

# 2016 - 2017 CATALOG

Virginia College  
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*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. The College reserves the right to revise the catalog at any time. The contents of this catalog are for informational purposes only.*

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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!

Campus President

# General Information

## MISSION

Virginia College is a private, proprietary institution of higher education committed to offering diplomas and associate'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.

## MAIN CAMPUS

The main campus of Virginia College is located at 488 Palisades Boulevard in Birmingham, Alabama, and may be reached by telephone at (205) 802-1200.

## 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](http://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.

The programs offered by Virginia College campuses 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.

### **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 93-083, "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](http://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](http://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](http://www.vc.edu/catalogs) or can be obtained from the Office of the Academic Dean.

### **ACCREDITATIONS AND APPROVALS**

#### **Accreditation**

Virginia College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award diplomas and associate'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 Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists, 7272 Wisconsin Avenue, Bethesda, Maryland 20814, (301) 657-3000, [www.ashp.org](http://www.ashp.org).

#### **Licenses and Authorizations**

- U.S. Department of Education

#### **Authorization Statement**

The Jacksonville Campus is licensed by the Commission for Independent Education (CIE ID No. 3825), Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, (850) 2453200 or the toll-free telephone number (888) 224-6684.

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 work toward obtaining such additional approvals.

Accreditation and licensure documents may be reviewed in the office of the Campus President.

## **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](http://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.

## **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](mailto: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:

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 including the usage of another student's work either verbally or in writing on class assignments, homework assignments, projects, quizzes, and examinations

Please see the Virginia College Student Handbook for comprehensive information.

# Undergraduate Admissions

## ADMISSIONS PROCEDURES

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 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 minimum SLE score for all programs is 10. 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. 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 Florida High School Diploma, the high school diploma of another state equivalent to a State of Florida High School Diploma, or an equivalent diploma issued by an acceptable non-public 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 Florida 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. Students must have one of the following on file with the College by the end of their first term of study: 1) a copy of their high school diploma, 2) a copy of their GED, or 3) an official high school transcript.
6. Cosmetology students must have an official high school transcript or GED transcript on file with the College by the end of provisional enrollment.
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 graduation.

## 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).

Those 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 on 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 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.

## 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 26, 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.

## 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 student multiple leaves as long as the total number of days for all leaves does not exceed 180 days within a 12-month period. This 12-month period begins on the first day of the student's initial leave.

When the student is ready to return, the student must provide documentation from her healthcare provider stating she is released 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

- The definition of a payment period is one term for credit hour programs.
- There are a total of three payment periods in the Cosmetology clock hour program. Each payment period is 500 clock hours.

## 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.

The Cosmetology program requires 1500 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 Pharmacy Technician program.
- 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.

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 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 may be determined as not attending and may 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.

### **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.

## **MILITARY 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.

### **Military Attendance Policy**

**Effective: July 26, 2016**

The State of Florida Department of Veterans Affairs requires that students receiving VA educational benefits to attend no less than 80 percent of scheduled course time in each enrolled course in a calendar month in order to remain eligible for all VA educational benefits. If absences exceed 20 percent of the scheduled course time during the month, the student will become ineligible for certain VA educational benefits due to unsatisfactory attendance. Student may regain eligibility by meeting the attendance policy for one full month.

Excused absences due to documentable mitigating circumstances as approved by the campus will not count toward the total absences with regard to maintaining eligibility for VA educational benefits. For any partial month where the course is scheduled for two weeks (14 consecutive days) or less during the month, the attendance calculation will be calculated by combining the partial month with the full month that is either preceding or following the partial month. Additionally, any course that meets only once per week, the institution will monitor the VA attendance policy over the length of the course.

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. 17).

**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:

|             |   |                        |
|-------------|---|------------------------|
| 100-90      | A | 4 Quality Grade Points |
| 89-80       | B | 3 Quality Grade Points |
| 79-70       | C | 2 Quality Grade Points |
| 69-60       | D | 1 Quality Grade Points |
| 59 or below | F | 0 Quality Grade Points |

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, 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. 18) below).

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

| Evaluation Checkpoint                             | Minimum CGPA | Minimum Completion of Clock Hours Attempted |
|---|--------------|---|
| 500 Clock Hours Attempted                         | 1.50         | 50%   |
| 1000 Clock Hours Attempted                        | 2.00         | 66.67%                                      |
| 1500 Clock Hours Attempted to 150% of the Program | 2.00         | 66.67%                                      |

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

| Credit Hours Attempted at Evaluation             | Minimum CGPA | Minimum Completion of Credits Attempted |
|--|--------------|---|
| 1 to 12 Credit Hours Attempted                   | 1.50         | 66.67%                                  |
| 13 to 24 Credit Hours Attempted                  | 1.75         | 66.67%                                  |
| 25 Credit Hours Attempted to 150% of the Program | 2.0          | 66.67%                                  |

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

| Credit Hours Attempted at Evaluation             | Minimum CGPA | Minimum Completion of Credits Attempted |
|--|--------------|---|
| 1 to 18 Credit Hours Attempted                   | 2.0          | 100%                                    |
| 19 to 36 Credit Hours Attempted                  | 2.0          | 50%                                     |
| 37 Credit Hours Attempted to 150% of the Program | 2.0          | 66.67%                                  |

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

| Credit Hours Attempted at Evaluation             | Minimum CGPA | Minimum Completion of Credits Attempted |
|--|--------------|---|
| 1 to 12 Credit Hours Attempted                   | 1.00         | 50%                                     |
| 13 to 24 Credit Hours Attempted                  | 1.50         | 60%                                     |
| 25 to 36 Credit Hours Attempted                  | 1.75         | 66.67%                                  |
| 37 Credit Hours Attempted to 150% of the Program | 2.00         | 66.67%                                  |

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

| Credit Hours Attempted at Evaluation             | Minimum CGPA | Minimum Completion of Credits Attempted |
|--|--------------|---|
| 1 to 24 Credit Hours Attempted                   | 1.00         | 50%                                     |
| 25 to 48 Credit Hours Attempted                  | 1.50         | 60%                                     |
| 49 Credit Hours Attempted to 150% of the Program | 2.00         | 66.67%                                  |

**MTF – Maximum Time Frame**

The College's standard academic year for credit hour students is defined as 36 quarter credit hours. For Cosmetology students, the College's standard academic year is 1000 clock hours. The maximum time frame (MTF) is defined as 150 percent of the normal program length in credit/clock hours in which the educational objective must be successfully completed. Program length is defined as the number of credit/clock hours required to complete a program. To calculate the course completion percentage, divide the number of cumulative hours successfully completed by the number of cumulative hours attempted/attended.

Also, at the 150 percent checkpoint, if the student has not satisfactorily completed the program, the student may be terminated and will lose any further FSA eligibility for that program. The student must request in writing to remain enrolled in order to complete the program. The student will not be charged tuition and may receive the original academic credential for which he or she enrolled.

