EASTERN SHORE COMMUNITY COLLEGE

Where Tomorrow Begins

2011 - 2012
College Catalog
and Student Handbook
29300 Lankford Highway
Melfa, VA 23410

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www.es.vccs.edu

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Links to other materials and websites provided in these sources are also for information purposes only and do not constitute the college's endorsements of products or services referenced in such materials (October 6, 2011).

OFFICIAL VERSION OF CATALOG
The College maintains the Catalog and Student Handbook on its website at www.es.vccs.edu. **The version contained on the website is the official College document for procedures, policies and guidelines.**

FREEDOM OF INFORMATION ACT REQUESTS

Records requests or information on requesting records for Eastern Shore Community College should be directed to Cynthia Allen, Vice President of Finance and Administration. She can be reached at Eastern Shore Community College, 29300 Lankford Highway, Melfa, VA 23410; 757.789.1768; callen@es.vccs.edu.

ESCC is an equal opportunity institution.

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MISSION OF THE COLLEGE

We serve the Eastern Shore of Virginia by meeting educational and training needs, creating an environment for student success, and preparing our students and ourselves for citizenship in a global society. By providing access to a broad range of academic, workforce development, and personal enrichment opportunities, we empower learners to improve the quality of life for themselves and their communities.

College Goals

- To meet the educational and economic needs of our communities by providing access to responsive and affordable lifelong learning opportunities.
- To promote and support student learning and success through exemplary instruction in a learning-centered environment.
- To provide equitable access to learning resources and student support services for the college communities.
- To offer students leadership opportunities and to prepare them for the challenges of an increasingly global economy and society.
- To be a preeminent workforce development provider and to promote personal enrichment through continuing education.
- To foster and advance significant and productive educational, economic, and cultural partnerships.
- To provide the educational component of local economic and community development initiatives, in partnership with business and government agencies.
- To recruit and develop well-qualified, dedicated, caring, and creative employees.

College Vision

To be an innovative, learning-centered community college recognized as a leader in education and as a vital link in the economic and cultural enrichment of our communities.

GENERAL INFORMATION

Eastern Shore Community College is a member of the Virginia Community College System and serves the residents of Accomack and Northampton counties as a two-year institution of higher learning. Operating under policies established by the State Board for Community Colleges and the Eastern Shore Community College Board, the College is financed primarily with state funds, supplemented by contributions from the two counties and the Eastern Shore Community College Foundation.

Eastern Shore Community College occupies a 115-acre site on U.S. Route 13, south of Melfa, in Accomack County. The facilities are accessible to the handicapped and include classrooms, laboratories, a bookstore, a lecture hall, administrative offices, a student lounge, and a Learning Resources Center / Library. The Business Development and Workforce Training Center opened in January 2009 and houses Workforce Development Services, including occupational trade areas, allied health programs, industrial technology programs and employer training programs. The College is open during the entire year on a semester system. Classes are held from early morning through late evening, generally Monday - Saturday.

ACCREDITATION

Eastern Shore Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Eastern Shore Community College.

The associate degree curricula of the College have also been approved by the State Council of Higher Education for Virginia. The Nursing Program (in cooperation with Tidewater Community College) is fully accredited by the National League of Nursing and approved by the Virginia Board of Nursing. The National League for Nursing Accrediting Commission (350 Hudson Street, New York, NY; 800.669.1656) may be used as a resource for program information. The Practical Nursing certificate program and the Long-Term Care Assistant (LTCA) career studies certificate program are accredited by the Virginia Board of Nursing.

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

EQUAL OPPORTUNITY POLICY

It is the policy of the Virginia Community College System and Eastern Shore Community College to provide equal employment and educational opportunities for all persons without regard to race, color, religion, national origin, political affiliation, veteran status, gender, age, or sexual orientation and for all otherwise qualified persons with disabilities. This policy permits appropriate employment preference for veterans. For more information, contact Pat Phillips, Equal Opportunity Officer, at 757.789.1723.

ACADEMIC CALENDAR 2011 - 2012

Fall Semester	**2011**
Registration for Current Students Begins	April 11
Open Registration Begins	April 18
Fall Graduation Application Deadline	Aug 1
Convocation and Advising	Aug 16 – 18
Classes Begin	Aug 19
Late Registration	Aug 19-25
Labor Day Holiday	Sep 5 – 6
Planning Day	Sep 6
Last Day to Withdraw with Refund	Sep 7
Last day to Withdraw without Penalty	Oct 26
Thanksgiving Holiday	Nov 23-25
Last Day of Classes	Dec 9
Final Exams	Dec 10-16

Spring Semester	**2012**
Registration for Current Students Begins	Nov 14
Open Registration Begins	Nov 21
Spring Graduation Application Deadline	Dec 1
Convocation and Advising	Jan 3 – 5
Classes Begin	Jan 6
Late Registration	Jan 6-12
Martin Luther King Day	Jan 16
Last Day to Withdraw with Refund	Jan 23
Mid-Semester Break	March 5 – 10
Last day to Withdraw without Penalty	Mar 22
Last Day of Classes	Apr 30
Final Exams	May 1 – 7
Commencement	May 15

Summer Semester	**2012**
Registration for Current Students Begins	Apr 9
Open Registration Begins	Apr 16
Summer Graduation Application Deadline	May 1
Classes Begin	June 4
Late Registration	June 4 - 7
Last Day to Withdraw with Refund	June 12
Holiday Observed	July 4
Last day to Withdraw without Penalty	July 9
Last Day of Classes	July 31
Final Exams	Aug 1 – 2

Approved by Eastern Shore Community College Board 10/12/10

ACADEMIC CALENDAR 2012 - 2013

Fall Semester	**2012**
Registration for Current Students Begins	Apr 9
Open Registration Begins	Apr 16
Fall Graduation Application Deadline	Aug 1
Convocation and Advising	Aug 16 – 17
Classes Begin	Aug 20
Late Registration	Aug 20-24
Labor Day Holiday	Sep 3 – 4
College Planning Day	Sep 4
Last Day to Withdraw with Refund	Sep 5
Last day to Withdraw without Penalty	Oct 26
Thanksgiving Holiday	Nov 21 – 24
Last Day of Classes	Dec 8
Final Exams	Dec 10 – 15

Spring Semester	**2013**
Registration for Current Students Begins	Nov 11
Open Registration Begins	Nov 18
Spring Graduation Application Deadline	Dec 1
Convocation and Advising	Jan 2 – 4
Classes Begin	Jan 7
Late Registration	Jan 7 – 11
Martin Luther King Day	Jan 21
Last Day to Withdraw with Refund	Jan 23
Mid-Semester Break	March 4 – 9
Last day to Withdraw without Penalty	Mar 25
Last Day of Classes	April 29
Final Exams	April 30 – 6
Commencement	May 15

Summer Semester	**2013**
Registration for Current Students Begins	Apr 8
Open Registration Begins	Apr 15
Summer Graduation Application Deadline	May 1
Classes Begin	June 3
Late Registration	June 3-6
Last Day to Withdraw with Refund	June 11
Holiday Observed	July 4
Last day to Withdraw without Penalty	July 8
Last Day of Classes	July 30
Final Exams	July 31 – Aug 1

Approved by Eastern Shore Community College Board 10/12/10

ADMISSIONS INFORMATION

GENERAL ADMISSION TO THE COLLEGE
Individuals are eligible for admission to Eastern Shore Community if they are high school graduates or the equivalent (GED), or if they are eighteen (18) years of age or older and able to benefit from study at the College.

ESCC reserves the right to evaluate and document special cases and to refuse or revoke admission if the College determines that the applicant is a threat, is a potential danger, is significantly disruptive to the college community, or if such refusal or revocation is considered to be in the best interest of the College.

The College also reserves the right to refuse admission for applicants who have been expelled or suspended from, or have been determined to be a threat, potential danger or significantly disruptive by, another college. Students whose admission is revoked after enrollment may appeal this admission revocation to the Admissions Committee.

All students are admitted as either a curricular or non-curricular student.

CURRICULAR ADMISSION
Curricular admission is granted to an applicant who satisfies requirements for entry into programs leading to VCCS certificates, diplomas, and associate degrees. Specific admission requirements may exist for a program. Applicants should consult the Plans of Study section of the catalog.

To be admitted as a curricular student you must:
1. Submit an Application for Admission with social security number requested;
2. Complete Compass computer-based placement testing;
3. Submit official high school transcript or GED test scores (for registered nursing, practical nursing, and medical assistant programs only);
4. Submit official transcripts from all previous colleges and universities attended; and
5. Meet additional requirements that may be necessary for specific programs.

NON-CURRICULAR ADMISSION
Non-curricular admission is granted to an applicant who has not requested admission to a curriculum (plan of study).

To be admitted as a non-curricular student you must:
1. Submit an Application for Admission with social security number requested;
2. Meet additional requirements that may be necessary for specific programs or courses. Examples of additional requirements include:
    a. Satisfactory scores on placement tests before enrollment in English and math.
    b. Physical examinations.
    c. Proof of ability to benefit educationally.

ADMISSIONS WITH SPECIAL PROVISIONS
Transfer Students
Transfer students must submit an application for admission and must have official transcripts from all previous colleges and universities sent to the Admissions Office. Students wishing to receive transfer credit from another Virginia Community College System institution do not have to submit an official transcript since credit information is available on the VCCS Student Information System. Usually a transfer student who is eligible for re-enroll at the last college of attendance will be eligible for admission to ESCC. If a transfer student is academically ineligible to return to the previous college, the Admissions Committee of the college shall decide on each case and can impose special conditions for the admittance of such students. The student must appeal for such admission to ESCC by submitting a letter to the dean of instruction.

Concurrent Enrollment of High School Students
A high school student, regardless of age, may be admitted to Eastern Shore Community College under the following conditions:

1. With a limit of two courses per semester;
2. Through early admission as a college student; and
3. With the understanding that all college credit will be held until graduation from high school, unless early admission to the college is granted.

A high school student is admitted on a space-available basis with highest priority given to a senior and lowest priority given to a freshman. An out-of-school student who has not completed high school may be admitted if beyond mandatory school age and out of school for at least six (6) months. This requirement also applies to adult literacy and GED preparation classes.

Dual Enrollment of High School Students

The Dual Enrollment program allows high school students to be enrolled in and receive credit for college courses and high school courses simultaneously. The courses are taught by certified instructors at the high schools or on the ESCC campus following the high school schedule.

Dual enrollment coursework is restricted to high school juniors and seniors. Exceptions may be considered for high school freshman and sophomore students who are able to demonstrate readiness for college level coursework through ESCC's established institutional policies. It is required that all freshman and sophomore students meet established institutional placement criteria prior to enrolling in dual enrollment coursework. Because enrolling freshman and sophomore students is considered exceptional, each freshman and sophomore student will be treated on a case-by-case basis and require formal approval by the College president.

The high schools identify students whom they feel will benefit from enrollment in this program. After consultation with their high school counselor, the student then submits an Application for Admissions and takes the appropriate placement tests to evaluate readiness for enrolling in the college-level courses.

Returning Students

Returning students who have not been enrolled in credit courses at the College during the past three years must reapply by resubmitting an application for admission prior to registration. Please direct all inquiries to the Admissions Office.

Non-Credit Students

Persons who wish to apply to take non-credit continuing education courses should contact the Office of Workforce Development. Completion of the Application for Admission is required.

CLASSIFICATION OF STUDENTS

All students are classified according to the following categories:

CURRICULAR STUDENT: A student who has satisfied all general college admission requirements and has been admitted to a curriculum (plan of study).

NON-CURRICULAR STUDENT: Non-curricular admission is granted to an applicant who has not requested admission to a curriculum (plan of study) and who is registering for classes for any of the following reasons:
- Upgrading employment skills for present job
- Developing skills for new job
- Exploring career options
- Pursuing personal interest or general knowledge
- Pursuing college courses while in high school
- Currently pursuing degree at another college (transient / visitor)
- Planning to pursue a degree at another college (non-degree / transfer).

FULL-TIME STUDENT: Students are considered full-time students if they are enrolled in 12 or more credit hours of course work in a semester.

PART-TIME STUDENT: Students carrying fewer than 12 credit hours during a semester are considered part-time students.

FRESHMAN/SOPHOMORE STATUS: Students are classified as freshmen until they complete 30 credits of course work in a degree program. Students who have completed 30 or more credits in a degree program are classified as sophomores.

PLACEMENT TESTING

Placement testing is required to ensure appropriate course selection for newly enrolled students as well as the ability to benefit educationally from college course work. Students scoring below minimum levels will not be permitted to enroll but will be encouraged to attend adult literacy classes.

The Compass test is an untimed, multiple choice assessment measuring skills in reading comprehension, writing and mathematics. College placement testing is by appointment and should be scheduled by contacting the enrollment counselor at 757.789.1730. Testing is scheduled weekdays year round with both morning and afternoon appointments available. The first two days preceding the onset of a new semester will be reserved for counselor assistance with late registration, and no placement testing will be permitted.

Average testing time is approximately one and a half to two hours, but as the test is untimed, students may take all the time they need. Applications for admission must be completed at or before the placement test session. Scientific and regular calculators are permitted on the math portion of the placement test.

Re-testing is scheduled only in the following circumstances:

1. A technical problem with the testing session;
2. Student illness; or
3. Following documented remediation. Testing is allowed once per semester in the case of remediation.

Curricular students not scoring in the college range, but requiring courses in English and mathematics will first be required to complete developmental course work before entering most college-level courses. This requirement is essential for student success and for maintaining the integrity of the college curriculum.

STUDENTS TRANSFERRING FROM OTHER COLLEGES

Generally, Eastern Shore Community College awards transfer credit for all courses at or above the freshman level in which grades of "C" or better have been earned at regionally accredited colleges and universities.

Transcripts from other colleges must be submitted prior to the end of the first term of enrollment or future registration will not be permitted. Transcripts will be evaluated in a timely manner. Students wishing to receive transfer credit from another Virginia Community College System institution do not have to submit an official transcript since credit information is available on the VCCS Student Information System. Transfer applicants should consult with admissions office staff regarding placement tests required by Eastern Shore Community College.

ADVANCED STANDING/TRANSFER

Students may be eligible for advanced standing when previous studies have provided them with the knowledge and skills required in a course. Anyone who believes that previous study, training, or work experience may change course requirements of specific curricula should consult the dean of instruction before registering for classes.

At least twenty-five percent (25%) of the requirements for a degree or certificate must be completed at Eastern Shore Community College. Credit is not formally awarded until the requirements for curricular admission are completed.

Students planning to transfer to another college or university are responsible for determining if the institution they plan to attend will accept advanced-standing credits awarded by Eastern Shore Community College.

CREDIT BY EXAMINATION

Eastern Shore Community College is designated as an Educational Testing Services CLEP (College Level

Examination Program) National Test Center.

Eastern Shore Community College *may* grant credit in appropriate courses on the basis of proficiency examinations. The proficiency examinations currently accepted by the college are:
- College Board Advanced Placement (AP)
- College Level Examination Program (CLEP;
- Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSST); and
- Eastern Shore Community College Departmental Challenge Examinations.

It is the student's responsibility to ensure that the official examination results are sent directly to the college.

College Board Advanced Placement (AP)
Eastern Shore Community College may grant credit in appropriate courses on the basis of Advanced Placement Examination results. Eastern Shore Community College recognizes that Advanced Placement Examination scores of 3, 4, and 5 reflect different levels of the student's mastery of the course content. As a result, the credit granted or course waivers that may be awarded by the college will differ based on the student's individual scores.

College Level Examination Program (CLEP)
Eastern Shore Community College may grant credit in appropriate courses on the basis of CLEP. examination results when the student scores at or above the minimum level suggested by the American Council on Education.

Once a student has enrolled in the first course of a two-course sequence, (e.g. Biology 101 and 102, Mathematics 163 and 164, etc.) a student may **not** use the CLEP exam to earn credit for the second course in the sequence unless a separate CLEP exam is offered for each of the two courses in the sequence. For additional information concerning Eastern Shore Community College's Advanced Standing policies, please contact the Office of Student Services.

DANTES Subject Standardized Tests (DSST)
Eastern Shore Community College may grant credit in appropriate courses on the basis of DANTES examination results when the student scores at or above the minimum level suggested by the American Council on Education.

Departmental Challenge Examinations
Eastern Shore Community College Departmental Challenge Examinations are examinations developed by Eastern Shore Community College faculty to provide credit by examination for specific ESCC courses.

A student who has taken an Eastern Shore Community College Departmental Challenge Examination and has not received a score that would grant credit for the course cannot retake the Departmental Challenge Examination for the same course.

Maximum Credits Granted Through Proficiency Examinations
Based on the student's scores on the proficiency examinations, the maximum total number of credit hours that a student enrolled in a Certificate Program may be granted through proficiency examinations is the lesser of fifty percent (50%) of the credits required by the certificate or fifteen (15) credit hours. [1] [2]

Students enrolled in the Associate of Arts and Sciences Degree Program may be granted through proficiency examinations a maximum of fifty percent (50%) of the credits required by the degree or thirty (30) credit hours, whichever is the lesser. [1] [2]

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[1] In some cases, a department will not accept credit for core courses in the major or prerequisites. All guidelines are subject to change by Student Services or the academic department awarding credit.
[2] The maximum number of credit hours that may be granted is the combined total from all proficiency exams accepted by the college.

Credit for Educational Experiences in the Armed Services
The college follows the American Council on Education guidelines in awarding credit for educational experiences in the armed services, *Project Ahead*. In this plan, enlistees in the Armed Forces select curricula, which will be observed when courses are taken during military service. After military service, enlistees may transfer their credits to Eastern Shore Community College and continue their programs.

Veterans, active members of the military, and certified Emergency Medical Technicians who provide proof of eligibility may receive two (2) credits toward fulfillment of the HLT/PED requirement.

Servicemembers Opportunity College Program
ESCC is a member of the Servicemembers Opportunity Colleges (SOC) program. This is a worldwide network of U.S. colleges and universities working with the United States Navy, Army, Air Force, Marine Corps and Coast Guard that are dedicated to helping service members and their family members get college degrees. This program guarantees the transfer of courses among participating colleges and universities. Nontraditional sources of credit may include Navy and Coast Guard rate and rate experiences, Army and Marine Corps military occupational specialties, and service school training. Contact the dean of instruction at 757.789.1748 for more information.

Sex Offender and Crimes Against Minors Registry Reporting
In compliance with Virginia Code 23-2.2:1. Sex Offender and Crimes Against Minors Registry, the complete name, social security number, date of birth, and gender of each applicant offered admission is submitted to the Virginia State Police. The State Police will use this information to compare individuals against the Virginia Criminal Information Network, as well as the National Crime Information Center Convicted Sexual Offender Registry File.

FINANCIAL AID

Contact Carole Read   757.789.1733

The College is committed to the philosophy that no student should be denied an opportunity to pursue post-secondary education due to a lack of financial resources. In support of this philosophy, it offers a variety of financial aid programs for students who qualify. Such aid is funded through federal and state agencies, local civic and service clubs, individual donors, and the Eastern Shore Community College Foundation.

The College renders assistance to as many students as possible in the form of grants, employment, local scholarships and short-term loans.

Students applying for the following must complete a Free Application for Federal Student Aid (FAFSA):
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- College Scholarship Assistance Program (CSAP)
- Commonwealth Awards (COMA)
- Virginia Guaranteed Assistance Program (VGAP)
- Part-Time Tuition Assistance (PTAP) grant
- GEAR UP/ACCESS Virginia
- Federal Work-Study (FWS)

Students are encouraged to complete a FAFSA On-the-Web application at www.fafsa.ed.gov. **The Title IV code for ESCC is 003748**. Students applying for local scholarships must complete the ESCC Scholarship Application.

Students who receive financial aid must maintain an acceptable grade point average and successfully maintain the College's Standards of Academic Progress. The student's satisfactory progress will be evaluated at the time an application is received and at the end of each semester. Students who lose eligibility for financial aid have the right to appeal this loss.

In order to be eligible for federal financial aid, students who have not graduated from high school nor received their GED must demonstrate an "ability to benefit" from their academic program by satisfactory performance on an "ability to benefit" test. Information about this test can be obtained from the Financial Aid Office.

By accessing the MyESCC Student Information System (SIS) portal on the ESCC website (www.es.vccs.edu), students can view their financial aid award and account information.

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TYPES OF FINANCIAL AID

GRANTS

Federal Pell Grant Program (Pell Grant) is the beginning point for most students seeking federal assistance. Federal Pell Grants normally do not have to be repaid. Financial aid officers use the Federal Pell Grants as the basis or "floor" to which other aid programs are added forming a "financial aid package." These are available to qualified full-time and part-time students. At ESCC, the annual full-time awards range from $400 to $5,550.

Federal Supplemental Educational Opportunity Grants (FSEOG) normally do not have to be repaid and are awarded as a "supplement" to other aid programs, such as Federal Pell Grants. Since these funds are very limited, they are awarded only to students with exceptional need. At ESCC, the minimum annual award is $200 and the maximum is approximately $900.

The College Scholarship Assistance Program (CSAP) provides grants of $400- $2,000 for Virginia residents who are attending at least half-time (normally six credits per semester). Students must satisfy minimum financial criteria; the student's total family contribution must be less than one-half of the total cost of attendance. These grants do not have to be repaid.

The Commonwealth Awards (COMA) are grants which are available to qualified students who are domiciled residents of Virginia. Students must be enrolled at least half-time (six credits per semester) in a qualified degree or certificate program. These awards must not exceed the cost of tuition and fee charges. Awards typically range from $200 to $2,856.

GEAR UP/ACCESS Virginia is a competitive federally-funded program for Pell-eligible students who were members of the original GEAR UP/ACCESS Virginia cohort from qualified high schools. Students may receive an amount up to the maximum Pell Grant amount.

The Virginia Guaranteed Assistance Program (VGAP) provides grant assistance for full-time Virginia domiciled dependent students who graduated from a Virginia high school with at least a 2.50 grade point average. Students must be a first-time freshman and may qualify for renewal awards up to three additional years.   Awards typically range from $400 to $3,806.

Part-time Tuition Assistance Grant Program (PTAP) is available for qualified students who are enrolled in an eligible curriculum for one to six credits. The grant will cover up to the cost of tuition and required fees.

Other Options: Students who do not qualify for any of the above mentioned financial aid programs under the FAFSA application should inquire with the Workforce Investment Act offices about other potential opportunities for financial assistances.

LOANS

The College does not participate in the Direct Loan Program. Short-term, interest-free tuition and fee loans funded by the Eastern Shore Community College Foundation are available. Normally these limited funds are reserved for students who can document their financial aid need but the required financial aid file is still incomplete. These loans must be repaid on schedule or students can be administratively withdrawn from the College.

EMPLOYMENT

The Federal Work-Study Program (FWS) provides part-time jobs for students who demonstrate need and are enrolled at least half-time (six credits per semester). Student class schedules, curriculum, and job skills are considered in assigning jobs. Most employment is on campus. Students are paid every two weeks. A student normally may not work more than 20 hours per week while the College is in session. The College has developed additional work opportunities which include community service activities, as well as reading and tutoring in the local elementary schools.

SATISFACTORY ACADEMIC PROGRESS

To be eligible to receive financial aid at ESCC, students must make Satisfactory Academic Progress toward achieving their certificate or degree. Progress is measured by the student's cumulative grade point average and credits earned in relation to those attempted and the length of the academic program. If eligibility for financial aid is suspended for lack of satisfactory academic progress, a student may appeal this action if extenuating circumstances exist. .

At the end of each semester, the Financial Aid office conducts a Satisfactory Academic Progress review of all grades from courses that are completed by the standard semester end date. All enrollments at ESCC and all applicable transfer credits will be considered whether or not aid was awarded or received. Students will be placed on financial aid suspension if the following three Standards of Satisfactory Academic Progress are not met.

- **If a student does not:**

    1. *Satisfactorily complete at least 67% of all credits ever attempted at ESCC including applied transfer credits*. This rule takes effect after the student has completed 50% or more of the credits required for graduation from their current academic plan of study or 24 credits (whichever comes first). This applies regardless of whether or not the student previously received financial aid at ESCC. Courses with a grade of A, B, C, D, P, R, or S are considered satisfactory for financial aid purposes. Courses with a grade of F, I, U, W, or X, are considered unsatisfactory for financial aid purposes. Developmental courses are included in this calculation.

    2. *Complete his/her current academic plan of study by the end of 150% of the academic plan's length*. All classes (passed and failed) at ESCC and all classes transferred in from other colleges are counted in this calculation, even semesters when aid was not received. Developmental courses are not included in this calculation. Note: If the student changes his/her academic plan (curriculum), he/she will not necessarily be granted additional time to receive financial aid at ESCC.

    Example:
    IF Mary enrolls in a program that requires completing 65 credits to graduate.
    THEN she may attempt up to 98 credits.
    WHICH IS 150% of 65 credits = 98 credits.

    3. *Maintain the minimum cumulative G.P.A. in accordance with the following schedule:*

Units Attempted	Cum. G.P.A.
6-24	1.50
25 - 47	1.75
48 +	2.00

    Only courses with grades of A, B, C, D, and F are included in this calculation. In addition, in order to graduate, a minimum 2.00 cumulative grade point average is required.

Financial Aid will pay for a maximum of 30 developmental units (credits). A student enrolling in more than 30 developmental units (credits) will be required to pay for the additional developmental courses him/herself.

Consequences for Official or Unofficial Withdraw from All Classes

Financial aid is awarded to a student under the assumption that the student will attend college for the entire period for which the assistance is awarded. When a student withdraws (**officially** or **unofficially**) from ALL classes after beginning attendance, the student may no longer be eligible for the full amount of aid that the student was originally scheduled to receive. The College is required to determine the earned and unearned portions of Federal (Title IV) and/or State aid as of the date the student ceased attendance based on the amount of time the student spent in attendance. If the amount disbursed to the student is greater than the amount the

student earned, ***THE STUDENT WILL BE RESPONSIBLE FOR REPAYING THE UNEARNED FUNDS***. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdraw disbursement of the earned aid that was received. For financial aid purposes:

- **Official Withdraw** means dropping ALL classes on-line via the MyESCC Student Information System or requesting assistance from the Registrar's office.
- **Unofficial Withdraw** means the student ceases to participate in educational related activities for ALL classes or stops attending ALL classes ***WITHOUT*** completing the official withdraw process.

For more complete details on the rules and the refund calculation formula, a copy of the Federal regulations which govern the refund of Title IV monies is available in the Financial Aid Office.

Financial Aid Payments
Payments from Pell Grants and Commonwealth Awards are adjusted each semester according to your enrollment status. For example, a student who was awarded a $2,000 Pell Grant would receive $1,000 each semester if he was enrolled full-time, $750 each semester for three-quarter-time enrollment, or $500 each semester for half-time enrollment.

Students can charge tuition, fees, books, and supplies against most grant or scholarship awards. If there is a balance due after charges have been deducted, a check will be sent to the student within forty days after the "Withdraw With Refund" date. This disbursement date is dependent on the receipt of funds from the funding agency. Notices will be posted alerting students as to when checks have been mailed.

Administrative Withdrawal if Financial Aid Student Never Attends
Financial aid will not pay for classes that the financial aid student has never attended. Faculty report to the Financial Aid office before the "Withdraw With Refund" date if a financial aid recipient has never attended a class session. Financial aid recipients who have never attended will be administratively withdraw from the unattended class.

Late Enrollment and Financial Aid Calculation
If a student is granted special permission to enroll in class(es) after the Last-Day-to-Withdraw-with-Refund date, credits from that enrollment are not counted toward calculation of financial aid.

Financial Aid and Summer Term
Financial aid awards are normally made for the fall and spring semesters only. Students interested in receiving financial aid for the summer semester must complete and return the Supplemental Financial Aid Summer Application which is mailed April 1.

Loss of Financial Aid Eligibility Appeal Process
A student may appeal the loss of financial aid provided the loss is based on failure to meet the College's Standards of Satisfactory Academic Progress. A written appeal must be submitted to the ESCC Financial Aid Committee within five (5) calendar days of notification that aid has been withdrawn.

The Financial Aid Committee will hold a hearing as soon as possible, normally within five (5) calendar days of receipt of the appeal. A decision will be reached within two (2) calendar days of the hearing and the student will be notified in writing of that decision.

If the decision is negative, the student may submit a written appeal to the president of the College within five (5) calendar days of receipt of the Committee's decision. The president will review the case and make a decision within five (5) calendar days of the appeal.

demonstrating the greatest financial need.

Beth Taylor Posinski Post-GED Scholarship
Designed to assist applicants who have completed the Chincoteague Island GED program, this $1,000 scholarship is award to a GED graduate who lives on Chincoteague and demonstrates financial need.

Caramine Kellam Summer Scholarship
This $1,000 scholarship program for students enrolled in the summer semester requires a minimum 2.50 cumulative grade point average and demonstrated financial need.

Charles E. Porterfield Memorial Scholarship
This $500 scholarship is given in memory of Charles E. Porterfield, CEO of the former Taylor Packing Company., who was an early supplier to a home-based business on the Eastern Shore. It is funded by Blue Crab Bay Company, a division of Bay Beyond, Inc. The candidate must be accepted into the Business Management Associate Degree Program, must have and maintain a 3.00 cumulative grade point average or higher, and must be a resident of Northampton or Accomack Counties. The recipient will be eligible to serve as an intern at Blue Crab Bay Company. Part-time employment opportunities may also be available. Preference will be given to someone interested in serving in the internship. Automatic renewal for the second year occurs if the student maintains a 3.00 grade point average and participates in the internship.

C.L. Courtney Memorial Scholarship
Funded by the family and friends of C. L. Courtney, this scholarship is selected by Nandua High School.

Commonwealth Legacy Scholarship
This $3,000 scholarship, which is funded by the VFCCE, is awarded to a first-time, full-time, degree-seeking student who has demonstrated academic excellence, has a willingness to promote community college education and mentor future scholars, and demonstrates a commitment to developing leadership potential.

David O'Dell Memorial Scholarship
This $500 scholarship is available fall semester only and is funded by the friends and family of the late David O'Dell. The applicant must maintain a minimum 2.75 grade point average and must be enrolled in 6 credits or more in General Studies or Education. Preference will be given to students desiring to major in English, Journalism or the Arts if transferring to a four-year institution. Financial need must also be demonstrated.

David R. (Skeet) Skeoch Scholarship
Established by friends and family of the late David R. Skeoch, this scholarship is awarded to a degree-seeking, Accomack County student who demonstrates financial need. New students must have had at least a "B" high school average. A 3.00 grade point average must be maintained.

Dooley GED Scholarship
Established by friends and family of the late Elizabeth Sue and Samuel W. Dooley, this scholarship covers a minimum of tuition and fees for 6 credits. Candidates must have earned a high school equivalency diploma or certificate and be enrolled in at least 6 credits. Preference will be given to the applicant demonstrating the greatest financial need.

Dr. John Rogers Mapp Scholarship
This $900 scholarship is funded by the Eastern Shore Community College Foundation. New students must have at least a 3.00 high school grade point average and demonstrate involvement in high school activities; returning students must have completed at least 12 credits and maintain a minimum 2.75 college cumulative grade point average. Preference will be given to the applicant demonstrating the greatest financial need.

Dr. John W. Robertson Memorial Scholarship
This award of $750 is funded by the Onancock Rotary Club. It is given annually to an Accomack County resident who is enrolled for at least 12 credit hours and maintains a minimum grade point average of 2.00, demonstrates financial need, has a record of service to the community, and has been an Accomack County resident for at least six months.

Dr. Ronnie and Brenda Holden Scholarship
This is a scholarship funded by Dr. Ronnie and Mrs. Brenda Holden, which is designed to give scholarship awards to students enrolled in Business or Education programs and who maintain a minimum grade point average of 3.00.

Eastern Shore Anglers Club Scholarship
The Eastern Shore Anglers Club funds this $250 scholarship. Returning students must be in a degree program and have completed at least 12 credits with a minimum 2.00 cumulative grade point average. New students must be admitted into a degree program at ESCC and have graduated from high school with a minimum 80.0 numerical average or 2.00 on a 4.00 scale. After the minimum academic requirements have been met, preference will be given to the applicant who demonstrates the greatest financial need. The recipient must maintain a minimum 2.00 grade point average at ESCC.

Eastern Shore Nursing Scholarships
The Eastern Shore Community College Foundation funds five (5) $500 scholarships for full- or part-time ESCC/TCC Cooperative Nursing or Practical Nursing students. Three have financial need as the primary criteria; two are based solely on academic merit. Candidates must maintain a 2.00 grade point average.

Edwin Leatherbury Memorial Scholarship
This $900 award given in memory of Edwin Leatherbury by his family is awarded to a student who exhibits financial need, demonstrates involvement in high school activities, has a minimum of a 3.00 high school grade point average and, if a returning student, a minimum 2.75 college grade point average.

Elizabeth Payne Miles, Vernon W. Miles and Isabel G. Blanco Scholarship
This scholarship program was established by and funded by an endowment from Mr. Vernon Miles in memory of his wife, Elizabeth Payne Miles, himself and Isabel G. Blanco. This endowed scholarship will fund several scholarships to students enrolled in the Education program, the number and size of which will be adjusted by the amount of income the endowed fund generates each year. Applicants must maintain a minimum 2.75 college cumulative grade point average. Preference will be given to the applicant demonstrating the greatest financial need.

Frances B. Latimer Memorial Scholarship
This $500 award given in memory of Frances B. Latimer benefits students in the Early Childhood Education or Development programs who demonstrate financial need and maintain a 2.75 cumulative grade point average.

Gregory A. Taylor, Jr. Memorial Scholarship
This scholarship is funded by the Community Foundation of the Eastern Shore of Maryland and is for one award of $500. The applicant must be enrolled in the Welding or Career Studies Certificate in Welding program and must be most likely to complete the program successfully in one year. Preference will be given to applicants with a strong record of extracurricular or community activities. After all other criteria are met, preference will be given to the applicant who demonstrates the greatest financial need.

H. Powell Custis Memorial Scholarship
The Eastern Shore Community College Foundation funds this $900 scholarship in memory of H. Powell Custis. New students must have at least a 3.00 high school grade point average and demonstrate involvement in high school activities; returning students must have completed at least 12 credits and maintained a minimum 2.75 college cumulative grade point average. Preference will be given to the applicant demonstrating the greatest

financial need.

Jane Duer Chandler Memorial Scholarship
This scholarship is given in memory of Jane Duer Chandler by friends and family. Candidates must enroll full-time in an Associate of Arts and Sciences Degree (Transfer) Program and maintain a 2.50 grade point average. Applicant must have been a resident of Accomack County for at least two years and demonstrate financial need.

Jeanine Waterfield Tyson Memorial Scholarship
One $500 scholarship is given in memory of Jeanine Waterfield Tyson by Bonnie and R. L. Waterfield for students enrolled in the Education program. Applicants must maintain a 2.50 grade point average. Preference will be given to the applicant showing greatest financial need.

Jereme James Parks Memorial Scholarship
This scholarship is funded anonymously in memory of Jereme J. Parks. New students must have a minimum 2.00 grade point average in high school. Returning students must maintain a minimum 2.00 cumulative grade point average. After meeting the minimum grade point average, preference is given to the student demonstrating the greatest financial need. The recipient will be required to write a letter to Jereme's parents introducing him / herself and advising them of educational goals.

Johna H. Davis Endowment Scholarship
This $500 scholarship is given by friends and family in memory of Johna H. Davis. Recipients must be enrolled in a transfer program, must maintain a minimum of a 2.5 cumulative grade point average, and must demonstrate financial need. Preference will be given to a students interested in pursuing a career in insurance or real estate.

Johna Davis Memorial Scholarship
The Eastern Shore Community College Foundation funds this $900 scholarship. New students must have at least a 3.00 high school grade point average and demonstrate involvement in high school activities; returning students must have completed at least 12 credits and maintained a minimum 2.75 college cumulative grade point average. Preference will be given to the applicant demonstrating the greatest financial need.

Laura and Morris Lewis Memorial Scholarship
This award is funded in memory of Laura and Morris Lewis by friends and family. Applicants must be enrolled in the Electronics certificate or degree program. New students must have maintained a 2.00 grade point average or "C" average in high school and returning students must maintain at least a 2.25 cumulative grade point average.

Margo Hunt GED Scholarships
These scholarships are funded by David Hunt, Alice Hunt, and Bruce Hunt as a tribute to Margo Hunt and as an encouragement to GED graduates to pursue a collegiate education. Up to four (4) awards will be given to applicants who have earned a high school equivalency diploma or certificate GED and are enrolled in at least 3 credits. The awards fund the costs of tuition, fees, books, and required supplies to a maximum of $1,000 each. Candidates must maintain a minimum of a 2.00 cumulative grade point average. Preference will be given to applicants demonstrating the greatest financial need.

Melfa Rotary Club Scholarship
This $500 scholarship is funded by the Melfa Rotary Club. The applicant must be a graduate of Nandua High School or Arcadia High School. If an entering high school student, the applicant must have a minimum of a "B-" grade point average. If a returning student, student must have a minimum 2.75 grade point average. After academic qualifications have been met, preference will be given to the applicant demonstrating the greatest financial need.

Mildred Waples Bloxom Memorial Scholarship
The Soroptimist Club of Accomack County annually supports this $200 scholarship, which is based on academic achievement and financial need. The scholarship is awarded in the Fall semester only. Applicants must be

enrolled in a degree program and must have completed at least 12 credits. Candidates must maintain at least a 3.00 cumulative grade point average.

Pete Rowe Memorial Scholarship
This $750 award is funded by the family and friends of Pete Rowe. New students must have at least a 3.00 cumulative grade point average in high school subjects. Returning students must have completed at least 12 credits and maintain a 3.00 cumulative grade point average. Students must be enrolled in either the General Studies, Education, or Science degree programs; preference will be given to the applicant who plans to pursue a bachelor's degree in English or Environmental Science. After the minimum academic requirements are met, preference will be given to the applicant who demonstrates the greatest financial need.

Ralston Scholarship
This scholarship is funded by Faye Ralston. Applicants must be the child of a current or past employee of ESCC or be recommended by a present or past employee of ESCC as having a special financial need. Entering students must have maintained at least a 2.00 or "C" average in high school. Returning ESCC students must have a minimum of a 2.00 cumulative college grade point average.

