are expected to successfully complete the following admissions requirements:

- Complete and sign the Virginia College graduate program application and pay the application fee.
- Hold a bachelor’s degree with a minimum cumulative grade point average (CGPA) of 2.50 (on a 4.0 point scale) from an accredited institution whose accrediting agency is recognized by the U.S. Department of Education. An official transcript reflecting the awarding of the bachelor’s degree must be on file with the College by the end of the first term of study.
- Provide evidence of foundation study in subject matter appropriate to the area of study as specified below:
  - Business Administration - Marketing, finance, statistics, accounting, and economics
  - Criminal Justice - Criminal justice, criminology, research methods, and criminal law
  - Cybersecurity - Network engineering and related computer hardware and software
- Deficiencies in any of the specified areas may require prerequisite work prior to attempting applicable graduate courses. Students pursuing undergraduate course work to satisfy foundation requirements will be considered graduate students while attending Virginia College in a master’s degree program. The foundation courses are considered prerequisites for specific courses but are not a prerequisite for admission to graduate programs, provided all other admissions requirements have been met. All required prerequisite courses (foundation courses) are considered to be part of the graduate program for Satisfactory Academic Progress calculation purposes. Credits attempted for these courses will extend the program length and the maximum time frame permitted to complete the program, and the grades earned will be included in calculation of the CGPA.
- Any applicant whose native language is not English (and has received his or her bachelor’s degree from a foreign institution) must pass the Test of English as a Foreign Language (TOEFL) with a minimum score of 500.

TRANSFER POLICIES
Students may transfer up to twelve (12) quarter hours of graduate work into a master’s degree program. All transferable graduate credit must have been completed at an accredited institution within the previous ten (10) years with a minimum grade of “B” (80 percent). All transfer credit must be completed within the first term the student is enrolled in the program. Transcript request forms will be provided to speed the credit transfer process.

ACADEMIC LOAD
A student taking eight or more quarter hours in the graduate program is defined as a full-time student for that term.

GRADUATE STUDENT CLASSIFICATION

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<tr>
<td>Full Time</td>
<td>8 Hours or More</td>
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<tr>
<td>Three-Quarter Time</td>
<td>6 Hours</td>
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<tr>
<td>Half Time</td>
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REFUND POLICY
The tuition refund policy for students enrolled in graduate programs is the same as stated for undergraduate programs.

GRADUATE PROGRAM SATISFACTORY ACADEMIC PROGRESS POLICY

Evaluation Schedule
Satisfactory academic progress (SAP) will be monitored at the end of each term. At the end of each term, students will be evaluated for the minimum CGPA and the rate of progression according to the standard as defined in the table below.

Satisfactory Academic Progress Requirements for Graduate Programs
A student pursuing a master’s degree must earn a minimum cumulative grade point average (CGPA) of 3.0 to graduate. SAP is determined by calculating the student’s grade point average (GPA) and the student’s rate of progression toward completion of the academic program. Please see the table below to determine specified CGPA and rate of progression requirements for each evaluation point. These standards apply to all students, not just those receiving FSA.

Students failing to meet this standard will be placed on warning until the next term. Students who are not achieving SAP will receive written notification. A student who does not achieve SAP requirements by the end of the warning period will be dismissed unless he or she files an appeal and the appeal is granted (see Graduate Program SAP Appeal Process (p. 138) below).

If a student is granted an appeal, the student will be placed on probation status for one additional term or until the student is able to meet SAP standards by a specific point as outlined in the student’s Academic Improvement Plan. A student on Probation status is eligible to receive FSA. Failure to make SAP by the next term or to comply with the Academic Improvement Plan designed by the College will result in the student’s dismissal from the College as a regular student.

Regardless of the student’s CGPA, any graduate student who earns two grades of “F” will be dismissed. The maximum number of credits that may be attempted for a 56-credit-hour master’s degree program is 84.

Graduate Program SAP Appeal Process
A student who is not making SAP and who believes that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress may appeal by written request to the Academic Dean for a review of the situation. Mitigating circumstances may include injury or illness, death of a relative, or other special circumstances. The written appeal should be submitted to the Academic Dean and/or the Campus President within five business days after notification. The appeal should be accompanied by supporting documentation regarding why the student failed and what changed in the student’s situation that will allow him/her to make SAP at the next evaluation. Any decision resulting from the review of a mitigating circumstances appeal is final and may not be further appealed. The result of the appeal (approved or denied) will be provided to the student in writing and documentation entered into the Student Information System. When the College grants a student’s appeal for unusual and/or mitigating circumstances, it is not eliminating or disregarding any grades or credits attempted in the calculation of a student’s SAP standing. The student’s credits attempted, CGPA, and SAP standing will remain the same.

SAP Table for Graduate Degree Programs
Credits Attempted at Evaluation | Minimum CGPA
--- | ---
1 to 24 Quarter Credits Attempted | 2.50
25 Quarter Credits Attempted to 150% of the Program | 3.00

GRADING SYSTEM AND QUALITY GRADE POINTS
The policies relating to Grading System and Quality Grade Points are the same as those that apply to undergraduate students with the following exceptions:

- While certain courses may have higher standards, the minimum grading scale in use in the graduate degree programs is as follows:
  
  100-90....................A.......................4 Quality Grade Points
  89-80......................B.......................3 Quality Grade Points

  79-70.......................C..........................2 Quality Grade Points
  69-0..........................F..........................0 Quality Grade Points

- Grade designations of "E" (Exemption), "S" (Satisfactory), "U" (Unsatisfactory), and "**" (Repeated Course) are not used in the graduate degree programs.

GRADUATION REQUIREMENTS
In order to graduate, a student must have accomplished the following:

- Earned a minimum cumulative grade point average of 3.0
- Earned the minimum number of credits required by the program of study
- Satisfied all financial obligations to the College
- Fulfilled all exit interview requirements with the College’s Student Finance Office
Graduate Programs
BUSINESS ADMINISTRATION (MASTER OF BUSINESS ADMINISTRATION)*

The Virginia College Master of Business Administration (MBA) curriculum blends management theory and real-world practical experience into an enabling tool for leadership expertise. This comprehensive graduate business and entrepreneurial program prepares the serious manager for advanced employment in the leadership field, as well as a vehicle for advancement within their present corporate sphere.

The MBA is the industry standard for professionals in the business management sphere. Graduates combine expertise in entrepreneurial research, finance, economics, marketing, human resources, business strategy, and related management areas. Elective areas of the curriculum provide the successful graduate for concentration in one of the aforementioned business categories. Students interested in the educational management sector would choose their electives from the appropriate elective offerings.

Upon successful graduation from this program, graduates should be able to

- develop analytical managerial skills in cross-disciplinary endeavors;
- conduct quantitative analyses of business situations;
- identify the relative components of decision making and product development;
- demonstrate the ability to coach team effectiveness in a corporate setting;
- analyze the managerial impact of market-driven strategies; and
- document the global impact of enterprise positioning for organizational change.

### Area of Concentration

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**Subtotal: 40**

### Supporting Electives

A minimum of 16 credits are to be selected from approved business courses offered at Virginia College or transferred from another accredited institution.

**Subtotal: 16**

*This program is also available through online delivery.*

TOTAL CREDIT HOURS: 56
BUSINESS ADMINISTRATION-HEALTHCARE (MASTER OF BUSINESS ADMINISTRATION)*

Online Delivery Only

The Business Administration – Healthcare (MBA) program blends management theory and real-world practical experience preparing leaders for the healthcare field. This comprehensive graduate healthcare management program prepares the serious manager for advanced employment in the field of medicine and serves as a vehicle for advancement within their present corporate environment. The MBA is the industry standard for professionals in the healthcare management sphere. Graduates combine expertise in healthcare policy, finance, marketing, human resources, business strategy, informatics, and related management areas.

