

Business Technologies Programs

Student Handbook

2011-2012



- Accounting
- Business Administration
- Computer Information Technology
- Culinary Arts
- Entrepreneurship
- Information Systems Security
- Global Logistics
- Medical Office Administration
- Networking Technology
- Office Administration
- Office Administration/Legal
- Web Technologies



HENDERSON, NORTH CAROLINA
(252) 492-2061
www.vgcc.edu

VANCE GRANVILLE COMMUNITY COLLEGE

Business Technologies Programs

Student Handbook 2011-2012

Vance-Granville Community College Henderson, N.C.

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VANCE-GRANVILLE COMMUNITY COLLEGE

PURPOSE AND GOALS

Vance-Granville Community College is a public, two-year, post-secondary educational institution with an open-door admissions policy. Its purpose is to extend affordable, lifelong learning opportunities to the citizens of Vance, Granville, Franklin, Warren counties and beyond that will enable citizens to acquire the education and training necessary for employment in the workforce, overcome barriers imposed by insufficient mastery of basic skills, acquire the first two years of a baccalaureate degree program, and enhance the quality of life through the development of personal interests and talents.

Special objectives established to accomplish this purpose are:

1. Provide quality associate degree, diploma and certificate programs in technical and vocational areas to prepare students for initial employment as qualified technicians and skilled craftspeople;
2. Offer a broad scope of occupational extension courses designed to prepare individuals for initial employment, upgrade the skills of workers in their present jobs and provide retraining for persons whose jobs have been eliminated;
3. Offer basic skills education, adult high school preparation and developmental programs;
4. Offer job training and consulting services to new, existing and expanding businesses and industries;
5. Provide a quality college transfer program;
6. Employ qualified instructors and staff and provide them with professional development opportunities;
7. Provide support services to maximize student success, which include academic advising, career planning, counseling, tutoring, financial aid, job and transfer placement, library and other learning resources;
8. Provide accessible educational opportunities to students with special needs;
9. Employ sound management practices and systematic planning and assessment to meet the overall objectives of the college, allocate and safeguard resources, monitor the use/expenditure of resources, and provide timely and effective reporting;
10. Maintain effective and cooperative relationships with schools, colleges, universities, government agencies and employers;
11. Provide experiences for educational, cultural and personal growth and enlightenment that enhance the role of the college as the focal point of the community; and
12. Employ technology to enhance the effectiveness of teaching at the college and to increase the accessibility of learning opportunities to area residents.

VANCE-GRANVILLE COMMUNITY COLLEGE

BUSINESS TECHNOLOGY DEPARTMENT PHILOSOPHY

The purposes of the Business Technologies Division at Vance-Granville Community College are to provide quality technical training for students beyond the high school level; to provide the work force with qualified, well educated graduates; and to stay abreast of the latest developments in the business world so that Vance-Granville Community College graduates can enter a work environment with minimal company training. With these purposes in mind, the Business Technologies Division designs programs to meet the needs of two types of students including: (1) students pursuing an Associate in Applied Science degree and who plan to enter the job market after graduation; (2) students taking specific courses to assist them with their current job or to assist them with career advancement.

To ensure that the needs of the students and goals of the Division are met, the programs place rigorous demands on the students. Each program requires a selection of courses relating to the technical subject matter and hands-on experience. In addition, courses in English, math and the social sciences are also incorporated into the curriculum. Furthermore, students will need to become proficient in the use of a computer, which is a required tool in most courses. Virtually every course in the program stresses the mastery of critical thinking – the ability to analyze, synthesize, and evaluate knowledge. Since most courses require work outside the classroom it is important that students learn to schedule their time effectively.

Before being admitted to a program, students must take admission tests. The Business Technologies Division schedules special classes for students who do not perform well on the placement tests.

Small class sizes (15-20) provide close interaction between the students and the instructor. Consequently, the instructor can monitor and evaluate student's progress carefully. To assist the students further, an advisor, assigned to each student, works with the student to plan a program of study and to monitor the student's progress. The College's Student Affairs Division advises students, locates tutors, provides scholarship information, and provides orientation for new students. Educational assistance in the form of remedial classes, tutoring, and one-on-one work is also readily available.

A student coming into the Department for technical training can expect quality instruction, up-to-date training equipment, comprehensive classroom work, and professional guidance. Faculty members in this area are well qualified and pledge to provide quality instruction. They make themselves readily available to students and strive to assist them to perform to the best of their ability.

BUSINESS TECHNOLOGY DEPARTMENT PROGRAMS

Vance-Granville Community College's Business Technology Department provides training in a variety of technical fields to prepare its students for immediate job placement through the acquisition of marketable skills. Curriculum areas within the department include accounting, business administration, computer information technology, networking technology, information systems security, web technologies, office administration technology, office administration technology/legal, medical office administration, culinary arts, global logistics, and entrepreneurship.

Those seeking Associates in Applied Science degrees in the Business Technology Department will be required to complete a full-time, two-year program. Certificates may be awarded after the successful completion of 12-18 credit hours in many of the programs.

Vance-Granville Community College is accredited by the Southern Association of Colleges and Schools. Whether learning new skills to enter exciting, new fields or just polishing old skills, the Business Technology Department has a program which will meet your needs.

ACADEMIC ADVISING

Academic advising is an on-going process of self-discovery and exploration in which a student clarifies and educational plan for achieving a meaningful career. The faculty advisor helps design an academic plan which reflects the student's career choice and assists in registration drop-add, and graduation readiness.

ADVISOR AND STUDENT ROLES

THE ADVISOR'S ROLE IS....

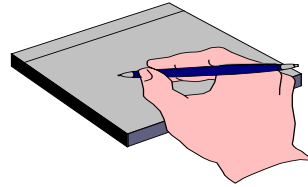
- *To provide accurate information about college policies, procedures, program requirements, courses of study, and resources
- *To make career or counseling referrals to student services or community support agencies.
- *To ensure availability for assisting advisees with registration each term.
- *To assist students in on-going self-monitoring And self-evaluation of their educational plans and progress
- *To participate in on-going advisor training Programs to improve and update skills and To carry out the policies to the Student Services Program.

THE STUDENT'S ROLE IS....

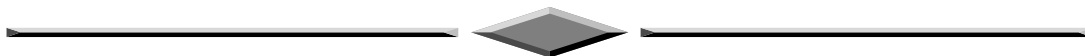
- *To ask for and to act on academic information needed for developing and following an educational plan.



- *To make appointments with an Advisor for registration and for assessment of educational plans and progress



- *To accept personal responsibility for meeting program and graduation requirements.



FACULTY ADVISORS FOR BUSINESS TECHNOLOGY DEPARTMENT
(You may dial 738 plus the extension to reach Advisors)

<u>ADVISORS</u>	<u>EXTENSION</u>	<u>OFFICE</u>
Cease, Susan	3213	Bldg 7 – 7328
Edwards, Tommy	3398	Bldg 7 – 7325
Edwards, Verna	3609	Franklin Campus
Farmer, Delton	3508	South Campus
Feezor, Karen	3244	Bldg 1 – 1355
Gill, Donna	3367	Bldg 7 – 7329
Guerrant, Sue	3611	Franklin Campus
Hann, Carl	3295	Bldg 1 – 1363
Jackson, Roxanne	3614	Franklin Campus
Litzenberger, Bob	3514	South Campus
Martin, Walter	3259	Bldg 7 – 7326
Meeks, Jennifer	3257	South Campus
O’Geary, Amy	3201	Bldg 1 -1356
Otti, Emmanuel	3257	Bldg 1 – 1361
Overton, Benny	3476	Bldg 1 - 1368
Ragonese, Ross	919-690-0312	Masonic Home for Children
Sievert, Steven	3480	Bldg 7 – 7320
Steele, LaTonya	3447	Bldg 1 – 1352
Swilley, Christal	3325	Bldg 1 – 1362
Tucker, Spring	3292	Bldg 7 – 7326
Woodworth, Steven	3613	Franklin Campus
Yoder, Yolanda	3314	Bldg 7 – 7319
Young, Gerald	3257	Bldg 7 – 7327

Office hours for each advisor are posted on their office doors. Your advisor helps you select courses during the registration period that will lead to your desired degree as well as offer assistance in other ways as the need arises. Your advisor is responsible for your academic planning and all changes, drop or add, need to be authorized by the advisor.

BUSINESS TECHNOLOGIES DIVISION FACULTY ADVISORS

Cease, Susan	Instructor, Computer Information Technology B.B.A., Campbell University, M.S. East Carolina University
Edwards, Tommy	Instructor, Office Administration/Web Technologies A.A. and A.A.S., Vance-Granville Community College; B.A., University of North Carolina at Greensboro; Graduate Certificate in Web Technologies, East Carolina University
Edwards, Verna	Instructor Computer Education, B.A. Degree (Mathematics), Minor in Business Administration – East Carolina University, Greenville, North Carolina, MIS Degree (Masters in Information Science) – North Carolina Central University, Durham, NC
Farmer, Delton	Instructor, Business Administration B.S., NC Wesleyan College, M.B.A., Pfeiffer University
Feezor, Karen	Instructor, Accounting/Business Administration – B.A., North Carolina State University; M.S., North Carolina State University
Gill, Donna	Instructor, Networking Technology/Information Systems Security A.A.S., Vance-Granville Community College; B.S.B.E., East Carolina University; M.S. Strayer University
Guerrant, Sue	Instructor, Computer Information Technology and Office Administration – A.A.S., Vance-Granville Community College; B.S., North Carolina State University; M.S. Nova Southeastern University
Hann, Carl	Program Head, Business Administration/Accounting- Commerce, B.S., Chowan College, M.B.A., North Carolina Central University
Jackson, Roxanne	Instructor, Business Administration, Franklin County Campus – A.A., St. Louis Community College; B.S.B.A., University of Missouri at St. Louis; M.B.A., University of Missouri at St. Louis
Litzenberger, Bob	Instructor, Computer Information Technology, B.A., State University of New York College at Buffalo; M.S., North Carolina Agricultural and Technical State University
Martin, Walter	Director, Logistics Technologies, M.B.A., Tourou University, B.A. St. Leo College, A.A.S. Community College Air Force, Certificate, Logistics Management, Georgia Tech Logistics Institute