Rilma "Dib" Wilson Memorial Scholarship
This scholarship is given in the memory of Rilma "Dib" Wilson, who loaned a new resident $1,000 in 1985 to start a new business on Virginia's Eastern Shore. It is funded by the Blue Crab Bay Company, a division of Bay Beyond, Inc. The recipient of this $200 scholarship must be accepted into the Business Management Associate Degree Program, have and maintain a 3.00 cumulative grade point average or higher, and be a resident of Northampton or Accomack Counties. The recipient will be eligible to serve as an intern at Blue Crab Bay Company / Bay Beyond, Inc. Part-time employment opportunities also may be available. Preference will be given to an applicant interested in the internship, and automatic renewal for a second year is guaranteed if the recipient maintains a 3.00 grade point average and participates in the internship.

Robert L. Krieger Memorial Scholarship
This scholarship is funded by the Eastern Shore Community College Foundation. Normally, the award goes to a new student; however, the College reserves the right to make an award to a returning student when the number and quality of applicants warrants this action. The award will provide for tuition, fees and books up to $900. New students must have at least a 3.00 high school grade point average, maintain a minimum 2.75 cumulative grade point average at ESCC, and demonstrate involvement in high school activities; returning students must have completed at least 12 credits and maintain a minimum 2.75 college cumulative grade point average. Preference will be given to the applicant demonstrating the greatest financial need.

Robert S. Bloxom Scholarship
The ESCC Foundation funds this $900 scholarship. New students must have at least a 3.00 high school grade point average, maintain a minimum 2.75 cumulative grade point average at ESCC, and demonstrate involvement in high school activities; returning students must have completed at least 12 credits and maintain a minimum 2.75 college cumulative grade point average. Preference will be given to the applicant demonstrating the greatest financial need.

Sophie Rola Memorial Scholarship
This award, funded by the college staff and other friends, is made annually in memory of Sophie Rola. It is intended to be applied to the purchase of fall semester books and supplies for Business Administration, Business Management, or Administrative Assistant majors. Candidates must have completed a minimum of 24 credits and maintain at least a 2.75 cumulative grade point average.

T. Hallett Badger Vocational Education Scholarship
This $500 scholarship is funded by the friends and family of T. Hallett Badger, a long-time member of the Accomack County School Board who stressed the importance of vocational education in the county school system. The applicant must have completed a vocational education program in Accomack County schools and have a 2.75 or higher cumulative grade point average. The applicant must be enrolled in an Associate of Applied

Science Degree, Certificate or Career Studies Certificate program. Selection will be based on academic merit, although good citizenship and involvement in school and community activities will also be considered.

Tyler-Gaskill Scholarship
This scholarship is funded by Mr. and Mrs. Benjamin Charles Tyler through the Tyler-Gaskill Scholarship Endowment Fund and is given to a student who has resided in Northampton County for at least five years and must be a resident at the time of graduation from high school. She/he must be enrolled in a minimum of 6 credits in a degree or certificate program. An entering student must have a minimum of a "C+" high school average and must maintain a minimum of a 2.25 grade point average at ESCC. After the minimum requirements are met, preference will be given to the student demonstrating the greatest financial need. If the recipient meets minimum academic requirements, the award will be renewed for a second year.

Virginia Guaranteed Assistance Program
This scholarship is funded by the Commonwealth of Virginia. Applicant must be a graduate of a Virginia high school with at least a 2.50 grade point average and classified as a depended for financial aid purposes. The applicant must be able to demonstrate financial need and enroll FULL-TIME. Renewal awards are possible as long as the student maintains continuous full-time enrollment with at least a 2.00 cumulative grade point average.

Scholarships Disclaimer
The Eastern Shore Community College Foundation reserves the right to alter the eligibility requirements and the amounts of awards as circumstances may dictate. Changes will not be made after a student has been notified of an award. Additional awards may be made and applicants will be considered for all awards for which they are eligible.

In addition to the scholarships funded through the Eastern Shore Community College Foundation, a number of other organizations provide scholarships; however, the recipients are designated by the clubs and not by the Eastern Shore Community College Financial Aid Committee.

FINANCIAL INFORMATION

TUITION AND FEES
Note: The following tuition and fees were approved by the State Board for Community Colleges on May 20, 2011.

- In-State Resident Students $ 111.50
- Military Contract Students $ 111.50
- Business Contract Students $ 171.50
- Out-of-State Resident Students $ 288.10

Fees per credit were:

- Student Activities $1.00[1]
- Parking $1.00[1]
- Technology Fee (statewide) $6.50
- Capital Fee (out-of-state only) $15.00

A normal academic load for full-time, degree or certificate students is 15 to 18 credits per semester. Family responsibilities, the need to work, or other obligations may make part-time enrollment preferable for some students.

Tuition and fee charges are subject to change by the State Board for Community Colleges.

There are no special laboratory or library fees, but students are expected to pay for any College property they damage or lose and for some consumable supplies. Separate charges are established for non-credit courses based upon a return of 30% overhead to the college and minimum enrollment.

Tuition Payment Options
In Person
The campus Business Office accepts cash, money orders, checks, VISA and MasterCard (card holder must be present). Checks and money orders must be payable to Eastern Shore Community College for the exact amount of tuition and fees due. Payment for books and supplies must be made separately at the Bookstore.

By Mail
Checks or money orders must be made payable to Eastern Shore Community College and addressed to the Business Office at 29300 Lankford Hwy, Melfa, VA 23410. Be sure to include the student's name, address, Empl ID number and a phone number with the payment.

By Phone
Payment may be made by phone with a credit card by calling 757.789.1782 or 757.789.1781. Caller must have student name and Empl ID number, card holder name, account number, expiration date, and a daytime phone number.

When paying via credit card over the phone, please do not wait until the last minute to call as phone lines may be busy, and you may be unable to reach the Business Office personnel before the payment deadline. Remember, they are also waiting on students paying in person at the window.

Tuition Payment Plan
To assist you with your educational expenses, Eastern Shore Community College provides the ***nelnet*** tuition payment plan. For a non-refundable fee, ***nelnet*** allows you to pay your tuition in monthly, interest-free payments.

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[1] Fee not assessed for off-campus classes.

The earlier you enroll, the more payment options you have. You may enroll in or review the **nelnet** plan on the college website at www.es.vccs.edu or contact nelnet Business Solutions at at 1-800-609-8056.

Waived Tuition and Fee Programs
The Virginia Military Survivors and Dependents Education Program
This program provides tuition and fees and education benefits to eligible spouses and children (ages 16-29) of military services members killed, missing in action, taken prisoner, or who became at least 90 percent disabled as a result of military services in an armed conflict. Eligibility requires that the military service member must have been a resident of Virginia at the time he or she entered active duty or must have been a Virginia citizen for at least five years immediately prior to the date of the application for admission. In the case of a deceased military service member, the surviving spouse can meet the residency requirements if he or she lived in Virginia for at least five years prior to marrying the military service member or has been a citizen of Virginia for at least five years immediately prior to the date of application.

War Orphans
Under the War Orphans Act of Virginia, children of Virginia military personnel killed, 100% disabled, missing in action, or designated prisoners of war in any armed conflict may be eligible for free tuition at state colleges. Determination of eligibility will be made by the Virginia Division of War Veterans' Claims. The free tuition for children is a Commonwealth of Virginia benefit which applies only at state-related institutions. Students qualifying for the War Orphans Act may also be eligible for other benefits from the Veterans Administration through federal authorization. For more information or applications, contact Student Services.

Children of Deceased Law Enforcement/Firefighter/Rescue Squad Personnel
Any student between the ages of 16 and 25 whose parent has been killed in the line of duty while employed or serving as a law enforcement officer, firefighter, or rescue squad member in Virginia is entitled to free tuition and required fees if the deceased parent lived in Virginia at the time of death and certification of employment is provided.

Student Tuition Assistance for Senior Citizens
Senior citizens may apply for free tuition and fees provided by the Senior Citizens Higher Education Act of 1974. Students at least 60 years of age who have been domiciled in Virginia for one year are eligible to audit up to three courses per semester with no tuition and fee cost. Additionally, if their taxable income for Virginia income tax purposes did not exceed $15,000 for the year preceding enrollment, they may take courses for credit without tuition and fee cost on a space-available basis. Policy limits tuition-free enrollment to a maximum of 49% of any credit class. Applications are available in the registrar's office.

BOOKS AND MATERIALS

Books and materials for college courses may be obtained in the College's Bookstore. Hours of operation are posted each semester with expanded hours during registration periods. Students are expected to provide their own books, supplies, and other consumable materials at an estimated cost of $375 per semester for full-time study. Checks for bookstore purchases must be made out for the exact amount of the purchase. State regulations prohibit the bookstore from making change or cashing checks. The Bookstore also accepts VISA and MasterCard. The cardholder must be present and card must be presented at the Bookstore. The Bookstore will charge $20 for processing any returned check.

Bookstore Refund Policy
1. Refunds or exchanges will be made up to the last day for schedule changes or refunds as published in the College calendar.
2. The cash register receipt for the purchase must be presented.
3. Books must be returned in new condition with no marks or physical damage.
4. No refunds can be made on supplies.
5. No refunds can be given for textbooks containing software or other materials if the sealed wrapper has been broken.
6. College policy does not allow cash refunds. Refund checks will be available in the bookstore or will be mailed to the student's home address.
7. The bookstore allows ten days for a deposited check to clear the bank before processing refunds.

FINANCIAL OBLIGATIONS / BAD CHECKS

All financial obligations to the College, including library fines and fees, must be fulfilled before the end of the semester in which they occur or according to payment schedules approved by the vice president of finance and administration. Class registration, graduation, transcript requests, and financial aid disbursements will not be permitted until all such debts are paid. No change is given for personal checks.

The College will charge $20 for processing any returned check. Charge slips must be signed by the individual whose name is imprinted on the card.

IN-STATE TUITION ELIGIBILITY

In order to be eligible for in-state tuition, one must have been domiciled in Virginia for at least one full year prior to the enrollment term for which in-state tuition is requested. Proof of domicile involves satisfying the definitions of both domicile and domiciliary intent.

"Domicile" means the present, fixed home to which one returns following temporary absences and to which one intends to stay indefinitely. No individual may have more than one domicile at a time. Once established, domicile is not affected by mere transient or temporary physical presence in another jurisdiction.

"Domiciliary intent" means the present intent to remain indefinitely. In determining domiciliary intent, all of the following applicable factors are considered: continuous residence for at least one year prior to the date of alleged entitlement, state to which income taxes are filed or paid, driver's license, motor vehicle registration, voter registration, employment, property ownership, sources of financial support, location of checking or passbook savings accounts and any other social or economic relationships with the Commonwealth and other jurisdictions. Mere physical presence or residence for educational purposes does not establish domicile.

PROCEDURE FOR APPEAL OF DOMICILE STATUS

The purpose of the domicile status appeals process is to provide for orderly and timely resolutions of all disputes. Applicants for in-state tuition rates may introduce facts to support their claims for in-state domiciliary status at any point within the appeals process. The appeals process of Eastern Shore Community College is as follows:

1. The completed Application for Admission contains questions relating to domicile. Based on the responses to these questions, an initial domicile determination is made regarding domicile. Upon completion of the online application, the applicant is immediately informed of their domiciliary status determination. The enrollment services assistant for admissions manages this initial determination.

2. This initial decision may be appealed by submitting a written appeal to the dean of student services within ten (10) calendar days of the initial domicile determination. The dean will conduct an intermediate review and will inform the applicant by certified mail about his or her decision within ten (10) calendar days of this appeal.

3. The decision of the dean of student services may be appealed to a domicile review panel composed of an odd number of members who are appointed by the president. The appeal must be made in writing to the president within ten (10) calendar days. The domicile review panel will review earlier decisions, make a final decision, and will inform the applicant of their final decision by certified mail within fourteen (14) days of the president's receipt of the appeal.

4. An applicant may appeal to the local circuit court and must do so within thirty (30) days of the college decision. As provided by law, the court's function shall be only to determine whether the decision reached by the institution could reasonably be said, on the basis of the record, not to be arbitrary, capricious or otherwise contrary to law. Failure to comply with the required deadlines will invalidate an appeal.

    Revised 11-13-08

ACADEMIC INFORMATION

ACADEMIC LOAD

An average of 16-18 credits per semester is necessary to complete a degree program in two years or a certificate program in one year. Because of work or other obligations, some students may prefer to take fewer credits per semester and a longer period of time to complete a program.

ACADEMIC RENEWAL

"Academic Renewal" is a process by which poor grades earned by a student during a previous enrollment at ESCC may be forgiven. Although the grades thus forgiven will appear as a part of the student's permanent college record, they will no longer be used in the calculation of the student's cumulative grade point average.

Students enrolled at ESCC may be eligible for "Academic Renewal" provided they satisfy the following conditions:
1. Students must have been separated from ESCC (not enrolled) for five (5) years or more. Five (5) years is interpreted as a minimum 60-month period of continuous non-enrollment at ESCC;
2. Students must earn a minimum 2.50 term grade point average for the first twelve (12) college-level credits completed after re-enrolling from the five-year separation; and
3. Students must apply for "Academic Renewal" using an Academic Renewal Petition Form available in the Registrar's Office.

Additional information is available in the Registrar's office.

FACULTY ADVISORS AND STUDENT RESPONSIBILITIES

A student enrolled in a curriculum is assigned a faculty advisor who assists in the preparation of schedules to help ensure that degree requirements are met. Faculty advisors can also provide information regarding fields of specialization. A student has the ultimate responsibility for completing graduation requirements. The College strongly recommends curricular students take advantage of the expertise of faculty advisors.

CLASS ATTENDANCE AND EXAMINATIONS

Instructors determine attendance regulations for their classes and include these in their courses of study. It is the student's responsibility to observe these regulations. Instructors are not obligated to give make-up tests or review material missed in class; therefore, it is the student's responsibility to know the policies of individual instructors. The College may require instructors to record attendance when records support funds received by students.

AUDITING COURSES

A student may attend courses without taking examinations or receiving credit by registering to audit and paying full tuition. A degree candidate may audit required courses before taking them for credit; however, audited courses do not count as part of a student's course load. A student must receive permission from the dean of instruction prior to auditing a course.

The audit option is offered to students on a space-available basis only, with credit-seeking students receiving precedence. Audit students who are in danger of losing their course registration in favor of credit-seeking students will be given the opportunity to enroll for credit before being removed from class rolls. At least 51% of class membership must be enrolled for credit.

Audited courses carry no credit and do not count as part of the student's course load. Students desiring to change status in a course from audit to credit or from credit to audit must do so within the add/drop period for the course.

REGISTRATION

Regular registration for each semester begins prior to the first day of classes and continues through the fifth (5th) day of classes. Special sessions, either shorter or longer than fifteen (15) weeks, have their own registration

periods.

From anywhere in the world, students can register for classes online by accessing **MyESCC**, ESCC's electronic student information system. **MyESCC** is available on the College website at www.es.vccs.edu. If a student does not have Internet access conveniently available, the student may use computers in the **MyESCC** Student Access Center located in the Student Services lobby. Assistance is available.

WITHDRAWAL / CHANGE OF REGISTRATION

The procedures below must be observed in making any program changes after registration:

1. Students who enroll during the official registration period may drop courses and receive a refund during the first fourteen (14) days of a regular session.
2. Withdrawal from a course from the fifteenth (15th) calendar day to the end of the first nine (9) weeks (60%) of a session results in a grade of "W." Withdrawal after nine (9) weeks will result in a grade of "F" unless the instructor provides written justification which is approved by the dean of instruction.
3. If a student has been attending a class but has not enrolled, they may request instructor permission to register late for that class. Requests must be processed by the withdrawal-with-refund date.
4. If a student has not been attending a class and has not enrolled in that class by the last date to register, they may request permission from the instructor and dean of instruction to enroll in the class after the deadline. The request must be processed by the withdrawal-with-refund date.
5. If a student has not enrolled in a class by the withdrawal-with-refund date, they may request special approval from the instructor and dean of instruction to enroll in that class. Generally these requests are not accepted and approval will be based on their professional judgment.
6. A student who wishes to withdraw from the College must follow the proper procedures to avoid prejudicing return to this college or transfer to another college. A curricular student should first consult with their faculty advisor before withdrawing from classes. Withdrawing from class(es) can be done by dropping classes on-line via **MyESCC** or by going to the registrar's office.
7. If a student has special circumstances, they may make a request to the dean of instruction to withdraw from classes after the withdrawal-without-penalty date has past. Generally these requests are not accepted and approval will be based on professional judgment.

CREDITS

Because Eastern Shore Community College operates on a semester system, semester hour credits are granted for successful completion of credit courses. One semester hour is equivalent to 1.5 quarter hours, i.e. six (6) semester hours equal nine (9) quarter hours.

GENERAL EDUCATION

Eastern Shore Community College provides general education to develop skills in learning, computation, communication, and critical thinking requiring a core of courses in which these skills can be developed. The use of these skills in additional required and elective courses will enable students to develop interpersonal and human relations skills and an understanding of culture, society, science, technology, and personal health. See page 58.

GRADES

Grade Meaning
A   Excellent; 4 quality points per credit
B   Good; 3 quality points per credit
C   Average; 2 quality points per credit
D   Poor; 1 quality point per credit
F   Fail; 0 quality points per credit
P   Pass; No quality points. Credits not included in credits attempted or in computation of grade point average. Used for credit courses only.
I   Incomplete – No credit; used when at least 50% of course requirements have been met but verifiable,

unavoidable reasons prevent completion of the course. Because an "I" extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of "I" has been awarded must have documentation that (1) states the reason for assigning the grade; (2) specifies the work to be completed and indicates its percentage in relation to the total work of the course; (3) specifies the date by which the work must be completed; and (4) identifies the default grade (B, C, D, F, P, R, or U) based upon course work already completed. Completion dates may not be set beyond the subsequent semester (to include summer term) without written approval of the chief academic officer.

W   Withdrawal -- No Credit
X   Audit -- No Credit

The following grades are used primarily in Developmental Studies courses:

S   Pass -- No grade point credit; course requirements completed
R   Re-enroll -- No grade point credit; progress has been made but the student must re-enroll in order to meet course requirements
U   Unsatisfactory -- No grade point credit; performance is below an acceptable level

GRADE POINT AVERAGE (GPA)

The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted.

Example:

Course	Grade	Quality Points	Credit	Grade Points	
ENG 112	C	2	3	(2x3)	6
HIS 112	B	3	3	(3x3)	9
BIO 102	A	4	4	(4x4)	16
MTH 164	C	2	3	(2x3)	6
TOTALS			**13**		**37**

Example: GPA 37÷13 = 2.846

Cumulative GPA, which includes all courses attempted, is computed each semester and is maintained on a continuing basis as a record of the student's academic standing. When students repeat a course, only the last grade earned is counted in the computation of the cumulative GPA and for satisfying curricular requirements. Students who were enrolled prior to fall 1996 should consult the registrar to determine that the GPA calculation is correct. Students may also wish to consult the academic renewal policy.

GOOD STANDING

A student who maintains an overall grade point average of 1.50 or better is in good standing. A curricular GPA of 2.00 is required for a degree or certificate plan of study.

GRADE CHANGE POLICY

A student who believes that an instructor has made an error in reporting a final grade must notify the instructor within ten (10) calendar days of the date final grades were made available to the student through the online student information system, MyESCC. Should a student wish to appeal the final grade after meeting with the instructor, the student must submit a written request along with supporting evidence to the dean of instruction or the dean of workforce development, as appropriate, within seven (7) calendar days.

The appropriate dean will contact the student and instructor and meet (via telephone conference, in person or through the use of emails) to discuss the disputed final grade. Within three (3) calendar days the appropriate dean will render a written decision. If the student remains dissatisfied, the student may appeal the dean's decision by submitting a written request to the president of the college within seven (7) calendar days. The president's decision will be final. Failure to observe the time limits disqualifies any future appeals.

GRADE REPORTS

Grade reports are available on-line via **MyESCC**. If the student does not have Internet access, contact the registrar's office for assistance.

GRADUATION REQUIREMENTS

Eastern Shore Community College shall ensure that students who receive associate degrees, certificates or career studies certificates have completed the established graduation requirements.

To be eligible for graduation with an associate degree, certificate or career studies certificate, students must:
1. File an official application for graduation by the established deadlines stated in the academic calendar (may be waived in the case of the General Education Certificate)
2. Fulfill all of the course and credit-hour requirements of the curriculum with at least twenty-five percent (25%) of credit semester hours acquired at ESCC
3. Be certified for graduation by the Registrar
4. Earn a grade point average of at least 2.00 in all studies which are applicable toward graduation in their curriculum
5. Complete the graduation outcomes assessment tests (for degree-seeking students only)
6. Resolve all financial obligations to the College, including those to the Library

HONORS – GRADUATION

A student who has earned less than fifty percent (50%) of the credits needed for graduation at the College (or in a college cooperative program) will not be included in the ranking list. Graduation honors for degree recipients, based on cumulative grade point averages, are as follows:

3.20 to 3.499	Cum laude (with honor)
3.50 to 3.799	Magna cum laude (with high honor)
3.80 or higher	Summa cum laude (with highest honor)

Special graduation awards, in addition to degrees and certificates, will be made only to graduates who participate in commencement.

HONORS – SEMESTER

It is a practice of Eastern Shore Community College to recognize student achievement. Such recognition is granted on a semester basis to students enrolled in six or more credits.

Honor	Required Grade Point Average
President's List	3.80 or higher
Dean's List	3.50 to 3.799
Merit List	3.20 to 3.499

Recognition for achievement includes notice to the student by letter and notation on the student's permanent record. The names of students earning honors are published in local newspapers.

MULTIPLE MAJORS

A student who completes the requirements for multiple majors will receive only one degree at graduation. Upon request to the Registrar's office, the student will have all of his completed majors recognized on his official college transcript with the major of choice and the appropriate degree appearing on his diploma.

MULTIPLE DEGREES

A student who wishes to receive more than one degree must, in the process of completing the requirements for a second degree, complete a minimum of an additional fifteen (15) hours of ESCC course work beyond the requirements of the first degree. These requirements also apply to receiving more than one certificate.

A student in a program that awards a certificate and/or diploma in addition to a degree will have only the highest level of academic completion announced at graduation and listed in the graduation program; however, the student, upon request to the Registrar's Office, will receive appropriate documents reflecting all levels of completion.

OUTCOMES ASSESSMENT REQUIREMENT

Degree students are required to take a battery of tests designed to measure general education achievement and/or achievement in selected major areas prior to graduation for the purpose of evaluating the academic division and its programs. No minimum score or level of achievement is required for graduation. Individual test results will remain confidential. Group scores will be used for accountability to the state and for improvement of academic programs.

REPEATING A COURSE

A student is normally limited to two (2) enrollments in the same credit class. Under special circumstances, with approval of the dean of instruction, a third enrollment may be permitted. When students repeat a course, only the last grade earned is counted in the computation of the cumulative GPA and for satisfying curricular requirements.

STUDENT RIGHTS AND RESPONSIBILITIES

Because the value of the College's degrees and certificates depends upon the absolute integrity of the work done by each student, a student must maintain a high standard of individual honor in academic work. A student must refrain from conduct which serves the student's own benefit but violates the trust of peers. Simply stated, any form of dishonest behavior is wrong.

A student is expected to be familiar with the Statement on Student Rights and Responsibilities, including specific statements concerning student conduct, disciplinary procedures, and sanctions. The entire text of the Student Rights and Responsibilities appears at the end of this catalog.

TRANSCRIPT REQUESTS

A transcript is a copy of your permanent academic record. To obtain an unofficial transcript, the student can obtain and print a copy by accessing **MyESCC.**

An official transcript carries the College seal. To request an official transcript, the student can either request an official transcript on-line via **MyESCC**, can complete and return to the registrar a Request for Transcript Form, or can send to the registrar a signed letter requesting the transcript and providing student name, social security number, and the specific address to which the transcript is to be mailed. Transcripts will not be sent in response to a telephone call. Fax requests and e-mailed requests from a VCCS e-mail account are accepted if they contain the information required above. There is no charge for transcripts. Allow two weeks for processing.

Multiple copies of transcripts may be sent to employers or universities but only one copy may be directly sent to the student per semester. Contact the registrar with any special circumstances.

TRANSFER TO OTHER COLLEGES

Students planning to transfer to a four-year college or university are ultimately responsible for determining the transfer admissions policies and requirements of the department or program at the intended institution. Faculty advisors and counselors will assist you in this process making sure that you are choosing a course of study and appropriate electives at ESCC.

Because of the changing academic requirements of many Virginia schools, students are encouraged to have direct contact with the institution to which they plan to transfer. Students should also refer to the College's transfer guide and the College's website for the latest transfer information. Also students can use the SCHEV Transfer Tool (http://www.schev.edu/students/transfer/default.asp) which shows students how individual ESCC courses will transfer to four year Virginia colleges and universities.

ESCC has transfer and guaranteed admissions agreements with many colleges and universities throughout Virginia and other states. Contact the dean of instruction for details or go to the Virginia Wizard transfer tool at https://www.vawizard.org/vccs/Transfer.action

PROBATION, SUSPENSION, DISMISSAL AND RE-ADMISSION - CREDIT AND CURRICULAR STUDENTS

Academic Standing
Students are considered to be "in good academic standing" if they maintain a semester minimum GPA of 2.00, are eligible to reenroll at the college, and are not on academic suspension or dismissal status. Students on academic warning or academic probation who are eligible to reenroll may be considered eligible to receive financial aid assistance or other benefits requiring a "good academic standing" status.

Academic Warning
Students who fail to attain a minimum GPA of 2.00 for any semester shall be placed on academic warning. Students on academic warning should be encouraged to consult with their advisor/counselor and take advantage of academic support services provided by the college.

Academic Probation
Students who fail to maintain a cumulative GPA of 1.50 shall be on academic probation until such time as their cumulative average is 1.75 or better. The statement "Academic Probation" shall be placed on their permanent records. Students on probation are ineligible for appointive or elective office in student organizations unless special permission is granted by the Dean of Student Services or another appropriate college administrator. Students may be required to carry less than a normal load the following semester and are required to consult with their advisor/counselor. Students shall be placed on probation only after they have attempted 12 semester credits.

Academic Suspension
Students on academic probation who fail to attain a semester GPA of 1.50 or better shall be placed on suspension only after they have attempted 24 semester credits. Academic suspension shall be for one semester. The statement "Academic Suspension" shall be placed on the students' permanent records. Students who are placed on academic suspension and wish to appeal should follow the appeal process established by the college. Suspended students may be reinstated at the conclusion of the suspension period by following the re-admission process established by the college. Students who have been reinstated from academic suspension must achieve a 2.00 GPA for the semester of their reinstatement and must earn at least a 1.75 GPA in each subsequent semester of attendance. The statement "Subject to Dismissal" shall be placed on the students' permanent records. Students who have been reinstated from academic suspension will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to carry less than a normal course load the following semester and are required to consult with their advisor/counselor.

Academic Dismissal
Students who do not attain at least a 2.00 GPA for the semester of reinstatement following academic suspension shall be academically dismissed. Students who achieve at least a 2.00 GPA for the semester of their reinstatement following academic suspension must earn at least a 1.75 GPA in each subsequent semester of enrollment. Failure to attain a 1.75 GPA in each subsequent semester until the cumulative GPA reaches 1.75 shall result in academic dismissal. The statement "Academic Dismissal" shall be placed on the students' permanent records. Academic dismissal is normally permanent. In exceptional circumstances, students may appeal and be reinstated following re-admission process established by the college. Students who have been reinstated after academic dismissal will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to carry less than a normal course load the following semester and are required to consult with their advisor/counselor.

Satisfactory Progress

Students pursuing any credit programs are cautioned that, although an average between 1.50 and 1.99 may not result in formal academic probation, a minimum of 2.00 in their curriculum is a prerequisite to the receipt of an associate degree, diploma, or certificate.

Re-Admission
A credit or curricular student who has been either suspended or dismissed may apply for re-admission to a career studies certificate program of under 24 credit hours if the following conditions have been met:

1. The suspension period has expired;
2. The student has petitioned to have the dismissal rescinded, the Admissions Committee and Admissions Office agree to the rescission of the dismissal, and the College president provides final approval to the Admissions Committee and admissions office decision;
3. The student otherwise meets the admission requirements of the career studies certificate program of under 24 credit hours; and,
4. Both the Admissions Committee and Admissions Office agree the student should be re-admitted.

For the credit or curricular student who has been either suspended or dismissed, the admission to a particular Career Studies Certificate Program under 24 credit hours is restricted to the courses required by the certificate program. The admission to a Career Studies Certificate program is not an admission to other courses offered by the College. If a student who has been granted admission to a particular Career Studies Certificate program desires to enroll in additional college courses, the student must re-apply to the Admissions Committee and Admissions Office for this privilege.

If a student desires admission to another program, the student must re-apply for admission and meet the criteria for admission to that new program. Successful completion of a Career Studies Certificate Program does not automatically provide re-admission to all college programs.

PROBATION, SUSPENSION, DISMISSAL AND RE-ADMISSION – DEVELOPMENTAL STUDENTS
Initial Enrollment
Any student who began developmental studies in the fall semester 1990 or after is limited to two enrollments in the same developmental course unless the student appeals and is granted a third enrollment. A "W" grade will not be counted as an enrollment. Failure to receive an "S" grade on the second attempt will result in developmental suspension.

Developmental suspension lasts for a minimum of one full semester. After the semester has passed, the student may re-take the placement tests (not more than once a semester). Suspension will continue until the student places into credit level courses or higher-level developmental courses.

A student may appeal developmental suspension by completing an appeal form available in the Student Services office. Appeals will be heard by the Admissions Committee. Decisions of the Admissions Committee may be appealed to the dean of instruction. The decision of the dean will be final.

A student who is granted a third enrollment will remain on developmental probation. Failure to earn an "S" grade will result in developmental dismissal. There is no appeal when developmental suspension occurs after a third enrollment in the same course, and student will be placed on developmental dismissal.

Re-enrollment
1. Student not on Suspension or Dismissal
   A student enrolled in developmental courses prior to 1990 who was not suspended or dismissed will be considered to have had one enrollment. If re-enrollment is in the same course(s), the student will be placed on developmental probation. Failure to attain an "S" grade will result in developmental suspension. The student may appeal to the Admissions Committee. Decisions of the Admissions Committee may be appealed to the dean of instruction.
2. Student on Suspension
   A student on developmental suspension may not re-enroll until such time as the student tests into credit courses or required higher-level developmental courses. Developmental suspension will last for a minimum of one regular semester. After the semester has passed, the student may re-take the

      placement test once per semester.
3. <u>Student on Dismissal</u>
      A student on developmental dismissal may not re-enroll until such time as the student tests into credit courses or required higher-level developmental courses.

LIBRARY/LEARNING RESOURCES CENTER

GENERAL INFORMATION

The Library/Learning Resources Center (LRC) serves educational and informational needs, strengthens instruction, and promotes research for students and faculty of ESCC. Providing a variety of resources, services, equipment and facilities, the LRC supports the college's mission, academic and training programs, professional development of faculty and staff, and workforce development. Guided by LRC Mission and Vision Statements, which were reviewed in 2010, the LRC also supports distance education and general interests.

Mission: The Eastern Shore Community College Learning Resources advances the mission of Eastern Shore Community College by supporting the teaching and learning needs of ESCC students and faculty. The LRC provides excellence and innovation in education and research and empowers the college community to be lifelong learners and effective users of information.

Vision: The Eastern Shore Community College Learning Resources Center will provide a dynamic, high quality teaching library that enhances student learning wherever programs or courses are located and however they are delivered. In addition to serving as an integral part of the educational process at the College, the LRC will function as a vital information and technology resource for the Eastern Shore community.

LIBRARY RESEARCH TOOLS AND RESOURCES

The fully-automated LRC houses approximately 25,000 printed books and periodicals as well as a collection of videos, CDs, and other media; it also provides access to an extensive collection of electronic resources including more than 38,000 e-books, 160 databases with full-text journals, newspapers, pamphlets, government documents and other reference tools. Many of these tools are made available through cooperative VCCS projects and the Virtual Library of Virginia (VIVA), a consortium of 39 state-assisted Virginia colleges and universities, 33 independent, private, nonprofit Virginia colleges and universities, and the Library of Virginia.

Consortia and other agreements enable students, faculty, and staff to visit and borrow materials from two Maryland university libraries (Salisbury University Blackwell Library and University of Maryland – Eastern Shore Frederick Douglass Library) and from the 18-member academic libraries of the Virginia Tidewater Consortium. Membership in the LYRASIS/OCLC interlibrary loan network provides ESCC students and researchers access to the resources of the Library of Virginia, as well as college, university, and public libraries worldwide.

Students may use any workstations on campus to search the variety of online resources, and there is no charge for computer printing. Remote access from home or other locations to ESCC online resources is also available to all students, faculty and staff. Patrons are encouraged to begin their research by selecting **Resources - Library** on the ESCC Web site, **www.es.vccs.edu.** Everyone is expected to abide by ESCC/VCCS Computer Ethics Guidelines.

Reference assistance in the use of equipment and locating information is readily available in the LRC. For distance education students and those who are researching from home or from other off-campus locations, help is available by phone and through the library Web page in the form of virtual reference and email. Also, all handouts and brochures are available online.

LIBRARY FACILITIES AND SERVICES

In addition to providing a quiet, comfortable place for reading, study and research, the LRC provides public computers for information retrieval, email, and word processing. The library supports a wireless environment. Also, laptops are available for student use within the library. Instructional technology services support classroom instruction, student projects and presentations, and community services. E-Readers are available for select reserve materials. Equipment for the use of media is also available to patrons for use in the library or for checkout.

Committed to teaching students the lifelong learning information literacy skills that have become essential in today's world, the LRC staff actively supports the related college's Quality Enhancement Plan. Online tutorials, printed and online handouts and brochures, formal tours and specialized information literacy instruction sessions and projects are provided. The LRC staff always considers individualized instruction to be the strength of the college's information literacy program and encourages students to ask for assistance when needed. Ongoing evaluations of services and facilities, as well as research tools and other resources, provide an avenue for measuring effectiveness and initiating change.

For library privileges, current students are registered automatically. To check out books, media and other circulating materials, students key in their own MyESCC logins. Library cards are not issued. Students may sign into VCCSLINC, the online catalog, using the same usernames and passwords they use for MyESCC. This allows them to view individual library accounts and to renew and place holds on items. Students also will be prompted to log in with their MyESCC usernames and passwords for remote access to databases. For on-campus access to online databases, the World Wide Web and other Internet services, students log into library or lab computers with their college network accounts. All students are encouraged to check their ESCC email accounts daily in order to be well informed of library and general college announcements.

LIBRARY DISTANCE LEARNING SERVICES AND RESOURCES

The LRC supports distance learning activities such as dual enrollment, online and interactive video courses, wherever they are located and however they are delivered. All students have access to the following resources and services which are especially supportive of distance learning:

- **Remote access –** to e-books, databases and full-text periodicals
- **Media resources –** on-campus use, checked out, or mailed
- **Virtual reference** – "Ask a Librarian," available 24/7
- **Reference assistance** - from ESCC by phone, email, online chat
- **Information literacy instruction** – online help and database tutorials, interactive information literacy modules, handouts, brochures, exercises and special projects
- **Interlibrary loans** – may request by phone or online, for pick up, mail or electronic delivery
- **Virtual Library of Virginia (VIVA**) - Commonwealth consortium of 72 educational and research institutions with shared access to electronic information resources
- **Reciprocal visitation/borrowing privileges** – with the following academic libraries:

<u>**Virginia Tidewater Consortium Libraries**</u>
Christopher Newport University
College of William and Mary
Eastern Shore Community College
Eastern Virginia Medical School
Hampton Roads Center (University of Virginia & Virginia Polytechnic Institute and State University)
Hampton University
Jefferson Lab
Joint Forces Staff College
Norfolk State University
Old Dominion University
Paul D. Camp Community College
Regent University
Thomas Nelson Community College
Tidewater Community College
Virginia Wesleyan College

<u>**Maryland University Libraries**</u>
Salisbury University

University of Maryland – Eastern Shore

LIBRARY FEES

The library does not charge fines for overdue materials. If a student has overdue materials, two reminders are issued. After those notices are sent, students will be billed for a default replacement cost, which is $50 per item. Patrons may replace any items that are available, pending approval of the Dean of Learning Resources. Processing fees are not assessed.

Additional items may not be checked out by anyone owing fees or having overdue material. Bills not paid promptly will be forwarded to the Virginia Set-Off Debt Program for deduction from state income tax returns, lottery winnings or any other payment issued by a state agency. With financial obligations noted on students' records, they will neither be issued degrees, diplomas, certificates or transcripts nor be permitted to register for classes.

LIBRARY HOURS AND ADDITIONAL INFORMATION

The LRC is open from 8:00 am to 8:00 pm, Monday through Thursday, and from 8:00 am to 4:30 pm on Fridays during the fall and spring semesters.   For summer session, interim period or holiday hours or **for additional information, please call 757.789.1721, or email es_LRC@vccs.edu.**

STUDENT SERVICES

Contact: Bryan Smith 757.789.1732

The Student Services Office provides services to aid student educational progress. The student services staff is equipped to assist in all phases of college life, beginning with the application process. Through Student Services, students receive testing and placement, orientation, individual and group counseling, and job placement. Specialized services are available to veterans, students with documented disabilities, students requesting tutoring, and those who have financial need. Student activities are also administered by Student Services.

COUNSELING

Counselors are available by appointment or on a walk-in basis to assist students with problems of an educational, vocational, or personal nature. The professional staff, which functions in addition to the system of faculty advisors, focuses on the special needs of the community college student. Counselors maintain daytime and nighttime hours and other hours by appointment.

MyESCC

Students can access a variety of student information through *MyESCC*, the College's on-line student information system. *MyESCC* can be accessed on the College website at www.es.vccs.edu. Students can register for classes, print class schedules, view business office and financial aid accounts, print an unofficial transcript, and maintain personal information. Students are assigned an EmplID and password which provide access to the *MyESCC* portal.

COMPUTER ACCESS

Computer access is available for currently enrolled students and authorized guests. A valid computer account is required to access campus computers. Accounts are generated automatically for registered students. Students may be requested to present an official ESCC student ID when using computer labs on campus.