Upon successful graduation from this program, graduates should be able to

• develop analytical managerial skills in cross-disciplinary endeavors unique to healthcare settings;
• conduct quantitative analyses of business situations and financial investments;
• identify the relative components of decision making, healthcare services, and strategic planning;
• understand national healthcare policy and how it impacts medical practice;
• analyze the managerial impact of market-driven strategies; and
• document the global impact of enterprise positioning for organizational change.

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Healthcare Concentration

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<td>MBA 6020</td>
<td>Healthcare Management Accounting</td>
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<tr>
<td>MBA 6230</td>
<td>Healthcare Information Systems</td>
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<tr>
<td>MBA 6330</td>
<td>Strategic Marketing for Healthcare Organizations</td>
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<tr>
<td>MBA 6600</td>
<td>Healthcare Law</td>
<td>4 credits</td>
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Subtotal: 16

* This program is only offered through online delivery.

TOTAL CREDIT HOURS: 56
BUSINESS ADMINISTRATION-MANAGEMENT (MASTER OF BUSINESS ADMINISTRATION)*

**Online Delivery Only**

The Business Administration – Management (MBA) program provides a solid background in business management, organizational change, leadership, total quality management, and project management. The curriculum blends management theory and real-world practical experience into an enabling tool for leadership expertise. This comprehensive graduate business and entrepreneurial program prepares the serious manager for advanced employment in the leadership field. It is also a vehicle for advancement within the student’s present corporate sphere.

The MBA is the industry standard for professionals in the business management sphere. Graduates combine expertise in entrepreneurial research, finance, economics, marketing, human resources, business strategy, and related management areas.

Upon successful graduation from this program, graduates should be able to

- develop analytical managerial skills in cross-disciplinary endeavors;
- conduct quantitative analyses of business situations;
- identify the relative components of decision making and product development;
- demonstrate the ability to coach team effectiveness in a corporate setting;
- analyze the managerial impact of market-driven strategies;
- document the global impact of enterprise positioning for organizational change;
- develop knowledge of organizational change for managing human capital in a rapidly changing environment;
- identify the common traits of successful corporate leaders that promote leadership success;
- utilize total quality management (TQM) to ensure that nothing important is left out of the decision-making process;
- understand team building; and
- develop project management leadership skills for managing projects or tasks in a team environment.

**Area of Concentration**

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Subtotal: 40

**Management Concentration**

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<td>MBA 5550</td>
<td>Current Issues in Marketing</td>
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<tr>
<td>MBA 5850</td>
<td>Foundation of Project Management</td>
<td>4</td>
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<tr>
<td>MBA 6100</td>
<td>New Product Development</td>
<td>4</td>
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<tr>
<td>MBA 6350</td>
<td>Management Information Systems</td>
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Subtotal: 16

* This program is only offered through online delivery.

TOTAL CREDIT HOURS: 56
CRIMINAL JUSTICE (MASTER OF SCIENCE)*

*Online Delivery Only*

The Master of Science degree in Criminal Justice is designed to provide an advanced and in-depth study of the criminal justice system from a management and administrative viewpoint. The curriculum includes courses that address the diverse nature of fraud and white-collar-crime-related investigations, including relevant advanced courses in the different fields of the criminal justice system including law enforcement, corrections, and juvenile justice, as well as courses that will increase the student’s understanding of criminological theories and social science research. This program is designed to prepare the student to handle leadership and managerial positions at the local, state, and federal levels of the criminal justice system.

The student will complete an area paper or research paper of a field of interest within criminal justice. This project must be completed prior to graduation, and its topic and specifications required must be approved, overseen, and graded by an approved MS CJ faculty member.

Upon successful graduation from this program, students should be able to:
- critique the issues and decisions made at the administrative levels of the criminal justice system;
- assemble the tools needed to conduct social science research in criminal justice institutions;
- interpret criminological theories, past and present, which explain criminal and deviant behavior; and
- conduct detailed research, analyze data, and report findings in a thorough manner.

**Area of Concentration**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CRJ 5000</td>
<td>Issues in Criminal Justice</td>
<td>4</td>
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<tr>
<td>CRJ 5010</td>
<td>Seminar in Deviant Behavior</td>
<td>4</td>
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<tr>
<td>CRJ 5200</td>
<td>Criminal Justice Policy</td>
<td>4</td>
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<tr>
<td>CRJ 5300</td>
<td>Criminal Justice Leadership</td>
<td>4</td>
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<tr>
<td>CRJ 5400</td>
<td>Research Methods</td>
<td>4</td>
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<tr>
<td>CRJ 5450</td>
<td>Seminar in Corrections</td>
<td>4</td>
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<tr>
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<td>Law and Social Processes</td>
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<tr>
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<td>Seminar in Law Enforcement</td>
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<tr>
<td>CRJ 5900</td>
<td>Seminar in Juvenile Justice</td>
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<tr>
<td>CRJ 6000</td>
<td>Criminal Justice Statistics</td>
<td>4</td>
</tr>
<tr>
<td>CRJ 6010</td>
<td>Directed Research</td>
<td>8</td>
</tr>
</tbody>
</table>

Subtotal: 48

**Supporting Electives**

A minimum of 8 credits are to be selected from approved criminal justice courses offered at Virginia College or transferred from another accredited institution.

Subtotal: 8

*This program is only offered through online delivery.*

*Virginia College is not accepting new enrollments into this program.*

TOTAL CREDIT HOURS: 56
CYBERSECURITY (MASTER OF SCIENCE)*

Online Delivery Only

Virginia College's Master of Science in Cybersecurity is designed to provide students with an in-depth study in IT Infrastructure Security. The student will be exposed to and challenged with the most popular aspects of computer security, including cyber-law, cyber-terrorism, forensics, hardening the operating system, viral activity, and compliancy issues. Graduates of this program will be prepared for employment positions involving the security management of a LAN, WLAN, and WAN environments, including our own nation's infrastructure.

Students will be presented with various simulations and live lab environments to examine the overall security administration and computer forensics of network security in fields such as information security, network administration, and firewall management, as well as many other related positions. The program provides a strong foundation in cryptography, forensics, intrusion detection, and firewall devices. Additional areas of study include hardening among various operating systems, simulated and real-life experience through VPN connections, and security measures applied to perimeter network devices.

Upon successful graduation from this program, graduates should be able to
• understand and apply the basics of cyber law to case studies;
• describe the theory behind computer security;
• successfully secure a LAN/WAN environment;
• apply security measures to perimeter network devices;
• understand and apply forensic concepts to digital material; and
• analyze and apply compliancy issues.

