



## Business Management

### SUGGESTED SCHEDULING:

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

#### FIRST YEAR

##### Fall

SDV 100 or any approved SDV course	1
BUS 100	3
BUS 121	3
ENG 111	3
MKT 100	3
MTH/Science Elective	3
<b>Total Credits</b>	<b>16</b>

##### Spring

BUS 122	3
BUS 200	3
General Elective	3
Health/Physical Education	1
ITE 115 or other business- related course (see requirements above)	3
BUS 236	3
<b>Total Credits</b>	<b>16</b>

#### SECOND YEAR

##### Fall

ACC 211	3
ECO 120 or ECO 201	3
BUS 201	3
Business Related Elective	3
BUS 241	3
Humanities Elective	3
<b>Total Credits</b>	<b>18</b>

##### Spring

ACC 212	4
BUS 205	3
Business Related Elective	3
Social Science Elective	3
Health/Physical Education	1
BUS 220 or FIN 215	3
<b>Total Credits</b>	<b>17</b>

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

\*\* Students who pass the Computer Competency Test must select another course from either ACC, BUS, ECO\*, FIN, or MKT.

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

## Dental Hygiene

Germanna Community College and Northern Virginia Community College jointly offer the Associate of Applied Science Degree in Dental Hygiene through a distance learning partnership. Students may complete general education courses at Germanna. Dental hygiene courses are offered through NVCC utilizing distance learning technology.

This program is an expansion of the Northern Virginia Community College Dental Hygiene Program located in Springfield, Virginia. The program consists of a combination of traditional and distance learning modalities. The curriculum is designed to prepare selected students to serve in a dynamic and growing health profession as valuable members of the Dental Health team. The program is also designed to accommodate those students who wish to transfer to a four-year college or university to complete the baccalaureate degree in a health-related field.

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

The goals of the Northern Virginia Community College/Germanna Community College Dental Hygiene Program are:

1. To attract and graduate students who demonstrate optimum competency in ethics, values, skills and knowledge as deemed valuable by the dental hygiene profession.
2. To increase the efficiency of healthcare delivery by promoting the utilization of the dental hygienist as an integral part of the health-care environment with an emphasis on disease prevention.
3. To improve the quality of life of others through evidence-based preventive, therapeutic, and educational services.
4. To offer a dental hygiene curriculum of the highest quality emphasizing professional development and life-long learning.
5. To facilitate student's active participation in professional organization and community outreach programs.

The ultimate goal of the Dental Hygiene Program is to prepare well-informed graduates capable of providing quality care as licensed members of the dental health team. All program activities and efforts are planned to achieve this goal.

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

**Transfer Information:** Although transfer is not the primary purpose of an A.A.S. program, NVCC has articulation agreements that facilitate the transfer of this and other career-oriented programs to selected senior institutions. Students interested in transfer should contact a counselor or their faculty advisor early in their program.

Students must comply with all general admission requirements for Allied Health Programs. (See admission requirements below).

**Special Accreditation Status:** The curriculum has been accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Post-Secondary Accreditation and by the U.S. Department of Education.

### Essential Dental Hygiene Functions:

To successfully complete the clinical component of the Program, the student must be able to perform all of the essential functions of a dental hygienist:

1. Communicate satisfactorily with clients, physicians, peers, family members, and the health care team.
2. See and hear adequately to note slight changes in the client's conditions.
3. Hear adequately to perceive and interpret various equipment signals.
4. Demonstrate adequate eye/hand coordination for dexterity in manipulation of hand instruments and other equipment used in clinical practice.
5. Manage the care of a client in a sudden emergency, including one-man CPR when necessary.
6. Possess the visual acuity to correctly read handwritten orders, medication records, chart contents, and provide safety for clients.

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

## Dental Hygiene

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

### General Admission Requirements:

Applicant selection into the Dental Hygiene Program is selective and competitive. Fourteen students are admitted annually at the Germanna site. For more information on the application process, students should visit the department website at [www.germanna.edu/dnh](http://www.germanna.edu/dnh) and click on the prospective student's link or call the department office at (540) 423-9823 or (540) 423-9833. Unless otherwise specified, applicants must meet all of the following requirements to be admitted to Dental Hygiene Program:

1. Be admitted to Northern Virginia Community College and Germanna Community College.
2. Be 18 years of age or older, or have approval of the Assistant Dean.
3. Have earned satisfactory scores on specified placement tests.
4. Have completed one unit of high school-level algebra or equivalent. See "Admission Requirements" under EACH program for particular math course prerequisites.
5. Have completed at least one unit of high school-level science or equivalent. See "Admission Requirements" under EACH program for particular math course prerequisites.
6. Have achieved a C average or better in the above course requirements. Deficiencies may be corrected by taking NVCC courses before entering an Allied Health or Nursing program of study.
7. Provide evidence of good physical and mental health, as substantiated by a completed Pre-Admission Health History and Physical for Allied Health and Nursing form (NVCC 125-7) signed by a licensed physician or nurse practitioner; this must be submitted prior to entering program courses. Applicants must be free of any physical and/or mental condition which might adversely affect their acceptance or performance in the program. Students with pre-existing physical and/or mental conditions which might adversely affect their acceptance or performance in the program who do not self-disclose this information are subject to dismissal from the program and will not be allowed admission in any other Allied Health or Nursing program.
8. Students with criminal convictions who do not self-disclose this information are subject to dismissal from the program and will not be allowed admission in any other Allied Health or Nursing program. A criminal background check and drug screen may be required for admission to programs as clinical affiliates include this requirement in affiliation agreements.
9. Have achieved a 2.00 GPA or better in all required general education courses taken preceding admission to an Allied Health or Nursing program, unless waived by the division dean upon the recommendation of the assistant dean.
10. Hold current CPR certification prior to entering clinical courses, unless formally waived by the assistant dean. See specific program for level of CPR required.
11. Have completed a program information session and/or interview with the assistant dean as required.

### Additional Admission Requirements:

1. Students must pass NAS 161-162, Health Science I-II, 8 credits, with a grade of B or better prior to being admitted to the program.
2. Students may be required to repeat courses or to complete evaluative testing for credits earned more than ten years ago.

**Special Program Requirements:** The Commonwealth of Virginia Board of Dentistry reserves the right to deny licensure to any candidate who has been convicted of a crime involving moral turpitude or the use of drugs or alcohol to the extent that such use renders him/her unsafe to practice dental hygiene. Any applicant who has been found guilty of a misdemeanor or felony must consult with the Dental Hygiene assistant dean prior to admission.

### Responsibilities of Dental Hygiene Students

The following are responsibilities of students in all Allied Health and Nursing programs:

1. To prepare students for the high ethical standards of the health professions, the College expects absolute academic integrity both in the classroom and in clinical practice. Therefore, cheating, attempting to cheat, plagiarizing, lying, stealing academic work which includes secured tests or related materials, submitting papers purchased or written by others, or failing to report an occurrence of academic dishonesty or any violation of this honor code may subject the student to the College's disciplinary procedures as defined in the NVCC Student Handbook.

## Dental Hygiene

2. Students in Allied Health and Nursing programs incur a variety of expenses in addition to college tuition and fees. These include, but are not limited to, the cost of uniforms, accessories, and travel to clinical assignments. Students are also responsible for state licensure and national accreditation application and testing fees.
3. A strict dress code is required in the clinical setting. Students may be dismissed if they fail to comply with this dress code.
4. The College reserves the right to require students to obtain and maintain at their own expense liability/malpractice insurance with a carrier authorized to transact such business in the Commonwealth of Virginia. Whether or not insurance appropriate to the program is required, students are encouraged to carry such insurance on their own.
5. Students are required to complete learning experiences at local hospitals and/or other community-based agencies. Students may be required to attend both day and/or evening clinical assignments.
6. Students must provide their own transportation to clinical assignments. Strict attendance is required at clinical sites.
7. Students may utilize the resources of the assigned clinical affiliate for emergency medical treatment for injuries or illness that may occur during the time period when students are assigned to the health care facility. The student is responsible for any expenses incurred for this treatment.
8. Students must comply with all clinical contract protocols including immunization requirements, drug screening and background checks.
9. Students must keep their CPR certifications current each year they are enrolled in an Allied Health or Nursing Program.
10. While enrolled in clinical courses, students may not replace or take the responsibility of "qualified" staff in affiliated facilities. However, after demonstrating proficiency, students may be permitted to perform specified procedures under careful supervision. Allied Health and Nursing students may be employed in clinical facilities outside regular education hours provided that such work does not interfere with academic responsibilities. The work must be non-compulsory and subject to employee regulations. Any exception to this policy must have the approval of the Allied Health or Nursing Division Dean.
11. Students are expected to demonstrate professional behavior consistent with standards associated with health care practitioners.

### Continuation Requirements for Dental Hygiene Students

The following continuation requirements govern students in all Allied Health and Nursing programs:

1. Each course in the program major must be completed with a grade of C or better before taking the next course in the sequence and to satisfy graduation requirements, unless waived by the division dean upon the recommendation of the assistant dean.
2. All courses in the major must be taken in the sequence prescribed in the NVCC Catalog, unless otherwise approved by the assistant dean.
3. To pass a course students must successfully complete both the didactic (classroom) and the clinical/lab requirements.
4. Program faculty and clinical affiliates reserve the right to recommend, through appropriate channels, withdrawal of any student who exhibits unsafe performance or non-adherence to prescribed clinical affiliate policies and procedures.
5. Satisfactory physical and mental health must be maintained for continuance in the program. Applicants must be free of any physical and/or mental condition that might adversely affect their acceptance or performances in the program. The College reserves the right to require medical examinations to verify continuing compliance. **Students with pre-existing physical and/or mental conditions which might adversely affect performance in the program who do not self-disclose this information are subject to dismissal from the program and will not be allowed admission in any other Allied Health or Nursing program.**
6. Students with criminal convictions who do not self-disclose this information are subject to dismissal from the program and will not be allowed admission in any other Allied Health or Nursing program.