Guest access is authorized by the Information Technology Department. Additional information is available at www.es.vccs.edu (Home / Current Students / Technology)

EMPLOYMENT / CAREER SERVICES

The College career services are designed to assist students with seeking and obtaining employment and with making career related decisions. The services are for those who may be choosing their first career or for those who are considering transitioning from one career to another. Services range from assistance with résumés, cover letters, and interviewing skills to career assessments and occupational research. Multiple resources are available to aid in the process through the Career Services website. Local employment opportunities are posted

on the Jobs Board at the College. To obtain additional information or to schedule an appointment, contact Dr. James Brofee by phone at 757.789.1777 or by email at jbrofee@es.vccs.edu . Additional resources are available on our college website under Career Services.

SERVICES FOR STUDENTS WITH DISABILITIES

Eastern Shore Community College (ESCC) provides reasonable accommodations to make education accessible to students with disabilities. The lead counselor assists students with disabilities by understanding the individual student's particular strengths and needs and providing support to help the student achieve academic goals. The aim is to provide students with documented disabilities equal access to the programs, opportunities, and benefits of the College. Students with documented disabilities may consult with the lead counselor before enrolling or during their academic career at ESCC. New students will want to contact the lead counselor's office at least 30 days before the start of their first semester if special services will be required.

The provision of all reasonable accommodations and services is based upon assessment of the impact of the student's disabilities on his or her academic performance at a given time in the student's life. Therefore, it is in the student's best interest to provide recent and appropriate documentation that includes:
1. A diagnostic statement identifying the disability, date of most recent diagnostic evaluation, and the date of the original diagnosis;
2. A description of the diagnostic criteria and / or diagnostic test used;
3. A description of the current functional impact of the disability;
4. Treatments, medications, assertive devices / services currently prescribed or in use;
5. Detailed and specific recommendations for college-level academic accommodations; and
6. The credentials of the diagnosing professional(s).

The College reserves the right to request an updated evaluation should the documentation provided be more than two years old. Please send all documentation to:

> Ms. Jody Baggett
> Lead Counselor
> Eastern Shore Community College
> 29300 Lankford Highway
> Melfa, VA 23410

CLUBS AND STUDENT ORGANIZATIONS AND ACTIVITIES

Student Activities
Cultural events, cookouts, clubs, community and college service projects, performances, trips abroad and lectures are examples of extracurricular activities planned and coordinated by the student activities department. Events such as these are designed to enrich and enhance the students' academic experiences.

All Christians Together in Service (ACTS)
The All Christians Together in Service (ACTS) organization is a nondenominational, Christian-based organization. The ACTS statement of faith is as follows: To support the body of believers at the Eastern Shore Community College and to further the cause of Christ by performing outreach on campus as well as throughout the Eastern Shore community.

Health Occupations Students of America
The Health Occupations Students of America organization is a state and national vocational club for secondary and postsecondary students in health occupations such as vocational nurse aide program, practical nursing, EMT, vet assistant, dental assisting, etc.   The group sponsors state and national level competitions in the various vocational areas in addition to leadership competitions. Career readiness is promoted via public speaking, resume preparation, and job interviewing.

Phi Beta Lambda
The purpose of Phi Beta Lambda is to provide opportunities for post-secondary and college students to develop

vocational competencies for business and office occupations and business teacher education. Phi Beta Lambda is an integral part of the instructional program and, in addition, promotes a sense of civic and personal responsibility.

Phi Theta Kappa

Phi Theta Kappa is a national honor society for two-year colleges, which recognizes scholarship among associate degree students. In addition, it provides opportunities for leadership, service and fellowship. To become a member, a student must, be enrolled in a regionally accredited institution offering an associate degree program, have accumulated full-time status (at least 12 hours) in courses leading to an associate degree, have established a grade point average of 3.20, and be of good moral character and possess recognized qualities of citizenship.

Student Government Association (SGA)

The Student Government Association (SGA) is the official representative of the student body. All credit students may participate in SGA elections. Full-time and part-time students with grade point averages of 2.50 or higher are eligible to run for office (up to two part-time students may serve). The SGA organizes most of the student activities at the College, recommends student representation on major College committees, and consults with College officials on matters of concern to the student body.

The Electronics Club (TEC)

The Electronics Club (TEC) is a scholastic organization created with the purpose of enhancing regular curricular offerings. Extracurricular activities, service learning projects and peer interaction are used to advance member knowledge and cultivate an appreciation of technology. Membership is open to any student that maintains a GPA of 2.5 or greater.

CHILDCARE SERVICES

No childcare facilities are available at the College.

CHILDREN ON CAMPUS

Policy Purpose
ESCC has the responsibility to provide a place of instruction that is free from distractions and conducive to learning. The presence of children is often a disruptive factor, not just because a child can be noisy or active, but because attention is often centered on the child rather than on the teaching and learning process. The presence of children on campus and in college facilities also raises safety and liability issues.

Policy Statement
1. ESCC and its facilities (including classrooms, offices, public areas, common areas and grounds) cannot at any time be viewed as a substitute for child care arrangements.
2. Children may not be left unattended or unsupervised in classrooms or in public areas such as the LRC, student lounge or computer labs or be left to wait or play outside a classroom or in the parking lot while the parent/guardian is in class.
3. Children may not attend class, or class activities such as field trips, along with enrolled students except on very rare occasions at the discretion of instructors.
4. Children under the age of sixteen (16) are not allowed to use ESCC computers in computer labs or in the LRC at any time.
5. This Policy does not preclude short visits when the minor child is accompanied and supervised by an adult.

Exceptions
Exceptions to the above Policy Statement are activities which, by their very nature, might be attended by children. It is assumed, however, that children in college facilities are attending these activities under the supervision of an instructor or adult, or are enrolled in a fee-based program. Examples of such activities would be performing arts performances, Heritage Festival, Kids College, and other activities organized for children or attended by the general public.

Children under age eighteen (18) who are enrolled in credit or non-credit classes or programs or the dual-enrollment program are considered ESCC students. In addition, individuals under age eighteen (18) gathering information on registration, enrollment or taking placement tests are also considered exceptions to this policy.

The ESCC Learning Resources Center (LRC) is open to the public or community. Children may be in the LRC as long as an adult or guardian is actively supervising the child. However, if the child becomes disruptive or the presence of the child interferes with the peaceful conduct of the activities of the LRC, the adult may be asked to remove the child.

The College reserves the right to ask any individual with a child who is behaving in an inappropriate manner to leave campus regardless of the circumstances.

Faculty, staff or students who observe children that appear to be unattended should contact any available administrator, security guard, or Accomack County deputy patrolling ESCC grounds.

Knowledge and Responsibility
All ESCC faculty, staff, and students should have knowledge of and be responsible to abide by this policy.

Definitions
Child/children is any person under the age of eighteen (18) unless otherwise noted.

Unattended/unsupervised refers to situations in which the child is on campus or in a campus facility and is not under the direct supervision of an adult or an instructor.

Contact Information
Questions about this policy should be directed to the ESCC Vice-President for Finance and Administration.

DIRECTORY INFORMATION
The College registrar will produce, on request, a directory which is considered public information and which contains the names and addresses of all current students. Any student who does not want to be listed in the directory must notify the dean of student services in writing within one week of registration. There is no charge for the first directory but a fee of $5.00 payable in advance will be charged for each additional copy.

EMERGENCY CALLS FOR STUDENTS
Classes will not be interrupted except in genuine emergencies. If there is a serious accident or illness in the immediate family, a student will be notified immediately. Otherwise, messages will be placed on the bulletin board located outside the telephone receptionist area.

INCLEMENT WEATHER POLICY
Whenever it appears that the College may be closed due to inclement weather, faculty, staff, and students should listen to radio stations WESR (103.3 FM), or WVES (99.3 FM), or television stations WTKR (Norfolk), WAVY (Norfolk), WVEC (Norfolk), or WBOC (Salisbury) to receive information about the status of the College. Calls will not be made to individuals. Students should assume that the College is open, absent an announcement to the contrary. Students may register for ESCC Alert and receive urgent text messages and emails in emergency situations such as weather-related closures. Registration is easy and free. Contact Laurie Swain at 757.789.1797 or visit the ESCC website at www.es.vccs.edu for more information.

PARKING REGULATIONS
Traffic Flow
All drivers must follow arrows and traffic signs and cannot drive against the designated traffic flow. Violators will be subject to disciplinary action.

Speed Limit

The speed limit throughout the parking lots is 15 mph and is clearly marked with signs. All drivers are expected to obey these limits. Violators may be subject to disciplinary action through the Student Conduct Committee and/or loss of driving privileges at the College.

General Parking
Under no circumstances are drivers permitted to park in such a manner as to take up two parking spaces. Parking is permitted only in designated parking spaces and the overflow area past the rear parking lot.

Handicapped Parking
The College has seven parking spaces for persons with disabilities. These spaces are reserved for those who have a handicapped license plate or display a current handicapped-parking permit in the windshield of the car.

TRANSPORTATION

Star Transit
The College provides free or reduced-fare bus transportation to the College on fixed routes provided by Star Transit. In order to be eligible to receive this transportation, students must present an ESCC student identification card to the Star Transit bus driver which is validated for the current semester. Presently the bus system serves the College Monday through Friday during the daytime hours. A listing of arrival and departure times is available from the ESCC receptionist.

CONFIDENTIALITY / FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The following is the policy and procedure of ESCC for implementation of FERPA.

1. As part of the application for admission to ESCC, each student must supply official transcripts from all colleges attended and must complete the application for admission including required information regarding in-state domicile. High school transcripts may be required for some programs.

   An ESCC student may view any of these records in his/her admission file and may obtain copies; however, these copies will be stamped "Unofficial Copy Issued to Student." ESCC will not send copies of these records or transcripts to other institutions. Students can also access and print unofficial transcripts on-line via *MyESCC*. Requests to view or receive paper copies of these records may be made in person to the registrar who compiles and maintains these records. In addition, the law provides access to these records for persons from various federal and state agencies, auditors and accreditation personnel. Also, ESCC staff with a "legitimate need to know" have access.

   The dean of student services has determined that "legitimate need to know" includes the following:
   - Student services staff who perform admissions, records, financial aid, counseling, and job placement functions;
   - Each faculty member who teaches or advises the student; and
   - Administrators and College committee members making decisions which affect the admission, academic, financial aid, or disciplinary status of the student.

   If a student believes that the documents submitted for admission contain an error, the student must contact the institution or agency which sent the documents to ESCC.

2. The College maintains an academic file which contains the courses, grades, term grade point average, and cumulative grade point average for each semester attended; letters of probation, suspension or dismissal; and letters announcing honors or other awards.

   Those with a "legitimate need to know," the federal, state and accreditation officials mentioned previously, and Accomack and Northampton County school officials in compliance with Virginia law, have access to these records. A student has a right to see any of his/her records and to receive an unofficial student transcript. An official transcript with appropriate signature and College seal will be sent to any individual or organization designated by the student.

   To request an official transcript, the student must either request an official transcript on-line via *MyESCC*, must complete and sign a Request for Transcript Form or must send a signed letter requesting the

transcript and providing student name, social security number, and the specific address to which the transcript is to be mailed. Transcripts will not be sent in response to a telephone call. Faxed requests and e-mailed requests from a VCCS e-mail account are accepted if they contain the information required above. There is no charge for transcripts.

Other than those with a "legitimate need to know," those permitted access by law, or those authorized by the student, records will not be released nor will access be granted to any other person. Requests for access to records or for copies of records should be addressed to the registrar.

If a student believes that the record which ESCC maintains is incorrect, the student should prepare a brief written explanation of the inaccuracy and present it to the registrar.

3. The student services staff prepares, upon request, a directory which includes the name, address and telephone number of each student registered in a given term. This directory is available to the public. There is no charge for the first copy but a fee of $5.00 payable in advance will be charged for each additional copy. Requests for a directory may be made in person or in writing and should be addressed to the registrar.

   Students who do not wish to be included in the directory must notify the dean of student services in writing within one week of registration.

4. At the end of each term, the division of student services releases the names of students who earned various honors. Any student who does not wish to be recognized for honors must contact the dean of student services and complete the appropriate form by the last examination day of the semester.

5. In accordance with Virginia law and with assurances that the information will be used solely for the evaluation and improvement of instructional programs, the dean of student services releases to designated school officials in Accomack and Northampton Counties personally identifiable information on graduates of those counties who enroll at ESCC.

6. Students who apply for financial aid are required to submit a variety of forms detailing personal, and in some instances, parental income. Access to or release of this information is treated in the same manner as other information covered by FERPA. Students who wish to see their financial aid records should see the enrollment services assistant for financial aid or the dean of student services. Parental information will not be released to other parties without the written permission of the parents.

7. In disciplinary hearings resulting from the alleged commission of a violent crime on campus or at a College sponsored activity, the College will release to the alleged victim the results of the disciplinary proceedings.

College staff processes requests for information once weekly. Requests for information should be made well in advance of the date the information is needed.

Anyone who has questions or wishes clarification of any aspect of this policy should see the dean of student services.

WORKFORCE DEVELOPMENT

Contact: Workforce Development Services 757.789.7979

The Workforce Development Program at ESCC offers a broad range of cost effective education and training services to individuals, as well as business, industry, government and professional organizations in support of economic development and community enrichment. The Division is comprised of seven integrated programming units that work closely with local business and industry as well as community, economic development and planning agencies and government, civic and social service organizations. In addition, the Division maintains close ties with the College's Academic and Instructional Division and coordinates facilities usage services for the public.

ESCC is also committed to helping local Eastern Shore business and industry compete and win in today's global marketplace. In addition to open enrollment continuing education classes, our Workforce Development staff can customize a program to meet your specific needs, and, in most cases deliver training right in your own workplace to save you down time and travel costs.

BUSINESS DEVELOPMENT AND WORKFORCE TRAINING CENTER

Eastern Shore Community College is committed to developing and delivering programs and services that meet the business, industry and economic development needs of Accomack and Northampton Counties. The Business Development and Workforce Training Center is a new facility opened in January 2009 that enhances the Division's efforts to establish links between the College and the business community as well as individuals who need training and professional development in order to advance in their careers. The Division collaborates with business, local and regional government, social service agencies, and economic development authorities, as well as the College's academic departments to fulfill the educational component of community and economic development initiatives. The new facility is an invaluable resource to the Eastern Shore business community by greatly advancing the Colleges capacity to accomplish those goals.

CUSTOMIZED CONTRACTED TRAINING

This service is designed to meet the training and educational needs of, businesses, industry, and government, organizations in support of economic development and community enrichment. All classes can be customized to meet the specific training needs of the client organization's employees, and training can be conducted on-site or on-campus depending upon client preference. Program designers and instructors work closely with management and labor representatives to be certain that all training supports the overall business goals as well as the corporate culture and values of the organization. Short- and long-term evaluation is conducted so as to be certain that employees not only have learned the skills, but that those skills are applied effectively on the job. Depending upon the content desired and the needs of the client organization, various credentials, including the general CEU; professional CEUs in any number of fields; various industry recognized certifications; and even college credit are available.

With our connections to statewide and regional colleges and universities as well as resources for videoconference and web-based training, ESCC can bring a world of training and development opportunities to your local Eastern Shore workforce. We evaluate and monitor the quality of all programs, whether they are our own, or whether we broker them in from one of our many partner training providers. As a neutral broker, we will look out for your needs in the often confusing training marketplace. Whenever your organization needs training, let ESCC do the

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shopping and negotiating for you. The package you get will be tailored for your specific needs and will often be more cost efficient as well. Specific program offerings include:

Leadership, Management and Supervision
- First-Time Supervisors
- Communication and Listening
- Conflict Management and Creative Problem Solving
- Goal Setting and Time Management
- Team Building and Coaching
- Employee Evaluations that Motivate
- Managing Multiple Priorities

Information Technology
- Computer Applications Training (Basic to Advanced)
  - Microsoft Office Suite (Including MOS Certifications)
- Web Site Design, Maintenance and Design
  - HTML
  - FrontPage
  - PHP Hypertext
  - Many Other Programs Also Available
- Business Uses of the Internet
- Accounting Software (Quickbooks, etc.)
- Database Software (Access, etc.)
- A+ and C++, Networking
- CISCO Routing
- E-Mail Communication Protocols

Technical and Specialized Training Programs
- Computer Repair and Maintenance
- CAD and AutoCAD
- ServeSafe™ Food Safety Certification

Industrial Trades Technology Training
- Trades Training (Welding, Electronics, etc.)
- Mechanical Maintenance and Repair
- Contractor and Building Trades Training
- H/VAC and Freon Certification Training
- Water Utility Operator and Management

Individual Employee and Job-Specific Skills
- Accounting and Bookkeeping
- Work Ethics and Workplace Basics
- Command Spanish and Industry Specific Survival Spanish
- Telephone Etiquette
- Business and Technical Writing
- Customer Service, Sales and Marketing

Organizational Development
- Six Sigma, ISO, TQI, Etc.
- Peer-to-Peer Job Coaching/Cross-Training
- WorkKeys® Job Profiling, Training and Assessment
- Pre-Employment Testing, Training and Certification
- Healthy Workplace
  - CPR Certification
  - Smoking Cessation
  - Stress Management

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- Strategic Planning and Consulting
- Lean/Just-in-Time Manufacturing
- Business/Marketing Plan Development

Compliance Training
- Sexual Harassment
- Diversity Appreciation in the Workplace
- Legal Issues for Supervisors
- Equal Opportunity/Affirmative Action
- OSHA Site Visit Preparation

License Required Continuing Education
- Real Estate
- Other professions by request as needed

Additional courses can be designed or brokered. Using our extensive network of training providers, ESCC can insure your company gets the best service possible even for complex, multi-faceted projects. We get you the best specialist for each phase of the project, and because we work with so many providers, we are able to negotiate the best price possible as well.

ESCC is committed to hiring trainers and facilitators that are not only academically credentialed, but also highly experienced in "real world" business situations. Our trainers are committed to providing extensive "hands-on" experience to participants along with the necessary theory behind the practice. This practical approach to teaching insures that employee participants learn valuable skills in class that they can apply immediately in the workplace.

Our goal is to make the extensive resources of the Commonwealth's Higher Education System available to help Eastern Shore businesses be more competitive and more profitable. Your company's success is how we measure our own! Contact Eddie Swain at 757.789.1752 for more information about how these and other world-class workplace training programs can be customized specifically for your business operation to enhance your profits and productivity.

CONTINUING EDUCATION / PROFESSIONAL and TECHNICAL TRAINING

ESCC offers an extensive selection of short-term courses and classes to help individuals and employee groups learn new work skills, improve existing skills, and qualify for new or continuing professional certifications. Courses are offered at the Melfa campus and at other facilities on the Shore where there is demonstrated demand. These courses are offered during the day and in the evenings on an open-enrollment basis at times convenient to fit into busy adult schedules. Additionally, ESCC offers over 500 online courses ranging from personal enrichment to professional and technical expertise, which can all be taken – literally - anytime, anywhere, day or night.

Courses offered on the Shore include computer software – generally Microsoft Office Suite – entrepreneurship, food industry safety, customer service (new), languages, construction trades, eco-tourism, and trade licensing. See the "Navigator" non-credit class schedule published in January and September of each year as well as articles and advertising in local newspapers for current class offerings.

Basic Contractor Business Licensing Class: Effective August 21, 2006, the Designated Employee or a member of Responsible Management of all contractors applying for initial licensure (for an entity that is not currently licensed) must successfully complete an eight hour business class approved by the Board for Contractors. The course is designed to provide a basic look at the statutes and regulations that govern contractor licensing in Virginia, including a review of the different types of licenses available and the qualifications for each, 'Standards of Practice', 'Prohibited Acts', and 'How to Avoid Violations of the Regulations'. ESCC is an approved provider and offers this 8-hour pre-licensing (and remedial) class.

When applying for an A, B, or C contractor license, applicants must provide documentation that the class has been successfully completed by including a copy of the certificate of completion issued by the college, which identifies the course, course provider, date of completion and the name of the individual who took the class. This course alone is not considered to be sufficient preparation to enable a contractor to pass the license examinations

required for A or B licenses.

Tradesmen - Plumbers, Electricians, HVAC Mechanics, and Gas Fitters: Starting January 2008, the Virginia Board of Contractors requires all Journeymen, Master Plumbers, Electricians, HVAC Mechanics, and Gas Fitters to take a pre-determined number of continuing education hours specific to their trade as part of the licensing or license renewing process. Plumbers, HVAC technicians and Electricians must take three hours of continuing education in their field. Gas fitters must take one hour. (This one hour class for Gas Fitters is intended for Journeyman and Master Gas Fitters, Liquefied Petroleum Gas Fitters, and Natural Gas Fitters.) Each course covers new definitions, code changes, general requirements, impact on the job, general use and special equipment included in the respective codes.

These classes are recognized by the Commonwealth of Virginia's Department of Professional and Occupational Regulation and the Virginia Board of Contractors, and certificates of Continuing Education Units (CEUs) will be issued to all Virginia tradesmen upon successful completion of the class. A workbook highlighting the changes is included in the cost of the class and will be distributed when participants arrive for class.

Online Non-credit Courses: ESCC has links with three organizations through which it offers a wide range of online courses for individuals, both work related and for personal enrichment.

The first partner organization is ed2go.com. Courses can be accessed at www.ed2go.com/es/**.**

- Unless otherwise specified, the majority of courses run for six weeks and cost $95. For these, you will be granted access to two lessons each week for six weeks. Each lesson will be accompanied by a short, multiple-choice quiz, and some lessons may also include a hands-on assignment. You are expected to try and complete each quiz and assignment within two weeks from when the lesson is released. The course will conclude with a final exam. You will have two weeks from the day the final exam is released to complete your studies and submit the final exam for evaluation. All instructors are qualified and experienced and you can view their resumes online.

- Courses in this range fall under the following general headings: Test Prep., Languages, Accounting, The Internet, Graphic Design, Certification Prep., Web Page Design, Sales & Marketing, Personal Enrichment, Writing & Publishing, Law & Legal Careers, Personal Development, Entertainment Industry, Computer Applications, Child Care & Parenting, Business Administration, Basic Computer Literacy, Start Your Own Business, Math, Philosophy & Science, Web Graphics & Multimedia, Healthcare, Nutrition & Fitness, Web & Computer Programming, Healthcare Continuing Education, Courses for Teaching Professionals, Personal Finance & Wealth Building, Digital Photography & Digital Video, Art, History, Psychology & Literature, Database Management & Programming, Grant Writing & Non-profit Management, PC Troubleshooting, Networking, Security

- New to this site are "Independent Courses with Mentor", courses in which you completely set your own pace (up to four months, with expert instructor assistance available by phone or email). Courses currently available of this type include: Principals of Marketing, Medical Mathematics, Medical Information Management and Office Practice, Math for Business and Finance, Managerial Accounting, Introduction to Business, Introduction to Biology, English Composition, Introduction to Macroeconomics, Confidentiality of Health Information

The second partner organization is Gatlin Education Services, the largest provider of web-based career training courses offering over one hundred non-credit, online certificate Programs. Courses can be accessed at www.gatlineducation.com/es/ **and are grouped under the following titles:**

- Healthcare and Fitness
- Business and Professional
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

These courses are designed for individuals looking to switch career paths, obtain advanced training and certifications, or for first time job seekers who need specialized training. The courses are all open enrollment and self-paced, and students are paired with a personal instructor. Courses take an average of 90 days to complete and provide training for entry-level positions.

The third partner organization is ProTrain. Courses can be accessed at www.theknowledgebase.org/ESCC/**.**

Train for a new career with a focus on green, clean-tech, and sustainable business practices. A major shift to renewable energy and energy efficiency is expected to produce at millions of new jobs and environmentally friendly "green jobs" over the next three decades. Courses are available in:

- LEED v3
- Weatherization Training
- Solar Energy
- Water & Wastewater Treatment
- Wind Energy Certificate
- Sustainability Professional
- Certified Green Designer
- Medical Coding and Billing
- Transcription
- Electronic Health Records
- Home Health Aide

Among many other online courses from ProTrain are:
- Feng Shui Certificate
- Complete Home/Building Inspectors Training Program
- Veterinary Assistant Certificate
- Landscaping Basics
- Technical Mathematics

ProTrain can also make loans available for Continuing Education students.

Online Courses for Employers: For your company's training needs, arrange training for employees regardless of how many or where they're located. These can be accessed at www.ed2go.com/escc-pro/. Entirely web-based with comprehensive lessons, quizzes and assignments delivered over six weeks, this gives your employees the flexibility to study at their own pace with enough structure and support to complete the course. Provide your employees with unprecedented access to hundreds of courses, with new sessions running every month. You simply purchase a quantity of PassCodes that employees can use when they are ready. We accept purchase orders and corporate credit cards.

Registration and Enrollment
Except for the online course programs described above, learners must register and enroll for in-person classes via mail (check/money order/credit card) or by phone using Visa or MasterCard (757.789.7979). Application forms are found in the Navigator Community and Continuing Education Class Schedule produced each semester. Do not send cash in the mail. The Navigator can also be downloaded from the college website www.es.vccs.edu.

For more information about Continuing Education, a copy of the latest version of The Navigator, enrollment forms,

to enroll over the phone, or to suggest additional courses, call Roy Lock at 757.789.1751 or email rlock@es.vccs.edu.

CAREER PATHWAYS PROGRAMMING

Career Pathways are educational programs designed to prepare individuals for skilled employment in targeted industry sectors. These programs integrate academic and technical subjects, promote continuing education, and often lead to an industry recognized credential. Credit courses that are offered to fulfill specific workforce training needs may culminate in a college-level credential such as a career studies certificate, a certificate, or an AAS degree.

Career Pathways programs and services are intended to prepare the emerging workforce, such as high school students and those entering the workforce for the first time. Programs and services are also targeted to the incumbent and transitional workforce, which includes adults who are seeking to progress in their current field, transition to a new career field, or return to work. Seamless curriculum programs are developed in cooperation with the local high schools and technical centers in the school divisions of Accomack and Northampton counties with some classes available as dual enrollment to high school students who qualify.

Programs and services are grouped under the following categories:
- Career Coaches
- Career & Technical Education Specialist
- Dual Enrollment
- Tech Prep
- Postsecondary Perkins
- Certification Testing and Verification
    - Career Readiness Certificate (CRC
    - Internet and Computing Core Certification (IC^3)
    - Microsoft Office Specialist (MOS
    - Other technical and occupational testing also available

Support is provided to students in local high schools through the Career Coaches and to the occupational/technical students at the college through the Career and Technical Education Specialist. These students are assisted in making informed decisions about their educational and career plans by linking them to the programs and resources that will help them be successful. Contact Teresa Guy at 757.789.1790 for more information about Career Pathways programs and services.

ADULT EDUCATION
The Adult Education Program serves adults, aged 18 and older, who wish to improve their basic academic skills in reading, writing and math. Small group and individualized instruction is designed for learners who have been away from formal education for some time. Students prepare for the GED, college-level academics, workforce training, and improve English language skills.

- The mission of the Adult Education program is to provide area adults with the educational opportunities needed to be successful workers, community members, and parents.
- The goal of the Adult Education is to improve the educational skills of adults in order to:
    - Attain a GED or other credentials such as the Career Readiness Certification (CRC);
    - Enroll in an academic or workforce training program;
    - Obtain or keep a current job;
    - Help their children succeed in school; and
    - Speak the English language.

Adult Education Center (White Building)
The White building is the point of entry for adults who are interested in the services provided at ESCC in adult education. The White building is open five days a week from 8:30 a.m. until 5:00 p.m. Drop-ins are welcome. Phone 757.789.1761 or 757.789.1796 for more information or to schedule an appointment.

GED Preparation

Classes are offered at the college and at variety of locations and times in both Accomack and Northampton Counties. GED Preparation Classes cost $25. Learners enrolled in the GED Preparation Classes receive calculators and GED Practice Tests as part of instruction. Contact Peggy Tilghman at 757.789.1761; Chevelle Mason at 757.789.1794; or Ina Birch at 757.789.1796.

GED Testing Center
Eastern Shore Community College is the official GED testing center for both Accomack and Northampton Counties. Official GED tests are given each month and most Fridays at ESCC. GED Practice Tests are available at no charge.   Scholarships to cover the cost of the Official GED Tests are awarded to those who pass the practice test. GED Testing is $35.00 for the full battery of five tests.   There is a $10,00 first-time tester's registration fee. Individual subject tests are $7. Contact Nelda Basuel at 757.789.1795; or Jennifer Baker or Wendy Johnson at 757.787.5826.

English Language Learning (ELL or ESL)
The ELL English Language Learning Program provides English language instruction and cultural awareness to non-native English speakers to assist learners in navigating within American society. ESL classes cost $25. The program offers convenient day and evening classes that focus on speaking and listening. Reading and writing are also addressed. Contact Peggy Tilghman at757.789.1761; Chevelle Mason at 757.789.1794; or Ina Birch at 757.789.1796.

SPARK Plus / Even Start
Accomack County Public Schools (ACPS) and Eastern Shore Community College (ESCC) collaborate to deliver a family literacy program for Limited English Proficient (LEP) families.   This Even Start program provides opportunities for eligible families to break the cycle of under-education and poverty. Time is provided for separate early childhood, adult instruction, and joint family learning experiences.   Contact Grace Cormons at 757.665.4698.

WORKFORCE INVESTMENT ACT (WIA) SERVICES

Eastern Shore Community College receives federal Workforce Investment Act (W.I.A.) funding through the Bay Workforce Investment Board.   The federal Workforce Investment Act is the nation's principal workforce development legislation, providing staffing and funding to address the employment and training needs of adults, dislocated workers and youth. It also helps businesses to connect with skilled workers.

At ESCC, W.I.A. funds are another source of financial aid for students who do not receive Pell grants. W.I.A. funds can be used to assist eligible students with tuition, books, and occupational supplies. Contact Mickie Spangler at 757.302.2001.

One-Stop Center Management
The Eastern Shore Area Agency on Aging/Community Action Agency and ESCC operate the local One Stop Career Center located in the Virginia Employment Commission offices in Onley. The Center provides job search assistance, labor market information, resume writing assistance, and employability workshops to all persons, and it provides additional intensive services to those who meet federal eligibility requirements. Intensive services include career assessments, career counseling, case management, job readiness classes, and individual training accounts.

The One Stop also assists area businesses in obtaining a qualified workforce. Through the One Stop, businesses may receive assistance with recruitment, pre-employment screening and assessment, customized training, and incumbent worker training. Employers may choose from multiple services and work with One Stop staff to build their own pipeline of recruitment and screening processes to meet their specific needs.

Youth Programming
ESCC also receives W.I.A. funds to provide youth programming to youth ages 14 – 21. The program targets low-income youth in need of additional assistance to complete their educational program or to secure and hold employment.   ESCC partners with the local school systems, the Career Pathways program's career coaches, counselors, and staff to recruit eligible youth and enroll them in the program. Staff works with each enrolled youth to develop an individualized services strategy (ISS) which outlines a pathway from school to career and employment. The ISS includes educational and career goals and an action plan that encompasses life skills and

work-related values as well as academic skills. Youth services that may be provided include tutoring, study skills training, alternative secondary school services, summer employment opportunities linked to academic and occupational learning, leadership development, supportive services, adult mentoring, follow-up services, guidance, and counseling.

New Hire Recruitment and Screening for Employers

ESCC offers customized employee recruitment and screening services through the Eastern Shore One-Stop Center. This service for employers includes design and implementation of basic skills testing for new employee hiring. Assessment design and expectations are based on a certified job task analysis process, such that employment requirements can be documented for protection in the event of legal challenge. Services include establishment of customized employment recruitment processes to help employers find and attract the best qualified workers available. Employers choose from multiple services available and build their own customized "pipeline" of recruitment and screening processes to meet their specific corporate needs. Call Michelle Spangler, One-Stop Center Coordinator at 757.302.2001 for more information.

Eligibility Counseling and Review

Individuals meeting the eligibility criteria of the Workforce Investment Act who also meet the college's admission requirements and are willing to accept employment upon completion of the program, may qualify for an array of services including: funding for tuition, books and supplies, career and academic assessment, planning and counseling. Other supportive services such as job readiness classes, transportation and job placement assistance will be provided as needed for each individual.

All individuals requesting assistance from the Workforce Investment Act must submit a WIA application and complete an interview and placement test prior to enrolling. An ESCC application must also be completed along with any other college entrance requirements including high school/college transcripts.

Academic and Career Assessment, Counseling, And Planning

These services are designed to help youth and adults identify their own interests, skills, abilities and aptitudes. This information is used to help the individual to determine how to achieve personal and career goals. WIA staff will provide career planning assistance to help youth and adults achieve their goals. Enrollment in a training or academic program at the college has proven successful for many individuals and has provided the skills necessary to meet individual goals. Personal and academic counseling services are available through the college, or by referral to other organizations/agencies.

Job Readiness Classes

Job Readiness Classes cover the general skills needed to get and keep a job and include topics such as: filling out applications, resumes, mock interviews, general and specific job requirements (timeliness, attitude, communications skills, personal hygiene, proper clothing and work equipment, etc.).

Transportation

Star Transit provides free or reduced-charge transportation to learners attending Eastern Shore Community College. A route schedule is available at the receptionist desk.

Job Placement Assistance

Placement upon successful completion of a training or academic program is a highly cooperative effort of the college's placement service, WIA staff, the Virginia Employment Commission, and other job services. Individuals seeking employment can access ALEX, the VEC's computer-based employment service, America's Job Bank, and other local and national sources of job information available in the College's Learning Resources Center.

On-The-Job Training

This program is available to individuals and employers meeting WIA eligibility guidelines. Limited funding is available to enable employers to offset the cost of training a new employee for an entry-level job (such as a carpenter's helper, plumber's helper, cook, boat builder.) The job must be a full-time position and up to 50 percent (50%) of the trainee's wages may be reimbursed by Workforce Investment Act funds.

COMMUNITY EDUCATION

ESCC offers non-credit short courses for personal enrichment in subjects such as the History of the Eastern Shore, Quilting, Creative Writing, Conversational French, and Basic Russian. Many more courses of this type are available to be taken online, and can be accessed from the college website www.es.vccs.edu/.

Academy for Lifetime Learning (ALL)

In the summer of 2007, ESCC supported the formation of a new, independent non-profit group called the Academy for Lifetime Learning, which offers community education classes and activities at the Melfa campus on Fridays. A fee of $20 enables members to attend as many classes (referred to by the group as 'workshops') as they wish throughout a semester. Highly successful classes have been offered in such diverse subjects as digital photography, beginning bridge, Mahjong, chime ringing, scrapbooking, memoir writing, wine tasting, and opera appreciation. Visit the ALL website at www.allesva.org.

Science and Philosophy Seminar
Another independent group which meets most Fridays at ESCC is the Science and Philosophy Seminar. The Science and Philosophy Seminar is rigorously informal. There are no by-laws, no elected officers, no membership fees, no initiation rituals, and no secret handshakes. The sole requirement for membership in the Seminar is a commitment to make a presentation to the group at least once every two years, or arrange for and host a presentation by an outside expert. Members who have made five or more presentations are free of this requirement. Regular meetings are held on Fridays at 12:30 p.m., from October through May. Most often presentations run about one hour in length and are followed by open informal discussions. Examples of subjects which have been presented are: "Sub-prime Mortgage Credit Crunch", "17th Century Virginia Indians", "Fractals and Nature", "Decisions, Decisions... The Cuban Missile Crisis", "The Delicate Issue of Russian Backwardness", and "Organic Fruit Horticulture". The schedule can be found at the group's website: www.sciphi.org/.

Other lecture series are held at the college from time-to-time, some free and some charging a nominal fee. For further information on any of these activities, call Roy Lock at 757.789.1751

The community of the Eastern Shore of Virginia has a number of non-profit groups that offer excellent community activities in arts and/or education: where possible the College tries to support these activities rather than compete against them, and often provides free accommodation and facilities for their activities. Groups offering such activities include:

- Arts Enter Cape Charles: www.artsentercapecharles.org (757.331.2787)
- Eastern Shore's Own Arts Center: www.esoartscenter.org/ (757.442.3226)
- Onancock International Films: www.roselandonancock.com/Intl%20Films.htm (757.787.8805)
- The Eastern Shore Art League of Virginia: www.easternshoreartleague.org/ (757) 442-4150)
- The Barrier Islands Center: www.barrierislandscenter.com/ (757.678.5550)
- Eastern Shore Public Library: www.espl.org/
  - o Eastern Shore Public Library, Accomac: 757.787.3400
  - o Northampton Free Library, Nassawadox: 757.414.0010
  - o Island Library, Chincoteague: 757.336.3460
  - o Northampton Memorial Library, Cape Charles: 757.331.1300

FACILITIES USAGE

Space at the College is available for meetings, training sessions and workshops, seminars, conferences, fundraisers, community functions, parties, wedding receptions, birthdays, trade shows, and many other purposes. We offer:
- Spacious and well-designed facilities
- State of the art Information Technology and Audio-visual services
- Warming kitchen
- Support services
- On-site parking
- Central location

It is **strongly** recommended that you contact one of the event coordinators below to discuss your requirements and to make sure a provisional booking is made **before** you send in your facility rental form and payment.

Community and Social Functions Requests
For fundraisers, community functions, parties, wedding receptions, birthdays, contact Kimberlee Ormsby at 757.789.5927 or email kormsby@es.vccs.edu.   Download and print the *ESCC Community & Social Functions Facility Rental Form* from the college website, www.es.vccs.edu.

Business and Industry Functions Requests
For meetings, training sessions and workshops, seminars, conferences, contact Laura Fosque at 757.789.7979 or email lfosque@es.vccs.edu. Download and print the *ESCC Business & Industry Functions Facility Rental Form* from the college website, www.es.vccs.edu.