**Required Courses**

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<tr>
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<tbody>
<tr>
<td>MCS 5000</td>
<td>Cyber Law and Research</td>
<td>4</td>
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<tr>
<td>MCS 5150</td>
<td>Cyber Terrorism</td>
<td>4</td>
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<tr>
<td>MCS 5250</td>
<td>Viral Activity and Malware</td>
<td>4</td>
</tr>
<tr>
<td>MCS 5270</td>
<td>Mathematics for Security Professionals</td>
<td>4</td>
</tr>
<tr>
<td>MCS 5300</td>
<td>Psychological Profiling</td>
<td>4</td>
</tr>
<tr>
<td>MCS 5350</td>
<td>Cryptography</td>
<td>4</td>
</tr>
<tr>
<td>MCS 6000</td>
<td>Hardening the Operating System</td>
<td>4</td>
</tr>
<tr>
<td>MCS 6020</td>
<td>Access Control Systems</td>
<td>4</td>
</tr>
<tr>
<td>MCS 6150</td>
<td>Firewalls, Proxies, and Bastion Hosts</td>
<td>4</td>
</tr>
<tr>
<td>MCS 6170</td>
<td>Intrusion Detection Systems</td>
<td>4</td>
</tr>
<tr>
<td>MCS 6250</td>
<td>Computer Forensics</td>
<td>4</td>
</tr>
<tr>
<td>MCS 6270</td>
<td>Network Traffic Analysis</td>
<td>4</td>
</tr>
<tr>
<td>MCS 6350</td>
<td>Secure Transmission Systems</td>
<td>4</td>
</tr>
<tr>
<td>MCS 6400</td>
<td>Compliance and Electronic Data</td>
<td>4</td>
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*This program is only offered through online delivery.*

TOTAL CREDIT HOURS: 56
Graduate Course Information

ABBREVIATIONS
CRJ Criminal Justice
MBA Master of Business Administration
MCS Cybersecurity

COURSE NUMBERING SYSTEM
Virginia College uses 5000s and 6000s to indicate courses for their Graduate Studies programs. Courses requiring no prerequisite are open to all students. Prerequisite requirements are listed with the course description in the catalog. It is the responsibility of the student to know these requirements and follow them when registering. The student's Program Director or the Academic Dean must approve any waiver of prerequisites.
Courses

CRJ - CRIMINAL JUSTICE

CRJ 5000 - Issues in Criminal Justice
4 credits
This course presents an overview of the history and contemporary issues in the field of criminology.
Prerequisite: None.

CRJ 5010 - Seminar in Deviant Behavior
4 credits
This course provides an in-depth study of the major theories of crime causation, covering the dominant ideas from the 19th and 20th centuries. Topics covered include social disorganization, strain, anomie, conflict, and others.
Prerequisite: CRJ 5000.

CRJ 5030 - Crash Investigation
4 credits
This advanced course provides an intensive inquiry into crash investigations that includes preparation for traffic collision investigation, gaining information from and about people, vehicles, roads, measuring and mapping the collision scene, photographing, collecting physical evidence, and understanding vehicle behavior.
Prerequisite: CRJ 1010, CRJ 2010, CRJ 3150, LGA 1800.

CRJ 5100 - Extremist Groups
4 credits
This course considers the impact of extremist groups on the policies and procedures of the criminal justice system, while providing an overview of various terrorist groups and their activities.
Prerequisite: None.

CRJ 5200 - Criminal Justice Policy
4 credits
This course examines the relationship between law, policy, and politics in the field of criminal justice. An overview of the development, implementation, and evaluation of various policies will be analyzed (which may include the death penalty, community policing, mandatory sentencing, and plea bargaining).
Prerequisite: CRJ 5000, CRJ 5010.

CRJ 5250 - Victimology
4 credits
Course provides an overview of victims' rights and different types of crime victims (e.g., homicide, sexual offenses, domestic violence, and other crimes). The controversial issues of the victims' rights movement and the importance of the victim to the justice process will also be presented.
Prerequisite: None.

CRJ 5300 - Criminal Justice Leadership
4 credits
Students are exposed to problems confronted by justice administrators. Content provides an overview of theoretical perspectives and the application to various criminal justice environments, including police, courts, corrections, personnel and financial administration, technology, and liability.
Prerequisite: None.

CRJ 5360 - Forensic Science
4 credits
This course introduces students to the field of forensic science by explaining the role of the forensic scientist, the role of law enforcement in evidence collection, and the analysis and scrutiny of evidence. This course will also serve to differentiate the common myths of forensic science and the realities of the field. Specific areas of forensic examination covered may include fibers and hair, bodily fluids, fingerprints, marks and impressions, ballistics, alcohol and drugs, DNA and questioned documents.
Prerequisite: None.

CRJ 5400 - Research Methods
4 credits
Course provides students with a comprehensive, introduction to the field of research methods as practiced by social scientists. While emphasizing the importance of the research process, the course will address the design of research studies, the variety of observation modes used by social scientists, and the "how-to"s and "why"s" of social research methods. Students learn how to conduct various types of research, when it is appropriate to use a given method, and how to analyze qualitative and quantitative data.
Prerequisite: CRJ 5010.

CRJ 5450 - Seminar in Law and Social Processes
4 credits
This course provides a comprehensive analysis of the most recent state and federal court decisions addressing matters of criminal evidence. Also discussed will be the issue of chain of custody and how it applies to different circumstances.
Prerequisite: None.

CRJ 5550 - Law and Social Processes
4 credits
Course provides an overview of the history and development of the correctional institution and the inmate population.
Prerequisite: CRJ 5000.

CRJ 5700 - Seminar in Corrections
4 credits
This course offers a look at important issues from the perspective of the correctional institution and the inmate population.
Prerequisite: CRJ 5000.

CRJ 5800 - Seminar in Law Enforcement
4 credits
This course provides an overview of police research, theory, and practice. Students will discuss the major areas of police operations with a focus on contemporary policing techniques (which may include community-oriented and problem-oriented policing). Current research on the effectiveness of various policing practices will be discussed. Other topics may include police discretion, the role of the police in history and today, and police strategies.
Prerequisite: CRJ 5200.

CRJ 5900 - Seminar in Juvenile Justice
4 credits
This course covers the evolution of delinquency theories by providing a comprehensive overview of the origins, development, and processes of the juvenile justice system. Critical analysis of the understanding of juvenile delinquency is addressed by studying the theories of delinquency, treatment practices for the juvenile offender, and implications for the future of juvenile delinquency in Western society.
Prerequisite: CRJ 5200.

CRJ 6000 - Criminal Justice Statistics
4 credits
This course provides the student with an overview of the general statistical methods used in social research. Students
will gain an appreciation for the various statistics used to verify crime data and learn which methods are appropriate to use in certain circumstances.
Prerequisite: CRJ 5400.

**CRJ 6010 - Directed Research**  
8 credits  
Students will complete an original research paper on an area, facet, or topic of the criminal justice system of interest (area paper). Area paper topics may include, but are not limited to, the analysis of a particular type of crime, the role and lifestyle of a gender/race/ethnicity in a given field, the use of a criminological theory in explaining a criminal behavior, or any other topic that is approved by the Program Director and/or faculty advisor.  
Prerequisite: Program Director Approval.

**MBA - MASTER OF BUSINESS ADMINISTRATION**  

**MBA 5010 - Business Application Statistics and Research Methods**  
4 credits  
This course provides an introduction to basic statistical usage in business management problem solving. Investigation into current research models is stressed and interpretations emphasized. Students use microcomputers to complete appropriate problem-solving solutions.  
Prerequisite: None.

**MBA 5020 - Financial Accounting**  
4 credits  
Managers use financial data for decision making, planning, and control purposes. In this course students learn how to use financial reports as information tools for evaluation and analysis. Emphasis is placed on cost accounting systems, financial reporting documents, and aspects of accounting uniquely designed for managerial decision making.  
Prerequisite: None.

**MBA 5160 - Managerial Economics**  
4 credits  
A study of the interplay of economic forces applied to the behavior of consumers and the firm. The major objective of the course is to develop an awareness of the various economic environments and to develop an economic strategy of business management.  
Prerequisite: None.