**Evaluation Schedule**

SAP will be monitored at the end of each term/payment period. At the end of each term/payment period, students will be evaluated for the minimum CGPA and the rate of progression according to the standard as defined in the tables above.

**Warning**

This is the status assigned to a student who fails to make SAP (CGPA or MTF for hours attempted) at the end of any given term/payment period. The student will be notified of Warning status in writing. The College encourages the student to seek academic advisement to regain regular status prior to the end of the next term/payment period. A student on Warning status may receive FSA for one term/payment period despite the determination the student is not maintaining SAP. No appeal is necessary.

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 SAP Appeal Process). Students whose appeals are granted are placed in Probation status. If a student elects not to appeal the dismissal, the student must sit out at least one term and then apply for re-entry. At that time, the student will need to complete the appeal process outlined below.

**Probation**

This is the status assigned to a student who fails to make SAP (CGPA or MTF for hours attempted) in the term/payment period following the term/payment period in which the student was placed on Warning status and who has successfully requested an appeal. If a student is granted an appeal, the student will be placed on Probation status for one additional term/payment period or until a 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/payment period 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.

**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, 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 calculating the 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 Florida 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. 17)" 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, then 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 a dependent undergraduate student is \$31,000 (no more than \$23,000 of this amount may be subsidized loans).

If the student is an independent undergraduate student or a dependent student whose parents are unable to qualify for a PLUS Loan, he/she may borrow up to the following:

- \$9,500 if the student is a first-year student enrolled in a program of study that is at least a full academic year (at least \$6,000 of this amount must be in unsubsidized loans)
- \$10,500 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 \$6,000 of this amount must be in unsubsidized loans)
- \$12,500 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 \$7,000 of this amount must be in unsubsidized loans)

- \$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.)

#### **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 more information on prior and current interest rates visit: <http://studentaid.ed.gov/types/loans/interest-rates>.

Stafford loans have a loan fee assessed that the borrower is responsible to repay. For more information on prior and current loan fees visit:

<http://studentaid.ed.gov/types/loans/interest-rates>.

The Federal Subsidized Stafford Loan is deferred while the student is enrolled in College and for a period of six months beyond the student's last date of attendance. The Federal government pays the interest on Federal Subsidized Stafford Loans as long as the student remains in college on at least a half-time status. Deferments after the student drops below half-time status are not automatic, and the student must contact the lender concerning his/her loan. Applications can be obtained from the College's Student Finance Office or from the lender. For additional deferment information, contact the Student Finance Office.

#### **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 programs for professional career training. These scholarship programs may be based on several factors including a student's prior academic achievement, attendance, entrance scores, financial need, or others. Scholarship Committee membership shall include two appropriate College officials.

**NOTE:** An institutional scholarship cannot create a credit balance on a student's account. Institutional scholarships are applied after all other funding sources have 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 two 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. Up through the 60 percent point in each payment period or period of enrollment, a pro rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60 percent point in the payment period or period of enrollment, a student has earned 100 percent of the SFA Program funds. If the amount disbursed to the student is less than the amount the student earned and for which the student is otherwise eligible, the student is eligible to

#### TUITION

**Effective: December 2, 2016**

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 taken from their 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:

receive a post-withdrawal disbursement of the earned aid that was not received.

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.

Number of Weeks or Clock Hours Scheduled to Last Day of Attendance

---

Number of Weeks or Clock Hours in Period

Percentage Completed

= (rounding the third decimal place up if the fourth decimal place is 5 or above)

**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.

- 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.

| Diploma Programs              | Program Credit Hours | Price Per Quarter | Estimated Total Tuition |
|-------------------------------|----------------------|-------------------|-------------------------|
| Business Office Specialist    | 36                   | \$4,794           | \$14,382                |
| Culinary Arts                 | 48                   | \$5,297           | \$15,891                |
| Customer Service Professional | 36                   | \$4,794           | \$14,382                |
| Electrical Technician         | 48                   | \$4,128           | \$16,512                |
| Medical Assistant             | 60                   | \$4,794           | \$23,970                |
| Medical Billing and Coding    | 60                   | \$4,794           | \$23,970                |
| Network Technician            | 36                   | \$4,884           | \$14,652                |
| Pastry Arts                   | 48                   | \$5,297           | \$15,891                |
| Patient Care Technician       | 48                   | \$4,794           | \$19,176                |
| Pharmacy Technician           | 60                   | \$4,794           | \$23,970                |
| Sales Professional            | 36                   | \$4,794           | \$14,382                |

**Associate's Degree Programs**

|                           |     |         |          |
|---------------------------|-----|---------|----------|
| Business Administration   | 96  | \$4,794 | \$38,352 |
| Healthcare Reimbursement  | 96  | \$4,794 | \$38,352 |
| Medical Assistant         | 96  | \$4,794 | \$38,352 |
| Medical Office Management | 96  | \$4,794 | \$38,352 |
| Network Engineering       | 100 | \$4,884 | \$40,700 |

| Clock Hour Diploma Program | Program Clock Hours | Price Per Clock Hour | Price Per Payment Period | Estimated Total Tuition |
|----------------------------|---------------------|----------------------|--------------------------|-------------------------|
| Cosmetology *              | 1500                | \$14.15              | \$7,075                  | \$21,225                |

\* Tuition is charged per payment period. The Cosmetology program has 3 payment periods of 500 clock hours each.

| Fee                | Amount | Note                   |
|--------------------|--------|------------------------|
| Administration Fee | \$250  | Per Initial Enrollment |
| Re-Entry Fee       | \$150  | Per Re-Enrollment      |
| Online Fee         | \$25   | Per Course             |

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 REFUND POLICY**

Virginia College considers the first term/payment period as the student's initial period of enrollment. The student is not entitled to a refund if the last date of attendance occurs after 20 percent of the term/payment period has elapsed.

Nonrefundable fees regarding admission and registration of Florida students shall not exceed \$150.

| Withdrawal Date                               | Tuition Refunded | Tuition Retained |
|---|------------------|------------------|
| Prior to Attending Classes                    | 100.00%          | 0.00%            |
| Within the First Week                         | 100.00%          | 0.00%            |
| After the First Week But Within the First 10% | 90.00%           | 10.00%           |
| After 10% But Within 20%                      | 80.00%           | 20.00%           |
| After 20%                                     | 0.00%            | 100.00%          |

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.

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

**Cancellation Prior to Entrance**

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

**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 re-enter in their subsequent enrollment.

**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 re-apply to the program.

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 assessed 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 College's 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 30 days after the date of determination to the appropriate SFA program.

