



Serving the City of Danville, Halifax County, & Pittsylvania County

Danville Community College

Who do you want to be tomorrow?

2024-2025 College Catalog

1008 South Main Street
Danville, Virginia 24541

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MISSION:

Danville Community College is committed to providing quality comprehensive higher education, workforce programs, and services to promote student success and enhance business and community partnerships.

VISION:

Danville Community College will be the college of choice in our region for exemplary educational programs and services while responding to the community's workforce and economic needs.

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College Information

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General Information

Danville Community College is a two-year institution of higher education under the statewide Virginia Community College System. DCC's service area includes the City of Danville, Pittsylvania County, and Halifax County. The college, its employees, and students are governed by the policies established by the State Board for Community Colleges with the support and advice of the Danville Community College Board.

DCC promotes and maintains educational and employment opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors. DCC prohibits sexual harassment, including sexual violence. Inquiries related to the college's nondiscrimination policies should be directed to: Title IX Coordinator, Danville Community College, 1008 S. Main St., Danville, VA 24541, 434.797.8538; toll free: 800.560.4291, ext. 288538, or 434.688.4764 (VP); or email titleix@danville.edu.

Danville Community College values the multi-cultural diversity of its students, faculty, and staff. We are committed to creating and nurturing a campus environment that both welcomes and empowers all individuals. We recognize cultural differences of background, experience, and national origin, and we seek to promote a genuine understanding and appreciation for these differences. We also seek to recognize and promote the common bonds of humanity, which cross the boundaries of cultural differences.

History

Danville Community College developed from two institutions. Danville Technical Institute opened in 1936 as Danville Textile School, becoming Danville Technical Institute in 1941. The Danville Division of Virginia Polytechnic Institute first began as an engineering division in 1946, and was later expanded to include the first two years of coursework for all engineering, business administration, liberal arts, and science majors. DCC was one of the original four colleges to join the Virginia Community College System in 1966.

Programs

DCC offers more than 100 programs in general education, college transfer, and career training, along with customized classes to meet the needs of business and industry. For more information on academic programs, see Programs of Study. See page 50 for advanced manufacturing programs.

College Goals

1. Educational Programs: The college will provide quality credit and non-credit educational programs and instruction.
2. Faculty and Staff: The college will have an excellent and diverse faculty and staff.
3. Academic and Student Services: The college will provide quality services to assist students in achieving their academic and personal goals.

4. Educational Environment: The college will have facilities, equipment, and technology that enhance an effective learning environment.
5. Outreach Programs: The college will have a comprehensive outreach program.
6. Community Relations: The college will foster effective partnerships.
7. Resources: The college will obtain and use resources to achieve its mission and goals.

General Education Goals

Civic Engagement is the ability to contribute to the civic life and well-being of local, national, and global communities as both a social responsibility and a life-long learning process. Degree graduates will demonstrate the knowledge and civic values necessary to become informed and contributing participants in a democratic society.

Critical Thinking is the ability to use information, ideas and arguments from relevant perspectives to make sense of complex issues and solve problems. Degree graduates will locate, evaluate, interpret, and combine information to reach well-reasoned conclusions or solutions.

Professional Readiness is the ability to work well with others and display situationally and culturally appropriate demeanor and behavior. Degree graduates will demonstrate skills important for successful transition into the workplace and pursuit of further education.

Quantitative Literacy is the ability to perform accurate calculations, interpret quantitative information, apply and analyze relevant numerical data, and use results to support conclusions. Degree graduates will calculate, interpret, and use numerical and quantitative information in a variety of settings.

Scientific Literacy is the ability to apply the scientific method and related concepts and principles to make informed decisions and engage with issues related to the natural, physical, and social world. Degree graduates will recognize and know how to use the scientific method, and to evaluate empirical information.

Written Communication is the ability to develop, convey, and exchange ideas in writing, as appropriate to a given context and audience. Degree graduates will express themselves effectively in a variety of written forms.

Approved October 30, 2018, by the DCC Curriculum Committee.

Educational Foundation

The Danville Community College Educational Foundation is a tax-exempt, non-profit organization governed by a Board of Directors composed of concerned citizens, donors and alumni. The Foundation was established to enhance the academic excellence of Danville Community College and to improve the college's ability to serve the citizens of our area in accordance with the college's mission. Objectives of the Foundation include: Awarding student scholarships, providing professional development for faculty and staff, ensuring that instructional equipment keeps pace with technological changes, strengthening the academic programs, and encouraging cultural activities. For more information, visit danville.edu/foundation.

Statement of Accreditation

Danville Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Danville Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Danville Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Why Accreditation Matters

Accreditation by SACSCOC signifies that the institution:

- Has a mission appropriate to higher education
- Has resources, programs and services sufficient to accomplish and sustain that mission
- Maintains clearly specified educational objectives consistent with its mission and appropriate to the degrees it offers
- Demonstrates a commitment to the process of self-reflection and evidence-based evaluation toward achieving its stated objectives
- Beyond that, accreditation ensures we honor the promises we make to our DCC community. It exemplifies a shared understanding and demonstration of the SACSCOC core values - integrity, peer review, student learning, continuous quality improvement, accountably and transparency - across the college.

Admissions Information

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DCC has an open admissions policy. Individuals are eligible for admission if they are high school graduates or the equivalent, or if they are 18 years of age or older and able to benefit academically from study at the community college, as demonstrated by assessment in reading, writing and mathematics. However, students may be required to participate in developmental studies before beginning coursework in a particular field of study. Minimum scores are noted in the chart below.

Students who are in their final semester of high school or homeschool can enroll in summer courses. These students must provide documentation of graduation in order to enroll in subsequent semesters.

VPT	
Reading	EDE 10
Writing	EDE 10
Math	MDE 10

Exceptions to this policy may be made by the college president only for documented reasons.

Individuals may be admitted to DCC as curricular or non-curricular students. Curricular students are those placed in degree, certificate, career studies certificate, or diploma programs. All other students are considered non-curricular.

Curricular Admissions (students taking credit courses, seeking to earn a degree, diploma, certificate, and/or career studies certificate):

1. **Apply online at www.danville.edu/BecomeAStudent.** High school transcripts or equivalent are required for admission to the college and/or certain programs. Homeschool graduates must provide a transcript with a graduation date and may be required to provide documentation of coursework. The VCCS Student Information System academic records will be sufficient for colleges within the Virginia Community College System. *Virginia Residents: Please be sure to apply for in-state tuition rates on the admissions application. **In order to provide a safe and secure learning environment, admission to a Virginia Community College requires that ALL new applicants verify their identity. Applicants will need access to a computer or mobile device that has a camera in order to provide a real-time photo of yourself and upload a photo ID (Driver's license, passport, ID card, etc.).
2. **Demonstrate readiness for program placement by completing the Direct Enrollment Survey (<https://desurvey.vccs.edu>) for multiple measures placement.**
3. **Meet with an Academic Advisor.** Students can contact the Advising Center at advising@danville.edu or 434-797-8420.
4. **Attend DCC ROCKS (New Student Orientation)**
DCC ROCKS (Registration, Orientation, Computer Knowledge and Support) sessions are mandatory for new students prior to the start of classes. Students can sign up for a DCC ROCKS session at www.danville.edu/DCCROCKS.

Multiple Measures for Placement

Transcripts and test scores should be sent to admissions@danville.edu or DCC Enrollment Services, 1008 South Main Street, Danville, VA 24541 for review.

High School Graduates: 6 or more years since graduation

Students who graduated from high school or completed the GED or equivalent homeschool six or more years before applying to a VCCS college shall be placed into college level English and mathematics courses. After consultation with an advisor, students may request to enroll in co-requisite or pre-requisite developmental courses.

High School Graduates: less than 6 years since graduation

Students who graduated from high school or the equivalent less than six years before applying to a VCCS college shall be placed into college level English and mathematics courses using the following means and measures:

- a) Any student who has earned an associate degree or higher or who has earned a C or better in college-level courses in math and/or English at a VCCS college or another institution will be considered ready for college level English and math courses provided they meet the prerequisites for the respective courses in their chosen program of study.
- b) Any student who has successfully completed all required developmental courses at a VCCS institution will be considered ready for college level English and math courses.
- c) Any student who has successfully completed all required developmental courses at a non-VCCS institution will have their coursework evaluated for entry into college level math and English courses.
- d) Any student who placed into or attempted a college-level math course, regardless of the grade earned, at another college may be placed into the equivalent VCCS math course.
- e) Student-reported high school GPA and highest math course will be used to determine readiness to enroll in college level English and math courses as shown in Measures for College Level Math and English Readiness. High school seniors who have not yet graduated may be evaluated as of the completion of the first semester of the senior year to determine readiness for placement into college-level courses.
- f) Official or unofficial GED, ACT and SAT score reports may be used to determine readiness to enroll in college level English and math courses as shown in Measures for College Level Math and English Readiness.
- g) Virginia Placement Test (VPT) may be used only where external documentation of prerequisite or co-requisite developmental courses is required or where otherwise stipulated in policy for a specific group.

Measures for College Level Math Readiness

Student readiness for college level math courses will be determined using one of the following measures.

Math Measures	Standard	Math Course Options
Graduation from high school or an equivalent homeschool six or more years before applying to a VCCS college	Completed VCCS Enrollment Survey	Student may enroll in: MTH 101-133, MTH 154 MTH 155 MTH 161, or MTH 167
HSGPA and Algebra II	3.0 or higher	Student may enroll in: MTH 101-133, MTH 154 MTH 155 MTH 161 or MTH 167
	2.0-2.99	Student may enroll in: MTH 101-133 MTH 154+MDE 54, MTH 155+MDE or MTH 161+MDE 61 MDE 10

	Less than 2.0	
SAT - Math	500 or above	<p>Student may enroll in:</p> <p>MTH 101-133,</p> <p>MTH 154,</p> <p>MTH 155,</p> <p>MTH 161 or 167</p>
	470-490 range	<p>Student may enroll in:</p> <p>MTH 101-133,</p> <p>MTH 154,</p> <p>MTH 155, or</p> <p>MTH 161+MDE 61</p>
ACT - Subject Area Test Math	18 or above	<p>Student may enroll in:</p> <p>MTH 101-133,</p> <p>MTH 154,</p> <p>MTH 155,</p> <p>MTH 161, or</p> <p>MTH 167</p>
	17	<p>Student may enroll in:</p> <p>MTH 101-133,</p> <p>MTH 154,</p> <p>MTH 161+MDE 61</p>

GED - Mathematical Reasoning	165 or above	Student may enroll in: MTH 101-133, MTE 154, MTH 155, or MTH 161+MDE 61
	155-164 range	Student may enroll in: MTH 101-133, MTH 154+MDE 54, MTH 155+MDE 55, or MDE 60
	154 or below	MDE 10
VPT - Virginia Placement Test	Eight or more MTT/MTE competencies satisfied	Student may enroll in: MTH 161 MTH 167
	Six or more MTT/MTE competencies satisfied	Student may enroll in: MTH 154 MTH 155
	Four or more MTT/MTE competencies satisfied	Student may enroll in: MTH 154 MTH 155

	Three or more MTT/MTE competencies satisfied	<p>Student may enroll in:</p> <p>MTH 154+MDE 54</p> <p>MTH 155+MDE55</p> <p>MDE 60</p>
	Two or more MTT/MTE competencies satisfied	<p>Student may enroll in:</p> <p>MTH 101-133</p>
	One or fewer MTT/MTE competencies satisfied	<p>MDE 10</p>

Placement directly into MTH 162, Calculus, based on HSGPA and highest-level math courses taken, or ACT/SAT scores will be at the discretion of each college.

Measures for College Level English Readiness

Student readiness for college-level English courses will be determined using one of the following measures.

English Measures	Standard	English Course Options
Graduation from high school or an equivalent homeschool six or more years before applying to a VCCS college	Completed VCCS Enrollment Survey	<p>Student may enroll in:</p> <p>ENG 111</p> <p>ENG 115</p> <p>ENG 131</p>
HSGPA	3.0 or higher	<p>Student may enroll in:</p> <p>ENG 111</p>

	<p>2.0-2.9</p> <p>Less than 2.0</p>	<p>ENG 115</p> <p>ENG 131</p> <p>Student may enroll in:</p> <p>ENG 111+EDE 11</p> <p>ENG 115</p> <p>ENG 131</p> <p>Student must enroll in:</p> <p>EDE 10</p>
SAT-ERW	<p>480 or above</p> <p>400-470 range</p> <p>Below 400</p>	<p>Student may enroll in:</p> <p>ENG 111</p> <p>ENG 115</p> <p>ENG 131</p> <p>Student may enroll in:</p> <p>ENG 111+EDE 11</p> <p>ENG 115</p> <p>ENG 131</p> <p>Student must enroll in:</p> <p>EDE 10</p>
ACT - Subject Area Tests English and Reading	18 or above	<p>Student may enroll in:</p> <p>ENG 111</p>

	15-17 range	<p>ENG 115</p> <p>ENG 131</p> <p>Student may enroll in:</p> <p>ENG 111+EDE 11</p> <p>ENG 115</p> <p>ENG 131</p> <p>Student must enroll in:</p> <p>EDE 10</p>
	14 and below	
GED - Reasoning Through Language Arts	165 or above	<p>Student must enroll in:</p> <p>ENG 111</p> <p>ENG 115</p> <p>ENG 131</p> <p>Student must enroll in:</p> <p>EDE 10</p>
	Below 165	
VPT - Virginia Placement Test	Placed in ENG 111	<p>Student may enroll in:</p> <p>ENG 111</p> <p>ENG 115</p> <p>ENG 131</p> <p>Student may enroll in:</p>

	Placed in ENF 2 or ENF 3	ENG 111+EDE 11 ENG 115 ENG 131
	Placed in ENF 1 or lower	Student must enroll in: EDE 10

Accepting Multiple Measures for Placement Across Colleges

Student-reported HSGPA and standardized test scores recorded in the student information system at one VCCS institution shall be honored for placement by other VCCS institutions.

Because placement decisions for Pre-Calculus II and Calculus are based on HSGPA and highest-level math courses are college-specific, students who attend multiple VCCS colleges may experience different placement requirements for these courses.

Exceptions to Placement

Individual exceptions for higher-level placement must be approved by the chief academic officer or designee. Students may only be moved to a lower-level class at their request and with the approval of the chief academic officer.

Placement Testing Policy

Students who take the math and/or English Virginia Placement Test and do not enroll in developmental courses are allowed to take one retest within 12 months. Students who attempt a developmental course will be ineligible for a retest. Exceptions to this retest policy may be made on a case-by-case basis in accordance with established college procedures

Admissions to Specific Curricula

In addition to the general admission requirements above, specific requirements are listed for each program of the college where applicable. Among items generally considered in determining students' eligibility for admission to a curriculum are their educational/ occupational experiences and other reasonable standards to ensure that they can successfully complete the program requirements. Students who do not meet the requirements for a specific program or course may improve their chances of eligibility by completing developmental courses.

Non-Curricular Admission (non-program-placed students)

Examples include specialized workforce training through an employer, personal interest courses, or courses taken by a student at another institution. Any student wishing to take a single course at the college must satisfy all required pre-requisites.

Credit courses

1. Apply online at www.danville.edu/apply. *Virginia Residents: Please be sure to apply for in-state tuition rates on the application.
2. Acceptance by the college does not ensure admission to a specific curriculum or course. Non-curricular students must satisfy all required course prerequisites or placement testing requirements before enrolling in specific college-level courses.
3. Non-curricular students may meet with a DCC counselor to review course options.

Non-Credit Workforce Courses

See course schedule and register online at <https://dcc.augusoft.net>, or call Workforce Services at 434.797.6437.

Readmission

Former students who have not been enrolled for a period of three years or more must submit a new application: danville.edu/apply

Auditing a Course

Students desiring to attend a course without taking the examination or receiving credit for the course may do so by registering to audit through the usual registration process and paying the normal tuition. Permission of the division dean or another appropriate academic administrator is required to audit a course. 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. Students who desire to earn credit for a previously audited course must re-enroll in the course for credit and pay normal tuition to earn a grade other than "X." Advanced standing credit should not be awarded for a previously audited course.

Dual Enrollment for High School Students

The major purpose of community colleges is to serve students who have graduated from high school or are beyond the compulsory age limit of the public school and have left public school. However, a qualified high school student may enroll at DCC, subject to the following conditions:

1. Dual Enrollment Partnerships

Dual enrollment partnerships are governed by an annually renewable contractual agreement between the school or district and DCC to allow academically qualified high school juniors and seniors to enroll in college courses that are applicable to degree, diploma, certificate, or career studies certificate programs offered at the college. Students from school divisions with whom the college has a current dual enrollment contractual agreement may enroll in college classes at DCC for dual enrollment credit. Courses taken for dual enrollment credit shall be transcribed on both the student's college and high school transcripts.

A. High-School Based Dual Enrollment Programs and Courses

DCC and school divisions may develop contractual agreements to offer dual enrollment program pathways, academies, and courses at the high school. Such offerings may be taught by approved high school teachers who meet Virginia Community College System faculty credential requirements and are qualified by the college to teach course(s) in the program of study. DCC faculty and administrators are responsible for identifying high school dual enrollment program offerings; selecting and qualifying high school faculty to teach college courses; professional development of dual enrollment faculty; and oversight and evaluation of program standards, including assessment of student learning outcomes, program learning outcomes and instructional effectiveness.

B. Early College, Dual Enrollment Programs and Academies

DCC and school divisions may develop contractual agreements to offer dual enrollment program pathways and academies on the college campus. Such courses are taught by full-time or adjunct community college faculty.

2. Independent Dual Enrollment

(Concurrent/Homeschooled Student Enrollment)

Independent dual enrollment allows individual high school students to enroll in courses at DCC. A qualified high school junior or senior may be admitted to any college-level credit-bearing course, with permission of the high school principal or designee and the parent. Participation in independent dual enrollment does not require a contractual agreement between the college and the school division. However, the high school student must meet dual enrollment admissions standards. Courses taken as independent dual enrollment shall be transcribed on the student's college transcript.

Prior to admission, the college must receive a completed Concurrent Enrollment or Homeschooled Student Enrollment Form approved and signed by the student, the student's parents and high school principal, and be approved by the DCC Admissions Committee. Students interested in independent dual enrollment should contact DCC Admissions.

Dual Enrollment Student Admissions

Private, Public, and Homeschool juniors and seniors who meet each of the following criteria may register in college-level credit-bearing courses:

1. The student submits an Application for Admission (danville.edu/apply).
2. The student is a rising public or private high school junior or senior or homeschool student studying at the high school junior or senior level.
 1. The high school student has permission of the principal or designee, and the parent.
 2. The homeschool student has permission of the parent.
3. The student demonstrates readiness for each college-level credit-bearing course in which they want to enroll. High school and homeschool students are not eligible to enroll in developmental or direct placement co-requisite English and Math courses. In demonstrating readiness, a student must meet one of the criteria established for each type of course in which they want to be registered:

Course Type	High School Transcript*		SAT		PSAT		ACT		VPT
Transfer** Courses (except Math)	Current cumulative high school GPA of 3.0 or higher	or	ERW score of 480 or higher	or	ERW score of 390 or higher	or	18 or higher on both English and Writing subject area tests	or	Placement into ENG 111
Career and Technical*** Courses (except Math)	Current cumulative high school GPA of 2.0 or higher	or	ERW score of 480 or higher	or	ERW score of 390 or higher	or	18 or higher on both English and Writing subject area tests	or	Placement into ENF 1 or higher
MTH 101-133	Current cumulative high school GPA of 3.0 or higher and a 2.0 (C) grade or higher in high school math course	or	ERW score of 480 or higher Math score of 530 or higher	or	ERW score 390 or higher and math score of 500 or higher	or	22 or higher on Math subject area test	or	Placement in MTH 111 or higher (Satisfaction of MTE 1-3)
MTH 154,155	Current cumulative high school GPA of 3.0 or higher and a 2.0 (C) grade or higher in a high school math course	or	ERW score of 480 or higher and Math score of 530 or higher	or	ERW score of 390 or higher and math score of 500 or higher	or	22 or higher on Math subject area test	or	Placement in MTH 154 or higher (Satisfaction of MTE 1-5)
MTH 161,167 Individual colleges may establish criteria for direct placement into calculus or other high level math course	Current cumulative high school GPA of 3.0 or higher and a 2.0 (C) grade or higher in Algebra 2 or in a higher level math course	or	ERW score of 480 or higher and Math score of 530 or higher	or	N/A	or	22 or higher on Math subject area test	or	Placement into MTH 161 or higher (Satisfaction of MTE 1-9)
*Cumulative GPA may be weighted or unweighted and may be self-reported.									

******A transfer course is any course that a college offers and will transcript in fulfillment of the requirements for a Degree or Certificate that is designed to transfer (e.g., AA, AS, AA&S, AFA, Uniform Certificate of General Studies).

*******A career and technical course is any course that the college offers and will transcript in fulfillment of the requirements for degrees and certificates that are not designed for transfer (e.g., AAS, Certificate, Career Studies Certificates).

4. In addition to meeting the eligibility criteria above, a dual enrollment student must meet all course pre/corequisites as listed in the VCCS Master Course File and established by the college at which the student is enrolled in the course.

Dual enrollment is restricted to rising high school juniors and seniors and homeschool students studying at the high school junior or senior levels. Admitting high school or homeschool students below the junior or senior level is considered exceptional. The college-ready status of each prospective student below the junior or senior high school level shall be assessed on a case-by-case basis. Such students must meet the above eligibility criteria and any other criteria as may be established by the college for participation of students below the junior or senior level in dual enrollment. Colleges shall have criteria and procedures for the case-by-case assessment of such students. Formal approval by the college president, or designee, is required for applicants who are below the junior or senior high school level to participate in dual enrollment.

Senior Citizens Admission

Senior Citizens Higher Education Act of 1974, As Amended 1976, 1977, 1982, 1988, 1999, 2003, and 2015 (SG)

Subject to SCHEV regulations and any legislative revisions, the Act gives senior citizens certain rights.

"Senior citizen" shall mean any person who, before the beginning of any semester in which such person claims entitlement to senior citizen benefits, (1) has reached sixty years of age, and (2) has had his legal domicile in Virginia for one year.

A senior citizen shall be entitled:

1. To register for and enroll in courses as a full-time or part-time student for academic credit if such senior citizen had a taxable individual income not exceeding \$23,850 for Virginia income tax purposes for the year preceding the year in which enrollment is sought;
2. To register for and audit courses offered for academic credit regardless of income level; and
3. To register for and enroll in courses not offered for academic credit regardless of income level.

Such senior citizen shall pay no tuition or fees for courses offered for academic credit or for courses not offered for academic credit, except fees established for the purpose of paying for course materials, such as laboratory fees, subject to a determination by the institution of its ability to offer the course or courses for which the senior citizen registers. The Council of Higher Education shall establish procedures to ensure that tuition-paying students are accommodated in courses before senior citizens participating in this program are enrolled. However, the state institutions of higher education may make individual exceptions to these procedures when the senior citizen has completed seventy-five percent of the requirements for a degree.

Interested senior citizens should contact admissions@danville.edu and complete the Senior Citizen Tuition Assistance Form. Any person meeting the above criteria will be admitted to a course only after all tuition-paying students have been accommodated. Completed forms should be submitted prior to the start date of the class.

Other Immigrant Status Admission

It is the policy of Danville Community College to admit those applicants who are immigrants residing in Virginia who have graduated from a Virginia high school with a high school diploma or equivalent, even if they are not able to document their legal presence. Those who are

undocumented will pay tuition at the out-of-state rate. DCC will follow the State Council for Higher Education for Virginia Domicile Guidelines for establishing domicile.

Admission Denied / Revoked

The college reserves the right to evaluate and document special cases and to refuse or revoke admission if the college determines that the applicant or student poses a threat, is a potential danger, is significantly disruptive to the college community, has provided false information or any information for a fraudulent purpose, or if such refusal or revocation is considered to be in the best interest of the college. DCC also reserves the right to refuse admission for applicants who have been expelled or suspended from, or determined to be a threat, potential danger or significantly disruptive by another college. Students whose admission is revoked after enrollment will be given due process. Please see Appeal Process for Revoked Admissions.

Language on the admissions application informs applicants that their information is being transferred to the State Police. In the event it is determined that a DCC applicant is listed on the Sex Offender Registry, the following procedures apply:

1. A student who has been admitted to the college but not yet enrolled in classes will have their admission revoked, pending an evaluation by the College's Threat Assessment Team (TAT). This will require the student to submit information regarding their type of conviction(s) and other details for evaluation. If the TAT concludes they are a threat, the student's admission will be revoked and they will then be dismissed from the college. An appropriate service indicator will be placed on the student's record, which will prevent the student from registering for classes. The student, in this instance, may invoke their right to an appeal process.
2. If the applicant registers for classes and becomes a student before the college receives notification that they are listed on the Sex Offender Registry, the student will be informed within 10 business days that they will be evaluated by the College Threat Assessment Team (TAT). This will require the student to submit information regarding their type of conviction(s) and other details for evaluation. If the TAT concludes they are a threat, the student will be informed that they are being administratively withdrawn from classes and will receive a tuition refund. They will then be dismissed from the college. An appropriate service indicator will be placed on the student's record, which will prevent the student from registering for classes. The student, in this instance, may invoke their right to an appeal process. Please see Appeal Process for Revoked Admissions.

Appeals Process for Revoked Admission

When a student's admission is revoked, he/she may invoke the appeal process. The student will receive a certified letter/return receipt requested and official email from the Dean of Student Services or designee notifying the student of the revoked admission and outlining the appeal process.

1. Student may write a letter of appeal to the Dean of Student Services in which he/she (1) provides justification for consideration of admission/ reinstatement and (2) discloses the nature of the offense and/or conviction serving as the basis for DCC's action to revoke admission. The letter of appeal must be submitted to the Dean of Student Services within seven (7) business days of notification by the college (receipt of the certified letter).
2. A panel of five (5) full-time faculty, staff and/or administrators will review the information submitted and make a decision by a simple majority vote within fourteen (14) business days of receiving the letter of appeal. The Dean of Student Services will serve as the convener of the panel and will be a member of the panel. Panel discussions will be confidential.
3. If the panel determines that the withdrawn student represents a threat or potential danger to the college and/or the revoked admission/ withdrawn enrollment is considered to be in the best interest of the college, the following apply:
 - The student's admission to the college will remain revoked.
 - The student will be administratively withdrawn from classes, if classes have been held.
 - An enrolled student will receive a tuition refund. Tuition refunds will not be granted for students removed from the college for disciplinary reasons.
4. The Dean of Student Services will inform the student by certified letter/return receipt requested and official email of the decision of the appeals panel. The decision of the appeals panel shall be final.