Meeks, Jennifer	Instructor, Office Administration – B.A. and M.A., East Carolina University
O’Geary, Amy	Instructor, Office Administration – A.S. Vance-Granville Community college; B.S., Barton College; M.S. East Carolina University
Otti, Emmanuel	Instructor, Computer Education, B.B.A. and MIS/MBA, NC Central University
Overton, Benny	Instructor, Business Administration, Economics and Finance, B.S., and M.S., University of North Carolina at Greensboro
Ragonese, Ross	Program Head/Instructor, Culinary Technology A.O.S. Culinary Institute of America
Sievert, Steven	Instructor, Networking/Web Technologies – B.S.B.A. and M.B.A., Appalachian State University
Steele, LaTonya	Instructor, Business Administration, A.A.S., Durham Technical Community College; B.S. North Carolina Wesleyan College; M.B.A., North Carolina Central University
Swilley, Christal	Program Head, Office Administration and Medical Office Administration – B.S. North Carolina State University; M.ED., North Carolina State University.
Tucker, Spring	Program Head, Computer Information Technology/Networking Tech/Security/Web Technologies, B.S., Meredith College; M.I.S. University of Phoenix
Van Brunt, Bobby	Dean, Business and Applied Technologies, and Program Head, General Occupational Technology, B.S.B.A. and M.Ed – East Carolina University
Woodworth, Steven	Instructor, Office Administration, A.A.S. Design/Drafting, Alfred State College, NY, B.S.B.A. Business Administration, Alfred University, NY, M.B.A. Business Management, St. Bonaventure University
Yoder, Yolanda	Instructor, Computer Education, <i>M.S. University of Florida, Gainesville, FL Computer and Information Sciences, B.A. Queens College, Charlotte, NC Mathematics</i>
Young, Gerald	Instructor, Computer Education, BS – Mathematics – Lemoyne Owen College, Memphis, TN, MS – Computer Science – Rensselaer Polytechnic Institute. Troy, NY MS, Management Duke University, Durham, NC Post graduate work in computer science, NCSU, Raleigh NC

STUDY SKILLS – NOTETAKING

- I. What to Study
 - a. Vocabulary – Keep a list-review daily.
 - b. Formulas, laws, rules, - keep a list – review daily.
 - c. Famous people and important dates – how they relate.
 - d. Relationships – Know how facts are related to one another.
 - e. Predict questions – notice what instructor emphasizes in class.
 - f. Main headings – study questions and summaries at the end of the sections or chapters.

- II. How to Take Notes
 - a. Lecture
 - 1. Write down key words
 - 2. Listen for clues.
 - 3. Note major conclusions
 - 4. Emphasis – note when teacher gives special points or writes on board.
 - 5. Review daily notes taken in class.
 - b. Books
 - 1. Read assignment as assigned.
 - 2. Get the big picture – what is the chapter about?
 - 3. Note chapter headings or subheadings.
 - 4. Read and write down important or key ideas or facts – actively involved.
 - 5. Read summary sections at the end of the chapter to get general idea.
 - 6. Review notes daily taken on reading.
 - c. Note-Taking Summary
 - 1. Purpose – read for plots, ideas, facts.
 - 2. Words – look up words you don't know
 - 3. Why – relationship of ideas.
 - 4. Summarize – the so what!
 - 5. Explain – to someone else about subject.

- III. Good Study Habits
 - 1. Have a study schedule written down and stick to it.
 - 2. Schedule at least 45 minutes to 1 hour per study session.
 - 3. Take study breaks and move around, then go back to study.
 - 4. Keep in good shape physically and mentally.
 - a. Sleep
 - b. Exercise
 - c. Have fun
 - d. Eat good regular meals

**VANCE-GRANVILLE COMMUNITY COLLEGE
BUSINESS TECHNOLOGY DEPARTMENT PROGRAMS
GRADUATION REQUIREMENTS**

ACCOUNTING

Associate in Applied Technology Degree

Suggested Course Sequence

			HOURS PER WEEK					
	Grade	Class	Lab	Clinic	Cred.	Pre/		
							Corequisites	
FALL SEMESTER (First Year)								
ACC	120	Principles of Financial Acct.	___	3	2	0	4	ENG 090, RED 090, MAT 060
BUS	110	Intro to Business	___	3	0	0	3	
BUS	121	Business Math	___	2	2	0	3	MAT 060
CIS	111	Basic PC Literacy	___	1	2	0	2	
ENG	111	Expository Writing	___	3	0	0	3	ENG 090 AND RED 090
OST	131	Keyboarding	___	1	2	0	2	
				13	8	0	17	
SPRING SEMESTER (First Year)								
ACC	121	Principles of Managerial Acct.	___	3	2	0	4	ACC 120
ACC	129	Individual Income Taxes	___	2	2	0	3	
ACC	150	Accounting Software Applications	___	1	2	0	2	ACC 120
BUS	115	Business Law	___	3	0	0	3	ENG 090, RED 090
CTS	130	Spreadsheet	___	2	2	0	3	CIS 110 OR CIS 111 OR MAT 060
ENG	114	Professional Research & Reporting	___	3	0	0	3	ENG 111
Natural Science/Math Elective			___	3	0	0	3	
(Select from BIO 140/MAT 115/MAT 151/MAT 161)				17	8	0	21	
FALL SEMESTER (Second Year)								
ACC	130	Business Income Taxes	___	2	2	0	3	ACC 129
ACC	140	Payroll Accounting	___	1	2	0	2	ACC 120
ACC	220	Intermediate Accounting I	___	3	2	0	4	ACC 121
BUS	260	Business Communications	___	3	0	0	3	ENG 111
Economics Elective			___	3	0	0	3	
(Select from ECO 151/ECO 251/ECO 252)								
Social/Behavioral Science Elective			___	3	0	0	3	
(Select from HIS 131/POL 120/PSY 118/PSY 150/SOC 210)				15	6	0	18	
SPRING SEMESTER (Second Year)								
ACC	221	Intermediate Accounting II	___	3	2	0	4	ACC 220
ACC	225	Cost Accounting	___	3	0	0	3	ACC 121
ACC	269	Audit & Assurance Services	___	3	0	0	3	ACC 220
BUS	225	Business Finance	___	2	2	0	3	ACC 120
Humanities/Fine Arts Elective			___	3	0	0	3	
(Select from ART 111/DRA 111/HUN 121/HUM 122/PHI 210)								
Major Elective		(Select from Elective List)	___	4	0	0	4	
				18	4	0	20	
				63	26	0	76	
Elective List								
BUS	137	Principles of Management	___	3	0	0	3	
BUS	217	Employment Law & Regulations	___	3	0	0	3	
BUS	270	Professional Development	___	3	0	0	3	
CIS	162	MM Presentation Software	___	2	2	0	3	CIS 1110 or CIS 111

Elective List

COE	111/112/113	Cooperative Work Experience I	___	0	0	10-20-30	1-2-3	
COE	121/122/123	Cooperative Work Experience II	___	0	0	10-20-30	1-2-3	
COE	131	Cooperative Work Experience III	___	0	0	10	1	
BUS	116	Business Law II	___	3	0	0	3	BUS 115
BUS	153	Human Resource Management	___	3	0	0	3	
ETR	210	Intro to Entrepreneurship	___	3	0	0	3	
MKT	120	Principles of Marketing	___	3	0	0	3	
OST	136	Word Processing	___	2	2	0	3	
SPA	111	Elementary Spanish I	___	3	0	0	3	ENG 090, RED090 Or ENG95/ENG095A
WEB	110	Internet/Web Fundamentals	___	2	2	0	3	

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 76

Additional information about the Accounting program is available at <http://www.vgcc.edu/Academics/academics-programs.cfm>

**VANCE-GRANVILLE COMMUNITY COLLEGE
BUSINESS TECHNOLOGIES DIVISION PROGRAMS
GRADUATION REQUIREMENTS**

SOLE PROPRIETORSHIP ACCOUNTING

Certificate

			HOURS PER WEEK					
			Grade	Class	Lab	Clinic	Cred.	Pre/ Co requisites
ACC	120	Prin. Of Financial Acct.	_____	3	2	0	4	ENG 090, RED 090 MAT 060
ACC	121	Prin. Of Managerial Acct.	_____	3	2	0	4	ACC 120
ACC	129	Individual Income Taxes	_____	2	2	0	3	
ACC	140	Payroll Accounting	_____	1	2	0	2	ACC 120, ACC 121
ACC	220	Intermediate Accounting	_____	3	2	0	4	ACC 121

TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE: 17

**VANCE-GRANVILLE COMMUNITY COLLEGE
BUSINESS TECHNOLOGY DEPARTMENT PROGRAMS
GRADUATION REQUIREMENTS**

BUSINESS ADMINISTRATION

Associate in Applied Science Degree

Suggested Course Sequence

			HOURS PER WEEK				
	Grade	Class	Lab	Clinic	Cred.	Pre/ Corequisites	
FALL SEMESTER (First Year)							
ACC	120	Principles of Financial Acct_____	3	2	0	4	ENG090, RED090, MAT060
BUS	110	Introduction to Business _____	3	0	0	3	
BUS	121	Business Math _____	2	2	0	3	MAT060
CIS	111	Basic PC Literacy _____	1	2	0	2	
ENG	111	Expository Writing _____	3	0	0	3	
Major Elective		_____	3	0	0	3	SEE ELECTIVES
			15	6	0	18	
SPRING SEMESTER (First Year)							
ACC	121	Principles of Managerial Acct. _____	3	2	0	4	ACC 120
BUS	115	Business Law I _____	3	0	0	3	ENG090 & RED090
BUS	137	Principles of Management _____	3	0	0	3	
ENG	114	Professional Research & Reporting _____	3	0	0	3	ENG111
LOG	110	Introduction to Logistics _____	3	0	0	3	
Math/Science Elective		_____	3	0	0	3	SEE CATALOG
			18	2	0	19	
FALL SEMESTER (Second Year)							
ACC	140	Payroll Accounting _____	1	2	0	2	ACC 120
BUS	217	Employment Law & Regulations_____	3	0	0	3	
BUS	260	Business Communications _____	3	0	0	3	ENG 111
MKT	120	Principles of Marketing _____	3	0	0	3	
Economics Elective		_____	3	0	0	3	
(Select from ECO 151/ECO 251/ECO 252)							
Social Science Elective		_____	3	0	0	3	ENG090, RED090 & MAT 060
			16	2	0	17	
SPRING SEMESTER (Second Year)							
BUS	225	Business Finance _____	2	2	0	3	ACC 120
CTS	130	Spreadsheet I _____	2	2	0	3	CIS 110, or CIS 111 or OST 137 & MAT 060
Humanities/Fine Arts Elective		_____	3	0	0	3	SEE CATALOG
Major Elective		_____	6	0	0	6	SEE ELECTIVES-
			13	4	0	15	
			62	14	0	69	
Elective List							
ACC	129	Individual Income Taxes _____	2	2	0	3	
ACC	130	Business Income Taxes _____	2	2	0	3	ACC 129
ACC	150	Accounting Software Application_____	1	2	0	2	ACC 120
ACC	225	Cost Accounting _____	3	0	0	3	ACC121
BUS	116	Business Law II _____	3	0	0	3	BUS 115
BUS	153	Human Resource Management _____	3	0	0	3	
BUS	270	Professional Development _____	3	0	0	3	
CIS	162	MM Presentation Software _____	2	2	0	3	CIS 110 or CIS 111

Elective List

COE	111/112/113	Cooperative Work Experience I	___	0	0	10-20-30	1-2-3	
COE	121/122/123	Cooperative Work Experience II	___	0	0	10-20-30	1-2-3	
ETR	210	Intro to Entrepreneurship	___	3	0	0	3	
OST	136	Word Processing	___	2	2	0	3	
SPA	111	Elementary Spanish I	___	3	0	0	3	ENG090 & RED090 or ENG095/ENG095A
WEB	110	Internet/Web Fundamentals	___	2	2	0	3	

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 69

Additional information about the Business Administration program is available at <http://www.vgcc.edu/Academics/academics-programs.cfm>

**VANCE-GRANVILLE COMMUNITY COLLEGE
BUSINESS TECHNOLOGIES DIVISION PROGRAMS
GRADUATION REQUIREMENTS**

FRONT LINE MANAGEMENT

Certificate

			HOURS PER WEEK					Pre/ Corequisites
	Grade	Class	Lab	Clinic	Cred.			
ACC	120	Prin. Of Financial Acct.	_____	3	2	0	4	ENG 090, RED 090 MAT 060
BUS	110	Intro. To Business	_____	3	0	0	3	
BUS	137	Prin. Of Management	_____	3	0	0	3	
BUS	217	Employment Law & Regulations	_____	3	0	0	3	
BUS	270	Professional Development	_____	3	0	0	3	

TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE: 16

BUSINESS MANAGEMENT

Certificate

			HOURS PER WEEK					Pre/ Corequisites
	Grade	Class	Lab	Clinic	Cred.			
BUS	110	Intro. To Business	_____	3	0	0	3	
BUS	137	Prin. Of Management	_____	3	0	0	3	
BUS	215	Business Law I	_____	3	0	0	3	
BUS	270	Professional Development	_____	3	0	0	3	

TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE: 12

Office of Information Technology Computer and Network User Policy

General Use Policy

1. Campus-wide access to computing facilities is restricted to Vance-Granville Community College faculty, staff and students. In addition, access to Internet operations is restricted to faculty, staff, and active curriculum students possessing a valid student identification card, active extension or special students requiring access by nature of the course requirements or by an instructor's written permission. Authorized users may use College computing facilities, including transmissions over and through the College network, for research and scholarly or educational purposes, and for official college business, so long as such use does not:
 - Violate any law or College policy,
 - Involve significant use of College resources, direct costs, or substantial interference with the performance of College duties, and work, or
 - Result in commercial gain or profit
2. No user shall disclose an account password or share an account with another person. Instructors will not share their accounts with students, work-study students, or temporary help of any kind. It is the responsibility of the user to protect the account from unauthorized use by changing the account password periodically and using passwords that are not easily guessed.
3. Any attempt to circumvent system security, guess passwords, or in any way gain unauthorized access to local or network resources is forbidden.
4. Transferring copyrighted materials to or from any system or via the College network without express consent of the copyright owner is prohibited and may be violation of Federal and State Law.
5. Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network is forbidden. This includes electronic "chain letters."

Information Access and User Privacy

Electronic mail, information passing over the College network, and information stored in user accounts are considered to be private and confidential. Although this type of information must be accessed by system personnel for the purpose of backups, network management, etc., the content of user files and network transmissions will not be viewed, monitored, or altered without the express permission of the user except in the following circumstances:

1. The College has reason to believe that an account or system has been breached and is being used by someone other than the authorized user;
2. The College has received a complaint that an account or system is being used to gain unauthorized access or to attempt to gain unauthorized access to another network site, or;
3. The College has reason to believe that an account or system is being used in violation of College policy, State Law, or Federal Law.
4. The LRC Staff has reason to believe that the Patron in the LRC is using the Internet inappropriately.

Under these circumstances, the College President and/or his designee may authorize staff to monitor the activities of a specified account or computer system, and to search electronic information stored in that account. The authority for this search must be requested on an account-by-account basis and monitoring will be restricted to the specified account. If this search provides evidence of violation, the account will be disabled, and action will be taken with appropriate authorities.

Use of Public Facilities

Users are expected to take proper care of the equipment in all College facilities and to abide by the rules of the staff and faculty supervision the equipment. They are to report any malfunction as soon as possible to the Office of Information Technology for repair. A user should not attempt to move, repair, reconfigure, modify, or attach external devices to the systems; this includes changing toolbars, screen savers or desktop themes. Users will be held responsible for any internal or external damage inflicted during use. No food or drink is permitted in public facilities (the Learning Resources Center, laboratories, classrooms, etc.) Display of offensive or inappropriate materials on public workstations is expressly forbidden and may result in revocation of computing privileges at the discretion of the supervising staff. Staff will periodically monitor appropriate usage. Users are required to sign a copy of the policy statement before using computer workstations in the LRC to document that they understand and are willing to comply with this policy.

Ponzi Schemes are Against the Law

A *Ponzi Scheme* is a form of chain letter that requests recipients to send money to people on a list. The US Supreme Court has determined that Ponzi Schemes are inherently fraudulent. The US Criminal Code prohibits the use of mail or wire in any attempt to defraud. Users should note that under the wire fraud statutes, the attempt to defraud is a violation, and all who are involved in the attempt, whether intentionally or not, may also be in violation.

Sanctions for Policy Violations

Violations of policy will be treated as academic misconduct, misdemeanor, or felony as appropriate. For non-criminal matters, but serious misconduct, the following procedure will be followed:

- On the first violation, the user will be denied computing privileges for a period of one week.
- A second violation will result in the loss of computing privileges until the end of the semester.
- A third violation will result in permanent loss of computing privileges.

For minor violations of policy such as non-educational electronic mail, non-educational chatting, or any form of non-educational electronic communication the following procedure will be implemented:

- On the first violation, a warning will be issued and documented
- On the second violation, the user will be denied computing privileges for a period of one week.
- Any violation after the second will result in loss of computing privileges for the rest of the semester with no other warnings issued.

Criminal violation will be prosecuted to the fullest extent of the law and will result in the immediate suspension of computing privileges. The outcome of such violations may result in student or staff disciplinary or termination proceedings and permanent revocation of computing privileges

- **This policy is evaluated annually.**

Computer Information Technology

The Computer Information Technology curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information systems needs.

Course work will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, databases, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.



**VANCE-GRANVILLE COMMUNITY COLLEGE
BUSINESS TECHNOLOGY DEPART PROGRAMS
GRADUATION REQUIREMENTS**

COMPUTER INFORMATION TECHNOLOGY

Associate in Applied Science Degree

Suggested Course Sequence

			HOURS PER WEEK					
	Grade	Class	Lab	Clinic	Cred.	Pre/	Corequisites	
FALL SEMESTER (First Year)								
ACA	115	Success & Study Skills	___	0	2	0	1	
BUS	110	Introduction to Business	___	3	0	0	3	
CIS	111	Basic PC Literacy	___	1	2	0	2	
ENG	111	Expository Writing	___	3	0	0	3	ENG 090, RED 090
NOS	110	Operating Systems Concepts	___	2	3	0	3	
SEC	110	Security Concepts	___	3	0	0	3	
WEB	110	Internet/Web Fundamentals	___	2	2	0	3	
				14	9	0	18	
SPRING SEMESTER (First Year)								
CIS	115	Intro to Programming & Logic	___	2	3	0	3	MAT 070
CTS	130	Spreadsheet	___	2	2	0	3	CIS 110 or CIS 111 Or OST 137, and MAT060
DBA	110	Database Concepts	___	2	3	0	3	CIS 110 OR CIS 111
ENG	114	Professional Research & Reporting	___	3	0	0	3	ENG 111
NOS	130	Windows Single User	___	2	2	0	3	NOS 110
WEB	115	Web Markup and Scripting	___	2	2	0	3	
		Humanities/Fine Arts Elective	___	3	0	0	3	ENG 090, RED 090
				16	12	0	21	
FALL SEMESTER (Second Year)								
CTS	285	Systems Analysis & Design	___	3	0	0	3	CIS 115
NET	125	Networking Basics	___	1	4	0	3	
NOS	120	Linux/Unix Single User	___	2	2	0	3	NOS 110
NOS	230	Windows Admin I	___	2	2	0	3	NOS 130
CIS	162	MM Presentation Software	___	2	2	0	3	CIS 110 OR CIS 111
		Major Elective	___	2	2	0	3	See Elective List
				12	12	0	18	
SPRING SEMESTER (Second Year)								
ACC	120	Prin. Of Accounting I	___	3	2	0	4	
CTS	289	System Support	___	1	4	0	3	CTS 285, CIS 162, CTS 130, DBA 110, NOS 110
CTS	120	Hardware/Software Support	___	2	3	0	3	CIS 110 OR CIS 111
		Natural Science/Mathematics Elective	___	3	0	0	3	SEE CATALOG
		Social/Behavioral Science Elective	___	3	0	0	3	ENG 090, RED 090
		Major Elective	___	2	2	0	3	See Elective List
				14	11	0	19	
				56	44	0	76	