See *Regulations Governing the Use of Eastern Shore Community College Facilities and ESCC's Guest Information Technology Security Guidelines* at:

http://es.vccs.edu/mimik/mimik_uploads/pdfs/150/Facility_Rental_Regulations.pdf

WORKFORCE DEVELOPMENT ADVISORY COMMITTEES

The following individuals serve on one or more program advisory committees for the Division of Workforce Development Services:

Sandra Benson	Northampton County
Terry Bliss	North Street Playhouse
Rick Bowmaster	Northampton County School District
Donna Bozza	Eastern Shore Tourism Commission
David Bradford	VT Group
David Burden	Southeast Expeditions
Lisa Caison	Riverside Shore Memorial Hospital
James Carey	Accomack County School District
John Chandler	Bayshore Concrete
Kyna Cobb	
Martina Coker	Northampton County

WORKFORCE DEVELOPMENT ADVISORY COMMITTEES CONT'D

Nancy Collins	Old Dominion University TeleTechNet
Jane Corson-Lassiter	Eastern Shore Resource Conservation and Development Council
Cherron Davis	Virginia Tourism Corporation, New Church Welcome Center
Zorylu Diaz-Bonilla	Accomack County Schools
Cindy Downing	Friends of Onancock School
Carol Evans	Cape Charles House Bed and Breakfast
Bill Finch	Community Energy
Larry Giddens	Sheriff, Accomack County
Lori Graham	
Mary Harris	New Ravenna
Lou Hinds	Chincoteague National Wildlife Refuge
Jeff Holland	Chesapeake Bay Bridge-Tunnel
Timothy Holloway	Chesapeake Bay Bridge-Tunnel
Brooks Howell	Eastern Shore Science/Philosophy Society
Jean Hungiville	Eastern Shore of Virginia Chamber of Commerce
Steve Johnsen	
Roberta Kellam	Northampton County
Jennifer Kidwell	Northampton County School District
Pete Lalor	
Lisa LaMontagne	Inn at Onancock
Tom Larson	Accomack-Northampton Electric Cooperative
Caroline Massey	NASA
Lana McKinzie	Academy of Lifetime Learning
Elaine Meil	Accomack-Northampton Planning and Development Council
Steve Minor	Accomack County
Diane Musso	Eastern Shore Community Action Agency/Area Agency on Aging
Katie Nunez	Northampton County
David Parker	Nature Conservancy
Mary Esther Parker	Accomack Social Services

Richard Pearsall
Mary Kay Mulligan
Renee Rice   Northampton County Chamber of Commerce
Lynne Rogers   ESO Arts Center, Belle Haven
Marge Rosati   Arcadia High School
Robin Sexauer   Virginia Department of Rehabilitation Services
Clelia Sheppard   Arts Enter, Cape Charles
Alan Silverman   Accomack County
Arventa Smith   Virginia Employment Commission
Richard Sterrett   Northampton Social Services
Suzanne Taylor   Chincoteague Chamber of Commerce
Charles Thain   Eastville Inn
Laura Vaughn   Barrier Islands Center
Bobbie Walker   Virginia Tourism Commission
Karen Willett   Shore Bank

PLANS OF STUDY

Eastern Shore Community College implements the general education philosophy of the Virginia Community College System. We believe that general education is that portion of the collegiate experience that addresses the knowledge, skills, attitudes, and values characteristic of educated persons. It is unbounded by disciplines and honors the connections among bodies of knowledge. VCCS degree graduates will demonstrate competency in the following general education areas: communication, critical thinking, cultural and social understanding, information literacy, personal development, quantitative reasoning, and scientific reasoning.

1. **Communication** – A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood. ESCC graduates will demonstrate the ability to understand and interpret complex materials; assimilate, organize, develop, and present an idea formally and informally; use standard English; use appropriate verbal and non-verbal responses in interpersonal relations and group discussions; use listening skills; and recognize the role of culture in communication.
2. **Critical Thinking** – A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act. ESCC graduates will demonstrate the ability to discriminate among degrees of credibility, accuracy, and reliability of inferences drawn from given data; recognize parallels, assumptions, or presuppositions in any given source of information; evaluate the strengths and relevance of arguments on a particular question or issue; weigh evidence and decide if generalizations or conclusions based on the given data are warranted; determine whether certain conclusions or consequences are supported by the information provided; and use problem solving skills.
3. **Cultural and Social Understanding** – A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities. ESCC graduates will demonstrate the ability to assess the impact that social institutions have on individuals and culture—past, present, and future; describe their own as well as others' personal ethical systems and values within social institutions; recognize the impact that arts and humanities have upon individuals and cultures; recognize the role of language in social and cultural contexts; and recognize the interdependence of distinctive world-wide social, economic, geo-political, and cultural systems.

4. **Information Literacy** – A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. ESCC graduates will demonstrate the ability to determine the nature and extent of information needed; access needed information effectively and efficiently; evaluate information and its sources critically and incorporate selected information into his or her knowledge base; use information effectively, individually or as a member of a group, to accomplish a specific purpose; and understand many of the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally.

5. **Personal Development** – An individual engaged in personal development strives for physical well-being and emotional maturity. ESCC graduates will demonstrate the ability to develop and/or refine personal wellness goals; and develop and/or enhance the knowledge, skills and understanding to make informed academic, social personal, career, and interpersonal decisions.

6. **Quantitative Reasoning** – A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common problems and issues. A person who is quantitatively literate can use numerical, geometric, and measurement data and concepts, mathematical skills, and principles of mathematical reasoning to draw logical conclusions and to make well-reasoned decisions. ESCC graduates will demonstrate the ability to use logical and mathematical reasoning with the context of various disciplines; interpret and use mathematical formulas; interpret mathematical models such as graphs, tables and schematics and draw inferences from them; use graphical, symbolic, and numerical methods to analyze, organize, and interpret data; estimate and consider answers to mathematical problems in order to determine reasonableness; and represent mathematical information numerically, symbolically, and visually using graphs and charts.

7. **Scientific Reasoning** – A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena. ESCC graduates will demonstrate the ability to generate an empirically evidenced and logical argument; distinguish a scientific argument from a non-scientific argument; reason by deduction, induction and analogy; distinguish between causal and correlational relationships; and recognize methods of inquiry that lead to scientific knowledge.

ASSOCIATE OF APPLIED SCIENCE DEGREE

Associate of Applied Science degree programs are designed to prepare students for careers as technicians or paraprofessional workers and usually can be completed in two years of full-time attendance. Other schedules are available to students who wish to pursue part-time study.

ADMINSTRATIVE SUPPORT TECHNOLOGY

Contact: Ann Handy 757.789.1764 or Dean of Instruction 757.789.1748

Purpose: The Administrative Support Technology program is designed to equip students with the knowledge and skills necessary to make decisions and perform successfully in office occupations. The two-year program teaches methods, practices, and innovations in business to those seeking a promotion and/or degree. ***See General Education Requirements for electives***

General Education Courses (Required)		Course Credits
ENG 111	College Composition I	3
ENG 112 or 115	College Composition II or Technical Writing	3
MTH 121	Fundamentals of Mathematics	3
	Health or Physical Education Elective	2
	Humanities Elective	3
	Science Elective	3
	Social Science Electives	6
SDV 100	College Success Skills	1
		24
Administrative Support Technology and Related Courses (Required)		
ACC 105	Office Accounting	3
or ACC 211	Principles of Accounting I	
AST 101-102	Keyboarding/Typewriting I-II	6
AST 103-104	Keyboarding/Typewriting I-II (Lab)	2
AST 107	Editing and Proofreading Skills	3
AST 190	Administrative Assistant Internship	3
AST 232	Microcomputer Office Applications	3
AST 233	Microcomputer Office Applications (Lab)	1
AST 236	Specialized Software Applications	3
AST 237	Specialized Software Applications (Lab)	1
AST 240	Machine Transcription I	3
AST 241	Machine Transcription I (Lab)	1
AST 243	Office Administration	3
AST 244	Office Administration II	3
BUS 100	Introduction to Business	3
		38

General Elective (Any course number 100 or above)   3
Total Minimum Credits Required   **65**

Administrative Support Technology Degree Suggested Sequence
Students who expect to complete the program within two (2) years should follow this sequence. Academic advisors can provide plans for longer periods.

First Year

FALL	Credits	SPRING	Credits
ENG 111	3	ENG 112 or115	3
AST 101/103	4	AST 102/104	4
AST 232/233	4	AST 236/237	4
MTH 121	3	General Elective	3
SDV 100	1	Social Sciences	
BUS 100	3	Elective	3
	18		17

Second Year

FALL	Credits	SPRING	Credits
AST 243	3	AST 244	3
AST 240/241	4	AST 107	3
ACC 105 or 211	3	AST 190	3
Social Science Elective	3	Science Elective	3
Humanities Elective	3	HLT/PED	2
	16		14

Upon successful completion of the Administrative Support Technology program, students will be able to:

- key accurately from plain copy at the rate of 40 words a minute
- create graphs, brochures, flyers and presentations
- enter in data from a variety of sources
- apply word processing, database management, and spreadsheet application software to create business office documents
- interpret and follow simple oral and written communication directions
- apply modern office practice, procedures and equipment skills
- apply business English, spelling, and mathematics
- plan and assists with meetings
- work independently, take the initiative, and learn new tasks

MANAGEMENT

Purpose: The Management program is designed to meet the needs of recent high school graduates and others from the world of work who want to acquire new skills or update and supplement existing skills and knowledge in and about business. Two programs are offered: a Management Major and a Management Specialization - Information Systems Technology. ***See General Education Requirements for electives.***

MANAGEMENT MAJOR

Contact: Irvin Jackson 757.789.1784 or Dean of Instruction 757.789.1748

General Education Courses (Required)		**Course Credits**
ENG 111	College Composition I	3
ENG 112 or 115	College Composition II or Technical Writing	3
ECO 201 or 202	Principles of Economics I or II	3
MTH 121	Fundamentals of Mathematics	3
	Health or Physical Education Elective	2
	Humanities Elective	3
	Science Elective	3
	Social Science Elective	3
CST 110	Introduction to Speech Communication	3
SDV 100	College Success Skills	1
		27

Business and Related Courses (Required)		
ACC 211-212	Principles of Accounting I-II	6
BUS 100	Introduction to Business	3
BUS 111	Principles of Supervision	3
BUS 200	Principles of Management	3
BUS 165	Small Business Management	3
BUS 240	Introduction to Business Law	3
ITE 115	Intro to Comp Appl and Concepts	3
ITE 140	Spreadsheet Software	4
MKT 100	Principles of Marketing	3
	Related Field Electives (Chosen from ACC 261, BUS, 190, BUS 201, 116, 205, 265, MKT 220 or 130)	6
		37

General Elective (Any course number 100 or above)   3

Total Minimum Credits Required   **67**

Management Suggested Sequence
Students who expect to complete within two (2) years should follow this sequence. Academic advisors can provide plans for longer periods.

First Year

FALL	Credits	SPRING	Credits
ENG 111	3	ENG 112 or 115	3
BUS 100	3	BUS 200	3
ITE 115	3	ITE 140	4
SDV 100	1	HLT/PED Elective	2
MTH 121	3	MKT 100	3
Social Science Elective	3	CST 110	3
	16		18

Second Year

FALL	Credits	SPRING	Credits
ACC 211	3	ACC 212	3
BUS 165	3	BUS 111	3
ECO 201	3	BUS 240	3
Humanities Elective	3	General Elective	3
Related Field Elective	3	Related Field Elective	3
Science Elective	3		15
	18		

Upon completion of the Management program, students will be able to:

- describe managerial knowledge and skills that are needed to ensure success of any organization
- apply leadership and team building skills necessary for managerial supervisor positions
- execute management decisions and coordinate available resources
- outline the process for starting and growing a successful small business through a knowledge of entrepreneurial culture, operations, financial management, marketing, and leadership

MANAGEMENT - SPECIALIZATION: INFORMATION SYSTEMS TECHNOLOGY

Contact: John Deal 757.789.1763 or Dean of Instruction 757.789.1748

General Education Courses (Required)		**Course Credits**
ENG 111	College Composition I	3
ENG 112 or 115	College Composition II or Technical Writing	3
ECO 201 or 202	Principles of Economics I or II	3
MTH 121	Fundamentals of Mathematics	3
	Health or Physical Education Elective(s)	2
	Humanities Elective	3
	Science Elective	3
	Social Science Elective	3
SDV 100	College Success Skills	1
		24

Business and Related Courses (Required)		
ACC 211-212	Principles of Accounting I-II	6
BUS 100	Introduction to Business	3
BUS 200	Principles of Management	3
BUS 240	Introduction to Business Law	3
MKT 100	Principles of Marketing	3
	Related Field Elective (ACC, AST, BUS, ITE/ITD/ITN/ITP, FIN, MKT, or REA)	3
		21

Information Systems Technology (Required)		
ITE 115	Intro to Comp Appl and Concepts	3
ITE 140	Spreadsheet Software	4
ITE 150	Desktop Database Software	4
ITN 106	Microcomputer Operating Systems	4
ITE 170	Multimedia Software	4
		19

General Elective (Any course number 100 or above)   3

Total Minimum Credits Required   **67**

Management – Specialization: Information Systems Technology Suggested Sequence
Students who expect to complete within two (2) years should follow this sequence. Academic advisors can provide plans for longer periods.

First Year

FALL	Credits	SPRING	Credits
ENG 111	3	ENG 112 or115	3
BUS 100	3	BUS 200	3
ITE 115	3	ITN 106	4
MTH 121	3	HLT/PED Elective	2
SDV 100	1	MKT 100	3
Social Science Elective	3	General Elective	3
	16		18

Second Year

FALL	Credits	SPRING	Credits
ACC 211	3	ACC 212	3
ECO 201	3	BUS 240	3
ITE 150	4	ITE 140	4
Humanities Elective	3	ITE 170	4
Related Field Elective	3	Science Elective	3
	16		17

Upon successful completion of the Management – Specialization: Information Systems Technology program, students will be able to:

- utilize computer applications to solve common business computer-related problems, including understanding the problem, determining the appropriate technologies to apply to the problem, designing the solution, and implementing the resulting design.
- apply business analysis techniques to develop solutions to common business problems
- apply quantitative skills and computer proficiency to develop solutions to common business problems
- critically evaluate unstructured problems to develop solutions in the business environment

EARLY CHILDHOOD EDUCATION

Contact: Stephanie Zodun 757.789.5929 or Dean of Instruction 757.789.1748

Purpose: This program is designed to prepare its graduates to work in educational and childcare settings providing care and education for children from birth to age twelve. The program includes a 15-week supervised internship in an educational facility.

Additional program requirements: Prior to completion of the program students must demonstrate computer competence by completing ITE 115 or other approved means. Students may be required to provide proof of certain vaccinations prior to entering child care facilities or schools for their supervised internship.

General Education Courses (Required)		Course Credits
ENG 111-112	College Composition I-II	6
PSY 235	Child Psychology (or PSY 231)	3
CST 110	Introduction to Speech Communication	3
MTH 121	Fundamentals of Mathematics I	3
HLT 106	First Aid and Safety	2
SDV 100	College Success Skills	1
	Humanities Elective	3
	General Elective[7]	3
		24

Other requirements – Major Field		
CHD 117[2]	Introduction to Reading Methods	3
CHD 118	Methods & Materials in the Language Arts for Children	3
CHD 120	Intro to Early Childhood Education	3
CHD 145	Teaching Art, Music & Movement	3
CHD 146	Methods & Materials for Teaching Math, Science and Social Studies to Children	3
CHD 165	Observation & Participation in Early Childhood Settings	3
CHD 166	Infant & Toddler Programs	3
CHD 205	Guiding the Behavior of Young Children	3
CHD 210	Introduction to Exceptional Children	3
CHD 215	Models of ECHD Programs	3
CHD 216	Early childhood Programs, School & social Change	3
CHD 265[3]	Advanced Observation & Participation in Early Childhood/Primary Settings	3
CHD 270	Administration of Early Childhood Educational Programs	3
CHD 298[4]	Seminar & Projects	1
HLT 135	Health, Safety & Nutrition Education	3
		43

Total Minimum Credits Required   **67**

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[2] Must have completed CHD 118

[3] Must have completed CHD 165

[4] Co-requisite: CHD 265

Early Childhood Education Suggested Sequence

First Year

FALL	Credits	SPRING	Credits
CHD 120	3	CHD 117	3
ENG 111	3	CHD 146	3
CHD 118	3	ENG 112	3
CHD 145	3	CHD 205	3
PSY 235	3	CHD 210	3
HLT 106	2	CST 110	3
SDV 100	1		
	18		**18**

Second Year

FALL	Credits	SPRING	Credits
CHD 215	3	CHD 265	3
CHD 166	3	CHD 270	3
CHD 165	3	CHD 298	1
CHD 216	3	HLT 135	3
MTH 121	3	Humanities Elective	3
	15	Elective (SOC 215)	3
			16

Upon successful completion of the Early Childhood Education program, students will be able to:
- explain the stages of a child's development during early childhood development.
- illustrate the predictable sequences of skills learned by young children.
- describe the interworking of Early Childhood Education programs and settings.
- analyze the physical, social, and emotional needs of young children in the early childhood development stages, and the effects of not meeting those needs.
- apply developmentally appropriate methods and materials to use with young children in a quality Early Childhood program.

ELECTRONICS TECHNOLOGY

Contact: John Floyd 757.789.1779 or Dean of Instruction 757.789.1748

Purpose: The degree in Electronics Technology is designed to prepare students for a wide range of exciting careers in design, manufacturing, service, and sales. ***See General Education Requirements for electives.***

ELECTRONICS

General Education Courses (Required)		Course Credits
ENG 111	College Composition I	3
ENG 112 or 115	College Composition II or Technical Writing	3
MTH 163-164	Precalculus I-II	6
MTH 273	Calculus I	4
	Health or Physical Education Elective(s)	2
	Humanities Elective	3
	Social Science Electives	6
SDV 100	College Success Skills	1
		28

Electronics Courses (Required)		
ETR 113-114	D.C. and A.C. Fundamentals I-II	6
ETR 160	Survey of Microprocessor	4
ETR 167	Logic Circuits and Systems	3
ETR 214	Advanced Circuits and New Devices	2
ETR 228	Computer Troubleshooting and Repair	3
ETR 237-238	Industrial Electronics I-II	8
ETR 241-242	Electronic Communications I-II	8
ETR 278	Computer Interfacing and Circuitry	4
		38

	General Elective (Any course number 100 or above)	3

Total Minimum Credits Required   **69**

Electronics Suggested Sequence
Variation from this pattern requires permission of ETR faculty. Students who expect to complete within two (2) years should follow this sequence. Academic advisors can provide plans for longer periods.

First Year

FALL	Credits	SPRING	Credits
ENG 111	3	ENG 112 or 115	3
ETR 113	3	ETR 114	3
ETR 167	3	ETR 160	4
MTH 163	3	MTH 164	3
Social Science Elective	3	Social Science Elective	3
SDV 100	1		16
	16		

SUMMER	Credits
General Elective	3
	3

Second Year

FALL	Credits	SPRING	Credits
ETR 237	4	ETR 238	4
ETR 241	4	ETR 242	4
ETR 228	3	ETR 278	4
HLT/PED Elective	2	ETR 214	2
MTH 273	4	Humanities Elective	3
	17		17

Students should take classes in this sequence. Permission of the instructor is required to take classes out of sequence.

Upon successful completion of the Electronics Technology program, students will be able to:
- apply theory and recognize hardware used in modern electronic communications
- diagnose and repair common personal computer failures
- identify equipment and apply practices used in industrial control systems

ELECTRONICS TECHNOLOGY: COMPUTER TECHNICIAN SPECIALIZATION

Contact: John Floyd 757.789.1779 or Dean of Instruction 757.789.1748

Purpose: The degree is designed to prepare students for working with computer hardware, repair, installation, and networking. ***See General Education Requirements for electives.***

General Education Courses (Required)		**Course Credits**
ENG 111	College Composition I	3
ENG 112 or 115	College Composition II or Technical Writing	3
MTH 163-164	Precalculus I-II	6
MTH 273	Calculus I	4
	Health or Physical Education Elective(s)	2
	Humanities Elective	3
	Social Science Elective	6
SDV 100	College Success Skills	1
		28

Technical Courses (Required)		
ETR 113	D.C. and A.C. Fundamentals I-II	3
ITE 115	Intro to Comp Appl and Concepts	3
ETR 160	Microprocessor Fundamentals	4
ETR 167	Logic Circuits and Systems	3
ETR 214	Advanced Circuits and New Devices	2
ETR 228	Computer Troubleshooting and Repair	3
ETR 278	Computer Interfacing and Circuitry	4
		22

Technical Electives

(Any course number 100 or above in ITN, ITE or ITP)	6
(Any course number 200 or above in ETR)	8
	14

General Elective

(Any course number 100 or above)	3
Total Minimum Credits Required	**67**

Computer Technician Suggested Sequence
Variation from this pattern requires permission of ETR faculty. Students who expect to complete within two (2) years should follow this sequence. Academic advisors can provide plans for longer periods.

First Year

FALL	Credits	SPRING	Credits
ENG 111	3	ENG 112 or 115	3
ETR 113	3	ETR 160	4
ETR 167	3	ITE 115	3
MTH 163	3	HLT/PED Elective	2
Social Science Elective	3	MTH 164	3
SDV 100	1		15
	16		

SUMMER	Credits
General Elective	3
	3

Second Year

FALL	Credits	SPRING	Credits
ETR Elective	4	ETR Elective	4
ITN, ITE or ITP Elective	3	ITN, ITE or ITP Elective	3
ETR 228	3	ETR 278	4
MTH 273	4	ETR 214	2
Social Science Elective	3	Humanities Elective	3
	17		16

Students should take classes in this sequence. Permission of the instructor is required to take classes out of sequence.

Computer Technician Specialization

Upon successful completion of the Electronics Technology program, students will be able to:
- apply theory and recognize hardware used in modern electronic communications
- diagnose and repair common personal computer failures
- identify equipment and apply practices used in industrial control systems

NURSING
Cooperative Program of Eastern Shore Community College (ESCC) and Tidewater Community College (TCC)

The Associate of Applied Science (A.A.S.) degree in nursing is designed to prepare students who want to pursue a career as a Registered Nurse. The program provides a background for maximum transfer opportunities to baccalaureate nursing programs. Registered nurses are eligible for employment in a variety of facilities including acute care, doctors' offices, health departments, home health services, hospices, long-term care, mental health and rehabilitation centers. Students experience planned theory and clinical practice in a variety of nursing/community settings. The program integrates clinical laboratory practice using state-of-the-art patient care simulators and laboratory equipment to better prepares students for their role in the workforce.

The A.A.S. in nursing requires five semesters of full-time study and is fully accredited by the National League for Nursing Accrediting Commission (NLNAC). The National League for Nursing Accrediting Commission [3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326; (404.975.5000)] may be used as a resource for program information. The program also is approved by the Virginia Board of Nursing. The Board of Nursing can deny licensure to any applicant who has filed false credentials, who has falsely represented facts on the application for licensure, and/or has committed a felony/misdemeanor. Some health facilities may not employ individuals who have committed certain criminal acts and may conduct criminal background checks before hiring. Background checks for criminal history and sex offender crimes against minors are required for entrance into some clinical agencies. Students who have convictions may be prohibited from clinical practice and may not complete the degree program.

Prospective nursing applicants must be accepted into TCC and attend a nursing information session. Applications are accepted between September 1 and May 15. All submission documents must be submitted by May 15. The criteria for admission to the nursing program are outlined in the *Registered Nursing Program Admissions Procedures and Information Booklet for Students.* Students are selected based on a weighted point system as outlined in the *Information Booklet* mentioned above.

Students are responsible for costs related to required testing fees, liability insurance, uniforms, books, criminal history and sex offender crimes against minors checks, parking at clinical sites, and nursing skills packs.

Progression
Students must pass each nursing course to proceed to the next course. For clinically based nursing courses, students must pass theory as well as clinical to pass the course. Students must maintain a minimum GPA of 2.2 to continue in the program.

LPN to RN Options
Licensed Practical Nurses (LPNs) who desire to pursue their RN education have two options: articulation or advanced placement. Articulation awards credits based on previous learning experiences at LPN programs after students successfully complete Nursing 115 (Transition from LPN to RN Education). For more information on these options, please see the specific admission requirements as outlined in the *TCC Registered Nursing Program Admissions Procedures and Information Booklet for Students.*

Withdrawal / Re-enrollment
Students who withdraw should have an exit interview with the nursing faculty or program head. Those who withdraw because of academic failure may not re-enroll more than once and must have a GPA cumulative of 2.4 for readmission consideration. Students seeking re-enrollment must write a letter of intent to the nursing program head. Re-enrollment must occur within two years to maintain credits. Pending space availability, students have to demonstrate certain competencies and meet health/clinical requirements to be considered for re-enrollment. Students who have failed two nursing courses will not be re-enrolled.

Transfer
Students transferring from other nursing programs must meet the admission requirements of this program. Letters of reference and submission of nursing course syllabi must be submitted to the nursing program head. Students who desire consideration of transferring nursing credits must have completed nursing courses within two years of beginning the nursing program. Specific details regarding transfer are found in the *Registered Nursing Program Admissions Procedures and Information Booklet for Students.*

See the TCC website (www.tcc.edu) for the most current program information.

ASSOCIATE OF APPLIED SCIENCE DEGREE: NURSING 156

Contact: Jeanine Freeze 757.789.1786 or Phyllis Eaton at TCC 757.822.2303

Program requirements may change in accordance with federal, state, or industry standards. Contact the program director or division chair for the most current information.

In order to graduate with the associate's degree, you must meet the <u>college's computer competency requirement</u>. Consult your academic advisor or counselor to determine how to satisfy this requirement.

Semester 1

		Credits	Prerequisite
BIO 141	Human Anatomy and Physiology I	4	
ENG 111	College Composition I	3	Placement Admission
NUR 108	Nursing Principles and Concepts I	6	to Program
NUR 130	Nursing Assessment and Basic Pharmacology	3	
SDV 101	Orientation to Health Care	1	
	Semester Total	**17**	

Semester 2

		Credits	Prerequisite
BIO 142	Human Anatomy and Physiology II	4	BIO 141
NUR 170	Essentials of Medical/Surgical Nursing	4	NUR 108 and 130
NUR 180	Essentials of Maternal/Newborn Nursing	4	NUR 108 and 130
PSY 201	Introduction to Psychology I (or PSY 200)	3	
	Semester Total	**15**	

Semester 3

		Credits	Prerequisite
ENG 112	College Composition II	3	ENG 111
NUR 201	Psychiatric Nursing	4	NUR 170 and 180
PSY 235	Child Psychology (or PSY 220 or 231)	3	
	Semester Total	**10**	

Semester 4

		Credits	Prerequisite
BIO 150	Introductory Microbiology	4	
NUR 270	Essential Nursing Concepts II	4	NUR 201
NUR 271	Essential Nursing Concepts III	4	NUR 270
	Semester Total	**12**	

Semester 5

		Credits	Prerequisite
NUR 272	Essential Nursing Concepts IV	4	NUR 271
NUR 273	Essential Nursing Concepts V	4	NUR 272; Co-req: NUR 255
NUR 299	Nursing Perspectives	1	NUR 271; Co-req: NUR 272
NUR 255	Nursing Organization and Management	3	NUR 271
PHI 226	Social Ethics (or PHI 220)	3	
	Semester Total	**15**	
	TOTAL MINIMUM CREDITS	**69**	

NOTE: Acceptable substitutes for general education courses for the Nursing Program are as follows:
- PSY 200 Principles of Psychology may substitute for PSY 201 Introduction to Psychology I
- PSY 230 Developmental Psychology or PSY 231 Life Span Human Development I may substitute for PSY 235 Child Psychology
- PSY 235 Child Psychology - acceptable substitute is PSY 230 or PSY 231
- PHI 226 Social Ethics - acceptable substitute is PHI 220

ASSOCIATE OF ARTS AND SCIENCES DEGREE

The Associate of Arts and Sciences degree programs are designed for students who plan to transfer to four-year colleges or universities to complete baccalaureate programs in business administration, education, general studies, science, or other areas.

BUSINESS ADMINISTRATION

Contact: Paul Weitzel 757.789.1765 or Dean of Instruction 757.789.1748

The Associate of Arts and Sciences degree curriculum in Business Administration is designed for students who plan to transfer to a four-year college or university to complete a baccalaureate degree in business administration, accounting, management, marketing, or other business-related program. ***See General Education Requirements for electives.***

General Education Courses (Required)		Course Credits
ACC 211 - 212	Principles of Accounting I-II	6
ACC 213-214	Principles of Accounting (Lab)	2
ECO 201 - 202	Principles of Economics I-II	6
ENG 111-112	College Composition I-II	6
ENG 241-242	Survey of American Literature I-II or	
ENG 243-244	Survey of English Literature I-II or	
ENG 251-252	Survey of World Literature I-II	6
HIS 111-112	History of World Civilization I-II or	
HIS 121-122	United States History I-II	6
BIO 101-102	General Biology I-II or	
CHM 111-112	College Chemistry I-II or	
PHY 101 – 102	Introduction to Physics I-II	8
MTH 163-164	Precalculus I-II	6
CST 110	Introduction to Speech Communication	3
SDV 100	College Success Skills	1
	Health or Physical Education Elective(s)	2 - 3
	Humanities Elective	3
	IT Elective	3
	General Elective (Any course number 100 or above)	3

Total Minimum Credits Required   **61 - 62**

Students are urged to consult with their faculty advisors in course selections.

Suggested Sequence for Business Administration

<u>**First Year**</u>

FALL	Credits	SPRING	Credits
ENG 111	3	ENG 112	3
HIS 111 or 121	3	HIS 112 or 122	3
CHM 111 or PHY 101		BIO 102 or CHM 112	
or BIO101	4	or PHY 102	4
IT Elective	3	MTH 164	3
MTH 163	3	Humanities Elective	3
SDV 100	1		16
	17		

<u>**Second Year**</u>

FALL	Credits	SPRING	Credits
ENG 241, 243 or 251	3	ENG 242, 244 or 252	3
ACC 211	3	ACC 212	3
ACC 213	1	ACC 214	1
ECO 201	3	ECO 202	3
HLT/PED Elective	2	CST 110	3
General Elective	3		13
	15		

In addition to the VCCS general education goals and student learning outcomes, graduates will:

- demonstrate college level written and verbal communication skills through research papers, speeches, and computer aided presentations
- describe basic business, accounting, and economic concepts.
- present basic accounting and economics information numerically, symbolically or using graphics.
- present basic business, accounting and economic information in writing and orally using common word processing and presentation software.

EDUCATION

Contact: Wanda Smith 757.789.1758

Purpose: The Education Degree offers future teachers flexibility in planning the two-year, general education component required for transfer to a senior institution granting state licensure. Upon completion of this phase of the course work, students will transfer to a four-year college or university to complete their subject area course work, teacher preparation courses, student teaching, and licensure. Students should do their best to design their classes at ESCC according to transfer requirements, receive a course grade of "C" or better, attain the required GPA (a 2.50+ is recommended), and pass Praxis I before transferring. **See General Education Requirements for electives.**

General Education Courses (Required)		**Course Credits**
ENG 111 – 112	College Composition I – II	6
ENG 241 or 242	Survey of American Literature I or II	
ENG 243 or 244	Survey of English Literature I or II	
ENG 251 or 252	Survey of World Literature I or II	3
CST 110	Introduction to Speech Communication	3
ART 101	History of Art I **OR**	
MUS 121	Music Appreciation I	3
MTH 163	Precalculus I	3
MTH 241	Statistics	3
HIS 111 or 112	History of World Civilization I or II	3
HIS 121 U.S.	History I	3
HIS 122 U.S.	History II	3
GEO 210	People and the Land: Introduction to Cultural Geography	3
ECO 201 or 202	Principles of Macroeconomics	3
PLS 135	American National Politics	3
ITE 115	Intro to Computer Applications and Concepts	3
BIO 101	General Biology I	4
BIO 102	General Biology II	4
CHM 111	College Chemistry I **OR**	
	Lab or Non-Lab Science, not Biology	3-4
HLT 160	Personal Health and Fitness	3
SDV 100	College Success Skills	1
EDU 200	Introduction to Teaching as a Profession	3
	General Elective (Suggested courses – course number 100 or above)	
GEO 200	Introduction to Physical Geography	
PHI 101	Introduction to Philosophy I	
PSY 201	Introduction to Psychology I	
PSY 235	Child Psychology	3

Total Minimum Credits Required   **63-64**

Education Suggested Sequence (63 - 64 Credits)

First Year

FALL	Credits	SPRING	Credits
ENG 111	3	ENG112	3
HIS 121	3	HIS 122	3
BIO 101	4	BIO 102	4
MTH 163	3	MTH 241	3
ITE 115	3	Humanities/Fine Art	
SDV 100	1	(ART 101, MUS 121)	3
	17		16

Second Year

FALL	Credits	SPRING	Credits
Science Elective[5]	3-4	GEO 210	3
ECO 201 or 202	3	General Elective[6,7]	3
HIS 111 or 112	3	HLT 160	3
CST 110	3	Literature (Eng 241, 242,	
EDU 200[8]	3	243,244, 251, or 252)	3
	15-16	PLS 135	3
			15

Secondary Education majors are recommended to take a second semester of pre-calculus (MTH 164).

In addition to the VCCS general education goals and student learning outcomes, graduates will:
- describe the pathway to state licensure requirements, and articulation to transfer college or university
- analyze education/teaching topics that are specific to their own individual needs
- research and analyze information necessary to choose a major field in education to transfer to in a college or university

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[5] ODU requires the third natural science be Chemistry I (CHM 111 – a lab science); other schools may require that the third natural science be a non-lab or lab science other than biology.
[6] Education majors are urged to refer to transfer college's requirements and to consult with their faculty advisor in these course selections.
[7] Recommended General Elective courses: GEO 200, PHI 101, PSY 201 or 235.
[8] EDU 200 presently transfers to ODU in place of ECI 301 and to Salisbury University as ECED 215.

GENERAL STUDIES

Contact: Barry Neville 757.789.1776 or Dean of Instruction 757.789.1748

Purpose: The General Studies curriculum offers students the flexibility to design a program which meets their own particular interests and occupational objectives while meeting the standard requirements for the Associate of Arts and Sciences degree. An important feature of the General Studies curriculum is that students are not required to declare a specialized subject field during the first two years of undergraduate education. Most General Studies graduates plan to transfer to a four-year college or university to pursue more specialized studies at the baccalaureate level; however, some graduates may satisfy their educational goals by completing this program. ***See General Education Requirements for electives.***

General Education Courses (Required)		**Course Credits**
ENG 111-112	College Composition I-II	6
ENG 241-242	Survey of American Literature I-II or	
ENG 243-244	Survey of English Literature I-II or	
ENG 251-252	Survey of World Literature I-II	6
HIS 111-112	History of World Civilization I-II or	
HIS 121-122	United States History I-II	6
BIO 101-102	General Biology I-II or	
CHM 111-112	College Chemistry I-II or	
PHY 101-102	Introduction to Physics I-II	8
MTH 163-164	Precalculus I-II	6
CST 110	Introduction to Speech Communication	3
SDV 100	College Success Skills	1
	Health or Physical Education Elective	2-3
	Humanities Elective	3
	IT Elective	3
	Social Science Electives	6
	General Electives (Any course number 100 or above)	12

Total Minimum Credits Required   **62-63**

Students are urged to consult their faculty advisors in course selection.

General Studies Suggested Sequence

First Year

FALL	Credits	SPRING	Credits
ENG 111	3	ENG 112	3
HIS 111 or 121	3	HIS 112 or 122	3
BIO 101 or CHM 111 or		BIO 102 or CHM 112 or	
PHY 101	4	or PHY 102	4
MTH 163	3	MTH 164	3
IT Elective	3	Humanities Elective	3
SDV 100	1		16
	17		

Second Year

FALL	Credits	SPRING	Credits
ENG 241 or 243 or 251	3	ENG 242 or 244 or 252	3
HLT/PED Elective	2	Social Science Elective	3
CST 110	3	General Electives	6
Social Science Elective	3		12
General Elective	6		
	17		

In addition to the VCCS general education goals and student learning outcomes, graduates will:

- demonstrate college level written and verbal communication skills through research papers, speeches, and computer aided presentations
- research and analyze information necessary to choose a major in the future or to find employment.

GENERAL STUDIES RADIOLOGIC TECHNOLOGY

Contact: Dean of Instruction 757.789.1748

ESCC and Riverside School of Health Careers have an articulation agreement that has students completing their general education prerequisite courses at the college before taking the Riverside School of Radiologic Technology program. Students will earn the Associate of Arts and Sciences degree in General Studies from ESCC on completion of the general education prerequisites and Riverside Radiologic Technology 18 month certificate program. Upon completing the curriculum, graduates will be eligible to apply to the American Registry of Radiologic Technologists which leads to certification as an R.T.(R), Registered Technologist (Radiography). Students wishing to enter the career field of Radiologic Technology must first complete the 36 credits of general education courses listed below prior to application to Riverside School of Health Careers' Radiologic Technology certificate program. Upon completion of these 36 credits and successful completion of their radiologic technology program at Riverside, ESCC will transfer the additional 26 credits required for the General Studies Associate of Arts and Sciences degree to ESCC for completion of the degree requirements.

General Studies Associate of Arts & Sciences Degree		Credits
Communication	ENG 111	3
Communication	ENG 112	3
Humanities	(e.g. ENG literature)	3
Humanities	(e.g. ENG literature)	3
Social Science	(e.g. HIS elective)	3
Social Science	(e.g. HIS elective)	3
Social Science	(e.g. PSY/SOC)	3
Natural Science	BIO 141	4
Natural Science	BIO 142	4
Math	MTH 163	3
Personal Dev.	SDV 101	1
Personal Dev.	(Healthcare Provider CPR)	1
General elective	HLT 141	*2*
TOTAL Gen. Ed.		**36**
RSHC – School of Radiologic Technology Credit Allowances		
Completed RT program		26
TOTAL RSHC - Radiology		**26**
TOTAL DEGREE		**62**

At least 16 credit hours of the above referenced general education courses must be earned through ESCC.

Associate Degree completion will be recorded by ESCC in the semester in which the Riverside School of Health Careers student meets requirements for graduation.

LIBERAL ARTS

Contact Barry Neville 757-789-1769 or Dean of Instruction 787-789-1748

Purpose: The Associate of Arts and Sciences degree in Liberal Arts will prepare students to transfer to a four-year college or university to complete a baccalaureate degree. By selecting appropriate electives students will be able to complete the lower division requirements for a variety of majors in Bachelor of Science or Bachelor of Arts degrees. Students should be aware of the transfer requirements of their intended transfer institution in order to ensure compliance. Students should also investigate Guaranteed Admission Agreements available for most Virginia colleges and universities.