Domicile Requirements

The Virginia Community College System, including Danville Community College, is guided by the Code of Virginia and the regulations of the State Council of Higher Education on determining domicile. Each student applying for admission must complete a Domicile

Determination Form in order to be declared legally domiciled in Virginia. Students must verify that one year before the date of entering the term for which they are requesting in-state tuition status, they have given up any previous domicile and were living in Virginia with the unqualified intention of remaining in Virginia. Please contact DCC Admissions for more information regarding residency requirements. It is the student's responsibility to submit documentation and provide clear and convincing evidence regarding their domicile. In the event that a student's circumstances change after a semester has begun, the student's tuition status may be eligible for reclassification. This reclassification shall be effective for the next academic semester or term following the date of the application for reclassification. Students should follow DCC's domicile appeal policy.

Domicile Appeals Process

A student who disagrees with an initial tuition classification may submit a Domicile Reclassification Form within ten (10) calendar days of the initial notification. The committee will respond to the appeal within fifteen (15) calendar days. The Domicile Appeals Committee, Ad Hoc, shall consist of two members of the Student Services area.

No person who serves at one level of this appeals process shall be eligible to serve at any other level of this review.

If the student still disagrees with the tuition classification, the student may file a final written appeal with the Dean of Student Services. This written appeal must be made within five (5) calendar days of the student's notification of the first appeal. The Dean of Student Services will notify the student in writing of the final administrative decision within thirty (30) calendar days of the receipt of the appeal.

A student who is not satisfied with the outcome of the review by the Dean of Student Services may appeal to the appropriate circuit court. The student must file a petition for review with the court within thirty (30) calendar days of receipt of the decision by the Dean of Student Services.

Waiver of Requirements

Students having reason to believe that previous educational studies, training programs, or work experience may entitle them to an adjustment in the required courses in a particular curriculum should contact the Division Deans or Advisors at the college to determine procedures before registering for classes. Through subsequent interviews and tests, students may qualify for waiver of curriculum admission requirements, of course prerequisites, and of courses in a curriculum upon the recommendations of the faculty and the instructional division concerned.

Students may substitute equivalent or more sophisticated courses in the same field in any approved curriculum with the approval of the instructional division and the Chief Academic Officer or designee provided they can, by previous educational accomplishment or college administered examination, demonstrate the capability for success in the courses requested.

In addition, if students can demonstrate that previous educational study, training, work experience, or college administered examination results may entitle them to advancement in the courses required for a particular curriculum, upon request and with the approval of the instructional division and the Chief Academic Officer or designee, they may receive advance placement and credit in the course or curriculum for which advancement was requested.

If requirements are waived, students must successfully complete other courses to compensate for the credit hours.

Waiver of Credits

Credits waived are those normally required course credits for a particular program which are administratively exempted. Credits waived require election of additional credit courses to compensate for the credits waived.

Physical Education Requirement for Veterans

In accordance with VCCS Policy 5.6.5.1.e, the physical education requirements for the degree, diploma and certificate programs may be waived for veterans, and the college may grant up to 3 credits of physical education/health credits for basic military training to satisfy the physical education/health credit requirement of the veterans' curricula.

Substitution of requirements for students with documented disabilities, covered by the Americans with Disabilities Act of 1990 (ADA) and § 504 of the Rehabilitation Act of 1973, as amended

Otherwise qualified students with documented disabilities who are, by reason of their disability, unable to complete a requirement of the program pursued by the student, with or without reasonable accommodations, may request an approved course substitution. [1]Substitutions will generally not be granted for any course that is deemed essential to the program of instruction being pursued by such student, or to any directly related licensing requirement. If requirements are waived, students must successfully complete other courses to compensate for the credit hours.

Credit for Prior Learning

Credit for Prior Learning is the administrative awarding of academic credit to students for subject matter competency acquired through previous academic study, nonacademic study, work experience or other nontraditional means.

The College may award academic credit for demonstrated student learning acquired through many means, to include but not limited to the following:

1. Equivalent coursework satisfactorily completed at a postsecondary institution accredited by an agency recognized by the U.S. Department of Education and verified through receipt of an official transcript.
1. Courses taken at the secondary level shall not be accepted under this policy. Skills acquired through high school experiences may be awarded credit through one of the methods listed below.
2. Satisfactory scores on locally-developed, comprehensive challenge examination developed and evaluated by college faculty.
3. Satisfactory scores on nationally recognized standardized examinations or college-approved external examinations. External examinations used for this purpose include but are not limited to the College Level Examination Program (CLEP), DANTES Subject Standardized Test (DSST) of the Defense Activity for Non-Traditional Educational Support (DANTES), Excelsior Credit by Exam (ECE), the College Entrance Examination Board (CEEB), Advanced Placement (AP) program, Cambridge Advanced (A/AS) examinations, the International Baccalaureate (IB) program, and the Defense Language Proficiency Test (DLPT).
4. Upon receipt of official test scores, as required by Virginia Code and the Virginia Public Higher Education Policy on Course Credit for AP, Cambridge, CLEP and IB, all Virginia community colleges shall accept a score of three (3) and higher for Advanced Placement (AP) courses, a score of four (4) or higher for higher level International Baccalaureate (IB) courses, a score of five (5) or higher for standard level International Baccalaureate (IB) courses, a score of fifty (50) or higher on CLEP courses, and scores of E or better for Cambridge Advanced (A/AS) examinations when the equivalent course is offered by the college.
5. Occupational experience or training determined by faculty or a college-approved learning assessment service or process that student learning is at least equivalent to the course(s) in which academic credit is awarded. As applicable, when student training or an earned certification or licensure has been evaluated by sources such as the American Council on Education (ACE), the National College Credit Recommendation Service, or another college-approved organization, these evaluations may guide faculty recommendations.
6. Military education, experience, training and credentials gained from service in the armed forces of the United States recommended for academic credit by a national higher education association that provides academic credit recommendations when documented on a student's military transcript issued by any of the armed forces of the United States.

Administration of Credit for Prior Learning

1. The determination of such credit must be made by qualified faculty members at the institution or according to procedures and standards approved by qualified faculty ensuring that assessment procedures are appropriate for the credit awarded.
2. If documentation and interviews are used in lieu of examinations, the institution must demonstrate that these methods provide assurances of academic comparability to credit earned by traditional means.

3. At least 25 percent of the credit hours required for an undergraduate degree are earned through credit instruction offered by the institution awarding the degree.
4. In awarding credit for prior learning, the institution must:
 1. award credit only for documented learning that aligns the prior experience to course learning outcomes;
 2. award credit only to matriculated students;
 3. identify such credit on the student's transcript as credit for prior learning;
 4. adopt, describe in appropriate institutional publications, implement and regularly review policies and procedures for awarding credit for prior learning;
 5. clearly describe and establish the validity of the evaluation process and criteria for awarding credit for prior learning;
 6. designate a staff member or office responsible for the application of Credit for Prior Learning to student records and student records shall reflect Credit for Prior Learning and the applicable source (s) of that credit;
 7. clearly post to current and prospective students, faculty, staff and administrators Credit for Prior Learning guidelines, policies, and procedures; and
 8. include in college publications a statement that the college cannot guarantee the acceptance of Credit for Prior Learning by other institutions to which the student may transfer.

Police Academy Certificates

Per the Articulation Agreement between the VCCS and the Virginia Dept. of Criminal Justice Services, students who have satisfactorily documented successful completion of the VA State Police Academy or a Regional and Independent Certified Training Academy shall be awarded credit. Appropriate documentation is required and must be submitted to the Dean of Art, Sciences, & Business.

Using Advanced Standing for Graduation Requirements

There is no limit to the number of credits that may be awarded through advanced standing credit, with the exception of portfolio-based credit for prior experiential learning. Credit for portfolio-based prior experiential learning may be awarded for no more than 25% of the credit hours required for a degree. In addition, credit achieved through advanced standing may not be used to fulfill the graduation residency requirement. A minimum of 25% of the credit required for graduation in the curriculum must be earned at DCC. All accepted advanced standing credits will be acknowledged and recorded on the student's permanent record with the transferring agency or other source of credit identified. No unsuccessfully attempted advanced standing applications or examination results will be recorded on the student's permanent record.

The following shall apply:

1. To earn credit for prior learning, a student must be admitted to the curriculum in which advanced standing is requested.
2. Advanced standing will be awarded only for courses in which a student is not currently and has not been previously enrolled.

Course Acceptance Policy

1. The program administrator responsible for evaluating a student's previous coursework shall:
 - a. Determine the acceptability of each course the student wishes to transfer or apply toward the program requirements based upon his/her knowledge of any changes that have occurred since the course(s) was completed;
 - b. Give particular attention to courses in areas that have had significant technological changes in recent years (e.g., electronics, automotive, graphic imaging, information systems, administrative support technology, etc.);
 - c. As deemed appropriate, seek the input of faculty or other administrators regarding the proper course of action.
2. Courses which are determined to have outdated information and whose acceptance would not assure the student of having current skills may be used to meet elective credit requirements.

3. Students who have kept their educational training current through their job activities may have their coursework given special consideration for acceptance.
4. A student who wishes to challenge the non-acceptance of his/her coursework may do so by demonstrating his/her competencies in an appropriate manner to the administrator or appropriate faculty member.
5. Because of the diversity of courses offered and the differences in changes that occur over a given time, no specific time frame can be established for courses whose content may have become obsolete. However, it is recommended that all courses taken more than five years ago be carefully reviewed for their current relevance.
6. The decision to accept/not accept a course(s) should be made with the idea that a student's graduation indicates current and relevant competencies in the program of studies.

Notification of Student Rights

The Family Educational Rights and Privacy Act (FERPA) of 1974, Sec.438, PUB.L. 90-247, as amended, sets forth requirements governing protection of students' right to privacy in their education records and affords them a right to inspect such records. A copy of this legislation is on file in the Learning Resource Center.

As provided by the Family Educational Rights and Privacy Act (FERPA), the college may disclose the following Virginia Community College System directory information items without the student's prior consent::

- Student's name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- Major field of study
- Dates of attendance
- Grade Level
- The most recent educational agency or institution attended
- Number of credit hours enrolled
- Photos

This information may be disclosed by the College without the prior consent of the student unless a written request is made to the Enrollment Services Office or the student sets appropriate privacy settings in the Student Information System before such time as the College is asked to make such disclosure. In any case, the College may disclose directory information from the education records of an individual who is no longer in attendance at the College. Students having questions pertaining FERPA may contact the College Registrar.

Student Information Release Authorization

In compliance with the federal Family Educational Rights and Privacy Act of 1974 (FERPA), the college is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial aid, and other student record information. This restriction applies, but is not limited, to parents, a spouse, or a sponsor. FERPA does permit the college to disclose information from a student record to a parent(s) or legal guardian(s) if they claim the student as a dependent for federal tax purposes, and Chapter 495, 2008 Virginia Acts of Assembly requires disclosure to those who claim the student as a dependent. The parent or legal guardian must present current tax information supporting this claim.

The student may, at his/her discretion, grant the college permission to release information about his/her student records to a third party by submitting a completed FERPA Consent to Release Educational Records form. The specified information will be made available only if requested by the authorized third party. The authorized third party must know the student's password as indicated on the Release form before information can be released. Students should submit the completed form to the Admissions Office in person, by mail, or by fax. Please note that the authorization to release information has no expiration date; however, a student may revoke the authorization at any time by sending a written request to the same address.

NOTE: For the third party designee(s) you name on this form, this release overrides all FERPA directory suppression information that you have set up in your student record.

IMPORTANT: If the form is not completed in person, a notary verification will be required.

Transfer Between Curricula

Academic Division Dean or designee will review courses taken by student and award applicable credits.

Title IX Disclosure

Danville Community College promotes and maintains educational and employment opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors. Danville Community College prohibits sexual harassment including sexual violence.

Member, Virginia's Community Colleges

Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking

What is Title IX?

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct, sexual harassment, and similar conduct constitute sexual discrimination prohibited by Title IX. As a recipient of federal funds, Danville Community College is required to comply with Title IX.

Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator Cathy Pulliam. (See contact information below).

The Title IX Coordinator has the responsibility to coordinate DCC's efforts to comply with its obligations under Title IX and the Title IX regulations. These responsibilities include coordinating any investigations of complaints received pursuant to Title IX and the implementing regulations.

In addition, the Title IX Coordinators:

- Promote the creation of policies, procedures, and notifications designed to ensure college compliance with Title IX
- Oversee implementation of compliance (grievance) procedures, including investigation and disposition of complaints
- Answer questions and provides guidance about Title IX compliance and the college's related policies and procedures
- Serve as a liaison to the state and federal agencies that enforce Title IX
- Help ensure the campus community and college employees with Title IX compliance and is responsible for seeing they are adequately trained and educated
- Monitor all other aspects of the college's Title IX compliance

Book

Policy Manual Section

Section 6 - Student Development Services Title

Appendix 1 to Section 6.0 Number

Section 6 Appendix Status

Active

First Approved by the State Board for Community Colleges September 17, 2015

Last Revised and Approved by the State Board for Community Colleges September 23, 2021

Appendix I to Section 6 Policy on Sexual Harassment

1. Notice of Nondiscrimination

As a recipient of federal funds, Danville Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in education programs or activities, admission, and employment. Under certain circumstances, sexual harassment constitutes sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights. The Title IX Coordinator is Cathy Pulliam, whose office is located in the first floor of the Wyatt Building, and may be contacted by phone at 434-797-8538 or by email at cathy.pulliam@danville.edu

B. Policy

1. Danville Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. Accordingly, this Policy prohibits sex discrimination, which includes sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence, and stalking. This Policy also prohibits retaliation. This Policy supplements the following general policy statement set forth by the Virginia Community College System: This College promotes and maintains educational opportunities without regard to race, color, national origin, religion, disability, sex, sexual orientation, gender identity, ethnicity, marital status, pregnancy, childbirth or related medical conditions including lactation, age (except when age is a bona fide occupational qualification), veteran status, or other non-merit factors. This Policy also addresses the requirements under the Violence Against Women Reauthorization Act of 2013, (also known as the Campus SaVE Act), and Virginia law.
2. This Policy is not intended to substitute or supersede related criminal or civil law. Individuals are encouraged to report incidents of sexual and domestic violence, dating violence, and stalking to law enforcement authorities. Criminal and civil remedies are available in addition to the remedies that the College can provide.

C. Purpose

The purpose of this Policy is to establish that the College prohibits sexual harassment and retaliation, and to set forth procedures by which allegations of sexual harassment shall be reported, filed, investigated, and resolved.

D. Applicability

This Policy applies to prohibited conduct by or against students, faculty, staff, and third parties, e.g., contractors and visitors, involving a program or activity of the College in the United States. Conduct outside the jurisdiction of this Policy may be subject to discipline under a separate code of conduct or policy.

E. Definitions

1. Actual Knowledge. Actual knowledge means notice of sexual harassment or allegations of sexual harassment to a College's Title IX Coordinator [and/or any other official of the College who has authority to institute corrective measures on behalf of the College].
2. Advisor. An advisor is an individual who provides the complainant or respondent support, guidance, and advice. Advisors may be present at any meeting or live hearing but may not speak directly on behalf of the complainant or respondent, except to conduct cross-examination during a live hearing. Advisors may be but are not required to be licensed attorneys.
3. Appeal Officer. The Appeal Officer is the designated employee who reviews the complete record of the formal complaint and written statements of the parties during an appeal of a written determination. The Appeal Officer decides whether to grant the appeal and determines the result of the appeal.
4. Campus. Campus refers to (i) any building or property owned or controlled by the College within the same reasonably contiguous geographic area of the College and used in direct support of, or in a manner related to, the College's educational purposes, and (ii) any building or property that is within or reasonably contiguous to the area described in clause (i) that is owned by the College but controlled by another person, is frequently used by students, and supports institutional purposes, such as a food or other retail vendor.
5. Complainant. A complainant is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. A complainant may file a formal complaint against faculty, staff, students, or third parties.

6. Consent. Consent is knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Silence does not necessarily constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). An individual cannot consent who is under the age of legal consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Any sexual activity or sex act committed against one's will, by the use of force, threat, intimidation, or ruse, or through one's mental incapacity or physical helplessness is without consent.
7. Mental incapacity means that condition of a person existing at the time which prevents the person from understanding the nature or consequences of the sexual act involved (the who, what, when, where, why, and how) and about which the accused knew or should have known. This includes incapacitation by using drugs or alcohol. Intoxication is not synonymous with incapacitation.
8. Physical helplessness means unconsciousness or any other condition existing at the time which otherwise renders the person physically unable to communicate an unwillingness to act and about which the accused knew or should have known. Physical helplessness may be reached through the use of alcohol or drugs.
9. Cross-examination. Cross-examination is the opportunity for a party's advisor to ask questions of the other party and the other party's witnesses.
10. Cumulative Evidence. Cumulative evidence is additional evidence that has been introduced already on the same issue and is therefore unnecessary. The Hearing Officer has the discretion to exclude cumulative evidence.
11. Dating Violence. Dating violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury committed by a person who is or has been in a close relationship of a romantic or intimate nature with the other person. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
12. Deliberate Indifference. Deliberate indifference refers to a response to sexual harassment that is clearly unreasonable in light of the known circumstances. The College's response may be deliberately indifferent if the response restricts the rights to the Freedom of Speech and Due Process under the First, Fifth, and Fourteenth Amendments of the U.S. Constitution.
13. Direct Examination. Direct examination is the questioning of a witness by a party who has called the witness to provide such testimony.
14. Domestic Violence. Domestic violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury and that is committed by a person against such person's family or household member, which includes a current or former spouse, a person with whom the victim shares a child in common, or who is cohabitating with or has cohabitated with the person as a spouse or intimate partner.
15. Due Process. Due process is a right guaranteed by the Fifth and Fourteenth Amendments of the U.S. Constitution. Basic procedural due process guarantees that an individual receives notice of the matter pending that relates to the possible deprivation of a property or liberty interest and the opportunity to be heard. For example, students and employees facing suspension or expulsion/termination for disciplinary reasons must be given notice of the allegations against them prior to any hearing or determination of responsibility. Any disciplinary process must be fair and impartial. Additionally, the opportunity to respond must be meaningful.
16. Education Program or Activity. An education program or activity encompasses all of the College's operations and includes locations, events, or circumstances over which the College exercises substantial control over both the respondent and the context in which the sexual harassment occurs. Examples of education programs or activities includes, but are not limited to, college-sponsored conferences, athletic events and sports teams, student organizations, and wi-fi network.
17. Exculpatory Evidence. Exculpatory evidence is evidence that shows, or tends to show, that a respondent is not responsible for some or all of the conduct alleged in the notice of allegations. The College must provide the respondent with all exculpatory evidence.
18. Final Decision. A final decision is the written document that describes any sanctions imposed and remedies provided to the respondent and complainant, respectively, at the conclusion of the formal resolution process.
19. Formal Complaint. A formal complaint is a document filed and signed by a complainant or signed by the Title IX Coordinator that alleges sexual harassment against a respondent and requests the College to investigate the allegation of sexual harassment. The complainant must be participating in or attempting to participate in an education program or activity of the College when the formal complaint is filed. A complainant cannot file a formal complaint anonymously. The Title IX Coordinator may sign on a complainant's behalf in matters where it is in the best interest of the complainant or the College to do so. The College may consolidate formal complaints against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

20. Freedom of Speech. The freedom of speech is a right guaranteed by the First Amendment of the U.S. Constitution to express one's thoughts and views without unlawful governmental restrictions. As governmental entities, Colleges must not infringe on this right. This Policy expressly prohibits censorship of constitutionally protected expression.
21. Hearing Officer. A Hearing Officer is the presiding official of a live hearing who must issue a written determination on responsibility. Colleges may choose to hold live hearings with a single Hearing Officer or by committee.
22. Inculpatory Evidence. Inculpatory evidence is evidence that shows, or tends to show, that a respondent is responsible for some or all of the conduct alleged in the notice of allegations.
23. Preponderance of the Evidence. A preponderance of the evidence is evidence that shows that the fact sought to be proved is more probable than not to be true. A preponderance of the evidence means evidence that is of greater weight or more convincing than the evidence that supports the contrary position.
24. Relevance. Relevance refers to evidence that tends to prove or disprove whether the respondent is responsible for the alleged conduct. In determining whether a question is relevant, the Hearing Officer must focus on evidence pertinent to proving whether facts important to the allegations in the formal complaint are more or less likely to be true.
25. Remedies. Remedies are actions taken or accommodations provided to the complainant after a determination of responsibility for sexual harassment has been made against the respondent. Remedies are designed to restore or preserve equal access to the College's education program or activity. Remedies may be disciplinary or non-disciplinary.
26. Report of Sexual Harassment. A report of sexual harassment occurs when anyone reports an allegation of sexual harassment to the Title IX Coordinator, or one that reaches the Title IX Coordinator through a Responsible Employee. An individual need not be participating or attempting to participate in an education program or activity of the College to file a report. The respondent also does not need to be an employee, student, or otherwise affiliated with the College for a person to file a report against a respondent. A report of sexual harassment does not trigger an investigation or the formal or informal resolution process, but it does require the Title IX Coordinator to meet with the complainant and carry out the procedures described in Section S and/or T of this Policy, as applicable.
27. Respondent. A respondent is an individual who has been reported to have engaged in conduct that could constitute sexual harassment as defined under this Policy. In most cases, a respondent is a person enrolled or employed by the College or who has another affiliation or connection with the College. The College may dismiss a formal complaint when the College has little to no control over the respondent but will offer supportive measures to the complainant and set reasonable restrictions on an unaffiliated respondent when appropriate.
28. Responsible Employee. A Responsible Employee is an employee who has the authority to take action to redress sexual harassment; who has been given the duty to report sexual harassment to the Title IX Coordinator [or other designee]; or an employee a student could reasonably believe has such authority or duty. [The College may name Responsible Employees by title, or name employees who are Campus Security Authorities (CSAs) as Responsible Employees.] A Responsible Employee shall not be an employee who, in his or her position at the College, provides services to the campus community as a licensed health care professional, (or the administrative staff of a licensed health care professional), professional counselor, victim support personnel, clergy, or attorney. [Colleges may choose to identify by name employees who are not Responsible Employees.]
29. Review Committee. A review committee is the committee consisting of three or more persons, including the Title IX Coordinator or designee, a representative of campus police or campus security, and a student affairs representative, that is responsible for reviewing information related to acts of sexual violence.
30. Sex Discrimination. Sex discrimination is the unlawful treatment of another based on the individual's sex that excludes an individual from participation in, separates or denies the individual the benefits of, or otherwise adversely affects a term or condition of an individual's employment, education, or participation in an education program or activity. The College's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment constitutes sex discrimination under Title IX when such response is deliberately indifferent.
31. Sexual Assault. Sexual assault is any sexual act directed against another person without consent or where the person is incapable of giving consent. Sexual assault includes intentionally touching, either directly or through clothing, the victim's genitals, breasts, thighs, or buttocks without the person's consent, as well as forcing someone to touch or fondle another against his or her will. Sexual assault includes sexual violence.
32. Sexual Exploitation. Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual harassment offenses. Examples of sexual exploitation include prostituting another person; non-consensual video or audio-taping of otherwise consensual sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex), and knowingly transmitting HIV or an STD to another.
33. Sexual Harassment. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. *Quid Pro Quo*: The submission to or rejection of such conduct is used as the basis for educational or employment decisions affecting the student or employee either explicitly or implicitly;
 2. *Hostile Environment*: Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity of the College, including a student's educational experience or an employee's work performance; and
 3. *Clery Act/VAWA Offenses*: Sexual assault/sexual violence, dating violence, domestic violence, and stalking, as defined by this Policy.
34. **Sexual Violence**. Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual violence includes rape and sexual assault.
 35. **Stalking**. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Such conduct can occur in person or online, but the conduct must involve an education program or activity of the College.
 36. **Statement**. A statement is a person's intent to make factual assertions, including evidence that contains a person's statement(s). Party or witness statements, police reports, Sexual Assault Nurse Examiner (SANE) reports, medical reports, and other records may be considered by the Hearing Officer even if they were not subject to cross-examination at a live hearing.
 37. **Supportive Measures**. Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the campus environment or to deter sexual harassment.
 38. **Third Party**. A third party is any person who is not a student or employee of the College.
 39. **Title IX**. Title IX means Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving Federal financial assistance.
 40. **Title IX Coordinator**. The Title IX Coordinator is the employee or employees designated and authorized to coordinate the College's efforts to comply with its responsibilities under Title IX.
 41. **Workday**. A workday is any day that the College is open for business. Workdays include days when classes are not held, but when employees are expected to be at work.
 42. **Written Determination**. A written determination is the written decision by a Hearing Officer that a respondent is responsible or not responsible for a violation of this Policy by a preponderance of the evidence after a live hearing. A written determination also is the result of an appeal decided by an Appeal Officer.

F. Retaliation

1. No person may intimidate, threaten, coerce, harass, discriminate, or take any other adverse action against any other person for the purpose of interfering with any right or privilege provided by this Policy, or because the person has made a report or filed a formal complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, live hearing, or any other process described in this Policy.
2. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this Policy.
3. Allegations of retaliation that do not involve sex discrimination or sexual harassment but are related to a report or formal complaint of sexual harassment for the purpose of interfering with any right or privilege provided by this Policy constitutes retaliation.
4. Allegations of retaliation will be investigated and adjudicated as a separate code of conduct violation. Any person found responsible for retaliating against another person is subject to disciplinary or other action independent of the sanctions or interim measures imposed in response to the underlying allegations of violations of this Policy.

G. Reporting Incidents of Sexual Harassment

1. Members of the campus community who believe they have been victims of crimes may report the incident to campus or local police. All emergencies or any incident where someone is in imminent danger should be reported immediately to campus police/security or local police by dialing 911 or 434-797-8443.
2. Whether or not a report is made to law enforcement, any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by reporting such conduct to a Responsible Employee to ensure that the Title IX Coordinator receives the verbal or written report. The Title IX Coordinator is solely responsible for overseeing the prompt, fair, and impartial investigation and resolution of reports and formal complaints filed with the College.

Danville Community College Title IX Campus Resources

Title IX Coordinator: Cathy Pulliam
1008 South Main Street, Wyatt Building Room 108
434-797-8538
cathy.pulliam@danville.edu

1. During non-business hours, members of the campus community should report alleged violations of this Policy to the authorities at 911.
2. There is no time limit for reporting incidents of sexual harassment with the Title IX Coordinator. However, complainants should report possible violations of this Policy as soon as possible to maximize the College's ability to respond effectively to the report. Failure to report promptly also could result in the loss of relevant evidence.