**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.**

# Programs

# 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

|          |                             |           |
|----------|-----------------------------|-----------|
| AOM 1010 | Keyboarding                 | 4 credits |
| AOM 1100 | Word Processing             | 4 credits |
| AOM 1200 | Spreadsheets                | 4 credits |
| BUS 1000 | Introduction to Business    | 4 credits |
| BUS 1100 | Business Communication      | 4 credits |
| BUS 1410 | Principles of Accounting I  | 4 credits |
| BUS 1420 | Principles of Accounting II | 4 credits |
| BUS 1770 | Customer Service            | 4 credits |
| BUS 2050 | Financial Analysis          | 4 credits |
| BUS 2760 | Personnel Management        | 4 credits |
| BUS 2950 | Managing Projects           | 4 credits |
| BUS 3200 | Microeconomics              | 4 credits |
| BUS 3220 | Macroeconomics              | 4 credits |
| MGT 3010 | Introduction to Marketing   | 4 credits |

**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

|          |                             |           |
|----------|-----------------------------|-----------|
| 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 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**

**TOTAL CREDIT HOURS: 96**

## 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

|          |                             |           |
|----------|-----------------------------|-----------|
| AOM 1100 | Word Processing             | 4 credits |
| AOM 1200 | Spreadsheets                | 4 credits |
| AOM 1400 | Presentations               | 4 credits |
| BUS 1000 | Introduction to Business    | 4 credits |
| BUS 1010 | Business Essentials         | 4 credits |
| BUS 1100 | Business Communication      | 4 credits |
| BUS 2950 | Managing Projects           | 4 credits |
| EDU 1010 | Learning Framework          | 4 credits |
| EDU 1020 | Career Exploration/Planning | 4 credits |

**TOTAL CREDIT HOURS: 36**

## 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

|          |   |                 |
|----------|---|-----------------|
| COS 4110 | Introduction to Cosmetology                                   | 125 clock hours |
| COS 4120 | Basic Sculpt and Design                                       | 125 clock hours |
| COS 4130 | Basic Nail, Skin Care and Long Hair Design                    | 125 clock hours |
| COS 4140 | Basic Texture and Color                                       | 125 clock hours |
| COS 4210 | Wigs and Hair Additions with Electricity                      | 125 clock hours |
| COS 4220 | Advanced Sculpt and Design                                    | 125 clock hours |
| COS 4230 | Advanced Nail and Skin Techniques with Anatomy and Physiology | 125 clock hours |
| COS 4240 | Men's Sculpt and Color Techniques                             | 125 clock hours |
| COS 4310 | Beauty Business   | 125 clock hours |
| COS 4320 | State Law and Board Exam Review                               | 125 clock hours |
| COS 4330 | General Skills Efficiency I                                   | 125 clock hours |
| COS 4340 | General Skills Efficiency II                                  | 125 clock hours |

**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 Florida 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 Florida. 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.

# 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

|          |   |            |
|----------|---|------------|
| CUL 1030 | Intermediate and Advanced Techniques of Culinary Arts | 18 credits |
| CUL 2060 | Culinary Externship                                   | 8 credits  |
| EDU 1024 | The Hospitality Industry and Career Planning          | 4 credits  |
| PBC 1010 | Fundamentals of Culinary and Pastry Arts              | 18 credits |

*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**



## 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

|          |                              |           |
|----------|------------------------------|-----------|
| AOM 1100 | Word Processing              | 4 credits |
| AOM 1200 | Spreadsheets                 | 4 credits |
| BUS 1010 | Business Essentials          | 4 credits |
| BUS 1100 | Business Communication       | 4 credits |
| BUS 1770 | Customer Service             | 4 credits |
| BUS 1780 | Customer Service Call Center | 4 credits |
| BUS 1790 | Customer Service Hospitality | 4 credits |
| EDU 1010 | Learning Framework           | 4 credits |
| EDU 1020 | Career Exploration/Planning  | 4 credits |

**TOTAL CREDIT HOURS: 36**

# 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

|          |  |                          |
|----------|--|--------------------------|
| ELE 1300 | Electrical Concepts                                  | 6 quarter credit hours   |
| ELE 1350 | Raceway Systems                                      | 6 quarter credit hours   |
| ELE 1500 | Residential and Commercial Wiring                    | 6 quarter credit hours   |
| ELE 1550 | Lighting Applications and Electronic Theory          | 6 quarter credit hours   |
| ELE 1600 | Grounding, Circuit Breakers, and Branch Circuits     | 6 quarter credit hours   |
| ELE 1650 | Electric Services and Overcurrent Protection         | 6 quarter credit hours   |
| ELE 1700 | Distribution Equipment, Transformers, and Estimating | 6 quarter credit hours   |
| ELE 1750 | Motor Theory and Applications                        | 6 quarter credit hours   |
| ELE 1800 | Control Systems                                      | 6 quarter credit hours   |
| ELE 1850 | Hazardous Locations, Emergency Systems, and PLCs     | 6 quarter credit hours   |
| TRS 1000 | Introduction to Trades                               | 6 quarter credit hours   |
| TRS 1050 | Electricity for Trades                               | 5.5 quarter credit hours |

**Subtotal: 71.5**

## 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

|          |   |           |
|----------|---|-----------|
| ANP 1125 | Anatomy and Physiology: Body Structures with Medical Terminology    | 4 credits |
| ANP 1135 | Anatomy and Physiology: Organs and Systems with Medical Terminology | 4 credits |
| BUS 1010 | Business Essentials   | 4 credits |
| BUS 1770 | Customer Service  | 4 credits |
| MBC 1010 | Medical Coding: Current Procedural Terminology                      | 4 credits |
| MBC 1025 | Medical Coding: ICD-9-CM and ICD-10-CM                              | 4 credits |
| MBC 1038 | Medical Coding: Outpatient Coding                                   | 4 credits |
| MBC 1040 | Advanced Coding   | 4 credits |
| MBC 1800 | Medical Billing and Reimbursement                                   | 4 credits |
| MBC 2400 | Computerized Billing Procedures                                     | 4 credits |
| MBC 2560 | Medical Billing and Coding Certification Review                     | 2 credits |
| MBC 2600 | Medical Billing and Coding Externship                               | 6 credits |
| MED 1140 | Medical Law and Ethics  | 4 credits |
| MED 1210 | Pathophysiology   | 4 credits |
| MED 1850 | Medical Insurance Applications                                      | 4 credits |
| MED 2000 | Computerized Medical Records Systems                                | 4 credits |

**Subtotal: 64**

### 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 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 either assures 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 Florida. 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.