### Program Re-Enrollment Requirements for Dental Hygiene Students

Any student who has voluntarily withdrawn or who has been withdrawn due to unsatisfactory academic or clinical performance may apply for re-admission the following academic year. Acceptance will be based upon space availability, successful fulfillment of any contingencies agreed to in writing at the time of withdrawal, and assistant dean approval. An interview and medical examination may be required.

## Dental Hygiene

**FIRST YEAR****First Semester**

DNH 111 Oral Anatomy	2
DNH 114 Head and Neck Anatomy	2
DNH 120 Medical Emergencies	2
DNH 130 Oral Radiology for the Dental Hygienist	2
DNH 141 Dental Hygiene I	5
ENG 111 English Composition	3
<b>Total Credits</b>	<b>16</b>

**FIRST YEAR****Second Semester**

DNH 113 Histology	2
DNH 142 Dental Hygiene II	5
DNH 145 General and Oral Pathology	2
DNH 146 Periodontics for the Dental Hygienist	2
DNH 150 Nutrition	2
<b>Total Credits</b>	<b>13</b>

**FIRST YEAR****Summer**

DNH 143 Dental Hygiene III	4
DNH 214 Practical Materials for Dental Hygiene	2
<b>Total Credits</b>	<b>6</b>

**SECOND YEAR****First Semester**

DNH 216 Pharmacology	2
DNH 220 Community Dental Health	2
DNH 244 Dental Hygiene IV	5
1PED 116 Lifetime Fitness & Wellness	1
PSY 200* Introduction to Psychology I	3
<b>Total Credits</b>	<b>15</b>

**SECOND YEAR****Second Semester**

DNH 225 Community Dental Health Education	2
DNH 230 Office Practice & Ethics	1
DNH 245 Dental Hygiene V	5
1PED/RPK	1
HIS 101 History of Western Civilization I	
OR	
HIS 111 History of World Civ. I	
OR	
HIS 261 Topics in Cultural Ethnicity	3
<b>Total Credits</b>	<b>12</b>

Total credits for the A.A.S. Degree in Dental Hygiene = 63 (72 with 8 credit NAS prerequisite and 1 credit ITE 115 for demonstration of computer competency).

To graduate from a degree program, students entering NVCC Fall 1999 or later must demonstrate computer competency skills as described in the Degree Requirements section of the Instructional Programs of this catalog. Students in this program may take HIT 130 – Intro to Healthcare Information Systems or take the NVCC computer competency test.

<sup>1</sup> The PED requirement may be met by one of the following options: PED 116, 2 cr.; PED 220, 2 cr.; PED 116, 1 cr. plus a PED activities course, 1 cr.; or PED 116, 1 cr. Plus RPK 205, 216, or 225. PED 116 is offered as both a 1-credit and a 2-credit course.

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

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

## Information Systems Technology

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

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

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

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

### INFORMATION SYSTEMS TECHNOLOGY CURRICULUM:

Degree Requirements	Credits
Student Development . . . . . SDV 100 or any approved SDV course . . . . .	1
English . . . . . ENG 111-112 . . . . .	6
Mathematics . . . . . MTH 163 (recommended) or any math course, MTH 120 or higher* . . . . .	3
Health/Physical Education . . . . . Any HLT or PED course(s) (Veterans may be awarded credit for military experience to meet this requirement.) . . . . .	2
Humanities . . . . . Any course from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language (Any student desiring to take Literature must have taken ENG 112.) . . . . .	3
Social Sciences . . . . . Any two courses from ECO**, GEO, HIS, PLS, PSY***, or SOC**** . . . . .	6
Communication . . . . . BUS 236, SPD 100, or SPD 110 . . . . .	3
IST Program Requirement - . . . . . ITD 110, ITD 136, ITE 100, ITE 115, ITN101, ITP120, ITP251, ITP 258, ITN 260 (If student tests out of ITE 115, student may take any ITE/ITD/ITN/ITP course) . . . . .	24
<b>Study Concentrations:</b>	
<b>Information Management</b> (Choose any combination of elective courses for at least 15 credits)	
ITE 160 Introduction to E-Commerce or MKT 100 Principles of Marketing . . . . .	3
ITE 180 Help Desk Support Activities . . . . .	3
ITD 210 Web Design II. . . . .	3
ITD 130 Database Management Software . . . . .	3
ITP 140 Client Scripting . . . . .	3
ITD 220 E-commerce Administration. . . . .	3
. . . . .	18
or	
<b>Network Security</b> (Choose any combination of elective courses for at least 15 credits)	
ITN 120 Wireless Administration . . . . .	3
ITN 208 TCP/IP Protocols and Configuration. . . . .	4
ITN 261 Network Attacks, Computer Crime . . . . .	3
ITN 263 Intra/Internet Firewalls and Ecommerce. . . . .	4
ITN 267 Cyberlaw . . . . .	4
ITN 275 Incident Response and Computer Forensics . . . . .	3
. . . . .	15
<b>Total Minimum Credits</b> . . . . .	<b>66</b>

## Information Systems Technology

### SUGGESTED SCHEDULING:

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

#### FIRST YEAR

Fall	
SDV 100	1
ITE 115	3
HLT or PED	1
Social Sciences Elective	3
ENG 111	3
MTH 120 or higher	3
Communications Elective	3
<b>Total Credits</b>	<b>17</b>

#### Spring

ITE 100	3
ENG 112	3
ITN101	3
Social Sciences Elective	3
ITD 110	3
<b>Total Credits</b>	<b>15</b>

#### SECOND YEAR

##### Information Management Study Concentration

Fall	
ITE 136	3
ITP 120	3
ITN 260	3
HLT or PED	1
Information Management Electives	6
<b>Total Credits</b>	<b>16</b>

#### Spring

ITP 251	3
Humanities Elective	3
ITP 258	3
Information Management Electives	9
<b>Total Credits</b>	<b>18</b>

##### Network Security Study Concentration

Fall	
ITE 136	3
ITP 120	3
ITN 260	3
HLT or PED	1
Network Security Electives	7
<b>Total Credits</b>	<b>17</b>

#### Spring

ITP 251	2
ITP 258	4
Network Security Electives	8
Humanities Elective	3
<b>Total Credits</b>	<b>17</b>

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

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

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

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

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

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

## Nursing

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

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

**Accreditation:** The Nursing Program is accredited by the National League for Nursing Accrediting Commission and approved by the Virginia State Board of Nursing.

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

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

### Admission Requirements:

- Students must have a high school diploma or GED.
- 1 unit of high school biology with lab and 1 unit of high school chemistry with lab, or equivalents, with a minimum grade of "C" within five years of admission.
- MTH 03 or appropriate placement scores within five years of admission.
- 1 computer literacy skills course, or equivalent, with a minimum grade of "C" within five years of admission.
- Standardized pre-admission tests are required. Scores greater than the 45<sup>th</sup> percentile will receive priority consideration in the application process. Scores are accepted for three years. Applicant is responsible for cost of tests.
- A 2.5 average in academic work is necessary for consideration.
- The applicant process includes receipt of a Nursing Program application, a College application and official transcripts of all secondary and postsecondary courses attempted or completed.
- Number of credits completed at Germanna Community College and other VCCS colleges will be noted in the application process.
- If there are more qualified applicants than space available for offer of admission, the applicants with the highest number of credits completed toward the AAS in Nursing will receive priority consideration for offer of admission. Date of completion of pre-nursing courses will be noted in the selection process.
- Applicants must attend a nursing program informational meeting with their nursing faculty advisor and have a signed student/advisor worksheet on file.
- Applications, including official transcripts of all secondary and postsecondary courses, must be received by the Admissions and Records Office.
- Requirements for admission into the nursing program are specific and admission is selective and competitive. Residents of Germanna's service region (the counties of Caroline, Culpeper, King George, Madison, Orange, Spotsylvania, Stafford, and the City of Fredericksburg) will be offered priority consideration for admission.
- Applicants will be expected to have earned a "C" or better in all general education courses in the AAS degree.
- LPN to RN applicants must complete NUR 115, LPN to RN Transition prior to admission to program.
- Applications for AAS program are due by February 1. Applications for LPN to AAS program are due by May 15.
- Applicants planning to transfer or to be readmitted into the program should contact the nursing office for application deadlines.
- Since the nursing program has many applicants and the number of admissions are contingent upon available faculty and classroom and clinical spaces, the expected time it will take a student to earn the degree may exceed two years.

## Nursing

### Program Information:

Prospective applicants without previous college courses completed should contact the Counseling Office to begin taking pre-nursing courses. Prospective applicants who have completed at least ten college credits should contact the nursing office to begin taking pre-nursing courses.

A current working knowledge of the principles of biology, math, and chemistry is expected for success in human anatomy and physiology and in all nursing courses. Math, science, and computer literacy prerequisite courses should have been successfully completed within the previous five years.

Deficiencies may be corrected through appropriate courses at Germanna prior to admission to the program.

The Virginia Board of Nursing may deny any applicant for licensure if the applicant has willfully committed a felony/misdemeanor under laws of the Commonwealth of Virginia or of the United States.

Selected learning experiences will be provided in a number of health agencies located within the geographical area served by the College, such as general hospitals, nursing homes, clinics, schools, and other community health settings.

Prior to the onset of clinical learning experiences, the nursing student must provide documentation of:

- Certification of cardiopulmonary resuscitation for health care professionals.
- Rubella/rubeola vaccines or titer.
- Hepatitis B vaccines or waiver.
- Tuberculosis antibody status.
- Chickenpox vaccine or titer.
- Current professional liability insurance.
- Urine drug screen.
- Other mandatory clinical facility requirements such as a criminal history report.
- Health insurance.