Elective List

COE	111/112/113	Cooperative Work Experience I	_____	0	0	10-20-30	1-2-3	
COE	121/122/123	Cooperative Work Experience II	_____	0	0	10-20-30	1-2-3	
COE	131	Cooperative Work Experience III	_____	0	0	10	1	
CSC	134	C++ Programming	_____	2	3	0	3	CIS 115
CSC	139	Visual Basic Prog	_____	2	3	0	3	CIS 115
CSC	151	JAVA Programming	_____	2	3	0	3	CIS 115
CTS	230	Advanced Spreadsheet	_____	2	2	0	3	CTS 130
DBA	115	Database Applications	_____	2	2	0	3	DBA 110
NET	126	Routing Basics	_____	1	4	0	3	NET 125
NET	175	Wireless Technology	_____	2	2	0	3	NET 110 or NET 125
NOS	220	Linux/UNIX Admin I	_____	2	2	0	3	NOS 120
OST	131	Keyboarding	_____	1	2	0	2	
SEC	160	Secure Admin I	_____	2	2	0	3	SEC 110 & NET 110 or NET 125
SPA	111	Elementary Spanish	_____	3	0	0	3	ENG 090, RED 090 or ENG 095/ENG 095A
WEB	210	Web Design	_____	2	2	0	3	WEB 115

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 76

Additional information about the Computer Information Technology program is available at <http://www.vgcc.edu/Academics/academics-programs.cfm>

**VANCE-GRANVILLE COMMUNITY COLLEGE
BUSINESS TECHNOLOGIES DIVISION PROGRAMS
GRADUATION REQUIRMENTS**

SOFTWARE SPECIALIST

Certificate

			HOURS PER WEEK					
			Grade	Class	Lab	Clinic	Cred.	Pre/ Corequisites
CIS	110	Introduction to Computers	___	2	2	0	3	
or								
CIS	111	Basic PC Literacy	___	1	2	0	2	
CIS	162	MM Presentation Software	___	2	2	0	3	CIS 110 or CIS 111
CTS	130	Spreadsheet	___	2	2	0	3	CIS 110 or CIS 111 or OST 137 and MAT 060
DBA	110	Database Concepts	___	2	3	0	3	CIS 110 or CIS 111
NOS	110	Operating Systems Concepts	___	2	3	0	3	
SEC	110	Security Concepts	___	3	0	0	3	

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 17/18

**VANCE-GRANVILLE COMMUNITY COLLEGE
BUSINESS TECHNOLOGY PROGRAMS
GRADUATION REQUIRMENTS**

NETWORKING TECHNOLOGY

Associate in Applied Science Degree

Suggested Course Sequenc

			HOURS PER WEEK					
	Grade	Class	Lab	Clinic	Cred.	Pre		
							/Corequisites	
FALL SEMESTER (First Year)								
ACA	115	Success & Study Skills	___	0	2	0	1	
CIS	111	Basic PC Literacy	___	1	2	0	2	
ENG	111	Expository Writing	___	3	0	0	3	ENG 090, RED 090
NET	125	Networking Basics	___	1	4	0	3	
NOS	110	Operating Systems Concepts	___	2	3	0	3	
SEC	110	Security Concepts	___	3	0	0	3	
WEB	110	Internet/Web Fundamentals	___	2	2	0	3	
			12	13	0	18		
SPRING SEMESTER (First Year)								
CIS	115	Intro to Programming & Logic	___	2	3	0	3	MAT 070
ENG	114	Professional Research & Reporting	___	3	0	0	3	ENG 111
NET	126	Routing Basics	___	1	4	0	3	NET 125
NOS	130	Windows Single User	___	2	2	0	3	NOS 110
SEC	160	Secure Admin I	___	2	2	0	3	SEC 110 & NET 110 or NET125
Natural Science/Mathematics Elective			___	3	0	0	3	see catalog
			13	11	0	18		
FALL SEMESTER (Second Year)								
BUS	110	Introduction to Business	___	3	0	0	3	
NET	175	Wireless Technology	___	2	2	0	3	NET 110 or NET 125
NET	225	Routing & Switching I	___	1	4	0	3	NET 126
NOS	120	Linux/UNIX Single User	___	2	2	0	3	NOS 110
NOS	230	Windows Admin I	___	2	2	0	3	NOS 130
Social/Behavioral Science Elective			___	3	0	0	3	ENG 090, RED 090
Humanities/Fine Arts Elective			___	3	0	0	3	ENG 090, RED 090
			16	10	0	21		
SPRING SEMESTER (Second Year)								
CTS	120	Hardware/Software Support	___	2	3	0	3	CIS 110 or CIS 111
DBA	110	Database Concepts	___	2	3	0	3	CIS 110 or CIS 111
NET	226	Routing & Switching II	___	1	4	0	3	NET 225
NET	289	Networking Project	___	1	4	0	3	NET 226 (co-req)
NOS	220	Linux/Unix Admin I	___	2	2	0	3	NOS 120
Major Elective			___	2	2	0	3	see electives
			10	18	0	18		
			51	52	0	75		

Elective List

COE	111/112/113	Cooperative Work Experience I	___	0	0	10-20-30	1-2-3	
COE	121/122/123	Cooperative Work Experience II	___	0	0	10-20-30	1-2-3	
COE	131	Cooperative Work Experience III	___	0	0	10	1	
CSC	134	C++ Programming	___	2	3	0	3	CIS 115

Elective List

CSC	151	JAVA Programming	_____	2	3	0	3	CIS 115
SEC	150	Secure Communication	_____	2	2	0	3	SEC 110 and NET 110 or NET 125
SEC	210	Instruction Detection	_____	2	2	0	3	SEC 160
SEC	240	Wireless Security	_____	2	2	0	3	SEC 110 & NET 175
SPA	111	Elementary Spanish	_____	3	0	0	3	ENG 090, RED 090
WEB	230	Implementing WEB Services	_____	2	2	0	3	NET 110 or NET 125
TOTAL SEMESTER HOURS REQUIRED FOR DEGREE:								75

*Additional information about the Networking Technology program is available at
<http://www.vgcc.edu/Academics/academics-programs.cfm>*

**VANCE-GRANVILLE COMMUNITY COLLEGE
BUSINESS TECHNOLOGY DEPARTMENT PROGRAMS
GRADUATION REQUIREMENTS**

INFORMATION SYSTEMS SECURITY

*Associate in Applied Science Degree
Suggested Course Sequence*

			HOURS PER WEEK					
	Grade	Class	Lab	Clinic	Cred.	Pre/Corequisites		
FALL SEMESTER (First Year)								
ACA	115	Success & Study Skills	___	0	2	0	1	
BUS	110	Introduction to Business	___	3	0	0	3	
CIS	111	Basic PC Literacy	___	1	2	0	2	
ENG	111	Expository Writing	___	3	0	0	3	ENG 090, RED 090
NET	125	Networking Basics	___	1	4	0	3	
NOS	110	Operating Systems Concepts	___	2	3	0	3	
SEC	110	Security Concepts	___	3	0	0	3	
				13	11	0	18	
SPRING SEMESTER (First Year)								
CIS	115	Intro to Programming & Logic	___	2	3	0	3	MAT 070
DBA	110	Database Concepts	___	2	3	0	3	CIS 111 or CIS 110
ENG	114	Professional Research & Reporting	___	3	0	0	3	ENG 111
NET	126	Routing Basics	___	1	4	0	3	NET 125
NOS	130	Windows Single User	___	2	2	0	3	NOS 110
SEC	160	Secure Admin I	___	2	2	0	3	SEC 110 & NET 110 or NET 125
		Social/Behavioral Science Elective	___	3	0	0	3	ENG 090, RED 090
				15	14	0	21	
FALL SEMESTER (Second Year)								
NET	175	Wireless Technology	___	2	2	0	3	NET 110 or NET 125
NOS	120	Linux/UNIX Single User	___	2	2	0	3	NOS 110
SEC	150	Secure Communications	___	2	2	0	3	SEC 110 & NET 110 or NET 125
SEC	220	Defense –in-Depth	___	2	2	0	3	SEC 160 (co-req)
		Humanities/Fine Arts Elective	___	3	0	0	3	ENG 090, RED 090
		Major Elective	___	3	0	0	3	See Elective List
				14	8	0	18	
SPRING SEMESTER (Second Year)								
CET	150	Computer Forensics I	___	2	3	0	3	
NOS	220	Linux/Unix Admin I	___	2	2	0	3	NOS 120
SEC	210	Intrusion Detection	___	2	2	0	3	SEC 160
SEC	240	Wireless Security	___	2	2	0	3	SEC 110, NET 175
SEC	289	Security Capstone Project	___	1	4	0	3	SEC 220
		Natural Science/Math Elective	___	3	0	0	3	See Catalog
				12	13	0	18	
				54	46	0	75	