**TOTAL CREDIT HOURS: 96**

## 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 26, 2016**

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

*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 Florida. 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 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 26, 2016

|          |   |           |
|----------|---|-----------|
| ANP 1125 | Anatomy and Physiology: Body Structures with Medical Terminology    | 4 credits |
| ANP 1135 | Anatomy and Physiology: Organs and Systems with Medical Terminology | 4 credits |
| BUS 1010 | Business Essentials   | 4 credits |
| BUS 1770 | Customer Service  | 4 credits |
| MEA 1015 | Clinical Office Procedures  | 4 credits |
| MEA 1025 | Clinical Office Procedures – Laboratory                             | 4 credits |
| MEA 1035 | Advanced Clinical Office Procedures                                 | 4 credits |
| MEA 2555 | Medical Assisting Certification Exam Review                         | 2 credits |
| MEA 2600 | Medical Assisting Externship  | 6 credits |
| MED 1080 | Medical Office Procedures   | 4 credits |
| MED 1150 | Pharmacology and Drug Administration                                | 4 credits |
| MED 1210 | Pathophysiology   | 4 credits |
| MED 1800 | Medical Laboratory Procedures                                       | 4 credits |
| MED 1840 | Medical Insurance Procedures  | 4 credits |
| MED 1850 | Medical Insurance Applications                                      | 4 credits |
| MED 2000 | Computerized Medical Records Systems                                | 4 credits |

**Subtotal: 64**

### 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 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**

*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 Florida. 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

|          |   |           |
|----------|---|-----------|
| ANP 1125 | Anatomy and Physiology: Body Structures with Medical Terminology    | 4 credits |
| ANP 1135 | Anatomy and Physiology: Organs and Systems with Medical Terminology | 4 credits |
| BUS 1010 | Business Essentials   | 4 credits |
| EDU 1010 | Learning Framework  | 4 credits |
| EDU 1020 | Career Exploration/Planning   | 4 credits |
| MBC 1010 | Medical Coding: Current Procedural Terminology                      | 4 credits |
| MBC 1025 | Medical Coding: ICD-9-CM and ICD-10-CM                              | 4 credits |
| MBC 1038 | Medical Coding: Outpatient Coding                                   | 4 credits |
| MBC 1800 | Medical Billing and Reimbursement                                   | 4 credits |
| MBC 2400 | Computerized Billing Procedures                                     | 4 credits |
| MBC 2560 | Medical Billing and Coding Certification Review                     | 2 credits |
| MBC 2600 | Medical Billing and Coding Externship                               | 6 credits |
| MED 1140 | Medical Law and Ethics  | 4 credits |
| MED 1210 | Pathophysiology   | 4 credits |
| MED 2000 | Computerized Medical Records Systems                                | 4 credits |

**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 Florida. 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 MANAGEMENT (ASSOCIATE OF SCIENCE)

The Medical Office Management program is designed to prepare students for entry-level management positions in the medical field, combining knowledge of the medical office and patient contact. This program is designed to teach the student to work closely with doctors to organize the front office and provide patient care services. This program provides instruction in clinical procedures, medical office procedures, and insurance billing, combined with general education course work required for attainment of a degree credential.

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

- provide clinical and administrative skills in a medical setting;
- prepare and maintain the examination treatment area under the supervision of a physician;
- manage a clinical office under minimal supervision;
- use computer technology and administrative skills in a healthcare environment;
- provide emergency care including Cardiopulmonary Resuscitation (CPR);
- provide the professional employer with strong administrative skills; and
- coordinate a job search.

### Area of Concentration

|                     |   |           |
|---------------------|---|-----------|
| ANP 1120            | Anatomy and Physiology: Body Structures             | 4 credits |
| ANP 1130            | Anatomy and Physiology: Organs and Systems          | 4 credits |
| AOM 1010            | Keyboarding   | 4 credits |
| BUS 1000            | Introduction to Business                            | 4 credits |
| BUS 1410            | Principles of Accounting I                          | 4 credits |
| BUS 2760            | Personnel Management                                | 4 credits |
| MEA 1010            | Clinical Office Procedures I                        | 4 credits |
| MEA 1020            | Clinical Office Procedures II                       | 4 credits |
| MED 1010            | Medical Terminology                                 | 4 credits |
| MED 1080            | Medical Office Procedures                           | 4 credits |
| MED 1140            | Medical Law and Ethics                              | 4 credits |
| MED 1150            | Pharmacology and Drug Administration                | 4 credits |
| MED 1840            | Medical Insurance Procedures                        | 4 credits |
| MED 1850            | Medical Insurance Applications                      | 4 credits |
| MED 2500            | Medical Office Management Certification Exam Review | 2 credits |
| MED 2600            | Medical Office Management Externship                | 6 credits |
| <b>Subtotal: 64</b> |   |           |

### Foundation

|                    |                             |           |
|--------------------|-----------------------------|-----------|
| EDU 1010           | Learning Framework          | 4 credits |
| EDU 1020           | Career Exploration/Planning | 4 credits |
| <b>Subtotal: 8</b> |                             |           |

### 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 quarter hours as indicated below:

|                                |            |
|--------------------------------|------------|
| Communications                 | 12 credits |
| Humanities and Fine Arts       | 4 credits  |
| Mathematics                    | 4 credits  |
| Social and Behavioral Sciences | 4 credits  |
| <b>Subtotal: 24</b>            |            |

**NOTE:** Qualified graduates from this program may be eligible to sit for the Certified Medical Administrative Assistant (CMAA) 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 Florida. 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**

# 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

|          |   |           |
|----------|---|-----------|
| NET 1050 | Computer Hardware Essentials                | 4 credits |
| NET 1055 | Network, Multimedia, and Printer Essentials | 4 credits |
| NET 1060 | Operating System Essentials                 | 4 credits |
| NET 1065 | Operating System Diagnostics                | 4 credits |
| NET 1110 | Network and TCP/IP Fundamentals             | 6 credits |
| NET 1115 | Network Security Fundamentals               | 6 credits |
| NET 2280 | Cisco Network Entry Technician              | 6 credits |
| NET 2285 | Cisco Network Associate                     | 6 credits |
| NET 2420 | Microsoft Windows Server Infrastructure     | 6 credits |
| NET 2425 | Microsoft Windows Server Administration     | 6 credits |

**Subtotal: 52**

## Area of Concentration Electives

A minimum of 48 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: 48**

## 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 16 credits as indicated below:

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

**Subtotal: 16**

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

**TOTAL CREDIT HOURS: 100**

# 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

|          |   |           |
|----------|---|-----------|
| EDU 1010 | Learning Framework                          | 4 credits |
| EDU 1020 | Career Exploration/Planning                 | 4 credits |
| NET 1050 | Computer Hardware Essentials                | 4 credits |
| NET 1055 | Network, Multimedia, and Printer Essentials | 4 credits |
| NET 1060 | Operating System Essentials                 | 4 credits |
| NET 1065 | Operating System Diagnostics                | 4 credits |
| NET 1110 | Network and TCP/IP Fundamentals             | 6 credits |
| NET 1115 | Network Security Fundamentals               | 6 credits |

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

**TOTAL CREDIT HOURS: 36**

# 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

|          |  |            |
|----------|--|------------|
| EDU 1024 | The Hospitality Industry and Career Planning | 4 credits  |
| PBC 1010 | Fundamentals of Culinary and Pastry Arts     | 18 credits |
| PBC 1020 | Advanced Techniques of Pastry Arts           | 18 credits |
| PBC 2060 | Pastry Externship                            | 8 credits  |