Physical and dental examinations will be required upon accepting admission to the nursing program. When a student progresses within a nursing program, the student is accountable for providing documentation of completed HepB series vaccination, current CPR, liability insurance, health insurance and PPD. All transferring and/or readmitted students must provide current copies of all credentials. In addition, a transferring and/or readmitted student must complete a new drug screen at the beginning of each nursing program.

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

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

If the number of applicants exceeds the enrollment space available in the program, some applicants may not be accepted even if the minimum requirements for admission are met. Since the nursing program has many applicants and admissions are limited, the expected time it will take a student to earn a degree may exceed two years.

Licensed Practical Nurses: LPN to RN applicants must complete NUR 115, LPN to RN Transition within one year prior to admission to program. LPNs who have met all Germanna Community College requirements for admission to the nursing program and are in the process of taking the general education requirements toward the AAS in nursing may articulate into second level nursing courses pending performance on Standardized Achievement Tests. Applicant is responsible for testing costs. LPNs should see their nursing faculty advisors for further information. Applications for LPN to AAS program are due by May 15.

Transferring Nursing Students: A transfer nursing student is an individual who has successfully completed nursing major courses in an associate degree nursing education program or its equivalent and meets the GCC requirements for admission to the nursing program. Placement of transferring students into the nursing curriculum will be determined by official transcript analysis and space availability. Applicants planning to transfer to the program should contact the nursing office for application deadlines.

## Nursing

**ASSOCIATE DEGREE NURSING CURRICULUM:**

<b>Degree Requirements</b>	<b>Credits</b>
Student Development . . . . . SDV 100 or any approved SDV course . . . . .	1
English . . . . . ENG 111-112 . . . . .	6
Humanities . . . . . Any course from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language (Any student desiring to take Literature must have taken ENG 112.) . . . . .	3
Social Sciences . . . . . PSY 230, SOC 200 . . . . .	6
Natural Sciences . . . . . NAS 161-162 . . . . .	8
Selective Course Option . . . . . See specific selective course listings at end of section. . . . .	3
Major requirement(s) . . . . . NUR 110, 113, 118, 114*, 208, 214, 247, and 254 . . . . .	40
General Pharmacology . . . . . HLT 250* . . . . .	2
<b>Total Minimum Credits</b> . . . . .	<b>69</b>

Since the nursing program has many applicants and the number of admissions is contingent upon available faculty and classroom and clinical spaces, the expected time it will take a student to earn the degree may exceed two years. Applicants are advised to complete the general education courses, especially NAS 161/162 Health Sciences I, II, prior to entering the first nursing major course.

**SUGGESTED SCHEDULING:**

Prior to entering the first AAS nursing major course:

<b>Semester</b>			<b>Semester</b>		
SDV 100	1		Eng 112	3	
ENG 111	3		NAS 162	4	
NAS 161	4		HUM Elective	3	
PSY 230	3		Selective Elective	3	
SOC 200	3				
<b>Total Credits</b>	<b>14</b>		<b>Total Credits</b>	<b>13</b>	

<b>Summer</b>		<b>Fall</b>		<b>Spring</b>		<b>Fall</b>		<b>Spring</b>	
NUR 110	3	NUR 113	8	NUR 118	8	HLT 250	2	NUR 214	8
		NUR 114	3			NUR 208	5	NUR 254	2
						NUR 247	3		
<b>Total</b>	<b>3</b>	<b>Total</b>	<b>11</b>	<b>Total</b>	<b>8</b>	<b>Total</b>	<b>10</b>	<b>Total</b>	<b>10</b>

\*NUR 114 and HLT 250 may be taken in other semesters as available.

# Nursing

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

Degree Requirements	Credits
Student Development . . . . . SDV 100 or any approved SDV course . . . . .	1
English . . . . . ENG 111-112 . . . . .	6
Humanities . . . . . Any course from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language . . . . . (Any student desiring to take Literature must have taken ENG 112.) . . . . .	3
Social Sciences . . . . . PSY 230, SOC 200 . . . . .	6
Natural Sciences . . . . . NAS 161-162 . . . . .	8
Selective Course Option . . . . . See specific selective course listings at end of section. . . . .	3
Major requirements . . . . . NUR 114*, 115, 208, 214, 247, and 254 . . . . .	24
	Student will be awarded 16 credits for LPN Licensure and demonstration of proficiency on Standardized Achievement Tests . . . . .
	16
General Pharmacology . . . . . HLT 250* . . . . .	2
	<b>Total Minimum Credits . . . . . 69</b>

## SUGGESTED SCHEDULING:

LPNs are recommended to have completed the first year requirements prior to enrolling in second year courses.

### FIRST YEAR

Fall	
NAS 161	4
ENG 111	3
PSY 230	3
SOC 200	3
SDV 100 or any approved SDV course	1
Humanities Elective	3
<b>Total Credits</b>	<b>17</b>

### Spring

NAS 162	4
ENG 112	3
Selective Course Option	3
NUR 115	3
NUR 114	3
<b>Total Credits</b>	<b>16</b>

### SECOND YEAR

Fall (as space available)	
HLT 250	2
NUR 208	5
NUR 247	3
<b>Total Credits</b>	<b>10</b>

### Spring

NUR 214	8
NUR 254	2
<b>Total Credits</b>	<b>10</b>

Throughout the Nursing (NUR) courses, students will practice oral communication skills in seminar presentations and various teaching/learning assignments.

### Specific selective course options (select one course):

- |   |  |
|---|--|
| BUS 117 Human Relations and Leadership Development    | SOC 215 Sociology of the Family              |
| HLT 230 Principles of Nutrition and Human Development | SOC 211 Principles of Anthropology           |
| PHI 101 Introduction to Philosophy                    | SOC 225 Gender and Sex Roles                 |
| PHI 226 Social Ethics                                 | SOC 266 Minority Group Relations             |
| PHI 227 Bio-Medical Ethics                            | SOC 268 Social Problems                      |
| PSY 120 Human Relations                               | SPA 163 Spanish for Health Professionals     |
| PSY 200 Principles of Psychology                      | SPD 110 Introduction to Speech Communication |
| ASL 101 American Sign Language I                      | OR equivalent courses (see nursing advisor)  |

\*NUR 114 and HLT 250 may be taken in other semesters as available.

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

## Police Science

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

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

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

**Program Requirements:** The curriculum includes courses in writing skills, social sciences, Spanish, and information technology, as well as specialized courses in police science. Graduates of the Virginia State Police Basic Training Course may receive up to 21 credit hours of advance standing, while graduates of the Law Enforcement Officers Training Standard Course may receive up to 11 credit hours.

### POLICE SCIENCE CURRICULUM:

<b>Degree Requirements</b>	<b>Credits</b>
Student Development . . . . . SDV 100 or any approved SDV course . . . . .	1
English . . . . . ENG 111-112 . . . . .	6
Mathematics . . . . . Any 100 level or higher MTH course* . . . . .	3
Health/Physical Education . . . . . Any HLT or PED course(s) (Veterans may be awarded credit for military experience to meet this requirement.) . . . . .	2
Humanities . . . . . SPA 150 and any course from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language (Any student desiring to take Literature must have taken ENG 112.) . . . . .	6
Social Sciences . . . . . PLS 136 and any PSY or SOC course . . . . .	6
Communication . . . . . BUS 236 or SPD 100 or SPD 110 or SPD 126 . . . . .	3
Program requirements . . . . . ADJ 100, 105, 110, 111, 133, 201, 211-212, 236, 243 . . . . .	30
Elective Course Options . . . . . Any two ADJ courses . . . . .	6
Computer Applications and Concepts . . . . . ITE 115** . . . . .	3
<b>Total Minimum Credits . . . . .</b>	<b>66</b>

## Police Science

### SUGGESTED SCHEDULING:

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

#### FIRST YEAR

##### Fall

ADJ 100	3
ADJ 105	3
ADJ 110	3
ENG 111	3
Math	3
SDV 100 or any approved SDV course	1

**Total Credits 16**

##### Spring

ADJ 111	3
ADJ 133	3
ENG 112	3
PLS 136	3
ITE 115	3
Health/Physical Education	1

**Total Credits 16**

#### SECOND YEAR

##### Fall

ADJ 243	3
ADJ 211	3
ADJ 236	3
SPA 103	3
ADJ	3
Humanities Elective	3

**Total Credits 18**

##### Spring

ADJ 212	3
ADJ Elective	3
ADJ 236	3
BUS 236, or SPD 100, or SPD 110, or SPD 126	3
Health/Physical Education	2
SOC/PSY Elective	3

**Total Credits 17**

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

\*\* Students passing the computer competency exam will need to take an additional 100 level course in place of ITE 115.

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

## CERTIFICATE

# Early Childhood Development

**Purpose:** The Certificate program in Early Childhood Development is designed to provide students with practical skills and theoretical knowledge related to the care, development and guidance of young children. The curriculum addresses the intellectual, social, physical, emotional, and creative growth of young children. Graduates will be prepared to seek employment involving the care and education of young children in settings such as Head Start, day care centers, nursery schools, family day care homes, and other specialized settings. The Certificate provides greater depth and breadth of knowledge than the Career Studies Certificate and positions students to pursue the Associate Degree Early Childhood Development.

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

### EARLY CHILDHOOD DEVELOPMENT CURRICULUM:

Program Requirements	Credits
SDV 101 . . . . . Orientation to careers in Early Childhood and Elementary Education . . . . .	1
CHD 118 . . . . . Methods and Materials in Language Arts for Children . . . . .	3
CHD 120 . . . . . Introduction to Early Childhood Education . . . . .	3
CHD 125 . . . . . Creative Activities for Children . . . . .	3
CHD 126 . . . . . Math and Science Concepts for Children . . . . .	3
CHD 205 . . . . . Guiding the Behavior of Young Children . . . . .	3
CHD 210 . . . . . Introduction to Exceptional Children . . . . .	3
HLT 110 . . . . . Concepts of Personal and Community Health . . . . .	3
HLT 135 . . . . . Child Health and Nutrition . . . . .	3
PSY 235 . . . . . Child Psychology . . . . .	3
ENG 111 . . . . . College Composition I . . . . .	3
<b>Total Minimum Credits</b> . . . . .	<b>31</b>

**Math Requirement:** Prior to graduation from the Certificate program, students must either complete MTH 02 or qualify for MTH 03 on the pre-algebra placement test.