Elective List

CIS	162	MM Presentation Software	___	2	2	0	3	CIS 110 or CIS 111
COE	111/112/113	Co-op Work Experience I	___	0	0	10-20-30	1-2-3	
COE	121/122/123	Cooperative Work Experience II	___	0	0	10-20-30	1-2-3	
COE	131	Cooperative Work Experience III	___	0	0	10	1	
CSC	134	C++ Programming	___	2	3	0	3	CIS 115
CSC	151	JAVA Programming	___	2	3	0	3	CIS 115
CTS	120	Hardware/Software Support	___	2	3	0	3	CIS 110 or CIS 111
CTS	130	Spreadsheet	___	2	2	0	3	CIS 110 or CIS 111 or OST 137 and MAT 060
NET	225	Advanced Routing and Switching	___	1	4	0	3	NET 126
NOS	230	Windows Admin I	___	2	2	0	3	NOS 130
OST	131	Keyboarding	___	1	2	0	2	None
SPA	111	Elementary Spanish	___	3	0	0	3	ENG 090, RED 090
WEB	230	Implementing WEB Services	___	2	2	0	3	NET 110 or NET 125

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE:**75**

Additional information about the Information Systems Security program is available at <http://www.vgcc.edu/Academics/academics-programs.cfm>

**VANCE-GRANVILLE COMMUNITY COLLEGE
BUSINESS TECHNOLOGIES DIVISION PROGRAMS
GRADUATION REQUIREMENTS**

**INFORMATION SYSTEMS SECURITY SPECIALIST
*Certificate***

			HOURS PER WEEK				Cred.	Pre /Corequisites
	Grade		Class	Lab	Clinic			
NOS	110	Operating Systems Concepts	_____	2	3	0	3	
NOS	120	Linux/Unix Single User	_____	2	2	0	3	NOS 110
NET	125	Networking Basics	_____	1	4	0	3	
SEC	110	Security Concepts	_____	3	0	0	3	
SEC	150	Secure Communications	_____	2	2	0	3	SEC 110 & NET 110 or NET 125
SEC	160	Secure Admin I	_____	2	2	0	3	SEC 110 & NET 110 or NET 125
TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE:							18	

VANCE-GRANVILLE COMMUNITY COLLEGE
BUSINESS TECHNOLOGY PROGRAMS
GRADUATION REQUIREMENTS

WEB TECHNOLOGIES

Associate in Applied Science Degree

Suggested Course Sequence

			HOURS PER WEEK				
			Grade	Class	Lab	Clinic	Cred. Pre/Corequisites
FALL SEMESTER (First Year)							
ACA	115	Success & Study Skills	___	0	2	0	1
BUS	110	Introduction to Business	___	3	0	0	3
CIS	111	Basic PC Literacy	___	1	2	0	2
ENG	111	Expository Writing	___	3	0	0	3
NET	125	Networking Basics	___	1	4	0	3
NOS	110	Operating Systems Concepts	___	2	3	0	3
WEB	110	Internet/Web Fundamentals	___	2	2	0	3
				12	13	0	18
SPRING SEMESTER (First Year)							
CIS	115	Intro to Programming & Logic	___	2	3	0	3
DBA	110	Database Concepts	___	2	3	0	3
ENG	114	Professional Research & Reporting	___	3	0	0	3
WEB	111	Intro to Web Graphics	___	2	2	0	3
WEB	115	Web Markup and Scripting	___	2	2	0	3
WEB	140	Web Development Tools	___	2	2	0	3
Humanities Elective/Fine Arts			___	3	0	0	3
				16	12	0	21
FALL SEMESTER (Second Year)							
SEC	110	Security Concepts	___	3	0	0	3
WEB	120	Intro to Internet Multimedia	___	2	2	0	3
WEB	182	PHP Programming	___	2	2	0	3
WEB	230	Implementing Web Services	___	2	2	0	3
WEB	250	Database Driven Websites	___	2	2	0	3
Natural Science/Math Elective			___	3	0	0	3
				14	8	0	18
SPRING SEMESTER (Second Year)							
WEB	185	ColdFusion Programming	___	2	2	0	3
WEB	210	Web Design	___	2	2	0	3
WEB	211	Advanced Web Graphics	___	2	2	0	3
WEB	289	Internet Technologies Project	___	1	4	0	3
Major Elective/Behavioral Science			___	2	3	0	3
Social Science Elective			___	3	0	0	3
				12	13	0	18
				54	46	0	75
Elective List							
CIS	162	MM Presentation Software	___	2	2	0	3
COE	111/112/113	Cooperative Work Experience I	___	0	0	10-20-30	1-2-3
COE	121/122/123	Cooperative Work Experience II	___	0	0	10-20-30	1-2-3
COE	131	Cooperative Work Experience III	___	0	0	10	1
CSC	134	C++ Programming	___	2	3	0	3
CSC	139	Visual Basic Programming	___	2	3	0	3
CSC	151	JAVA Programming	___	2	3	0	3

Elective List

CTS	120	Hardware/Software Support	___	2	3	0	3	CIS 110 or CIS 111
CTS	130	Spreadsheet	___	2	2	0	3	CIS 110 or CIS 111 or OST 137 and MAT 060
OST	131	Keyboarding	___	1	2	0	2	
SPA	111	Elementary Spanish I	___	3	0	0	3	ENG 090, RED 090
WEB	180	Active Server Pages	___	2	2	0	3	CIS 115, WEB 115
WEB	186	XML Technology	___	2	2	0	3	CIS 115, WEB 115
WEB	220	Advanced Multimedia	___	2	2	0	3	WEB 120

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 75

Additional information about the Web Technologies program is available at <http://www.vgcc.edu/Academics/academics-programs.cfm>

**VANCE-GRANVILLE COMMUNITY COLLEGE
BUSINESS TECHNOLOGIES DIVISION PROGRAMS
GRADUATION REQUIREMENTS**

WEB DESIGN SPECIALIST

Certificate

			HOURS PER WEEK				Cred.	Pre /Corequisites
Grade	Class	Lab	Clinic	Cred.	Pre /Corequisites			
WEB 110	Internet/Web Fundamentals	___	2	2	0	3		
WEB 111	Intro. To Web Graphics	___	2	2	0	3		
WEB 115	Web Markup and Scripting	___	2	2	0	3		
WEB 120	Intro to Internet Multimedia	___	2	2	0	3	WEB 110	
WEB 210	Web Design	___	2	2	0	3	WEB 115	
WEB 211	Advanced Web Graphics	___	2	2	0	3	WEB 111	

TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE: 18

WEB PROGRAMMING SPECIALIST

Certificate

			HOURS PER WEEK				Cred.	Pre /Corequisites
Grade	Class	Lab	Clinic	Cred.	Pre /Corequisites			
CIS 115	Intro to Programming & Logic	___	2	3	0	3		
WEB 110	Internet/Web Fundamentals	___	2	2	0	3		
WEB 115	Web Markup and Scripting	___	2	2	0	3		
WEB 140	Web Development Tools	___	2	2	0	3	WEB 110	
WEB 185	ColdFusion Programming	___	2	2	0	3	CIS 115, WEB 115	
WEB 180	Active Server Pages	___	2	2	0	3	CIS 115, WEB 115	
	OR							
WEB 182	PHP Programming	___	2	2	0	3	CIS 115, WEB 115	
	OR							
WEB 186	XML Technology	___	2	2	0	3	CIS 115, WEB 115	

TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE: 18

**VANCE-GRANVILLE COMMUNITY COLLEGE
BUSINESS TECHNOLOGIES DIVISION PROGRAMS
GRADUATION REQUIREMENTS**

MEDICAL OFFICE ADMINISTRATION

Associate in Applied Science Degree

Suggested Course Sequence

			HOURS PER WEEK					
	Grade	Class	Lab	Clinic	Cred.	Pre /Corequisite		
FALL SEMESTER (First Year)								
ACA	115	Success & Study Skills	___	0	2	0	1	
ENG	111	Expository Writing	___	3	0	0	3	ENG 090, RED 090 or ENG 095
OST	131	Keyboarding	___	1	2	0	2	
OST	137	Office Software Applications	___	2	2	0	3	
OST	141	Medical Terminology I	___	3	0	0	3	
OST	164	Text Editing Applications	___	3	0	0	3	
				12	4	0	15	
SPRING SEMESTER (First Year)								
ENG	114	Professional Research & Reporting	___	3	0	0	3	ENG 111
OST	136	Word Processing	___	2	2	0	3	
OST	138	Advanced Software Applications	___	2	2	0	3	OST 137
OST	142	Medical Terminology II	___	3	0	0	3	OST 141
OST	184	Records Management	___	2	2	0	3	
				12	6	0	15	
SUMMER SEMESTER (First Year)								
		Math/Science Elective	___	3	0	0	3	See Catalog
		Major Elective	___	3	0	0	3	See Elective List
				6	0	0	6	
FALL SEMESTER (Second Year)								
OST	148	Medical Coding, Billing, & Insurance	___	3	0	0	3	OST 141
OST	149	Medical Legal Issues	___	3	0	0	3	
OST	153	Office Finance Solutions	___	1	2	0	2	
OST	236	Advanced Word/Information Processing	___	2	2	0	3	OST 136
OST	241	Medical Office Transcription I	___	1	2	0	2	OST 141 & OST 136
OST	286	Professional Development	___	3	0	0	3	
				13	6	0	16	
SPRING SEMESTER (Second Year)								
OST	181	Introduction to Office Systems	___	2	2	0	3	OST 136
OST	242	Medical Office Transcription II	___	1	2	0	2	OST 241
OST	243	Medical Office Simulation	___	2	2	0	3	OST 148
		Humanities Elective	___	3	0	0	3	See Catalog
		Social Science Elective	___	3	0	0	3	See Catalog
		Major Elective	___	2	0	0	2	See Elective List
				13	6	0	16	
				56	22	0	68	

Elective List

BUS	260	Business Communications	___	3	0	0	3	ENG 111
COE	111/112/113	Cooperative Work Experience I	___	0	0	10-20-30	1-2-3	
COE	121/122/123	Cooperative Work Experience II	___	0	0	10-20-30	1-2-3	
COE	131	Cooperative Work Experience III	___	0	0	10	1	
CTS	130	Spreadsheet	___	2	2	0	3	CIS 110 or CIS 111 or OST 137 & MAT 060
OST	132	Keyboard Skill Building	___	1	2	0	2	
OST	134	Text Entry and Formatting	___	2	2	0	3	OST 131or Equivalent
OST	162	Executive Terminology	___	3	0	0	3	
OST	233	Office Publication Design	___	2	2	0	3	OST 136
OST	284	Emerging Technologies	___	1	2	0	2	
SPA	111	Elementary Spanish I	___	3	0	0	3	ENG 090, RED 090 or ENG 095/ENG 095A