**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**

## 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

|          |   |           |
|----------|---|-----------|
| ANP 1120 | Anatomy and Physiology: Body Structures           | 4 credits |
| EDU 1010 | Learning Framework                                | 4 credits |
| EDU 1020 | Career Exploration/Planning                       | 4 credits |
| MED 1010 | Medical Terminology                               | 4 credits |
| PCT 1000 | Fundamentals of Nursing Assistant                 | 4 credits |
| PCT 1010 | Fundamentals of Nursing Assistant Clinical        | 4 credits |
| PCT 1015 | CPR and Basic First Aid                           | 4 credits |
| PCT 1020 | EKG and Phlebotomy                                | 4 credits |
| PCT 1025 | Advanced Patient Care Technician                  | 4 credits |
| PCT 2500 | Patient Care Technician Certification Exam Review | 4 credits |
| PCT 2600 | Patient Care Technician Externship                | 8 credits |

**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

|          |   |           |
|----------|---|-----------|
| BUS 1770 | Customer Service                          | 4 credits |
| EDU 1010 | Learning Framework                        | 4 credits |
| EDU 1020 | Career Exploration/Planning               | 4 credits |
| PHM 1000 | Introduction to Pharmacy                  | 4 credits |
| PHM 1010 | Pharmacy Terminology                      | 4 credits |
| PHM 1050 | Pharmacological Calculations              | 4 credits |
| PHM 1075 | Pharmacy Operations Management            | 4 credits |
| PHM 1145 | Pharmacy Law and Medication Safety        | 4 credits |
| PHM 1250 | Community Pharmacy                        | 4 credits |
| PHM 1260 | Institutional Pharmacy                    | 4 credits |
| PHM 1275 | Sterile Compounding and Aseptic Technique | 4 credits |
| PHM 1815 | Pharmacology – Disease Management         | 4 credits |
| PHM 1825 | Pharmacology – Disease Prevention         | 4 credits |
| PHM 2555 | Pharmacy Technician Certification Review  | 2 credits |
| PHM 2600 | Pharmacy Technician Externship            | 6 credits |

**NOTE:** The Pharmacy Technician program has obtained programmatic accreditation through the American Society of Health-System Pharmacists (ASHP). Qualified graduates may be eligible to take the Certified Pharmacy Technician (CPhT) examination administered by the Pharmacy Technician Certification Board (PTCB). 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 Florida. 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.

Registration with the Florida Board of Pharmacy ("Board") is required in order to work as a Pharmacy Technician in Florida. Information regarding registration is available at <http://floridaspharmacy.gov/licensing/registered-pharmacy-technician/>. Unlike registration, certification with the Board is not required to work as a Pharmacy Technician in Florida. However, graduates may find certification to be advantageous in the employment market. National certification information is available at [www.ptcb.org](http://www.ptcb.org).

**TOTAL CREDIT HOURS: 60**

## 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

|          |                             |           |
|----------|-----------------------------|-----------|
| AOM 1100 | Word Processing             | 4 credits |
| AOM 1200 | Spreadsheets                | 4 credits |
| BUS 1000 | Introduction to Business    | 4 credits |
| BUS 1010 | Business Essentials         | 4 credits |
| BUS 1100 | Business Communication      | 4 credits |
| BUS 1210 | Sales Process               | 4 credits |
| BUS 1250 | Sales Skills                | 4 credits |
| EDU 1010 | Learning Framework          | 4 credits |
| EDU 1020 | Career Exploration/Planning | 4 credits |

**TOTAL CREDIT HOURS: 36**





# 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                                   |
| 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:

|     |                            |
|-----|----------------------------|
| ANP | Anatomy and Physiology     |
| AOM | Office Administration      |
| ART | Art                        |
| BUS | Business and Accounting    |
| COM | Communications             |
| COS | Cosmetology                |
| CRT | Critical Thinking          |
| CUL | Culinary Arts              |
| EDU | Foundation                 |
| ENG | English and Literature     |
| HED | Health Education           |
| HIS | History                    |
| MBC | Medical Billing and Coding |
| MEA | Medical Assistant          |
| MED | Medical                    |
| MGT | Management                 |
| MTH | Mathematics                |
| NET | Networking                 |
| PBC | Pastry Arts                |
| PCT | Patient Care Technician    |
| PHM | Pharmacy Technician        |
| POL | Political Science          |
| PSY | Psychology                 |
| SOC | Sociology                  |
| SPH | Speech                     |
| SPN | Spanish                    |

## 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       |                                 |
| ART 1010                       | Introduction to Art             |
| ENG 2510                       | Contemporary Literature         |
| SPN 1010                       | Introductory Spanish I          |
| Mathematics                    |                                 |
| MTH 1010                       | College Mathematics             |
| MTH 1090                       | College Algebra                 |
| Social and Behavioral Sciences |                                 |
| CRT 1015                       | Critical Thinking               |
| HED 2500                       | Personal Health                 |
| HIS 2050                       | U.S. History to 1865            |
| HIS 2060                       | U.S. History: 1865 to Present   |
| HIS 3050                       | African American History        |
| POL 1060                       | Current Events                  |
| PSY 1010                       | Introduction to Psychology      |
| SOC 1010                       | Introduction to Sociology       |
| SOC 2010                       | Introduction to Women's Studies |
| SOC 3214                       | Cultural Diversity in America   |

# Courses

## **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**

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.

Prerequisite: AOM 1200.

**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: Program Director Approval.

**AOM 2700 - Administrative Office Management Externship**

4 credits

In cooperation with local businesses, the advanced Office Administration/Administrative Office Management student is assigned to a specific office to practice the application of office 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).

**AOM 3000 - Administrative Office Management Capstone**

4 credits

The course integrates office procedures with practical applications designed to simulate professionalism in the office environment. The student prepares for the Microsoft Office Specialist Certification.

Prerequisite: Prerequisites: Program Director Approval.

**ART - ART**

**ART 1010 - Introduction to Art**

4 credits

Students are introduced to the visual elements of art and the basic principles of design. The aesthetic, scientific, and psychological properties of color are investigated. Various tools, techniques, and media are used.

Prerequisite: None.

**BUS - BUSINESS AND ACCOUNTING**

**BUS 1000 - Introduction to Business**

4 credits

This course introduces the various aspects of business operations. Specific areas include marketing, purchasing, finance, personnel, production, quantitative controls, and the physical factors associated within an organization.

Prerequisite: None.

**BUS 1010 - Business Essentials**

4 credits

This course provides an introductory study of keyboarding, computer literacy, and basic MS Office 2013 for Word, PowerPoint, Excel, and Outlook. Students completing this course will have a solid understanding of how to use a personal computer, access information using the Internet, send and receive email, manage computer files, and utilize operating system tools. This course utilizes classroom lectures and hands-on computer exercises. No prior experience with computers is assumed.

