



Accounting

ACC 212: Principles of Accounting II

ACC 212 Emphasizes partnerships, corporations and the study of financial analysis. Includes and introduces cost/managerial accounting concepts. Co-requisite (ACC 214) may be required. Prerequisite: ACC 211. Lecture 3-4 hours per week.

Class Number	Credits	Days	Dates	Time	Location	Building	Room	Class Section	Instruction Mode	Instructor
63010	4	M~W~~~~	01/08/2015 - 04/29/2015	9:05 AM - 10:45 AM	Main Campus	Carroll Hall	0239	1	In Person	Kilgore,Sarah C
63011	4	~~~R~~~	01/08/2015 - 04/29/2015	5:30 PM - 8:50 PM	Crossroads (Galax)	Crossroads Institute	0218	72	In Person	Kilgore,Sarah C
63012	4	MTWRFSU	01/08/2015 - 04/29/2015	1:51 AM - 1:52 AM	Virtual (Online)	Virtual	1	95	Online	Kilgore,Sarah C

ACC 222: Intermediate Accounting II

ACC 222 Continues accounting principles and theory with emphasis on accounting for fixed assets, intangibles, corporate capital structure, long-term liabilities, and investments. Prerequisite ACC 212 or equivalent. Lecture 3-4 hours per week.

Class Number	Credits	Days	Dates	Time	Location	Building	Room	Class Section	Instruction Mode	Instructor
63013	3	~T~R~~~	01/08/2015 - 04/29/2015	9:30 AM - 10:45 AM	Main Campus	Carroll Hall	0225	1	In Person	Kilgore,Sarah C

ACC 261: Principles of Federal Taxation I

ACC 261 Presents the study of federal taxation as it relates to individuals and related entities. Includes tax planning, compliance, and reporting. Lecture 3 hours per week.

Class Number	Credits	Days	Dates	Time	Location	Building	Room	Class Section	Instruction Mode	Instructor
63014	3	~T~R~~~	01/08/2015 - 04/29/2015	11:00 AM - 12:15 PM	Main Campus	Carroll Hall	0225	1	In Person	Kilgore,Sarah C

Administration of Justice

ADJ 107: Survey of Criminology

ADJ 107 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.

Class Number	Credits	Days	Dates	Time	Location	Building	Room	Class Section	Instruction Mode	Instructor
61452	3	M~W~~~~	01/08/2015 - 04/29/2015	11:00 AM - 12:15 PM	Main Campus	Grayson Hall	0122	1	In Person	Weiss,Richard A
61454	3	~T~~~~	01/08/2015 - 04/29/2015	7:00 PM - 9:40 PM	Crossroads (Galax)	Crossroads Institute	0212	72	In Person	Williams,Steven C

ADJ 111: Law Enforcement Organization & Adminis I

ADJ 111 Teaches the principles of organization and administration of law enforcement agencies. Studies the management of line operations, staff and auxiliary services, investigative and juvenile units. Introduces the concept of data processing; examines policies, procedures, rules, and regulations pertaining to crime prevention. Surveys concepts of protection of life and property, detection of offenses, and apprehension of offenders. Prerequisite for ADJ 112, divisional approval or ADJ 111. Lecture 3 hours per week.

Class Number	Credits	Days	Dates	Time	Location	Building	Room	Class Section	Instruction Mode	Instructor
61459	3	~T~R~~~	01/08/2015 - 04/29/2015	12:30 PM - 1:45 PM	Main Campus	Grayson Hall	0122	1	In Person	Weiss,Richard A
61464	3	~~~R~~~	01/08/2015 - 04/29/2015	7:00 PM - 9:40 PM	Crossroads (Galax)	Crossroads Institute	0212	72	In Person	Clark Jr.,Richard C

ADJ 145: Corrections and The Community

ADJ 145 Studies and evaluates the relationships and interactions between correctional organizations and free society. Focuses on the shared responsibility of the community and corrections agencies to develop effective programs for management and treatment of criminal offenders. Lecture 3 hours per week.

Class Number	Credits	Days	Dates	Time	Location	Building	Room	Class Section	Instruction Mode	Instructor
61481	3	MTWRFSU	01/08/2015 - 04/29/2015	2:36 AM - 2:37 AM	Virtual (Online)	Virtual	1	95	Online	Mills,Harold G

ADJ 171: Forensic Science I

ADJ 171 Introduces student to crime scene technology, procedures for sketching, diagramming and using casting materials. Surveys the concepts of forensic chemistry, fingerprint classification/identification and latent techniques, drug identification, hair and fiber evidence, death investigation techniques, thin-layer chromatographic methods, and arson materials examination. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

Class Number	Credits	Days	Dates	Time	Location	Building	Room	Class Section	Instruction Mode	Instructor
61476	4	~T~R~~~	01/08/2015 - 04/29/2015	8:00 AM - 10:45 AM	Main Campus	Grayson Hall	0122	1	In Person	Weiss,Richard A

ADJ 212: Criminal Law, Evidence and Procedures II

ADJ 212 Teaches the elements of proof for major and common crimes and the legal classification of offenses. Studies the kinds, degrees and admissibility of evidence and its presentation in criminal proceedings with emphasis on legal guidelines for methods and techniques of evidence acquisition. Surveys the procedural requirements from arrest to final disposition in the various American court systems with focus on the Virginia jurisdiction. Lecture 3 hours per week.