**Suggested Sequence of Courses:** The SDV 101 course and any required developmental reading coursework should be taken during the first semester of study. Students taking ENG 04 may also take CHD 125. Developmental writing coursework may also be required prior to taking ENG 111.

**Availability of Courses:** The courses required for completion of the Certificate in Early Childhood Development are offered at various times throughout the academic year. Not all required courses are offered every semester. Not all courses are offered at all campus locations. Students interested in completing the Certificate in Early Childhood Development should make an appointment with the Early Childhood Development program coordinator to discuss the variety of options available for completing the required course work.

**The Early Childhood Development AAS Degree:** All courses in the Early Childhood Development Certificate fulfill requirements for the AAS degree in Early Childhood Development at both Northern Virginia Community College and J. Sargeant Reynolds Community College. Students interested in pursuing an AAS degree in Early Childhood Development should contact institutions offering that degree immediately to inquire about applying coursework completed at Germanna Community College to that institution's AAS degree program.

**Scholarship Opportunities:** The Virginia Child Care Provider Scholarship Program, the TEACH VA program and federal financial aid programs can provide most of the funds necessary to complete the Certificate in Early Childhood Development. Contact the Early Childhood Development program coordinator for more information.

**CERTIFICATE**

## Engineering Technology – Architecture/Civil Engineering Track

(Pending State Approval)

**Purpose:** This program is designed for students who wish to study basic engineering principles; it prepares students for entry-level positions as drafters, surveying technicians, engineering technicians and technical assistants to the professional engineer in many of the construction fields. The Certificate provides greater depth and breadth of knowledge than the Career Studies Certificate.

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

### ENGINEERING CURRICULUM:

Program Requirement	Credits
MTH 115 . . . . . Technical Mathematics I . . . . .	3
MTH 116 . . . . . Technical Mathematics II . . . . .	3
ENG 111 . . . . . College Composition I . . . . .	3
DRF 151 . . . . . Engineering Drawing Fundamentals I . . . . .	3
MEC 100 . . . . . Introduction to Engineering Technology . . . . .	2
CIV 115 . . . . . Civil Engineering Drafting . . . . .	3
CIV 116 . . . . . Topographic Drafting . . . . .	3
DRF 201 . . . . . Computer Aided Drafting and Design I . . . . .	3
ARC 225 . . . . . Site Planning and Technology . . . . .	3
CIV 171 . . . . . Surveying I . . . . .	3
CIV 172 . . . . . Surveying II . . . . .	3
<b>Total Minimum Credits . . . . .</b>	<b>32</b>

*Note: Students having successfully completed MTH 104, DRF 161, and DRF 202 during their course of study at GCC will not be required to complete the revised courses (MTH 115, DRF 151, and DRF 241)*

#### FIRST YEAR

<b>Fall</b>	
DRF 151	3
MEC 100	2
ENG 111	3
<b>Total Credits</b>	<b>8</b>

#### Spring

CIV 115	3
MTH 115	3
CIV 171	3
<b>Total Credits</b>	<b>9</b>

#### SECOND YEAR

<b>Fall</b>	
DRF 201	3
MTH 116	3
CIV 172	3
<b>Total Credits</b>	<b>9</b>

#### Spring

CIV 116	3
ARC 225	3
<b>Total Credits</b>	<b>6</b>

**CERTIFICATE**

**Engineering Technology – Mechanical, Industrial, and Electrical Engineering Track**

(Pending State Approval)

**Purpose:** This program is designed for students who wish to study basic engineering principles; it prepares students for entry-level positions within mechanical, industrial, and electrical engineering. The Certificate provides greater depth and breadth of knowledge than the Career Studies Certificate.

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

**ENGINEERING CURRICULUM:**

Program Requirements	Credits
MTH 115 . . . . . Technical Mathematics I . . . . .	3
MTH 116 . . . . . Technical Mathematics II . . . . .	3
ENG 111 . . . . . College Composition I . . . . .	3
DRF 151 . . . . . Engineering Drawing Fundamentals I . . . . .	3
MEC 100 . . . . . Introduction to Engineering Technology . . . . .	2
DRF 152 . . . . . Engineering Drawing Fundamentals II . . . . .	3
DRF 241 . . . . . Parametric Solid Modeling I . . . . .	3
DRF 242 . . . . . Parametric Solid Modeling II . . . . .	3
EGR 130 . . . . . Statics and Strength of Materials for Engineering Technology . . . . .	4
EGR 250 . . . . . Electrical Theory . . . . .	3
MEC 112 . . . . . Processes of Industry . . . . .	3
<b>Total Minimum Credits . . . . .</b>	<b>33</b>

*Note: Students having successfully completed MTH 104, DRF 161, and/or DRF 202 during their course of study at GCC will not be required to complete the revised courses (MTH 115, DRF 151, and/or DRF 241).*

**FIRST YEAR**

<b>Fall</b>	
DRF 151	3
MEC 100	2
ENG 111	3
<b>Total Credits</b>	<b>8</b>

<b>Spring</b>	
DRF 152	3
MTH 115	3
EGR 130	4
<b>Total Credits</b>	<b>10</b>

**SECOND YEAR**

<b>Fall</b>	
DRF 241	3
MTH 116	3
MEC 112	3
<b>Total Credits</b>	<b>9</b>

<b>Spring</b>	
DRF 242	3
EGR 250	3
<b>Total Credits</b>	<b>6</b>

CERTIFICATE

Fine Arts

**Purpose:** This program is designed to develop the fundamental knowledge and skills prerequisite for a career in art or design. It will also serve the needs of artists and individuals who seek personal enrichment and/or improvement of creative skills. Upon completion of the program, graduates will have prepared a portfolio of visuals necessary for presentation to potential employers.

**Occupational Objectives:** Employment opportunities include entry-level positions in advertising agencies, industrial advertising departments, printing firms, newspapers and/or other related fields. Positions may include Graphic Designer, Fashion Designer, Interior Designer, Illustrator, Fine Artist.

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

**Program Requirements:** The curriculum includes courses in studio art and art history, general education and electives. Instruction includes both theoretical concepts and practical applications required for future success in art-related occupations. The student is urged to consult with a faculty advisor in selecting electives. The final course, Portfolio and Resume Preparation (ART 287), requires students to develop and submit a portfolio of their art work for approval by the instructor(s), and suitable for presentation.

**FINE ARTS CURRICULUM:**

<b>Program Requirements</b>		<b>Credits</b>
ENG 111-112	College Composition I-II	6
ART 101-102	History and Appreciation of Art I-II	6
ART 121-122	Drawing I-II	8
ART 131	Fundamentals of Design I	4
ART 287	Portfolio and Resume Preparation	1
Electives	Any two ART studio courses	7-8
<b>Total Minimum Credits</b>		<b>32</b>

Fine Arts electives could include: ART 138, 153, 154, 180, 241, and 242.

**SUGGESTED SCHEDULING:**

**FIRST YEAR**

**Fall**

ENG 111	3
ART 101	3
ART 121	4
ART 131	4
<b>Total Credits</b>	<b>14</b>

**Spring**

ENG 112	3
ART 102	3
ART 122	4
ART Elective	4
<b>Total Credits</b>	<b>14</b>

**SECOND YEAR**

**Fall**

ART Elective	3-4
ART 287	1
<b>Total Credits</b>	<b>4-5</b>

**CERTIFICATE**

## Fire Science Technology

(Pending State Approval)

**Purpose:** The certificate program in Fire Science Technology is offered to provide students a broad-based knowledge of current and future advances in the fire science field.

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

### FIRE SCIENCE TECHNOLOGY CERTIFICATE CURRICULUM:

Program Requirements	Credits
SDV 100 . . . . . College Success Skills . . . . .	1
ENG 111 . . . . . College Composition I . . . . .	3
ENG 112 . . . . . College Composition II . . . . .	3
FST 100 . . . . . Introduction to Emergency Services . . . . .	3
FST 110 . . . . . Fire Behavior and Combustion . . . . .	3
FST 112 . . . . . Hazardous Materials Chemistry . . . . .	3
FST 115 . . . . . Fire Prevention . . . . .	3
ITE 115* . . . . . Introduction to Computer Applications and Concepts . . . . .	3
MTH 100 Level and above** . . . . .	3
Social Sciences . . . . . Any two courses from ECO***, GEO, HIS, PLS, PSY****, or SOC***** . . . . .	6
BIO 101 or CHM 101 or CHM 121 . . . . . Laboratory Science . . . . .	4
<b>Total Minimum Credits</b> . . . . .	<b>35</b>

### SUGGESTED SCHEDULING:

#### FIRST YEAR

<b>Fall</b>	
ENG 111	3
FST 100	3
FST 110	3
SDV 100	1
<b>Total Credits</b>	<b>10</b>

<b>Spring</b>	
ENG 112	3
EST 112	3
EST 115	3
<b>Total Credits</b>	<b>9</b>

#### SECOND YEAR

<b>Fall</b>	
Lab Science	4
ITE 115	3
<b>Total Credits</b>	<b>7</b>

<b>Spring</b>	
Math	3
Social Science Electives	6
<b>Total Credits</b>	<b>9</b>

\* Students passing the computer competency exam will need to take an additional social science course in place of ITE 115.

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

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

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

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

## Graphic Communications

**Purpose:** This program is designed to provide the educational background and skills for entry-level positions in the graphic communications field (e.g., advertising agencies, printing firms, industrial advertising departments, newspapers or other media agencies). Upon completion of the program, graduates should be able to use the design skills and concepts necessary for effective visual communication.