Prerequisite: None.

**BUS 1100 - Business Communication**

4 credits

This course provides students with skills to improve both written and spoken communication in the workplace setting.

Prerequisite: None.

**BUS 1210 - Sales Process**

4 credits

In order to create and deliver superior value to customers, more salespeople are adopting a partnering style of selling to build long-term, strategic relationships with their customers. Students in this course will examine sales processes and best practices which are designed to produce cutting-edge results in the industry.

Prerequisite: None.

**BUS 1250 - Sales Skills**

4 credits

Sales training and development are essential to the modern sales professional. Students in this course will learn marketable skills which are designed to produce outstanding sales results

Prerequisite: None.

**BUS 1410 - Principles of Accounting I**

4 credits

This course covers the essentials of accounting to maintain business records in the office. Special attention is given to 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 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 1800 - Business Economics**

4 credits

In this class, the student is introduced to microeconomic concepts. Topics considered include the methods of economics, supply and demand, the price mechanism, money, the American banking system, and various market structures.

Prerequisite: BUS 1000.

**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 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 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.

**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.

**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**

18 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 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.

**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 the models 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 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 1800 - Control Systems**

6 quarter credit hours

This module provides students with an opportunity to gain an understanding of control systems and their uses. Topics include the operating principles of contactors and relays, selecting sizing, installing motor controllers, advanced motor controls, and HVAC systems and controls. 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 1850 - Hazardous Locations, Emergency Systems, and PLCs**

6 quarter credit hours

This module provides students with an opportunity to gain an understanding of the requirements for the safe application of electrical systems in hazardous locations, emergency systems, and specialty electrical systems, including standby, emergency, and fire alarm systems. In addition, students explore the hardware and software components of programmable logic controllers, including techniques for wiring and installation. 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 1350 - Raceway Systems**

6 quarter credit hours

This module focuses on the theory and practice used in the installation of electrical raceways, boxes, fittings, and cable tray systems in various residential, commercial, and industrial settings. Conductor installations, conductor fill capacities as described by NEC limits, and electrical blueprint reading are also covered. 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: TRS 1000, TRS 1050.

### **ENG - ENGLISH**

#### **ENG 1010 - English Composition I**

4 credits

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.

### **HIS - HISTORY**

#### **HIS 2050 - U.S. History to 1865**

4 credits

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 conclusion of the Civil War up to the present time.

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.

### **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 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 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 2560 - 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 Coursework 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.

Prerequisite: ANP1125 or ANP1135.

##### **MEA 1020 - Clinical Office Procedures II**

4 credits

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 1010.

##### **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: MEA1115 Co-requisite or pre-requisite.

##### **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 1015, 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 - Pharmacology and Drug Administration**

4 credits

This course introduces the student to the most common categories of medications administered in a physician's office or clinical setting. The student gains an understanding of dosage, handling, and administration of oral, subcutaneous, intramuscular, and other forms of medications. Satisfactory demonstration of these procedures will be required.

Prerequisite: MED1010 and ANP1130 or ANP1125 or ANP1135.

#### **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 the 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 health care information systems.

Prerequisite: None.

#### **MED 2500 - Medical Office Management Certification Exam Review**

2 credits

This course is a preparation for the successful completion of a certification exam for Medical Office Management. Review includes all components of the exam. Recommended test-taking strategies are presented, along with an explanation of scoring procedures.

Prerequisite: Completion of All Previous Course Work and/or Program Director Approval.

#### **MED 2600 - Medical Office Management 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 (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.

#### **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 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.

#### **NET - NETWORKING**

##### **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 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 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 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**

6 credits

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 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. 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.

#### **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 local, registered pharmacists, the advanced student is assigned to a specific pharmacy lab and practices 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. .

### **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.

**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 - Introduction to Women's Studies**

4 credits

The changing roles of women in American society are studied through an examination of historical and societal 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: Prerequisites: 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.

**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.

# Administration

## CAMPUS MANAGEMENT

Effective: February 16, 2017

|                  |  |                   |  |
|------------------|--|-------------------|--|
| Don Slayter      | Campus President   | Deborah Tauro     | Program Director – Business  |
| Michelle Lambert | Academic Dean  | Tiffany Treadwell | Program Director – Pharmacy Technician                                     |
| Montrez Lucas    | Director of Admissions   |                   |  |
| Phyllis Eckert   | Program Director – Medical Billing and Coding and Healthcare Reimbursement |                   | Program Director – Medical Billing and Coding and Healthcare Reimbursement |
| Kevin Fulp       | Program Director – Network Engineering and Network Technician              |                   |  |
| Robert Henry     | Program Director – Culinary Arts and Pastry Arts                           |                   | Program Director – Medical Billing and Coding and Healthcare Reimbursement |
| LaMarion Jones   | Program Director – Cosmetology   |                   |  |
| Bonnie McMurphey | Program Director – Medical Assistant and Medical Office Management         |                   |  |

## FACULTY

Effective: July 26, 2016

### ABOOSI, LUBNA - General Education

- Master of Arts in English Literature, California University of PA, California, Pennsylvania
- Bachelor of Arts in English, Seton Hill University, Greensburg, Pennsylvania
- PA State teacher Certification in Secondary English, Seton Hill College, Greensburg, Pennsylvania

### BAIR, LORI - Medical Billing and Coding / Healthcare Reimbursement

- Masters of Health Administration, Health Administration, University of Phoenix, Jacksonville, Florida
- Bachelor of Science, Health Care Administration, University of Phoenix, Jacksonville, Florida
- Certified Professional Coder (CPC)

### BARNES, SANDRA - Pharmacy Technician

- Bachelor of Science, Biology, University of North Florida, Jacksonville, Florida
- Associate of Arts, Pre-Pharmacy, Florida State College at Jacksonville, Jacksonville, Florida
- Diploma, Medical Assisting, Jones College, Jacksonville, Florida

### BARNETT, CHRISTIANA - Culinary

- Associates of Science, Culinary Management, Florida State College, Gainesville, Florida
- National Restaurant Association, ServSafe Certification

### BEASLEY, HARRY - General Education

- Master of Science, Mass Communication, Florida State University, Tallahassee, Florida
- Bachelor of Science, Speech Communication, Florida State University, Tallahassee, Florida

### BELCHER, MAUREEN - Cosmetology

- Florida Licensed Cosmetologist

### BIRCH, ROBERT - Business / Allied Health

- Juris Doctor, Litigation, T.M. Cooley Law School, Lansing, Michigan
- Master of Business Administration, International Financial Management, Thunderbird School of Global Management, Glendale, Arizona
- Bachelor of Arts, Economics and Asian Studies, University of San Francisco, San Francisco, California

### BROWN, PHILLIP – Culinary

- Associate of Science, Culinary Arts, Newbury College, Brookline, Massachusetts
- National Restaurant Association – ServSafe Certification