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE:**68**

*Additional information about the Medical Office Information program is available at
<http://www.vgcc.edu/Academics/academics-programs.cfm>*

**VANCE-GRANVILLE COMMUNITY COLLEGE
BUSINESS TECHNOLOGIES DIVISION PROGRAMS
GRADUATION REQUIREMENTS**

MEDICAL TRANSCRIPTION SPECIALIST

Certificate

OST	132	Keyboarding Skill Building	_____	1	2	0	2	
OST	136	Word Processing	_____	2	2	0	3	
OST	141	Medical Terminology I	_____	3	0	0	3	
OST	142	Medical Terminology II	_____	3	0	0	3	OST 141
OST	164	Text Editing Applications	_____	3	0	0	3	
OST	241	Medical Office Transcription I	_____	1	2	0	2	OST 141 & OST 136
OST	242	Medical Office Transcription II	_____	1	2	0	2	OST 241

TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE: 18

**VANCE-GRANVILLE COMMUNITY COLLEGE
BUSINESS TECHNOLOGIES DIVISION PROGRAM
GRADUATION REQUIREMENTS**

OFFICE ADMINISTRATION

Associate in Applied Science Degree

Suggested Course Sequence

			HOURS PER WEEK					
	Grade	Class	Lab	Clinic	Cred.	Pre /Corequisite		
FALL SEMESTER (First Year)								
ACA	115	Success & Study Skills	___	0	2	0	1	
ENG	111	Expository Writing	___	3	0	0	3	ENG 090, RED 090 or ENG 095
OST	131	Keyboarding	___	1	2	0	2	
OST	137	Office Software Applications	___	2	2	0	3	
OST	153	Office Finance Solutions	___	1	2	0	2	
OST	164	Text Editing Applications	___	3	0	0	3	
				10	8	0	14	
SPRING SEMESTER (First Year)								
ENG	114	Professional Research & Reporting	___	3	0	0	3	ENG 111
OST	134	Text Entry & Formatting	___	2	2	0	3	OST 131
OST	136	Word Processing	___	2	2	0	3	
OST	138	Advanced Office Software	___	2	2	0	3	OST 137
OST	184	Records Management	___	2	2	0	3	
				11	8	0	15	
SUMMER SEMESTER (First Year)								
		Math/Science Elective	___	3	0	0	3	See Catalog
		Major Elective	___	3	0	0	3	See Elective List
				6	0	0	6	
FALL SEMESTER (Second Year)								
OST	135	Advanced Text Entry and Formatting	___	3	2	0	4	OST 134
OST	223	Admin. Office Transcription	___	2	2	0	3	OST 164 and OST 134 or OST 136
OST	236	Advanced Word/Information Processing	___	2	2	0	3	OST 136
OST	286	Professional Development	___	3	0	0	3	
		Major Elective	___	3	0	0	3	See Elective List
				13	6	0	16	
SPRING SEMESTER (Second Year)								
BUS	260	Business Communication	___	3	0	0	3	ENG 111
OST	181	Introduction to Office Systems	___	2	2	0	3	OST 136
OST	224	Administrative Office Transcription II	___	1	2	0	2	OST 223
		Humanities Elective	___	3	0	0	3	See Catalog
		Major Elective	___	2	0	0	2	See Elective List
		Social Science Elective	___	3	0	0	3	See Catalog
				14	4	0	16	
				54	26	0	67	
Elective List								
BUS	110	Introduction to Business	___	3	0	0	3	
BUS	115	Business Law I	___	3	0	0	3	ENG 090, RED 090 or ENG 095/ENG 095A, MAT 060

BUS	121	Business Math	___	2	2	0	3	MAT 060
Elective List								
COE	111,112,113	Cooperative Work Experience I	___	0	0	10-20-30	1-2-3	
COE	121,122,123	Cooperative Work Experience II	___	0	0	10-20-30	1-2-3	
COE	131	Cooperative Work Experience III	___	0	0	10	1	
CTS	130	Spreadsheet	___	2	2	0	3	CIS110 or CIS111 or OST 137, MAT060
OST	132	Keyboard Skill Building	___	1	2	0	2	
OST	162	Executive Terminology	___	3	0	0	3	
OST	233	Office Publication Design	___	2	2	0	3	OST 136
OST	284	Emerging Technologies	___	1	2	0	2	
SPA	111	Elementary Spanish	___	3	0	0	3	ENG 090, RED090 or ENG95/ENG095A

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE:

67

Additional information about the Office Administration program is available at <http://www.vgcc.edu/Academics/academics-programs.cfm>

**VANCE-GRANVILLE COMMUNITY COLLEGE
BUSINESS TECHNOLOGIES DIVISION PROGRAMS
GRADUATION REQUIREMENTS**

OFFICE ADMINISTRATION

Diploma

Suggested Course Sequence

			HOURS PER WEEK					
			Grade	Class	Lab	Clinic	Cred.	Pre/ Corequisite
FALL SEMESTER (First Year)								
ENG	111	Expository Writing	___	3	0	0	3	ENG 090, RED 090 or ENG 095
OST	131	Keyboarding	___	1	2	0	2	
OST	136	Word Processing	___	2	2	0	3	
OST	137	Office Software Applications	___	2	2	0	3	
OST	164	Text Editing Applications	___	3	0	0	3	
				11	6	0	14	
SPRING SEMESTER (First Year)								
OST	134	Text Entry & Formatting	___	2	2	0	3	OST 131
OST	138	Advanced Office Software	___	2	2	0	3	OST 137
OST	181	Intro to Office Systems	___	2	2	0	3	OST 136
OST	184	Records Management	___	2	2	0	3	
OST	236	Advanced Word/Information Processing	___	2	2	0	3	OST 136
				10	10	0	15	
SUMMER SEMESTER (First Year)								
Other Gen Ed Elective								
(Select from A.A. General Education list)								
		(Social Science, Humanities, or Math/Science	___	3	0	0	3	
Major Elective								
			___	4	0	0	4	
				7	0	0	7	
				28	16	0	36	
Elective List								
BUS	110	Introduction to Business	___	3	0	0	3	
BUS	115	Business Law I	___	3	0	0	3	ENG 090, RED090, or ENG 095/ENG 095A, MAT 060
BUS	121	Business Math	___	2	2	0	3	MAT060
COE	111,112,113	Cooperative Work Experience I	___	0	0	10-20-30	1-2-3	
COE	121,122,123	Cooperative Work Experience II	___	0	0	10-20-30	1-2-3	
COE	131	Cooperative Work Experience III	___	0	0	10	1	
CTS	130	Spreadsheet	___	2	2	0	3	CIS 110 or CIS 111 or OST 137, MAT 060
OST	132	Keyboard Skill Building	___	1	2	0	2	
OST	162	Executive Terminology	___	3	0	0	3	
OST	233	Office Publication Design	___	2	2	0	3	OST 136
OST	284	Emerging Technologies	___	1	2	0	2	
SPA	111	Elementary Spanish	___	3	0	0	3	ENG 090, RED 090 or ENG 095/ENG 095A

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA:

36

Additional information about the Office Administration program is available at <http://www.vgcc.edu/Academics/academics-programs.cfm>

**VANCE-GRANVILLE COMMUNITY COLLEGE
BUSINESS TECHNOLOGIES DIVISION PROGRAMS
GRADUATION REQUIREMENTS**

OFFICE ADMINISTRATION

Certificate

			HOURS PER WEEK					
	Grade		Class	Lab	Clinic	Cred.	Pre /Corequisites	
OST	131	Keyboarding	_____	1	2	0	2	
OST	134	Text Entry & Formatting	_____	2	2	0	3	
							OST 131 or Equivalent	
OST	136	Word Processing	_____	2	2	0	3	
OST	137	Office Software Application	_____	2	2	0	3	
OST	138	Advanced Software Application	_____	2	2	0	3	
							OST 137	
OST	164	Text Editing Applications	_____	3	0	0	3	
TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE:						17		

**VANCE-GRANVILLE COMMUNITY COLLEGE
BUSINESS TECHNOLOGIES DIVISION PROGRAMS
GRADUATION REQUIREMENTS**

OFFICE ADMINISTRATION/LEGAL

Associate in Applied Science Degree

Suggested Course Sequence

			HOURS PER WEEK					Pre /Corequisites
	Grade	Class	Lab	Clinic	Cred.			
FALL SEMESTER (First Year)								
ACA	115	Success & Study Skills	___	0	2	0	1	
ENG	111	Expository Writing	___	3	0	0	3	ENG 090, RED 090 or ENG 095
OST	131	Keyboarding	___	1	2	0	2	
OST	137	Office Software Applications	___	2	2	0	3	
OST	153	Office Finance Solutions	___	1	2	0	2	
OST	164	Text Editing Applications	___	3	0	0	3	
			10	8	0	14		
SPRING SEMESTER (First Year)								
ENG	114	Professional Research & Reporting	___	3	0	0	3	ENG 111
OST	134	Text Entry & Formatting	___	2	2	0	3	OST 131 or Equivalent
OST	136	Word Processing	___	2	2	0	3	
OST	138	Advanced Software Applications	___	2	2	0	3	OST 137
OST	155	Legal Terminology	___	3	0	0	3	
			12	6	0	15		
SUMMER SEMESTER (First Year)								
Major Elective			___	3	0	0	3	See Elective List
Math/Science Elective			___	3	0	0	3	See Catalog
			6	0	0	6		
FALL SEMESTER (Year Two)								
OST	159	Legal Office Ethics	___	2	0	0	2	OST 136 or Equivalent
OST	236	Advanced Word/Information Processing	___	2	2	0	3	OST 136
OST	252	Legal Transcription I	___	2	2	0	3	OST 134 or OST 136 & OST 155
OST	286	Professional Development	___	3	0	0	3	
Humanities Elective			___	3	0	0	3	See Catalog
Social Science Elective			___	3	0	0	3	See Catalog
			15	4	0	17		
SPRING SEMESTER (Year Two)								
BUS	115	Business Law I	___	3	0	0	3	
BUS	260	Business Communications	___	3	0	0	3	ENG 111
OST	156	Legal Office Procedures	___	2	2	0	3	OST 134
OST	181	Introduction to Office Systems	___	2	2	0	3	OST 136
OST	184	Records Management	___	2	2	0	3	
Major Elective			___	2	0	0	2	See Elective List
			14	6	0	17		
			57	24	0	69		
Elective List								
CJC	131	Criminal Law	___	3	0	0	3	
COE	111/112/113	Cooperative Work Experience I	___	0	0	10-20-30	1-2-3	
COE	121/122/123	Cooperative Work Experience II	___	0	0	10-20-30	1-2-3	