General Education Courses (Required)		Course Credits
SDV 100	College Success Skills	1
ENG 111	College Composition I	3
ENG 112	College Composition II	3
ENG	Literature sequence I	3
ENG	Literature sequence II	3
HIS	History sequence I	3
HIS	History sequence II	3
	Social Science	3
	Science with lab I	4
	Science with lab II	4
MTH 163	Precalculus I	3
MTH 164	Precalculus II	3
HLT/PED/SDV		2
		38

Major Field Courses and Electives		
MTH 241	Statistics I	3
CST 110	Introduction to Communication	3
Elective		3
Elective		3
Elective		3
Elective		3
Foreign	Language Elective	3-4
Foreign	Language Elective	3-4
		24-26

| **Total** | | 62-64 |

Liberal Arts Suggested Sequence

First Year

FALL	Credits	SPRING	Credits
ENG 111	3	ENG 112	3
History Sequence I	3	History Sequence II	3
Science with lab I	4	Science with lab II	4
MTH 163	3	MTH 164	3
SDV 100	1	Social Science elective	3
	14		16

Second Year

FALL	Credits	SPRING	Credits
CST 110	3	MTH 241	3
Literature Sequence I	3	Literature Sequence II	3
Elective	3	Elective	3
Elective	3	Elective	3
Foreign lang. elective	3-4	Foreign lang. elective	3-4
HLT/PED/SDV elec			
(SDV 195 recommended)	2		15-16
	17-18		

In addition to the VCCS general education goals and student learning outcomes, graduates will:

- demonstrate college level written and verbal communication skills through research papers, speeches, and computer aided presentations
- research and analyze information necessary to choose a major in the future or to find employment.

SCIENCE

Contact: Robin Rich-Coates 757.789.1726 or Dean of Instruction 757.789.1748

Purpose: With the tremendous emphasis on scientific discoveries and technological advancements in today's society, scientists and scientifically oriented persons are in great demand in business, government, industry, and the professions. The Associate of Arts and Sciences degree program in Science is designed for persons who are interested in transferring into a science or pre-professional baccalaureate program. **See General Education Requirements for electives.**

General Education Courses (Required)		Course Credits
ENG 111	College Composition I	3
ENG 112 or 115	College Composition II or Technical Writing	3
ENG 241 or 242	Survey of American Literature or	
ENG 243 or 244	Survey of English Literature or	
ENG 251 or 252	Survey of World Literature	3
HIS 111-112	History of World Civilization I-II or	
HIS 121-122	United States History I-II	6
BIO 101-102	General Biology I-II	8
CHM 111-112	College Chemistry I-II	8
MTH 163-164	Precalculus I-II	6
MTH 273-274	Calculus I-II	8
CST 110	Introduction to Speech Communication	3
SDV 100	College Success Skills	1
	Health or Physical Education Elective	2
	Humanities Elective	3
	IT Elective	3
	Social Science Electives	6

Total Minimum Credits Required   **63**

Students are urged to consult with their faculty advisors in course selection.

Science Suggested Sequence

First Year

FALL	Credits	SPRING	Credits
ENG 111	3	ENG 112 or 115	3
HIS 111 or 121	3	HIS 112 or 122	3
BIO 101 or CHM 111	4	BIO 102 or CHM 112	4
MTH 163	3	MTH 164	3
ITE Elective	3	Humanities Elective	3
SDV 100	1		16
	17		

Second Year

FALL	Credits	SPRING	Credits
Literature course	3	CST 110	3
BIO 101 or CHM 111	4	BIO 102 or CHM 112	4
Social Science Elective	3	Social Science Elective	3
MTH 273	4	MTH 274	4
HLT/PED Elective	2-3		14
	16-17		

In addition to the VCCS general education goals and student learning outcomes, graduates will:

- perform quantitative reasoning in real world applications with calculus
- apply the scientific method in two laboratory sciences (biology, chemistry, or physics) to describe, understand, predict, and control natural phenomena

CERTIFICATES

ADMINISTRATIVE ASSISTANT

Contact: Ann Handy 757.789.1764 or Dean of Instruction 757.789.1748

Purpose: This program is designed to train individuals who plan to seek employment in secretarial positions in an automated office upon completion of the curriculum. **See General Education Requirements for electives.**

General Education Courses (Required)		Course Credits
ENG 111	College Composition I	3
ENG 112 or 115	College Composition II or Technical Writing	3
	Social Science Elective	3
MTH 121	Fundamentals of Mathematics	3
SDV 100	College Success Skills	1
		13

Administrative Support Technology and Related Courses (Required)		
ACC 105 or 211	Office Accounting or Principles of Accounting I	3
AST 101-102	Keyboarding I&II	6
AST 103-104	Keyboarding I&II, Lab	2
AST 232	Microcomputer Office Applications	3
AST 233	Microcomputer Office Applications, Lab	1
AST 236	Specialized Software Applications	3
AST 237	Specialized Software Applications, Lab	1
AST 243	Office Administration I	3
		22

Total Minimum Credits Required   **35**

Administrative Assistant Suggested Sequence

FALL	Credits	SPRING	Credits
ENG 111	3	ENG 112 or 115	3
MTH 121	3	ACC 105 or ACC 211	3
AST 101/103	4	AST 102/104	4
AST 232/233	4	AST 236/237	4
AST 243	3	Social Science Elective	3
SDV 100	1		17
	18		

Upon successful completion of the Administrative Assistant program, students will be able to:

- key accurately from plain copy at the rate of 40 words a minute
- create graphs, brochures, flyers and presentations
- apply word processing, database management, and spreadsheet application software to create business office documents
- interpret and follow simple oral and written communication directions
- apply business English, spelling, and mathematics
- work independently, take the initiative, and learn new tasks

COMPUTER-AIDED DRAFTING AND DESIGN

Contact: Ray Middleton 757.789.1759 or Dean of Instruction 757.789.1748

Purpose: This program is designed to prepare students for entry level positions ad CAD technicians. Included in the computer-based drafting coursework are architectural, civil, technical, electronics, surveying, and GIS. Students use the latest editions of Autodesk and ESRI software and related applications modules. Entering students should have good math and communication skills.

General Education Courses (Required)		**Course Credits**
ENG 111	College Composition I	3
MTH 103	Basic Technical Mathematics I	3
SDV 100	College Success Skills	1
		7

CAD Drafting Courses (Required)		
ARC 121-122	Architectural Drafting I-II	6
CIV 170	Introduction to Surveying	2
GIS 200	Geographical Information Systems I	4
CIV 115	Civil Engineering Drafting	3
DRF 130	Introduction to Electrical/Electronics Drafting	2
DRF 111-112	Technical Drafting I-II	6
DRF 201-202	Computer Aided Drafting and Design I-II	8
		31

Total Minimum Credits Required   **38**

Computer-Aided Drafting and Design Recommended Sequence

SUMMER	Credits	FALL	Credits	SPRING	Credits
GIS 200	4	ARC 121	3	ARC 122	3
		CIV 170	2	CIV 115	3
		DRF 130	2	DRF 112	3
		DRF 111	3	DRF 202	4
		DRF 201	4	ENG 111	3
		MTH 103	3		16
		SDV 100	1		
			18		

Upon successful completion of the Computer-Aided Drafting program, students will be able to:

- demonstrate entry level industry standard technical skills in computer-aided drafting.
- research utilizing the various sources available in today's computerized work environment
- understand the work ethic needed in addition to technical skills to be successful in the workplace – ownership, commitment to quality control, and reliability.
- solve problems independently
- demonstrate confidence in themselves
- critically evaluate unstructured problems

GENERAL EDUCATION

Contact: Barry Neville 757.789.1776 or Dean of Instruction 757.789.1748

Purpose: The General Education Certificate is designed for students who plan to transfer to a four-year college or university. This curriculum provides students with a strong foundation in the general education core competency areas of Communication (oral and written), Critical Thinking, Cultural and Social Understanding, Information Literacy, Personal Development, Quantitative Reasoning, and Scientific Reasoning. The General Education Certificate also provides students with evidence that they have made significant progress toward completing an associate's degree. ***See General Education Requirements for electives.***

Courses Required		Course Credits
SDV 100	College Success Skills	1
ENG 111-112	College Composition I – II	6
MTH 163	Precalculus I	3
HIS 111-112	History of World Civilization I-II or	
HIS 121-122	United States History I-II	6
BIO 101-102	General Biology I-II or	
CHM 111-112	College Chemistry I-II or	
PHY 101-102	Introduction to Physics I-II	8
	Humanities elective	6
	Social Science elective	3

Total Minimum Credits Required   **33**

Suggested Sequence for General Studies

Fall	Credits	Spring	Credits
SDV 100	1	Humanities elective	3
ENG 111	3	ENG 112	3
MTH 163	3	Social Science elective	3
HIS 111 or 121	3	HIS 112 or 122	3
Humanities elective	3	Lab science II	4
Lab science I	4		16
	17		

Upon successful completion of the General Education program, students will be able to demonstrate competency in VCCS general education goals and student learning outcomes in the following areas:

- communication; interacting with others using all forms of communication
- critical thinking; evaluating and applying reasoning to decide what to believe and how to act
- cultural and social understanding; having an appreciation of social and cultural dimensions across local, regional, state, national, and global communities
- information literacy; recognizing when information is needed and locating, evaluating, and using it effectively
- personal development; striving for physical well-being and emotional maturity
- quantitative reasoning; using principles of mathematical reasoning to draw logical conclusions and make well-reasoned decisions
- scientific reasoning; relying on empirical evidence to describe, understand, predict, and control natural phenomena

ELECTRONICS

Contact: John Floyd 757.789.1779 or Dean of Instruction 757.789.1748

Purpose: This program is designed to prepare students for employment as technicians in engineering, communication, and computer fields.

General Education Courses (Required)		Course Credits
ENG 111	College Composition I	3
ENG 112 or 115	College Composition II or Technical Writing	3
MTH 163-164	Precalculus I-II	6
SDV 100	College Success Skills	1
		13

Electronics Courses (Required)		
ETR 113-114	D.C. and A.C. Fundamentals I-II	6
ETR 167	Logic Circuits and Systems	3
ETR 160	Survey of Microprocessors	4
		13

General Electives (Any course number 100 or above)	6

Total Minimum Credits Required	**32**

Electronics Recommended Sequence

FALL	Credits	SPRING	Credits
ENG 111	3	ENG 112 or 115	3
MTH 163	3	MTH 164	3
SDV 100	1	ETR 114	3
ETR 113	3	ETR 160	4
ETR 167	3	General Elective	3
General Elective	3		16
	16		

Upon successful completion of the Electronics Technology Certificate program, students will be able to:

- apply theory and recognize hardware used in basic electronic devices
- identify equipment and apply practices used in industrial control systems

INDUSTRIAL MAINTENANCE TECHNOLOGY

Contact: Brian Lilliston 757.789.1769 or Dean of Instruction 757.789.1748

Purpose: Industrial operations need highly skilled personnel to maintain equipment and systems that are controlled by electrical, hydraulic, pneumatic, and mechanical devices. This industrial maintenance technology curriculum is designed to prepare students to maintain, repair, and install machinery, electrical wiring and fixtures, hydraulic and pneumatic devices, programmable logic controller systems, and heating and air conditioning systems found in institutional, industrial, and commercial settings. This curriculum integrates training from a variety of disciplines: electrical, mechanical, hydraulics and pneumatics, welding, computer-aided drafting and design, and heating, ventilation, and air conditioning. These technical courses are supported by a solid core of general education courses that will aid students in developing important practical business application skills. This broad-based, interdisciplinary training prepares students to be competent industrial maintenance technicians who are adaptable to multiple industrial environments. ***See General Education Requirements for electives.***

General Education Courses (Required)		**Course Credits**
SDV 101	Orientation to Engineering and Technologies	1
MTH 103	Applied Technical Mathematics I	3
ENG 111	College Composition I	3
ENG 131	Technical Report Writing I	3
		10

Technical Courses (Required)*		
AIR 121	Air Conditioning and Refrigeration I	3
AIR193	EPA Certification	1
DRF 175	Schematics and Mechanical Diagrams	2
DRF 201	Computer-Aided Drafting & Design I	4
DRF 202	Computer-Aided Drafting & Design II	4
ETR 113	D.C. and A.C. Fundamentals I	3
ETR 114	D.C. and A.C. Fundamentals II	3
ETR 237	Industrial Electronics I	4
ETR 238	Industrial Electronics II	4
IND 145	Introduction to Metrology	3
MEC 165	Applied Hydraulics, Pneumatics and Hydrostatics	3
MEC 211	Machine Design I	4
WEL 21	Shielded Metal Arc Welding I	5
WEL 22	Shielded Metal Arc Welding II	5
		48

Total Minimum Credits Required   **58**

*Quality control and safety practices are embedded within technical courses.

Suggested Sequence for Industrial Maintenance Technology
Students that plan to complete the program in two years should follow this sequence. Students may take courses in any desired sequence, except for those requiring prerequisites. Faculty advisors can provide assistance with course selections and the development of alternative sequencing.

First Year

Fall	Credits	Spring	Credits
SDV 101	1	DRF 175	2
ENG 111	3	ENG 131	3
MTH 103	3	IND 145	3
DRF 201	4	DRF 202	4
ETR 113	3	ETR 114	3
	14		15

Second Year

Fall	Credits	Spring	Credits
AIR 121	3		
AIR 193	1		
ETR 237	4	ETR 238	4
MEC 211	4	MEC 165	3
WEL 21	5	WEL 22	5
	17		12

Upon successful completion of the Industrial Maintenance Technology Certificate program, students will be able to:
- apply theory and recognize hardware used in basic electronic devices
- identify equipment and apply practices used in industrial control systems
- demonstrate proficiency in measurement.
- interpret blueprints and understand their relationship to the work.
- practice safety requirements.
- demonstrate proficiency in the use of welding tools.

INFORMATION SYSTEMS TECHNOLOGY

Contact: John Deal 757.789.1763 or Dean of Instruction 757.789.1748

Purpose: This program is designed to train individuals who plan to seek full-time employment in fields involving the use of computer information systems. **See General Education Requirements for electives.**

General Education Courses (Required)	Course Credits	
ENG 111	College Composition I	3
ENG 112 or 115	College Composition II or Technical Writing	3
	Social Science Elective	3
MTH 121	Fundamentals of Mathematics	3
SDV 100	College Success Skills	1
		13

Information Systems Technology (Required)		
ITN 106	Microcomputer Operating Systems	4
ITE 115	Intro to Comp Appl and Concepts	3
ITE 140	Spreadsheet Software	4
ITE 150	Desktop Database Software	4
ITE 170	Multimedia Software	4
	Related Field Elective (ACC, AST, BUS, ITD, ITE, ITN, ITP, FIN, MKT, REA)	3
		22

Total Minimum Credits Required   **35**

Information Systems Technology Recommended Sequence

SUMMER	Credits
ITE 115	3
	3

FALL	Credits	SPRING	Credits
ENG 111	3	ENG 112 or 115	3
Related Field Elective	3	ITE 170	4
MTH 121	3	ITE 140	4
ITE 150	4	ITE 106	4
SDV 100	1	Social Science Elective	3
	14		18

Upon successful completion of the Information Systems Technology Certificate program, students will be able to:

- utilize computer applications to solve common business computer-related problems including understanding the problem, determining the appropriate technologies to apply to the problem, designing the solution, and implementing the resulting design.
- use electronic media to communicate effectively at the post-high school level
- apply critical thinking and problem solving skills

MEDICAL ASSISTING

Contact: Patricia Diem 757.789.1787 or Dean of Instruction 757.789.1748

Purpose: This program prepares individuals as multi-skilled health care practitioners who are competent in the urgent care, physician's office, hospital, and long-term care environment. ***See General Education Requirements for electives.***

General Information
Information packets containing the necessary documents for application may be requested from the college Admissions Office at 757.789.1731 (toll-free 877.871.8455).

The deadline for applying to the program for the class beginning in August is June 15. Depending upon the number of applicants, only selected applicants, based on fulfillment of prerequisite requirements and date of application (if necessary), will be admitted.

Students must complete placement testing in math and English and take the appropriate classes, if any, to meet the course requirements to the program and complete all admission requirements. All transcripts must be sent before June 15. Students must contact the Admissions Office to set up placement test(s).

Introduction to Medical Assisting Program
The Medical Assisting Program will prepare students for work in hospitals, physician offices, urgent care facilities and nursing homes. Graduates will be prepared to perform traditional medical assistant responsibilities including administrative and clinical duties.

The program will enroll approximately twelve (12) students annually. Students will rotate through a variety of clinical settings during the medical assistant externship. Clinical affiliates for medical assistants will include nursing homes, the hospital, and physician offices.

Program Admission Requirements
Prospective students must:
1. Apply for admission;
2. Successfully complete college placement tests in English, reading, and math or have equivalent transfer course work;
3. Complete high school or equivalent courses in Biology and Algebra I with grades of "C" or better (a Chemistry course is strongly recommended); and
4. Hold a high school diploma or equivalency.

The date of the application will determine admission priority.

Continuation Requirements
These requirements must be fulfilled prior to the start of the second semester:

1. Obtain CPR-C certification (students must be certified through the end of the program);
2. Submit a physical examination that certifies the student is physically able to participate in the clinical portion of the program, including appropriate tests and vaccinations; and

Students must maintain an average of "C" overall and grades of at least "C" in all core courses. Students who receive a "D" in one (1) core course will be permitted to remain in the program if the overall average is above "C."

General Education Courses (Required)   **Course Credits**

ENG 111	College Composition I	3
HLT 130	Nutrition and Diet Therapy	1
	Social Science or	
	Humanities Elective (CST 110 strongly recommended)	3
HLT 250	General Pharmacology	2
SDV 101	Orientation to Health Careers	1
AST 80	Basic Keyboarding	1
ITE 115	Computer Concepts with Applications	3
		14

Medical Assisting Courses (Required)

MDA 100	Introduction to Medical Assisting	1
MDA 101	Medical Assistant Science I	5
MDA 102	Medical Assistant Science II	2
MDA 103	Medical Assistant Science III	2
MDA 104	Medical Assistant Science IV	3
MDA 190	Coordinated Internship	8
MDA 195	Topics (Medical Office Coding, Insurance)	1
MDA 203	Administrative Procedures I	3
MDA 207	Medical Law and Ethics	2
MDA 208	Medical Office Coding	2
MDA 209	Medical Office Insurance	2
MDA 210	Medical Office Software	1
MDA 221	Diagnostic Laboratory Procedures	4
		36

Total Minimum Credits Required   **50**

The prerequisite for all MDA classes is admission to the program, or permission of the instructor.

Medical Assisting Recommended Sequence

FALL	Credits	SPRING	Credits	SUMMER	Credits
ENG 111	3	MDA 102	2	MDA 210	1
MDA 100	1	MDA 104	3	MDA 103	2
MDA 101	5	MDA 190	3	MDA 190	5
MDA 221	4	MDA 195	1	HLT 250	2
ITE 115	3	MDA 208	2	HLT 130	1
AST 80	1	MDA 209	2	CST 110	3
SDV 101	1	MDA 203	3		14
		MDA 207	2		
	18		18		

Upon successful completion of the Medical Assistant program, students will be able to:

- apply medical terminology used in the medical assistant workplace
- discuss and explain anatomy, physiology and pathology as applied in the medical assistant workplace
- execute clinical decision-making skills
- apply basic nursing arts functions
- demonstrate patient education skills
- apply knowledge of sepsis/asepsis
- demonstrate bandaging skills
- apply diagnostic testing skills
- demonstrate pharmacology knowledge
- perform administrative procedures ass applied in the medical assistant workplace
- apply the principles of law and ethics
- demonstrate insurance coding/billing skills

- perform office operations
- complete the National Certification Examinations for Medical Assistant; Insurance Coding and Billing Specialists; and Medical Office Assistant

PRACTICAL NURSING

Contact Linda Pruitt at 757.789.1772 or Dean of Instruction 757.789.1748

Purpose: The certificate program in Practical Nursing is designed to prepare beginning practitioners for a career as a Licensed Practical Nurses (LPN) with the knowledge and skills to care for clients of all age groups and function as contributing members of the health care team in a variety of health service facilities. At the successful completion of the program, students will be eligible to sit for the National Council Licensure Examination (NCLEX-PN) leading to licensure as a practical nurse. The NCLEX-PN pass rate for the calendar year 2010 was 100%. The practical nursing program has conditional approval by the Virginia Board of Nursing.

Program Application Requirements to Apply for Admission
In addition to the general admission requirements established for the College, minimum standards for entry into the program are:

- High school diploma or GED
- Eligibility for ENG 111 by current ESCC placement criteria or completion of ENG 01and/or ENG 04
- Strong competence in basic arithmetic by ESCC placement scores or successful completion of MTE 4
- Completion of high school biology or ESCC class NAS 150 Human Biology (3 credits) or equivalent within five years
- Complete PN preadmission exam with an acceptable score.
- Current CPR certification at the Basic Life Support Health Care Provider level.
- Completion of prerequisite courses with a grade of "C" or better.
- GPA of 2.0 or better for previous college course taken.
- Submission of PN program application. PNE161 Nursing in Health Changes I cannot be taken until program application and acceptance into the PNE program has been achieved.
- Completion of criminal background check upon provisional acceptance into the program.
- Completion of physical examination, including VDRL, PPD, MMR (or chest x-ray if already PPD positive), and Hepatitis B Vaccine is required upon provisional acceptance into the program.
- Evidence of computer literacy or completion of ESCC class ITE 115.

Program Notes
The nursing law of Virginia addresses criteria for application for nursing licensure. The Virginia Board of Nursing has the power to deny the opportunity to become licensed through testing if the applicant has committed a felony/misdemeanor violating the provisions of 54-367.32 of the Code of Virginia. A student's eligibility to take the PN licensing exam cannot be determined until application for licensure is received by the State Board of Nursing. Some health care facilities may not employ individuals or allow students to participate in clinical experiences in their facilities who have committed certain criminal acts. Any student that has committed any illegal offenses other than minor traffic violations should discuss these matters with the program director for further clarification
- Students are responsible for their own transportation to off-campus facilities for clinical experiences.
- Students must receive a grade of "C" or better in all PNE courses to stay in the PN program.
- Students must maintain an overall grade point average of 2.0 or better.
- Students are responsible for costs necessary for program completion such as required testing fees, liability insurance, uniforms, stethoscopes, nursing pins, books, criminal history and sex offender crimes against minors background checks.
- Students must complete a drug dosage calculation test with the score of 80% or greater at the completion of NUR 135 Drug Calculations to stay in the PN program.
- Students must complete program requirements that exist at the time of program entry.

Admission Sequence
1. If not enrolled at ESCC, submit an application for admission, along with high school transcript or proof of GED and official transcript of any previous college work.
2. Complete placement testing.
3. Submit Practical Nursing application. Admission to the Practical Nursing Program must be achieved before PNE 161 Nursing in Health Changes I and subsequent PNE courses can be taken. Non PNE courses and PNE 155 Body Structure and Function may be taken prior to Practical Nursing Program

admission. NAS 150, PNE 155, PNE 116 must have been taken within five years of application to be accepted by the Practical Nursing Program unless approved by the program director. Courses must be taken in the appropriate sequence.
4. Take the PSB Aptitude for Practical Nursing Exam and achieve an acceptable score. A fee must accompany the testing.
5. Students are encouraged to take program general education courses in the curriculum prior to PN program application.
6. Applicants selected are offered provisional acceptance until completion of criminal background check, physical examination, and submission of immunization records

Students with Disabilities
Students with disabilities who meet the program prerequisites, complete the physical/mental exam, and submit the physical form signed by the physician stating that they are able to perform as practical nurses in the clinical setting are admitted. It is the responsibility of the student to meet the physical/mental/legal requirements for state certification.

General Education (Required):

SDV 101	Orientation to Health Careers	1
ENG 111	College Composition	3
PSY 200	Principles of Psychology	3
PSY 235	Child Psychology	3
		10

Practical Nurse (PNE) Courses (Required):

PNE 116	Normal Nutrition	1
NUR 135	Drug Dosage Calculations	1
PNE 136	Care of Maternal, Newborn, and Pediatric Patients	4
PNE 155	Body Structure and Function	4
PNE 161	Nursing in Health Changes I	6
PNE 162	Nursing in Health Changes II	10
PNE 173	Pharmacology for Practical Nurses	2
PNE 163	Nursing in Health Changes III	8
PNE 145	Trends in Practical Nursing	1
PNE 158	Mental Health and Psychiatric Nursing	1
PNE 174	Pharmacology for Practical Nurses II	2
		40

Total Minimum Credits Required   50
Practical Nursing Course Sequence:

Fall	Credits		Spring	Credits
SDV 101	1		PNE 116	1
PSY 235	3		PNE 162	10
PNE 161	6		PNE 173	2
NUR 135	1		PNE 136	4
PSY 200	3			**17**
PNE 155	4			
	18			

Summer	Credits
ENG 111	3
PNE 163	8
PNE 145	1
PNE 158	1
PNE 174	2
	15

Total	**50**

Upon successful completion of the Practical Nursing program, students will be able to:

- apply nursing concepts based on bio-psycho-social cultural and spiritual aspects of individual patients across the life span
- utilize the nursing process in providing safe, prudent nursing care to patients experiencing alterations in basic human needs
- relate cause and effect in disease, injury and disability to the Bio-psycho-social cultural, and spiritual health of the individual
- demonstrate competency in the performance of basic clinical nursing skills
- interact professionally with peers and members of other health care disciplines
- use concepts of the nursing process that include conducting a focused nursing assessment of the patient status, be able to make appropriate decisions about who and when to inform, identify patient needs, plan for nursing care, implement appropriate aspects of nursing care, and contribute to the evaluation of patient outcomes
- complete requirements for application for licensure by the Virginia State Board of Nursing
- demonstrate professional growth and development by acquiring knowledge and skills through continuing education
- adhere to Practical Nurse Code of Ethics

WELDING

Contact: Brian Lilliston 757.789.1769 or Dean of Instruction 757.789.1748

Purpose: This program is designed to prepare students to work as welders in industry and to provide them with an introduction to the various types of equipment and materials used in welding. AWS, ASME and other certifications are also available.

Courses Required		Course Credits
WEL 21	Arc Welding I	5
WEL 22	Arc Welding II	5
WEL 31	Introductory Gas Tungsten Arc Welding	4
WEL 32	Introductory Gas Metal Arc Welding	6
WEL 150	Welding Drawing and Interpretation	3
ENG 111	College Composition I	3
MTH 103	Basic Technical Mathematics I	3
SDV 100	College Success Skills	1

Total Minimum Credits Required   **30**

Welding Suggested Sequence

FALL	Credits	SPRING	Credits
WEL 21	5	WEL 31	4
WEL 22	5	WEL 32	6
ENG 111	3	WEL 150	3
SDV 100	1	MTH 103	3
	14		16

Upon completion of the Welding Certificate program the student will:

- demonstrate proficiency in the use of welding tools.
- use correctly the jargon of the welder.
- execute directions in a timely and accurate manner.
- demonstrate proficiency in measurement.
- interpret blueprints and understand their relationship to the work.
- practice safety requirements.

CAREER STUDIES CERTIFICATES

In order to complete any of the career studies certificate programs below, students need to demonstrate employability skills and competence through the successful completion of the Virginia Career Readiness Certification at least at the "bronze" level. Contact Teresa Guy at 757.789.1790 for more information

BANKING

Contact: Teresa Guy 757.789.1790

Purpose: This 12-credit certificate program is designed to train individuals for entry-level employment in the banking industry as bank tellers and may provide an opportunity for those in the banking industry to advance in their careers.

Required Courses		Course Credits
ACC 105	Office Accounting	3
FIN 110	Principles of Banking	3
FIN 111	Teller Training	3
FIN 190	Coordinated Internship	3
Total Minimum Credits Required		**12**

Program Prerequisites

Students must demonstrate keyboarding proficiency. AST 80 Basic Keyboarding will be required for students who do not demonstrate sufficient skill in keyboarding. Students must also demonstrate proficiency in basic math and reading equivalent to MTH 02 and ENG 04.

COMPUTER-AIDED DRAFTING AND DESIGN

Contact: Ray Middleton 757.789.1759

Required Courses		Course Credits
ARC 121-122	Architectural Drafting I-II	6
CIV 100	Introduction to Surveying	2
CIV 115	Civil Engineering Drafting	3
DRF 111-112	Technical Drafting I-II	6
DRF 201-202	Computer Aided Drafting and Design I-II	8
GIS 200	Geographical Information Systems I	4
Total Minimum Credits Required		**29**

EARLY CHILDHOOD DEVELOPMENT

Contact: Dean of Instruction 757.789.1748

Purpose: This program may be looked upon as the student's first step in understanding the developmental needs of young children. It provides basic instruction about the profession, curriculum development, behavior management, health, safety, and nutrition. The program is designed for individuals considering a career in the field of early childhood education, for employees in a child-care program needing professional development, or parents looking to increase their understanding of young children and what constitutes a quality early childhood program.

Required Courses		Course Credits
CHD 120	Introduction to Early Childhood Education	3
CHD 146	Math, Science and Social Studies for Children	3
CHD 205	Guiding the Behavior of Young Children	3
HLT 135	Health, Safety, and Nutrition for Young Children	3

Total Minimum Credits Required   **12**

Early Childhood Recommended Sequence

Fall	Credits	Spring	Credits
(1) CHD 120	3	(2) CHD 146	3
(3) HLT 135	3	(4) CHD 205	3

(1) through (4) suggested sequence if taking one course per semester.

HEATING, VENTILATION AND AIR CONDITIONING

Contact: Teresa Guy 757.789.1790

This 13 credit certificate program is designed to train individuals for employment as competent technicians in the Heating, Ventilation and Air Conditioning (HVAC) field. Students will have the opportunity to earn a nationally recognized credential through the EPA certification examination. Classes will count toward the Journeyman and Master state license in HVAC.

Required Courses		Course Credits
AIR 121	Air Conditioning and Refrigeration	3
AIR 134	Circuits and Controls	3
AIR 193	EPA Certification	1
AIR 154	Heating Systems	3
AIR 235	Heat Pumps	3

Total Minimum Credits Required   **13**

Program Prerequisites/Co-requisites
Students must demonstrate proficiency in basic math and reading equivalent to MTH 02 and ENG 04. Once enrolled in the program, students must maintain a 2.0 GPA.
Fees for EPA testing and certification testing are the student's responsibility.

REAL ESTATE

Contact: Dean of Instruction 757.789.1748

Purpose: The real estate certificate is designed to further the education of those in the field of real estate sales.

Required Courses		Course Credits
REA 100	Principles of Real Estate	4
REA 215	Real Estate Brokerage	3
REA 216	Real Estate Appraisal	3
REA 217	Real Estate Finance	3
REA 245	Real Estate Law	3
	ENG or CST Elective	3
Total Minimum Credits Required		**19**

LONG-TERM CARE ASSISTANT

Contact: Patricia Diem 757.789.1787 or Dean of Instruction 757.789.1748

Purpose: This program is designed to prepare individuals to work as personal care, home health, nurse aides, and/or authorized agents. Admission requirement: Ninth grade reading and sixth grade math skills as measured by the college placement tests.

Required Courses		Course Credits
HCT 101	Health Care Technician I	3
HCT 102	Health Care Technician II	3
HCT 190	Coordinated Internship in Health Care	2
HLT 105	CPR	1
HCT 115	Medication Administration Training	3
Total Minimum Credits Required		**12**

Admission
The Long-Term Care Assistant program is a high demand curriculum for which the number of applicants exceeds the number of spaces available. To provide a consistent and fair means of admission, the college has adopted the guidelines below.
1. Admission to the program will be offered on a first-come/first-served basis. Admission will be based on the dates students complete the application process and placement tests. Applications must be submitted prior to July 15 each year.
2. First priority is given to residents of the Eastern Shore of Virginia, second to other Virginia residents, and third to out-of-state students.
3. Once all students have been accommodated under this policy, the College may accept additional registrations for program courses on a first-come/first-served basis.
4. Students who are not admitted must reapply the following year.
5. The Senior Citizen Waiver of Tuition benefit is not available for this high-demand program.

The program is approved by the Virginia Board of Nursing. The Board of Nursing can deny certification to any applicant who has filed false credentials and/or who has falsely represented facts on the application for certification and/or has committed a felony/misdemeanor. Background checks for criminal history and sex offender crimes against minors are required. Students must provide official results of the Virginia State Police background investigation relative to criminal convictions. Some health facilities may not employ individuals who have committed certain criminal acts. Students who have convictions may be prohibited from clinical practice and may not complete the program. **Students are responsible for costs related to required testing fees, liability**

insurance, uniforms, books, and criminal history and sex offender crimes against minors background checks.

MEDICAL ADMINISTRATIVE OFFICE SPECIALIST

Contact: Pat Diem 757.789.1787

Purpose: This career studies certificate will prepare students to work as front office staff in doctors' offices.

Required Courses   **Course Credits**
Fall Semester

ITE 115	Computer Concepts with Applications	3
AST 80	Basic Keyboarding	1
MDA 100	Introduction to Medical Assistant	1
MDA 207	Law and Ethics	2
MDA 101	Medical Terminology	5
MDA 203	Office Procedures	3
MDA 210	Medical Office Software	1

Total Minimum Credits Required   **16**

MEDICAL CODING AND BILLING SPECIALIST

Contact: Pat Diem 757.789.1787

Purpose: To prepare for a position in a medical office to prepare insurance and billing forms for patients and insurance companies.

Required Courses   **Course Credits**
Spring Semester

ITE 115	Computer Concepts with Applications	3
AST 80	Basic Keyboarding	1
MDA 101	Medical Terminology	5
MDA 208	Medical Office Coding/Billing	2
MDA 209	Medical Office Insurance	2
MDA 95	Certification Exam Preparation	1

Total Minimum Credits Required   **14**

Program Prerequisites
Students in these programs must demonstrate proficiency in reading equivalent to ENG 04.

SMALL BUSINESS MANAGEMENT

Contact: Irvin Jackson 757.789.1784

Purpose: This program is designed to train individuals for entry-level supervisor positions. It is also designed to assist those who are already employed in increasing management skills for promotional purposes and for those individuals who are interested in starting and owning a business.

Required Courses		Course Credits
ACC 105	Office Accounting or	
ACC 211	Principles of Accounting I	3
BUS 100	Introduction to Business	3
BUS 111	Principles of Supervision	3
BUS 165	Small Business Management **or**	
BUS 116	Entrepreneurship	3
BUS 190	Coordinated Internship in Business	3
MKT 100	Principles of Marketing	3
ITE 115	Intro to Comp Appl and Concepts	3

Total Minimum Credits Required   **21**

Small Business Management Suggested Sequence

FALL	Credits	SPRING	Credits
ACC 105 or 211	3	BUS 111	3
BUS 100	3	BUS 116[1]	0-3
BUS 165[1]	0-3	MKT 100	3
ITE 115	3	BUS 190	3
	9-12		9-12

[1]**If BUS 165 is not taken in the fall semester then BUS 116 should be taken in the spring semester.**

WELDING

Contact: Brian Lilliston 757.789.1769 or Dean of Instruction 757.789.1748

Purpose: This program is designed to prepare students to work as welders in industry and to provide them with an introduction to the various types of equipment and materials used in welding. AWS, ASME and other certifications are also available.

Courses Required		Course Credits
WEL 21	Arc Welding I	5
WEL 22	Arc Welding II	5
WEL 31	Introductory Gas Tungsten Arc Welding	4
WEL 32	Introductory Gas Metal Arc Welding	6
WEL 150	Welding Drawing and Interpretation	3

Total Minimum Credits Required   **23**

Welding Suggested Sequence

FALL	Credits	SPRING	Credits
WEL 21	5	WEL 31	4
WEL 22	5	WEL 32	6
	10	WEL 150	3

13

COURSE DESCRIPTIONS
COURSE NUMBERS

01-09	Developmental Studies
10-99	Selected Certificate Programs & Career Studies Certificates
100-199	Freshman courses that may be used for Associate Degree or Certificate Programs
200-299	Sophomore courses that may be used for Associate Degree or Certificate Programs

No courses numbered lower than 100 may be applied toward Associate Degree requirements.

GENERAL

One credit is equivalent to one semester hour or 1.5-quarter hours. In each course description the number of lecture and laboratory hours is listed. Requirements that must be met before enrolling in specific courses are prerequisites and are listed.

Courses that should be taken at the same time as specific courses are co-requisites. Two-part courses (e.g. ACC 211-212) are normally offered as a fall semester and spring semester sequence. Any addition to this pattern will be indicated.

NOTE: The following "General Usage Courses" apply to multiple curricula and all prefix sections. The titles and descriptions are generally applicable for such use.

- **90, 190, 290 Coordinated Internship** *(discipline)* (1-5 Cr.)
  Supervises one-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours per week.
- **93, 193, 293 Studies In** *(discipline)* (1-5 Cr.)
  Covers new content not covered in existing courses in the discipline. Allows instructor to explore content and instructional methods to assess the course's viability as a permanent offering. Variable hours per week.
- **95, 195, 295 Topics In** *(discipline)* (1-5 Cr.)
  Provides an opportunity to explore topic areas of an evolving nature or of short-term importance in the discipline. Variable hours per week.

HONORS SEMINAR

The college offers an honors seminar with varying course prefixes. Admission requirements are similar to membership requirements in Phi Theta Kappa; the student must have accumulated 12 credits in courses leading to an associate's degree and have a GPA of at least 3.20.

GENERAL EDUCATION REQUIREMENTS

The following course prefixes meet the general education requirements of all programs. Where a curriculum requires a social science, humanities, science with lab, or non-lab science any course with a prefix in the respective group below satisfies the requirement.

HUMANITIES		SOCIAL SCIENCE	
ART	REL	ADJ	PSY
ENG	PHI	ECO	SOC
MUS	SCM	GEO	SSC
HUM	CST	HIS	PLS
	Foreign language		

SCIENCE with lab

BIO
CHM (not CHM 110)
PHY
NAS (not NAS 150)
ETR 122 (Some colleges and majors may accept ETR 121/122 as a science requirement. Check with your transfer counselor.)

Non-lab SCIENCE

CHM 110
NAS 150
ENV 136

HEALTH, PHYSICAL EDUCATION and PERSONAL DEVELOPMENT

HLT
PED
SDV

ACCOUNTING

ACC 105 OFFICE ACCOUNTING (3 cr.) Presents practical accounting. Covers the accounting cycle - journal, ledger, working papers, closing of books - payrolls, financial statements, accounting forms, and practical procedures. Lecture 3 hours per week.

ACC 134 SMALL BUSINESS TAXES (3 cr.) Introduces taxes most frequently encountered in business. Includes payroll, sales, property, and income tax. Lecture 2-3 hours per week.