H. Confidentiality and Anonymous Reports

1. Individuals may be concerned about their privacy when they report a possible violation of this Policy. The College must keep confidential the identity of any individual who has made a report or formal complaint of sexual harassment; any complainant or any individual who has been reported to be the perpetrator of sexual harassment; and any witnesses related to a report or formal complaint of sexual harassment, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), or as otherwise required by law, or to carry out the purposes of this Policy, including the conduct of any investigation, live hearing, or judicial proceeding arising from any report or formal complaint.
2. The College has a responsibility to respond to conduct that violates this Policy. For this reason, most College employees may not keep secret a report of sexual harassment. The College expects employees to treat information they learn concerning incidents of reported violations of this Policy with respect and as confidentially as possible. College employees must share such information only with those College and law enforcement officials who must be informed of the information pursuant to this Policy.
3. Responsible Employees must report all alleged violations of this Policy obtained in the course of his or her employment to the Title IX Coordinator as soon as practicable after addressing the immediate needs of the complainant. Other campus employees have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes (Campus Security Authority (CSA) under the Clery Act). CSAs include student/conduct affairs personnel, campus law enforcement, student activities staff, human resources staff, and advisors to student organizations. All employees must report suspected child abuse or neglect to the [Title IX Coordinator/other designated official] as soon as practicable, but no later than 24 hours after forming such suspicion, pursuant to VCCS Policy Number 3.14.6, Reporting Sexual Child Abuse or Neglect.
4. If a complainant wishes to keep the report of sexual harassment completely confidential, it is recommended that he or she reports the alleged conduct to someone without a duty to report incidents of sexual harassment to the Title IX Coordinator. Full-time employees also may contact the Employee Assistance Program. If the complainant requests that the complainant's identity is not released to anyone else, the College's response may be limited to providing supportive measures, if appropriate and reasonably available. When supportive measures are provided, the College will protect the privacy of the complainant to the extent possible while still providing the supportive measures.
5. The College may pursue the formal resolution process even if the complainant requests the College to take no action. The Title IX Coordinator will notify the complainant in writing within five (5) workdays of the decision to pursue the formal resolution process when he or she is unable to maintain confidentiality or respect the complainant's request for no further action. The Title IX Coordinator will give the complainant's wishes due consideration.
6. The College will accept anonymous reports, but its response may be limited to providing supportive measures if appropriate and reasonably available. The Title IX Coordinator (or campus police) will conduct a preliminary investigation in an effort to determine the respondent's identity. If the preliminary investigation fails to reveal the identity of the respondent, the Title IX Coordinator shall close the report because the College must have sufficient information to conduct a meaningful and fair investigation. If the identity of the respondent is revealed, the Title IX Coordinator shall proceed as otherwise provided in this Policy. The Title IX Coordinator will notify the complainant in writing of the result of the preliminary investigation promptly after the preliminary investigation.

I. IMMUNITY

The College encourages the reporting of incidents that violate this Policy. The use of alcohol or drugs should not be a deterrent to reporting a possible incident of sexual harassment. When conducting the investigation, the College's primary focus will be on addressing the alleged sexual harassment and not on alcohol and drug violations that may be discovered or disclosed. The College does not condone underage

drinking or the use of illicit drugs; however, the College will grant immunity from disciplinary action based on the personal consumption of alcohol or drugs to individuals who report incidents that violate this Policy, provided that such a report is made in good faith. The College may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

J. Timely Warnings

The College is required by federal law to issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to members of the campus community. The College will ensure, to the extent possible, that an alleged victim's name and other identifying information is not disclosed, while still providing enough information for members of the campus community to make decisions to address their own safety in light of the potential danger.

K. Interim Measures

1. Immediate Suspension. Prior to the resolution of a formal complaint, the College may immediately suspend the respondent from an education program or activity when it determines that the respondent's continued presence poses an immediate threat to the physical health or safety of any person arising from the allegations of sexual harassment. Prior to such suspension, the College will conduct an individualized safety and risk analysis, focusing on the particular respondent and the specific facts and circumstances arising from the allegations of sexual harassment that justify the suspension. The College shall notify the respondent in writing of the specific facts and circumstances that make the immediate suspension necessary and reasonable and shall give the respondent the opportunity to challenge the decision immediately following the suspension.
2. Administrative Leave. The College may place a respondent employee on administrative leave prior to the resolution of a formal complaint. Reasons to place an employee on administrative leave include but are not limited to, the continued presence of the employee may be harmful to the employee or other employees; may hamper an investigation into the employee's alleged conduct; or may disrupt the work environment.
3. Mutual No Contact Order. The College may impose a "no contact" order on each party, requiring the parties to refrain from having contact with one another, directly or through proxies, whether in person or by electronic means. The College also will enforce orders of protection issued by courts on all College property to the extent possible.

L. Supportive Measures

1. The College will offer supportive measures to individuals whether or not a formal complaint has been filed, or whether the alleged incident is under investigation by a law enforcement agency. All requests for supportive measures will be provided if appropriate and reasonably available.
2. Supportive measures may include, but are not limited to, course schedule adjustments, reassignment of duty, leaves of absence, alternative parking arrangements, rescheduling class work, assignments, and examinations; allowing alternative class or work arrangements, such as independent study or teleworking; escort services, increased security and monitoring of certain areas of the campus, and other similar measures. Provisions of supportive measures to either party will be kept confidential to the extent possible.

M. Procedures to Follow after an Incident

Anyone who has experienced an incident of sexual harassment as defined by this Policy should take the following action:

1. Find a safe place away from harm.
2. Call 911 or if on campus, contact campus police/security.
3. Call a friend, a campus advocate, a family member, or someone else you trust and ask her or him to stay with you.
4. Go to the nearest medical facility/emergency room. It is important to seek appropriate medical attention to ensure your health and well-being, as well as to preserve any physical evidence.
5. If you suspect that you may have been given a drug, ask the hospital or clinic where you receive medical care to take a urine sample. The urine sample should be preserved as evidence. "Rape drugs," such as Rohypnol and GHB, are more likely to be detected in urine than in blood.
6. For professional and confidential counseling support, call the Virginia Family Violence & Sexual Assault Hotline at 1-800-838-8238. Help is available 24 hours a day. [Colleges may use the local hotline.]
7. You should take the following steps to preserve any physical evidence because it will be necessary to prove criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a protective order:
 - Do not wash your hands, bathe, or douche. Do not urinate, if possible.

- Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if the incident involved oral contact.
- Keep the clothing worn when the incident occurred. If you change clothing, place the worn clothing in a paper bag.
- Do not destroy any physical evidence that may be found in the vicinity of the incident by cleaning or straightening the location of the crime. Do not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.
- Tell someone all the details you remember or write them down as soon as possible.
- Maintain text messages, pictures, online postings, video, and other documentary or electronic evidence that may corroborate a formal complaint.

A. Support Services

1. All students and employees will receive information in writing of available counseling, health, mental health, victim advocacy, legal assistance, and other services available in the community and on campus.
2. For information about available resources, go to: <https://danville.edu/sites/default/files/assets/files/students/resources/Community%20Resource%20Guide.pdf>

B. Education and Awareness Program

1. The College conducts a program to educate students and employees about this Policy and its procedures. The education and awareness program is designed to promote awareness of sexual assault, domestic violence, dating violence, and stalking.
2. The program, at a minimum, shall include:
 - A statement that the College prohibits sexual harassment, including sexual assault, domestic violence, dating violence, and stalking;
 - The definition of sexual harassment, including sexual assault, domestic violence, dating violence, and stalking;
 - The definition of consent;
 - Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of sexual assault, domestic violence, dating violence, or stalking against a person other than such individual;
 - Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
 - Information on possible sanctions, procedures to follow after an incident of sexual assault, domestic violence, dating violence or stalking, disciplinary procedures, and the protection of confidentiality; and
 - Written notification about available resources and services and supportive measures available if appropriate and reasonably available.
 - The College offers the prevention and awareness program to all new and existing students and employees.

P. Academic Freedom and Freedom of Speech

1. This Policy does not allow censorship of constitutionally protected expression. As a "marketplace of ideas," the College encourages intellectual inquiry and recognizes that such inquiry may result in intellectual disagreements. Verbal or written communications constitute sexual harassment only when such communications are sufficiently severe, pervasive, and objectively offensive that they undermine and detract from a student's educational experience or an employee's work performance. Verbal or written communications, without accompanying unwanted sexual physical contact, does not constitute sexual assault.
2. In addressing all complaints and reports of alleged violations of this Policy, the College will take actions to comply with this Policy that recognize and ensure the free speech rights of students and employees. This Policy does not apply to curricula, curricular materials, or abridge the use of any textbooks.

Q. False Statements

The College prohibits knowingly making false statements or knowingly submitting false information. Any individual who knowingly files a false report or formal complaint, who knowingly provides false information to College officials, or who intentionally misleads College officials who are involved in the investigation or resolution of a report or formal complaint may be subject to disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff. An allegation that cannot be proven by a preponderance of the evidence is insufficient evidence of a knowing false statement.

R. Consensual Relationships

Pursuant to VCCS Policy 3.14.2, consenting romantic or sexual relationships between employees and students for whom the employee has a direct professional responsibility are prohibited. Consenting romantic or sexual relationships between employees where one employee has a direct professional responsibility to the other also are prohibited. Consenting romantic or sexual relationships between other employees (not in a supervisory position), or with students for whom the employee does not have a direct professional responsibility, although not expressly prohibited, are unwise and strongly discouraged. The relationship may be viewed in different ways by each of the parties, in retrospect. Additionally, circumstances may change and conduct that was previously welcome may become unwelcome.

S. Handling Reports of Sexual Violence

1. The Title IX Coordinator will assist members of the campus community in reporting incidents of sexual violence to law enforcement authorities upon request. When allowable under Virginia law, the Title IX Coordinator will request the consent of the complainant (or alleged victim if different from the complainant) to report incidents of alleged sexual violence that occur on campus property to law enforcement.
2. Under Virginia law, the College may determine that the disclosure of information to local law enforcement regarding the alleged incident of sexual violence, including personally identifiable information, is necessary to protect the health or safety of the complainant or other individuals. The College also is required to notify the local Commonwealth's Attorney (or other prosecutor responsible for prosecuting the alleged act of sexual violence) when the alleged incident of sexual violence constitutes a felony.
3. Upon receiving a report of an alleged act of sexual violence as defined in this Policy against a student or one that allegedly occurred on property owned or controlled by the College or on public property within the campus, or immediately adjacent to and accessible from the campus, the Title IX Coordinator shall convene the College's review committee within 72 hours to review the information reported and any information obtained through law enforcement records, criminal history record information, health records, conduct or personnel records, and any other facts and circumstances, including personally identifiable information, related to the alleged incident known to the review committee. The review committee may try to reach a consensus, but it is the law enforcement representative of the review committee that ultimately determines whether the disclosure of the information, including the personally identifiable information, is necessary to protect the health or safety of the alleged victim or other individuals. The College shall disclose such information to the law enforcement agency that would be responsible for investigating the alleged incident immediately. The Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.
4. If the report of an alleged act of sexual violence would constitute a felony, within 24 hours of the first review committee meeting, the law enforcement representative of the review committee shall notify the local Commonwealth's Attorney (or other prosecutor responsible for prosecuting the alleged act of sexual violence) and disclose the information received by the review committee, including personally identifiable information, if such information was disclosed pursuant to Section S2. The law enforcement representative usually will make this disclosure; however, any member of the review committee may decide independently that such disclosure is required under state law and within 24 hours of the first review team meeting shall disclose the information to the local Commonwealth's Attorney (or other prosecutor responsible for prosecuting the alleged act of sexual violence), including personally identifiable information, if such information was disclosed pursuant to Section S2. If the Title IX Coordinator is aware of such disclosure, the Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.
5. Law enforcement will notify the local Commonwealth's Attorney within 48 hours of beginning an investigation involving a felonious act of sexual violence. Either campus police, the local law enforcement agency, or the State Police will notify the Commonwealth's Attorney pursuant to an MAA/MOU.
6. In addition to the procedures described in this Section, the College must follow the procedures described in Section T following a report of sexual violence.

Handling Reports of Sexual Harassment

1. Upon receiving actual knowledge of sexual harassment in an education program or activity of the College against a person in the United States, the College must respond promptly in a manner that is not deliberately indifferent. The College will treat complainants and respondents equitably by offering supportive measures and by completing either a formal or informal resolution process before imposing any disciplinary sanctions or other corrective actions that are not supportive measures against a respondent. The Title IX Coordinator shall promptly provide a written notification of rights and options to complainants and respondents upon receipt of a report of sexual harassment. The written notification must include, where applicable:
 1. The available law enforcement options for investigation and prosecution;
 2. The importance of collection and preservation of evidence;

3. The available options for a protective order;
 4. The available campus options for investigation and resolution under the College's policies, including the complainant's option to file a formal complaint;
 5. The party's right to participate or decline to participate in any investigation to the extent permitted under state or federal law;
 6. The applicable federal or state confidentiality provisions that govern information provided by a complainant;
 7. Information on contacting available on-campus resources and community resources, including the local sexual assault crisis centers, domestic violence crisis centers, victim support services with which the College has entered into a memorandum of understanding, or other support services;
 8. The importance of seeking appropriate medical attention;
 9. Discuss the College's obligation to disclose information about the report, including personally identifiable information, to campus/local law enforcement or to the local Commonwealth's Attorney, or both, if the review team determines that such disclosure is necessary to protect the health or safety of the complainant or others;
 10. The possible interim measures that may be imposed when necessary during the pendency of the investigative or resolution process;
 11. The supportive measures available with or without filing a formal complaint when appropriate and reasonably available; and
 12. An explanation to the complainant of the process for filing a formal complaint, including providing the complainant with a Formal Complaint Form, when applicable.
2. The Title IX Coordinator must consider the complainant's wishes with respect to supportive measures.
 3. After providing the information described in Section T1, the Title IX Coordinator must close the report under this Policy if the conduct alleged in the report would not constitute sexual harassment as defined by this Policy, even if proved, or is outside the jurisdiction of the College, i.e., the conduct did not occur on campus or involve an education program or activity of the College, or the complainant decides against filing a formal complaint and the College honors the request. The Title IX Coordinator will notify the parties simultaneously in writing with the rationale for the decision to close the report.
 4. The Title IX Coordinator shall forward the report to the appropriate College official that will determine whether the conduct alleged in the report violates a separate policy or code of conduct.
 5. The Title IX Coordinator will document the action(s) taken and the rationale for such action(s).

U. Resolution of Formal Complaints

1. The College's Responsibility. The College must provide a prompt, fair, and impartial investigation, and resolution of alleged violations of this Policy. When resolving a formal complaint, the College will evaluate all relevant evidence objectively, including both inculpatory and exculpatory evidence, and will make credibility determinations without reference to a person's status as a complainant, respondent, or witness. The College will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. Finally, at all times prior to a determination of responsibility, the respondent will be presumed not responsible for the alleged conduct. The imposition of interim measures does not constitute a presumption of responsibility.
2. Resolution Process Options. The College may resolve formal complaints either by a formal or informal resolution process.
3. Suspending an Investigation. The College will comply with all requests for cooperation by the campus police or local law enforcement in investigations. The College may be required to suspend the Title IX investigation while the campus police or the local law enforcement agency gathers evidence. The College will resume its Title IX investigation as soon as the campus police or local law enforcement agency has completed its gathering of evidence. Otherwise, the College's investigation will not be precluded or suspended on the grounds that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.
4. Time Frame for Resolution of Formal Complaint. The resolution of any alleged violation of this Policy should be completed normally within seventy-five (75) workdays of the filing of the formal complaint, unless good cause exists to extend the timeframe. For resolving formal complaints, good cause includes but is not limited to the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; the need for language assistance or accommodation of disabilities; or unavoidable scheduling conflicts. The 75-workday timeframe refers to the entire formal resolution process, which includes the initial determination, investigation, live hearing, determination of responsibility, and the imposition of sanctions and provision of remedies, if any. The 75-workday timeframe does not include appeals. If any step of the process must be suspended or delayed for any reason and more time is necessary, the Title IX Coordinator will notify the parties in writing and give the reason for the delay and an estimated length of the delay.

V. Formal Resolution Process

1. Formal Complaint Form. To initiate the formal resolution process, complainants must complete the Formal Complaint Form or other written and signed document that requests an investigation, [found in Appendix A or other location], and submit it to the Title IX Coordinator. The Title IX Coordinator may sign a formal complaint after due consideration of the complainant's wishes. In determining whether to sign a formal complaint, the Title IX Coordinator will consider the following factors:
 1. The seriousness of the allegation(s), including whether the allegation(s) include bodily injury, threats, or the use of weapons;
 2. The complainant's or alleged victim's age;
 3. Whether there have been other similar complaints of against the same respondent; and,
 4. The applicability of any laws mandating disclosure.
2. Notice of Allegations to the Parties. After receiving a formal complaint and as soon as practicable, the Title IX Coordinator will contact the parties to schedule an initial meeting. The correspondence must include the following information:
 1. A copy of the College's Title IX Policy against sexual harassment, including the process by which the College resolves allegations of sexual harassment;
 2. Notice of the allegation(s), including sufficient details known at the time and with sufficient time to prepare a response before the initial meeting. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
 3. Notice that each party may be accompanied by an advisor of his or her choice at all meetings and the live hearing who may be, but is not required to be, an attorney, and that each party and advisor will have the opportunity to inspect and review evidence;
 4. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the formal or informal resolution process;
 5. A statement that each party must notify the Title IX Coordinator in writing within five (5) workdays if he or she believes that the Title IX Coordinator has a conflict of interest or bias against the party; and
 6. A statement that the College prohibits knowingly making false statements or knowingly submitting false information during the resolution of a formal complaint, in accordance with Section Q of this Policy.
3. Complainant's Initial Meeting with the Title IX Coordinator. At this meeting, the Title IX Coordinator will:
 1. Determine whether an informal resolution is permissible and whether the complainant wishes to pursue a resolution (formal or informal) through the College or no resolution of any kind;
 2. Explain avenues for formal resolution and informal resolution of the formal complaint;
 3. Explain that if the complainant chooses an informal resolution, the complainant may withdraw from the informal resolution process at any time prior to the conclusion of the informal resolution process and pursue a formal resolution process, but may not do so after the conclusion of the informal resolution process;
 4. Explain that records related to the informal resolution process will be maintained for a period of seven years and be made part of the record if a formal resolution process is pursued;
 5. Explain the investigative process, including the right to discuss the allegations under investigation or to gather and present relevant evidence;
 6. Discuss confidentiality standards and concerns with the complainant;
 7. Discuss non-retaliation requirements;
 8. Refer the complainant to campus and community resources, including the local sexual assault crisis center, domestic violence crisis center, victim support service with which the College has entered into a memorandum of understanding, or other appropriate support services;
 9. Inform the complainant of any interim measures that will be imposed and any supportive measures that will be provided to the complainant during the pendency of the investigative and resolution processes;
 10. Discuss the right to a prompt, fair, and impartial resolution of the formal complaint; and,
 11. Answer questions about the Policy and procedures.
4. Respondent's Initial Meeting with the Title IX Coordinator. During this meeting with the respondent, the Title IX Coordinator will:
 1. Determine whether an informal resolution is permissible, and whether the respondent wishes to pursue an informal resolution;
 2. Explain avenues for formal resolution and informal resolution of the formal complaint;
 3. Explain that if the respondent chooses an informal resolution, that the respondent may withdraw from the informal resolution process at any time prior to the conclusion of the informal resolution process and pursue a formal resolution process, but may not do so after the conclusion of the informal resolution process;

4. Explain that records related to the informal resolution process will be maintained for a period of seven years and be made part of the record if a formal resolution process is pursued;
 5. Explain the investigative process, including the right to discuss the allegations under investigation or to gather and present relevant evidence;
 6. Discuss confidentiality standards and concerns with the respondent;
 7. Discuss non-retaliation requirements;
 8. Inform the respondent of any interim measures that will be imposed and any supportive measures that will be provided to the respondent during the pendency of the investigative and resolution processes;
 9. Refer the respondent to campus and community resources, as appropriate;
 10. Discuss the respondent's right to due process and a prompt, fair, and impartial resolution of the formal complaint;
 11. If the respondent is a student and the formal complaint involves an alleged act of sexual violence as defined in this Policy, explain to the respondent that the College will include a notation on the academic transcript if the respondent is suspended or dismissed after being found responsible, or if the respondent withdraws while under investigation, that the investigation may continue in the respondent's absence, if possible, while being afforded notice of all meetings and the live hearing, if applicable, and an opportunity to inspect, review, and respond to all the evidence; and
 12. Answer questions about the Policy and procedures.
5. Title IX Coordinator's Initial Determination.
1. The Title IX Coordinator shall investigate the allegations in all formal complaints. The Title IX Coordinator must dismiss the formal complaint if the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this Policy even if proved, or is outside the jurisdiction of the College, i.e., the conduct did not involve an education program or activity of the College, or did not occur against a person in the United States. The Title IX Coordinator shall forward the formal complaint to an appropriate College official that will determine whether the conduct alleged in the formal complaint violates a separate policy or code of conduct.
 2. The Title IX Coordinator may dismiss the formal complaint if (i) a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any of its allegations and the Title IX Coordinator determines that the College will honor the request; (ii) the respondent is no longer enrolled or employed at the College, or cannot be identified; or (iii) specific circumstances prevent the College from gathering sufficient evidence to determine whether the respondent is responsible for the conduct alleged in the formal complaint. If a complainant requests to withdraw a formal complaint, the Title IX Coordinator will consider the factors listed in Section VI.
 3. If the Title IX Coordinator dismisses the formal complaint, he or she will send written notice of the dismissal with specific reason(s) for the dismissal to the parties, simultaneously, within five (5) workdays of completing the initial meetings. This decision may be appealed.
6. Appointment of the Investigator and Conduct of the Investigation.
1. Appointment of Investigator. After an initial determination to continue the formal resolution process or after failed informal resolution process, the Title IX Coordinator will appoint an investigator within five (5) workdays of completing the initial meetings. The Title IX Coordinator will provide the investigator's name and contact information to the complainant and respondent and will forward the formal complaint to the investigator. Within five (5) workdays of such appointment, the investigator, the complainant, or the respondent may identify to the Title IX Coordinator in writing any potential conflict of interest or bias of the appointed investigator. The Title IX Coordinator will consider such information and will appoint a different investigator if it is determined that a material conflict of interest or bias exists.
 2. Contacting the Parties. The investigator will contact the complainant and respondent promptly. In most cases, this should occur within ten (10) workdays from the date of the investigator's appointment. The investigator will schedule meetings with the parties. The parties may provide supporting documents, evidence, and recommendations of witnesses, including character and expert witnesses, to be interviewed for the investigation. Each party may have one advisor present during any meeting with the investigator; however, the advisor may not speak on the party's behalf.
 3. Weighing of Evidence. As part of the investigation, the investigator must weigh the credibility and demeanor of the complainant, respondent, and witnesses, and ensure that credibility determinations are not based on a person's status as a complainant, respondent, or witness; the logic and consistency of the evidence, motives, and any inculpatory and exculpatory evidence.
7. Withdrawal of a Student During an Investigation. The withdrawal of a student from the College while under investigation for an alleged act of sexual violence as defined by this Policy in most cases will not end the College's investigation and resolution of the complaint. The College shall continue the investigation, if possible, as set forth under this Policy. The College shall notify the

student in writing of the investigation and afford the student the opportunity to provide evidence, to inspect, review, and respond to all the evidence and the written investigative report prior to making a determination on responsibility.

1. Upon the student's withdrawal, the College shall place a notation on the student's academic transcript that states, "*Withdrew while under investigation for a violation of [name of community college's] Title IX Policy.*" After the College has completed its investigation and resolution of the complaint, the College shall either (a) remove the notation if the student is found not responsible or (b) change the notation to reflect either a suspension or dismissal for a violation of the Policy if either was imposed.
2. The College shall end the investigation and resolution of the complaint if the College cannot locate the respondent and provide him or her notice and the opportunity to respond. In such cases, the College shall maintain the withdrawal notation on the student's academic transcript. Upon a final determination, the Title IX Coordinator immediately shall notify the registrar and direct that the appropriate notation is made.
8. **Inspection and Review of the Evidence.** The parties will have the opportunity to inspect, review, and respond to all the evidence obtained during the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination of responsibility and inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. The investigator will send each party and each party's advisor, if any, a copy of the evidence subject to review. The parties will have ten (10) workdays to submit a written response to the evidence and the option to submit additional evidence, which the investigator will consider prior to the completion of the investigative report. Neither the parties nor their advisors may disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX formal resolution process. Nevertheless, the College will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
9. **Investigative Report.** The investigator will complete an investigative report that fairly summarizes relevant evidence, including but not limited to, all interviews conducted, photographs, descriptions of relevant evidence, the rationale for credibility determinations, summaries of relevant records, and a detailed report of the events in question. The investigative report shall include the following information to the extent possible:
 1. The name and gender of the complainant and, if different, the name and gender of the person reporting the allegation;
 2. The names and gender of all persons alleged to have committed the alleged violation;
 3. A statement of the allegation, a description of the incident(s), and the date(s) and time(s) (if known) of the alleged incident(s);
 4. The dates of the report and formal complaint were filed;
 5. The dates the parties were interviewed;
 6. The names and gender of all known witnesses to the alleged incident(s);
 7. The dates that any relevant documentary evidence (including cell phone and other records as appropriate) was obtained;
 8. Any written statements of the complainant or the alleged victim if different from the complainant; and
 9. The date on which the College deferred its investigation and disciplinary process because the complainant filed a law enforcement complaint and the date on which the College resumed its investigation and disciplinary process, if applicable.
10. **Submission of the Investigative Report.** The investigator will submit the investigative report to the Title IX Coordinator, who will send the investigative report to the parties and the parties' advisors, if any, simultaneously for review and written response as soon as possible, but no later than five (5) workdays after receiving the investigative report from the investigator. The parties will have ten (10) workdays to submit a written response to the investigative report to the Title IX Coordinator. The Title IX Coordinator will not consider the parties' written responses but will ensure that such statements are added to the record. Neither the parties nor their advisors may disseminate the investigative report or use such report for any purpose unrelated to the Title IX formal or informal resolution process.

W. Conduct of Live Hearing

1. The Title IX Coordinator will appoint a Hearing Officer [and members of the Hearing Committee, if preferred by the College] within ten (10) workdays after sending the investigative report to the parties and their advisors, if any. Within five (5) workdays after the appointment, the Hearing Officer will contact the parties to schedule a live hearing. The parties have five (5) workdays after being contacted by the Hearing Officer to notify the Title IX Coordinator in writing of any potential conflict of interest or bias of the Hearing Officer. The Title IX Coordinator will consider such information and will appoint a different Hearing Officer if the Title IX Coordinator determines that a material conflict of interest or bias exists. When the date, time, and place of the live hearing is confirmed, the Hearing Officer will notify the parties in writing simultaneously of the date, time, and place of the live hearing.

2. No later than fifteen (15) workdays before the live hearing, each party must notify the Hearing Officer and the other party of: a) the name and contact information of the advisor, if new, or notification that a party does not have an advisor available for the hearing, if applicable; b) the names and contact information of witnesses that will be called at the live hearing and the purpose of their testimony at the live hearing; c) whether a party intends to be subjected to cross-examination; d) a description of documents or other evidence and the purpose of such evidence that will be used at the live hearing; e) the specific remedy requested; and, f) whether a party requests that the live hearing occurs with the parties located in separate rooms with technology that enables the Hearing Officer and the parties to see and hear the party or the witness answering questions simultaneously. Only one party is required to make the request for separate rooms.
3. The Hearing Officer will notify the Title IX Coordinator promptly that the College must appoint an advisor for a party when notified of the need for an advisor. The Title IX Coordinator will appoint the advisor promptly, but no later than ten (10) workdays prior to the live hearing. If a party appears at a live hearing without an advisor, the Hearing Officer shall delay the start of the live hearing until an advisor is available.
4. The Hearing Officer shall ensure that all evidence obtained during the investigation is made available to the parties at the live hearing.
5. Rules of the Live Hearing.