Class Number	Credits	Days	Dates	Time	Location	Building	Room	Class Section	Instruction Mode	Instructor
61478	3	M~W~~~~	01/08/2015 - 04/29/2015	9:30 AM - 10:45 AM	Main Campus	Grayson Hall	0122	1	In Person	Weiss,Richard A

ADJ 290: Coordinated Internship in Administration & Justice

ADJ 290 Coordinated Internship in Administration & Justice Supervises on-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. 1-5 credits

Class Number	Credits	Days	Dates	Time	Location	Building	Room	Class Section	Instruction Mode	Instructor
61483	4	~T~R~~~	01/08/2015 - 04/29/2015	2:00 PM - 6:15 PM	Main Campus	Grayson Hall	0122	1	In Person	Weiss,Richard A

Administrative Support Tech

AST 101: Keyboarding I

AST 101 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 2-4 hours per week.

Class Number	Credits	Days	Dates	Time	Location	Building	Room	Class Section	Instruction Mode	Instructor
61498	3	M~~~~~	01/08/2015 - 04/29/2015	6:00 PM - 8:40 PM	Crossroads (Galax)	Crossroads Institute	0177	72	In Person	Nester,Pamela Gail
61505	3	~T~~~~~	01/13/2015 - 01/13/2015	3:00 PM - 5:00 PM	Main Campus	Grayson Hall	0217	95H	Hybrid	Nester,Pamela Gail

Class Number	Credits	Days	Dates	Time	Location	Building	Room	Class Section	Instruction Mode	Instructor
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Mandatory meeting on campus Tues., Jan. 13 at 3 p.m.-5 p.m. in Room 217 Grayson for course details. Students are required to come on campus or to an off-campus site to complete tests. Computer access with Word 2013, Internet and e-mail are required.

AST 102: Keyboarding II

AST 102 Develops keyboarding and document production skills with emphasis on preparation of specialized business documents. Continues skill-building for speed and accuracy. Prerequisite AST 101. A laboratory co-requisite (AST 104) may be required. Lecture 2-4 hours per week.

Class Number	Credits	Days	Dates	Time	Location	Building	Room	Class Section	Instruction Mode	Instructor
61510	3	M~~~~~	01/08/2015 - 04/29/2015	6:00 PM - 8:40 PM	Crossroads (Galax)	Crossroads Institute	0177	72	In Person	Nester,Pamela Gail
61511	3	~T~~~~	01/13/2015 - 01/13/2015	3:00 PM - 5:00 PM	Main Campus	Grayson Hall	0217	95H	Hybrid	Nester,Pamela Gail

Mandatory meeting on campus Tues., Jan. 13 at 3 p.m.-5 p.m. in Room 217 Grayson for course details. Students are required to come on campus or to an off-campus site to complete tests. Computer access with Word 2013, Internet and e-mail are required.

AST 117: Keyboarding For Computer Usage

AST 117: Keyboarding For Computer Usage Teaches the alphabetic keyboard and 10-key pad. Develops correct keying techniques. Lecture 1 hour per week.

Class Number	Credits	Days	Dates	Time	Location	Building	Room	Class Section	Instruction Mode	Instructor
65515	1	M~~~~~	01/12/2015 - 02/16/2015	6:00 PM - 8:40 PM	Crossroads (Galax)	Crossroads Institute	0177	72	In Person	Nester,Pamela Gail

AST 141: Word Processing I

AST 141: Word Processing I Teaches creating and editing documents, including line and page layouts, columns, fonts, search/replace, cut/paste, spell/thesaurus, and advanced editing and formatting features of word processing software. Prerequisite AST 101 or equivalent. A laboratory co-requisite (AST 144) may be required. Lecture 2-4 hours per week.

Class Number	Credits	Days	Dates	Time	Location	Building	Room	Class Section	Instruction Mode	Instructor
61513	3	MTWRFSU	01/08/2015 - 04/29/2015	1:05 AM - 1:06 AM	Virtual (Online)	Virtual	1	95	Online	Trivett,Janice L

Course requires computer access with CD-ROM and Word 2013.

AST 205: Business Communications

AST 205 - Business Communications (3 credits) Teaches techniques of oral and written communications. Emphasizes writing and presenting business-related materials. Lecture 3 hours per week.

Class Number	Credits	Days	Dates	Time	Location	Building	Room	Class Section	Instruction Mode	Instructor
61514	3	MTWRF SU	01/08/2015 - 04/29/2015	1:08 AM - 1:09 AM	Virtual (Online)	Virtual	1	95	Online	Nester, Pamela Gail