ACC 211 PRINCIPLES OF ACCOUNTING I (3 cr.) Presents accounting principles and their application to various businesses. Covers the accounting cycle, income determination, and financial reporting. Studies services, merchandising, and includes internal controls. A laboratory co-requisite (ACC 213) may be required as identified by the college. Lecture 3 hours per week.

ACC 212 PRINCIPLES OF ACCOUNTING II (3 cr.) Continues Accounting Principles 211 with emphasis on the application to partnerships, corporations, and the study of financial analysis. Includes an introduction to cost and managerial accounting. A laboratory co-requisite (ACC 214) may be required as identified by the college. Lecture 3 hours per week.

ACC 213 PRINCIPLES OF ACCOUNTING LABORATORY I (1 cr.) Provides problem-solving experience to supplement instruction in ACC 211. Co-requisite is concurrent enrollment in ACC 211. Laboratory 2 hours per week.

ACC 214 PRINCIPLES OF ACCOUNTING LABORATORY II (1 cr.) Provides problem-solving experience to supplement instruction in ACC 212. Co-requisite is concurrent enrollment in ACC 212. Laboratory 2 hours per week.

ADMINISTRATION OF JUSTICE

ADJ 100 SURVEY OF CRIMINAL JUSTICE (3 cr.) Presents an overview of the United States criminal justice system; introduces the major system components—law enforcement, judiciary, and corrections. Lecture 3 hours per week.

ADJ 107 SURVEY OF CRIMINOLOGY (3 cr.) Surveys the volume and scope of crime; considers a variety of theories developed to explain the causation of crime and criminality. Lecture 3 hours per week.

ADJ 130 INTRODUCTION TO CRIMINAL LAW (3 cr.) Surveys the general principles of American criminal law, the elements of major crimes, and the basic steps of prosecution procedure. Lecture 3 hours per week.

AIR CONDITIONING AND REFRIGERATION

AIR 121-122 AIR CONDITIONING AND REFRIGERATION I-II (3 cr.)(3 cr.) Studies refrigeration theory, characteristics of refrigerants, temperature, and pressure, tools and equipment, soldering, brazing, refrigeration systems, system components, compressors, evaporators, metering devices. Presents charging and evaluation of systems and leak detection. Explores servicing the basic system. Explains use and care of oils and additives and troubleshooting of small commercial systems. Co-requisite is AIR 193. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

AIR 134-135 CIRCUITS AND CONTROLS I-II (3 cr.)(3 cr.) Presents circuit diagrams for air conditioning units, reading and drawing of circuit diagrams, types of electrical controls. Includes analysis of air conditioning circuits, components, analysis and characteristics of circuits and controls, testing and servicing. Introduces electricity for air conditioning which includes circuit elements, direct current circuits and motors, single and three-phase circuits and motors, power distribution systems, and protective devices. Studies the electron and its behavior in passive and active circuits and components. Demonstrates electronic components and circuits as applied to air conditioning system. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

AIR 154-155 HEATING SYSTEMS I-II (3cr.)(3cr.) Introduces types of fuels and their characteristics of combustion; types, components and characteristics of burners, and burner efficiency analyzers. Studies forced air heating systems including troubleshooting, preventive maintenance and servicing. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

AIR 193 Studies in HVAC (1 cr.) Covers EPA certification requirements for HVAC technicians. Lecture 1 hour per week.

AIR 235 HEAT PUMPS (3 cr.) Studies theory and operation of reverse cycle refrigeration including supplementary heat as applied to heat pump systems, including service, installation and maintenance. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

ARCHITECTURE

ARC 121 ARCHITECTURAL DRAFTING I (3 cr.) Introduces techniques of Computer-Aided Drafting for architectural applications. Requires production of plans, sections, and elevations of a simple building. Studies use of common reference material and the organization or architectural working drawings. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

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

ARC 255 CONSTRUCTION ESTIMATING (2 cr.) Requires preparation of detailed material quantity surveys from plans and specifications for commercial construction. Discusses cost, bid, and contract procedures. Lecture 2 hours per week.

ARC 257 BUILDING CODES AND CONTRACT DOCUMENTS (2 cr.) Presents their effect on specifications and drawings. Includes purpose and writing of specifications with their legal, practical application to working drawings. Analyzes contract documents for client-architect-contractor responsibilities and duties. Lecture 2 hours per week.

ART

ART 101-102 HISTORY AND APPRECIATION OF ART I-II (3 cr.) (3 cr.) Presents the history and interpretation of architecture, sculpture, and painting. Begins with prehistoric art and follows the development of western civilization to the present.
Lecture 3 hours per week.

ART 121-122 DRAWING I-II (3 cr.) (3 cr.) Develops basic drawing skills and understanding of visual language through studio instruction/lecture. Introduces concepts such as proportion, space, perspective, tone, and composition as applied to still life, landscape, and the figure. Uses drawing media such as pencil, charcoal, ink wash, and color media. Includes field trips and gallery assignments as appropriate. Lecture 2 hours. Studio instruction 2 hours. Total 4 hours per week.

ART 131-132 FUNDAMENTALS OF DESIGN I-II (3 cr.)(3 cr.) Explores the concepts of two- and three-dimensional design and color. May include field trips as required.
Lecture 1 hour. Studio instruction 4 hours. Total 5 hours per week.

ART 241-242 PAINTING I-II (3 cr.) (3 cr.) Introduces abstract and representational painting in acrylic and/or oil with emphasis on color composition and value. Prerequisite ART 122 or divisional approval. Lecture 2 hours. Studio instruction 2 hours. Total 4 hours per week.

ART 243-244 WATERCOLOR I-II (3 cr.)(3 cr.) Presents abstract and representational painting in watercolor with emphasis on design, color, composition, technique and value. Prerequisite ART 131, or divisional approval. Lecture 1 hours. Studio instruction 4 hours. Total 5 hours per week.

ADMINISTRATIVE SYSTEMS TECHNOLOGY

AST 80 BASIC KEYBOARDING 1 (1 cr.) Introduces students to the basic operation of the microcomputer with the focus on the development of keyboarding skills using basic keyboarding by touch. Lecture 1 hour per week.

AST 101 KEYBOARDING I (3 cr.) Teaches the alpha/numeric keyboard with emphasis on correct techniques, speed, and accuracy. Teaches formatting of basic personal and business correspondence, reports and tabulation. A laboratory co-requisite (AST 103) may be required. Lecture 3 hours per week.

AST 102 KEYBOARDING II (3 cr.) Develops keyboarding and document production skills, with emphasis on preparation of specialized business documents. Continues skill building for speed and accuracy. Prerequisite AST 101. Co-requisite AST 104. Lecture 3 hours per week.

AST 103 KEYBOARDING I LABORATORY (1 cr.) Provides supplemental instruction in AST 101. Must be taken concurrently with AST 101. Laboratory 2 hours per week.

AST 104 KEYBOARDING II LABORATORY (1 cr.) Provides supplemental instruction in AST 102. Must be taken concurrently with AST 102. Laboratory 2 hours per week.

AST 107 EDITING/PROOF READING SKILLS (3 cr.) Develops skills essential to creating and editing business documents. Covers grammar, spelling, diction, punctuation, capitalization, and other usage problems. Lecture 3 hours per week.

AST 190 ADMINISTRATIVE ASSISTANT INTERNSHIP (3 cr.) Designed to give the graduating administrative students a valuable work experience as well as a method of testing their knowledge in the real business world. Students will review their career goals in a much more realistic way when they are given the opportunity to work with professionals already on the job. Therefore, they will make a smoother transition to full-time employment immediately upon the completion of the community college program. Total 6 hours per week.

AST 232 MICROCOMPUTER OFFICE APPLICATIONS (3 cr.) Teaches production of business documents using word-processing, databases, and spreadsheets. Emphasizes document production to meet business and industry

standard. Prerequisite AST 101 or equivalent. Co-requisite AST 233. Lecture 3 hours per week.
AST 233 MICROCOMPUTER OFFICE APPLICATIONS (1 cr.) Provides supplemental instruction in AST 232. Must be taken concurrently with AST 232. Laboratory 2 hours per week.
AST 236 SPECIALIZED SOFTWARE APPLICATIONS (PERFECT OFFICE) (3 cr.) Teaches specialized integrated software applications on the microcomputer. Emphasizes document production to meet business and industry standards. Prerequisite AST 101 or equivalent. Co-requisite AST 237. Lecture 3 hours per week.
AST 237 SPECIALIZED SOFTWARE APPLICATIONS LABORATORY (1 cr.) Provides supplemental instruction in AST 236. Must be taken concurrently with AST 236. Laboratory 2 hours per week.
AST 240 MACHINE TRANSCRIPTION (3 cr.) Develops proficiency in the use of transcribing equipment to produce business documents. Emphasizes listening techniques, business English, and proper formatting. Includes production rate and mailable copy requirements. Co-requisites AST 102 or equivalent and AST 241. Lecture 3 hours per week.
AST 241 MACHINE TRANSCRIPTION LABORATORY (1 cr.) Provides supplemental instruction in AST 240. Must be taken concurrently with AST 240. Laboratory 2 hours per week.
AST 243 OFFICE ADMINISTRATION I (3 cr.) Develops an understanding of the administrative support role and the skills necessary to provide organizational and technical support in a contemporary office setting. Emphasizes the development of critical-thinking, problem-solving, and job performance skills in a business office environment. Prerequisite AST 101. Lecture 3 hours per week.
AST 244 OFFICE ADMINISTRATION II (3 cr.) Enhances skills necessary to provide organizational and technical support in a contemporary office setting. Emphasizes administrative and supervisory role of the office professional. Includes travel and meeting planning, office budgeting and financial procedures, international issues, and career development. Prerequisite AST 243 or equivalent. Lecture 3 hours per week.

BIOLOGY
BIO 101-102 GENERAL BIOLOGY I-II (4 cr.) (4 cr.) Explores fundamental characteristics of living matter from the molecular level to the ecological community with emphasis on general biological principles. Introduces the diversity of living organisms, their structure, function, and evolution. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.
BIO 141-142 HUMAN ANATOMY AND PHYSIOLOGY I-II (4 cr.) (4 cr.) Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics, and pathology. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.
BIO 150 INTRODUCTORY MICROBIOLOGY (4 cr.) Studies the general characteristics of microorganisms. Emphasizes their relationships to individual and community health. Prerequisite recent course in basic biology or NAS 150 and a recent course in chemistry or CHM 110 or instructor approval. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.
BIO 285 BIOLOGICAL PROBLEMS IN CONTEMPORARY SOCIETY (3 cr.) Discusses major biological problems facing society which may include environmental and health concerns such as pollution, bioengineering, drug abuse, conservation, famine and others. Lecture 3 hours per week.

BUSINESS
BUS 100 INTRODUCTION TO BUSINESS (3 cr.) Presents a broad introduction to the functioning of business enterprise within the U.S. economic framework. Introduces economic systems, essential elements of business organization, finance, marketing, production, and risk and human resource managements. Lecture 3 hours per week.
BUS 111 PRINCIPLES OF SUPERVISION I (3 cr.) Teaches the fundamentals of supervision, including the primary responsibilities of the supervisor. Introduces factors relating to the work of supervisor and subordinates. Covers aspects of leadership, job management, work improvement, training and orientation, performance evaluation, and effective employee/supervisor relationships. Lecture 3 hours per week.
BUS 116 ENTREPRENEURSHIP (3 cr.) Presents the various steps considered necessary when going into business. Includes areas such as product-service analysis, market research evaluation, setting up books, ways to finance startup, operations of the business, development of business plans, buyouts versus starting from scratch, and franchising. Uses problems and cases to demonstrate implementation of these techniques. Lecture 3 hours per week.
BUS 165 SMALL BUSINESS MANAGEMENT (3 cr.) Identifies management concerns unique to small businesses. Introduces the requirements necessary to initiate a small business, and identifies the elements comprising a business plan. Presents information establishing financial and administrative controls, developing a marketing strategy, managing business operations, and the legal and government relationships specific to small

businesses. Lecture 3 hours per week

BUS 190 COORDINATED INTERNSHIP IN BUSINESS (3 cr.) Supervised on-the-job training in selected business, industrial or service firms coordinated by the college. May be repeated for credit. 6 hours per week.

BUS 200 PRINCIPLES OF MANAGEMENT (3 cr.) Teaches management and the management functions of planning, organizing, directing, and controlling. Focuses on application of management principles to realistic situations managers encounter as they attempt to achieve organizational objectives. Lecture 3 hours per week.

BUS 201 ORGANIZATIONAL BEHAVIOR (3 cr.) Presents a behaviorally oriented course combining the functions of management with the psychology of leading and managing people. Focuses on the effective use of human resources through understanding human motivation and behavior patterns, conflict management and resolution, group functioning and process, the psychology of decision-making, and the importance of recognizing and managing change. Lecture 3 hours per week.

BUS 205 HUMAN RESOURCE MANAGEMENT (3 cr.) Introduces employment, selection, and placement of personnel, usage levels and methods, job descriptions, training methods and programs, and employee evaluation systems, includes procedures for management of human resources and uses case studies and problems to demonstrate implementation of these techniques. Lecture 3 hours per week.

BUS 208 QUALITY AND PRODUCTIVITY MANAGEMENT (3 cr.) Focuses on the key quality improvement concepts regarding products and services, customers and suppliers, and systems and processes that make quality a part of the work life of an organization. Emphasizes the role of teams, including team meeting skills and techniques, and a variety of quality improvement tools, such as flowcharts, run charts, Pareto diagrams, cause and effect diagrams, evaluation matrices, and implementation roadmaps. Lecture 3 hours per week.

BUS 209 CONTINUOUS QUALITY IMPROVEMENT (3 cr.) Presents the different philosophies in Quality Control. Introduces students to Process Improvement, Team Development, Consensus Building, and Problem-Solving strategies. Identifies methods for Process Improvement in manufacturing and service organizations, which includes Statistical Process Control when used in the quality control function of business and industry. Lecture 3 hours per week.

BUS 210 TOTAL QUALITY STATISTICAL TOOLS (3 cr.) Provides basic introduction to probability, statistics, and the foundation of quality, followed by in-depth training in the construction use, and interpretation of control charts. Includes both "variable" and "attribute" control charting techniques as well as an introduction to process capability. Lecture 3 hours per week.

BUS 240 INTRODUCTION TO BUSINESS LAW (3 cr.) Presents an introduction to the American legal system, including an overview of the courts, civil and criminal law. Develops an in-depth understanding of contracts, agency law, and business organizations. Also includes an overview of property, UCC Sales, and Commercial Paper. Lecture 3 hours per week.

BUS 265 ETHICAL ISSUES IN MANAGEMENT (3 cr.) Examines the legal, ethical, and social responsibilities of management. May use cases to develop the ability to think and act responsibly. Lecture 3 hours per week.

CHEMISTRY

CHM 110 SURVEY OF CHEMISTRY (3 cr.) Introduces the basic concepts of general, organic, and biochemistry with emphasis on their applications to the other disciplines. No previous chemistry background required. Lecture 3 hours per week.

CHM 111-112 COLLEGE CHEMISTRY I-II (4 cr.) (4 cr.) Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

CHM 121-122 HEALTH SCIENCE CHEMISTRY I-II (4 cr.) (4 cr.) Introduces the health science student to concepts of inorganic, organic, and biological chemistry as applicable to the allied health profession. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

CHILD DEVELOPMENT

CHD 109 MUSIC AND MOVEMENT FOR CHILDREN (3 cr.) Emphasizes theory and practice in movement and music education and the integration of these skills in a curriculum. Designed for teachers and aides in child care, preschool, nursery of primary schools. Lecture 2 hrs. Laboratory 2 hrs. Total 4 hrs. per week.

CHD 117 INTRODUCTION TO READING METHODS (3 cr.) Introduces current practices of teaching reading in the elementary school. Familiarizes students with materials currently in use, emphasizes observation of various reading techniques and trends in the classroom. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. 3 credits

CHD 118 METHODS AND MATERIALS IN THE LANGUAGE ARTS FOR CHILDREN (3 cr.) Presents techniques and methods for encouraging the development of language and perceptual skills in young children. Stresses

improvement of vocabulary, speech and methods to stimulate discussion. Surveys children's literature, examines elements of quality story-telling and story reading, and stresses the use of audio-visual aids. Lecture 2 hours. Lab 2 hours. Total 4 hours per week.

CHD 120 INTRODUCTION TO EARLY CHILDHOOD EDUCATION (3 cr.) Introduces early childhood development through activities and experiences in nursery, pre-kindergarten, kindergarten, and primary programs. Investigates classroom organization and procedures, and use of classroom time and materials, approaches to education for young children, professionalism, and curricular procedures. Lecture 3 hours per week.

CHD 145 TEACHING ART, MUSIC & MOVEMENT (3 cr.) Provides experiences in developing the content, methods, and materials for directing children in art, music, and movement activities. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CHD 146 METHODS & MATERIALS FOR TEACHER MATH, SCIENCE & SOCIAL STUDIES FOR CHILDREN (3 cr.) Provides experiences in developing the content, methods, and materials for directing children in math, science, and social studies activities. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CHD 165 OBSERVATION & PARTICIPATION IN EARLY CHILDHOOD SETTINGS (3 cr.) Observes and participates in early childhood settings such as child care centers, pre-schools, Montessori schools or public schools in Kindergarten through 3rd grade levels. Students spend one hour each week in a seminar session in addition to 60 clock hours in the field. May be taken again for credit. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

CHD 166 INFANT AND TODDLER PROGRAMS (3 cr.) Examines the fundamentals of infant and toddler development, including planning and implementing programs in group care. Emphasizes meeting physical, social, emotional, and cognitive needs: scheduling, preparing age-appropriate activities, health and safety policies, record keeping, and reporting to parents. Lecture 3 hours per week

CHD 205 GUIDING THE BEHAVIOR OF CHILDREN (3 cr.) Explores positive ways to build self-esteem in children and help them develop self-control. Presents practical ideas for encouraging pro-social behavior in children and emphasizes basic skills and techniques in classroom management. Lecture 3 hours per week.

CHD 210 INTRODUCTION TO EXCEPTIONAL CHILDREN (3 cr.) Reviews the history of education for exceptional children. Studies the characteristics associated with exceptional children. Explores positive techniques for managing behavior and adapting materials for classroom use. Lecture 3 hours per week.

CHD 215 MODELS OF ECHD PROGRAMS (3 cr.) Studies and discusses the various models and theories of early childhood education programs including current trends and issues. Presents state licensing and staff requirements. Lecture 3 hours per week.

CHD 216 EARLY CHILDHOOD PROGRAMS, SCHOOL & SOCIAL CHANGE (3 cr.) Explores methods of developing positive, effective relations between staff and parents to enhance the developmental goals of home and school. Reviews current trends and issues in education, describes symptoms of homes in need of support, investigates non-traditional family and cultural patterns, and lists community resources. Lecture 3 hours per week.

CHD 265 ADVANCED OBSERVATION & PARTICIPATION IN EARLY CHILDHOOD/PRIMARY SETTINGS (3 cr.) Observes and participates in early childhood settings such as child care centers, pre-school, Montessori schools, or public school settings (kindergarten through third grade). Emphasizes planning and implementation of appropriate activities and materials for children. Students will spend one hour each week in a seminar session in addition to 60 clock hours in the field. May be taken again for credit. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

CHD 270 ADMINISTRATION OF EARLY CHILDCARE PROGRAMS (3 cr.) Examines the skills needed for establishing and managing early childhood programs. Emphasizes professionalism and interpersonal skills, program planning, staff selection and development, creating policies, budgeting, and developing forms for recordkeeping. Lecture 3 hours per week.

CHD 290 COORDINATED INTERNSHIP Supervises on-the-job training coordinated by the college.

CHD 298 SEMINAR AND PROJECTS (1 cr.) Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

CHINESE

CHI 101-102 BEGINNING CHINESE I-II (5 cr.) (5 cr.) Introduces understanding, speaking, reading, and writing skills; emphasizes basic Chinese sentence structure. Prerequisite: CHI 101 for CHI 102. Lecture 5 hours per week.

CIVIL ENGINEERING

CIV 115 CIVIL ENGINEERING DRAFTING (3 cr.) Introduces computer-aided drafting procedures related to civil engineering. Includes plans, profiles, site plans, and GIS intro. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

CIV 170 PRINCIPLES OF SURVEYING (2 cr.) Introduces the elements of surveying to include use and care of modern surveying equipment and the application of surveying in construction. Lecture 1 hours. Laboratory 3 hours. Total 4 hours per week.

COMMUNICATION STUDIES AND THEATER

CST 110 INTRODUCTION TO SPEECH COMMUNICATION (3 cr.) Examines the elements affecting speech communication at the individual, small group, and public communication levels with emphasis on practice of communication at each level. Lecture 3 hours per week.

CST 130 INTRODUCTION TO THE THEATER (3 cr.) Surveys the principles of drama, the development of theatre production, and selected plays to acquaint the student with various types of theatrical presentations. Lecture 3 hours per week.

CST 151-152 FILM APPRECIATION I-II (3 cr.) (3 cr.) Aims to increase the student's knowledge and enjoyment of film and film criticism through discussion and viewing of movies. Prerequisite ENG 111. Lecture 3 hours per week.

COMPUTER-AIDED DRAFTING AND DESIGN

DRF 111-112 TECHNICAL DRAFTING I-II (3 cr.)(3 cr.) Introduces technical drafting from the fundamentals through advanced drafting practices. Teaches lettering, metric construction, technical sketching, orthographic projection, sections, intersections, development, fasteners, theory and applications of dimensioning and tolerances. Includes pictorial drawing, and preparation of working and detailed drawings. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

DRF 130 INTRODUCTION TO ELECTRICAL/ELECTRONICS DRAFTING (2 cr.) Teaches CAD applications of drafting procedures with emphasis on working and functional drawings and direct applications to electrical and electronic components and circuits. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

DRF 201 COMPUTER AIDED DRAFTING AND DESIGN I (4 cr.) Teaches computer aided-drafting concepts and equipment designed to develop a general understanding of components of a typical CAD system and its operation. Prerequisite divisional approval. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

DRF 202 COMPUTER AIDED DRAFTING AND DESIGN II (4 cr.) Teaches intermediate computer-aided drafting techniques. Prerequisite DRF 201. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

DIETETICS

DIT 121 NUTRITION I (3 cr.) Studies food composition, dietary guidelines, and nutrients essential to healthy human life. Analyzes nutrient function and metabolism. Lecture 3 hours per week.

ECONOMICS

ECO 100 ELEMENTARY ECONOMICS (3 cr.) Introduces students to the most basic elements of economics without detailed study of theory. Presents and interprets current issues and concerns publicized in the media. Allows students to understand and grasp the importance of local, state, and national issues with economic themes and overtones. Lecture 3 hours per week.

ECO 120 SURVEY OF ECONOMICS (3 cr.) Presents a broad overview of economic theory, history, development, and application. Introduces terms, definitions, policies, and philosophies of market economies. Provides some comparison with other economic systems. Includes some degree of exposure to microeconomic and macroeconomic concepts. Lecture 3 hours.

ECO 201 PRINCIPLES OF ECONOMICS I - MACROECONOMICS (3 cr.) Introduces macroeconomics including the study of Keynesian, classical, monetarist principles and theories, the study of national economic growth, inflation, recession, unemployment, financial markets, money and banking, the role of government spending and taxation, along with international trade and investments. Lecture 3 hours per week.

ECO 202 PRINCIPLES OF ECONOMICS II - MICROECONOMICS (3 cr.) Introduces the basic concepts of microeconomics. Explores the free market concepts with coverage of economic models and graphs, scarcity and choices, supply and demand, elasticities, marginal benefits and costs, profits, and production and distribution. Lecture 3 hours per week.

EDUCATION

EDU 200 INTRODUCTION TO TEACHING AS A PROFESSION (3 cr.) Provides an orientation to the teaching profession in Virginia, including historical perspectives, current issues, and future trends in education on the national and state levels. Emphasizes information about teacher licensure examinations, steps to certification, teacher preparation and induction programs, and attention to critical shortage areas in Virginia. Includes supervised field placement (recommended: 40 clock hours) in a K-12 school. Prerequisite: Successful completion of 24 credits of transfer courses. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ENGLISH

ENG 01 PREPARING FOR COLLEGE WRITING (4 cr.) Helps students discover and develop writing processes needed to bring their proficiency to the level necessary for entrance into their respective curricula. Guides students through the process of starting, composing, revising, and editing. Lecture 4 hours per week.

ENG 04 READING IMPROVEMENT (4 cr.) Helps students improve their reading processes to increase their understanding of reading materials. Includes word forms and meanings, comprehension techniques, and ways to control reading pace. Lecture 4 hours per week.

ENG 111 COLLEGE COMPOSITION I (3 cr.) Introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students refine topics; develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and argumentation with at least one researched essay. Lecture 3 hours per week.

ENG 112 COLLEGE COMPOSITION II (3 cr.) Continues to develop college writing with increased emphasis on critical essays, argumentation, and research, developing these competencies through the examination of a range of texts about the human experience. Requires students to locate, evaluate, integrate, and document sources and effectively edit for style and usage. Lecture 3 hours per week.

ENG 115 TECHNICAL WRITING (3 cr.) Develops ability in technical writing through extensive practice in composing technical reports and other documents. Guides students in achieving voice, tone, style, and content in formatting, editing, and graphics. Introduces students to technical discourse through selected reading. Lecture 3 hours per week.

ENG 150 CHILDREN'S LITERATURE (3 cr.) Surveys the history of children's literature, considers learning theory and developmental factors influencing reading interests, and uses bibliographic tools in selecting books and materials for recreational interests and educational needs of children. Lecture 3 hours per week.

ENG 210 ADVANCED COMPOSITION (3 cr.) Helps students refine skills in writing non-fiction prose. Guides development of individual voice and style. Introduces procedures for publication. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 211 CREATIVE WRITING I (3 cr.) Introduces the student to the fundamentals of writing imaginatively. Students write in forms to be selected from poetry, fiction, drama, and essays. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 215-216 CREATIVE WRITING - FICTION I-II (3 cr.) (3 cr.) Introduces the fundamentals and techniques of writing short and long fiction. Lecture 3 hours per week.

ENG 241-242 SURVEY OF AMERICAN LITERATURE I-II (3 cr.) (3 cr.) Examines American literary works from colonial times to the present, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 243-244 SURVEY OF ENGLISH LITERATURE I-II (3 cr.) (3 cr.) Studies major English works from the Anglo-Saxon period to the present, emphasizing ideas and characteristics of the British literary tradition. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 246 MAJOR AMERICAN WRITERS (3 cr.) Examines major writers of American literary history. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 251-252 SURVEY OF WORLD LITERATURE I-II (3 cr.)(3 cr.) Examines major works of world literature. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week

ENG 253-254 SURVEY OF AFRICAN-AMERICAN LITERATURE I-II (3 cr.) (3 cr.) Examines selected works by Black American writers from the colonial period to the present. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 256 LITERATURE OF SCIENCE FICTION (3 cr.) Examines the literary and social aspects of science fiction, emphasizing development of ideas and techniques through the history of the genre. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 273-274 WOMEN IN LITERATURE I-II (3 cr.)(3 cr.) Examines literature by and about women. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 279 FILM AND LITERATURE (3 cr.) Examines the translation of literature into film viewing and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

ENVIRONMENTAL SCIENCE
ENV 136 SURVEY OF ENVIRONMENTAL CONCERNS (3 cr.) Studies the relationship of man to his physical environment, ecological principles, public health, topics of current importance including air pollution, potable water, waste disposal, communicable diseases, poisoning and toxicity, radiation, with particular emphasis on community action programs. Lecture 3 hours per week.

ELECTRONICS TECHNOLOGY
ETR 113-114 D.C. AND A.C. FUNDAMENTALS I-II (3 cr.) (3 cr.) Studies D.C. and A. C. circuits, basic electrical components, instruments, network theorems, and techniques used to predict, analyze and measure electrical quantities. Co-requisite: ETR 112 or equivalent. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.
ETR 160 SURVEY OF MICROPROCESSORS (4 cr.) Provides an overview of microprocessor architecture, basic machine language programming, and I/O devices. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.
ETR 167 LOGIC CIRCUITS AND SYSTEMS I (3 cr.) Studies digital switching and logic circuits, number systems, Boolean algebra, logic gates, and families. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.
ETR 214 ADVANCED CIRCUITS AND NEW DEVICES (2 cr.) Includes lectures and demonstrations on the latest developments in electronics. Lecture 2 hours per week.
ETR 228 COMPUTER TROUBLESHOOTING AND REPAIR (3 cr.) Teaches procedures for isolating and correcting problems in computers and computer-related hardware. Emphasizes operational concepts, use of diagnostic software and troubleshooting equipment. Prerequisite ETR 226 or permission of instructor. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.
ETR 237-238 INDUSTRIAL ELECTRONICS I-II (4 cr.)(4 cr.) Studies linear integrated circuits for industrial applications, motors, industrial control devices, power control circuits, transducers, industrial process control, and sequential process control. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.
ETR 241-242 ELECTRONIC COMMUNICATIONS I-II (4 cr.) (4 cr.) Studies noise, information and bandwidth, modulation and demodulation, transmitters and receivers, wave propagation, antennas and transmission lines. May include broad band communication systems, microwave, both terrestrial and satellite, fiber optics, multiplexing and associated hardware. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.
ETR 278 COMPUTER INTERFACING AND CIRCUITRY (4 cr.) Deals with typical circuitry used to interface computers with the outside world. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

FINANCIAL SERVICES
FIN 107 PERSONAL FINANCE (3 cr.) Presents a framework of personal money management concepts, including establishing values and goals, determining sources of income, managing income, preparing a budget, developing consumer buying ability, using credit, understanding savings and insurance, providing for adequate retirement, and estate planning. Lecture 3 hours per week.
FIN 108 PRINCIPLES OF SECURITIES INVESTMENT (3 cr.) Provides an introduction to the fundamentals of the security investment process. Reviews the investment strategy associated with various types of stock orders, discusses the Fundamental and Technical approaches to common stock analysis and examines bond and preferred stock pricing mechanisms. Also reviews the unique aspects of derivative security, mutual fund, real estate, and limited partnership investments. Lecture 3 hours per week.
FIN 110 PRINCIPLES OF BANKING (3 cr.) Presents nearly every aspect of banking, providing a comprehensive introduction to the diversified services and operations of the banking industry. Focuses on new trends gaining attention in banking circles. Recommended for all banking students. Lecture 3 hours per week.
FIN 111 TELLER TRAINING (3 cr.) Teaches the skills that tellers need in today's banking industry. Includes performance of teller transactions, balancing and settling, application of bank security and loss prevention techniques, identifying product benefits to customers, and successful communication skills with customers, co-workers, and supervisors. Lecture 3 hours per week.
FIN 115 PERSONAL INVESTMENTS (3 cr.) Examines personal financial investments, money management and risk reward strategies. Covers most widely employed investment instruments, including current information on stocks, bonds, mutual, real estate, limited partnerships and tax sheltering devices. Lecture 3 hours per week.
FIN 190 COORDINATED INTERNSHIP (3 cr.) Supervises on-the-job training in selected business coordinated by the college.

GEOGRAPHY

GEO 200 INTRODUCTION TO PHYSICAL GEOGRAPHY (3 cr.) Studies major elements of the natural environment including earth-sun relationship, land forms, weather and climate, natural vegetation, and soils. Introduces the student to types and uses of maps. Lecture 3 hours per week.

GEO 210 PEOPLE AND THE LAND: AN INTRODUCTION TO CULTURAL GEOGRAPHY (3 cr.) Focuses on the relationship between culture and geography. Presents a survey of modern demographics, landscape modification, material and non-material culture, language, race and ethnicity, religion, politics, and economic activities. Introduces the student to types and uses of maps. Lecture 3 hours per week.

GEOGRAPHIC INFORMATION SYSTEMS

GIS 200 GEOGRAPHICAL INFORMATION SYSTEMS I (4 cr.) Provides hands-on introduction to a dynamic desktop GIS (Geographic Information System). Introduces the components of a desktop GIS and their functionality. Emphasizes manipulation of data for the purpose of analysis, presentation, and decision-making. Prerequisite: ITE 115 or instructor approval. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

HEALTH

HLT 105 CARDIOPULMONARY RESUSCITATION (1 cr.) Provides training in coordinated mouth-to-mouth artificial ventilation and chest compression, choking, life-threatening emergencies, and sudden illness. Lecture 1 hour per week.

Hlt 106 FIRST AID AND SAFETY (2 cr.) Focuses on the principles and techniques of safety and first aid. Lecture 2 hours per week

HLT 110 CONCEPTS OF PERSONAL AND COMMUNITY HEALTH (3 cr.) Studies the concepts related to the maintenance of health, safety, and the prevention of illness at the personal and community level. Lecture 3 hours per week.

HLT 116 INTRODUCTION TO PERSONAL WELLNESS CONCEPTS (3 cr.)
Introduces students to the dimensions of wellness including the physical, emotional, environmental, spiritual, occupational, and social components. Lecture 3 hours per week.

HLT 121 INTRODUCTION TO DRUG USE AND ABUSE (3 cr.) Explores the use and abuse of drugs in contemporary society with emphasis upon sociological, physiological, and psychological effects of drugs. Lecture 3 hours per week.

HLT 130 NUTRITION AND DIET THERAPY (1 cr.) Studies nutrients, sources, functions, and requirements with an introduction to diet therapy. Lecture 1 hour per week.

HLT 135 CHILD HEALTH AND NUTRITION (3 cr.) Focuses on the physical need of the preschool child and the methods by which these are met. Emphasizes health routines, hygiene, nutrition, feeding and clothing habits, childhood diseases, and safety as related to health, growth, and development. Lecture 3 hours per week.

HLT 160 PERSONAL HEALTH AND FITNESS (3 cr.) Studies in the relationships between health and fitness. Topics include nutrition, disease prevention, weight control, smoking and health, medical care, aerobic and anaerobic conditioning, and the relationship between physical and mental health. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

HLT 200 HUMAN SEXUALITY (3 cr.) Provides a basic understanding of human sexuality. Includes anatomy, physiology, pregnancy, family planning, venereal diseases, and sexual variations. Lecture 3 hours per week.

HLT 215 PERSONAL STRESS AND STRESS MANAGEMENT (3 cr.) Provides a basic understanding of stress and its physical, psychological, and social effects. Includes the relationships between stress and change, self-evaluation, sources of stress, and current coping skills for handling stress. Lecture 3 hours per week.

HLT 250 GENERAL PHARMACOLOGY (2 cr.) Emphasizes general pharmacology for the health related professions covering general principles of drug actions/reactions, major drug classes, specific agent within each class, and routine mathematical calculations needed to determine desired dosages. Lecture 2 hours per week.

HLT 143 MEDICAL TERMINOLOGY I (3 cr.) Provides an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, word stems, and technical terms with emphasis on proper spelling, pronunciation, and usage. Emphasizes more complex skills and techniques in understanding medical terminology.

HEALTH CARE TECHNICIAN

HCT 101 HEALTH CARE TECHNICIAN I (3 cr.) Teaches basic care skills with emphasis on physical, social, emotional, and spiritual needs of patients. Covers procedures, communications and interpersonal relations; observation, charting and reporting; care planning, safety and infection control; anatomy and physiology, nutrition and patient feeding; ethics, death and dying. Prepares multi-skilled health care workers to care for patients of various ages with special emphasis on geriatric nursing, home health, long- and short-term care facilities. Lecture

3 hours per week and 120 hours of instruction per semester to meet State Board of Nursing CNA certification requirements.

HCT 102 HEALTH CARE TECHNICIAN II (3 cr.) Applies theory through laboratory experience for health care technicians to work in home health, long and short term facilities. Meets additional requirements for CNA's certification as Long Term Care Assistant. Prerequisite: HCT 101. Lecture 1 hour per week Laboratory 6 hours per week. Total 7 hours per week.

HCT 115 MEDICATION ADMINISTRATION TRAINING (3 cr.) Prepares students to safely administer, or to assist in client self-administration of medications in specific settings. Includes practice. Meets curriculum requirements of the State Board of Nursing. Lecture 1 hour per week, lab 6 hours, total 7 hours per week.

HCT 190 COORDINATED INTERNSHIP (2 cr.) Incorporates class theory into clinical and practical use. Prepares multi-skilled health care workers to care for patients of various ages with special emphasis on geriatric nursing, home health, and long and short-term care facilities. Practicum of 60 hours is conducted in a healthcare setting under continuous supervision of an instructor. Lecture 2 hours per week.

HISTORY

HIS 111-112 HISTORY OF WORLD CIVILIZATION I-II (3 cr.) (3 cr.) Surveys Asian, African, Latin American, and European civilizations from the ancient period to the present. Lecture 3 hours per week.

HIS 121-122 UNITED STATES HISTORY I-II (3 cr.) (3 cr.) Surveys United States history from its beginning to the present. Lecture 3 hours per week.

HIS 125 HISTORY OF THE AMERICAN INDIAN (3 cr.) Examines the history and culture of the native peoples of the Americas. Lecture 3 hours per week.

HIS 141-142 AFRICAN-AMERICAN HISTORY I-II (3 cr.) (3 cr.) Surveys the history of black Americans from their African origins to the present. Lecture 3 hours per week.

HIS 165 GENEALOGY (3 cr.) Studies methodology for investigating ancestry and family history. Lecture 3 hours per week.

HIS 205 LOCAL HISTORY (3 cr.) Studies the history of the Eastern Shore of Virginia. Lecture 3 hours per week.

HIS 269 CIVIL WAR AND RECONSTRUCTION (3 cr.) Studies factors that led to the division between the States. Examines the war, the home fronts, and the era of Reconstruction. Lecture 3 hours per week.

HIS 277 THE AMERICAN EXPERIENCE IN VIETNAM (3 cr.) Analyzes American involvement in Vietnam from World War I through the Nixon and Ford years. Includes Roosevelt's plan of trusteeship, the Geneva Conference, the American military role, and the search for peace. Lecture 3 hours per week.

HUMANITIES

HUM 100 SURVEY OF THE HUMANITIES (3 cr.) Introduces the humanities through the art, literature, music, and philosophy of various cultures and historical periods. Lecture 3 hours per week.