1. Evidence. The formal rules of evidence will not be applied except to determine whether the evidence or question presented is relevant or cumulative.
 - Either party may call character or expert witnesses.
 - Questions and evidence about a party's sexual predisposition or prior sexual behavior are not relevant, unless:
 1. such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or
 2. the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
 - If the evidence or witness testimony is, on its face, not relevant or is cumulative, the Hearing Officer may exclude such evidence or witness statement(s), with the rationale for the decision in the pre-hearing determination. The parties may object in writing to such determination within five (5) workdays of the determination. The Hearing Officer shall rule on the objection within five (5) workdays of receipt of the objection.
2. Standard of Evidence. The live hearing will determine responsibility using the preponderance of the evidence standard.
3. Participation of Parties and Witnesses. Neither party may choose to waive the right to a live hearing, but parties and witnesses may choose whether to participate in the live hearing or submit to cross-examination.
4. Recording or Transcript. The Hearing Officer will arrange for the live hearing to be recorded. Each party will receive a copy of the recorded live hearing upon request. Parties may prepare a transcript of the recording at their own expense. Neither the parties nor their advisors may disseminate the record or transcript or use such record or transcript for any purpose unrelated to the Title IX formal resolution process or related civil proceeding.
5. Opening Statements and Closing Arguments. At the sole discretion of the Hearing Officer, the parties may make opening and/or closing statements at the live hearing. The Hearing Officer will determine the time that is allotted for each.
6. Pre-Hearing Determinations. No later than ten (10) workdays prior to the live hearing, the Hearing Officer shall decide (1) whether to exclude any of the proposed evidence or witnesses, and the basis upon which such evidence or witness is excluded; and (2) whether to allow opening statements and closing arguments and the time allotted for both.
7. Rules of Conduct During the Live Hearing. All live hearings will be closed to the public and witnesses will be present only during their testimony. For live hearings that use technology, the Hearing Officer shall ensure that appropriate protections are in place to maintain confidentiality.

1. The College will require all parties, advisors, and witnesses to maintain appropriate decorum throughout the live hearing. Participants at the live hearing are expected to abide by the Hearing Officer's directions and determinations, maintain civility, and avoid emotional outbursts and raised voices.
2. Repeated violations of appropriate decorum will result in a break in the live hearing, the length of which shall be determined by the Hearing Officer. The Hearing Officer reserves the right in his or her sole discretion to appoint a different advisor to conduct cross-examination on behalf of a party after repeated violations of appropriate decorum or other rules related to the conduct of the live hearing.

6. Role of the Advisor.

- The role of the advisor at the live hearing is to conduct cross-examination on behalf of a party. The advisor is not to "represent" a party, but only to relay the party's cross-examination questions that the party wishes to have asked of the other party and witnesses so that parties never personally question or confront each other during a live hearing. A party shall not conduct cross-examination on his or her behalf.
- Each party may retain an attorney at his or her expense or designate a non-attorney advisor to accompany him or her at the live hearing. The advisor may provide advice and consultation to the parties or the parties' witnesses outside of the conduct of the live hearing to assist parties in handling the formal resolution process.
- A party's advisor must conduct cross-examination at the live hearing directly, orally, and in real time. Only relevant cross-examination questions and follow-up questions, including those that challenge credibility, may be asked. Advisors may not raise objections or make statements or arguments during the live hearing.
- The College shall appoint an advisor for the live hearing at no cost to a party when the party does not have an advisor. The appointed advisor may be but is not required to be a licensed attorney or anyone with formal legal training. Advisors may be faculty, staff, students, or volunteers from the local community.

7. Role of the Hearing Officer.

- The role of the Hearing Officer is to preside over the live hearing in a fair and impartial manner. After the live hearing, the Hearing Officer must issue a written determination regarding responsibility using the preponderance of the evidence standard of evidence. The Hearing Officer will be the final decision-maker on all matters of procedure during the live hearing.
- Before a complainant, respondent, or witness answers a cross-examination or other question, the Hearing Officer first must determine whether the question is relevant or cumulative and explain any decision to exclude a question that is not relevant or is cumulative.
- The Hearing Officer may question the parties and witnesses, but they may refuse to respond.
- The Hearing Officer may consider any relevant and reliable evidence, including statements of a party or witness, even if such party or witness does not submit to cross-examination at the live hearing. The Hearing Officer must first consider the reliability of any the statement. Factors to consider include, but are not limited to, whether a party or witness commented on or challenged the statement prior to the live hearing, whether the statement is a rumor or something of which the party or witness does not have first-hand knowledge, and whether the person who made the statement has a motive or a conflict of interest that can be demonstrated through other evidence. The level of reliability will determine the amount of weight the Hearing Officer will give to the statement when reaching a determination regarding responsibility. Additionally, the Hearing Officer must not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- Within ten (10) workdays after the live hearing, or with good cause shown as soon as possible, the Hearing Officer will submit a written determination to the Title IX Coordinator. The Hearing Officer must make a finding of responsibility or non-responsibility for each allegation and describe the rationale for the finding based on an objective evaluation of the evidence presented at the live hearing. The written determination shall include the following:
 - Identification of the allegations potentially constituting sexual harassment defined under this Policy;
 - A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and live hearings held. The description of the procedural steps also should include who performed the investigation and the process taken to inspect and review the evidence and disseminate the investigative report, including the adherence to mandated procedural timelines;
 - Findings of fact supporting the determination;
 - Conclusions regarding the application of this Policy to the facts;
 - A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any range of disciplinary sanction(s) to be imposed on the respondent, and whether (not which) remedies designed to restore or preserve equal access to the College's education program or activity will be provided to the complainant.
 - When applicable, a statement that a notation will be placed on the academic transcript that the respondent was suspended or dismissed for a violation of the College's Title IX Policy.
 - When applicable, a statement that the respondent may request the expungement of the notation on the academic transcript for good cause shown and after a period of three years.
 - The College's procedures and permissible bases for the complainant and the respondent to appeal. If the complainant or respondent does not contest the finding or recommended sanction(s) and/or remedies and does not file an appeal within the required time frame, the written determination shall be final.

X. Actions Following the Written Determination

1. The role of the Title IX Coordinator following the receipt of the written determination from the Hearing Officer is to facilitate the imposition of sanctions, if any, the provision of remedies, if any, and to otherwise complete the formal resolution process.
2. The Title IX Coordinator must provide the written determination to the parties simultaneously, with a copy to Human Resources, Conduct Officer, and/or other College officials, as appropriate. The appropriate college official, after consultation with the Title IX Coordinator, will determine the sanction(s) imposed and remedies provided, if any.
3. The parties shall receive the final decision on the imposition of sanction(s), if any, and the provision of remedies, if any, simultaneously within ten (10) workdays of receipt of the written determination by the appropriate college official(s). The College must disclose to the complainant the sanction(s) imposed on the respondent that directly relate to the complainant when such disclosure is necessary to ensure equal access to the College's education program or activity.
4. The Title IX Coordinator shall confer as necessary with employees, community resources, or other support services that will provide such remedies.
5. Any sanctions to be imposed or remedies to be provided should begin after five (5) workdays of submitting the final decision unless a party files an appeal.
6. If the respondent is a third party, the Title IX Coordinator will forward the written determination to [vice president/police chief, or other college official]. Within ten (10) workdays, the [designated official] shall determine and impose appropriate sanction(s), as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s) in the final decision, if any. The Title IX Coordinator may disclose to the complainant information as described above.

Y. Appeals

1. Within five (5) workdays of receipt of the final decision, either party may appeal the Hearing Officer's written determination regarding responsibility and the final decision related to sanctions and remedies. The complainant also may appeal the College's dismissal of a formal complaint or any of its allegations therein within five (5) workdays of such dismissal. The appeal must be in writing and submitted to the Title IX Coordinator, who will appoint an Appeal Officer within five (5) workdays of receipt of the appeal. The Appeal Officer's decision is final.
2. The Appeal Officer will grant an appeal only on the following bases:
 - Procedural irregularity that affected the outcome of the matter;
 - New evidence that was not reasonably known or available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and,
 - The Title IX Coordinator, investigator(s), or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
3. Within five (5) workdays of receipt of an appeal request, the Title IX Coordinator will notify the other party that an appeal has been filed and implement appeal procedures equally for both parties.
4. The Title IX Coordinator will compile the record, including the notice of allegations, evidence obtained, investigative report, live hearing recording, written determination, and final decision. The Title IX Coordinator shall forward the record with the appeal request to the Appeal Officer as soon as possible, but no later than ten (10) workdays of receipt of the appeal request.
5. The Appeal Officer must not be the Hearing Officer, the investigator, or the Title IX Coordinator and be free from conflict of interest and bias.
6. Upon receipt of the request for the appeal and the record, the Appeal Officer shall decide whether to grant the appeal, including the rationale for the decision, and notify the parties whether the appeal has been granted simultaneously. The decision shall be made within ten(10) workdays of receipt of the appeal request and record from the Title IX Coordinator.
7. If the Appeal Officer decides to grant the appeal, he or she will notify the parties that they have five (5) workdays to submit a written statement in support of, or against, the outcome of the written determination, final decision, or dismissal of the formal complaint. The Appeal Officer may grant additional time for good cause to both parties.
8. The Appeal Officer shall make the decision based on the record and the parties' written statements, if any. The Appeal Officer shall not receive additional statements or testimony from any other person.
9. The Appeal Officer shall issue a written determination of the result of the appeal and the rationale for such result within ten (10) workdays of receipt of written statements, if any. The Appeal Officer shall provide the written determination to the parties simultaneously.
10. At the conclusion of the appeal, the Title IX Officer shall facilitate the imposition of sanctions, if any, and the provision of remedies as provided in Section X.

Z. Informal Resolution Process

1. The informal resolution process is available under the following conditions:
 - The complainant has filed a formal complaint of hostile environment sexual harassment involving parties with the same status (e.g., student-student or employee- employee);
 - The Title IX Coordinator has completed the steps described in Sections V1 through V4; and,
 - The parties voluntarily request in writing to resolve the formal complaint through the informal resolution process.
1. Within five (5) workdays after the receipt of the written request to start the informal resolution process, the Title IX Coordinator will appoint a College official to facilitate an effective and appropriate resolution ("Facilitator"). The Title IX Coordinator may serve as a Facilitator. Within five (5) workdays of such appointment (or receipt of the written request), the parties may identify to the Title IX Coordinator in writing any potential conflict of interest or bias posed by such Facilitator to the matter. The Title IX Coordinator will consider such information and will appoint another Facilitator if it is determined that a material conflict of interest or bias exists. Within five (5) workdays of the appointment (or receipt of the written request), the Facilitator will request a written statement from the parties to be submitted within ten (10) workdays. Each party may request that witnesses are interviewed, but the College shall not conduct a full investigation as part of the informal resolution process.
2. Within ten (10) workdays of receiving the written statements, the Facilitator will hold a meeting(s) with the parties and coordinate informal resolution measures. The Facilitator shall document the meeting(s) in writing. Each party may have one advisor of his or her choice during any meeting; however, the advisor may not speak on the party's behalf.
3. The informal resolution process should be completed within thirty (30) workdays in most cases, unless good cause exists to extend the time. The parties will be notified in writing and given the reason for the delay and an estimated time of completion.
4. Any resolution of a formal complaint through the informal resolution process must address the concerns of the complainant and the responsibility of the College to address alleged violations of the Policy, while also respecting the due process rights of the respondent. Informal resolution process remedies include mandatory training, reflective writing assignment, counseling, written counseling memorandum by an employee's supervisor, suspension, termination, or expulsion, or other methods designed to restore or preserve equal access to the College's education programs or activities.
5. At the conclusion of meetings, interviews, and the receipt of statements, the Facilitator will write a summary of such in a written informal resolution report and provide the parties with the informal resolution report simultaneously. The written informal resolution report shall include the notice of allegations, a meeting(s) summary, remedies provided, if any, sanctions imposed, if any, and whether the formal complaint was resolved through the informal resolution process. The Facilitator will forward the written informal resolution report to the Title IX Coordinator, when applicable.
6. At the conclusion of the informal resolution process, if the formal complaint was resolved to the satisfaction of the parties, the parties will provide a written and signed statement as such for the record. The decision will be final, and the matter will be closed.
7. At any time prior to resolving a formal complaint through the informal resolution process, either party may withdraw in writing from the informal resolution process and resume or begin the formal resolution process.
8. If the formal complaint is not resolved through the informal resolution process, the Title IX Coordinator shall begin the formal resolution process at Section V5 of this Policy.
9. The Facilitator shall not be a witness as part of the formal resolution process, but the written informal resolution report shall be part of the record.

AA. Sanctions & Corrective Actions

1. The College will take reasonable steps to address any violations of this Policy and to restore or preserve equal access to the College's education programs or activities. Sanctions for a finding of responsibility depend upon the nature and gravity of the misconduct, any record of prior discipline for similar violations, or both.
2. The range of potential sanctions and corrective actions that may be imposed against a student includes but is not limited to the following: required discrimination or harassment education, a requirement not to repeat or continue the discriminatory, harassing, or retaliatory conduct, verbal or written warning, a no-contact order, written or verbal apology, verbal or written warning, probation, suspension, and expulsion from the College.
3. Sanctions for faculty and staff shall be determined in accordance with the VCCS Policy Manual and the Department of Human Resource Management Standards of Conduct, respectively. Possible sanctions and corrective actions include required discrimination or harassment education, informal or formal counseling, reassignment, demotion, suspension, non-reappointment, and termination from employment.
4. Third parties, e.g., contractors, or patrons from the general public, will be prohibited from having access to the campus. Depending on the violation, this prohibition may be permanent or temporary.
5. Sanctions imposed do not take effect until the resolution of any timely appeal. However, the College may keep in place any interim measures when necessary.

BB. Academic Transcript Notations and Expungement

1. If a student is found responsible for an act of sexual violence as defined by this Policy and is suspended or dismissed, the student's academic transcript shall be noted as follows: "Suspended/Dismissed for a violation of [the name of the College's] Title IX Policy." In the case of a suspension, the College shall remove such notation immediately following the completion of the term of suspension and any conditions thereof, and when the student is considered to be in good standing. The student shall be considered to be in good standing for the purposes of this section following the completion of the term of suspension and satisfaction of all conditions thereof. Upon completion of the suspension, the Title IX Coordinator (or designee) shall meet with the student to confirm completion of the conditions and upon such confirmation, direct the registrar to remove the notation from the student's academic transcript.
2. If a student withdraws from the College while under investigation involving an act of sexual violence as defined by this Policy, the student's academic transcript shall be noted as follows: "Withdrew while under investigation for a violation of [name of the College's] Title IX Policy." Students are strongly encouraged not to withdraw from the College.
3. The College shall immediately remove the notation from the student's academic transcript upon a subsequent finding that the student is not responsible an offense of sexual violence as defined by this Policy. Upon such a finding, the Title IX Coordinator (or designee) shall direct the registrar to remove the notation from the student's academic transcript.
4. Notations on academic transcripts regarding suspensions and dismissals shall be placed on the student's academic transcript after resolution of any timely appeal.
5. The College shall expunge the notation from the academic transcript of any student for good cause shown and after a period of three (3) years.
6. Persons seeking to expunge the notation on an academic transcript shall submit a written request for expungement to the [College's designated official] no sooner than three years after the date the College placed the notation on the academic transcript.
7. The request for expungement must contain sufficient information to support a finding of good cause. For expungement purposes, good cause includes (1) the act of sexual violence did not involve serious bodily injury, the use of force, or threat, and the former respondent demonstrates remorse and/or rehabilitation; (2) the former respondent committed the Policy violation while under the age of 18 and the former respondent demonstrates remorse and/or rehabilitation; and, (3) any other reason that, in interest of justice, the notation should be expunged.
9. The [designated official] shall issue a written decision and the rationale for such decision within ten (10) workdays of receipt the request.
10. If the request for expungement is denied, the former respondent may submit another request for expungement no sooner than three (3) years after the denial of the request. This decision is final.

CC. Training and Training Materials

1. Title IX Coordinator(s), investigators, Hearing Officers, Appeal Officers, and Facilitators for the informal resolution process must receive annual training, as appropriate, on the following topics:
 1. The definition of sexual harassment;
 2. The scope of the College's education programs or activities;
 3. How to conduct an investigation and grievance process, including live hearings, appeals, and informal resolution processes, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
 4. The definition of relevance;
 5. Investigative report writing; and,
 6. Technology that may be used at live hearings.
2. College-appointed advisors receive training on the definitions of sexual harassment, consent, preponderance of the evidence, and relevance.
3. Training materials must not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.
4. All training materials must be available on the College's website.

DD. Record Keeping

1. The Title IX Coordinator, Deputy Title IX Coordinator, if applicable, and any other employee as appropriate, e.g., HR Director, shall maintain in a confidential manner, for at least seven years from the date of creation of the last record pertaining to each case, in paper or electronic files of the following:

- The complete file for each sexual harassment investigation and formal resolution process, including (i) any determination regarding responsibility; (ii) any audio or audiovisual recording or transcript of the live hearing; (iii) any disciplinary sanctions imposed on the respondent; and, (iv) any remedies provided to the complainant;
 - Records of any appeal and its result;
 - Records of any informal resolution process and its result;
2. All materials used to train Title IX Coordinators, investigators, Hearing Officers, Appeal Officers, and Facilitators for an informal resolution process.
 3. Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. Records must explain why the College's response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the College's education programs or activities.
 4. If the College does not provide a complainant with supportive measures, then the College must document the reasons why such a response was not clearly unreasonable in light of the known circumstances, including whether such decision was made based on the complainant's request or desire for the College to take no action or to provide supportive measures.
 5. The documentation of certain bases or measures does not limit the College in the future from providing additional explanations or detailing additional measures taken.

EE. Use of Template/Reports to System Counsel

All community colleges of the Virginia Community College System shall use this template. All reports of alleged incidents of sexual harassment shall be reported to the Office of System Counsel.

Mission & Vision

Danville Community College is a two-year institution of higher education under the state-wide Virginia Community College System. DCC's service area includes the City of Danville, Pittsylvania County, and Halifax County. The college, its employees, and students are governed by the policies established by the State Board for Community Colleges and with the support and advice of the Danville Community College Board.

Mission: Danville Community College is committed to providing quality comprehensive higher education, workforce programs and services to promote student success and to enhance business and community partnerships.

Vision: DCC will be the college of choice in our region for exemplary educational programs and services while responding to the community's workforce and economic needs.

Danville Community College provides its website, catalog, handbooks, and any other printed materials or electronic media for your general guidance. DCC does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the DNS registrations of danville.edu is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student's academic advisor. In addition, a student's or prospective student's reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with DCC. Further, DCC reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise. Links or references to other materials and websites provided in the above-referenced sources are also for information purposes only and do not constitute the DCC endorsement of products or services referenced.

Student Conduct, Rights, and Responsibilities

STUDENT CONDUCT AND DISCIPLINE

College Code

At Danville Community College, the primary concern is the student. The College attempts to provide students with a safe environment conducive to academic endeavor, social growth, and development.

Acquaintance with Policies, Rules, and Regulations: The Code of Student Conduct is subject to change by the college administration. Each student is expected to be fully acquainted with all published policies, rules, and regulations of the college, copies of which will be available to each student for review in the Admissions Office. The College will hold each student responsible for compliance with these policies, rules, and regulations. The student is responsible for obtaining published materials to update the items in this code. Online versions of the policies, rules, and regulations will be up-to-date.

Student Misconduct: Each student is expected to conduct themselves in a manner consistent with the College's functions as an educational institution. Specific examples of misconduct for which students may be subject to disciplinary action include but are not limited to the following:

- Use or possession of ammunition, firearms, or other weapons. None of the preceding is allowed in cars parked on campus. (See Item 4).
- Conducting oneself in a manner that endangers the health or safety of self and/or other persons.
- Acts of intimidation, harassment, or bullying directed towards employees, students, or guests of the College, including via social media.
- Wearing clothing that exposes parts of the body or undergarments in such a manner that is offensive to others. Use of vulgar or offensive language.
- Commission of any criminal offense under federal, state, or municipal law on campus.
- Violation of or failure to comply with any college policy, rule, or regulation.
- Giving false testimony and/or information to any campus official.
- Knowingly initiating, communicating, or circulating a false report of a bombing-fire offense; or other emergency.
- Misuse of fire or other life-safety equipment.
- Possession of ignition devices, fireworks, flammable liquids, or objects, which could cause damage by fire or explosion.
- Creating or participating in disturbances on college property or at a college activity resulting in the disruption of college activities.
- Inappropriate classroom behavior. (The faculty member has responsibility for control of the classroom and may take steps to ensure an orderly environment).
- Failure to meet financial obligations to the college in accordance with institutional business office procedures.
- Stealing, destroying, defacing, damaging, or misuse of college property or property belonging to another.
- Possession of or making use of college keys/keycards for unauthorized purposes.
- Unauthorized entry into or use of college buildings, facilities, or equipment.
- Unauthorized solicitation on college-controlled property.
- Possessing or using intoxicating beverages on college property or at college activities.
- Being intoxicated or impaired while on campus or at college activities.
- Gambling in any form on college property.
- Illegal possession, use, sale, or distribution of any quantity of any drug, narcotic, or controlled substance.
- Forgery, alteration, or misuse of college documents, forms, or records.
- Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities.

Compliance with Authorities: Failure to comply with the direction of College District employees or officials, including but not limited to, campus security/safety officers, local law enforcement on our campus, and instructors or administrators, acting in performance of their duties will result in disciplinary action.

Firearms and Other Weapons: Firearms and dangerous weapons of any type are NOT PERMITTED on or in campus facilities, except when carried by bona fide law enforcement officers in their official capacities. The use, possession (including in parked cars on campus), or sale of ammunition, firearms, or other weapons is strictly forbidden and may result in penalties that include denial or revocation of admission and suspension from the College.

Possession of Weapons Prohibited: Possession or carrying of any weapon by any person, except a police officer, is prohibited on college property in academic buildings, administrative office buildings, student centers, child care centers, dining facilities, and places of like kind where people congregate, or while attending any sporting, entertainment or educational events.

Entry upon the aforementioned college property in violation of this prohibition is expressly forbidden. Any individual in violation of this prohibition will be asked to remove the weapon immediately. Failure to comply may result in a student conduct referral, an employee disciplinary action, or arrest.

Gang Activity: This is defined as any activity that leads college officials to reasonably believe that such behavior, apparel, activities, or acts are "gang-related" and adversely affect the campus environment and/or educational objectives of Danville Community College. This may include: wearing apparel of a gang-related nature (including, but not limited to clothing, clothing accessories, Jewelry, hair accessories, tattoos, emblems, badges, symbols, and signs); presenting a physical safety hazard to self, students, faculty, staff, or other persons on the college campus; communicating verbally or nonverbally (gestures, handshakes, slogans, drawings, etc.) to convey affiliation in a gang defacing college or personal property with gang-related graffiti, symbols, or slogans or soliciting others for gang membership.

Academic Honesty: Students will be expected to maintain complete honesty and integrity in their experiences in the classroom. Any student found guilty of dishonesty in academic work is subject to disciplinary action.

The college may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, the following:

- Copying from another student's test paper or other academic work.
- Using materials not authorized by the person giving the test.
- Collaborating, without authority, with another student during an examination or in preparing academic work.
- Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of a non-administered test.
- Substitution for another student, or permitting another student to substitute for oneself, to take a test, or prepare for other academic work.
- Bribing another person to obtain a non-administered test or information about a non-administered test.
- The appropriation of another person's work without acknowledging the incorporation of another's work in one's own written work (plagiarism).

Procedures for discipline due to academic dishonesty will be the same as specified in Section 6, except that all academic dishonesty actions will be first considered and reviewed by the appropriate faculty member. If the student does not accept the decision of the faculty member, the student may discuss their concerns with the Division Dean. If the student does not accept the decision of the Division Dean, the College will then follow the normal disciplinary procedures.

Plagiarism Policy: A student who receives a failing grade ("F") in a course as a result of academic dishonesty (such as plagiarism) may not withdraw from that course with a "W" or receive a refund. This policy applies to any student in a particular course deemed to have committed an act of academic dishonesty during any part of a semester, and regardless of whether the student has turned in any graded work. Mitigating circumstances do not apply in such cases. If the student does not accept the decision, the College will then follow the normal disciplinary procedures.

Student Conduct Addendum (Added on 08/23/2024)

The College's Student Code of Conduct is hereby amended to include the following provisions and any violation of such shall be grounds for discipline under the College's Student Code of Conduct policy. All other provisions remain unchanged and applicable:

A. Disruptive Acts

1. Disrupting or obstructing the normal learning, living, or work environments of other members of the College community or the functions or activities of the College (as well as activities conducted on the College's property with its permission) is prohibited. Examples include: blocking entrances, corridors or exits; interfering with ongoing educational activities, cultural events, or recreational, extracurricular or athletic programs; unauthorized presence in a building after normal closing hours or after notice that the building is being closed; interfering with vehicular or pedestrian traffic; creating unsanitary conditions; and interfering with any other effort to protect the health and safety of members of the College community or larger public.
2. No person may obstruct, disrupt, or attempt by physical force to cancel or discontinue speech by any speaker or the observation of speech by any person intending to see or hear a speaker.

B. Violations of Laws, Regulations, and Ordinances

1. Prohibited conduct includes violations of federal, state, or local laws, regulations, orders, or ordinances.
 - Students have a continuing duty to promptly report to the dean of student services any arrests for violations of federal, state, local, or international law, excluding minor traffic violations that do not result in injury to others. This duty applies regardless of where the arrest occurred (inside or outside the Commonwealth of Virginia) and regardless of whether the College is in session at the time of the arrest. An arrest includes the issuance of a written citation or summons regardless of whether the student is taken into custody by law enforcement. Charges related to driving under the influence of alcohol or other drugs are not "minor traffic violations" and must be reported.

C. Masking to Conceal Identity

1. Consistent with Virginia Code § 18.2-422, any individual who is present on College property or attending a College event who is wearing a mask, hood, or other device whereby a substantial portion of the face is hidden or covered so as to conceal the identity of the wearer, must present a valid college or government issued identification document containing both the person's legal name and photograph when requested by a college official, i.e. security or police officer or otherwise establish the individual's identity to the satisfaction of the security or police officer.