### BROWN, TERESA - Medical Assistant / Medical Office Management

- Bachelor of Science, Business Administration, Ashworth College, Online



- Associate of Applied Science, Health Sciences, Medical Careers Institute, Newport News, Virginia

**CALVIN, SARAH – Cosmetology**

- Cosmetology, Elite Beauty Institute, Jacksonville, Florida
- Florida Licensed Cosmetologist

**CARROL, SAMUEL - Business**

- Doctor of Education in Organization Leadership, Nova Southeastern University, Jacksonville, Florida
- Master of Public Administration, University of North Florida, Jacksonville, Florida
- Master of Business Administration, Everest University, Jacksonville, Florida
- Bachelor of Business Administration, University of North Florida, Jacksonville, Florida

**COSTA, STEPHANIE - Culinary**

- Bachelor of Arts, Art Institute of Jacksonville, Jacksonville, Florida

**CROSS, LEONARD - General Education**

- Bachelor of Science, Business Administration, Florida Metropolitan University, Jacksonville, Florida

**DAVIS-QUINNEY, SANDRA - Cosmetology**

- Contemporary School of Beauty Culture Ltd, Syracuse, New York
- Florida Licensed Cosmetologist

**DUPREE, LEE - Business**

- Master of Business Administration, Management, Strayer University, Washington DC
- Master of Science, Accounting, Strayer University, Washington DC
- Bachelor of Science, Mathematics, Brewton Parker College, Mount Vernon, Georgia

**ECKERT, PHYLLIS - Program Director Medical Billing and Coding / Healthcare Reimbursement**

- Associates of Science, Radiology Technology, University of Las Vegas Nevada, Las Vegas, Nevada
- CPC Certification

**EDWARDS, COURTNEY - General Education**

- Master of Science, Mental Health Counseling, Nova Southeastern University, Jacksonville, Florida
- Bachelor of Science, Textiles and Consumer Science, Florida State University, Tallahassee, Florida
- Associate of Arts, Fine Arts, Florida A&M University, Tallahassee, Florida

**EDWARDS, DONALD - Networking**

- Master of Science, Information Technology, Florida Institute of Technology, Melbourne, Florida
- Bachelor of Arts, Religion/Speech, Southwestern Union College, Keene, Texas

**ELLIS, NADINE - Medical Assistant**

- Masters of Science, Nursing, Excelsior College, Albany, New York
- Bachelor of Science, Business Administration, Miami, Florida
- Associate of Science, Nursing, Broward Community College, Pembroke Pines, Florida

**FULP, KEVIN - Program Director Networking**

- Master of Arts, Teaching in Computer Education, Jacksonville University, Jacksonville, Florida
- Bachelor of Science, History, SUNY, Albany, New York
- Bachelor of Science, Sociology, SUNY, Albany, New York

**GREEN, JR. CALVIN L. - General Education**

- Doctor of Philosophy, Environmental Engineering, North Carolina State University, Raleigh, North Carolina
- Master of Science, Aquatic Ecology, North Carolina State University, Raleigh, North Carolina
- Master of Civil Engineering, Civil Engineering, North Carolina State University, Raleigh, North Carolina
- Bachelor of Arts, Biology, Tuskegee University, Tuskegee, Alabama

**HAMILTON, DONNA - Interim Associate Dean of Nursing**

- Master of Science in Nursing, Chamberlin College of Nursing, Jacksonville, Florida
- Bachelor of Science, Nursing, Chamberlain College of Nursing, Jacksonville, Florida
- Associate of Science, Nursing, Hillsborough Community College, Plant City, Florida

**HARMON, LATESHA - Medical Assistant**

- Certified Medical Assistant, The Diagnostic Schools of Ultrasound/Sanford Brown, Jacksonville, Florida

**HENRY, ROBERT - Program Director Culinary / Pastry**

- Associate of Science, Culinary Arts, Culinary Institute of America, Hyde Park, New York
- Certified ServSafe Instructor, National Restaurant Association
- Registered ServSafe Examination Proctor, National Restaurant Association

**HIGGINS, AMY - Medical Assistant / Medical Office Management**

- Bachelor of Art, Organizational Leadership, LaGrange College, LaGrange, Georgia
- Diploma, Medical Billing and Coding, Georgia Medical Institute, Marietta, Georgia

**HOLCOMB-WILLIAMS, DEBRA - Networking**

- Master of Business Administration, IT Management, Western Governors University, Salt Lake City, Utah
- Bachelor of Science, Information Systems, University of North Florida, Jacksonville, Florida

**JACKSON, ROBERT - General Education**

- Bachelor of Arts, English, University of North Florida, Jacksonville, Florida

**JONES, LAMARION - Program Director Cosmetology**

- Bachelor of Science, Business Administration, University of Florida, Gainesville, Florida
- Certificate, Cosmetology, Euro Hair Design Institute
- Florida Licensed Cosmetologist

**LEONARD, LOUISE C. - General Education**

- Master of Library and Information Science, Library and Information Science, Florida State University, Tallahassee, Florida
- Bachelor of Arts, English Education, University of North Florida, Jacksonville, Florida

**LIUCCI, AMANDA - Medical Assistant**

- Associate of Arts, Licensed Practical Nurse, Indian River Community College, Ft. Pierce, Florida

**LIUCCI, JOHN - Culinary**

- Associate of Applied Science, Culinary Art and Restaurant Management, Indian River State College, Vero Beach, Florida

**MALDONADO, JULIAN - Medical Assistant**

- Doctoral Graduate, Eastern Central University, San Pedro de Macoris, Dominican Republic
- Surgical Technologist Certificate, Erwin Technical Center, Tampa, Florida
- Certified Medical Assistant, Concorde Career Institute, Tampa, Florida

**MCMURPHEY, BONNIE - Program Director Medical Assistant**

- Associate of Health Science, Ultimate Medical Academy, Tampa, Florida
- Diploma, Medical Assisting, Central Florida Institute, Palm Harbor, Florida
- Registered Medical Assistant

**MIKA, JAMES - Networking**

- Master of Arts, Business Management and Supervision, Central Michigan University, Mount Pleasant, Michigan
- Bachelor of Arts, Political Science, Alleghany College, Meadville, Pennsylvania
- Microsoft Certified Trainer
- Microsoft Certified Systems Engineer, Windows NT 4.0 (MCSE+I)

**MURPHY, ERIKA - Medical Assistant**

- Associate of Science, Applied Management, Everest University, Jacksonville, Florida
- Medical Assistant Diploma, Western Career College, Hayward, California

**NJERI-IMANI, VERONICA - General Education**

- Master of Arts, English Language and Literature, University of Maryland, College Park, Maryland
- Bachelor of Arts, Liberal Arts, Oberlin College, Oberlin, Ohio

**OSBORNE, SPENCER - Culinary**

- Associate of Occupational Studies, Le Cordon Bleu College of Culinary Arts, San Francisco, California
- Certified ServSafe Instructor, National Restaurant Association
- Registered ServSafe Examination Proctor, National Restaurant Association