HUM 201 SURVEY OF WESTERN CULTURE I (3 cr.) Studies thought, values, and arts of Western culture, integrating major developments in art, architecture, literature, music, and philosophy. Covers the following periods: Ancient and Classical, Early Christian and Byzantine, Medieval, and Early Renaissance. Lecture 3 hours per week.

HUM 202 SURVEY OF WESTERN CULTURE II (3 cr.) Studies thought, values, and arts of Western culture, integrating major developments in art, architecture, literature, music, and philosophy. Covers the following periods: Renaissance, Baroque, Enlightenment, Romantic, and Modern. Lecture 3 hours per week.

INFORMATION SYSTEMS TECHNOLOGY

ITD 110 WEB PAGE DESIGN I (3 cr.) Stresses a working knowledge of web site designs, construction, and management using HTML or XHTML. Course contents include headings, lists, links, images, image maps, tables, forms, and frames. Prerequisite is ITE 115 or equivalent or division approval. Lecture 3 hours.

ITE 115 INTRODUCTION TO COMPUTER APPLICATIONS AND CONCEPTS (3 cr.) Covers computer concepts and internet skills and use a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills required for computer literacy. Recommended prerequisite keyboarding skills. Lecture 3 hours.

ITE 140 SPREADSHEET SOFTWARE (4 cr.) Covers the use of spreadsheet software to create spreadsheets with formatted cells and cell ranges, control pages, multiple sheets, charts, and macros. Topics will include type and edit text in a cell, enter date on multiple worksheets, work with formulas and functions, create charts, pivot tables, and styles, insert headers and footers, and filter data. This course covers MOS Excel objectives. Prerequisite is ITE 115 or equivalent or division approval. Lecture 4 hours.

ITE 150 DESKTOP DATABASE SOFTWARE (4 cr.) Incorporates instruction in planning, defining, and using a

database; performing queries, producing reports; working with multiple files; and concepts of database programming, Course topics include database concepts, principles of table design and table relationships, entering date, creating and using forms, using data from different sources, filtering, creating mailing labels. This course covers MOS Access certification objectives. Prerequisite is ITE 115 or equivalent or division approval. Lecture 4 hours.

ITE 170 MULTIMEDIA SOFTWARE (4 cr.) Explores technical fundamentals of creating multimedia projects with related hardware and software. Students will learn to manage resources required for multimedia production and evaluation and techniques for selection of graphics and multimedia software. Prerequisite is ITE 115 or equivalent or division approval. Lecture 4 hours.

ITN 101 INTRODUCTION TO NETWORK CONCEPTS (4 cr.) Provides instruction in networking media, physical and logical topologies, common networking standards and popular networking protocols. Course content emphasizes the TCP/IP protocol suite and related IP addressing schemes, including CIDR. Course content also includes selected topics in network implementation, support and LAN/WAN connectivity. Prerequisite is ITE 115 or equivalent or division approval. Lecture 4 hours.

ITN 106 MICROCOMPUTER OPERATING SYSTEMS (4 cr.) Teaches use of operating system utilities and multiple-level directory structures, creation of batch files, and configuration of microcomputer environments. May include a study of graphical user interfaces. Maps to A+ software. Prerequisite is ITE 115 or equivalent or division approval. Lecture 4 hours.

ITP 132 C++ PROGRAMMING I (3 cr.) Centers instruction in fundamentals of object-oriented programming and design using C++. Course content emphasizes program construction, algorithm development, coding, debugging, and documentation of C++ applications. Prerequisite is ITE 115 or equivalent or division approval. Lecture 3 hours.

MARKETING

MKT 100 PRINCIPLES OF MARKETING (3 cr.) Presents principles, methods, and problems involved in the marketing of goods, services, and ideas to consumers and organizational buyers. Discusses present-day problems and policies connected with distribution and sale of products, pricing, promotion, and buyer motivation. Examines variations of the market research, plus legal, social, ethical, and international considerations in marketing. Lecture 3 hours per week.

MKT 110 PRINCIPLES OF SELLING (3 cr.) Presents fundamental aspects of personal aspects of personal selling, sales, and selling methods. Emphasizes professional sales techniques and ethics. Examines organization necessary for a well-coordinated sales effort, including the training of sales personnel for maximum efficiency in selling and organization of the sales division within the business enterprise. Introduces sales management in planning, organizing, directing, and controlling the total sales effort. Lecture 3 hours per week.

MKT 130 PRINCIPLES OF INSURANCE (3 cr.) Provides an introduction to insurance principles and practices. Includes an examination of risks and applications to the principal fields of insurance including life, accident and health, fire, liability, surety, and property. Lecture 3 hours per week.

MKT 220 PRINCIPLES OF ADVERTISING (3 cr.) Emphasizes the role of advertising in the marketing of goods, services and ideas. Discusses the different uses of advertising; types of media; how advertising is created; agency functions; and legal, social, and economic aspects of the industry. Introduces advertising display, copy and artwork preparation, printing and selection of media. Lecture 3 hours per week.

MKT 282 PRINCIPLES OF E-COMMERCE (3 cr.) Studies the culture and demographics of the Internet, on-line business strategies, and the hardware and software tools necessary for Internet commerce. Includes the identification of appropriate target segments, the development of product opportunities, pricing structures, distribution channels over the Internet, and the execution of marketing strategy in computer-mediated environments. Presents case histories of successful Web applications. Lecture 3 hours per week.

MATHEMATICS

MTH 01 DEVELOPMENTAL MATHEMATICS (1 cr.) Designed to bridge the gap between a weak mathematical foundation and the knowledge necessary for the study of mathematics courses in technical, professional, and transfer program. Topics may include arithmetic, algebra, geometry, and trigonometry. Credits not applicable toward graduation. Lecture 1 hour per week.

MTH 02 BASIC ARITHMETIC (4 cr.) Covers arithmetical principles and computations including whole numbers, fractions, decimals, percents, measurement, graph interpretation, geometric forms, and applications. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Lecture 5 hours per week.

MTH 03 BASIC ALGEBRA I (4 cr.) Covers the topics of Algebra I including real numbers, equations and

inequalities, exponent, polynomials, Cartesian coordinate system, rational expressions, and applications. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Prerequisites a placement recommendation for MTH 03 or completion of MTH 02 or equivalent. Lecture 5 hours per week.

MTH 04 BASIC ALGEBRA II (4 cr.) Expands upon the topics of Algebra I including rational expressions, radicals and exponents, quadratic equations, systems of equations, and application. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Prerequisites a placement recommendation for MTH 04 or completion of MTH 03 or equivalent. Lecture 5 hours per week.

MTH 103-104 BASIC TECHNICAL MATHEMATICS I-II (3 cr.) (3 cr.) Presents a review of arithmetic, elements of algebra, geometry, and trigonometry. Directs applications to specialty areas. Prerequisites a placement recommendation for MTH 103 or completion of MTH 02 or equivalent. Lecture 3 hours per week

MTH 121-122 FUNDAMENTALS OF MATHEMATICS I-II (3 cr.) (3 cr.) Covers concepts of numbers, fundamental operations with numbers, formulas and equations, graphical analysis, binary numbers, Boolean and matrix algebra, linear programming, and elementary concepts of statistics. Prerequisite satisfactory score on appropriate proficiency examination, MTH 03, or equivalent. Lecture 3 hours per week.

MTH 146 INTRODUCTION TO ELEMENTARY STATISTICS (3 cr.) Introduces the methods of statistics including sampling from normally distributed populations, estimation, regression, testing of hypotheses, point and interval estimation methods. Prerequisite MTH 03 or equivalent. Lecture 3 hours per week.

MTH 163 PRECALCULUS I (3 cr.) Presents college algebra, matrices, and algebraic, exponential, and logarithmic functions. Prerequisites: a placement recommendation for MTH 163 and Algebra I, Algebra II, and Geometry or completion of MTH03 and MTH04 or equivalent. (Credit will not be awarded for both MTH 163 and MTH 166.) Lecture 3 hours per week.

MTH 164 PRECALCULUS II (3 cr.) Presents trigonometry, analytic geometry, and sequences and series. Prerequisite MTH 163 or equivalent. (Credit will not be awarded for both MTH 164 and MTH 168.) Lecture 3 hours per week.

MTH 241 STATISTICS I (3 cr.) Covers descriptive statistics, elementary probability, probability distributions, estimation, and hypothesis testing. Prerequisites: a placement recommendation for MTH 241 and MTH 163 or equivalent. Lecture 3 hours per week.

MTH 242 STATISTICS II (3 cr.) Continues the study of estimation and hypothesis testing with emphasis on correlation and regression, analysis of variance, chi-square tests, and non-parametric methods. Prerequisite MTH 241 or equivalent. Lecture 3 hours. per week

MTH 273 CALCULUS I (4 cr.) Presents topics in differential calculus of one variable including the theory of limits, derivatives, differentials, definite and indefinite integrals, and applications to algebraic and transcendental functions. Designed for mathematic a l , physical, and engineering science programs. Pre requisites a placement re commendation for MTH 273 and four units of high school mathematics including Algebra I, Algebra II, Geometry, and Trigonometry or equivalent. (Credit will not be awarded for more than one of MTH 173, MTH 175, or MTH 273.) Lecture 4 hours per week.

MTH 274 CALCULUS II (4 cr.) Covers vectors in three dimensions, definite integrals, methods of integration, indeterminate forms, partial differentiation, and multiple integrals. Designed for mathematical, physical, and engineering science programs. Prerequisite MTH 273 or equivalent. (Credit will not be awarded for more than one of MTH 174, MTH 176, or MTH 274.) Lecture 4 hours per week.

MEDICAL ASSISTING

MDA 95 CERTIFICATION EXAM PREPARATION (1 cr.) Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable hours.

MDA 100 INTRODUCTION TO MEDICAL ASSISTING (1 cr.) Introduces the students to the medical practice environment. Stresses the responsibilities of the humanistic approach in the rendering of health care. Lecture 1 hour per week.

MDA 101 MEDICAL ASSISTANT SCIENCE I (5 cr.) Provides an in-depth study of medical terminology, anatomy and physiology, and pathology for the medical assistant. Focuses on clinical application and decision-making in the health environment. Lecture 4 hours. Laboratory 2 hours. Total 6 hours per week.

MDA 102 MEDICAL ASSISTANT SCIENCE II (2 cr.) Prepares students to perform patient care procedures including but not limited to respiratory care procedures, basic nursing arts, equipment maintenance, and patient teaching. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

MDA 103 MEDICAL ASSISTANT SCIENCE III (2 cr.) Prepares students to perform clinical assistant skills and

emergency care procedures including basic life support, bandage applications, physical assessment of patient, surgical asepsis, and basic diagnostic techniques. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

MDA 104 MEDICAL ASSISTANT SCIENCE IV (3 cr.) Prepares students to perform diagnostic tests and assist with physical examination including basic radiologic procedures, ECG administration, basic pulmonary function, and allergy testing. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MDA 190 COORDINATED INTERNSHIP (3 cr. spring) (5 cr. summer) – Designed to incorporated class theory into clinical arena and practical use. Rotation at Shore Memorial Hospital and Shore Mobile Unit, in spring session. Total 120 hours. Summer Semester includes rotations conducted at various physicians' offices. Total 180 hours.

MDA 195 TOPICS IN COMPUTERS IN THE MEDICAL OFFICE (1 cr.) Introduces the use and adaptation of off the shelf computer programs to speed and simplify selected medical office procedures. Basic computer concepts, current applications, data entry and editing and introduction to proprietary programs will be covered. Lecture 1 hour per week. Laboratory 1 hour per week. Total 2 hours per week.

MDA 203 ADMINISTRATIVE PROCEDURES (3 cr.) Instructs the student in the practice of the management of a medical office in areas such as receptionist duties, telephone techniques, appointment scheduling, verbal and written communications, medical and non-medical record management. Explains library and editorial duties, inventory, care of equipment and supplies, security, office maintenance, management responsibilities, placement, and professional ethics and professionalism. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MDA 207 MEDICAL LAW AND ETHICS (2 cr.) Instructs the student in the legal relationship of the physician, patient, and medical assistant; professional liabilities, Medical Practice Acts, professional attitudes and behavior and the types of medical practice. Also includes a basic history of medicine. Lecture 2 hours per week.

MDA 208 MEDICAL OFFICE CODING (2 cr.) Introduces the students to ICD-9 and CPT-4 classification coding systems used in physician offices, hospitals and ambulatory care settings. Lecture 1 hr. Laboratory 3 hrs. Total 4 hours per week.

MDA 209 MEDICAL OFFICE INSURANCE (2 cr.) Focuses on various medical insurance policies with in-depth study of health insurance and managed care including capitation versus few for service in the HMO area. Discusses managed care companies in this area and their requirements. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

MDA 210 MEDICAL OFFICE SOFTWARE Applications (1 cr.) Instructs the students in the use of software in the medical office including billing, scheduling appointment and patient records. Lecture 2 hours per week. Laboratory 2 hours per week. Total of 4 hours per week.

MDA 221 DIAGNOSTIC LABORATORY PROCEDURES (4 cr.) Instructs the student in the practice of laboratory procedures commonly performed in a physician's office. Includes the use and care of equipment and supplies, the processing of reports and requisitions, terminology and the safety of patient and student. Includes urinalysis and hematology testing. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

MUSIC

MUS 121-122 MUSIC APPRECIATION I-II (3 cr.) (3 cr.) Increases the variety and depth of the student's interest, knowledge, and involvement in music and related cultural activities. Acquaints the student with traditional and twentieth century music literature, emphasizing the relationship music has as an art form with man and society. Increases the student's awareness of the composer and performers of all eras through listening and concert experiences. Lecture 3 hours per week.

NATURAL SCIENCES

NAS 150 HUMAN BIOLOGY (3 cr.) Surveys the structure and function of the human body. Applies principally to students who are not majoring in the health or science fields. Lecture 3 hours per week.

NURSING

NUR 108 NURSING PRINCIPLES AND CONCEPTS (6 cr.) Introduces principles of nursing, health and wellness concepts, and the nursing process. Identifies nursing strategies to meet the multidimensional needs of individuals. Includes math computational skills, basic computer instruction related to the delivery of nursing care, introduction to the profession of nursing, nursing process, documentation; basic needs related to integumentary system, teaching/learning, stress, psychosocial, safety, nourishment, elimination, oxygenation, circulation, rest, comfort, sensory, fluid and electrolyte and mobility needs in adult clients. Also includes care of the pre/post operative client. Provides supervised learning experience in college nursing laboratories and/or cooperating agencies. Prerequisite: Admission to the Nursing Program. Lecture 3 hours. Laboratory 9 hours. Total 12 hours per week.

NUR 115 LPN TRANSITION (6 cr.) Introduces the role of the registered nurse through concepts and skill development in the discipline of professional nursing. This course serves as a bridge course for licensed practical nurses and is based upon individualized articulation agreements, mobility exams, or other assessment criteria as they relate to local programs and service areas. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Lecture 4 hours. Laboratory 6 hours. Total 10 hours per week.

NUR 130 PHYSICAL ASSESSMENT AND BASIC PHARMACOLOGY (3 cr.) Teaches a systematic approach to performing physical assessment skills and basic pharmacological concepts. Includes basic principles of data collection and basic analysis using skills of interviewing and techniques of inspection, palpation, percussion and auscultation. Principles of pharmacology include dosage calculations, major drug classifications, drug legislation, legal aspects of medication administration, drug action on specific body systems, and basic computer applications. Provides supervised learning experiences in a college laboratory. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

NUR 135 DRUG CALCULATIONS (1 cr) Focuses on apothecary, metric, household conversion in medication dosage calculation for adult and pediatric clients. Provides a practical approach to learning to calculate and prepare medications and solutions Includes calculating intravenous flow rates. Lecture 1 hour per week

NUR 170 ESSENTIALS OF MEDICAL/SURGICAL NURSING (4 cr.) Focuses on the care of individuals/families requiring medical or surgical treatment. Uses all components of the nursing process with increasing degrees of skill. Includes mathematical computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Prerequisites: NUR 108 and NUR 130. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

NUR 180 ESSENTIALS OF MATERNAL/NEWBORN NURSING (4 cr.) Utilizes the concepts of the nursing process in caring for families in the antepartum, intrapartum, and postpartum periods. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Prerequisites: NUR 108 and NUR 130. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

NUR 201 PSYCHIATRIC NURSING (4 cr.) Focuses on the care of individuals/families requiring clinical treatment. Uses all components of the nursing process with increasing degrees of skill. Includes math computational skills and basic computer instruction related to the delivery of nursing care, alterations in behavior, eating disorders, mood disorders, anxiety, chemical dependency and dementias. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

NUR 255 NURSING ORGANIZATION AND MANAGEMENT (3 cr.) Addresses management and organizational skills as they relate to nursing. Emphasizes group dynamics, resolution of conflicts, and leadership styles. Prerequisite: NUR 271. Lecture 3 hours per week.

NUR 270 ESSENTIAL NURSING CONCEPTS II (4 cr.) Focuses on complex nursing care of individuals, families and/or groups in various stages of development who are experiencing alterations related to their biopsychosocial needs. Uses all components of the nursing process with increasing degrees of skill. Includes math computation skills, basic computer instruction related to the delivery of nursing care with patients having fluid & electrolyte imbalance related to inflammatory bowel disease, intestinal obstruction, peptic ulcer disease and cirrhosis; altered regulatory hormonal mechanism related to endocrine disorders; altered inflammatory process related to STD/AIDS, endocarditic, rheumatic fever/valvular disorders and pancreatitis. Provides supervised learning in college nursing laboratories and/or cooperating agencies. Prerequisite: NUR 201. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

NUR 271 ESSENTIAL NURSING CONCEPTS III (4 cr.) Focuses on complex nursing care of individuals, families and/or groups in various stages of development who are experiencing alterations related to their biopsychosocial needs. Uses all components of the nursing process with increasing degrees of skill. Includes math computation skills, basic computer instruction related to the delivery of nursing care with patients having altered transport to and from cells related to anemia, hemophilia, hypertension, coronary artery disease, heart failure, cystic fibrosis; abnormal proliferation and maturation of cells related to cancer. Provides supervised learning experience in college nursing laboratories and/or cooperating agencies. Prerequisite: NUR 270. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

NUR 272 ESSENTIAL NURSING CONCEPTS IV (4 cr.) Focuses on complex nursing care of individuals, families and/or groups with multidimensional needs in a variety of settings. Uses all components of the nursing process with increasing degrees of skill. Includes math computation skills, basic computer instruction related to the delivery of nursing care with patients having altered transport to and from cells related to tuberculosis, chronic obstructive pulmonary disease, croup, congenital heart defects, peripheral vascular disease, brain attack, chest injuries; altered neural regulatory mechanisms related to meningitis, spinal cord injury, spina bifida,

myelomeningocele, scoliosis, seizure disorder, Parkinson's disease; altered sensory motor function related to multiple sclerosis. Provides supervised learning experience in college nursing laboratories and/or cooperating agencies. Prerequisite: NUR 271. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.
NUR 273 ESSENTIAL NURSING CONCEPTS V (4 cr.) Focuses on complex nursing care of individuals, families and/or groups with multidimensional needs in a variety of settings. Uses all components of the nursing process with increasing degrees of skill. Includes math computation skills, basic computer instruction related to the delivery of nursing care with patients having abnormal proliferation and maturation of cells related to cancer; altered fluid and electrolyte imbalance related to burns, renal failure, nephritic syndrome, glomerulonephritis; multi-system disorders. Provides supervised learning experience in college nursing laboratories and/or cooperating agencies. Prerequisite: NUR 272. Co-requisite: NUR 255. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.
NUR 274 NURSING CIVIC RESPONSIBILITY (1 cr.) Focuses upon critical reflective learning that integrates the core components of the associate degree nurse through community services that enhance civic and social responsibilities. Prerequisite: NUR 271. Co-requisite: NUR 272. Laboratory 3 hours per week.

PHYSICAL EDUCATION
PED 123-124 TENNIS I-II (2 cr.) (2 cr.) Teaches tennis skills with emphasis on stroke development and strategies for individual and team play. Includes rules, scoring, terminology, and etiquette. Laboratory 3 hours per week.
PED 133-134 GOLF I-II (2 cr.) (2 cr.) Teaches basic skills of golf, rules, etiquette, scoring, terminology, equipment selection and use, and strategy. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

PHILOSOPHY
PHI 101-102 INTRODUCTION TO PHILOSOPHY I-II (3 cr.) (3 cr.) Introduces a broad spectrum of philosophical problems and perspectives with an emphasis on the systematic questioning of basic assumptions about meaning, knowledge, reality, and values. Lecture 3 hours per week.
PHI 226 SOCIAL ETHICS (3 cr.) Provides a critical examination of moral problems and studies the application of ethical concepts and principles to decision-making. Topics may include abortion, capital punishment, euthanasia, man and the state, sexuality, war and peace, and selected issues of personal concern. Lecture 3 hours per week.

PHOTOGRAPHY
PHT 105 BASIC PHOTOGRAPHY (3 cr.) Studies fundamental techniques of the camera and its expressive possibilities. Lecture 3 hours.

PHYSICS
PHY 101-102 INTRODUCTION TO PHYSICS I-II (4 cr.) (4 cr.) Surveys general principles of physics. Includes topics such as force and motion, energy, heat, sound, light, electricity and magnetism, and modern physics. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.
PHY 201 - GENERAL COLLEGE PHYSICS I (4 cr.) Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism, and selected topics in modern physics. Prerequisite: MTH 163. Part I of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.
PHY 202 - GENERAL COLLEGE PHYSICS II (4 cr.) Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism, and selected topics in modern physics. Prerequisite: MTH 163. Part II of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

POLITICAL SCIENCE
PLS 130 BASICS OF AMERICAN POLITICS (3 cr.) Teaches basics of the operations of congress, the presidency, and the general court system. Includes civil liberties, citizenship, elections, political parties, and interest groups. Lecture 3 hours per week.
PLS 135 AMERICAN NATIONAL POLITICS (3 cr.) Teaches political institutions and processes of the national government of the United States, focuses on the Congress, presidency, and the courts, and on their inter-relationships. Gives attention to public opinion, suffrage, elections, political parties, interest groups, civil rights, domestic policy, and foreign relations. Lecture 3 hours per week.
PLS 211-212 U.S. GOVERNMENT I-II (3 cr.) (3 cr.) Teaches structure, operation, and process of national, state, and local governments. Includes in-depth study of the three branches of the government and of public policy. Lecture 3 hours per week.

PRACTICAL NURSING

PNE 116 NORMAL NUTRITION (1 cr.) Introduces the basic principles of good nutrition. studies nutrients, their sources and function, basic requirements for individuals. Includes a brief introduction to diet therapy. Lecture 1 hour per week

PNE 136 CARE OF MATERNAL, NEWBORN, AND PEDIATRIC PATIENTS (4 cr.) Uses a family-centered approach; studies normal and common complications in pregnancy, childbirth, post-partum, the neonate, and children through adolescence, Covers milestones in all aspects of growth and development and common childhood disorders at various ages.   Lecture 4 hours per week.

PNE 145 TRENDS IN PRACTICAL NURSING (1 cr.) Studies the role of the licensed practical nurse. Covers legal aspects, organizations, and opportunities in practical nursing. Assists students in preparation for employment. Lecture 1.25 hour per week.(12 week special session)

PNE 155 BODY STRUCTURE AND FUNCTION (4 cr.) Studies the structure and function of the body. Lecture 4 hours per week.

PNE 158 MENTAL HEALTH AND PSYCHIATRIC NURSING (1 cr.) Recognizes emotional needs of patients. Provides knowledge of the role that emotions play Enables students to understand their own behavior as well as patient behavior. Lecture 1.25 hour per week. (12 week special session)

PNE 161 NURSING IN HEALTH CHANGES I (6 credits)
Focuses on nursing situation and procedures necessary to assist individuals in meeting special needs related to human functions. Lecture 4 hrs per week. Lab 8 hrs per week.
Prerequisite: Admission to PNE program

PNE 162 NURSING IN HEALTH CHANGES II (10 credits)
Continues to focus on nursing situation and procedures necessary to assist individuals in meeting special needs related to human functions. Prerequisites: PNE 161 Lecture 4.75 hrs. Lab 16 hrs. Total 20.75 hrs per week.

PNE 163 NURSING IN HEALTH CHANGES III (8 credits)
Continues to focus on nursing situation and procedures necessary to assist individuals in meeting special needs related to human functions. Prerequisites: PNE 162 Lecture 5 hrs. Lab 12 hrs. Total 21 hrs. per week. (12 week special session)

PNE 173 PHARMACOLOGY FOR PRACTICAL NURSES (2 cr.) Studies history, classification, sources, effects, uses and legalities of drugs. Teaches problem solving skills used in medication administrations. Emphasizes major drug classes and specific agents within each class. Lecture 2 hours per week.

PNE 174 APPLIED PHARMACOLOGY FOR PRACTICAL NURSES (2 cr.) Applies problem solving skills in preparing and administering medications. Lecture 2.5 hour per week. Lab 4 hours per week. Total 6.5 hours per week. (12 week special session)

PSYCHOLOGY

PSY 200 - PRINCIPLES OF PSYCHOLOGY (3 cr.)Surveys the basic concepts of psychology. Covers the scientific study of behavior, behavioral research methods and analysis, and theoretical interpretations. Includes topics that cover physiological mechanisms, sensation/perception, motivation, learning, personality, psychopathology, therapy, and social psychology. Lecture 3 hours per week.

PSY 201-202 INTRODUCTION TO PSYCHOLOGY I-II (3 cr.) (3 cr.) Examines human and animal behavior, relating experimental studies to practical problems. Includes topics such as sensation/perception, learning, memory, motivation, emotion, stress, development, intelligence, personality, psychopathology, therapy, and social psychology. Lecture 3 hours per week.

PSY 230 - DEVELOPMENTAL PSYCHOLOGY (3 cr.)Studies the development of the individual from conception to death. Follows a life-span perspective on the development of the person's physical, cognitive, and psychosocial growth. Lecture 3 hours per week.

PSY 235 CHILD PSYCHOLOGY (3 cr.) Studies development of the child from conception to adolescence. Investigates physical, intellectual, social, and emotional factors involved in the child's growth. Lecture 3 hours per week.

REAL ESTATE

REA 100 PRINCIPLES OF REAL ESTATE (4 cr.) Examines practical applications of real estate principles. Includes a study of titles, estates, land descriptions, contracts, legal instruments and concepts, real estate mathematics, financing, agency, appraisal, fair housing, and management of real estate. Lecture 4 hours per week.

REA 215 REAL ESTATE BROKERAGE (3 cr.) Considers administrative principles and practices of real estate brokerage, financial control and marketing of real property. Lecture 3 hours per week.

REA 216 REAL ESTATE APPRAISAL (3 cr.) Explores fundamentals of real estate valuation. Introduces the Uniform Standards of Professional Appraisal Practice and the Uniform Residential Appraisal Report formulations, working problems and reviewing actual appraisals. Includes the opportunities available in the appraisal field. Lecture 3 hours per week.
REA 217 REAL ESTATE FINANCE (3 cr.) Presents principles and practices of financing real estate. Analyzes various types of note contracts and mortgage and deed of trust instruments. Covers underwriting of conventional and government insured and guaranteed loans. Lecture 3 hours per week.
REA 245 REAL ESTATE LAW (3 cr.) Focuses on real estate law, including rights pertaining to property ownership and management, agency, contracts, transfers of real property ownership, fair housing, and tax implications. Lecture 3 hours per week.

RELIGION
REL 200 SURVEY OF THE OLD TESTAMENT (3 cr.) Surveys books of the Old Testament, with emphasis on prophetic historical books. Examines the historical and geographical setting and place of the Israelites in the ancient Middle East as background to the writings. Lecture 3 hours per week.
REL 210 SURVEY OF THE NEW TESTAMENT (3 cr.) Surveys books of the New Testament, with special attention upon placing the writings within their historical and geographical setting. Lecture 3 hours per week.
REL 230 RELIGIONS OF THE WORLD (3 cr.) Introduces the religions of the world with attention to origin, history, and doctrine. Lecture 3 hours per week.

SOCIOLOGY
SOC 200 PRINCIPLES OF SOCIOLOGY I (3 cr.) Introduces fundamentals of social life. Presents significant research and theory in areas such as culture, social structure, socialization, deviance, social stratification, and social institutions. Lecture 3 hours per week.
SOC 211-212 PRINCIPLES OF ANTHROPOLOGY (3 cr.) (3 cr.) Inquires into the origins, development, and diversification of human biology and human cultures. Includes fossil records, physical origins of human development, human population genetics, linguistics, cultures' origins and variation, and historical and contemporary analysis of human societies. Lecture 3 hours per week.
SOC 215 SOCIOLOGY OF THE FAMILY (3 cr.) Studies topics such as marriage and family in social and cultural context. Addresses the single scene, dating and marriage styles, child-rearing, husband and wife interaction, single parent families, and alternative lifestyles. Lecture 3 hours per week.
SOC 220 SOCIALIZATION AND THE LIFE CYCLE (3 cr.) Discusses the cultural and historical influences on life cycle through examination of the various agents of socialization, such as family, school, and mass media. May address life styles of adolescence, adulthood, and aging. Lecture 3 hours per week.
SOC 245 SOCIOLOGY OF AGING (3 cr.) Introduces study of aging with special emphasis on later stages of the life cycle. Includes theories of aging, historical and comparative settings, social policy, and future trends of aging. Lecture 3 hours per week.

SPANISH
SPA 101-102 BEGINNING SPANISH I-II (4 cr.) (4 cr.) Introduces understanding, speaking, reading, and writing skills and emphasizes basic Spanish sentence structure. May include an additional hour of oral drill and practice per week. Lecture 4 hours per week.
SPA 111-112 CONVERSATION IN SPANISH I-II (3 cr.) (3 cr.) Emphasizes the spoken language, stressing fluency and correctness of structure, pronunciation, and vocabulary. Prerequisite SPA 102. Lecture 3 hours per week.
SPA 163-164 SPANISH FOR HEALTH PROFESSIONALS I-II (3 cr.) (3 cr.) Introduces Spanish to those in the health sciences. Emphasizes oral communication and practical medical vocabulary. May include oral drill and practice. Lecture 3 hours per week.

SOCIAL SCIENCE
SSC 101-102 CONTEMPORARY SOCIAL PROBLEMS I-II (3 cr.) (3 cr.) Surveys contemporary American social problems from the perspective of the social sciences. Provides an interdisciplinary approach as a basis for forming individual judgments on major domestic issues. Lecture 3 hours per week.
SSC 107 PROBLEMS OF PEOPLE IN THE MODERN WORLD (3 cr.) Analyzes contemporary social,

psychological, political, and economic problems related to industrialization, urbanization, the role of government, national and international tensions. Lecture 3 hours per week.

STUDENT DEVELOPMENT

SDV 100 COLLEGE SUCCESS SKILLS (1 cr.) Assists students in transition to colleges. Provides overview of college policies, procedures, and curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students. May include English and math placement testing. Strongly recommended for beginning students. Required for graduation. Lecture 1 hour per week.

SDV 101 ORIENTATION TO (SPECIFY THE DISCIPLINE) (1 cr.) Introduces students to the skills, which are necessary to achieve their academic goals, to the services offered at the college and to the discipline in which they are enrolled. Covers topics such as services offered at the college including the learning resources center; counseling, and advising; listening, test taking, and study skills; and topical areas which are applicable to their particular discipline. Lecture 1 hour per week.

SDV 106 - PREPARATION FOR EMPLOYMENT (2 cr.) Provides experience in resume writing, preparation of applications, letters of application, and successfully preparing for and completing the job interview. Assists students in identifying their marketable skills and aptitudes. Develops strategies for successful employment search. Assists students in understanding effective human relations techniques and communication skills in job search. Lecture 2 hours per week.

SDV 195 TOPICS IN COLLEGE TRANSFER (2 cr.) Provides experience in preparing for the transition to the four-year college or university. Assists students in applying decision-making to choosing a four-year institution, admissions processes and essays, and preparing for the demands of the four-year environment.

WELDING

WEL 21-22 SHIELDED METAL ARC WELDING I-II (5 cr.) (5 cr.) Presents the operation of AC and DC power sources. Teaches polarities, heats, and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt and fillet welds in all positions, assessment of weld quality through visual inspection. Emphasizes safety procedures. Lecture 2 hours. Laboratory 9 hours. Total 11 hours per week.

WEL 31 INTRODUCTORY GAS TUNGSTEN ARC WELDING (4 cr.) -Introduces practical operations in use of tungsten arc welding and equipment, operations, safety practices in various positions, shielding gases, filler rods, process variations, and their applications. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

WEL 32 INTRODUCTORY GAS METAL ARC WELDING (6 cr.) Introduces practical operations in use of gas metal arc welding and equipment, operations safety practices in various positions, shielding gases, filler rods, process variations, and their applications. Lecture 2 hours. Laboratory 12 hours. Total 14 hours per week.

WEL 150 WELDING DRAWING AND INTERPRETATION (3 cr.) Teaches fundamentals required for successful drafting as applied to the welding industry. Includes blueprint reading, geometric principles of drafting and freehand sketching, basic principles of orthographic projection, preparation of drawings and interpretation of symbols. Lecture 3 hours per week.

ACADEMIC PROGRAM CURRICULUM ADVISORY COMMITTEES

Local advisory committees for specialized programs and curricula listed below are utilized in the establishment and evaluation of such programs and curricula. Members of these local advisory committees are recommended by the President to the Eastern Shore Community College Board for approval. Members of the individual advisory committees meet together on an annual basis.

Administrative Support Technology
Karen Agar
Lisa Bass
Bruce Cromwell
Keith Koehler
Betty Parks
Trish Doiron

Computer Aided Drafting and Design
Grant Cooley
Curtis Dunn
Charles Kababick
Giovani Rosanova
David Sabatino
Chad Saunders
John Schneider
Robert Trower
Peter Turlington

Long Term Care and Medical Assisting
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Sherrye Abbott, RN
Lisa Bell
Anita Clayton, RN
Tony Long
Lisa Nottingham, RN
Susan Parks, RN
Becky Shawn
Michelle Surran

Management
John Mariner
Dale Cook
Nicole Miller
James Deimel
Michelle Spangler
Jeff Davis

Early Childhood Education
Susan Bradford
Audrey Coburn
Annie Collins
Francis Tange
Maribeth Haines
Rhonda Hall
Marshell Jones
Jean Steelman
Linda Taylor
LaShundra Weeks

Electronics Technology
Brian Bloedel
Leon Copeland
Muhammad Fotouhi
Charles Lankford
Tom Larson
John Pulling
Charles Etheridge III

Industrial Maintenance Technology
Sheldon Baptiste
Teresa Guy
Mary Harris
Donald Kellam, Jr.
Jon Kilmon
J. B. Laird
Roy Lock
Matthew Mason, Sr.
Michael Rush
Michelle Spangler
Curtis Taylor
Karl Wendley
Gerald Ormsby

Frank Durst
Jean Hungiville

Information Technology Specialization
Michael Manson
Donna West

Practical Nursing
Mike Brown, RN
Lisa Caison
Mary Marrow Webb
Mary Beth Philips
Kim Savage
Patricia Serkes

Welding
Brian Burrows
George Colonna
Barry Downing
Bill Kaiser
Glen Muhle
Bob Poirer

Transfer Programs (AA&S)
Wanda Anderson
Carray Banks
Aaron Basko
David Buckingham
Nancy Collins
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Security

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Senior Adjunct Faculty – The following persons have served as an adjunct faculty member continuously for the past several years and are listed here in recognition of their contributions to the College.

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M.S., University of Miami
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Sociology
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M.S., Towson State College
Nancy Collins
Student Development
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M.S., Norfolk State University
M.S., Old Dominion University
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M.S., Perdue University
Ph.D., Rensselaer
Sharon Heerdt
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M.S.N. Salisbury University
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M.S., Ph.D. Colorado State University
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M.A., Norfolk State University

STUDENT RIGHTS AND RESPONSIBILITIES

Each individual is considered a responsible adult and is expected to maintain standards of conduct appropriate to membership in the College community. Emphasis is placed upon standards of student conduct rather than on limits or restrictions of students. Guidelines and regulations governing student conduct usually are developed by representatives of the students, faculty, and administration. The College refrains from imposing a rigid code of discipline, but it reserves the right to take disciplinary action compatible with its own best interest if such action is clearly necessary.

The following policies deal with student rights and responsibilities: the Academic Misconduct Policy, Sexual Misconduct Policy, Sexual Harassment Policy, Unauthorized or Disorderly Assembly Policy, the Student Grievance Policy and the VCCS Computer Ethics Policy. Failure to meet standards of conduct acceptable to the College may result in disciplinary probation, suspension, or other penalty depending upon the nature of the offense. Unless specified otherwise, a disciplinary probation period is for the duration of one semester. Students who are dismissed must reapply to the College. Readmission is not assured.

The Virginia Community College System guarantees to students the privilege of exercising their rights of citizenship under the Constitution of the United States without fear of prejudice. Special care is taken to ensure due process and to spell out defined routes of appeal when students feel their rights have been violated.

For student conduct which tends to discredit or injure the College, the chancellor is authorized by the State Board for Community Colleges to impose such penalty as he may deem appropriate, including expulsion from the College. This authority has been delegated by the chancellor to the administration of each community college, subject to review by the chancellor or his delegated representative. When the penalty for misconduct is suspension or dismissal, the student may appeal the decision to the president of the College.

Application of Laws

The laws of the United States, the laws of the Commonwealth of Virginia, the ordinances of Accomack County, and regulations of the Virginia Community College System are fully applicable on the campus. These laws and regulations were not written by the College and cannot be altered or suspended by College officials.

A single act may simultaneously violate a federal law, a state law, a county ordinance, and a College regulation. Judgment and punishment by one governmental agency for a violation of its laws and a second judgment and punishment by a different governmental agency for a violation of its laws, even though based on the same act, does not constitute double jeopardy.

The policy of the College in cases of violation of state, federal, or county laws is to state the facts to the appropriate authorities and to press neither for, nor interfere with, their judgment and punishment. Separate action by the College for violation of the College rules will be conducted without reference to the action of other authorities.

Application of College Regulations

Eastern Shore Community College has, for its orderly and effective conduct, special regulations in addition to the laws of the land. These regulations supplement, but do not supersede, higher laws and regulations.

ACADEMIC MISCONDUCT POLICY

ESCC students are expected to maintain high standards of honor in their academic work. All forms of academic

misconduct, including cheating and plagiarism, are forbidden.