D. Encampments

1. The construction or occupation of a Camping Tent is prohibited.
 - "Camping Tent" means any collapsible tent or structure, typically having as its basic components a flexible material supported by a framework, designed, intended, or used as temporary shelter while camping or on recreational outdoor outings. Camping Tents may include tents known as "pup tents," "dome tents," "cabin tents," "hiker tents," and "backpacking tents."
 - A "Camping Tent" does not include a tent with all sides entirely open and where there is an unobstructed view into such tent from the outside at all angles. All other conduct provisions apply to the use of open tents.
 - Only tents approved in advance pursuant to the DCC Facilities and Room Request/Use Policy shall be permitted. No Camping Tents shall be permitted at any time. All tents of any type must be removed no later than Danville Community College close time, no later than 12:00 a.m.
2. Camping is prohibited on property owned, leased, or operated by the College, Virginia Community College System, or their foundations.
 - "Camping" means the act of using any part of the property or facilities for living accommodation purposes, such as establishment of temporary or permanent living quarters, sleeping outdoors overnight or making preparations for overnight sleeping (including the laying down of bedding), storing personal belongings, using any tent, shelter, or similar structure regardless of size for sleeping; sleeping in, on, or under parked vehicles, or setting up temporary or permanent sleeping areas outdoors or in structures not designated for human occupancy.
 - "Camping" does not include the use of College, VCCS, or their foundations' property that has been wholly or partially designated as sleeping or relaxation areas; a tailgating activity in conjunction with a College, VCCS, or foundation event; or the use of temporary hammocks or lounge furniture for recreation or studying activities outdoors on College,

VCCS, or foundation owned property during the hours of which the college campus is open, with a close time no later than 12:00 a.m.

3. These prohibitions shall not apply to the College, the Virginia Community College System Office, or the College or System foundations or to Non-Camping Tents erected for their use.
4. These prohibitions shall not apply to federal, state, or local governments or their agencies or to Non-Camping Tents erected for their use.

E. Applicability:

1. The **Code of Conduct**, including this Addendum, shall apply both to the conduct of **individual students** as well as **student organizations**.
2. Each recognized student organization shall represent that its activities and the activities of its members will not violate federal, state, or local law; or the College's Code of Conduct, including this Addendum.

The Code of Conduct, including this Addendum, applies to all student activities within College, VCCS, or their foundations' programs or activities wherever located. The Code of Conduct, including this Addendum, also applies to all student conduct occurring on the College campus and on any property owned, leased, or operated by the College, VCCS, or their foundations. The Code of Conduct, including this Addendum, additionally applies to any property used as a student residence and in regard to which students have expressly agreed to abide by or provided written consent to be governed by College policies. Violations of other College or VCCS policies may result in disciplinary action under the Student Code of Conduct.

DISCIPLINARY PROCEDURES, INCIDENT REPORTS & RESULTING ACTIONS (06/23)

- Any person charged with an offense is entitled to due process and is considered innocent until proven otherwise.
- Any student of Danville Community College may report a violation of the code of conduct against a student or college employee by utilizing the incident report located at bottom of the DCC website under FORMS.
- Any employee of Danville Community College may complete an incident report against a student, guest, or visitor of Danville Community College utilizing the Submit a Complaint form located at the bottom of the DCC website under FORMS.
- All reports must be filed electronically using the Forms at the bottom of the website Danville.edu (i.e. Report Sexual Assault or Misconduct (Title IX), Report a Student Code of Conduct Violation, Submit a Complaint)
- Confidentiality will be maintained throughout the handling of the case.
- The completed online incident report will be submitted to the Vice President of Academic Affairs and Student Services.

Procedure for Administration of Discipline: The Vice President of Academic Affairs and Student Services or his/her/their designee will have primary authority and responsibility for the administration of student discipline at the college.

When the Student Services (SS) Department receives an Incident Report, a SS representative shall investigate the alleged violation. After completing the preliminary investigation, the SS representative may:

- Dismiss the allegation as unfounded and take no further action.
- Determine the severity and nature of the problem.
- Refer the student to the College's Grievance Procedure.
- Consult with the Vice President of Academic Affairs and Student Services or his/he/their designee.

**Upon receipt of a completed incident, the student may be given notice to appear before the Vice President of Academic Affairs and Student Services or his/he/their designee. Failure to report may result in disciplinary action.*

The Vice President of Academic Affairs and Student Services or his/he/their designee will determine if such allegations are founded. If the material facts upon which the charges are based are not disputed, and the student does not request a Review Committee hearing, the Vice President of Academic Affairs and Student Services or his/her designee will assess the penalty appropriate to the charges.

In cases where further action is warranted, the following disciplinary actions may be taken:

- Deny or revoke admission
- Verbal or written warning.
- Requirement that the student meets with a professional counselor.
- Requirement that the student completes a special project which may be, but is not limited to, writing an essay, attending a special class or lecture.
- Disciplinary probation is imposed for a definite period of time, which stipulates that future violations may result in disciplinary suspension.
- Ineligibility for election to a student office.
- Removal from an organizational office.
- Prohibition from representing the college in any special or honorary role.
- Withholding of official transcript or degree.
- Restitution, whether monetary or performing specific duties.
- Denial or non-recognition of a degree.
- Suspension of rights and privileges, including participation in curricular, co-curricular, or extracurricular activities for a specified period of time.
- Withdrawal from a course with a grade of "W" or "F" grade.
- Failing or reduction of a grade on a test, a course, or other academic work and/or requiring the retaking of a test, a course, or other academic work and/or requiring the performance of additional academic work that is not required of other students in the course.
- Loss of or ineligibility for student grant, loan, or scholarship.
- Expulsion from the college.
- Blocking a student from enrolling until a specified act is performed by the student.
- **Warning Probation**, a written reprimand indicating that further violations of regulations will result in more severe disciplinary action. Warning probation may be imposed for any length of time up to one calendar year, and the student shall automatically be removed from probation when the imposed period expires.
- **Suspension from the College**: Exclusion from attending the College as a student for a definite period of time not to exceed one year.
- **Dismissal**: Termination of student status for not less than one year. The conditions of readmission, if any, will be stated in the order of dismissal.

The Vice President of Academic Affairs and Student Services will prepare a written notification of the disciplinary actions to be taken by the college which will be delivered to the student by electronic letter with electronic receipt requested.

- **Immediate Disciplinary Action**: The Vice President of Academic Affairs and Student Services, the President of the College, or his/her/their designee may take immediate interim disciplinary action, including suspension, pending a hearing against a student for violation of a rule or regulation of the college. This should occur only when the continuing presence of the student poses a danger to persons or property or the individual presents a threat of disrupting the academic processes of the institution. In such cases, the Vice President of Academic Affairs and Student Services or his/he/their designee will, if possible, meet with the student prior to suspension and discuss the reasons for the interim suspension.
- **Ineligibility for Refund**: Students who are withdrawn by the College for disciplinary reasons are not eligible for a refund of tuition and fees. A student who is expelled from the College after the designated refund date forfeits all payments for tuition and fees incurred for the semester the incident occurred.
- **Outstanding Financial Obligation**: Immediate interim disciplinary action, including the blocking of re-enrollment and/or denying the release of official transcripts, may be taken against any student who has outstanding financial obligations to the College. The student has the right to immediately discuss re-enrollment and/or denial of the release of official transcripts with the Office of Admissions and Records who will refer the student to the appropriate college official for a discussion of the reason or reasons for the block. Following this discussion, the student may request the case be reviewed pursuant to the normal disciplinary procedures.

Student Disciplinary Hearings: In the cases in which the student disputes the facts upon which the charges are based or in those cases in which the student accepts the facts but disputes the disciplinary action taken, the student will have the opportunity to have the decision reviewed by a fair and impartial Review Committee

- If the student wishes to have a hearing with the Review Committee, the student must, within three (3) class days of the time at which the electronic letter was received, submit a request for review in writing to the Vice President of Academic Affairs and Student Services.
- A representative of the Student Conduct Office will be present during the hearings as a non-voting resource person.
- Except in those cases where immediate interim disciplinary action has been taken under the authority of the Immediate Disciplinary Action Section, the accused student will be given five (5) class days' notification by the Vice President of Academic Affairs and Student Services of the date, time, and place for the hearing, and the names of the Review Committee members.
- Upon a hearing of the charges, the Dean of Student Services has the responsibility of going forward with the evidence and the burden of proving the charges by the greater weight of the credible evidence. In no case will this person serve as the resource person of the Review Committee. The hearing will be conducted in accordance with the following procedures:
 - The student may challenge the impartiality of a member of the Review Committee at any time prior to the introduction of any evidence. The validity of this challenge will be decided upon by the remainder of the Committee. In the event any member of the Review Committee is disqualified, a new member will be appointed by the college President.
 - Each party will have the right to appear and present evidence in person. Each party has the right to be accompanied by counsel or advisor who may come from within or outside the College. Such counsel or advisor must restrict his/her/their participation to advising the party, and he/she/they may not participate in the actual proceedings of the hearing.
 - The student may elect not to appear at a hearing; however, it will still be held.
 - The hearing will be closed to the public.

The Vice President of Academic Affairs and Student Services or his/her designee will open the meeting by advising the student of the Committee's procedures:

1. The Vice President of Academic Affairs and Student Services will then review in the presence of the student and the Dean, the allegations that were the basis of the disciplinary action.
2. The Vice President of Academic Affairs and Student Services will then call upon the Dean to be questioned by Committee members and the student.
3. The Vice President of Academic Affairs and Student Services will then call upon the student to make a formal statement and to be questioned by members of the Committee.
4. The Vice President of Academic Affairs and Student Services will then ask the Dean to introduce any relevant evidence. In like manner, the Vice President of Academic Affairs and Student Services will ask the student to introduce any relevant evidence.
5. After reviewing all evidence, the Vice President of Academic Affairs and Student Services will call for a concluding statement from the Dean and the student.
6. The Committee will deliberate privately and reach a decision as to whether the student has violated standards of acceptable conduct as charged OR that the student has not violated standards of acceptable conduct as charged. A majority vote will control. If the committee finds that the student has violated standards of acceptable conduct as charged, it will assess the disciplinary action taken. The Committee's decision and any minority report will be stated in writing with rationale and provided to the affected student and appropriate college officials including the College President.
7. In case of academic dishonesty where the committee finds the student violated the standards of acceptable conduct, the committee will accept the recommended penalty of the Faculty member in whose class the offense occurred. If the committee finds by majority vote that such recommended penalty is unfair in the light of the evidence, it will then identify an appropriate disciplinary action. The committee's decision and any minority report will be articulated in writing to the affected student and appropriate college officials, including the college President.
 - The hearing will be recorded. If either party desires to appeal the finding, the recording will be transcribed and both parties will be furnished a copy of the transcript.

After assessing the previous sanction, the review committee may uphold or amend the action in accordance with the following prescribed options:

- Verbal or written warning
- Requirement that the student meets with a professional counselor.
- Requirement that the student completes a special project which may be, but is not limited to, writing an essay, or attending a special class or lecture.
- Disciplinary probation is imposed for a definite period of time, which stipulates that future violations may result in disciplinary suspension.
- Ineligibility for election to a student office.
- Removal from an organizational office.
- Prohibition from representing the college in any special or honorary role.
- Withholding of official transcript or degree.
- Deny or revoke admission.
- Restitution, whether monetary or performing specific duties.
- Denial or non-recognition of a degree.
- Suspension of rights and privileges, including participation in curricular, co-curricular, or extracurricular activities for a specified period of time.
- Withdrawal from a course with a grade of "W " or " F" grade.
- Failing or reduction of a grade on a test, a course, or other academic work and/or requiring the retaking of a test, a course, or other academic work and/or requiring the performance of additional academic work that is not required of other students in the course.
- Loss of or ineligibility for student grant, loan, or scholarship.
- Dismissal or Suspension from the college.
- Blocking a student from enrolling until a specified act is performed by the student.

Review of the College President: The President of the College may approve, reject, or modify the decision of the Vice President of Academic Affairs and Student Services or the Review Committee or may require that the hearing be reopened for the presentation of additional evidence.

Appeal: The Review Committee's decision may be appealed by the student to the President of the College. The appeal must be in writing and set forth the specific ground(s) for appeal and be filed with the President no later than seven (7) class days from the decision. Failure to file an appeal within the time provided, in writing, as above shall cause a loss of the right of appeal. The President will be the final appellant review. The President may approve or reject the decision. The decision will be reviewed on the basis of the transcript of the hearing. Both parties may, at the discretion of the President of the College, submit oral or written arguments to support their positions.

Recording of Disciplinary Action: The College will maintain confidential records of all disciplinary actions. The College may expunge these records within three (3) years after the student ceases to be enrolled.

Suspended Student Restriction: No student who has been suspended for disciplinary reasons from the College will be permitted on the campus of the College during the suspension period without the prior written approval of the Vice President of Academic Affairs and Student Services and his/her designee (i.e. Dean of Student Services).

Admission after Disciplinary Action: To have admission reinstated, the student should submit a letter to the Vice President of Academic and Student Services, who will make the final decision on re-entry to the College.

Appeal Process for Revoked Admission

When a student's admission is revoked, he/she/they may invoke the appeal process. Students who have registered for class but have not yet started classes will be administratively withdrawn, and an appropriate service indicator will be placed on the student's record which will prevent the student from registering for classes. If the student is already attending classes, the College will reserve the class enrollment until the appeal process is complete, but the individual will not be allowed to attend class during the appeal process.

The College will make every effort to expedite the appeals timeline.

- The student will receive an electronic letter/return receipt requested from the Vice President of Student Services and/or designee (i.e. Dean of Student Services) notifying the student of the revoked admission and outlining the appeal process.
- The student may write a letter of appeal to the Vice President of Student Services and/or designee (i.e. Dean of Student Services) in which he/she/they (1) provides justification for consideration of admission reinstatement and (2) discloses the nature of the offense and/or conviction serving as the basis for DCC's action to revoke admission. If the student is a convicted sex offender, the letter should include a statement acknowledging his/her/their understanding that his/her/their 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.
- The letter of appeal must be submitted to the Vice President of Student Services and/or designee (i.e. Dean of Student Services) within seven (7) business days of notification by the college.
- A panel of five (5) full-time faculty or administrators will review the information submitted and make a decision by a simple majority vote within fourteen (14) business days of receiving the letter of appeal. The Vice President of Student Services and/or designee (i.e. Dean of Student Services) will serve as the convener of the panel and will be a member of the panel. Panel discussions will be confidential.
- If the panel determines that the withdrawn student represents a threat or potential danger to the College and/or the revoked admission/withdrawn enrollment is considered to be in the best interest of the College, the following apply:
 - The student's admission to the College will remain revoked
 - The student will be administratively withdrawn from classes if classes have been held
 - An enrolled student will receive a tuition refund. Tuition refunds will not be granted for students removed from the College for disciplinary reasons
- The Vice President of Student Services and/or designee (i.e. Dean of Student Services) will inform the student by electronic letter/return receipt requested of the decision of the appeals panel. The decision of the appeals panel shall be final.

DRUG ABUSE PREVENTION PROGRAM FOR STUDENTS AND EMPLOYEES

The Student Services Department is responsible for the following:

- Arrange an annual seminar on substance abuse for students, faculty, and staff with provided literature.
- Partner with mental health services in providing information about substance abuse prevention to students, faculty, and staff.
- Be the on-campus source of assistance for students, faculty, and staff and will be responsible for referrals for assistance for any student or employee.

The College is committed to providing a drug-free environment for its employees and students. It is a violation of college rules for students to manufacture, distribute, dispense, possess, or use controlled substances while participating in college-related activities, on or off campus. Students who are using or dealing in drugs are subject to disciplinary procedures. Students who are convicted of drug-related offenses are required to notify the Vice President of Academic Affairs and Student Services within five days of such conviction. Students who are involved with drugs or who have drug-related problems are encouraged to contact the Student Services Department for assistance in obtaining treatment.

STUDENT RIGHTS AND RESPONSIBILITIES

Danville Community College is a learning community with specific expectations concerning the conduct of its students. The student handbook discusses your rights, responsibilities, and conduct as you pursue your education. Danville Community College's approach to student learning and student conduct is to provide a safe and healthy learning environment that facilitates the mission of the College. When a student's conduct adversely affects the College's pursuit of its educational objectives, actions will be taken to remedy the situation. Danville Community College's approach will be both to resolve the problem and to help students to learn from their mistakes. In accordance with this general philosophy, efforts will always be made to resolve discipline issues, informally, if possible.

The submission of an application for admission to Danville Community College represents a voluntary decision on your part to participate in the programs offered by the institution pursuant to its policies, rules, and regulations. College approval of your application, in turn, represents the extension of a privilege to join the college community and to remain a part of it as long as you meet its required academic and behavior standards.

You have the privilege of exercising your rights without fear or prejudice as long as you respect the laws of the state, the policies of the College, and the rights of others on campus. Such rights include the following:

- You are free to pursue your educational goals; appropriate opportunities for learning in the classroom and on campus shall be provided by the College through its curricula.
- No disciplinary sanctions may be imposed upon you without due process.
- Free inquiry, expression, and assembly are guaranteed to you provided your actions do not interfere with the rights or safety of others or the effective operation of the institution.
- The College and members of the College community have the right to expect safety, protection of property, and the continuity of the educational process.

Student Grievance

Student-Initiated Grievance Procedure

Danville Community College is dedicated to an affirmative action policy that provides that all grievances relating to students at the college, including grade appeals, will be handled fairly and without regard to race, color, age, national origin, sex, disability, or other non-merit factors. A grievance is a difference between a student and an employee of the college with respect to the application of the provisions of the rules, policies, procedures, and regulations of the college or the Virginia Community & College system as this application affects the activities or status of each student. The grievance procedure must be initiated within seven (7) class days according to the following procedure. Three steps delineate the procedure to be followed when a student is filing a grievance against an employee of the college for failing to follow the provisions of VCCS and/or DCC rules, policies, procedures, and/or regulations.

Step I.

- A. Student
 - 1. The student initiating the grievance shall discuss it with the college employee involved.
 - 2. The student may request a Danville Community College counselor's participation as a third party to discuss the issue when the student judges that the personal conference with the college employee would be detrimental to resolving the problem.
- B. Student/Employee
 - 1. Every reasonable effort should be made by all parties to resolve the matter at this step.
- C. Employee
 - 1. Documentation of the Step I decision shall be submitted in writing by the employee to the student and the employee's supervisor within seven (7) class days of the student/employee conference.

Step II

- A. Student
 - 1. If the student is dissatisfied with the decision after Step I, s/he/they may, within seven (7) class days, file a written appeal with the employee's supervisor.
- B. Supervisor
 - 1. Within (7) seven class days of receipt of the written appeal from the student, the supervisor will schedule and hold a meeting with the student and the employee, separately or together.
 - 2. The supervisor will conduct the meeting to hear the appeal, maintain a written record of the meeting, and will notify the student, employee, and the Vice President of Academic Affairs and Student Services of the decision within (7) seven class days.

Step III

- A. Student
 - If the student is dissatisfied with the decision at Step II s/he/they may, within seven (7) class days must file a written grievance to the Vice President of Academic Affairs and Student Services.
- B. Vice President of Academic Affairs and Student Services.
 - Within seven (7) class days after receipt of the written appeal, the Chair of the Review Committee will be responsible for selecting the Review Committee.
- C. The Review Committee Process consists of the following:
 - 1. The Review Committee is dedicated to fair and impartial hearings in order to resolve the grievance. The members will decide, by at least a majority vote, to uphold, to modify, or reverse the decision made at the previous level. The Review Committee will consist of two faculty members, one division dean, one Student Services representative, and two students. To ensure a fair and impartial committee, the Vice President of Academic Affairs and Student Services may replace any member of this Committee with another student or faculty/staff member, whenever deemed appropriate by the President.

2. The Review Committee Chair shall set a time and place for the hearing and notify every individual involved in an earlier step of the grievance.
3. All parties concerned shall be given at least five (5) class days' written notice informing them of the nature of the complaint, and the date, time, and location/modality (i.e. face to face, remote) of the hearing.
4. The student requesting the hearing shall present the case to the Committee. The party against whom the complaint has been lodged shall have the opportunity to respond to the complaint. Both parties shall be allowed to present only relevant information to the Committee; however, it is the responsibility of the parties to gather and provide such information.
5. The student has the right to be accompanied by counsel or advisor who may come from within or outside the College. Such counsel or advisor must restrict his/her/their participation to advising the student, and he/she may not participate in the actual proceedings of the hearing.
6. After hearing all relevant information, the Vice President of Academic Affairs and Student Services may ask for a concluding statement from each party if such a statement would aid the Committee's deliberation.
7. Following the concluding statements, the Vice President of Academic Affairs and Student Services may request that the student and the college employee leave the room.
8. The Committee shall deliberate and state its ruling and rationale in writing within seven (7) class days after a decision is reached.
9. A majority vote will control. A minority report may be included signed by the minority position. If the Committee rules in favor of the student's appeal, it will recommend specific measures to be taken by the Vice President of Academic Affairs and Student Services to resolve the issue in an appropriate and fair manner.
10. In a case of academic dishonesty where the committee finds the student violated the standards of acceptable conduct, the Committee will accept the recommended penalty of the faculty member in whose class the offense occurred unless the committee finds, by majority vote, that such recommended penalty is unfair in the light of the evidence. It will then access the disciplinary action taken. The Committee's decision and any minority report will be stated in writing of rationale and provided to the affected student and appropriate college officials including the College President.
 - a. Verbal or written warning;
 - b. Requirement that the student complete a special project which may be, but is not limited to, writing an essay, attending a special class or lecture, or attending counseling sessions;
 - c. Withholding of official transcript or degree;
 - d. Bar against readmission;
 - e. Denial or non-recognition of a degree;
 - f. Withdrawing from a course with a grade of " W " ;
 - g. Failing or reduction of a grade on a test, a course, or other academic work and/or requiring the performance of additional academic work that is not required of other students in the course;
 - h. Expulsion.
11. The hearing will be recorded.
12. The Committee's decision may be appealed to the President of the college. The appeal must be in writing and set forth the specific ground(s) for appeal and be filed with the President no later than ten (10) class days from the decision of the Committee unless the President grants an extension for good cause. Failure to file an appeal within the time provided, in writing, as above shall cause a loss of the right to appeal.
13. Notwithstanding the foregoing, the President reserves the right to take any action as the President determines to be in the best interest of the college.

State Council of Higher Education for Virginia (SCHEV)

As a last resort, if a student has exhausted the avenues provided by DCC and the complaint has not been resolved internally, the student may file a formal complaint with the State Council of Higher Education for Virginia (SCHEV).

State & Local Boards

- Virginia State Board for Community Colleges
- College Board
- Educational Foundation Board
- Foundation Board-Directors Emeriti

Virginia State Board for Community Colleges

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Locations & Office Hours

Administrative Office Hours

8 a.m. to 5 p.m. Mon-Fri
Email: info@danville.edu
www.danville.edu

Danville Main Campus

1008 South Main Street Danville, VA 24541
434.797.2222
Toll Free: 800.560.4291
434.688.4764 (vp)
Fax: 434.797.8514

Whittington W. Clement Learning Resources Center (Main Campus)

Mary M. Barksdale Library Hours

(During Full-Session Classes)
Mon - Thurs: 8 a.m. - 8 p.m.
Fri: 8 a.m. - 12 noon
Sat: Closed • Sun: 1 - 5 p.m.
(Fall and Spring Semesters only)

Testing Center Hours

**Appointment only
Mon - Thurs: 8 a.m. - 8 p.m.
Fri: 8 a.m. - 12 noon
Sat: Closed • Sun: 1 - 5 p.m.
(Fall and Spring Semesters only)

Regional Center for Advanced Technology & Training (RCATT)

121 Slayton Ave., Danville, VA 24540
434.797.6437

Southern Virginia Higher Education Center (SVHEC)

820 Bruce Street
South Boston, VA 24592
434.572.5456 or 434.572.5451

2024-2025 Academic Calendar

DANVILLE COMMUNITY COLLEGE	2024-2025 ACADEMIC CALENDAR
FALL 2024 Dates for 16-week semester	
Advising and Registration for Fall and Summer Semester	April 1, 2024 - August 20, 2024
Final week for Fall Registration	August 16 - August 20, 2024
Bookstore dates for financial aid charges	August 7 - September 11, 2024
Last day to add new class(es)	August 20, 2024
Payment of tuition	April 1, 2024 - August 20, 2024
Faculty Planning and Preparation days	August 16 - August 20, 2024
Fall Convocation - college closed from 8:00 am - 1:00 pm	August 19, 2024
Division Meetings	August 20, 2024
Last day to add new class(es) (before class begins)	August 21, 2024
Classes begin	August 21, 2024
Swaps/Drops only (cannot be processed without approval of instructor)	August 21, 2024 - August 27, 2024
Holiday - No classes (Labor Day)	September 2, 2024
Last day to withdraw with Full Tuition Refund	September 9, 2024
Mid-term grades posted	October 16 - October 22, 2024
Last day to withdraw without mitigating circumstances "W" grade issued	October 27, 2024
Election Day - no classes, campus open	November 5, 2024
Advising and Registration for Spring Semester	November 1- December 22, 2024, January 2, 2025 - January 10, 2025
No Classes - Faculty Research Day (college closes at noon)	November 27, 2024
Holiday - No classes (Thanksgiving)	November 28- November 29, 2024
Fall Graduation Application Deadline (no exceptions)	November 15, 2024
Classes End	December 10, 2024

Final Exams	December 11 - December 17, 2024
Grades due	December 19, 2024
Faculty Planning and Preparation days	December 18 - December 23, 2024
College Closed	December 24, 2024 - January 1, 2025
FALL 2024 Dates for 1st 8-week session	
Bookstore dates for financial aid charges	August 7 - September 11, 2024
Classes begin	August 21, 2024
Swaps/Drops only (cannot be processed without approval of instructor)	August 21 - August 27, 2024
Last day to withdraw with Full Tuition Refund	August 28, 2024
Last day to withdraw without mitigating circumstances "W" grade issued	September 22, 2024
Classes End	October 15, 2024
FALL 2024 Dates for 2nd 8-week session	
Bookstore dates for financial aid charges	October 9- October 23, 2024
Classes begin	October 16, 2024
Swaps/Drops only (cannot be processed without approval of instructor)	October 16, 2024 - October 22, 2024
Last day to withdraw with Full Tuition Refund	October 24, 2024
Election Day - no classes, campus open	November 5, 2024
Last day to withdraw without mitigating circumstances "W" grade issued	November 16, 2024
Classes End	December 13, 2024
SPRING 2025 Dates for 16-week semester	
Advising and Registration for Spring Semester	Nov. 1, 2024 - Dec. 23, 2024, Jan. 2-10, 2025
Holiday, College Closed (New Year's Day observed)	January 1, 2025

Bookstore dates for financial aid charges *****	****January 2 - February 3, 2025
Final week for Spring Registration	January 6- January 10, 2025
Payment of Tuition	***Nov. 1, 2024 - January 10, 2025
Faculty Planning and Preparation days	January 2 - January 10, 2025
Spring Convocation - college closed from 8:00 am - 1:00 pm	January 6, 2025
Division Meetings	January 7, 2025
Last day to add new class(es) (before class begins)	January 13, 2025
Classes begin	January 13, 2025
Swaps/Drops only (cannot be processed without approval of instructor)	January 13 - January 17, 2025
Holiday, no classes (Martin Luther King, Jr. Day)	January 20, 2025
Last day to withdraw with full tuition refund	January 30, 2025
Spring Graduation Application deadline (no exceptions)	February 15, 2025
Spring break - no classes	March 10 - March 14, 2025
Mid - term grades posted	March 03 - March 7, 2025
Last day to withdraw without mitigating circumstances "W" grade issued	March 28, 2025
Advising and Registration for Summer Semester	April 1, 2025 - May 19, 2025
Classes End	May 5, 2025
Final Exams	May 6, 2025 - May 12, 2025
Grades due	May 14, 2025
Faculty Planning and Preparation days	May 13-May 15, 2025
Graduation	May 17, 2025
*****Students charging financial aid may preorder books starting Dec. 21, 2024. Purchases will be available for shipping or in-store pickup starting Jan 02, 2025.	