**Occupational Objectives:** Advertising design, graphic artist, digital imaging, illustration, web page design and other related fields.

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

**Program Requirements:** The curriculum includes courses in graphic design, art history, general education and electives. Students are urged to consult with a faculty advisor in selecting elective courses. The final course, Portfolio and Resume Preparation (ART 287), requires students to develop and submit a portfolio of their art work for approval by the instructor(s), and suitable for presentation.

### GRAPHIC COMMUNICATIONS CURRICULUM:

Program Requirements	Credits
ENG 111 . . . . . College Composition I . . . . .	3
ART 101-102 . . . . . History and Appreciation of Art I-II . . . . .	6
ART 121-122 . . . . . Drawing I-II . . . . .	8
ART 131 . . . . . Fundamentals of Design I . . . . .	4
ART 180 . . . . . Introduction to Computer Graphics . . . . .	3
ART 283-284 . . . . . Computer Graphics I-II . . . . .	8
ART 287 . . . . . Resume and Portfolio Preparation . . . . .	1
Elective . . . . . Graphics elective* . . . . .	3-4
<b>Total Minimum Credits</b> . . . . .	<b>36</b>

\* Graphics electives could include ART 116, 141, 261 265, and PHT 264.

### SUGGESTED SCHEDULING:

#### FIRST YEAR

<b>Fall</b>	
ENG 111	3
ART 101	3
ART 121	4
ART 131	4
<b>Total Credits</b>	<b>14</b>

<b>Spring</b>	
ART 102	3
ART 122	4
ART 180	3
<b>Total Credits</b>	<b>10</b>

#### SECOND YEAR

<b>Fall</b>	
ART 283	4
Graphics Elective	3-4
<b>Total Credits</b>	<b>7-8</b>

<b>Spring</b>	
ART 284	4
ART 287	1
<b>Total Credits</b>	<b>5</b>

**CERTIFICATE**

**Police Science**

**Purpose:** This program is designed for those who want to pursue the study of subjects related to the criminal justice system and to prepare students for entry-level positions in the police science field.

**Occupational Objectives:** Police Officer, Deputy Sheriff, Private Security Officer, Park Police Officer, Transit Police Officer, and other law enforcement related occupations. Enhances knowledge and employability in the Police Science field.

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

**Program Requirements:** The curriculum includes courses in writing skills, social sciences, Spanish, and information technology, as well as specialized courses in police science.

**POLICE SCIENCE CURRICULUM:**

<b>Program Requirements</b>	<b>Credits</b>
SDV 100 . . . . . College Success Skills . . . . .	1
ENG 111 . . . . . College Composition I . . . . .	3
Any HLT/PED . . . . . Health/Physical Education . . . . .	2
SPA 150 . . . . . Spanish for Law Enforcement . . . . .	3
Any PSY or SOC . . . . . Any Psychology or Sociology . . . . .	3
ITE 115* . . . . . Computer Applications and Concepts . . . . .	3
ADJ 100 . . . . . Survey of Criminal Justice . . . . .	3
ADJ 105 . . . . . The Juvenile Justice System . . . . .	3
ADJ 110 . . . . . Introduction to Law Enforcement . . . . .	3
ADJ 111 . . . . . Law Enforcement Organization and Administration . . . . .	3
ADJ 133 . . . . . Ethics and the Criminal Justice Professional . . . . .	3
ADJ 211 . . . . . Criminal Law, Evidence, and Procedures I . . . . .	3
ADJ 236 . . . . . Principles of Criminal Investigation . . . . .	3
<b>Total Minimum Credits . . . . .</b>	<b>36</b>

All courses in this program are also program requirements in the Police Science AAS degree.

*\*Students passing the computer competency exam will need to take an additional 100 level course in place of ITE 115.*

## Practical Nursing

**Purpose:** This 11-month program is designed to prepare selected students to qualify as contributing members of the health team, rendering direct patient care as beginning practitioners of practical nursing in a variety of health service facilities. Upon successful completion of the curriculum, students will be eligible to take the National Council Licensure Examination leading to licensure as a practical nurse (LPN).

**Occupational Objectives:** Through comprehensive educational experiences, students will emerge as motivated health care providers in their field and possess the potential for lifelong learning. Graduates of the program may, upon licensure, be eligible for employment in hospitals, nursing homes, clinics, schools, physician's offices, and other community health settings.

### Admission Requirements:

- Students must have a high school diploma or GED.
- 1 unit of high school biology with lab and 1 unit of high school chemistry with lab, or equivalents, with a minimum grade of "C" within five years.
- MTH 03 or appropriate placement scores within five years.
- 1 computer literacy skills course, or equivalent, with a minimum grade of "C" within five years of admission.
- Standardized pre-admission tests are required. Scores greater than the 45th percentile will receive priority consideration in the application process. Scores are accepted for three years. Students are responsible for cost of test.
- A 2.5 average in academic work is necessary for consideration.
- The applicant process includes receipt of a Nursing Program application, a College application and official transcripts of all secondary and postsecondary courses attempted or completed.
- Number of credits completed at Germanna Community College and other VCCS colleges will be noted in the application process.
- If there are more qualified applicants than space available for offer of admission, the applicants with the highest number of credits completed toward the Certificate in Nursing will receive priority consideration for offer of admission. Date of completion of pre-nursing courses will be noted in the selection process.
- Applicants must attend a nursing program informational meeting with their nursing faculty advisor and have a signed student/advisor worksheet on file.
- Applications, including official transcripts of all secondary and postsecondary courses, must be received by the Admissions and Records Office.
- Requirements for admission into the nursing program are specific and admission is selective and competitive. Residents of Germanna's service region (the counties of Caroline, Culpeper, King George, Madison, Orange, Spotsylvania, Stafford, and the City of Fredericksburg) will be offered priority consideration for admission.
- Applicants will be expected to have earned a "C" or better in all general education courses in the Certificate program.
- Applications for Certificate in Practical Nursing program are due by February 1. Applicants planning to transfer or to be readmitted to the program should contact the nursing office for application deadlines. Since the nursing program has many applicants and the number of admissions are contingent upon available faculty and classroom and clinical spaces, the expected time it will take a student to earn the degree may exceed eleven months.

### Program Information:

Prospective applicants without previous college courses completed should contact the Counseling Office to begin taking pre-nursing courses. Prospective applicants who have completed at least ten college credits should contact the nursing office to begin taking pre-nursing courses.

A current working knowledge of the principles of biology, math, and chemistry is expected for success in human anatomy and physiology and in all nursing courses. Math, science, and computer literacy courses should have been successfully completed within the previous five years.

Deficiencies may be corrected through appropriate courses at Germanna prior to admission to the program.

## Practical Nursing

The Virginia Board of Nursing may deny any applicant for licensure if the applicant has willfully committed a felony/misdemeanor under laws of the Commonwealth of Virginia or of the United States.

Selected learning experiences will be provided in a number of health agencies located within the geographical area served by the College, such as general hospitals, nursing homes, clinics, schools, and other community health settings.

Prior to the onset of clinical experiences, the nursing student must provide documentation of:

- Certification of cardiopulmonary resuscitation for health care professionals.
- Rubella/rubeola vaccines or titer.
- Hepatitis B vaccines or waiver.
- Tuberculosis antibody status.
- Chickenpox vaccine or titer.
- Current professional liability insurance.
- Urine drug screen.
- Health insurance.
- Other mandatory clinical facility requirements such as criminal history report.

Physical and dental examinations will be required upon accepting admission to the nursing program. When a student progresses within a nursing program, the student is accountable for providing documentation of completed HepB series vaccination, current CPR, liability insurance, health insurance and PPD. All transferring and/or readmitted students must provide current copies of all credentials. In addition, a transferring and/or readmitted student must complete a new drug screen at the beginning of each nursing program.

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

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

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

Students may take NAS 161/162 in place of NAS 150.

**Transferring Nursing Students:** A transfer nursing student is an individual who has successfully completed part of a practical nursing education program or its equivalent and meets the GCC requirements for admission to the nursing program. Placement of transferring students into the nursing curriculum will be determined by official transcript analysis and space availability.

## Practical Nursing

**PRACTICAL NURSING CURRICULUM:**

Program Requirements	Credits
Student Development . . . . . SDV 100 or any approved SDV course . . . . .	1
English . . . . . ENG 111 . . . . .	3
Social Sciences . . . . . PSY 230 . . . . .	3
Natural Sciences . . . . . NAS 150 . . . . .	3
Major Requirements . . . . . PNE 130, 142, 145, 161, 158, 162, and 164 . . . . .	35
<b>Total Minimum Credits</b> . . . . .	<b>45</b>

Since the nursing program has many applicants and the number of admissions is contingent upon available faculty and classroom and clinical spaces, the expected time it will take a student to earn the degree may exceed 11 months. Applicants are advised to complete the general education courses, especially NAS 150 Human Biology or NAS 161/162 Natural Science, prior to entering the first nursing major course.

**SUGGESTED SCHEDULING:**

Prior to entering the first practical nursing (PNE) major course:

ENG 111	3
NAS 150	3
PSY 230	3
SDV 100	1
<b>Total Credits</b>	<b>10</b>

Summer	Fall	Spring
PNE 161    6	PNE 162    11	PNE 164    10
	PNE 130    3	PNE 145    1
	PNE 142    3	PNE 158    1
<b>Total</b> 6	<b>Total</b> 17	<b>Total</b> 12

# Accounting

**Purpose:** This program is designed to prepare students to perform basic level accounting functions for a business or government agency. The certificate is also appropriate for students seeking credits required to retain or improve their job status.