**MBA 5210 - eBusiness Principles and Practices**  
4 credits  
Corporations are using the internet to add value to their business-to-consumer and business-to-business enterprises. This course examines the rise and fall of the dot-coms of the 90s and the prospectus for future stability of the market. Other topics include emerging internet technologies, supporting customers through an internet service, and reaching global customers.  
Prerequisite: None.

**MBA 5330 - Advanced Survey of Marketing**  
4 credits  
Market research, buyer behavior, and market segmentation are the essential concepts in this course as the student learns the concepts, theories, and principles used in managerial marketing analysis.  
Prerequisite: MBA 5010.

**MBA 5450 - Cost Accounting**  
4 credits  
The preparation, analysis, and interpretation of accounting principles as they relate to the manager’s need for financial information. Students will learn the primary aims, applications, and limitations of accounting at the workplace. Students will be exposed to the use of data derived from cost accounting systems to make sound business decisions.  
Prerequisite: MBA 5020.

**MBA 5550 - Current Issues in Marketing**  
4 credits  
The case study method will be utilized to present some of the pressing issues in contemporary marketing. Topics include appropriate marketing strategies, competitive marketing plans, and marketing research appropriate to the industry.  
Prerequisite: MBA 5330.

**MBA 5600 - Organizational Human Relations**  
4 credits  
This course concentrates on group behavior at the workplace and the investment of the corporation in intellectual capital. Students develop a conceptual framework for understanding the human elements of working and managing in a global organizational setting.  
Prerequisite: None.

**MBA 5740 - Total Quality Management**  
4 credits  
Organizations must systemize the managerial process to be effective. Total Quality Management (TQM) ensures that nothing important is left out of the decision-making process. Management systems standards provide the organization with a model for setting up and operating the management system.  
Prerequisite: MBA 5010, MBA 5020.

**MBA 5850 - Foundations of Project Management**  
4 credits  
Managing projects provides an overview of the theory and practice of managing projects in any organization. Emphasis is placed on leadership in project management including managing projects or tasks in a team environment, team building, effective communication, organizational skills, and conflict management. The various phases of a project including initiating, planning, executing, monitoring, controlling, and closing the project are also covered. Project management knowledge areas are examined and linked to industry practices for successful management of projects.  
Prerequisite: None.

**MBA 6000 - Management Theory and Practices**  
4 credits  
Students are asked to evaluate a broad range of managerial concepts, theories, and practices as they relate to the understanding of effective management. Topics include contingency theories of leadership, ethics development in business, and the corporate interaction among leader, follower, and situation.  
Prerequisite: None.

**MBA 6020 - Healthcare Management Accounting**  
4 credits  
This course applies accounting techniques and concepts to assist the healthcare manager or executive in the internal decision-making process. The management accounting topics of costing, costing activities and analysis, decision models, and
budgeting are applied to the healthcare organization. Students will gain a clear and practical understanding of fundamental decision theory, production analysis, cost measurement, and internal reporting concepts to support management decisions.

Prerequisite: MBA 5020.

**MBA 6100 - New Product Development**
4 credits

New ventures start with an idea, progress with careful planning, and come to fruition with marketing, capital attainment, and attracting commitments from potential customers. Students follow this process from the advanced business plan through the launch phase into the operation of the new product.

Prerequisite: MBA 5010, MBA 5020.

**MBA 6160 - Foundations of Financial Management**
4 credits

Course provides a study of corporate financial reporting and decision making. Students learn to read, understand, and utilize relevant financial data for the fiscal management of an enterprise. Topics stressed include risk-return analysis, capital budgeting, discounting techniques, and divided policy.

Prerequisite: MBA 5020.

**MBA 6160 - Foundations of Financial Management**
4 credits

Course provides a study of corporate financial reporting and decision making. Students learn to read, understand, and utilize relevant financial data for the fiscal management of an enterprise. Topics stressed include risk-return analysis, capital budgeting, discounting techniques, and divided policy.

**MBA 6220 - Fundamentals of Entrepreneurship**
4 credits

This course examines the characteristics, knowledge, skills, and abilities necessary to successful entrepreneurship. Students explore the nature and importance of entrepreneurs, the entrepreneurial mind, and international entrepreneurship opportunities and creativity.

Prerequisite: MBA 5010.

**MBA 6230 - Healthcare Information Systems**
4 credits

Analysis and evaluation of information technology systems are studied in the clinical setting, as well as the healthcare organization. System acquisition and implementation, data integrity, information standards, security, legal issues, and strategic planning in healthcare organizations are included in topics studied.

Prerequisite: None.

**MBA 6310 - Legal Aspects of Business Management**
4 credits

This course investigates the entire range of federal, state, and local laws and their impact on management in a corporate environment. Students are exposed to the basic corporate legal system, federal authority, and governing of the economy and various antitrust laws.

Prerequisite: None.

**MBA 6330 - Strategic Marketing for Healthcare Organizations**
4 credits

Marketing strategies beyond the traditional marketing mix approach are examined and applied to healthcare organizations. Special emphasis is placed on the customer-driven healthcare marketing approach through a wide range of perspectives including hospitals, physician practices, social marketing, international health, managed care, and biotechnology.

Prerequisite: MBA 5330.

**MBA 6350 - Management Information Systems**
4 credits

In this course students investigate the history of management information systems, the current state of development, and effective strategies for managing information systems in the global economy. Additional topics covered include planning, acquisition, and controls, security, and systems development.

Prerequisite: MBA 5010.

**MBA 6400 - Managing Organizational Change**
4 credits

This course provides the student with a contingency approach for managing human capital in a rapidly changing environment. Corporate change is examined from the standpoint of organizational structure, individual and group behavior, and personnel management.

Prerequisite: MBA 5600.

**MBA 6500 - Strategic Management in a Global Economy**
4 credits

The strategic impact on project assignment is considered in the context of global management. Students focus on the interplay of internal and external factors in planning for the future in the global organization. Other topics considered include a vision statement, strategic planning, and global enterprises.

Prerequisite: None.

**MBA 6550 - Effective Business Communication**
4 credits

Effective interpersonal communication is indispensable to the successful manager. This course explores conceptual and practical communication tools that entrepreneurs use to enhance rapport at the workplace.

Prerequisite: MBA 5010 and MBA 5020.

**MBA 6600 - Healthcare Law**
4 credits

This course focuses on legal principles and theories that relate to healthcare delivery, management, and administration. Specific attention is given to topics relating to healthcare tort liability, professional negligence, corporate liability, nursing law, reporting requirements, patient’s rights, and employment law.

Prerequisite: None.

**MBA 6610 - Current Issues in Finance**
4 credits

Contemporary trends in fiscal enterprise are studied to apprise the student regarding what financial practices they can expect in a workplace setting. Financial reports are subjected to exhaustive scrutiny in an attempt to broach real world versus theoretical accounting. Other topics discussed include tracking intangible assets, knowledge-based business finance, and global financial operations.

Prerequisite: MBA 6160.

**MBA 6700 - Studies in Leadership**
4 credits

This course examines the nature of corporate leadership from the standpoint of training and coaching. Common traits of successful corporate leaders, the individuals themselves, and environments that promote leadership success are studied to analyze comparable factors. Students learn that successful corporate leaders are born and made.

Prerequisite: MBA 5600.