**SIMMONS, MELISSA - Medical Assistant**

- Bachelor of Arts, University of North Carolina at Pembroke, Pembroke, North Carolina
- Associate of Arts, Coastal Carolina Community College, Jacksonville, North Carolina
- National Board of Surgical Technology and Surgical Assisting, Certified Surgical Technologist

**STEVENS-NELSON, AYANNA - General Education**

- Master of Arts, Human Resource Management, Webster University, Webster Groves, Missouri
- Bachelor of Arts, Business Administration, Savannah State University, Savannah, Georgia

**STONEBRAKER, CARY - Network Engineering**

- Associate in Applied Science, Network Engineering, Virginia College, Huntsville, Alabama
- Diploma, Certified Cisco Associate, Virginia College, Huntsville, Alabama

**TAURO, DEBORAH - Program Director Business**

- Masters of Business Administration, Walden University, Baltimore, Maryland
- Bachelor of Arts, Accounting, University of North Florida, Jacksonville, Florida

- Associate of Arts, Accounting, Madisonville Community College, Madisonville, Kentucky

**TREADWELL, TIFFANY - Program Director Pharmacy Technician**

- Pharmacy Technician Associate of Science Degree, North Florida Institute, Orange Park, Florida
- National CPhT Certified
- Florida RPhT Registered

**WALTERS, KIMBERLY - Medical Assistant / Medical Office Management**

- Bachelors, Business Administration, University of North Florida, Jacksonville, Florida
- Associate of Science in Nursing, Florida State College, Jacksonville, Florida
- Associate, Business Administration, Montgomery College, Germantown, Maryland

**WAMACK, MAYNARD - Business**

- Master of Business Administration, Grantham University, Kansas City, Missouri
- Bachelor of Science, Business, Upper Iowa University, Fayette, Iowa

**WILLIAMS, PARTHENIA - Medical Assistant**

- Bachelor's degree of Workforce Education, Southern Illinois University, Carbondale, Illinois

**ZITO, PAUL – Culinary**

- Associate of Science, Culinary Arts, Culinary Institute of America, Hyde Park, New York
- Nutrition Certificate, American Academy AAIS
- ServSafe Manager Certification, National Restaurant Association
- ServSafe Certified Instructor and Proctor, National Restaurant Association

**LEGAL STATUS - MEDICAL CAREER CENTER**

**Effective: November 1, 2016**

Virginia College is a private institution of higher education owned by Medical Career Center, Inc., a Florida corporation that is a wholly owned subsidiary of Virginia College, LLC, an Alabama limited liability company which itself is a wholly owned subsidiary of Education Corporation of America (ECA), a Delaware corporation. The officers of ECA are Stuart Reed, President and Chief Executive Officer; Christopher Boehm, Executive Vice President, Chief Financial Officer, and Treasurer; and Roger L. Swartzwelder, Executive Vice President, Chief Compliance Officer, General Counsel, and Secretary. The directors of ECA are Avy Stein (Chairman), John Bakalar, Christopher Boehm, Scott Connors, 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

Effective: October 19, 2016

## Holiday Schedule

| Date                          | Holiday                |
|-------------------------------|------------------------|
| January 16                    | Martin Luther King Day |
| April 14                      | Good Friday            |
| May 29                        | Memorial Day           |
| July 4                        | Independence Day       |
| September 4                   | Labor Day              |
| November 22 - November 26     | Thanksgiving Break     |
| December 20 - January 9, 2018 | Term Break             |

## Regular Terms

| Term   | Start Date | Drop/Add Dates |            | Last Day to WP |  | Final Exam Dates |              | End Date     |
|--------|------------|----------------|------------|----------------|--|------------------|--------------|--------------|
|        |            | Start          |            | End            |  | Start            | End          |              |
| Winter | January 17 | January 17     | January 24 | March 21       |  | March 29         | March 30     | March 30     |
| Spring | April 5    | April 5        | April 11   | June 7         |  | June 19          | June 20      | June 20      |
| Summer | June 28    | June 28        | July 5     | August 30      |  | September 11     | September 12 | September 12 |
| Fall   | October 4  | October 4      | October 10 | December 6     |  | December 18      | December 19  | December 19  |

## Mini - Terms

| Term   | Start Date  | Drop/Add Dates |             | Last Day to WP |  | Final Exam Dates |              | End Date     |
|--------|-------------|----------------|-------------|----------------|--|------------------|--------------|--------------|
|        |             | Start          |             | End            |  | Start            | End          |              |
| Winter | February 22 | February 22    | February 23 | March 15       |  | March 29         | March 30     | March 30     |
| Spring | May 10      | May 10         | May 11      | May 31         |  | June 19          | June 20      | June 20      |
| Summer | August 2    | August 2       | August 3    | August 23      |  | September 11     | September 12 | September 12 |
| Fall   | November 8  | November 8     | November 9  | November 29    |  | December 18      | December 19  | December 19  |



# 2017 Cosmetology Academic Calendar

Effective: October 19, 2016

## Holiday Schedule

| Date                      | Holiday                |
|---------------------------|------------------------|
| January 16                | Martin Luther King Day |
| April 14                  | Good Friday            |
| May 29                    | Memorial Day           |
| July 4                    | Independence Day       |
| September 4               | Labor Day              |
| November 22 - November 26 | Thanksgiving Break     |
| December 23 - January 1   | Christmas Break        |

## Module Breaks

|                             |
|-----------------------------|
| March 21 - March 24         |
| May 17 - May 22             |
| July 14 - July 19           |
| September 11 - September 14 |
| November 6 - November 9     |

## Day Classes

| Module Start Date | Module End Date  |
|-------------------|------------------|
| January 3         | January 27       |
| January 30*       | February 22      |
| February 23       | March 20         |
| March 27*         | April 20         |
| April 21          | May 16           |
| May 23*           | June 16          |
| June 19           | July 13          |
| July 20*          | August 14        |
| August 15         | September 8      |
| September 15*     | October 10       |
| October 11        | November 3       |
| November 10*      | December 8       |
| December 11       | January 11, 2018 |

\*These module start dates are available for first-time Cosmetology students.





## 2017 Electrical Technician Academic Calendar

| <b>Start Date</b>  | <b>Grad Date</b>   |
|--------------------|--------------------|
| March 20, 2017     | March 18, 2018     |
| April 18, 2017     | April 16, 2018     |
| May 16, 2017       | May 14, 2018       |
| June 15, 2017      | June 13, 2018      |
| July 17, 2017      | July 15, 2018      |
| August 14, 2017    | August 12, 2018    |
| September 13, 2017 | September 10, 2018 |
| October 12, 2017   | October 9, 2018    |
| November 9, 2017   | November 6, 2018   |
| December 12, 2017  | December 9, 2018   |