**Occupational Objectives:** Accounting Technician, Full-Charge Bookkeeper, Junior Accountant, Accounting Assistant.

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

**Objectives:**

- Provide students with an understanding of the mechanics and theory of accounting.
- Provide students with an understanding of the mechanics and theory of computerized techniques in accounting.
- Provide students with an understanding of the theory and application of income taxation.
- Provide students with a basic understanding of business concepts and principles.

**ACCOUNTING CURRICULUM:**

Program Requirements	Credits
ACC 211-212 . . . . . Principles of Accounting I and II . . . . .	7
ACC 215 . . . . . Computerized Accounting . . . . .	3
ENG 111 . . . . . College Composition I . . . . .	3
BUS 100 . . . . . Introduction to Business . . . . .	3
BUS 121 . . . . . Business Mathematics I . . . . .	3
<b>Total Minimum Credits</b> . . . . .	<b>19</b>

All courses in this program can be used towards an AAS degree in Business Management.

## Allied Health Preparation

**Purpose:** This curriculum is designed to provide educational preparation for individuals who plan to apply to a health career program.

**Occupational Objectives:** Completion of this certificate will prepare individuals to further their education in a health career program.

**Admission Requirements:** Admission requirements include a high school diploma or GED and satisfactory completion of the College placement tests in pre-algebra, writing, and reading. Students who do not meet required placement levels must enroll in developmental studies courses. A student may complete developmental courses while being in the certificate program. Students intending to apply to the Nursing Programs should be taking the required prerequisites of algebra, biology, chemistry, and computer literacy in addition to the minimum requirements of the career study certificate.

Graduation from the Allied Health program does not guarantee admission into the GCC Associate in Applied Science Nursing program or the Certificate Program in Practical Nursing or other Health Career Programs

**Objectives:**

- Provide part-time students with certification for their educational efforts.
- Provide a feeder path for the Associate of Applied Science Degree in Nursing or the Practical Nursing Certificate Program, the NVCC/GCC Dental Hygiene Program, or other health career programs.

**ALLIED HEALTH PREPARATION CURRICULUM:**

Program Requirements	Credits
SDV 100 . . . . . College Success Skills . . . . .	1
ENG 111 . . . . . College Composition I . . . . .	3
ENG 112 . . . . . College Composition II . . . . .	3
Humanities . . . . . Any course from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language . . . . . (Any student desiring to take Literature must have taken ENG 112.) . . . . .	3
NAS 161 . . . . . Health Science I . . . . .	4
NAS 162 . . . . . Health Science II . . . . .	4
PSY 230 . . . . . Developmental Psychology . . . . .	3
Selective Course Option . . . . . See specific course listing at end of section . . . . .	3
SOC 200 . . . . . Principles of Sociology . . . . .	3
<b>Total Minimum Credits . . . . .</b>	<b>27</b>

**SUGGESTED SCHEDULING:**

**Fall**

SDV 100	1
ENG 111	3
PSY 230	3
NAS 161	4
Humanities Elective	3
<b>Total Credits</b>	<b>14</b>

**Spring**

ENG 112	3
Selective Course Options	3
SOC 200	3
NAS 162	4
<b>Total Credits</b>	<b>13</b>

**Specific selective course options: (select one course)**

- |   |  |
|---|--|
| BUS 117 Human Relations and Leadership Development    | SOC 215 Sociology of the Family              |
| HLT 230 Principles of Nutrition and Human Development | SOC 211 Principles of Anthropology           |
| PHI 101 Introduction to Philosophy                    | SOC 225 Gender and Sex Roles                 |
| PHI 226 Social Ethics                                 | SOC 266 Minority Group Relations             |
| PHI 227 Bio-Medical Ethics                            | SOC 268 Social Problems                      |
| PSY 120 Human Relations                               | SPA 163 Spanish for Health Professionals     |
| PSY 200 Principles of Psychology                      | SPD 110 Introduction to Speech Communication |
| ASL 101 American Sign Language I                      | OR equivalent courses (see nursing advisor)  |

## American Sign Language

**Purpose:** This program prepares individuals to communicate proficiently in American Sign Language. The focus is on American Sign Language vocabulary, syntax, non-manual signals, and receptive skills.

**Occupational Objectives:** Preparation for state and national certifying examinations for positions as interpreters with schools, colleges, and universities; local, state and federal agencies as well as medical, legal, mental health, employment, and religious service providers. In addition, provides prerequisites for Interpreter Education Career Studies Certificate offered at J. Sargeant Reynolds Community College or Northern Virginia Community College.

**Admission Requirements:** In addition to general requirements for admission to the College, all entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses. An understanding of the English language is important in developing ASL skills. It is recommended that students complete developmental work in English and reading as determined by a placement test before beginning ASL course work.

### AMERICAN SIGN LANGUAGE CURRICULUM:

Program Requirements	Credits
ASL 101 ..... American Sign Language I.....	3
ASL 102 ..... American Sign Language II.....	3
ASL 201 ..... American Sign Language III.....	3
ASL 202 ..... American Sign Language IV.....	3
ASL 125 ..... History and Culture of the Deaf Community.....	3
<b>Total Minimum Credits</b> .....	<b>15</b>

**Suggested Sequence of Courses:** American Sign Language is taught in a four-semester sequence with each semester serving as a pre-requisite for the next: ASL, 101, ASL 102, ASL 201, and ASL 202. ASL 125 may be taken any time after completing ASL 101.

## Automotive Technology – Automotive Diagnostician

**Purpose:** The curriculum is designed to meet the need for trained automotive diagnosticians. The student will learn skills in the areas of automotive transmission, manual drive train, climate control, and engine performance. This certificate program provides knowledge and skills in four Automotive Service Excellence (ASE) areas of certification recognized by the automotive industry. The student must complete satisfactory work experience and pass the ASE certification examinations to receive the official ASE certification.

**Occupational Objectives:** Automotive diagnostician, state safety inspector, parts clerk, service writer, and service advisor technician.

**Admission Requirements:** In addition to general requirements for admission to the College, all entering students will be required to take placement tests in math, writing, and reading. Students with deficiencies must successfully complete appropriate developmental course work before they receive the career studies certificate.

### AUTOMOTIVE DIAGNOSTICIAN CURRICULUM:

Program Requirements	Credits
AUT 100 . . . . . Introduction to Automotive Technology . . . . .	2
AUT 121 . . . . . Automotive Fuel Systems I . . . . .	4
AUT 122 . . . . . Automotive Fuel Systems II . . . . .	4
AUT 245 . . . . . Automotive Electronics . . . . .	4
AUT 236 . . . . . Automotive Climate Control . . . . .	4
AUT 141 . . . . . Auto Power Trains I . . . . .	4
AUT 142 . . . . . Auto Power Trains II . . . . .	4
<b>Total Minimum Credits . . . . .</b>	<b>26</b>

*NOTE: Classes are held at the George Washington Carver Applied Learning and Entrepreneurial Center, Culpeper, VA.*

## Automotive Technology – Automotive Technician

**Purpose:** The curriculum is designed to meet the need for trained automotive technicians. The student will learn skills in the areas of engine repair, suspension and steering, brakes, and electrical systems. This certificate program provides knowledge and skills in four Automotive Service Excellence (ASE) areas of certification, recognized by the automotive industry. The student must complete satisfactory work experience and pass the ASE certification examinations to receive the official ASE certification.

**Occupational Objectives:** Automotive technician, state safety inspector, parts clerk, service writer, and service advisor technician.

**Admission Requirements:** In addition to general requirements for admission to the College, all entering students will be required to take placement tests in math, writing, and reading. Students with deficiencies must successfully complete appropriate developmental course work before they receive the career studies certificate.

### AUTOMOTIVE TECHNICIAN CURRICULUM:

Program Requirements	Credits
AUT 100 . . . . . Introduction to Automotive Technology . . . . .	2
AUT 266 . . . . . Automotive Steering & Suspensions Systems . . . . .	4
AUT 267 . . . . . Automotive Braking Systems . . . . .	4
AUT 241 . . . . . Automotive Electrical I. . . . .	4
AUT 111 . . . . . Automotive Engines I. . . . .	4
AUT 112 . . . . . Automotive Engines II . . . . .	4
AUT 136 . . . . . Automotive Vehicle Inspection . . . . .	2
<b>Total Minimum Credits . . . . .</b>	<b>24</b>

*NOTE: Classes are held at the George Washington Carver Applied Learning and Entrepreneurial Center, Culpeper, VA.*

**Banking**

**Purpose:** The Career Studies Certificate in Banking is designed to prepare students to work in an entry-level credit analyst position in banking.

**Occupational Objectives:** Bank Teller, Loan Officer Assistant, Customer Service Representative, Retail Lender, Junior Commercial Loan Officer and Branch Manager, and Credit Analyst.

**BANKING CAREER STUDIES CERTIFICATE CURRICULUM**

<b>Program Requirements</b>	<b>Credits</b>
BUS 100 . . . . . Introduction to Business . . . . .	3
BUS 121 . . . . . Business Math I . . . . .	3
BUS 122 . . . . . Business Math II . . . . .	3
BUS 236 . . . . . Business Communication . . . . .	3
BUS 241 . . . . . Business Law I . . . . .	3
ECO 120 . . . . . Survey of Economics . . . . .	3
ACC 211 . . . . . Principles of Accounting I . . . . .	3
FIN 166 . . . . . Credit Analysis . . . . .	3
<b>Total Minimum Credits</b> . . . . .	<b>24</b>

All courses in this program may be used to meet the requirements for an AAS degree in Business Management.

Corrections

**Purpose:** This program is designed for students who are seeking entry-level jobs in correctional occupations.

**Occupational Objectives:** Corrections Officer, Deputy Sheriff, Prison Security Officer, and other correctional related occupations.

**Admission Requirements:** Applicants must meet the general requirements for admission to the College and are expected to possess proficiency in reading and writing skills as determined by the placement test. Students who are not proficient in English and mathematics will need to complete developmental studies course work.