SPRING 2025 Dates for 1st 8-week session	
Bookstore dates for financial aid charges *****	January 2 - February 3, 2025
Classes begin	January 13, 2025
Swaps/Drops only (cannot be processed without approval of instructor)	January 13, 2025 - January 17, 2025
Last day to withdraw with Full Tuition Refund	January 21, 2025
Last day to withdraw without mitigating circumstances "W" grade issued	February 13, 2025
Classes End	March 7, 2025
*****Students charging financial aid may preorder books starting Dec. 19, 2024. Purchases will be available for shipping or in-store pickup starting Jan 02, 2025.	
SPRING 2025 Dates for 2nd 8-week session	
Bookstore dates for financial aid charges	March 10 - March 21 , 2025
Classes begin	March 17, 2025
Swaps/Drops only (cannot be processed without approval of instructor)	March 17 - March 21, 2025
Last day to withdraw with Full Tuition Refund	March 24, 2025
Last day to withdraw without mitigating circumstances "W" grade issued	April 17 , 2025
Classes End	May 9, 2025
SUMMER 2025 Dates for 10-week session	
Summer Graduation Application deadline (no exceptions)	March 15, 2025
Advising and Registration for Summer Semester	April 1, 2025 - May 18, 2025
Payment of tuition for Summer Session	***April 1, 2025 - May 18, 2025
Final week for registration for Summer	May 12, 2025- May 18, 2025
Bookstore dates for financial aid charges	May 12 - June 2, 2025
Last day to add a class (before classes begin)	May 19, 2025

Classes begin (10-week session and First 5 weeks)	May 19, 2025
Swaps/Drops only (cannot be processed without approval of instructor)	May 18 - May 23, 2025
Holiday, no classes (Memorial Day)	May 26, 2025
Last day to withdraw with Full Tuition Refund	May 29, 2025
Holiday, no classes (Juneteenth)	June 19, 2025
Holiday, no classes (Independence Day)	July 4, 2025
Last day to withdraw without mitigating circumstances "W" grade issued	June 30, 2025
Classes end	July 30, 2025
SUMMER 2025 Dates for first 5-week session	
Bookstore dates for financial aid charges	May 12 - June 2, 2025
Classes begin	May 19, 2025
Swaps/Drops only (cannot be processed without approval of instructor)	May 19 - May 23, 2025
Last day to withdraw with Full tuition refund	May 27, 2025
Last day to withdraw without mitigating circumstances "W" grade issued	June 9, 2025
Holiday, no classes (Juneteenth)	June 19, 2025
Classes End	June 24, 2025
SUMMER 2025 Dates for second 5-week session	
Bookstore dates for financial aid charges	June 18 - July 2, 2025
Classes begin	June 25, 2025
Swaps/Drops only (cannot be processed without approval of instructor)	June 25 - July 1, 2025
Last day to withdraw with Full tuition refund	June 30, 2025
Holiday, no classes (Independence Day)	July 4, 2025

Last day to withdraw without mitigating circumstances "W" grade issued	July 15, 2025
Classes End	July 30, 2025

*****Payment of Tuition:** (A) Early registration: Students are expected to have all payment arrangements, including financial aid, finalized at least 30 calendar days prior to the first day of classes. (B) Standard registration: Students registering within 30 days of the first day of classes are expected to have all payment arrangements finalized, including financial aid, within seven calendar days of registration. All students are expected to finalize tuition payment, including financial aid, with the appropriate DCC office prior to attending any class(es). Failure to pay for classes, including with financial aid, can result in classes being removed from the student's schedule.

Registration

Registration is held prior to the beginning of each semester or term. Specific registration dates are listed in the college's academic calendar in this catalog and on danville.edu. Students must be registered for classes before the first day the class begins. Once classes start, students who need to drop/add classes may do so during the Swaps and Drops period. Students may only add classes that have not yet met, unless instructor approval is obtained. All students are encouraged to register online through MyDCC. Curricular (program-placed) students should contact their assigned academic advisor to register for classes. For more information, contact Advising at 434.797.8420 or advising@danville.edu.

Course Offerings DCC reserves the right to cancel, withdraw, or combine classes when necessary. Classes with insufficient enrollment normally are canceled the first week of class (see Tuition Refund Policy).

Tuition & Fees

- Payment of Tuition and Fees
- Current Rates
- Student Activity Fee
- Maintenance Fee
- Capital Fee
- E-rate Tuition
- Nonpayment of Tuition & Fees, or Other College Debts
- Bad Check/Dishonored Payment Fees
- Waived Tuition

Tuition rates are established annually by the State Board for Community Colleges. Current rates can be verified at danville.edu/tuition. DCC (Danville Community College) has an extensive financial assistance program. Information regarding financial assistance can be found at <https://danville.edu/financial-aid>

Payment of Tuition and Fees

Fall Semester, Spring Semester, Summer Session, and Special Session Classes:

- **Students enrolling for classes must pay all tuition and fees on the same day they register (or have sufficient aid to cover tuition and fees in their student account).**
- Failure to do so will result in the cancellation of their registration.
- Students who have not paid tuition and fees are not authorized to attend class(es).

Contact the Business Office at 434.797.8418, 434.797.8421 or visit danville.edu/tuition for the current costs. Students may also email: dcstudentaccounts@danville.edu.

Note: Tuition and Fees are subject to change by the State Board for Community Colleges.

Current Rates

As of the Spring 2024 semester, the following tuition and fee rates apply:

Virginia Residents	\$161.61 per credit hour
Out-of-State Residents	\$361.71 per credit hour
Out-of-State Business Contract Rate*	\$245.11 per credit hour
E-rate (In-State Residents) **	\$161.61 per credit hour
E-rate (Out-of-State Residents) **	\$267.11 per credit hour
Veterans and Dependents of Active-Duty Military	\$161.61 per credit hour
Out-of-State Military Contract Rate	\$185.11 per credit hour

* The business contract rate applies to Virginia employers and federal agencies located in Virginia. It allows the business contract rate to be charged to employers for employees who have an out-of-state domicile. Charges to employers for in-state domiciled employees are at the in-state tuition rate. All mandatory E&G fees apply (including capital fee on those employees with an out-of-state domicile). It is for students who do not qualify for in-state tuition rates and are enrolled in classes provided in a contract between their employers and Danville where the employer pays the students' tuition directly to the College. The contract rate is only applicable to Virginia employers; any employers that are physically located outside of Virginia and choose to send employees to Danville will be billed at out-of-state tuition rates.

**The e-rate applies to designated online courses.

All students are assessed Mandatory "Non-E&G" fees by the college including Student Activity, and Maintenance Fees.

Student Activity Fee

The Student Activity Fee is currently \$2.00 per credit hour. Monies are used for Student Activities events that may be social, cultural, or educational.

Maintenance Fee

All students enrolled for classes must pay a Maintenance Fee of \$1.00 per credit hour. These funds are used to maintain college parking lots.

All out-of-state students are assessed the mandatory "E & G" Capital Fees as applicable.

Capital Fee

Students with out-of-state residences are charged \$23.50 per credit hour.

E-rate Tuition

The e-rate is applicable to designated distance learning courses delivered entirely over the internet and designated as W in the class section.

Nonpayment of Tuition & Fees, or Other College Debts

Students are responsible for any college property that they damage or lose (such as laboratory or shop equipment, supplies, library books, and materials). A student's continued attendance at DCC is dependent upon proper settlement of all debts owed to the institution. Certificates, diplomas, or degrees will not be issued, nor will students be permitted to complete registration until accounts are cleared satisfactorily with the Business Office (Student Accounts), Bookstore, or Library. Should the student fail to satisfy all due and payable amounts for tuition and fees, college loans, fines, or other debts owed the college, DCC may initiate disciplinary action in accordance with the Code of Student Conduct and Discipline Policy.

Bad Check/Dishonored Payment Fees

DCC assesses a \$35 service charge for handling returned checks or dishonored credit card or debit card payments for accounts not in past due collection status, or \$50 when the account is in past-due collection status.

Waived Tuition

23.1-609. Surviving spouses and children of certain individuals; tuition and fee waivers.

1. (Effective until January 15, 2018) The surviving spouse and any child between the ages of 16 and 25 of an individual who was killed in the line of duty while employed or serving as a (i) law-enforcement officer, including as a campus police officer appointed under Article 3 (§ 23.1-809 et seq.) of Chapter 8, sworn law-enforcement officer, firefighter, special forest warden pursuant to § 10.1-1135, member of a rescue squad, special agent of the Department of Alcoholic Beverage Control, state correctional, regional or local jail officer, regional jail or jail farm superintendent, sheriff, or deputy sheriff; (ii) member of the Virginia National Guard while serving on official state duty or federal duty under Title 32 of the United States Code; or (iii) member of the Virginia Defense Force while serving on official state duty, and any individual whose spouse was killed in the line of duty while employed or serving in any of such occupations, is entitled to a waiver of undergraduate tuition and mandatory fees at any public institution of higher education under the following conditions:
 1. The chief executive officer of the deceased individual's employer certifies that such individual was so employed and was killed in the line of duty while serving or living in the Commonwealth; and
 2. The surviving spouse or child is admitted to, enrolls at, and attends DCC and applies for the waiver. Waiver recipients who make satisfactory academic progress are eligible for renewal of such waiver.
2. Institutions that grant such waivers shall waive the amounts payable for tuition, institutional charges and mandatory educational and auxiliary fees, and books and supplies but shall not waive user fees such as room and board charges.

Certification must be submitted to Admissions/Student Accounts/Cashier so that a determination can be made on the request for waived tuition and fees.

All recipients of Veterans' benefits must be in an approved curriculum as recognized by the Veterans Administration and must maintain a grade point average of no less than 1.5 after 12 credit hours have been completed, excluding developmental classes. For further information, contact the DCC Financial Aid Office (434.797.8506).

Transcripts & Grading

- Official Transcripts
- Unofficial Transcripts
- Grading System
- Grading - Developmental Studies Courses
- Course Credit
- Repeating a Course

Official Transcripts

Students and alumni can request official transcripts online through Parchment Transcript Services at danville.edu/transcript-request or parchment.com. Parchment Transcript Services allows for paper and electronic processing and requires a fee. Transcripts will not be released to third parties without written permission from the student.

Unofficial Transcripts

Students and alumni who attended within the last 10 years may obtain an unofficial transcript via MyDCC.

Grading System

In order to receive any letter grade, a student must have attended a minimum of one class meeting or the equivalent in the case of a distance learning course. In a distance learning course, initial student attendance is determined by course participation as measured by accessing and using course materials, completion of a class assignment, participation in a course discussion, or other evidence of participation. Students who enroll in a course but do not attend a minimum of one class meeting or the distance learning equivalent by the census date or earlier date as defined and published by the institution must be administratively deleted from the course by the college. Existing college policies regarding tuition refunds shall remain in effect.

The grades of A, B, C, D, P, and S are passing grades. Grades of F and U are failing grades. R and I are interim grades. Grades of W and X are final grades carrying no credit.

The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor. Note: 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. Grades denote the character of study and are assigned points as follows:

A Excellent - 4 grade points per credit

B Good - 3 grade points per credit

C Average - 2 grade points per credit

D Poor - 1 grade point per credit

F Failure - 0 grade point per credit

P Pass - No grade point credit (applies to special courses)

P/U Option: No more than 7 credits can count toward graduation.

R Re-enroll - No grade point credit (used only for Developmental Studies courses).

S Satisfactory - No grade point credit (used only for Developmental Studies courses).

U Unsatisfactory - No grade point credit (applies to specialized courses and seminars).

W Withdrawal - No credit ("W" implies that the student was making satisfactory progress in the course at the time of withdrawal or that the withdrawal was officially made before the "deadline" date published in the college calendar.) See Withdrawal Policy in the next section.

I Incomplete - No grade point credit. Used only for verifiable, unavoidable reasons that a student is unable to complete a course within the normal course time. To be eligible to receive an "I" grade, the student must (1) have satisfactorily completed more than 60% of the course requirements and (2) must request the faculty member to assign the "I" grade and indicate why it is warranted. The faculty member has the discretion to decide whether the "I" grade will be awarded. Since the "incomplete" extends enrollment in the course, requirements for satisfactory completion shall be established through consultation between the faculty member and the student.

In assigning the "I" grade, the faculty member must complete 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 of the campus. The student will be provided with a copy of the documentation. Colleges will establish procedures to ensure that all "I" grades that have not been changed by the faculty member through the normal grade change processes are subsequently changed to the default grade assigned by the faculty member. An "I" grade will be changed to a "W" only under documented mitigating circumstances, which must be approved by the VP for Academic and Student Services.

X Audit - No credit (Permission of the division dean is required to audit a class.)

CR Prior Credit - Credit received by exam and/or credit received for prior learning

Grading - Developmental Studies Courses

"S" (Satisfactory) shall be assigned for satisfactory completion of the course.

"R" (Re-enroll) shall be assigned to a student who makes satisfactory progress during the term but has not completed course objectives. This grade, used only for developmental studies, is to permit re-enrollment for completion of course objectives.

"U" (Unsatisfactory) shall be assigned to a student not making satisfactory progress. The Developmental Studies academic advisors, with the concurrence of the Dean of Arts, Sciences, & Business, will determine the subsequent sequence of courses for the student receiving a "U" grade.

A student may enroll no more than twice in any single developmental course. Appeal for a third and final enrollment must be addressed to the academic division.

Course Credit

The credit for each course is indicated after the title in the course description. One credit is equivalent to one collegiate semester-hour credit. Each semester hour of credit given for a course is based on the "academic hour," which is 50 minutes of formalized, structured instructional time in a particular course weekly for fifteen weeks. This is a total of 750 minutes of instruction. In addition to instructional time, appropriate evaluation will be required. If this evaluation is a final examination, a minimum of one hour will be scheduled for each semester hour of credit generated by the course, not to exceed three academic hours (150 minutes). Credits may be assigned to the activities as follows:

1. **Lecture** - One academic hour of lecture (including lecture, seminar, discussion, or other similar activities) per week, generally for 15 weeks, plus the evaluation or examination period, equals one collegiate semester-hour credit.
2. **Laboratory** - Two to five academic hours, depending on the discipline, of laboratory, clinical training, supervised work experience, coordinated internship, or other similar activities per week, generally for 15 weeks, plus the evaluation or examination period, equals one collegiate semester-hour credit.
3. **Asynchronous Distance Learning Courses** - In the case of asynchronous distance learning course offerings or hybrid courses that employ a mix of traditional contact hours and learning activities, with students and faculty separated by time and place, colleges must demonstrate through faculty peer review that content and competency coverage and student outcomes are equivalent to those of traditional sections of the same class. In the event that the only section of the course being taught in the

VCCS is an asynchronous or hybrid course, faculty peer review will be employed to confirm that content and competency coverage and student outcomes are appropriate for the course credits awarded.

4. **General Usage Courses** - Variable academic hours from one to five credits.
5. **Variable Credits** - A college may request that a course vary from the existing credit value, but by no more than one credit. Existing variable credit ranges may not be extended. Credit variability will not be approved for the purpose of deleting laboratory hours or of making laboratory hours optional. General usage courses and courses numbered 1-99 are exempt from this policy.

Repeating a Course

A student is normally limited to two enrollments in the same credit course. If special circumstances warrant consideration of a third enrollment, the student must submit the Third Enrollment Form to the appropriate academic division. All requests for third enrollments into classes must be submitted and acted upon before the first day of classes for the term of enrollment. After reviewing the request, the academic division will notify the student in writing of the decision.

Withdrawal & Tuition Refund Policy

- Tuition Appeal Process
- Mitigating Circumstance Tuition Refund Process
- Policy on Refunds, Credits, & Reinstatement due to Military Service

Please note: Withdrawal from a course may negatively affect your financial aid award. Students are encouraged to check with the Financial Aid Office to determine the impact of a course withdrawal on financial aid eligibility. Withdrawals can be completed by telephone, online, or in person. If a student withdraws from a class prior to the refund date of the term, the student is removed from the class roll and no grade is awarded. After the add/drop period, but prior to the completion of 60 percent of a session (nine weeks for regular session), a student who withdraws or is withdrawn from a course will be assigned a grade of "W." A student who withdraws after the last day to receive a tuition refund will receive a "W" grade and will not receive a tuition refund. If the student is receiving Financial Aid, a Return to Title IV calculation will be completed in the PeopleSoft SIS system, to determine the percent of aid earned by the student based on the withdraw or last date of attendance. The unearned portion of aid will be returned to the Department of Education, and the student will be responsible for any remaining tuition and/or bookstore charges. After the 60% point, if a student withdraws or is withdrawn from a course(s) or the college, a grade of "F" will be assigned. Exceptions to this policy may be made under mitigating circumstances, which must be documented and a copy of the documentation placed in the student's academic file. If mitigating circumstances cause the withdrawal, and the student is making satisfactory progress at the time of withdrawal, the grade of "W" will be given. Division deans will decide whether the reason for withdrawal is mitigating. Students are eligible for a tuition refund if they drop classes or withdraw from DCC on or before the announced refund date each semester, as published in the academic calendar on the DCC website and catalog. The add/drop form or withdrawal form must be processed by Enrollment Services. Classes of shorter duration may have a different withdrawal deadline.

DCC will not consider refunds after the announced date unless:

- The student has encountered severe medical problems that relate directly to the individual student,
- If military service requires the student's sudden withdrawal or prolonged absence from their enrollment, or
- In case of an administrative error.

Before any consideration can be made, the student must appeal to the Vice President of Academic & Student Services, and then to the Vice President of Financial & Administrative Services. The tuition refund policy and the deadline dates are established by state policy.

Students who are withdrawn by the college for disciplinary reasons are not eligible for a refund of tuition/fees. A student expelled from the college after the designated refund date forfeits all payments for tuition/fees incurred for the semester the incident occurred.

Effective May 21, 2015, the State Board of Community Colleges approved a revision to the VCCS Tuition Refund Policy as listed in the VCCS Policy Manual Section 4.3.2. The revision to the VCCS policy 4.3.2 directs that course registrations shall not be deleted for students who receive a tuition refund for extenuating circumstances after the end of the add/drop period, but a grade of "W" would be assigned instead. Students who request to be withdrawn with a tuition refund, after the stated refund date, must submit a request to the Vice President of Academic Services, with supporting documentation. If approved, Enrollment Services, the Business Office, and the Financial Aid Office will be notified of the tuition amount approved for refund.

This policy only relates to tuition, so the student may be responsible for bookstore charges.

For students who paid using gift aid, the amount of aid earned will not be impacted. The Return to Title IV process will be followed. The tuition amount approved for refund will be based on any remaining balance after adjustments have been made, but will not exceed the original tuition cost.

Tuition Appeal Process

Students are eligible for a tuition refund if they drop classes or withdraw from the college on or before the published refund date as indicated in the academic calendar. DCC will not consider tuition refunds after that date unless you meet one of the following circumstances and complete/submit the tuition appeal form:

- A medical issue that prevents you from continuing your studies, your death or the death of an immediate family member,

- National emergency declared by the President of the United States,
- An administrative error made by the college, or
- The student is going through extreme financial hardship.

Requests for tuition refunds after the refund date must be submitted within 30 days following the official drop date for the class(es). The student must document the extenuating circumstance as follows:

- Medical Emergency, such as:
 - An extended illness or major medical issue affecting the student or members of student's immediate family (mother, father, sister, brother, wife, child or grandparent) occurring during the semester you are registered, which requires hospitalization, is life-threatening or is contagious and a danger to the remainder of the college community. A written verification on letterhead by the attending physician is required and must include the initial date of the problem, a statement that you are required not to attend class, and the duration of the problem.
 - A psychiatric/psychological emergency or severe, extended illness occurring during the semester you are registered, which requires hospitalization or that prevents you from attending classes. A written verification on letterhead by the attending mental health therapist is required and must include the initial date of the problem, a statement that you are not required to attend class, and the duration of the problem.
- Death of the student or a member of the student's immediate family (mother, father, sister, brother, husband, wife, child or grandparent). A copy of the death certificate or obituary should accompany the request.
- National emergency or mobilization declared by the President of the United States and in accordance with Section 23-9.6.2 of the Code of Virginia. Attach a copy of military activation orders. Please see policy on Military Service.
- Administrative error by the college*. The request should explain the circumstances of the error, including dates, names of employees, and publications, if applicable.
- Extreme financial hardship on the student. The request should explain the circumstances, outlining the financial issues and provide documentation as appropriate. In some cases, certain information such as tax returns, bill copies, foreclosure documents and/or employment termination documentation may be required prior to determination.

***Disagreements with faculty, teaching methods or style, treatment, or grading procedures are not considered administrative errors and must be resolved by contacting the division dean or through the college's student complaint and grievance procedures.**

Mitigating Circumstance Withdrawal Process

A student withdrawing after the last day to receive a "W" grade for the course, can only receive a "W" grade if mitigating circumstances exist AND the student is passing the course. The curricular division dean must approve mitigating circumstances. Request should be made using the Mitigating Circumstance Form.

NOTE: Withdrawing from a course(s) can have a negative impact on the status of your financial aid.

Policy on Refunds, Credits, & Reinstatement due to Military Service

Pursuant to 23-9.6:2 of the Code of Virginia, and corresponding State Council on Higher Education for Virginia (SCHEV) Guidelines, Danville Community College (DCC) has developed this policy providing for the tuition relief, refund, and reinstatement of students whose service in the uniformed services has required their sudden withdrawal or prolonged absence from their enrollment. For the purpose of this policy, "covered service in the uniformed services" is defined as service (whether voluntary or involuntary) on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, for a period of more than 30 days under call or order to active duty of more than 30 days as defined by Title 10 U.S.C. §101 or state active duty defined by Title 38 U.S.C. §4303.

DCC shall provide for the following:

a. Reinstatement as a Result of Military Service

Students who are called (ordered) to active duty or mobilized shall be entitled to reinstatement to DCC without having to re-qualify for admission following the student's documented (orders) release or return from service in the uniformed services if:

- the student provides notice of intent to return to the college not later than three years after the completion of the period of service;
- The student returns to the college after a cumulative absence of not more than five years; and,
- The permanent change of station (PCS) orders require the military member to be absent from the college for an extended period, and the PCS orders must have been issued after the start of the semester and require execution prior to the end of that semester or term.

A student returning to the college from active duty or mobilization in accordance with the provisions delineated above will be reinstated in the same program of study in which he or she had been enrolled prior to withdrawal. Exceptions may be made in cases where the program has been discontinued by the college or the program has specialized accreditation and selective admission requirements. In the latter case, reinstatement shall be consistent with any relevant standards of the respective accrediting agency. A student, who was admitted to a program but did not begin attendance because of service in the uniformed services, shall be allowed to defer his or her enrollment in the program until reinstatement to the college as described above. A student returning from active duty or mobilization should contact a counselor or advisor and submit the updated DD-214 to determine the impact of absence from the program and to review available options when a program is no longer available or suitable.

b. Tuition and Required Fees

Should a student be ordered to active duty (for reservists) or be mobilized (active military) as described in the Code of Virginia, Section 23-9.6:2 and the State Council's Virginia Tuition Relief, Refund, and Reinstatement Guidelines and he/she requests to be withdrawn from the college after the census date, the student will be deleted from the registration file and be awarded a full refund. This policy also applies to refunds of Miscellaneous Education fees, General Program fees, Deposits, Auxiliary Services fees and Student Activity fees to students.

Title 38 USC §3691A(b) provides if a covered member of the Armed Forces withdraws from covered education after receiving orders to perform covered service, the institution shall refund all tuition and fees including payments for housing such as dormitory charges or fees, but not to include monthly housing allowance stipends of the Post 9/11 GI Bill®, for the academic term in which the covered member withdraws.

Therefore, all tuition and fees paid by the student should be refunded; tuition and fees paid by the VA on behalf of the student should be returned to the VA; and for tuition and fees paid by another entity, the institution will coordinate proper disposition of the funds with the entity and return funds to it by whatever means the entity and the institution deem appropriate.

Definitions:

- Covered Member - a member of the Armed Forces (including Reserve Components) enrolled in Covered Education
- Covered Education - a course of education at an institution of higher learning and paid for with educational assistance furnished under a law administered by the VA
- Covered Service - active-duty service or inactive-duty training as defined in Title 10 USC §101 or state active-duty as defined by Title 38 USC §4303.

GI Bill® is a registered trademark of the U. S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

c. Textbooks

DCC shall process refunds for textbooks according to contractual arrangement with local vendors.

d. Academic Credits and Grades

Students who are called to active duty or are mobilized, meaning serving in the uniformed services, as described in Virginia Tuition Relief, Refund, and Reinstatement Guidelines, will be given the option of taking their examinations prior to regularly scheduled times as an exception to VCCS policy 5.6.1 in accordance with the Virginia Tuition Relief, Refund, and Reinstatement Guidelines.

Careful consideration will be given and special options are available for students who receive student financial aid or Veterans Administration benefits.

e. Dissemination of Information

In accordance with the requirements of the Code of Virginia, Section 23-9.6:2, and the Virginia Tuition Relief, Refund, and Reinstatement Guidelines, DCC will make every effort to ensure that the aforementioned VCCS policies relative to tuition relief, refund, academic credit and reinstatement are well disseminated and carefully explained. DCC has designated the VP of Student Affairs as the office to ensure that these policies are properly disseminated and administered.

Graduation

Degrees, Diplomas, and Certificates

Danville Community College offers the following degrees, diplomas, and certificates for students who successfully complete approved programs:

1. An Associate of Arts and Science Degree (AA&S) is awarded to students majoring in Business Administration, Liberal Arts, and Science, who plan to transfer to four-year colleges or universities after completing their Danville Community College program.
2. An Associate of Applied Science Degree (AAS) is awarded to students majoring in one of the occupational-technical programs and who plan to obtain full-time employment immediately upon graduation.
3. An Associate of Science Degree (AS) is awarded to students majoring in Engineering and who plan to transfer to a baccalaureate program at a university.
4. A Diploma is awarded to students who complete one of the two-year non-degree occupational curricula.
5. A Certificate is awarded to students who complete one of the approved non-degree curricula that are usually less than two years in length. DCC also offers Career Studies Certificates for programs that can be completed in less than one year.