**MCS - CYBERSECURITY**

**MCS 5000 - Cyber Law and Research Methods**
4 credits
The focus of this course is designed to expose the student to the expanding field of cyber law and the research methods required to allow students to conduct meaningful research in the field. Current practices, statutes, and the differences between state and federal laws will be covered. The student will be exposed to policies for the workplace to protect corporations, laws concerning identity theft, and reasonable use. Investigation into current research models is stressed and interpretations emphasized.
Prerequisite: None.
MCS 5150 -Cyber Terrorism
4 credits
The focus of this course is designed to expose the student to the expanding problems surrounding cyber terrorism. Local and national infrastructures will be discussed, along with problems posed by the same. Topics concerning power, banking, oil, and gas are among the infrastructures to be discussed. Past, current, and the inter-operability of terrorist groups will also be discussed. Case studies round out the student’s depth of learning.
Prerequisite: None.
MCS 5250 - Viral Activity and Malware
4 credits
In this course the student will learn to identify a wide range of computer viruses, worms, backdoors, rootkits, and Trojan horses. The student will be exposed to the most common methods by which computers are compromised and infected with malicious code. The structure and functionality of malicious code will be examined along with some of the possible motivations behind its distribution. The student will explore the propagation methods and potential for harm that various types of code present. The student will be presented with a number of methods and techniques that can be used to prevent compromise and limit propagation by infected computers. The hands-on labs will enhance the students’ familiarity and ability to detect computers that are infected with malicious code.
Prerequisite: MCS 5150.
MCS 5270 - Math for Security Professionals
4 credits
This course is designed to provide security professionals with general expertise related to the specific mathematics skills that security professionals require. Skills related to electronics logic calculations, cryptography, network design, and programming algorithms will be explored. This includes such topics as set theory, base numbers, prime number theory, and Boolean algebra. The student will complete exercises in each of these areas and be able to identify and apply the core concepts in each of these areas to related problems.
Prerequisite: None.
MCS 5300 - Psychological Profiling
4 credits
In this course the student will come across various computer hackers and methods used to crack into systems. The differences between hackers, crackers, white, black, and grayhats will be examined. Social engineering methods, terms such as dumpster diving, and latest technology used will be covered. Psychological profiles of hackers and possible similarities to other psychological profiles will be covered. The student will be exposed to specific case histories that demonstrate the described profiles.
Prerequisite: None.
MCS 5350 - Cryptography
4 credits
The focus of this course is to expose the student to the history, methods, and types of cryptography. Ancient and modern methods of concealing data will be covered, and methods used to crack the code will be covered. Examples of various ciphers, the math involved, and the complexities of utilizing this code for cyber purposes will be covered. Examples of coding and steganography are among the topics covered in the course.
Prerequisite: None.
MCS 6000 - Hardening the Operating System
4 credits
The student will be exposed to the most common vulnerabilities and a history of exploits against various operating systems and platforms. The student will be able to identify a significant range of these operating system vulnerabilities and then specify possible methods for reducing the risks or eliminating the risks posed by these vulnerabilities. Specific vulnerabilities and the identification of exploit signatures through logs and countermeasures will be described for various Novell, Microsoft, Linux, and MAC operating systems. The hands-on portion of this course will provide the student the opportunity to apply these hardening techniques to real world types of problems. The course is designed to help prepare the student to provide and verify security implementations in a mixed or heterogeneous operating system environment. Many of the tools used to manage and verify operating system security will be examined.
Prerequisite: MCS 5350.
MCS 6020 - Access Control Systems
4 credits
The student will learn the general concepts behind access control systems and using third-party software to enhance the core security needs for network file systems. This course will expose the student to Computer Associates eTrust program Access Control. This program, when combined with an operating system’s own internal security measures, enable the system to be rated at a B-2 security rating. The student will learn how to lock down an OS at the station and remotely. The student will learn how to deny and/or grant access to a network for various protocols, users, and file rights.
Prerequisite: MCS 5350.
MCS 6150 - Firewalls, Proxies, and Bastion Hosts
4 credits
In this course the student will learn to identify, evaluate, and position firewalls and intrusion detection systems. The student will explore numerous kinds of firewalls and the functionality that is associated with those devices. Concepts such as stateful packet inspection, proxy servers, and software and hardware firewall implementations will be examined and their use evaluated. The student will be exposed to the concepts behind bastion hosts and proxies.
Prerequisite: MCS 6000 (typically taken with MCS 6170).
MCS 6170 - Intrusion Detection Systems
4 credits
The use of intrusion detection systems and their placement as part of a strategic approach to network security will be...
presented to the student. The student will examine the implementation of various intrusion detection implementations such as those provided vendors such as Computer Associates or those available through open source code. In this course the student will learn to identify, evaluate, and position the Computer Associates eTrust intrusion detection program. From email to URLs and users, the student will learn how to grant or deny access to incoming and outgoing packets based on a ruleset. Acting as an Access Control List and more, CA’s eID program enables the network administrator to help further lock the network down from unwanted code or activity. 

Prerequisite: MCS 6000 (typically taken with MCS 6150). 

MCS 6250 - Computer Forensics
4 credits
During the course of study, the student will learn the goals of cyber forensics and how its use is affected by the legal system. Exposure to various products for extraction, examination, and the protection of evidence will be covered. Encrypted forms of data, including steganography, will be covered. Highlights of the secured portion(s) of this course will cover Computer Associates’ eTrust forensic program. This course is designed to map to the International Association of Computer Investigation Specialist (IACIS) exam. 
Prerequisite: None.

MCS 6270 - Network Traffic Analysis
4 credits
This course is designed to enable the students to perform network scans, interpret data streams, and to analyze the impact of what different types of network traffic have on a network. The student will use network monitoring tools such as Ethereal to intercept and read network traffic. The student will identify this traffic based on the type of conversations (IP, NetBios, TCP, UDP) and on the source and destination addresses of that traffic. The student will analyze the traffic to determine whether there is viral activity or hacking attempts occurring on the network. 
Prerequisite: None.

MCS 6350 - Secure Transmission Systems
4 credits
This course provides the student with a comprehensive survey of the technologies and methodologies used to conceal internet traffic, scramble voice conversations, and hide electronic communications from exposure to unauthorized individuals. The application of VPN technology will be explored with respect to shared and public/private key implementations. Public Key Infrastructure (PKI) will be explored, as will its role in securing data communications. Methods used to secure wireless communication will be examined. The student will identify where technologies such as Diffie-Hellman, RSA, MD5, IKE, or PGP should be employed, along with their advantages and disadvantages.
Prerequisite: None.