**POLICE SCIENCE CURRICULUM:**

<b>Program Requirements</b>	<b>Credits</b>
ADJ 100* . . . . . Survey of Criminal Justice . . . . .	3
ADJ 133* . . . . . Ethics and the Criminal Law Professional . . . . .	3
ADJ 140 . . . . . Introduction to Corrections . . . . .	3
ADJ 145 . . . . . Corrections in the Community . . . . .	3
ADJ 146 . . . . . Adult Correctional Institutions . . . . .	3
ADJ 211* . . . . . Criminal Law, Evidence, and Procedures I . . . . .	3
<b>Total Minimum Credits</b> . . . . .	<b>18</b>

\* NOTE: These courses may be applied to the Police Science Certificate and the Police Science

E-Commerce

**Purpose:** The emphasis of the Career Study Certificate is centered on web page design, development and implementation of Internet based web sites for commercial and small business use.

**Occupational Objectives:** Course work centers on employment options in electronic marketing and sales, electric commerce site design and implementation, and commercial web site creation and maintenance. Jobs descriptions would include areas in Web site management, Web master, and Web site support.

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

**E-COMMERCE CURRICULUM**

<b>Program Requirements</b>		<b>Credits</b>
ITD 110.....	Web Page Design I .....	3
ITP 140 .....	Client Scripting .....	3
ITE 160 .....	Introduction to E-commerce OR MKT 100 – Principles of Marketing .....	3
ITD 210.....	Web Page Design II .....	3
ITD 220.....	E-commerce Administration .....	3
	<b>Total Minimum Credits .....</b>	<b>15</b>

*NOTE: It is recommended that students entering the certificate have ITE 115 or equivalent knowledge.*

## Early Childhood Development

**Purpose:** The career studies certificate program in Early Childhood Development is designed to provide students with practical skills and theoretical knowledge related to the care, development and guidance of young children. The curriculum addresses the intellectual, social, physical, emotional, and creative growth of young children. Graduates will be prepared to seek entry-level employment in settings such as day care centers, nursery schools, playground programs, foster homes, hospital playrooms, family day care facilities, in-home care, and other facilities offering services for preschool children. This Career Studies Certificate is designed to be an introduction to the field of early childhood education.

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

### EARLY CHILDHOOD EDUCATION CURRICULUM:

Program Requirements	Credits
SDV 101 . . . . . Orientation to Careers in Early Childhood and Elementary Education . . . . .	1
CHD 120 . . . . . Introduction to Early Childhood Education . . . . .	3
CHD 125 . . . . . Creative Activities for Children . . . . .	3
CHD 205 . . . . . Guiding the Behavior of Children . . . . .	3
HLT 135 . . . . . Child Health and Nutrition . . . . .	3
PSY 235 . . . . . Child Psychology . . . . .	3
<b>Total Minimum Credits</b> . . . . .	<b>16</b>

**Suggested Sequence of Courses:** The SDV 101 course and any required developmental reading coursework should be taken during the first semester of study. Students taking ENG 04 may also take CHD 125.

**Availability of Courses:** The courses required for completion of the Career Studies Certificate in Early Childhood Development are offered at various times throughout the academic year. Not all required courses are offered every semester. Not all courses are offered at all campus locations. Students interested in completing the Career Studies Certificate in Early Childhood Development should make an appointment with the Early Childhood Development program coordinator to discuss the variety of options available for completing the required course work.

**The Early Childhood Development Certificate:** All courses in the Early Childhood Development Career Studies Certificate are required courses for the 31-credit Certificate in Early Childhood Development offered at Germanna.

**Scholarship Opportunities:** The Virginia Child Care Provider Scholarship Program, the TEACH VA program and federal financial aid programs can provide most of the funds necessary to complete the Career Studies Certificate in Early Childhood Development. Contact the Early Childhood Development program coordinator for more information.

## Engineering Technology

**Purpose:** This program is designed for students who wish to study basic engineering principles; it prepares students for entry-level positions as engineering technicians and technical assistants to the professional engineer in many of the construction fields.

**Occupational Objectives:** Draftsman, CADD Operator, Technical Assistants, Surveying Assistants, Construction Field Assistants.

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

### ENGINEERING CURRICULUM:

Program Requirements	Credits
ENG 111 . . . . . College Composition I . . . . .	3
MTH 115 . . . . . Technical Math I . . . . .	3
DRF 151 . . . . . Engineering Drawing Fundamentals I . . . . .	3
DRF 201 . . . . . Computer Aided Drafting and Design I . . . . .	3
DRF 241 . . . . . Parametric Solid Modeling I . . . . .	3
CIV 171 . . . . . Surveying I . . . . .	3
<b>Total Minimum Credits . . . . .</b>	<b>18</b>

Horticulture

**Purpose:** This program is designed to prepare individuals for employment in the field of horticulture, as well as provide further knowledge and advancement opportunities for those who are presently working in this field. The program also provides scientifically-based knowledge to persons with a personal interest in horticulture.

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

**Articulation:** Individuals successfully completing this Career Studies Certificate program may continue their studies to earn an Associate of Applied Science Degree in Horticulture Technology at either Northern Virginia Community College or J. Sargeant Reynolds Community College.

**HORTICULTURE CURRICULUM:**

Program Requirements	Credits
HRT 110 ..... Principles of Horticulture .....	3
HRT 127 ..... Horticultural Botany .....	3
HRT 207 ..... Plant Pest Management .....	3
Electives ..... Two courses from HRT 137, HRT 245, and HRT 246 .....	6
<b>Total Minimum Credits</b> .....	<b>15</b>

**Electives:**

- HRT 137: Environmental Factors in Plant Growth
- HRT 245: Woody Plants
- HRT 246: Herbaceous Plants

**Suggested Sequence of Courses:** HRT 110 serves as the recommended pre-requisite for all other courses in this program. HRT 127 serves as the pre-requisite for HRT 245 and HRT 246 unless students receive permission of the instructor to enroll in these courses without this pre-requisite. Remaining courses in the program can be taken in any order as long as pre-requisites are met.

## Legal Assisting

**Purpose:** This program is designed to prepare individuals for an entry-level position as a Legal Assistant. In addition, it is designed to enhance the professional qualifications of those persons already employed as Legal Secretaries.

**Occupational Objectives:** Legal Assistant, Legal Secretary.

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

**Articulation:** Individuals successfully completing this Career Studies Certificate program may continue their studies and earn an Associate of Applied Science Degree in Legal Assisting at either Northern Virginia Community College or J. Sargeant Reynolds Community College.

### LEGAL ASSISTANT CURRICULUM:

Program Requirements		Credits
LGL 110	Introduction to Law and the Legal Assistant	3
LGL 125	Legal Research	3
LGL 126	Legal Writing	3
Writing Requirement	ENG 111 or BUS 236*	3
Elective	Any LGL course or ADJ 211	3
<b>Total Minimum Credits</b>		<b>15</b>

\* NOTE: Students intending to pursue an AAS degree should choose ENG 111.

**Suggested Sequence of Courses:** Students should begin with LGL 110. The writing requirement should be completed before LGL 126. The elective can be taken at any point after completion of LGL 110.

## Microcomputer Applications for Business

**Purpose:** The Career Studies Certificate in Microcomputer Applications for Business is designed for those individuals who are recent high school graduates or for individuals currently in the labor force who are seeking entry-level jobs in the area of information systems.

**Occupational Objectives:** Information Systems Manager Trainee, Technician, Automation Specialist.

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

### MICROCOMPUTER APPLICATIONS FOR BUSINESS CURRICULUM:

Program Requirements	Credits
ITE 160 or MKT 100 . . . . . Intro to E-Commerce or Principles of Marketing . . . . .	3
ITE 100 . . . . . Introduction to Information Systems . . . . .	3
ITE 115* . . . . . Introduction to Computer Applications and Concepts . . . . .	3
ITD 110 . . . . . Web Page Design I . . . . .	3
ITD 130 . . . . . Database Fundamentals . . . . .	3
Elective . . . . . (See advisor for selection possibilities) . . . . .	3
<b>Total Minimum Credits</b> . . . . .	<b>18</b>

All courses in this program also meet program requirements in the Information Systems Technology AAS degree.

\* NOTE: Students who pass the Computer Competency Test may elect any IST course in place of ITE 115.

## Networking

**Occupational Objectives:** Network Specialist, Network Technician, and Network Administrator.

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

### NETWORKING CURRICULUM:

Program Requirements	Credits
ITE 100 . . . . . Introduction to Information Systems . . . . .	3
ITN 120 . . . . . Wireless Administration . . . . .	3
ITN 260 . . . . . Network Security Basics . . . . .	3
ITN 101 . . . . . Introduction to Network Concepts . . . . .	3
ITN 208 . . . . . Protocols and Communications . . . . .	4
<b>Total Minimum Credits . . . . .</b>	<b>16</b>

All courses in this program also meet program requirements in the Information Systems Technology AAS degree.

## Nurse Aide

**Purpose:** This curriculum is designed to provide skills and knowledge to prepare the student to take the certification test for becoming a certified Nurse Aide in Virginia.

**Occupational Objective:** Upon completion of this curriculum and certification by the Virginia Board of Nursing, individuals will be eligible for employment in a variety of health care settings.

**Admission Requirements:** Admission requirements include high school graduation or GED, and completion of College placement tests with scores of 81 in Reading, 76 in Writing, and 37 in Math. Students who do not meet required placement levels must enroll in developmental studies courses and must have successfully completed the following courses prior to registering for HCT courses:

ENG 05 Reading Improvement II

ENG 03 Preparation for College Writing II

MTH 02 Basic Arithmetic

SDV 100, HLT 105, and ITE 115 may be taken while developmental studies are being completed.

A prospective student with a felony conviction needs to see the HCT course instructor/program advisor. Certain convictions will prevent an individual from being certified as a nurse aide in Virginia.