See the Programs of Study section of this catalog for more information or contact Enrollment Services.

Catalog Year Determination

All students who are initially placed in a program are placed in a catalog year at the same time. The catalog year to which a student is assigned determines the catalog which describes their program requirements. Keeping in mind that the catalog goes Summer, Fall, and Spring, a student who is accepted for Summer 2024, Fall 2024, or Spring 2025 will be placed in the 2024-2025 catalog year. Students who have been attending in a non-curricular status will be placed in the catalog year corresponding to their program placement, not the catalog year corresponding to the year they became a non-curricular student. Students who were previously in a program and dropped out of college for at least one year or changed programs and then ask to be readmitted to the original program after one year will be placed in the program in existence at the time of their re-admittance. Students who drop out for less than one year or request re-admittance to a program within a year after dropping out of it, will be readmitted under the original catalog, unless there have been significant changes to the program requirements. The academic advisor, in consultation with the Division Dean, will be responsible for selecting the catalog year when there is a question about which to use.

Double Majors

Students desiring to declare more than one major (outside of a pathway) must meet one of the following two criteria: 1. Entering students must be placed in college-level courses (no developmental requirements) or complete at least 12 credit hours earning a 2.5 or higher; or 2. Returning students must meet and maintain satisfactory academic progress (2.5 or higher) in order to be program placed in a second major.

Requirements for Graduation

To be eligible for graduation with an associate degree, diploma, certificate, or career studies certificate from DCC, students must:

- a. Fulfill all of the course and credit-hour requirements of the curriculum with at least 25% of credit semester hours acquired at the college granting the award;
- b. Be certified by two appropriate college officials for graduation;
- c. Earn a grade point average of at least 2.0 in all studies attempted which are applicable toward graduation in their curricula;
- d. Meet any other competency requirements established by the college;
- e. Meet any graduation application requirements established by the college; and
- f. Resolve all financial obligations to the college and return all library and college materials.

Graduation Honors and Awards

Students who have fulfilled the requirements of degree, diploma, or certificate programs (with the exception of career studies certificates), are eligible for graduation honors. Appropriate honors, based upon scholastic achievement at DCC, are recorded on diplomas, certificates, or degrees and the student's permanent record as listed below.

Students with the following Grade Point Average or Better

- | | |
|------------|---------------------------------------|
| 3.2 | Cum Laude (with honors) |
| 3.5 | Magna Cum Laude (with higher honors) |
| 3.8 | Summa Cum Laude (with highest honors) |

Academic Information

- Academic Load
- Academic Standing
- Honors Program-Chair
- Academic Honors
- Academic Probation
- Academic Suspension
- Academic Dismissal
- Academic Renewal
- Prerequisites and Co-requisites
- GPA for Repeat Courses
- Attendance
- Examinations
- Academic Honesty

Academic Load

The normal course load during a regular semester at Danville Community College is 15-18 semester hours. A student must register for at least 12 credits to be considered a full-time student. Students wishing to take more than 18 credit hours in a given semester need the approval of the Vice President of Academic Affairs and Student Services and the support of the Division Dean/Vice President. As a general guideline, the student's cumulative GPA must be 3.5 or higher to be considered.

During the summer session, a student is restricted to two regular courses each summer term or 12-14 credit hours for the entire summer session. Students wishing to take 15 or more credit hours need the approval of the Vice President of Academic Affairs and Student Services and the support of the Division Dean/Vice President. As a general guideline, the student's cumulative GPA must be 3.0 or higher to be considered.

Academic Standing

Students are considered to be "in good academic standing" if they maintain a semester minimum GPA of 2.00; are eligible to re-enroll at the college; and are not on academic suspension or dismissal status.

Honors Program

In keeping with the college's commitment to provide educational opportunities consistent with the ability and interests of the individual student, DCC invites motivated students to enroll in its Honors Program. This program consists of individually contracted honors projects in regularly sectioned courses or honors courses. Students may earn "Honors Scholar" designation on their diplomas and transcripts by completing a minimum of 12 credit hours of honors work and achieving an overall GPA of 3.0 or greater. All honors work must be completed one week prior to the end of the semester.

Students are eligible for honors work if they meet all of the following criteria:

Completed all developmental coursework (if required)
A 3.25 or higher high school GPA
A 3.0 or greater overall GPA in non-honors courses
Satisfied prerequisites of each Honors Community course
Endorsement of two DCC faculty members

Honors projects are negotiated with faculty and the Honors Program-Chair. These projects can be done in any non-honors course and typically focus on topics of special interest to the student and require appropriate additional or alternative assignments which go beyond regular coursework.

Academic Honors

President's Honors List: Students must be enrolled for six or more credit hours for the semester during which the honor is extended, have achieved a cumulative GPA of at least 3.0, a semester GPA of 3.75 or higher, and have completed 24 semester hours or more at DCC.

Vice President's Honors List: Students must be enrolled for six or more credit hours for the semester during which the honor is extended, have achieved a cumulative GPA of at least 3.0, a semester GPA of 3.0 to 3.74, and have completed 24 semester hours or more at DCC.

Academic Warning

Students who fail to attain a minimum GPA of 2.00 for any semester shall receive a notification of academic warning to inform them they are at risk of incurring negative academic standings in subsequent terms. Academic warning is not an official standing. Students should see their advisor 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 but shall not be placed on the student's official transcript. Students on probation are ineligible for appointive or elective office in student organizations unless special permission is granted by the Vice President of Academic Affairs and Student Services or another appropriate college administrator. Students may be required to carry less than a normal load for the following semester and are required to consult with their academic advisor. 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 but shall not be placed on the student's official transcript. 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. Students who have been reinstated from academic suspension must achieve a 2.00 GPA or better 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.

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 by submitting a request for reinstatement to the Admissions Committee. This request should be received before the start of classes. Students should allow 5-10 business days for the review and decision. 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.

Academic Renewal

Students who return to DCC after a separation of five years or more may petition for academic renewal. The request must be in writing on the Academic Renewal Selection Form available in the Enrollment Services Office. The purpose of this policy shall be to adjust the cumulative GPA of eligible students who have enrollments from 1984 and forward. If a student is determined to be eligible for academic renewal, "D" and "F" grades earned prior to re-enrollment will be deleted from the cumulative and curriculum GPA, subject to the following conditions:

1. Prior to petitioning for academic renewal, the student must demonstrate a renewed academic interest and effort by earning at least a 2.5 GPA in the first 12 semester hours completed after re-enrollment.
2. All grades received at DCC will be part of the student's official transcript.
3. Students will receive degree credit only for courses in which grades of "C" or better were earned prior to academic renewal, provided that such courses meet current curriculum requirements.
4. Total hours for graduation will be based on all coursework taken at DCC after readmission, as well as former coursework for which a grade of "C" or better was earned, and credits transferred from other colleges or universities.
5. The academic renewal policy may be used only once and cannot be revoked once approved. All students should be warned about the pitfalls of "Academic Renewal." (Example: A student may have a "D" in a course that is needed for graduation but cannot get credit for the course if it is part of Academic Renewal. The course will have to be repeated.)

A student denied Academic Renewal may appeal the decision to a committee chaired by the Dean of Student Services, with the other two committee members appointed annually by the dean. A written appeal should be sent to the Dean of Student Services within seven days of denial.

Prerequisites and Co-requisites

Many courses at DCC are associated with other courses referred to as prerequisites and co-requisites. The idea is that in order to be successful in a certain course, the student must have acquired or be in the process of acquiring certain other skills or knowledge. A **prerequisite** is a course that a student must take **before enrolling in a particular course**. - Example: BIO 102 has BIO 101 as a prerequisite. Students must successfully complete BIO 101 before taking BIO 102. A **co-requisite** is a course which a student must take **while they are taking another course** if they have not already completed that course.

GPA for Repeat Courses

A student's GPA will reflect the highest grade received for repeat courses initially taken since summer 1994. "General Usage" courses, such as 099, 199, etc., are not counted. Repeat courses not figured in the GPA will be designated on the transcript with the words "repeated course" under the class.

Attendance

Student/faculty interactions are critical to the learning process. Regular class attendance is thus expected of students. Students missing 25% or more of the total time allocated for classes and/or labs will be administratively withdrawn from the course upon recommendation of the instructor. Students administratively withdrawn prior to the completion of 60% of the classes and/or labs will be issued a grade of "W". After that point, students who are administratively withdrawn will be issued a grade of "F". Faculty have the discretion to establish more restrictive policies published in the course outline. Faculty also may excuse a student when documented, mitigating circumstances prevent the student from attending a class or lab session. **Failure to attend classes will negatively affect one's financial aid award.**

Examinations

Students are expected to take all examinations, including final examinations, at the regularly scheduled time. Exceptions cannot be made without the permission of the instructor.

Academic Honesty

Students are expected to maintain complete honesty and integrity in their experiences in the classroom. Any student found guilty of dishonesty in academic work is subject to disciplinary action.

1. DCC may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including, but not limited to, the following:
 - a. Copying from another student's test paper or other academic work.
 - b. Using materials not authorized by the person giving the test.
 - c. Collaborating, without authorization, with another student during an exam or in preparing academic work.
 - d. Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an un-administered test.
 - e. Substitution for another student, or permitting another student to substitute for oneself, to take a test or prepare other academic work.
 - f. Bribing another person to obtain an un-administered test or information about an un-administered test.
 - g. The appropriation of another's work without acknowledging the incorporation of another's work in one's own written work (plagiarism).
2. A student who receives a failing grade ("F") in a course as a result of academic dishonesty (such as plagiarism) may not withdraw from that course with a "W" or receive a refund. This policy applies to any student in a particular course deemed to have committed an act of academic dishonesty during any part of a semester, regardless of whether he/she has turned in any graded work. Mitigating circumstances do not apply in such cases. A student may follow the appeal process outlined in the DCC Student Handbook to appeal the failing grade.
3. Discipline procedures for academic dishonesty are found in the Student Handbook.

Institutional Effectiveness

- Assessment Requirements
- Outcomes Assessment Requirement
- Institutional Effectiveness Days

Assessment Requirements

As of January 2019, the Virginia Community College System (VCCS) revised its Policy Manual, including Section 5 (Educational Programs). Provided is the excerpt regarding General Education (Section 5.0.2) and the Core Competencies set by VCCS:

5.0.2.0 Associate degree programs provide a coherent, shared experience for students to develop the general education core competencies expected of them as college-educated individuals. General education, as an integrated and cohesive whole, provides the educational foundation necessary to promote intellectual and personal development. Upon completion of the associate degree, graduates of Virginia's Community Colleges will demonstrate competency in student learning outcomes (SLOs) determined and assessed by each college in 1) civic engagement, 2) critical thinking, 3) professional readiness, 4) quantitative literacy, 5) scientific literacy, and 6) written communication.

Collectively, these general education core competencies distinguish graduates of Virginia's Community Colleges as individuals with a breadth of knowledge, skills, and abilities needed to pursue further education and their careers, continue to develop as learners, and contribute to the well-being of their communities. The six competencies are defined in policy with aspirational statements of learning goals for graduates. Each community college will determine and assess specific learning outcomes based on the definitions and aspirational statements.

5.0.2.1 The associate degree programs within the Virginia's Community College System support a collegiate experience that meets the general education requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the State Council of Higher Education for Virginia (SCHEV). The following general education core competencies shall be included in the catalog of each college.

Civic Engagement is the ability to contribute to the civic life and well-being of local, national, and global communities both as social responsibility and as a life-long learning process. Degree graduates will demonstrate the knowledge and civic values necessary to become informed and contributing participants in a democratic society.

Critical Thinking is the ability to use information, ideas and arguments from relevant perspectives to make sense of complex issues and solve problems. Degree graduates will locate, evaluate, interpret, and combine information to reach well-reasoned conclusions or solutions.

Professional Readiness is the ability to work well with others and display situationally and culturally appropriate demeanor and behavior. Degree graduates will demonstrate skills important for successful transition into the workplace and pursuit of further education.

Quantitative Literacy is the ability to perform accurate calculations, interpret quantitative information, apply and analyze relevant numerical data, and use results to support conclusions. Degree graduates will calculate, interpret, and use numerical and quantitative information in a variety of settings.

Scientific Literacy is the ability to apply the scientific method and related concepts and principles to make informed decisions and engage with issues related to the natural, physical, and social world. Degree graduates will recognize and know how to use the scientific method, and to evaluate empirical information.

Written Communication is the ability to develop, convey, and exchange ideas in writing, as appropriate to a given context and audience. Degree graduates will express themselves effectively in a variety of written forms.

5.0.2.2 Each college within the Virginia Community College System will be responsible for identifying appropriate learning outcomes relative to each of the six general education core competencies defined above, and for assessing those outcomes in accordance with SACSCOC accreditation standards and SCHEV policy.

Outcomes Assessment Requirement

Students are required to participate in the assessment procedures which are appropriate to their curricula. For additional information, contact the Director of Planning, Effectiveness and Research at 434.797.8576.

Institutional Effectiveness Days

Two class days are designated each academic year (one per term) as Institutional Effectiveness Day. The faculty in each program at Danville Community College develops student outcomes objectives and measurement tools for each curriculum to ensure assessment of student outcomes.

Workforce Services

- Apprenticeship
- Eligible FastForward Programs

Danville Community College plays a vital role in regional economic development. Through its Division of Workforce Services, DCC is able to provide a wide variety of educational opportunities designed to meet occupational, professional, and personal interests and needs. Programs begin at various times throughout the year and vary in length. Services include custom training programs; short workshops and seminars; high-tech training using state-of-the-art equipment; credentialing or career training, management, and supervisory development; basic career skills; and use of college facilities for company-sponsored training.

Financial aid and grant funding may be available for certain workforce programs.

For more information, contact 434.797.8572, 434.797.8537, or visit danville.edu/workforce.

Apprenticeship

The apprenticeship program at DCC is coordinated in partnership with the Virginia Dept. of Labor and Industry (DoLI). Apprenticeship is a training system that aids businesses (sponsors) and employees (apprentices) with skills development. Apprentices learn the "how to" of their occupation with on-the-job (OJT) and learn the "why" in related-technical-instruction (RTI) taught in the classroom. Apprentices receive on-the-job training combined with classroom-related instruction to ensure that the apprentice is fully trained in all areas of their chosen occupation. Students may work part-time or full-time as registered apprentices. They must be actively pursuing career preparation courses, or a diploma, certificate or degree program related to their occupation, include apprenticeship related instruction as part of coursework, and enter into a written training agreement that represents a partnership between the employer, and the student.

For more information, contact 434.766.6785.

Continuing Education and Community Service Programs

DCC Workforces Services offers continuing adult education and community service programs to fulfill the community's educational needs.

These include:

1. Opportunities to pursue a degree, certificate curriculum of study, or to take courses either with or without college credit during the regular day and evening class hours
2. Classes, forums, lectures, exhibits, short courses
3. Various community development programs and seminars
4. Offerings of non-cataloged special courses or programs to the community's industries, businesses, or professions, that are directed and taught at the college or at the client's site by the faculty and staff of the college
5. Specialty services such as use of college facilities, tours and visits and other services as they are needed

(Non-credit courses and activities are offered on a self-supporting basis.)

- Consistent with the college's mission of serving educational needs and helping meet the requirements for trained labor in the service area, the Regional Center for Advanced Technology and Training (RCATT) was established to help public and private organizations with economic and human resource development. Through a variety of activities, including seminars, training, consultation and resource networking, the Center works to aid community economic development by: Promoting quality team building,

- Increasing productivity and the quality of the working environment,
- Attracting new businesses and industry, and
- Educating the general public about economic development.

Funding assistance programs are available to students seeking workforce training and credentialing. These programs are designed to cover unmet costs of tuition, books, and supplies.

TARE

The TARE program is designed to help eligible students by eliminating barriers to education. The programs provide paid incentives for completing milestones within their field of study and earning workforce credentials. Supportive services are also available for eligible students. The program covers all expenses and necessities for the student to successfully complete their program of study. TARE Program Offers:

- National Career Readiness Certification (NCCER)
- Supportive Services
- Resume and Career Search Assistance
- Incentives for completing milestones within your field of study
- Incentive for gaining employment after completion of a DCC program.

TARE Eligibility Requirements

- Have a child that is 19 years of age or younger, regardless of custody. You do not have to have custody of the child but must be able to show proof the child is yours through a birth certificate or other means.
- Resident of the City of Danville, Halifax, or Pittsylvania Counties (DCC's Service Region)
- Family income at or below 200% of Federal Poverty Level
- Be able to attend a 3-week Workforce Preparedness Training
- Plans to enroll in a short-term career training program

Additional Financial Aid Options

Financial Aid for Noncredit Training leading to Industry Credentials (FANTIC)

Grant funding provides need-based tuition assistance for students enrolled in a workforce training program leading to an industry credential or licensure.

Workforce Credentials Grant (WCG)

The WCG is a program in Virginia that provides a pay-for-performance model for helping students in paying for eligible FastForward workforce training tuition programs that have been preapproved to lead to an industry-recognized credential in high-demand fields. Most programs take between six and twelve weeks and are built so students can get their education while they work. Eligible students can earn

an industry credential at 1/3 of the cost. The program includes requirements for students to complete the program of study to avoid paying costs.

Eligible FastForward Programs:

- Advanced EMT (Emergency Medical Technician)
- CDL A (Commercial Driver's License, Class A) Tractor Trailer
- Certified Clinical Medical Assistant (CCMA)
- Certified Medication Aide
- Certified Nurse Aide (CNA)
- CompTIA A+
- CompTIA A+ Networking
- Electrical NCCER - Level 1
- EMT (Emergency Medical Technician)
- Industrial Maintenance Electrical & Instrumentation - Level 1
- Manufacturing Technician (MT1)
- Manufacturing Specialist (MS)
- Plumbing
- Welding - Gas Tungsten Arc Welding (GTAW)
- Welding - Gas Metal Arc Welding (GMAW)

All requests for funding assistance will be reviewed on a "first come, first served" basis. Priority will be given to students living within the college's service region and those demonstrating the greatest financial need. The application process includes a completed application, residency verification, and documentation of financial need.

DCC's short-term career training options

Get qualified for hot jobs in weeks or months, not years! DCC's short-term career training options range from 6 weeks to 10 months*:

6 weeks

Truck Driving

10 weeks

Nurse Aide - Extended Care
Manufacturing Technician

4 months

Logistics Management
Phlebotomy
Project Management
Welding

7 months

CNC Flow Cell Machining

9 months

Dimensional Inspection (Metrology)

10 months or less

Basic Dental Assisting
Cyber Security Technician
Digital Art & Design
Early Childhood Development
Electrical/Electronic Concepts
IT Support Specialist
Law Enforcement (certificate)
Mobile App Development
Networking
Pharmacy Technician
Printing Technology
Small Business Management
Website Design
Website Programming

**Note: These times are only estimates, based on course enrollment minimums, etc.*

Online/Distance Learning Programs

Short-term programs

Cybercrime Investigation (Certificate)
Cyber Security (Certificate)

Logistics Management (CSC)
Networking with Cisco (CSC)
Project Management (CSC)
Software Development (CSC)

Associate degrees

Administration of Justice
Business Management
IST - Gaming & Mobile Applications
Liberal Arts

Note: Some science requirements may not be available online.

Advanced Programs

These programs may require prior education or work experience relevant to the field. Enrollment eligibility may be determined by the instructor/program coordinator.

Advanced Database Development (CSC)
CNC Flow Cell Machining (CSC)
Cyber Crime Investigation (Certificate)
Cyber Security (Certificate)
Cyber Security Technician (CSC)
Information Technology Support Specialist (CSC)
Logistics Management (CSC)
Network Virtualization Technologies (CSC)
Project Management (CSC)

Student Services

Academic Advising: Danville Community College provides ongoing academic advising services to students. College staff members are professionally trained to help students with decisions on a broad range of educational and career concerns. Located in Wyatt 101, email: advising@danville.edu.

Accessibility Services: Danville Community College believes in promoting an atmosphere free from inequity and partiality in which all students have access to educational opportunity. DCC believes in creating an inclusive and welcoming community for all students. DCC is committed to ensuring that all qualified students with disabilities have the opportunity to take part in educational programs and services on an equal basis. The College is committed to removing barriers, but also strives to ensure that students with disabilities receive access to reasonable accommodations for students with disabilities in accordance with their documented disabilities.

In order that the College may assess each student's needs and plan most effectively for his or her academic experience, the student should contact the Accessibility Services Office at ada@danville.edu.

Student Success Coaches: The College Success Coaches help underserved students in their first year of study. The coaches are assigned a caseload. Their target population will be students who have 14 or fewer credits, who are considered underserved because of meeting one of more of three criteria: race/ethnicity, Pell status, and first generation. Coaches work closely with faculty and advisors to ensure that students are progressing and receive any support services needed. For more information contact studentsuccess@danville.edu.

Student Resources

TRIO Southern Piedmont Educational Opportunity Center (EOC) The TRIO EOC provides services aimed at low-income and first-generation college students throughout southern Virginia. Headquartered at DCC, the EOC offers assistance completing admission and financial aid applications to any college or university, information on GED programs, scholarship information, career counseling and assessments, and academic advising. For more information, call 434.797.8577, email eoc@danville.edu, or stop by the office on the first floor of the Wyatt Building (Room 109).

Student Activities Student activities are designed to provide meaningful educational, cultural, and social experiences. A current list of campus clubs and organizations may be found at danville.edu. All clubs, organizations and activities have a staff advisor and/or sponsor. Official recognition is given only to those clubs and organizations which have been approved by the Student Government Association and the Dean of Student Services. Should a sufficient number of students desire a particular activity, they must petition the Student Government Association for official recognition. For more information email student.activities@danville.edu.

Student Handbook The student handbook describes student activities and organizations, student rights and responsibilities, and college rules and regulations. Students are bound by the policies set forth therein. The handbook is available on the college website.

Student Conduct It is assumed that persons of college age are responsible adults and will maintain standards of conduct appropriate to membership in the college community. Failure to meet standards of conduct may result in disciplinary probation, depending upon the nature of the offense. The Student Handbook includes the complete student conduct and discipline policies as well as the student initiated grievance procedure and explains the channels of communication available to students.

Information Technology Resources DCC provides telecommunications centers, library technological infrastructure, and computing centers to support the academic programs of the college. Users of these resources are expected to abide by the established Computer Ethics Guidelines.

Parking and Traffic All student, faculty, and staff vehicles parked on campus must bear a current DCC parking sticker. Reserved spaces for faculty and staff are clearly marked with yellow lines. Student parking spaces are marked with white lines. Designated parking areas marked with blue lines are provided at every campus building to accommodate disabled students. **Parking permits are issued to students in the Student Center and Wyatt Building, Room 108.** DCC has a 20 mph speed limit in parking lots and a 25 mph speed limit on Neathery Lane, which are strictly enforced. Anyone violating campus speed limits will have parking privileges revoked. Security

personnel issue tickets for parking violations. Students who receive more than one ticket will be subject to the Student Conduct & Discipline Policies, which includes towing.

Drug and Alcohol Abuse Policy DCC is committed to providing a drug-free environment for its employees and students. It is a violation of college rules for students to manufacture, distribute, dispense, or use controlled substances while participating in college-related activities, on or off campus. Students who are using or dealing drugs are subject to disciplinary procedures. Students convicted of drug-related offenses are required to notify the Vice President of Academic Affairs and Student Services within five days of such conviction. Students who are involved with drugs or who have drug-related problems are encouraged to contact the Dean of Student Services for assistance in obtaining treatment. (All such contacts will remain confidential.) For more information, see the Student Handbook or contact the Dean of Student Services. The college is committed to providing on-going educational information to students covering the effects and consequences of substance abuse.

Campus Security and Crime Awareness Annual Report In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (formerly known as the 1990 Student Right-to-Know and Campus Security Act), DCC annually provides the following information to students, faculty, staff, the College Board, and the community:

- Procedures for Reporting Crimes and Other Emergencies
- Access to the Campus, Facilities, and Campus Security
- Campus Awareness Programs Relative to Safety and Security
- Vital Statistics
- College Policy on Alcohol and Illegal Drugs
- College Policy on Sexual Misconduct
- College Policy on Firearms and Other Weapons
- Emergency Response and Communication.

The report is available online at <https://danville.edu/campus-security>.

Policy for Animals (Pets) on Campus No pets or other animals are permitted on campus except for service animals used by persons with disabilities and animals used by the college for educational purposes. No animals may be left unattended on campus in parked vehicles.

Possession of Weapons Prohibited Possession or carrying of any weapon by any person, except a police officer, is prohibited on college property. Entry upon DCC property in violation of this prohibition is expressly forbidden. Any individual in violation of this prohibition will be asked to remove the weapon immediately. Failure to comply may result in a student conduct referral, an employee disciplinary action, or arrest.

Policy for the Prohibition of Sexual Misconduct, Sexual Violence, Domestic Violence and Stalking Sexual misconduct, sexual assault, sexual harassment and sexual violence are contrary to the policies of the State Board for Community Colleges and DCC. DCC shall not tolerate any verbal or physical conduct of this nature. As a recipient of federal funds, DCC is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct, sexual harassment, and similar conduct constitute sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the college's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights. DCC's Title IX Coordinator is located in Wyatt Room **108**, and may be contacted by phone at 434.797.8538 or by email at titleix@danville.edu. All DCC students, employees, and visitors to the campus are covered by this policy. The official college policy, incident report form and community resources are available on the DCC website at danville.edu/titleix.

In addition, college employees will receive annual training and/or resources to ensure that legal concepts associated with sexual misconduct, sexual assault, sexual harassment and sexual violence are understood; that instances of sexual misconduct, sexual assault, sexual harassment and sexual violence are promptly investigated and remediated; and that support services are available for complainants. The DCC Policy is not intended to substitute or supersede related criminal or civil law. Individuals should report incidents of sexual and domestic violence, dating violence, and stalking to law enforcement authorities. Criminal and civil remedies are available in addition to the potential remedies that the college may provide.

Learning Resources Center - Library, Tutoring, Testing, and Distance Learning Services

The Whittington W. Clement Learning Resources Center (LRC) is centrally located on the campus. The Learning Resources Center contains the Library, the Tutoring Center, the Testing Center, and Distance Learning Services. It provides information and instructional support services for the college community. It is open to students, faculty, and the community. For more information, please call (434) 797-8555 or visit danville.edu/lrc.

The Mary M. Barksdale Library is located on the upper level of the LRC. It houses a collection of more than 60,000 items in support of DCC instructional programs, including books, non-print media, periodicals, and more. Students and faculty have online access to over 150 databases that include thousands of digital journals, electronic full-text articles, e-books, and reference sources. The library offers reference assistance and the staff is available to instruct individuals or groups in the use of resources. Computers, printing, and scanning services are available for students, staff, and the public in the Library. For more information, please call (434) 797-8555 or visit danville.edu/library.