Cheating may be generally defined as the giving or receiving of any help in fulfilling course requirements used to determine the grade except as prescribed by the instructor. Cheating can be done in many ways and it is difficult to name every situation which constitutes cheating. However, the following conduct is considered to be unacceptable:

1. Copying from another student's examination or test or using unauthorized materials during an examination or test without the express permission of the instructor or the proctor.
2. Buying, selling (including offering to buy or sell), bribing for, or stealing an assignment or examination or content thereof.
3. Taking an examination for another person, or posing as another student in a course or when taking an examination.
4. Collaborating with other students in the completion of homework or other assignments for which the student receives a grade or credit unless such collaboration has the express permission of the instructor.
5. Giving false reasons for missing tests or assignments.

While the conduct listed above is generally considered to constitute cheating, individual instructors may stipulate other behavior which is unacceptable in their courses. Such behavior will be stated in either the written course of study or in written handouts accompanying assignments in the course.

Plagiarism is defined as passing off as one's own a work or an idea derived from existing sources without giving proper credit to the original by the use of quotation marks, footnotes, citations or other explanatory inserts. Students who are not familiar with the concept of plagiarism may obtain more information from the Learning Resources Center, which has publications on the topic. Students may also discuss the matter with individual instructors.

This policy applies to cheating and plagiarism detected by either the instructor or by students in a course. Whenever a student believes that cheating is occurring, he or she should report it to the course instructor.

Sanctions/Penalties
Any student who engages in academic misconduct may be penalized with a grade of "F" for the specific assignment, a reduced grade for the course, or a failing grade for the course. The specific penalty depends upon the importance of the assignment in satisfying the requirements for the course. Any student found guilty of a second violation will be dismissed from the College.

Procedures
1. After discussing the matter with the student and hearing the student's explanation of the situation, the instructor may find the explanation acceptable and determine that no penalty is necessary.
2. After discussing the matter with the student, the instructor may impose a grade of "F" for the work in question.
3. After discussing the matter with the student, the instructor may reduce the grade for the course or impose a failing grade for the course if the work in question weighs heavily in the requirements for the course, as specified in the written course of study.

Any penalty imposed by an instructor for academic misconduct must be reported in writing to the dean of instruction, with a copy given to the student and a copy placed in the student's permanent file.

Appeal Procedures
1. A student may appeal only after attempting to resolve the issue through discussion with the faculty member. If the student and instructor resolve the issue, the instructor should inform the dean of instruction in writing as to the resolution.
2. An appeal must be made in writing to the dean of instruction within ten (10) days of the student receiving the report from the instructor. The dean will refer the appeal to the Student Conduct Committee. After conferring with both committee members and the student, the dean will schedule a hearing at a time convenient to all parties and within ten (10) days of the student's appeal unless there are extenuating circumstances which force an extension.
3. The committee may uphold, reject, or reduce the penalty imposed by the instructor. The written decision of

the committee will be mailed to the student within five (5) days of the appeal hearing. A copy of the decision will be given to the instructor.

4. The student may request that the dean of instruction conduct an administrative review of the decision. The student's written request must be made within five (5) days of receipt of the committee decision. The dean may overturn the committee's decision only if there is clear and convincing evidence that the committee erred in its interpretation or application of College policy. The decision of the dean will be mailed to the student within five (5) days of the administrative review hearing and will be final. A copy of the decision will be given to the instructor and the student and a copy will be placed in the student's permanent file.

SEXUAL MISCONDUCT POLICY

Eastern Shore Community College strives to maintain an environment in which learning can occur without fear for personal safety or well-being. To maintain this environment requires prompt disciplinary action for unacceptable behavior.

Sexual misconduct or assault is not only unacceptable behavior at the College, but also it is a serious, violent crime subject to both criminal and civil legal action. When it occurs at the College or at College sponsored functions, it is subject to punishment through College disciplinary procedures. Sexual misconduct or assault is defined as:

- Sexual intercourse including sodomy or other forms of sexual penetration without consent. To constitute lack of consent, the acts must be committed either by force, threat of force, intimidation, or through use of the victim's mental helplessness of which the accused was aware or should have been aware. Mental helplessness includes incapacitation by alcohol or other drugs.
- Intentionally touching, either directly or through clothing, of the victim's genitals, breasts, thighs, or buttocks without the victim's consent, as well as touching or fondling of the accused by the victim when the victim is forced to do so against his or her will.

Options and Procedures

ESCC students who are sexually assaulted and who seek assistance from Shore Memorial Hospital, the police, the dean of student services or anyone else are not obligated to take further action. Victims may choose one or more of the following courses of action:

Emergency Room Examination

Victims can go directly to the emergency room of the hospital or other medical facility for medical attention. While no one can force an assault victim to press criminal charges against the assaulter, it is a good idea to preserve evidence that could be vital in case a criminal prosecution is pursued later. Victims are advised, if possible, to take the following steps prior to going to the Emergency Room:

- Do not bathe, shower, or douche.
- Try not to urinate.
- If oral contact took place, do not drink, smoke, eat, or brush teeth.
- If clothes are changed, place them in a paper bag (plastic destroys evidence).

Counseling

Students can seek personal assistance from counselors in the Division of Student Services (789-1730), Eastern Shore Community Service Board's Emergency Crisis Hotline (442-7707), the Coalition Against Domestic Violence (787-1329), or the Light House Ministries (787-2535). The College will take reasonable steps to maintain confidentiality for the victim and for the accused.   The student may request a change in academic setting from an Academic Advisor after an alleged assault, if such changes are available.

Criminal Prosecution in the Local Courts

It is the victim's choice whether to report an assault. Reporting an assault does not obligate a victim to prosecute but it begins the legal process should the victim decide to prosecute later. The sooner an assault is reported, the easier it is to collect evidence. Victims may report an assault by notifying any ESCC counselor or faculty member, local law enforcement officials by calling 911, or asking an emergency room medical examiner to call 911. Victims can report the incident to the law enforcement authorities. The Commonwealth's Attorney will consider the case and decide whether to prosecute. If the victim wishes to remain anonymous, he or she can use what is called "third party reporting." This type of report is informational only and informs the police of particularly dangerous areas and information. No names are given and the victim does not become personally involved.

Civil Suit for Damages in Local Courts

Victims can consult a lawyer about instituting a suit for damages against the assailant for the tort of battery in local civil court. The purpose of the suit is to seek compensation for the wrong done to him or her. The assailant does not face the possibility of a criminal record, but may face paying the victim financial compensation. A suit for

battery must be brought within two years of the attack. Because memories fade, evidence should be collected and suits filed as soon as practical.

ESCC Disciplinary Procedures
Victims can accuse the assailant under the Code of Conduct procedures by filing a complaint with the dean of student services within six months of the sexual assault. In order for ESCC disciplinary procedures to be invoked, the alleged assailant must be an ESCC student and the alleged assault must have been committed at ESCC, on ESCC-leased or used property, or at ESCC sponsored functions. The College will ensure that the rights of the complainant and the accused will be protected in all campus disciplinary proceedings. Furthermore, the College will safeguard the identity of the complainant outside the confidential proceedings of the College's disciplinary process and also, assures that the complainant's sexual history will be excluded in campus proceedings.

SEXUAL HARASSMENT POLICY

Sexual harassment is a form of sex discrimination, which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Some state laws and/or regulations also make it illegal.

There are two kinds of sexual harassment:

- **Quid Pro Quo Harassment** - This Latin term means "trading this for that." It occurs when a person in a position of power, such as a teacher or a supervisor, pressures another person to meet his or her sexual demands. For example, it is quid pro quo harassment when a professor offers a student a higher grade in return for sex or when a supervisor offers an employee a promotion or salary increase in return for sex.

- **Hostile Environment Harassment** - This is the most common kind of harassment. It occurs when repeated offensive behavior or comments create an unpleasant or intimidating environment and unreasonably interfere with an employee performing his/her job or a student receiving an education. For example, a hostile environment is created when a female student walks down the hallway and hears male students describing to her their sexual ability, their sex organs, and making it clear they want to have sex with her. Another example of a hostile environment is three employees who work in a small office where one cannot avoid hearing conversation and one is offended by the other two who constantly talk about their weekend dates and the sexual ability of their boyfriends.

In general, sexual harassment may be described as unwelcome sexual advances, requests to engage in sexual conduct, and other physical and expressive behavior of a sexual nature where (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; (2) submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimating, hostile, or demeaning employment or educational environment.

Sexual harassment can be verbal, visual, or physical. It can be:
1. Overt, as in the suggestion that a person can get a higher grade by submission to sexual advances.
2. Implied from the conduct, circumstances, and relationship of the individuals involved.
3. Persistent, unwanted attempts to change a professional or an educational relationship to a personal one.
4. A range of actions from unwelcome sexual flirtations and inappropriate put-downs of individuals or classes of people, based on gender, to physical assault. Examples include, but are not limited to, unwelcome sexual advances; repeated sexually-oriented kidding, teasing, joking, or flirting; verbal abuse of a sexual nature; graphic statements about an individual's body, sexual prowess, or sexual deficiencies; derogatory or demeaning comments about women in general or about men in general, whether sexual or not; leering, whistling, touching, pinching, or brushing against another's body; offensive crude language; or displaying objects or pictures which are sexual in nature that create a hostile or offensive work or learning environment.

It is important to remember that students may be sexually harassed by other students as well as by teachers. Employees may be sexually harassed by other employees as well as by supervisors. Teachers and employees can be sexually harassed by students.

Procedures
1. Any student or College employee who believes that he or she has been the victim of sexual harassment by a student should use the DISCIPLINARY PROCEDURES portion of the Student Rights and Responsibilities Section in this catalog.
2. Any student who believes that he or she has been the victim of sexual harassment by a College employee should use the STUDENT GRIEVANCE POLICY portion of the Student Rights and Responsibilities Section in this catalog.
3. Any employee who believes that he or she has been the victim of sexual harassment by another employee, including the supervisor, should use the Commonwealth of Virginia Grievance Procedure for Classified Employees or the VCCS Faculty Grievance Procedure, whichever is appropriate.

ADMISSIONS OF STUDENTS ON THE SEX OFFENDER REGISTRY POLICY

The Federal Campus Sex Crimes Prevention Act of 2000 requires all colleges to issue a statement advising the campus community where information on registered sex offenders can be obtained. The Virginia State Police Sex Offender and Crimes Against Minors Registry website, http://sex-offender.vsp.virginia.gov/sor/ , provides information about registered sex offenders.

Section 23-2.2:1 of the Code of Virginia requires that the ESCC send enrollment information to the Virginia State Police concerning applicants to institutions of higher education. This information is transmitted electronically and compared against the Virginia Criminal Information Network Crime Information Center Convicted Sexual Offender Registry. Language on the College's electronic Admissions Application informs applicants that their information is being transmitted to the Virginia State Police.

In the event that the State Police determines that an applicant to Eastern Shore Community College is listed on the Sex Offender Registry, the State Police will notify the local sheriff's department who relay that information to ESCC. When the college determines that an applicant is listed on the registry, the following procedures apply:

1. The applicant will be denied admission to Eastern Shore Community College in accordance with its published admission policy as follows:
   "The College reserves the right to evaluate and document special cases and to refuse admission if the College determines that the applicant is a threat or a potential danger to the college community or if such refusal is considered to be in the best interest of the College."
2. If the applicant registers for classes and becomes a student before the College determines that he/she is on the Sex Offender Registry, the student will be immediately informed in writing that he/she is being administratively withdrawn from classes and will receive a refund, if eligible.
3. When a convicted sex offender is denied admission to or is administratively withdrawn from classes at Eastern Shore Community College, he/she will receive a certified letter from the Dean of Student Services stating his/her denial of admission or administrative withdrawal from classes and detailing his/her right to appeal this decision.

If the applicant/withdrawn student wishes to appeal his/her denial of admission or administrative drop, he or she must follow the following process:

1. The applicant/withdrawn student may write a letter of appeal to the Dean of Student Services within seven (7) calendar days of receiving the denial of admission or administrative withdrawal letter.

2. In the letter requesting an appeal, he/she must provide the following information:
   a. Details of the nature of the offense for which he/she has been convicted;
   b. Justification for consideration of admission/reinstatement;
   c. Statement acknowledging his/her understanding that his/her identity and status as a convicted sex offender will be publicized on the college campus in accordance with federal and state law if he/she is admitted or reinstated.
3. An appeal committee of three (3) full-time faculty and/or administrators will review the information submitted and make a decision by a simple majority vote within ten (10) calendar days of receiving the letter of appeal. The President will serve as the convener of the committee.
4. Within five (5) days, the Dean of Student Services will inform the applicant/withdrawn student by certified letter of the decision of the appeal committee. The decision of the appeal committee shall be final.

Approval date 6-25-09
Effective date 7-01-09

STUDENT CODE OF CONDUCT POLICY

The college reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the educational objectives of the college, appropriate disciplinary action will be taken to restore and protect the orderliness of the Eastern Shore Community College community. A student may be subject to disciplinary action for conduct code violations which include, but are not limited to, the following.

Violations

1. Material disruption or obstruction of teaching, research, administration, disciplinary proceedings, or any other college activities.
2. Assault and/or battery. Under no circumstances will the college tolerate fighting or physical violence while a student is on campus property or at college activities.
3. Psychological abuse or harassment such as taunting, badgering, stalking, threatening, or intimidating behaviors and/or actions which unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive work or academic environment.
4. Participating in or inciting a riot or an unauthorized disorderly assembly.
5. Seizing, holding, commandeering, or damaging any property or facilities of the college, or threatening to do so, or refusing to depart from any property or facilities of the college upon direction by college officials or other persons authorized by the institution.
6. Use of alcoholic beverages, including the purchase, consumption, possession or sale of such items except where specifically authorized by state law and regulations of the college.
7. Failure to comply with the official and proper order of a duly designated college official.
8. Gambling or holding a raffle or lottery on college property or at any college function without proper college or other necessary approvals.
9. Use, possession, manufacture, sale, or distribution of narcotics or hallucinatory drugs or controlled substances of any nature.
10. Use or possession of weapons (guns, knives, etc.) on one's person or in one's motor vehicle while on campus.
11. Littering.
12. Defacing, destroying, damaging, removing or using public or private property without proper authorization.
13. Violating any rule or regulation not contained within the official college publications, but announced as administrative policy by the president or the president's designee via student e-mail.
14. Encouraging or assisting others to commit any of the acts which are prohibited by this Code.
15. Knowingly furnishing false information to the college, including the forgery, alteration or misuse of college documents, instruments, or identification.

16. Obscene conduct or public profanity.
17. Theft, larceny, or embezzlement.
18. The use of pagers, cell phones, or other communication devices, which are set to a silent mode, in the classroom, laboratory, or library. These devices are allowed on campus and can be used in any other setting where they will not disturb any student, faculty, or staff.
19. Conducting oneself in a manner that endangers the health or safety of other persons.

Sanctions/Penalties

For violations of the Student Conduct Code, the following penalties may be imposed:

1. Admonition: An oral or written statement to a student that she/he is violating or has violated college rules and may be subject to more severe disciplinary action unless the violation ceases or is not repeated. An admonition is an action which may be administered by the dean of student services without further review.
2. Immediate Suspension: A student will be suspended immediately when:
    i. In the judgment of the president or the president's designee, the presence of the student poses a serious threat to persons and/or property provided informal opportunity is first given to the student, except in the case of exigent circumstances, to discuss the matter and to reach possible resolution and/or
    ii. The student refuses to cease disruptive behavior or conduct in violation of this policy after direct orders and/or admonition from the president or the president's designee. When such suspension is involved, the student must leave the campus immediately. Students refusing to do so will be removed by law enforcement authorities and charged with trespassing.
3. Disciplinary Probation: Exclusion from the privilege of participating in extracurricular activities of the college, including the holding of any student office, for a definite period of time. Also, a student may be restricted from using the student lounge or computing resources for a definite period of time.
4. Suspension: Exclusion from attending college as a student for a definite period of time, not to exceed one year. A student who is suspended will be required to appear before the Admissions Committee before readmission can be granted.
5. Dismissal: Removal from the college for a period in excess of one year. Such person will have to reapply after the dismissal period. Readmission is not assured. The conditions of readmission, if any, will be stated in the order of dismissal.
6. Restitution for damages. Reimbursement for damaged or misappropriated property. This may take the form of appropriate service to repair or otherwise compensate for damages.
7. Bar against readmission to the college.

Disciplinary Procedures

The dean of student services is responsible for carrying out disciplinary procedures within the college except for academic misconduct and computer ethics violations. The academic misconduct process is carried out by faculty with written notification to the dean of instruction. The computer ethics violation process is carried out by the chief information officer and the vice-president of finance and administration. The college reserves the right for the president to appoint a designee to carry out the disciplinary procedures in the event of the absence of any administrator who is involved in this process.

Any administrator, faculty, staff member, or student may file a written Incident Report within three class days with the dean of student services against any student for a violation of any college rule or regulation. Incident Report forms are available in the office of the registrar. The dean will complete an investigation of the alleged violation within four class days after such Incident Report is filed.

Unless the dean's initial investigation clearly reveals that the charge or charges are unfounded, within those four days he or she will summon the student alleged to have violated the conduct code by certified letter addressed to the student at his or her address of college record. In addition the college will also send such notification to the student via college e-mail. The summons shall notify the student of his or her alleged violation and the name of the person making the allegation, and it shall instruct the student to appear at a meeting with the dean of student services at a specific time and place not more than five class days after the date of the letter for possible disciplinary action. The dean of student services may place on disciplinary probation any student who refuses or

fails to appear for such meeting without reasonably attempting to arrange another date for such a meeting. The college may deem the student's refusal to attend this meeting as a waiver of his or her right to contest the charges alleged against him or her.

During the meeting with the student, the student will be advised of the charge or charges against him or her, the possible sanctions that he or she may receive if found guilty of the charge or charges, and the right to a hearing to contest the charge or charges. The dean of student services shall determine whether to 1) dismiss the alleged violation as unfounded; 2) administer a reprimand or admonition if the violation is founded but not severe; 3) impose an appropriate disciplinary sanction in accordance with the Student Conduct Code when the facts are not in dispute and the student cannot reasonably dispute the charge; or 4) refer founded violations, either where the facts are in dispute or where admonition is inappropriate, to the Student Conduct Committee.

If possible, the dean will communicate his or her determination at the meeting with the student. The dean will provide a formal written determination to the student by certified mail within three class days of the meeting. A student refusing to accept the dean's imposition of an admonition or a sanction may request a hearing before the Student Conduct Committee in writing to the dean within five class days of receiving the dean's written disposition. If the student accepts the dean's admonition or sanction, he or she shall sign a statement that he or she understands the nature of the charges and waives the right to contest the disposition of the charges at a hearing.

If the dean determines that a hearing by the Student Conduct Code Committee is necessary because the case may involve disciplinary probation, suspension, or dismissal, he or she will notify the student by certified mail of the charge or charges against him or her, advise the student of his or her right to present his or her case and to have an advisor present, to furnish evidence in his or her behalf, to call witnesses in his or her behalf, and to confront witnesses against him or her. The notice will further provide the date, time, and place the Student Conduct Committee has set for the hearing. The hearing will be scheduled within five class days of the mailing of the dean's letter. The Student Conduct Committee may postpone the hearing date for good cause with notice of the new hearing date, time, and place to the student and all other affected parties. The student may waive the right to such a hearing in writing.

The Student Conduct Committee will be composed of two faculty members and one student (selected from the Student Government Association unless no one is available to serve), with consideration given to having a committee with diversity of race and gender. Members of the committee will be appointed by the president of the college. The dean of student services will be a non-voting observer at committee hearings, will represent the college, and will defend its determination of an admonition or sanction at the hearing.

To guarantee that a student receives due process, the following elements will be made available to the parties involved:
1. Published rules, regulations, and procedures (college catalog or handout).
2. Written notice to the student of the charge(s) for violating rules and regulations.
3. A hearing or oral proceeding before the Student Conduct Committee.
4. Information about witnesses who may give evidence to support the charge(s) and the opportunity to call witnesses on the student's behalf.
5. Right for witnesses to be called by either the committee or the student to testify; the committee may cross-examine witnesses.
6. Right to have an advisor or counsel at the hearing at the student's expense to advise the student. Any attending counsel on the student's behalf, however, may not participate in the hearing, address nor interrogate the committee or witnesses.
7. Right for a un-emancipated juvenile to have his or her parents or legal guardian present at the hearing.
8. With the possible exception of un-emancipated juveniles, there is no right to have parental or "third party" interventions in any way concerning a student's hearing. Students are considered adults and such interventions invade a student's individual right to confidentiality during these procedures.
9. A written, audio-taped, or video-taped record of the hearing.
10. A prompt written decision.
11. Information about appeal procedures.

The Student Conduct Committee will conduct a review of available evidence regarding the alleged violation and

will vote on whether the student is guilty of the charge or charges. If a majority of the committee members vote that the student is guilty of the charge or charges, the committee will give the dean of student services a finding of facts and a recommendation as to any disciplinary action. Unless the dean of student services determines that the Student Conduct Committee's findings and recommendations are clearly not supported by the evidence, he or she will impose the committee's disciplinary decision. Within four ~~five~~ class days of the conclusion of the hearing, the dean of student services will communicate the disciplinary decision in writing by certified mail to the student.

Any notifications mentioned within this policy will be sent in writing to the parent or guardian of any student who is under eighteen years of age.

Students receiving a disciplinary sanction after his or her hearing may appeal such decision to the president of the college. Appeals must be in writing and must be received by the President's Office within five class days of the dean's decision. The president will render a final decision on the appeal within ten class days of receipt of the appeal.

Enforcement
All college personnel and students are responsible for enforcing college rules and regulations. When a college employee or student observes a student code of conduct violation, he or she should take reasonable immediate measures to report the violation to the dean of student services or, in his or her absence, any other college administrator. In order for the official investigation process to begin, the college employee or student observer must file a written Incidence Report with the dean of student services. Incident Report forms are available in the registrar's office. The accused will be notified in writing of the charge and an impending hearing. The college reserves the right at all times to take such prompt action as may be needed to preserve the peace, integrity, and safety of the educational process and campus environment.

Revised 11-13-08

UNAUTHORIZED OR DISORDERLY ASSEMBLY POLICY
Members of College organizations may show their positions on controversial matters by conducting an orderly demonstration. However, each organization must file in the dean of student services' office, ninety-six hours in advance, the College Registration of Demonstration Form, which is available in the dean's office.

Students may conduct political activities on campus, but such activities must be conducted with respect of the rights of all students and without disturbing classes or administration of the College.

The right of free speech irrevocably includes the right to speak, the right to listen, the right to be quiet, and the right not to listen.

The right to protest peaceably or demonstrate irrevocably includes the right not to agree and the right not to participate.

To prevent misunderstanding, the Chancellor has issued the following clarifications:
1. When an assembly on campus of students not authorized by the College has been requested to disband by the president or another designated officer, those refusing to comply will be subject to immediate suspension and/or dismissal and legal action.
2. In the event that an assembly appears to be a demonstration related to grievances, those present should be advised that orderly procedures for the hearing of grievances are available to which adherence is mandatory. College officials will not negotiate with such groups under conditions of duress, such as unauthorized occupation of College property.
3. Any unauthorized occupation of buildings and/or College property constitutes reason for immediate suspension and/or dismissal from the institution of students who may be involved. Furthermore, legal action will be brought against any student involved in illegal acts on community College property.
4. Any person currently not a student is not allowed to participate in demonstrations on the campus. Any student found guilty of participating in or inciting a riot or an unauthorized or disorderly assembly is subject to suspension or dismissal through disciplinary procedures.

STUDENT GRIEVANCE POLICY

Anyone who is or has been duly and legally registered as either a full-time or part-time student at Eastern Shore Community College is accorded an equitable and orderly process to resolve grievances other than grade appeals.

A grievance is defined as a difference or dispute between a student and an Eastern Shore Community College employee with respect to the application of the rules, policies, procedures and regulations exclusive of grade appeals of Eastern Shore Community College or the Virginia Community College System as they affect the student.

1. A grievance shall be made within ten (10) calendar days of the event leading to the grievance. The student should contact the College employee with whom the student has a difference or dispute. An effort shall be made to resolve the matter informally with no written records of the matter placed with the appropriate vice president or dean.
2. If the student is not satisfied with the disposition of the grievance, a written appeal may be submitted to the immediate supervisor of the employee within five (5) calendar days of the decision in the first step. The supervisor will give the employee written notification of the complaint, will appoint a three member committee with at least one student and one College employee from the same general classification as the accused employee, and will schedule a committee hearing no later than ten (10) calendar days after receipt of the written appeal by the student. At this stage, the employee may respond in writing to the grievance. A written decision will be given to the student, the employee, and the supervisor by the committee chairperson within five (5) calendar days of the committee hearing. The supervisor will notify the student, the employee, and the committee chairperson as to whether the supervisor concurs with the committee decision and any follow-up action by the supervisor. A copy of decisions of both the committee and the supervisor will be filed with the appropriate vice president or dean. Any faculty or staff who is the target of a grievance has the right to appeal through the Faculty/Staff Grievance Procedure.

3. If the student is not satisfied with the disposition of the committee and/or follow-up action by the supervisor, a hearing may be requested with the appropriate vice president or dean unless that individual is the subject of the grievance, in which case the president of the College will consider the appeal. The written appeal to the appropriate vice president or dean (president, if applicable) must be made within five (5) calendar days of receipt of the committee's decision.

If the appeal and record of previous actions indicates that a hearing is not warranted, the appropriate vice president or dean (president, if applicable) will notify the student, employee, and committee chairperson within five (5) calendar days of receipt of the appeal. If the appropriate vice president or dean (president, if applicable) grants the appeal, a hearing will be held within ten (10) calendar days of receipt of the appeal and all parties will be notified as to the time, date and location. The appropriate vice president or dean will make a recommendation to the president.

The president's decision will be final. The student, employee and committee chairperson will be notified within five (5) calendar days of the hearing. A copy of the appeal and the final decision will be filed in the president's office.

Implemented on June 14, 1985

VCCS COMPUTER ETHICS POLICY

Thousands of customers share VCCS information technology resources. Everyone must use these resources responsibly since misuse by even a few individuals has the potential to disrupt VCCS business or the work of others. Therefore you must exercise ethical behavior when using these resources.

State Law (Article 7.1 of Title 18.2 of the Code of Virginia) classifies damage to computer hardware or software (18.2-152.4), unauthorized examination (18.2-152.5), or unauthorized use (18.2-152.6) of computer systems as misdemeanor crimes. Computer fraud (18.2-152.3) and use of a computer as an instrument of forgery (18.2-152.14) can be felonies. VCCS internal procedures for enforcement of its policy are independent of possible prosecution under the law.

Definition

VCCS information technology resources include mainframe computers, minicomputers, microcomputers, networks, software, data, facilities and related supplies.

Guidelines
The following guidelines shall govern the use of all VCCS information technology resources:
1. You must use only those computer resources that you have the authority to use. You must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. You must not use these resources to gain unauthorized access to computing resources of other institutions, organizations or individuals.
2. You must not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not, for example, share your password with anyone.
3. You must use your computer resources only for authorized purposes. Students or staff, for example, may not use their accounts for private consulting. You must not use your computer resources for unlawful purposes, such as the installation of fraudulently or illegally obtained software. Use of external networks connected to the VCCS information technology resources must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.
4. Other than material known to be in the public domain, you must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data and electronic mail) without prior authorization. The College or VCCS data trustee, security officer, appropriate college official or other responsible party may grant authorization to use electronically stored materials in accordance with policies, copyright laws and procedures. You must not copy, distribute or disclose third party proprietary software without prior authorization from the licenser. You must not install proprietary software on systems not properly licensed for its use.
5. You must not use any computing facility irresponsibly or needlessly affect the work of others. This includes:
    - Transmitting or making accessible offensive, annoying or harassing material;
    - Intentionally, recklessly, or negligently damaging systems;
    - Intentionally damaging or violating the privacy of information not belonging to you;
    - Intentionally misusing resources or allowing misuse of resources by others;
    - Loading software or data from untrustworthy sources onto official systems without prior approval.
6. You should report any violation of these regulations by another individual and any information relating to a flaw or bypass of computing facility security to the Information Security Officer or the Internal Audit department.

Enforcement Procedures
1. Faculty, staff and students at the college or VCCS should immediately report violations of information security policies to the local Chief Information Officer (CIO) who will research the information about the case and identify the offender. If state or federal law is apparently violated then the research shall be conducted in conjunction with appropriate legal authorities in order to protect legal evidence.
2. The College president will report any alleged violations of state and federal law to the appropriate authorities.
3. If the alleged offender is an employee, the CIO will notify the offender's supervisor. The supervisor, in conjunction with the College or System Human Resources officer and the CIO will follow the Human Resource published procedure for adjudication of the alleged violation.
4. If the alleged offender is a student, the CIO will notify the vice president of finance and administration. The vice president, in cooperation with the CIO, will follow the published student procedure for adjudication of the alleged violation.
5. All formal disciplinary findings and actions taken under this policy may be pursued by the accused through the appropriate grievance procedure.

The VCCS Computer Ethics Guidelines shall remain in effect from November 30, 2000 until superseded or suspended.

Information Technology Student/Patron Acceptable Use Agreement
Version 3.0 Approved April 21, 2010

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

The college has granted access to me as a necessary privilege in order to perform authorized functions at the institution where I am currently enrolled. I will not knowingly permit use of my entrusted access control mechanism for any purposes other than those required to perform authorized functions related to my status as a student. These include logon identification, password, workstation identification, user identification, digital certificates or 2-factor authentication mechanisms.

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

Computer software, databases, and electronic documents are protected by copyright law. Students and other users of college computers are responsible for understanding how copyright law applies to their electronic transactions. They may not violate the copyright protection of any information, software, or data with which they come into contact through the college computing resources. Downloading or distributing copyrighted materials such as documents, movies, music, etc. without the permission of the rightful owner is considered copyright infringement and is illegal under federal copyright law. Use of the college's network resources to commit acts of copyright infringement may be subject to prosecution and disciplinary action.

I agree to abide by all applicable state, federal, VCCS, and college policies, procedures and standards that relate to the Virginia Department of Human Resource Management Policy 1.75 – Use of Internet and Electronic Communication Systems, VCCS Information Security Standard and the VCCS Information Technology Acceptable Use Standard. These include, but are not limited to:

- Attempting to gain access to information owned by the college or by its authorized users without the permission of the owners of that information;

- Accessing, downloading, printing, or storing information with sexually explicit content as prohibited by law;
- Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;
- Installing or downloading computer software, programs, or executable files contrary to policy;
- Uploading or downloading copyrighted materials or proprietary agency information contrary to policy;
- Sending e-mail using another's identity, an assumed name, or anonymously;
- Attempting to intercept or read messages not intended for them;
- Intentionally developing or experimenting with malicious programs (viruses, worms, spy-ware, keystroke loggers, phishing software, Trojan horses, etc.) on any college–owned computer;
- Knowingly propagating malicious programs;
- Changing administrator rights on any college-owned computer, or the equivalent on non-Microsoft Windows based systems;
- Using college computing resources to support any commercial venture or for personal financial gain.

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

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

I understand that I must use only those computer resources that I have the authority to use. I must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. I must not use VCCS IT resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc. The System Office and colleges reserve the right (with or without cause) to monitor, access and disclose all data created, sent, received, processed, or stored on VCCS systems to ensure compliance with VCCS policies and federal, state, or local regulations.

College or System Office officials will have the right to review and/or confiscate (as needed) any equipment (COV owned or personal) connected to a COV owned device or network.

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

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

INTELLECTUAL PROPERTY POLICY

ESCC policy regarding intellectual property rights of employees and students is consistent with applicable law, SCHEV, and VCCS policies. Detailed descriptions of the VCCS intellectual property policy are in Section 12.0 of the VCCS Policy Manual. The chief academic officer is the college intellectual property policy administrator. The president shall designate a committee to assist with the administration of the intellectual property policy as needed.

The college may claim an interest in intellectual property when it asserts a right to ownership or the right to a license for its use. The college may choose not to claim an interest in intellectual property even though it might legally be able to do so.

Intellectual Property includes but is not limited to any material defined within one or more of the following categories:
- A potentially patentable machine, product, composition of matter, process, or improvement , in any of these;
- An issued patent;
- A legal right which is part of a patent; or
- Anything that is copyrightable.

Some examples of copyrightable intellectual property include:
- Written Materials – literary, dramatic, and musical materials or works, published or unpublished;
- Coursework – lectures, printed materials, images and other items used in the delivery of a course, regardless of the physical medium of expression;
- Visual and/or Recorded Materials – sound, visual, audio-visual, and other television films or tapes, video tapes, motion pictures or other recordings or transcriptions, published or unpublished; and
- Computer-Related Materials – computer programs, procedures and other documents involved in the operation and maintenance of a data processing system, including program listings, compiler tapes, a library of sub-routines, user and programmer manuals, specifications, and databases.

Ownership of Intellectual Property - Employees
Faculty and other ESCC employees shall retain ownership of intellectual property as follows (VCCS Policy Manual Section 12.0.3):

"Nothing in this policy invests ownership or other rights in any person who produces intellectual property as the result of an unauthorized use of college resources. VCCS claims ownership of intellectual property produced by any VCCS employee or student as follows:

- Assigned Duty – VCCS claims exclusive ownership of any intellectual property produced by a VCCS employee when produced as a result of an assigned duty except as otherwise provided by a separate written agreement or waiver which is executed by a duly authorized officer of a college or the VCCS.

- Incidental Use of College Resources – VCCS does not claim an ownership interest or a license to use any intellectual property which was developed with only incidental use of college resources except as otherwise provided by separate written agreement or waiver which is executed by a duly authorized officer of the college or the VCCS. The creator shall own all dissertations, thesis, and classroom

instructional materials prepared at the creator's inspiration regardless of the physical medium of expression when such thesis, dissertations, or materials are produced as a result of routine teaching duties. Further, notwithstanding the foregoing, unless there is agreement otherwise with the creator, the creator shall also own all literary works (such as poems, plays, novels, essays, musical scores, etc.) prepared as a result of the creator's inspiration unless the creator was hired, assigned or directed to create the literary work in question. The scope of ownership, however, does not include elements in the work that are created as a result of an assigned duty of a VCCS employee, such as a computer programmer, that participates in the development of the intellectual property.

- Significant Use of College Resources – VCCS claims an exclusive ownership interest in any intellectual property which was developed with the significant use of college resources except as otherwise provided by separate written agreement or waiver which is executed by a duly authorized officer of a college or the VCCS. The creator must advise the college intellectual property policy administrator when the creation of intellectual property involves significant use of college resources."

Ownership of Intellectual Property – Students

Student ownership of intellectual property shall be governed by the provisions of Section 12.0.3.0 of the VCCS Policy Manual:

"Except as otherwise provided by separate written agreement or waiver that is executed by a duly authorized officer of the VCCS or a college, the VCCS:
- Does not claim an ownership interest in intellectual property produced by a student provided that the production of the intellectual property is not an assigned duty and it involves only incidental use of college resources. VCCS does, however, claim the right to use student intellectual property for its internal educational and administrative purposes.
- Claims a non-exclusive, irrevocable, royalty-free license to use intellectual property developed by a student with the substantial use of college resources.
- Claims an exclusive ownership interest in any intellectual property developed by a student with the significant use of college resources. "

Intellectual Property Decision Appeals - Decisions made by the intellectual property policy administrator regarding, but not limited to, ownership, royalty payments and publication of intellectual property resulting in disputes, may be appealed to the president. The decision resolving such disputes is made by the president and is final.

The college will collect and report college activity regarding intellectual property to SCHEV as requested.

Approved & Effective Date: 2/18/08
Reviewed & Revised Date: 1/12/12
Approved & Effective Date: 1/12/12

PHOTOGRAPHY AND VIDEOTAPING POLICY

The purpose of this policy is to inform the Eastern Shore Community College community of the College's photography and videotaping regulations. This policy will apply to all ESCC faculty, staff, students and visitors.

ESCC is a public institution. Therefore photographs of faculty, staff, students and visitors in common areas of the College or at public ceremonies or events can be used in printed and electronic public relations materials without their permission.   The Development Office does not attempt to collect photo release forms from members of ESCC's faculty, staff, or student body. Instead we make the assumption that ESCC faculty, staff and students are our best resources for marketing the College to its constituencies and that they will welcome involvement in these activities.

Although the individual has no privacy rights in this instance and no signed release is required, every effort will be made by the photographer to notify individuals within the shoot area that photographs are being taken for

promotional use.   Individuals may then choose to exclude themselves from the photograph.   Individuals (including faculty, staff and students) may also request that their photograph not be used in any College-related print or electronic media by contacting (in writing) the Director of Development.

A disclaimer will be included on special event invitations programs (Commencement ceremonies, Heritage Celebration, special events, etc.) specifying that a photographer will be present.   For example: *Thank you so much for joining us today. Photographs taken at this event may be used in perpetuity for ESCC and ESCC Foundation printed and electronic media. If you do not wish your image to be used, please contact Eve Belote, ESCC's Director of Development, at ebelote@es.vccs.edu or 757-789-1767 within two business days.*

Any photographer or videographer working on behalf of ESCC should notify his or her subjects that their images may be used in College-related print and electronic media.   The individual designated with planning College events at which a photographer will be present will be responsible for ensuring that a disclaimer (see the above example) is included in the event program.

Approved by Eastern Shore Community College Board 1/8/08

GOVERNING BOARDS

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EASTERN SHORE COMMUNITY COLLEGE FOUNDATION

The Eastern Shore Community College Foundation is a not-for-profit organization established to help the college provide the best possible learning and teaching environment for residents of the Eastern Shore, provide scholarships that enable students to pursue a college education, and motivate younger students through its Project Horizons program.

The mission of the ESCC Foundation is to support the educational aspirations of the citizens of the Eastern Shore by raising funds and managing its financial assets to support the Eastern Shore Community College and its educational programs.

Incorporated in 1997, the Foundation is a supporting arm of the College, but it is fiscally and organizationally separate from the College.   Funds raised by the Foundation have helped renovate and modernize labs, provide educational software, purchase handicapped-accessible furniture, support Project Horizons, and provide 70 annual scholarships.

Foundation Board
R. Peter Lalor – *President*
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The College President has been delegated ultimate control of all institutional fund-raising activities.

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