MCS 6400 - Compliance and Electronic Data
4 credits
In this course the student will learn to identify the range and impact of federal and state regulations that affect data and network operations within public and private sectors. Recently implemented laws and their associated regulations such as HIPAA, Sarbanes-Oxley, and Gramm-Leach-Bliley will be explored. Additional laws and regulations that affect electronic communications will also be explored. Their impact on corporate policy and the potential ramifications of non-compliance will be identified. Current cases involving these regulations will be reviewed, as will their actual or probable outcome. The student will review the methodology by which these regulations may be applied and the possible corporate responses to the application of these laws. 
Prerequisite: MCS 6000.
Administration

CAMPUS MANAGEMENT
Effective: July 27, 2016
Dale Turner – Campus President
Khaled Sakalla – Online Division President
Hiram Holt – Academic Dean
Miquelle Jones – Associate Dean
Misty Miller – Manager of Student Services
Marie Spraggins – Director of Student Affairs
Lester Arthur – Program Director – Information Technology/Networking
Cheryl Bandoo – Program Director – Diagnostic Medical Sonography
Hattie Bennett – Program Director (Online) – Business Administration
Jared Danks – Program Director – Culinary
Ashley Gipson – Program Director – Healthcare Reimbursement/Medical Billing and Coding
Joseph Griffitt – Program Director – Safety and Security/Commercial Driver License
Sharon Jones – Program Director – Surgical Technology
James Morgan – Program Director (Online) – Criminal Justice/Culinary and Pastry Arts/MBA/Paralegal Studies
Kallia Murry – Program Director – Pharmacy Technician
Jaime Nguyen – Program Director – Medical Assistant/Medical Office Administration
John Reid – Program Director – HVAC-R Technician
Le'Toya Robinson – Program Director – Cosmetology
Ami J. Scarbrough – Program Director (Online) – Health Sciences
Brooke Sorrells – Program Director (Online) – Accounting Specialist/Business Administration/Golf Course Management/Human Resource Management/Office Administration/Private Sector Accounting
Patrick Steele – Program Director (Online) – Student Experience/General Education
David Trott – Program Director – Respiratory Care

FACULTY
Effective: July 27, 2016
ERICA ANDERSON – Health Sciences
- B.A., Philosophy, University of Alabama at Birmingham, Birmingham, Alabama
- A.S., Respiratory Therapy, California College of Health Sciences, San Diego, California

CYNTHIA ARRINGTON – Business Administration
- M.A., Management, Faulkner University, Montgomery, Alabama
- B.A., Business Administration and Management, Birmingham-Southern College, Birmingham, Alabama

PRECIOUS BAKER – Cosmetology
- Cosmetologist, Southeastern School of Cosmetology, Birmingham, Alabama
- Cosmetology Instructor, Southeastern School of Cosmetology, Birmingham, Alabama
- Licensed Cosmetologist Instructor, Alabama Board of Cosmetology
  - Alabama Licensed Cosmetologist, Alabama Board of Cosmetology

CHERYL BANDOO – Health Sciences
- M.Ed., Leadership of Educational Organizations, American InterContinental University, Schaumburg, Illinois
- B.S., Diagnostic Medical Sonography, Adventist University of Health Sciences, Orlando, Florida
- Certificate, Diagnostic Medical Sonography, Cambridge College of Healthcare and Technology, Atlanta, Georgia
- RDMS (AB,OB), American Registry for Diagnostic Medical Sonography

REGGIOUS BELL – Business Administration
- B.S., Business Administration, University of Alabama in Huntsville, Huntsville, Alabama
• M.S., Accounting, University of Alabama in Huntsville, Huntsville, Alabama

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- M.S., Communication Studies, Shippensburg University, Shippensburg, Pennsylvania
- B.S., Communication, Clarion State College, Clarion, Pennsylvania

**STEVEN BUSTIN – Business**
- M.B.A., Business Administration, Golden Gate University, San Francisco, California
- B.S., General Business and Management, University of Maryland, College Park, Maryland

**TINA CALLAWAY – Business**
- M.B.A., Business Administration, Liberty University, Lynchburg, Virginia
- M.S., General Studies - Human Environmental Sciences, University of Alabama, Tuscaloosa, Alabama
- B.S.B., Management, University of Phoenix, Phoenix, Arizona

**MELISSA CARR – General Education**
- M.S., English/Technical Writing, Utah State University, Logan, Utah
- M.A., Teaching English to Speakers of Other Languages, Murray State University, Murray, Kentucky
- M.A., English, Murray State University, Murray, Kentucky
- B.A., English, University of Tennessee at Martin, Martin, Tennessee

**MICHELLE CARTER – Office Administration**
- M.B.A., Business Administration, Mississippi State University, Starkville, Mississippi
• B.S., Technology Teacher Education, Mississippi State University, Starkville, Mississippi
• Microsoft Office Specialist for Office Word 2010
• IC3 Specialist
• Microsoft Office Specialist for Office Word 2013
• Microsoft Office Specialist for Office Excel 2013
• Microsoft Office Specialist for Office PowerPoint 2013

AIMEE CASTRO – General Education
• M.A., Education, University of Alabama at Birmingham, Birmingham, Alabama
• B.A., Psychology, Loyola University, New Orleans, Louisiana

JAMES CLAYSON – Information Technology
• M.Ed., Education, Auburn University, Auburn, Alabama
• B.S.Ed., Education, Auburn University, Auburn, Alabama
• B.S., Computer Information Systems, Troy University, Troy, Alabama

STEPHANIE COSTON – Health Sciences
• M.S.N., Nursing Education, American Sentinel University, Aurora, Colorado
• B.S.N., Nursing, Jacksonville State University, Jacksonville, Alabama
• Registered Nurse

JEFFREY CUNNINGHAM – Paralegal
• J.D., Law, Western Michigan University, Kalamazoo, Michigan
• B.A., Speech Communication, Edinboro University of Pennsylvania, Edinboro, Pennsylvania
• License to practice law

MURRIE DIXON – General Education
• M.A., English, University of Alabama, Tuscaloosa, Alabama
• B.A., English, University of Alabama, Tuscaloosa, Alabama

JOHN DOLATOWSKI – Paralegal
• J.D., Law, Cleveland State University, Cleveland, Ohio
• B.A., Sociology, Cleveland State University, Cleveland, Ohio
• A.A.S., Criminal Justice, Finger Lakes Community College, Canandaigua, New York
• License to practice law

FELECIA EDWARDS – Office Administration
• Ed.S., Teaching and Learning, Liberty University, Lynchburg, Virginia
• M.S., Management, Troy University, Troy, Alabama
• B.S., Management, Miles College, Fairfield, Alabama
• Microsoft Office Specialist for Office Excel 2010
• Microsoft Office Specialist for Office Excel 2013

DEBORAH EVANS – Business
• B.S.C.B.A., Accounting, University of Alabama, Tuscaloosa, Alabama
• Certified Public Accountant

JAMES FARAH – General Education
• J.D., Law, Florida Coastal School of Law, Jacksonville, Florida
• D.B.A., Business Administration, Nova Southeastern University, Fort Lauderdale, Florida
• M.B.A., Business Administration, Jacksonville University, Jacksonville, Florida
• B.S., Management, Jacksonville University, Jacksonville, Florida
• Licensed to practice law
• Licensed Real Estate Broker
• Certified Court Mediator

JUDI FINKLER – Business
• M.B.A., Business and Management, University of Maryland, College Park, Maryland
• B.A., Accounting, Michigan State University, Lansing, Michigan
• Certified Public Accountant

EBONY FISHER – Health Science
• M.S., Nursing, Walden University, Minneapolis, Minnesota
• B.S., Nursing, Southeast Missouri State University, Cape Girardeau, Missouri

KRISTI GARRETT – Information Technology
• Ph.D., Instructional Leadership, University of Alabama, Tuscaloosa, Alabama
• M.S., Management, Troy University, Troy, Alabama
• B.S., Management Information Systems, Auburn University, Auburn, Alabama

LINDA GATER – General Education
• Ed.D., Educational Leadership, Samford University, Birmingham, Alabama
• Ed.S., Educational Leadership, Samford University, Birmingham, Alabama
• M.A., School Counseling, University of Alabama, Tuscaloosa, Alabama
• B.S., Secondary Education/Language Arts, University of Alabama, Tuscaloosa, Alabama
• Certified Class AA Educational Administrator

GREGORY GRYCZAN – Business
• M.B.A., Business Administration, Walden University, Minneapolis, Minnesota
• B.S., Business Administration, Walden University, Minneapolis, Minnesota
• A.A., General Education, Palm Beach Community College, Palm Beach, Florida