Elective List

COE	131	Cooperative Work Experience III	___	0	0	10	1	
CTS	130	Spreadsheet	___	2	2	0	3	CIS 110 or CIS 111 or OST 137, MAT 060
OST	132	Keyboard Skill Building	___	1	2	0	2	
OST	135	Advanced Text Entry & Formatting	___	3	2	0	4	OST 134
OST	162	Executive Terminology	___	3	0	0	3	
OST	233	Office Publication Design	___	2	2	0	3	OST 136
OST	284	Emerging Technologies	___	1	2	0	2	
SPA	111	Elementary Spanish I	___	3	0	0	3	ENG 090, RED 090 or ENG 095/ENG 095A

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE:**69**

Additional information about the Office Administration–Legal program is available at <http://www.vgcc.edu/Academics/academics-programs.cfm>

**VANCE-GRANVILLE COMMUNITY COLLEGE
BUSINESS TECHNOLOGIES DIVISION PROGRAMS
GRADUATION REQUIREMENTS**

CULINARY ARTS

Associate in Applied Science Degree

Suggested Course Sequence

			HOURS PER WEEK					
	Grade	Class	Lab	Clinic	Cred.	Pre /Corequisites		
FALL SEMESTER (First Year)								
CIS	111	Basic PC Literacy	___	1	2	0	2	
CUL	110	Sanitation and Safety	___	2	0	0	2	
CUL	110A	Sanitation and Safety Lab	___	0	2	0	1	CUL 110 (Co-req)
CUL	140	Basic Culinary Skills	___	2	6	0	5	
CUL	160	Baking I	___	1	4	0	3	
ENG	110	Freshman Composition	___	3	0	0	3	see catalog
				9	14	0	16	
SPRING SEMESTER (First Year)								
CUL	112	Nutrition for Foodservice	___	3	0	0	3	
CUL	170	Garde Manger I	___	1	4	0	3	
CUL	170A	Garde Manger I Lab	___	0	3	0	1	CUL 170 (co-req)
CUL	260	Baking II	___	1	4	0	3	CUL 160
CUL	135	Food and Beverage Service	___	2	0	0	2	
CUL	135A	Food and Beverage Service Lab	___	0	2	0	1	CUL 135 (co-rq)
ENG	116	Technical Report Writing	___	3	0	0	3	ENG 110 or ENG 111
Humanities Elective			___	3	0	0	3	See Catalog
				13	13	0	19	
SUMMER SEMESTER (First Year)								
CUL	130	Menu Design	___	2	0	0	2	
HRM	110	Introduction to Hospitality	___	2	0	0	2	
HRM	245	Human Resource Mgmt-Hosp	___	3	0	0	3	
Natural Science/Math Elective			___	3	0	0	3	See Catalog
				10	0	0	10	
FALL SEMESTER (Second Year)								
CUL	180	Int'l & American Regional Cuisine	___	1	8	0	5	CUL 140
CUL	240	Advanced Culinary Skills	___	1	8	0	5	CUL 140
CUL	280	Pastry & Confections	___	1	4	0	3	CUL 160, CUL 260
CUL	280A	Pastry & Confections Lab	___	0	3	0	1	CUL 160, CUL 260, CUL 280 (co-req)
COE	111/112	Cooperative Work Experience I	___	0	0	10-20	1-2	
				3	23	10-20	15	
Fifth Semester (Spring)								
CUL	270	Garde Manger II	___	1	4	0	3	CUL 170, CUL 110, CUL 140
CUL	270A	Garde Manger II	___	0	3	0	1	CUL 170, CUL 270 (co-req)
CUL	250	Classical Cuisine	___	1	8	0	5	CUL 140, CUL 240
CUL	120	Purchasing	___	2	0	0	2	
COE	121	Cooperative Work Exp. II	___	0	0	10	1	
Social/Behavioral Science Elective			___	3	0	0	3	
				7	15	10	15	
				42	65	20-30	75	
TOTAL SEMESTER HOURS NEEDED FOR DEGREE:							75	

Additional information about Culinary Arts is available at <http://www.vgcc.edu/Academics/academics-programs.cfm>

**VANCE-GRANVILLE COMMUNITY COLLEGE
BUSINESS TECHNOLOGIES DIVISION PROGRAMS
GRADUATION REQUIREMENTS**

RESTAURANT HOSPITALITY

Certificate

			HOURS PER WEEK				Cred.	Pre /Corequisites
Grade	Class	Lab	Clinic					
CUL	110	Sanitation & Safety	___	2	0	0	2	
CUL	130	Menu Design	___	2	0	0	2	
HRM	110	Introduction to Hospitality	___	2	0	0	2	
HRM	245	Human Resource Mgmt-Hosp	___	3	0	0	3	
CUL	112	Nutrition for Foodservice	___	3	0	0	3	
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE:							12	

BASIC BAKING

Certificate

			HOURS PER WEEK				Cred.	Pre /Corequisites
Grade	Class	Lab	Clinic					
CUL	112	Nutrition for Foodservice	___	3	0	0	3	
CUL	135	Food & Beverage Service	___	2	0	0	2	
CUL	140	Basic Culinary Skills	___	2	6	0	5	
CUL	160	Baking I	___	1	4	0	3	
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE:							13	

GARDE MANGER

Certificate

			HOURS PER WEEK				Cred.	Pre /Corequisites
Grade	Class	Lab	Clinic					
CUL	112	Nutrition for Foodservice	___	3	0	0	3	
CUL	120	Purchasing	___	2	0	0	2	
CUL	135	Food & Beverage Service	___	2	0	0	2	
CUL	140	Basic Culinary Skills	___	2	6	0	5	
CUL	170	Garde Manger	___	1	4	0	3	
CUL	170A	Garde Manger	___	0	3	0	1	CUL 170 (co-req)
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE:							16	

**VANCE-GRANVILLE COMMUNITY COLLEGE
BUSINESS TECHNOLOGIES DIVISION PROGRAMS
GRADUATION REQUIREMENTS**

GLOBAL LOGISTICS TECHNOLOGY

Associate in Applied Science Degree

Suggested Course Sequence

			HOURS PER WEEK					
	Grade	Class	Lab	Clinic	Cred.	Pre /Corequisite		
FALL SEMESTER (First Year)								
ACA	111/115	College Student Success	___	1	0	0	1	
CIS	110	Introduction to Computers	___	2	2	0	3	
ECO	251	Principles of Microeconomics	___	3	0	0	3	ENG 090, RED090 or ENG 095/ENG095A MAT 060
ENG	111	Expository Writing	___	3	0	0	3	ENG 090, RED090
LOG	110	Introduction to Logistics	___	3	0	0	3	
MAT	121/161	Algebra/Trig I or College Algebra	___	2	2	0	3	MAT070, MAT080
				14	4	0	16	
SPRING SEMESTER (First Year)								
BUS	115	Business Law I	___	3	0	0	3	ENG090, RED090 or ENG095/ENG095A, MAT060
DBA	110	Database Concepts	___	2	3	0	3	CIS 110 or CIS 111
ENG	114	Professional Research & Reporting	___	3	0	0	3	ENG 111
LOG	125	Transportation Logistics	___	3	0	0	3	
LOG	215	Supply Chain Management	___	3	0	0	3	LOG 110
				14	3	0	15	
SUMMER SEMESTER (First Year)								
BUS	153	Human Resource Management	___	3	0	0	3	
INT	110	International Business	___	3	0	0	3	
				6	0	0	6	
FALL SEMESTER (Second Year)								
ACC	120	Principles of Accounting I	___	3	2	0	4	ENG 090, RED 090, MAT060
BUS	137	Principles of Management	___	3	0	0	3	
LOG	225	Logistics Systems	___	3	2	0	4	LOG 215
LOG	235	Traffic Management	___	3	0	0	3	LOG 125
Major Elective			___	3	0	0	3	
				15	4	0	17	
SPRING SEMESTER (Second Year)								
LOG	240	Purchasing Logistics	___	3	0	0	3	LOG 110
LOG	250	Advanced Global Logistics	___	3	2	0	4	LOG 125
Humanities/Fine Arts Elective			___	3	0	0	3	See Catalog
Major Elective			___	3	0	0	3	See Elective List
Major Elective			___	2	0	0	2	See Elective List
				14	2	0	15	
				63	13	0	69	

Elective List

ACC	121	Prin of Managerial Acct	___	3	2	0	4	ACC 120
BUS	225	Business Finance	___	2	2	0	3	ACC 120
COE	111/112/113	Cooperative Work Experience I	___	0	0	10-20-30	1-2-3	
COE	121/122/123	Cooperative Work Experience II	___	0	0	10-20-30	1-2-3	
COE	131/132	Cooperative Work Experience III	___	0	0	10-20	1-2	
CTS	130	Spreadsheet	___	2	2	0	3	CTS 110 or CIS 111 or OST 137, MAT 060
LOG	211	Distribution Management	___	2	2	0	3	LOG 110
LOG	245	Logistics Security	___	3	0	0	3	LOG 110
MKT	120	Principles of Marketing	___	3	0	0	3	