The program requires additional expenditures for the student's health assessment, uniforms, and supplies and equipment.

### NURSE AIDE CURRICULUM:

Program Requirements		Credits
SDV 100	College Success Skills	1
ITE 115	Introduction to Computer Applications and Concepts	3
HCT 101	Health Care Technician I*	4
HCT 102	Health Care Technician II*	3
HCT 110	Therapeutic Communication in the Health Care Setting	3
<b>Total Minimum Credits</b>		<b>14</b>

*\*HCT 101 and HCT 102 must be taken during the same semester, per availability. An admitted student may choose to take only HCT 101 and HCT 102 and upon completion of these two courses, be a candidate to take the Nurse Aide in Virginia certification test. Students who choose this route will not receive the career studies certificate.*

### SUGGESTED SCHEDULING:

Fall		Spring		Summer	
SDV 100	1	HCT 101	4	HCT 110	3
ITE 115	3	HCT 102	3		
<b>Total</b>	<b>4</b>	<b>Total</b>	<b>7</b>	<b>Total</b>	<b>3</b>

## Paraprofessional Counseling

**Purpose:** The Career Studies Certificate in Paraprofessional Counseling is designed to prepare students to work as mental health paraprofessionals. Students will receive a basic background in psychology and theories of counseling. Upon completion of the program, students will be prepared to pursue entry-level positions within the human services field or to continue their education. Graduate work and State licensing is required for the private practice of counseling, which is not within the scope of this program.

**Occupational Objectives:** Counselor Aides, Gerontology Assistants, Mental Health Technicians, Nursing Home Assistants, Social Services Assistants, Substance Abuse Counselor Aides.

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

### PARAPROFESSIONAL COUNSELING CURRICULUM:

Program Requirements	Credits
PSY 120 ..... Human Relations .....	3
PSY 200 ..... Principles of Psychology .....	3
PSY 215 ..... Abnormal Psychology .....	3
PSY 230 ..... Developmental Psychology .....	3
PSY 226 ..... Introduction to Counseling .....	3
PSY 290 ..... Internship .....	3
Elective ..... PSY Elective .....	3
<b>Total Minimum Credits</b> .....	<b>21</b>

**Suggested Sequence of Courses:** Students should begin with PSY 200. PSY 200 is a prerequisite for PSY 215. Students must complete 9 credits in psychology before taking PSY 226. PSY 290 should be taken last.

Phlebotomy

**Purpose:** The Career Studies Certificate in Phlebotomy is designed to prepare students to work as an entry-level phlebotomist. Program graduates are eligible to sit for the national phlebotomy certifying exam through the American Society for Clinical Pathology.

**Occupational Objective:** To obtain employment as a phlebotomist in a variety of area health care agencies.

**Admission Requirements:** Satisfactory completion of placement tests in reading and writing. Students who do not meet required placement levels must enroll in appropriate reading and writing developmental studies courses. A student may complete developmental courses while working on the certificate.

**PHLEBOTOMY CURRICULUM:**

Program Requirements	Credits
ENG 111 . . . . . College Composition I . . . . .	3
HLT 143 . . . . . Medical Terminology I . . . . .	3
MDL 105 . . . . . Phlebotomy . . . . .	3
MDL 106 . . . . . On-site Training: Phlebotomy . . . . .	4
<b>Total Minimum Credits</b> . . . . .	<b>13</b>

**Sequence of Courses:** Students must satisfactorily complete MDL 105 prior to MDL 106.

A student may choose to take only MDL 106 and upon completion of these two courses, be a candidate to take the National Plebotomy Certifying Exam through the American Society for Clinical Pathology. Students who choose this route will not receive the Career Study Certificate. Students must have CPR for Health Professionals Certification (HLT 105), Criminal History Report, a physical examination and immunizations.

**Police Science**

**Purpose:** This program is designed for students who are seeking entry-level jobs in law enforcement occupations.

**Occupational Objectives:** Police Officer, Deputy Sheriff, Private Security Officer, Park Police Officer, Transit Police Officer, and other law enforcement related occupations.

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

**POLICE SCIENCE CURRICULUM:**

<b>Program Requirements</b>	<b>Credits</b>
ADJ 100 . . . . . Survey of Criminal Justice . . . . .	3
ADJ 110 . . . . . Introduction to Law Enforcement . . . . .	3
ADJ 111 . . . . . Law Enforcement Organization and Administration . . . . .	3
ADJ 133 . . . . . Ethics and the Criminal Justice Professional . . . . .	3
ADJ 211 . . . . . Criminal Law, Evidence, and Procedures I. . . . .	3
ADJ 236 . . . . . Principles of Criminal Investigation. . . . .	3
<b>Total Minimum Credits</b> . . . . .	<b>18</b>

All courses in this program are also program requirements in the Police Science AAS Degree.

## Small Business Management

**Purpose:** This program is designed to acquaint present and potential small business owners and employers with the fundamentals essential in starting and operating a small business.

**Occupational Objectives:** Small Business Entrepreneur, Small Business Owner/Manager, Small Business Employee.

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

**Program Requirements:** Although the major emphasis in this curriculum is on business courses, a course in basic math competencies is also included.

**Articulation:** Individuals successfully completing this Career Studies Certificate program may continue their studies and earn an Associate in Applied Science Degree in Business Management.

### BUSINESS MANAGEMENT CURRICULUM:

Program Requirements	Credits
ACC 211 ..... Principles of Accounting I .....	3
BUS 121 ..... Business Mathematics I .....	3
BUS 165 ..... Small Business Management .....	3
BUS 200 ..... Principles of Management .....	3
BUS 241 ..... Business Law I .....	3
ITE 115* ..... Introduction to Computer Applications and Concepts .....	3
<b>Total Minimum Credits</b> .....	<b>18</b>

It is recommended that students take BUS 121 before ACC 211.

All courses in this program can be used towards an AAS degree in Business Management.

*\* Students who pass the Computer Competency Test may select another course from ACC, BUS, ECO, FIN, or MKT to replace ITE 115*

## Surgical Scrub Nurse

**Purpose:** This curriculum is designed to prepare Licensed Practical Nurses to work as surgical scrub nurses, assisting surgeons in performing surgical procedures. Duties of the surgical scrub nurse may be performed in operating rooms, ambulatory centers, central supply, labor and delivery area, catheterization laboratories, private physicians' offices, and other areas where invasive procedures are performed.

**Occupational Objective:** To obtain employment as a surgical scrub nurse in a variety of area health care agencies.

**Admission Requirements:** Licensed Practical Nurse in Virginia.

### SURGICAL SCRUB NURSING CURRICULUM CREDITS

NUR 142. . . . .	Fundamentals of Surgical Care II . . . . .	3
NUR 280. . . . .	Introduction to Perioperative Nursing . . . . .	4
NUR 281. . . . .	Advanced Perioperative Nursing . . . . .	5
	<b>Total Minimum Credits . . . . .</b>	<b>12</b>

## Supervision

**Purpose:** This program is designed to enhance the professional qualifications and leadership skills of supervisory personnel through continuing career studies. This program of study is also appropriate for those persons who seek to become supervisors within business or industry.

**Occupational Objectives:** First Line Supervisor, Mid-level Manager.

**Admission Requirements:** In addition to the admission requirements established for the College, entry into the Supervision Career Studies Certificate program requires proficiency in high school English and mathematics. All entering students will be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses. Students are urged to consult with counselors or faculty advisors in planning their programs.

**Articulation:** Individuals successfully completing this Career Studies Certificate program may continue their studies and earn an Associate of Applied Science Degree in Business Management.

### SUPERVISION CURRICULUM:

Program Requirements	Credits
BUS 100 . . . . . Introduction to Business . . . . .	3
BUS 200 . . . . . Principles of Management . . . . .	3
BUS 201 . . . . . Organizational Behavior . . . . .	3
BUS 236 . . . . . Communication in Management . . . . .	3
ITE 115* . . . . . Introduction to Computer Applications and Concepts . . . . .	3
Business-Related Elective . . . . . Any course from ACC, BUS, ECO**, FIN, or MKT . . . . .	3
<b>Total Minimum Credits . . . . .</b>	<b>18</b>

Students should take BUS 200 before BUS 201.

All courses in this program can be used towards an AAS degree in Business Management.

\* Students who pass the Computer Competency Test may select another course from ACC, BUS, ECO, FIN, or MKT to replace ITE 115.

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

Vocational Health Care

**Purpose:** This curriculum is designed to provide opportunities for individuals presently enrolled in the Spotsylvania Career and Technical Center's regional Fredericksburg Area School of Practical Nursing (FASPN) to fulfill the FASPN program requirements in practical nursing.

**Occupational Objectives:** Completion of the Spotsylvania Career and Technical Center's regional Fredericksburg Area School of Practical Nursing (FASPN) program requirements in practical nursing education by its enrolled students so that, upon graduation from the FASPN program, the students are eligible to take the national licensure examination for practical nursing.

**Admission Requirements:** Students must be currently enrolled and in good standing in the Spotsylvania Career and Technical Center's Fredericksburg Area School of Practical Nursing (FASPN) and have completed Phase I of the FASPN program.

**VOCATIONAL HEALTH CARE CURRICULUM:**

Program Requirements		Credits
PNE 130	Maternity Nursing	3
PNE 141	Nursing Skills	3
PNE 158	Mental Health Nursing	1
PNE 162	Nursing in Health Changes II	11
PNE 164	Nursing in Health Changes IV	10
PNE 145	Trends in Practical Nursing	1
<b>Total Minimum Credits</b>		<b>29</b>

**SUGGESTED SCHEDULING:**

Summer		Fall		Spring	
PNE 141	3	PNE 130	3	PNE 164	10
		PNE 162	11	PNE 145	1
				PNE 158	1
<b>Total</b>	<b>3</b>	<b>Total</b>	<b>14</b>	<b>Total</b>	<b>12</b>