GARY HASCALL – Business
• D.M.G.T., Management, Webster University, St. Louis, Missouri
• M.A., Finance, Webster University, St. Louis, Missouri
• M.A., Management, Webster University, St. Louis, Missouri
• B.A., Mathematics, Webster University, St. Louis, Missouri

CAROL HOBAN – Health Sciences
• Ph.D., Biological Sciences, Georgia State University, Atlanta, Georgia
• M.S., Biology, Georgia State University, Atlanta, Georgia
• M.P.H., Epidemiology, Emory University, Atlanta, Georgia
• B.S., Biology, Emory University, Atlanta, Georgia
• A.A., Liberal Arts, Broward College, Fort Lauderdale, Florida

BARBARA HOPKINS – Health Sciences
• M.B.A., Healthcare Management, Baker College, Flint, Michigan
• B.B.A., Health Services Administration, Davenport University, Grand Rapids, Michigan
• Certified Coding Specialist

SANDRA HUDSON – Human Resource Management/Business
• M.B.A., Knowledge and Learning Management, Walden University, Minneapolis, Minnesota
• B.S., Knowledge and Learning Management, Walden University, Minneapolis, Minnesota
• A.A., General Education, Brevard Community College, Cocoa, Florida

KHADER JABRA – Information Technology
• M.B.A., Security Management, DeVry University, Downers Grove, Illinois
• M.S., Network Security, Capitol College, Laurel, Maryland
• B.S.B.A., Economics, Winthrop University, Rock Hill, South Carolina

KATHY JARRET – General Education
• M.A.Ed.H.D., Educational Technology Leadership, George Washington University, Washington, District of Columbia
• B.A., English, Bryant University, Smithfield, Rhode Island
• A.S., Computer/Business Applications, Johnson and Wales University, Providence, Rhode Island

KAREN JOHNSON – General Education
• Ed.D., Higher Education, Texas Tech University, Lubbock, Texas
• M.A.Ed., Reading, University of Texas of the Permian Basin, Odessa, Texas
• B.A., Mass Communications, University of Texas, Austin, Texas
• A.A., Odessa College, Odessa, Texas

AHMAD KASSEM – Information Technology
• M.S., Management Information Systems, Houston Baptist University, Houston, Texas
• B.B.A., Management Information Systems, University of Houston, Houston, Texas

COURTNEY KATSABOULAS – Business
• M.A., Accountancy, University of Mississippi, Oxford, Mississippi
• B.A., Accountancy, University of Mississippi, Oxford, Mississippi

SKY KONG – Office Administration
• M.S., Technology Education, University of Southern Mississippi, Hattiesburg, Mississippi
• B.S., Business Technology Education, University of Southern Mississippi, Hattiesburg, Mississippi
• Microsoft Office Specialist for Office Word 2010
• Microsoft Office Specialist for Office Excel 2010

• Microsoft Office Specialist for Office Access 2010
• Microsoft Office Specialist for Office PowerPoint 2010
• Microsoft Office Specialist for Office Word 2013
• Microsoft Office Specialist for Office Excel 2013
• Microsoft Office Specialist for Office Access 2013
• Microsoft Office Specialist for Office PowerPoint 2013

MARIAN LEERBURGER – Criminal Justice
• Ph.D., Government & Politics, University of Maryland, College Park, Maryland
• M.A., National Security Studies, Georgetown University, Washington, District of Columbia
• M.A., International Affairs, American University, Washington, District of Columbia
• A.B., Psychology & East Asian Studies, Colby College, Waterville, Maine

BRIAN LOGAN – Health Sciences
• D.C., Chiropractic, Life University, Marietta, Georgia
• B.A., Psychology, University of West Georgia, Carrollton, Georgia

BARBARA LOVELACE – Health Sciences
• M.A.Ed., Secondary Guidance & Counseling, University of Northern Iowa, Cedar Falls, Iowa
• B.A., Home Economics, University of Northern Iowa, Cedar Falls, Iowa
• A.S., Medical Administration, Southwest Florida College, Tampa, Florida
• Diploma, Medical Records & Coding, Southwest Florida College, Tampa, Florida
• C.M.R.S., Certified Medical Reimbursement Specialist

LYNN MACBETH – Paralegal/Human Resource Management
• J.D., Law, University of Pittsburgh, Pittsburgh, Pennsylvania
• B.A., English, Chatham College, Pittsburgh, Pennsylvania
• License to practice law

DAVID MAKIN – Criminal Justice
• Ph.D., Criminal Justice, Washington State University, Pullman, Washington
• M.S., Administration of Justice, University of Louisville, Louisville, Kentucky
• B.S., Criminal Justice, Pennsylvania State University, University Park, Pennsylvania

JANICE MARTIN – General Education
• Ed.D., Counselor of Education, University of Alabama, Tuscaloosa, Alabama
• N.D., Naturopathy, Trinity School of Natural Health, Warsaw, Indiana
• M.A., Special Education, University of Alabama, Tuscaloosa, Alabama
• B.A., Sociology, Samford University, Birmingham, Alabama
• Professional Counselor
• Professional Counselor Supervisor

KETSIA MCCLEASE (CHAPMAN) – General Education
• M.S., Education, Walden University, Minneapolis, Minnesota
•
• B.A., French, Randolph-Macon College, Lynchburg, Virginia
• Certified Professional Coder-Appliance

TODD MCKEEVER – Human Resource Management/Business
• M.S., Human Resource Management, La Roche College, Pittsburgh, Pennsylvania
• B.S.B.A., Marketing, Clarion University, Clarion, Pennsylvania

SHELYE MISHLER – Health Sciences
• M.B.A., Executive Management, Ashland University, Ashland, Ohio
• B.S.A.H.P., Medical Record Administration, Ohio State University, Columbus, Ohio
• A.A.S., Health Information Management Technology, Stark State College, North Canton, Ohio
• Registered Health Information Administrator

LEQUISHA MITCHELL – Health Sciences
• B.S., Health Information Management, University of Alabama at Birmingham, Birmingham, Alabama
• Registered Health Information Administrator

HENRY NELSON – Business
• Ed.D., School Administration, Vanderbilt University, Nashville, Tennessee
• M.T.S., Theological Studies, Emory University, Atlanta, Georgia
• M.B.A., Education Leadership, University of Alabama at Birmingham, Birmingham, Alabama
• M.B.A., Business Administration, Samford University, Birmingham, Alabama
• B.S., Accounting, Tuskegee University, Tuskegee, Alabama

BETTY OLMSTED – Health Sciences
• J.D., Law, University of Tulsa, Tulsa, Oklahoma
• M.A., French, University of Arkansas, Fayetteville, Arkansas
• B.A., French and Linguistics, University of Kansas, Lawrence, Kansas
• License to practice law

TANYA ORR – Business
• M.B.A., Business Administration, Dallas Baptist University, Dallas, Texas
• B.S., Accounting, Southeastern Louisiana University, Hammond, Louisiana

TAMELA PARRISH – Information Technology
• M.I.S., Information Systems, University of Phoenix, Phoenix, Arizona
• B.S., Information Systems, University of Alabama at Birmingham, Birmingham, Alabama

KENDRA PERRY-MULLIS – Criminal Justice
• M.S.C.J., Criminal Justice, University of Alabama at Birmingham, Birmingham, Alabama
• B.S., Sociology, University of Montevallo, Montevallo, Alabama