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 69

Additional information about the Global Logistics program is available at <http://www.vgcc.edu/Academics/academics-programs.cfm>

**VANCE-GRANVILLE COMMUNITY COLLEGE
BUSINESS TECHNOLOGIES DIVISION PROGRAMS
GRADUATION REQUIREMENTS**

TRANSPORTATION LOGISTICS

Certificate

			HOURS PER WEEK					
	Grade		Class	Lab	Clinic	Cred.	Pre /Corequisites	
BUS	137	Principles of Management	___	3	0	0	3	
CIS	110	Introduction to Computers	___	2	2	0	3	
LOG	110	Introduction to Logistics	___	3	0	0	3	
LOG	125	Transportation Logistics	___	3	0	0	3	
TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE:						12		

GLOBAL SUPPLY CHAIN

Certificate

			HOURS PER WEEK					
	Grade		Class	Lab	Clinic	Cred.	Pre /Corequisites	
INT	110	International Business	___	3	0	0	3	
MKT	120	Principles of Marketing	___	3	0	0	3	
Or								
LOG	110	Introduction to Logistics	___	3	0	0	3	
LOG	215	Supply Chain Management	___	3	0	0	3	LOG 110
LOG	240	Purchasing Logistics	___	3	0	0	3	LOG 110
TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE:						12		

**VANCE-GRANVILLE COMMUNITY COLLEGE
BUSINESS TECHNOLOGIES DIVISION PROGRAMS
GRADUATION REQUIREMENTS**

ENTREPRENEURSHIP

Associate in Applied Science Degree

Suggested Course Sequence

			HOURS PER WEEK					
	Grade	Class	Lab	Clinic	Cred.	Pre/ Corequisite		
FALL SEMESTER (First Year)								
ACA	115	Success & Study Skills	___	0	2	0	1	
ACC	120	Principles of Financial Accounting	___	3	2	0	4	ENG 090, RED 090 & MAT 060
BUS	110	Introduction to Business	___	3	0	0	3	
BUS	115	Business Law I	___	3	0	0	3	ENG 090 & RED 090
CIS	110	Intro to Computers	___	2	2	0	3	
		OR						
CIS	111	Basic PC Literacy	___	1	2	0	2	
ETR	210	Intro to Entrepreneurship	___	3	0	0	3	
				13/14	6	0	16/17	
SPRING SEMESTER (First Year)								
BUS	116	Business Law II	___	3	0	0	3	
BUS	137	Principles of Management	___	3	0	0	3	
CTS	130	Spreadsheet	___	2	2	0	3	CIS 110, CIS 111, or OST 137 & MAT 060
ENG	111	Expository Writing	___	3	0	0	3	
LOG	110	Intro to Logistics	___	3	0	0	3	
				14	2	0	15	
SUMMER SEMESTER (First Year)								
		Humanities Elective	___	3	0	0	3	See Catalog
		Social/Behavioral Science Elective	___	3	0	0	3	See Catalog
				6	0	0	6	
FALL SEMESTER (Second Year)								
		Economics Elective (ECO 151, ECO 251, ECO 252)		3	0	0	3	
ENG	114	Professional Research & Reporting	___	3	0	0	3	ENG 111
ETR	220	Innovation & Creativity	___	3	0	0	3	
ETR	230	Entrepreneur Marketing	___	3	0	0	3	
ETR	240	Funding for Entrepreneurs	___	3	0	0	3	
		Major Elective	___	2	0	0	2	See Elective List
				17	0	0	17	
SPRING SEMESTER (Second Year)								
BUS	280	REAL Small Business	___	4	0	0	4	
ETR	270	Entrepreneurship Issues	___	3	0	0	3	
LOG	240	Purchasing	___	3	0	0	3	LOG 110
		Math/Science Elective	___	3	0	0	3	See Catalog
		Major Elective	___	3	0	0	3	See Elective List
				16	0	0	16	
				67	8	0	70/71	
Elective List								
ACC	129	Individual Income Taxes	___	2	2	0	3	
ACC	130	Business Income Taxes	___	2	2	0	3	ACC 129

Elective List

ACC	140	Payroll Accounting	___	1	2	0	2	ACC 120
BUS	217	Employment Law and Regulations	___	3	0	0	3	
DBA	110	Database Concepts	___	2	3	0	3	
COE	111/112/113	Cooperative Work Experience I	___	0	0	10-20-30	1-2-3	
COE	121/122/123	Cooperative Work Experience II	___	0	0	10-20-30	1-2-3	
COE	131	Cooperative Work Experience III	___	0	0	10	1	
WEB	110	Internet/Web Fundamentals	___	2	2	0	3	

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 71

Additional information about the Entrepreneurship program is available at <http://www.vgcc.edu/Academics/academics-programs.cfm>

RELATIONSHIPS WITH INSTRUCTORS

Instructors are people. They are an integral part of your education. Here are some suggestions for forming a good working relationship with them.

1. Form your own opinion about each instructor. Students talk about teachers, and you may hear conflicting reports. Decide for yourself.
2. Be attentive. Daydreaming, sleeping or having side conversations in class will insult your instructor. Besides, you miss what's happening. Side conversations also disturb other students.
3. We all have mental pictures about instructors. Perhaps they are unapproachable, brilliant, boring, demanding, eccentric, etc. Assume nothing. Get to know your teacher first-hand. Take advantage of their office hours. Some teachers' best express their love and enthusiasm for their subject in private conversations rather than lectures.
4. Many instructors have special office hours. Most are delighted to talk to students. That's why they are teachers. Talking to one student allows them to focus on the area that's critical to that student and their enthusiasm can be contagious. What sounded incomprehensible in class may become clear in a one-to-one exchange.
5. Arrive early for classes. You can visit with your instructor or classmates, review notes, or spend a few minutes relaxing. Being on time demonstrates your commitment and interest.
6. Participate in class discussions. Ask questions. Provide answers. Be ready to debate and discuss. Your instructor will know you are interested and prepared. Asking questions to sidetrack your teacher or just to get noticed, however, wastes everyone's time.
7. Accept criticism. Learn from your teacher's comments on your work. It is a teacher's job to correct. Don't take it personally.
8. Submit professional work of high quality in both content and form. Prepare papers as if you were submitting them to an employer. Imagine that a promotion and raise will be determined by your work.

ASSISTANCE

Academic Warning, Probation, Suspension	VP of Student Affairs/Counselors – Bldg 8
Adding a Class	Registrar’s Office - Building 8
Admission Information	Admissions Office – Building 8
Academic Advising	Counselors - Building 8, Advisor
Canceled Classes	Registrar’s Office – Building 8
Career Planning	Career Center – Building 8
Classes Moved	Department Chairman
Counseling	Student Affairs – Building 8
Drop/Add Form	Registrar’s Office – Building 8
Dropping a Course	Counselors – Building 8, Advisor
Extracurricular Activities	Student Affairs – Building 8
Fee Deferment	VP of Student Affairs – Building 8
Financial Aid, Loan, Work-study, GI Bill, Veteran’s Benefits	Financial Aid- Building 8
Grades	Registrar’s Office – Building 8
Hairstyling	Cosmetology – Building 3
Health Insurance	Business Office – Building 1
I.D. Card	During Registration – Building 8
Job Placement (Full/Part-time)	Career Center, Building 8
Parking Permit	During Registration – Building 1
Placement Testing	Admissions Office – Building 8
Registration for Classes	Academic Advisors
Scholarships	Director of Endowment – Building 1
Student Policies, Procedures	VP of Student Affairs – Building 8
Tuition Information	Student Affairs – Building 8
Tutoring	Academic Skills Center – Bldg 7, 3 rd floor
Transcript Requests	Registrar’s Office – Building 8
Withdrawal Forms	Registrar’s Office – Building 8
VGCC Catalogs	Student Affairs – Building 8

**VANCE-GRANVILLE COMMUNITY COLLEGE
2011-2012 ACADEMIC CALENDER**

Vance-Granville Community College operates on the semester system. The fall and spring semesters are 16 weeks in length. The summer term is 10 weeks (48 days) in length.

Fall Semester 2011

August 16	Tuesday	Curriculum Classes Begin
August 18	Thursday	Last Day to Add A Class*
August 25	Thursday	Last Day for a Partial Refund/ Last Day to Drop with No Transcript Grade/ Census Date
September 5	Monday	Labor Day Holiday
October 13, 14	Thursday/Friday	Fall Break
November 14	Monday	Last Day to Withdraw with "WP" Grade
November 24, 25	Thursday, Friday	Thanksgiving Holidays
December 9	Friday	Exam Study Day
December 12-14	Monday-Wednesday	Final Exams

Spring Semester 2012

January 5	Thursday	Curriculum Classes Begin
January 9	Monday	Last Day to Add A Class*
January 16	Monday	Martin Luther King, Jr. Holiday
January 17	Tuesday	Last Day for a Partial Refund/ Last Day to Drop with No Transcript Grade/ Census Date
March 12-16	Monday-Friday	Spring Break
April 4	Wednesday	Last Day to Withdraw with "WP" Grade
April 6	Friday	Good Friday
May 3	Thursday	Exam Study Day
May 4-8	Friday-Tuesday	Final Exams
May 11	Friday	Graduation
May 12	Saturday	Graduation (Rain Date)

Summer Semester 2012

May 21	Monday	Curriculum Classes Begin
May 22	Tuesday	Last Day to Add A Class*
May 25	Friday	Last Day for a Partial Refund/ Last Day to Drop with No Transcript Grade/ Census Date
May 28	Monday	Memorial Day Holiday
July 2-July 6	Monday-Friday	Independence Day Holidays
July 17	Tuesday	Last Day to Withdraw with "WP" Grade
August 2	Thursday	Curriculum Classes End

**Instructor permission is required to add a class beyond this date. See "Drop and Add" policy in the VGCC Catalog.*