RICKEY PITTMAN – General Education
• M.A., English, Abilene Christian University, Abilene, Texas
• B.A., Christian Ministry, Abilene Christian University, Abilene, Texas

• B.A., Bible/Greek, Abilene Christian University, Abilene, Texas
• Graduate Teaching Certificate

ANGELA POSTON-KORNEGAY – Office Administration
• M.A., Organizational Management, Trevecca Nazarene University, Nashville, Tennessee
• B.S., Liberal Studies, Belmont University, Nashville, Tennessee
• Microsoft Office Specialist for Office Word 2010
• Microsoft Office Specialist for Office Word 2013

ROCHELLE PRESTAGE – Business
• M.S., Administration, Human Resource Management, Central Michigan University, Mount Pleasant, Michigan
• M.A., Adult and Continuing Education, Michigan State University, East Lansing, Michigan
• B.S., Employee Relations, Michigan State University, East Lansing, Michigan
• Certified Senior Professional of Human Resources
• Certified Senior Professional Coder

WANDA REGISTER – Health Sciences
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• B.S., Health Information Management, Florida A&M University, Tallahassee, Florida
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• Certified Professional Coder

BRIAN ROBISON – Criminal Justice
• M.S., Criminal Justice Administration, Ferris State University, Big Rapids, Michigan
• B.S., Criminal Justice, Ferris State University, Big Rapids, Michigan
• A.A., Criminal Justice, Ferris State University, Big Rapids, Michigan

ZARA SETTE-ROACH – Paralegal
• J.D., Law, Quinnipiac University, Hamden, Connecticut
• M.P.S., Labor Management Studies, State University of New York at Stony Brook, Stony Brook, New York
• B.A., Industry & Labor Relations, State University of New York College at Potsdam, Potsdam, New York
• B.A., Elementary Education, State University of New York College at Potsdam, Potsdam, New York
• Licensed to practice law

ROBIN SHAH – Business
• M.B.A., Business Administration, DeVry University, Downers Grove, Illinois
• B.S., Accountancy, Arizona State University, Phoenix, Arizona
• Certified Management Accountant
• Certified Public Accountant

JAMES SMITH – Criminal Justice
• M.S., Safety, University of Southern California, Los Angeles, California
• B.S., Biology, Troy University, Troy, Alabama
• A.S., Emergency Medical Technology, George C. Wallace Community College, Dothan, Alabama

TIMOTHY SMITH – General Education
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B.A., Political Science, University of Alabama at Birmingham, Birmingham, Alabama
Licensed Practical Nurse

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M.B.A., Management, Argosy University, Orange, California
B.S., Management, St. Cloud State University, St. Cloud, Minnesota
Certified Professional Coder

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M.B.A., Accounting/Finance, Baker College, Flint Township, Michigan
B.S., Business/Accounting, University of Phoenix, Phoenix, Arizona
A.S., Nursing, Pensacola Junior College, Pensacola, Florida

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B.A., Liberal Arts, Evergreen State College, Olympia, Washington

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B.S., Biology, Samford University, Birmingham, Alabama

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B.B.A., Management, University of Houston, Downtown, Houston, Texas
Criminal Justice Education Certified

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B.S.Ed., Chemistry Education, Miles Colleges, Fairfield, Alabama

GLENN VALDISERRI – Business
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M.B.A., Business Administration, University of Phoenix, Phoenix, Arizona
B.S.B.A., Accounting, Point Park College, Pittsburgh, Pennsylvania

JOE VINES – General Education
Ph.D., Linguistics, English as a Second Language, University of Florida, Gainesville, Florida
M.A., Journalism, University of Georgia, Athens, Georgia
B.A., English, University of Georgia, Athens, Georgia
Teaching English to Speakers of Other Languages certified

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B.S.Ed., Vocational Education, University of Alabama at Birmingham, Birmingham, Alabama
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Microsoft Office Specialist for Office Excel 2013

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Microsoft Office Specialist for Office Word 2013

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M.Div., Theology, Emory University, Atlanta, Georgia
B.A., Religion, Athens State University, Athens, Alabama

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B.A., Multi-Subject K-8, Marshall University, Huntington, West Virginia
Microsoft Office Specialist for Office Word 2010
Microsoft Office Specialist for Office Word 2013

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B.A., Criminology, University of South Florida, Tampa, Florida
Information Assurance and Cybersecurity certified

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B.S., Business Administration/Management, Mercy College, Dobbs Ferry, New York

LEGAL STATUS
Effective: November 1, 2016
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Avy Stein (Chairman), John Bakalar, Christopher Boehm, Scott Conners, Jerry Dervin, John P. Frazee, Jr., Gary Kerber, Christopher Larson, Michael Lavin, Thomas A. Moore, Jr., Michael Moskow, David Pauldine, Stuart Reed, Matt Shafer, and Denis Suggs.
## 2017 Academic Calendar

### Holiday Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 16</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>April 14</td>
<td>Good Friday</td>
</tr>
<tr>
<td>May 29</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day</td>
</tr>
<tr>
<td>September 4</td>
<td>Labor Day</td>
</tr>
<tr>
<td>November 22-26</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>December 20-January 9, 2018</td>
<td>Term Break</td>
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### Regular Terms

#### Drop/Add Dates

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<tbody>
<tr>
<td>Winter</td>
<td>January 17</td>
<td>January 17</td>
<td>January 24</td>
<td>March 21</td>
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<td>March 30</td>
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<tr>
<td>Spring</td>
<td>April 5</td>
<td>April 5</td>
<td>April 11</td>
<td>June 7</td>
<td>June 19</td>
<td>June 20</td>
<td>June 20</td>
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<tr>
<td>Summer</td>
<td>June 26</td>
<td>June 26</td>
<td>July 3</td>
<td>August 28</td>
<td>September 7</td>
<td>September 8</td>
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<tr>
<td>Fall</td>
<td>October 4</td>
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<td>October 10</td>
<td>December 6</td>
<td>December 18</td>
<td>December 19</td>
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#### Last Day to WP

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<tr>
<td>Spring</td>
<td>April 5</td>
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<td>April 11</td>
<td>June 7</td>
<td>June 19</td>
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<td>December 18</td>
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### Fall Terms

#### Mini - Terms

#### Drop/Add Dates

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<tbody>
<tr>
<td>Winter</td>
<td>February 22</td>
<td>February 22</td>
<td>February 23</td>
<td>March 15</td>
<td>March 29</td>
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<tr>
<td>Summer</td>
<td>July 31</td>
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<td>August 1</td>
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<tr>
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<td>November 29</td>
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</table>
2017 Cosmetology Academic Calendar
Effective: October 19, 2016

**Holiday Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
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<tbody>
<tr>
<td>January 16</td>
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<td>Independence Day</td>
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<tr>
<td>September 4</td>
<td>Labor Day</td>
</tr>
<tr>
<td>November 22 - 26</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>December 23 - 1</td>
<td>Christmas Break</td>
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**Module Breaks**

<table>
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<tbody>
<tr>
<td>March 21 - 24</td>
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<td>May 17 - 22</td>
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<td>July 14 - 19</td>
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<tr>
<td>September 11 - 14</td>
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<tr>
<td>November 6 - 9</td>
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**Day Classes**

<table>
<thead>
<tr>
<th>Module Start Date</th>
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<tbody>
<tr>
<td>January 3</td>
<td>January 27</td>
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<tr>
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<tr>
<td>December 11</td>
<td>January 11, 2018</td>
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*These module start dates are available for first-time Cosmetology students.
# 2017 Electrical Technician Academic Calendar

<table>
<thead>
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