The Tutoring Center is located on the upper level of the LRC. The Tutoring Center is nationally certified by the College Reading and Learning Association and provides free tutoring to currently enrolled DCC students to support their DCC coursework. Tutoring is provided by trained professional and peer tutors. Both one-on-one peer tutoring and small group tutoring are available. In addition, students may also access Brainfuse, on or off-campus, for tutoring assistance through Canvas. Brainfuse offers online tutoring in various subjects, some available 24/7, with a staff of more than 2,000 tutors worldwide. For more information on tutoring services, call (434) 797-6432 or visit danville.edu/tutoring-center.

The Math Lab is located on the lower level of the LRC (LRC 5), operates in conjunction with the Tutoring Center to provide walk-in tutoring services free to all DCC students. Experienced tutors offer assistance for a wide variety of math courses offered at DCC, including but not limited to algebra, calculus, and statistics.

For your convenience, the Math Lab welcomes walk-ins, making tutoring accessible to all DCC students.

Hours of operation:

- Monday - Thursday 9am to 5pm

For more information about the Math Lab or to inquire about specific course tutoring, please call 434-797-6431 or email tutoring@danville.edu.

The Testing Center is located on the upper level of the LRC. They proctor both make-up tests and distance learning exams. They can also facilitate testing for distance learning students at off-campus locations. The Testing Center can administer tests as paper & pencil, internet, or secure browser-based exams. Tests are proctored during regular LRC hours. For additional information, contact the Testing Center at (434) 797-8404 or visit danville.edu/testing-center.

Distance Learning Services is located in the Library on the upper level of the LRC, is dedicated to providing comprehensive support for faculty and students engaged in online learning at DCC. Under the direction of the Director of Learning Resources and Distance Learning Services, this team ensures the seamless delivery of educational programs through various services:

- Maintenance of technology infrastructure to support distance learning
- Provision of instructional technology for educational programs and activities
- Administration of the Canvas environment at DCC
- Support for web conferencing software access
- Operation of a Canvas Help Desk for technical assistance to students and faculty

In addition, the library staff actively assists faculty in utilizing instructional technologies in their teaching. For faculty teaching online, professional development and training opportunities are offered to enhance online instruction.

For more information or assistance, individuals are encouraged to contact Distance Learning Services at (434) 797-8598 or visit danville.edu/distance-learning. Faculty and students alike are urged to take advantage of the resources and support available to enhance their online learning experience.

Financial Aid

- Financial Aid
- Federal Financial Aid
- DCC Educational Foundation Scholarships
- State Grants
- Financial Aid and FERPA

Financial Aid

DCC is committed in its belief that qualified students should have an opportunity to pursue higher education, regardless of their financial situation. To be considered for financial assistance, students must first complete the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid> and submit it to DCC by entering **003758** for the federal school code. Computers are available for completing the FAFSA in the Financial Aid Office in Wyatt 111 during business hours. To be eligible, the student must enroll in an eligible curriculum and make satisfactory academic progress in the program of study. For more information, visit the Financial Aid website: <https://danville.edu/financial-aid>.

Federal Financial Aid

Federal Work-Study Program Students who show sufficient financial need may be employed as work-study employees on campus while attending college. Students who are enrolled at least half time may work an average of 12-15 hours per week. For information or to apply, visit the Financial Aid office in Wyatt 111.

Federal Pell Grant Program Full-time and part-time students who show sufficient financial need and are enrolled in eligible curricula may receive non-repayable aid under this program.

Federal Supplemental Educational Opportunity Grant Program Students who show sufficient financial need may qualify for this non-repayable grant.

Direct Federal Student Loan Program Students who do not receive sufficient grant aid to attend college may request a student loan. Students must enroll for at least six (6) credits. Forms are available in the Financial Aid Office or online.

DCC Educational Foundation Scholarships

The DCC Educational Foundation awards approximately 300 scholarships totaling \$500,000 annually in financial assistance to eligible DCC students through the generosity of its donors. The DCC Educational Foundation also awards graduation scholarships to eligible students graduating from DCC who are transferring to four-year institutions.

For more information, contact the DCC Educational Foundation Office at 434.797.8437 or 434.797.8495. Full details about individual scholarships and the online scholarship application are available on the DCC Educational Foundation's website: danville.edu/dcc-educational-foundation-scholarships

State Grants

Commonwealth Award (COMA) Grant Preference is given to students with exceptional need. Recipients must be domiciled in Virginia and enroll for at least six (6) credits.

Virginia Guaranteed Assistance Program (VGAP) Grant Recipients must be: A first-time freshman, a dependent, a high school graduate with a high school GPA of at least 2.5, a Virginia resident, and demonstrate financial need. Recipients must be enrolled as a full-time student, must maintain a minimum of a 2.0 GPA each semester, and must complete a minimum of 24 semester hours each academic year to remain eligible for consideration during the next academic year.

Part-time Tuition Assistance Program (PTAP) Grant This is a campus-based Virginia Community College System grant program based on need and awarded to eligible students who are enrolled for 1 to 8 credits a semester. These grant awards are for tuition and fees only.

Financial Aid and FERPA

The Financial Aid Office complies with the Family Educational Rights and Privacy Act (FERPA) of 1974, the Higher Education Act (HEA), and the Privacy Act. FERPA is a federal law that was enacted to protect the privacy of students and their educational records. Records created and maintained by the Financial Aid Office are considered to be education records and may not be disclosed without the student's consent.

The HEA authorizes the federal student aid programs and Section 483(a)(3)(E) specifically restricts the use of Free Application for Federal Student Aid (FAFSA) data, and states that data collected on the FAFSA shall be used only for the application, award, and administration of aid awarded under Title IV student aid programs, state aid, or aid awarded by eligible institutions or such entities as the Education Department (ED) may designate.

Lastly, the Privacy Act (5 U.S.C. § 552) governs the collection, maintenance, and use of records maintained by federal agencies and generally prohibits agencies from disclosing data contained in those records. The Privacy Act can impose restrictions on institutions as well if a federal agency lawfully provides records or access to records to an institution.

The Financial Aid Office is required to provide student information in cooperation with agencies and individuals involved in conducting an audit, program review, investigation, or other review authorized by law.

Students have the opportunity to inspect and review their Financial Aid records within 45 days of the receipt of a request. The request must be made to the Financial Aid Office in writing.

Students can also authorize the release of Financial Aid information to a parent, scholarship provider, or tribal organization by submitting the request in writing. Students may revoke that authorization at any time afterward by putting the request in writing. Requests that are not submitted in person must be notarized. Most other types of Financial Aid data sharing are disallowed by federal rules.

DCC Castle Bookstore

Located in the EIT Building, the DCC bookstore offers a variety of products including books, school supplies, clothing, and computer items. Students can access course material information, including ISBN, prices, and the ability to order online, by visiting dccbookstore.danville.edu.

Financial Aid Bookstore Purchasing Policy

The College Bookstore is authorized to allow students to charge the following materials to their financial aid for 10 days prior to the start of a term until the end of the main drop period. Students may use excess financial aid in the College Bookstore to purchase only required books and supplies for registered courses deemed eligible for financial aid for the term, during the designated charge dates. A course would be deemed ineligible for financial aid if any of the four following circumstances exist:

1. The course does not apply to the student's academic program;
2. The course has already been repeated once after having been successfully completed. Successful completion is defined as any grade other than an F, U, R, or W;
3. The course is developmental and the student has already attempted 30 or more developmental credits, and/or
4. The course is a basic skills class (BSK) that is below the postsecondary level.

The approved dollar amount available per student to charge will vary according to the financial aid award and enrollment.

Additional supplies can include:

- One computer or tablet (authorization required) *see below
- One scientific calculator
- Required tools
- Required uniforms

*Students will receive a Bookstore Authorization form from the Bookstore. *One laptop/tablet purchase is allowed with subsequent purchase requests evaluated on a case-by-case basis, such as course requirements stipulating an upgrade is necessary or theft.*

There is no refund policy *from the Bookstore* on laptops or electronic items. Bookstore staff will be happy to advise students on registering their laptop and activating any warranties available. The manufacturer will provide instructions on return, repair or replacement of a defective or damaged laptop within the bounds of the applicable warranty.

Any other electronic item is considered not course related and may not be purchased with financial aid. Other items not approved for purchase with financial aid include but are not limited to apparel, food, cell phones, gift items, and gift/prepaid cards.

During the book purchase period, books and supplies purchased using financial aid cannot be returned to the College Bookstore for cash. Amounts for returned items must be credited back to the financial aid source that paid for the books and supplies on the student's account.

Book Return Policy

- **KEEP YOUR RECEIPT!** *Under all circumstances a purchase receipt is required for a refund.*
- Textbooks may be returned for **full** refund up until the last day to withdraw with a full tuition refund for each semester as posted in the College's published semester class listing.
- Any books returned after the date mentioned above will be refunded at a percentage determined by the Bookstore manager, *if any*.
- In order to receive a refund, books must be in new resalable condition. (*No writing, bent, soiled or wrinkled or missing pages, and no water damage*).
- Shrink-wrapped books with multiple components cannot be returned with missing pieces.
- Access codes must be sealed and unused. (*Exposed codes are assumed to have been used*).
- Any software that may have come with the book cannot have been opened.

- Any credits issued will be applied to the same method of payment used when the books were originally purchased. (*This applies to purchases made by Pell Grant, Scholarship, or a third-party payer*).
- **There is no refund from the Bookstore on laptops or electronic items.**

*For the full Return and Refund Policy, please refer to the DCC Catalog.

*Note: If for any reason financial aid does not cover the balance charged in the bookstore, the student is therefore responsible for paying that outstanding balance and will not be allowed to register until that debt has been satisfied.

***Students participating in the Department of Education - Second Chance Pell Experimental Initiative are not **eligible** to make charges against Financial Aid in the DCC Bookstore.*

Veterans

Programs and courses of study (including Career Studies Certificates) at DCC are approved by the Virginia Department of Education and the Veterans Administration for payment of veteran's educational benefits. Programs include the Montgomery GI Bill®, Vocational Rehabilitation, and the Educational Benefits for Dependents and Spouses and Active-Duty Tuition Assistance. For information about VA educational benefits, contact the DCC Veteran's Affairs Specialist at (434) 797-8506 or the Veteran's Administration in Roanoke (1.800.827.1000). Free tuition is available for dependents of certain disabled or deceased (service-related) veterans through the Virginia War Veterans Department.

- The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email saa@dvs.virginia.gov. The school grievance policy is included in the Student Handbook.

- This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency.

DCC is a member of the Servicemen's Opportunity College (SOC) Network and recognizes that learning occurs in extra-institutional and non-instructional settings. As an SOC institution, DCC awards credit for CLEP, DSST, ECE and DANTES as appropriate for each veteran student's program of study. All veterans receive a physical education credit for basic training. DCC is dedicated to recognizing the experience, training and education of veterans and will on a case-by-case basis evaluate each individual to ensure that they receive the maximum allowable credits.

Students wishing to submit a Veteran Certification Request should go to the Financial Aid Office each semester.

Post 9/11 GI Bill® (Chapter 33) The Post-9/11 GI Bill® is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. Honorable discharge required for eligibility. For more information, visit www.gibill.va.gov/GI_Bill_Info/benefits.htm.

Transfer of Post 9/11 GI Bill® Benefits to Dependents (TEB) Service members enrolled in the Post 9/11 GI Bill® program are able to transfer unused educational benefits to their spouses or children effective August 1, 2009. For more information on how to apply for TEB, visit www.gibill.va.gov/GI_Bill_Info/Ch33/Transfer.htm.

Academic Residency Requirement for Active-Duty Service Members: DCC limits academic residency to no more than 25 percent of the degree requirements for all associate degrees for active-duty service members. Academic residency can be completed at any time while active-duty service members are enrolled. Reservists and National Guardsmen on active-duty are covered in the same manner. The following individuals shall be charged the in-state rate, or otherwise considered a resident for tuition purposes:

A veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill - Active Duty Program) or Chapter 33 (Post-9/11 G.I. Bill) of Title 38, United States Code, who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence).

Anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in the state where the IHL is located, and the transferor is a member of the uniformed service serving on active duty.

A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal state of residence).

A spouse or child using benefits under Survivors' and Dependent's Education Assistance (Chapter 35) living in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of their formal state of residence).

An individual using educational assistance under Chapter 31, Veteran Readiness and Employment (VR&E) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence) effective for courses, semesters, or terms beginning after March 1, 2019

Anyone described above remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution.

Therefore, the described person must be enrolled in the institution and use educational benefits under Chapters 30, 31, 33 or 35 of Title 38, United States Code.

This policy shall be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679 as amended.

GI Bill® is a registered trademark of the U. S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

DCC I-63: Military (Department of Veterans Affairs) Delayed Payment Policy

Purpose: This policy documents compliance with the Veterans Benefits and Transition Act of 2018, section 3679 of Title 38 of the United States Code.

Definitions: A *covered individual* is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill® benefits.

Policy: Danville Community College requires all covered individuals to submit a written request of certification of their enrollment each semester for which they plan to use their Chapter 31 or 33 entitlement benefits. The Certification Request for Veterans Affairs (VA) Educational Benefits must be submitted no later than the last day to drop and receive a refund for the respective semester.

Any covered individual will be permitted to attend or participate in a course of education during the period beginning on the date on which the individual provides to Danville Community College a Certificate of Eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "certificate of eligibility" can also include a Statement of Benefits obtained from the Department of Veterans Affairs (VA) website, eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to Danville Community College.
2. 90 days after the date Danville Community College certified tuition and fees following the receipt of the certificate of eligibility.

Due to the delayed disbursement of funding from the VA under Chapter 31 or 33, Danville Community College will not assess a late penalty fee, deny access to classes, libraries, or other institutional facilities, or require a covered individual to borrow additional funds because of the individual's inability to meet his or her financial obligations to Danville Community College for the VA delay.

Danville Community College reserves the right to follow normal collection procedures for any difference between the amount of a covered individual's financial obligation and the amount of the VA education benefit disbursement.

Passport College Transfer & Uniform Certificate

Passport College Transfer Courses

The Passport is a college program in which all courses are transferable and satisfy lower-division general education requirements at any Virginia public institution of higher education and many private institutions. The Passport consists of course blocks assigned specific courses. To satisfy the Passport students are required to complete the appropriate number of courses in each course block. Student course selection should be carefully considered since the Passport is not designed to capture the complexities of individual programs of study at the four-year institutions. Students should be advised to take the Passport that best suits their intended program of study at the four-year institution. Only classes completed after May 2020 apply toward Passport completion. The Passport course roster can be found [here](#).

Uniform Certificate of General Studies

The Uniform Certificate of General Studies (UCGS) is a one-year college program in which all courses are transferable and satisfy lower-division general education requirements at any Virginia public institution of higher education and many private institutions. The Passport is a component of the UCGS and is therefore a subset of courses in the UCGS. The UCGS consists of seven course blocks. To satisfy the UCGS students are required to complete the appropriate number of courses in each block. Student course selection should be carefully considered since the UCGS program is not designed to capture the complexities of individual programs of study at the four-year institutions. Students should be advised to take the UCGS course that best suits their intended program of study at the four-year institution. The UCGS course roster can be found [here](#).

Alphabetical Program List

**Associate of Arts and Science Degree (College Transfer - AA&S)
Associate of Science Degree (College Transfer - AS) • Associate of Applied Science
Degree (A.A.S.)
Diploma (D) • Certificate (C) • Career Studies Certificate (CSC)**

Curriculum	Dean	Lead Instructor(s)
Administration of Justice (A.A.S.)	Dr. Paul Fox	Mr. Mark Mills
<ul style="list-style-type: none"> • Law Enforcement Specialization 		
Administrative Support Technology (A.A.S.)	Dr. Paul Fox	
<ul style="list-style-type: none"> • General Office Specialization • Medical Office Administration Specialization • Medical Office Coding Specialization 		Ms. Richie Robertson Ms. Richie Robertson Ms. Richie Robertson
Advanced Database Development (CSC)	Ms. Melissa Mann	Mr. Steve Carrigan
Advanced Early Childhood Development (CSC)	Dr. Paul Fox	Ms. Traci Daniel
Air Conditioning & Refrigeration (D)	Ms. Melissa Mann	Mr. David Adams, Mr. Elliot Baynes
Automotive Analysis & Repair (D)	Ms. Melissa Mann	Mr. Stephen Edwards, Mr. Shawn Wilborn
Automotive Analysis & Repair Fundamentals (C)	Ms. Melissa Mann	Mr. Stephen Edwards, Mr. Shawn Wilborn
Basic Dental Assisting (CSC)	Dr. Paul Fox	Ms. Tina Gauldin
Basic Welding (CSC)	Ms. Melissa Mann	Mr. Chad Secrest, Mr. Matthew Wayman
Business Administration (AA&S.)	Dr. Paul Fox	Mr. Matt Nidiffer
Business Management (A.A.S.)		
<ul style="list-style-type: none"> • Automotive Management Specialization • Graphic Imaging Management Specialization • Management Specialization • Project Management Specialization 	Dr. Paul Fox	Mr. Stephen Edwards Mr. Dennis Yohe Ms. Linda Wilborne Mr. Matt Nidiffer
CNC Field Service Technician - Electrical (CSC)	Ms. Melissa Mann	Mr. Brandon Furgurson
CNC Flow Cell Machining (CSC)	Ms. Melissa Mann	Mr. Brandon Furgurson
Commercial Art (CSC)	Ms. Melissa Mann	Mr. Dennis Yohe, Ms. Tiffany Graham
Cosmetology (CSC)	Ms. Melissa Mann	Mr. Jermon Russell

Cyber Security (C)	Ms. Melissa Mann	Mr. Steve Carrigan
Cyber Security Technician (CSC)	Ms. Melissa Mann	Mr. Steve Carrigan
Cybersecurity and Networking Foundations (CSC)	Ms. Melissa Mann	Mr. Steve Carrigan
Dental Hygiene (A.A.S.)	Dr. Paul Fox	Ms. Tina Gauldin
Desktop Applications (CSC)	Ms. Melissa Mann	Mr. Steve Carrigan
Digital Art & Design (CSC)	Ms. Melissa Mann	Mr. Dennis Yohe, Ms. Tiffany Graham
Digital Drawing & Illustration (CSC)	Ms. Melissa Mann	Mr. Dennis Yohe, Ms. Tiffany Graham
Digital Imaging & Photography (CSC)	Ms. Melissa Mann	Mr. Dennis Yohe, Ms. Tiffany Graham
Early Childhood Development (CSC)	Dr. Paul Fox	Ms. Traci Daniel
Early Childhood Education (A.A.S.)	Dr. Paul Fox	Ms. Traci Daniel
Electrical Concepts (CSC)	Ms. Melissa Mann	Ms. Teresa Hawker, Mr. Mattison Keatts
Electrical/Electronics Engineering Technology (D)	Ms. Melissa Mann	Ms. Teresa Hawker, Mr. Mattison Keatts
Electronic Concepts (CSC)	Ms. Melissa Mann	Ms. Teresa Hawker, Mr. Mattison Keatts
Emergency Medical Services (CSC)	Ms. Melissa Mann	Ms. Melissa Mann
Engineering (AS)	Dr. Paul Fox	Dr. Neil Sallah
Factory Automation & Robotics (CSC)	Ms. Melissa Mann	Mr. Jeremy Smith
Foundations of Criminal Justice (CSC)	Dr. Paul Fox	Mr. Mark Mills
General Office Studies (CSC)	Dr. Paul Fox	Ms. Richie Robertson
Graphic Communications (CSC)	Ms. Melissa Mann	Mr. Dennis Yohe, Ms. Tiffany Graham
Graphic Imaging Technology (D)	Ms. Melissa Mann	Mr. Dennis Yohe, Ms. Tiffany Graham
Health Science (A.A.S.)	Dr. Paul Fox	
• Practical Nursing Specialization		Dr. James Emerson
Industrial Electrical Principles (C)	Ms. Melissa Mann	Ms. Teresa Hawker, Mr. Mattison Keatts
Industrial Electronic Principles (C)	Ms. Melissa Mann	Ms. Teresa Hawker, Mr. Mattison Keatts

Information Systems Data Analyst (CSC)	Ms. Melissa Mann	Mr. Steve Carrigan
Information Systems Management (CSC)	Ms. Melissa Mann	Mr. Steve Carrigan
Information Systems Technician (CSC)	Ms. Melissa Mann	Mr. Steve Carrigan
Information Systems Technology (A.A.S.)	Ms. Melissa Mann	Mr. Steve Carrigan
<ul style="list-style-type: none"> • Gaming & Mobile Application Design • Software Development Specialization 		Mr. Steve Carrigan
Information Systems Technology Network Engineer (A.A.S)	Ms. Melissa Mann	Mr. Steve Carrigan
Information Systems Technology Network Engineer- Cyber & Network Security Specialization (A.A.S)	Ms. Melissa Mann	Mr. Steve Carrigan
Information Technology Support Specialist (CSC)	Ms. Melissa Mann	Mr. Steve Carrigan
Law Enforcement (C)	Dr. Paul Fox	Mr. Mark Mills
Liberal Arts (AA&S)	Dr. Paul Fox	Mr. Dee Drinkard
<ul style="list-style-type: none"> • Humanities Specialization • Social Science Specialization 		Dr. Ted Maier Mr. Jonathan Evans
Logistics Management (CSC)	Dr. Paul Fox	Ms. Linda Wilborne
Machining Skills (CSC)	Ms. Melissa Mann	Mr. Kevin Poole Mr. Todd Sanders, Mr. Josh McDowell Mr. Joseph Distad
Maintenance Mechanics (C)	Ms. Melissa Mann	Mr. Daniel Dalton
Manufacturing Technician (CSC)	Ms. Melissa Mann	Mr. Daniel Dalton
Marketing (A.A.S.)	Dr. Paul Fox	
<ul style="list-style-type: none"> • Electronic Commerce Specialization • Marketing Specialization • Warehousing and Distribution Specialization 		Ms. Linda Wilborne Ms. Linda Wilborne Ms. Linda Wilborne
Medical Coding (CSC)	Dr. Paul Fox	Ms. Richie Robertson
Medical Laboratory Technology (A.A.S.)	Dr. Paul Fox	Dr. Paul Fox
Medical Office Studies (CSC)	Dr. Paul Fox	Ms. Richie Robertson
Mobile Application Development (CSC)	Ms. Melissa Mann	Mr. Steve Carrigan
Network Technology (CSC)	Ms. Melissa Mann	Mr. Steve Carrigan
Network Virtualization Technologies (CSC)	Ms. Melissa Mann	Mr. Steve Carrigan
Networking Technology Fundamentals (CSC)	Ms. Melissa Mann	Mr. Steve Carrigan
Networking with CISCO/CCNA (CSC)	Ms. Melissa Mann	Mr. Steve Carrigan

Nurse Aide Extended Care (CSC)	Dr. Paul Fox	Ms. Rosa Wilson
Nursing (A.A.S.)	Dr. Paul Fox	Dr. James Emerson
Office Information Processing (C)	Dr. Paul Fox	Ms. Richie Robertson
Pharmacy Technician (CSC)	Dr. Paul Fox	Ms. Rosa Wilson
Phlebotomy (CSC)	Dr. Paul Fox	Dr. James Emerson
Pre-Allied Health Nurse Aide (CSC)	Dr. Paul Fox	Ms. Rosa Wilson
Precision Machining Technology (D)	Ms. Melissa Mann	Mr. Kevin Poole, Mr. Todd Sanders, Mr. Josh McDowell, Mr. Joseph Distad
Printing Technology (CSC)	Ms. Melissa Mann	Mr. Dennis Yohe
Project Management (CSC)	Dr. Paul Fox	Mr. Matt Nidiffer
Respiratory Therapy (A.A.S.)	Dr. Paul Fox	Dr. Paul Fox
Science (A.A.S.)	Dr. Paul Fox	Dr. David Balfour
• Computer Science Specialization		Mr. Constantine Terzopoulos
Small Business Management (CSC)	Dr. Paul Fox	Mr. Willie Sherman
Small Unmanned Aircraft Systems (sUAS) (CSC)	Ms. Melissa Mann	Mr. Steve Carrigan
Software Development (CSC)	Ms. Melissa Mann	Mr. Steve Carrigan
Technical Studies A.A.S. - Focus: Automation and Robotics	Ms. Melissa Mann	Mr. Jeremy Smith
Technical Studies Industrial Technician - Electrical (A.A.S.)	Ms. Melissa Mann	Mr. Daniel Dalton
Technical Studies Industrial Technician - Mechanical (A.A.S.)	Ms. Melissa Mann	Mr. Daniel Dalton
Technical Studies Integrated Machining Technology (A.A.S.)	Ms. Melissa Mann	Mr. Brandon Furgurson
Technical Studies Venture Creation & Management (a.k.a. "Build Your Business") (A.A.S.)	Dr. Paul Fox	Dr. Willie Sherman
Uniform Certificate of General Studies (C)	Dr. Paul Fox	Mr. Dee Drinkard
Website Design (CSC)	Ms. Melissa Mann	Mr. Steve Carrigan
Website Programming (CSC)	Ms. Melissa Mann	Mr. Steve Carrigan
Welding (D)	Ms. Melissa Mann	Mr. Chad Secrest, Mr. Matthew Wayman
Welding Technology (C)	Ms. Melissa Mann	Mr. Chad Secrest, Mr. Matthew Wayman

Programs of Study

How to use this section:

Each program listing contains basic information to help you decide if it's the right fit for you. This may include:

Length of Program: The intended length of time to completion, based on whether the program is designed to be full- or part-time. Most program lengths are based upon a full-time course load as outlined in the catalog course sequence. If this sequence is not followed, the program may take longer.

Upon applying to DCC, your academic strengths and weaknesses will be evaluated with a counselor; any weaknesses in your academic history may require developmental courses, which are not included in the program credit totals. Developmental courses or additional prerequisites will add length to the program.

Industry Credentials or Certifications (if applicable): Some - not all - programs are intended to prepare graduates to sit for third-party, industry-recognized examinations which may result in national certifications. These certifications may aid in obtaining employment.

Career Opportunities or Transfer Opportunities: Most programs are meant to either prepare graduates for immediate employment in their field, or else transfer to a four-year college or university to earn further qualifications.

Career Information: Where applicable, programs list potential careers, salaries, and projected growth of the field for graduates of the program. This information is taken from national employment data and projections from the Bureau of Labor Statistics Occupational Outlook Handbook; it is intended as a guide, and is not a guarantee of employment or wages. Wages and available job opportunities will vary based on location, field of study, and qualifications of the applicant.

Transfer Information: For programs intended to culminate in a bachelor's degree. DCC has guaranteed admission or articulation agreements with 40+ colleges and universities for graduates who meet certain guidelines. Typically, this means a student who earns an eligible DCC transfer degree with a particular grade-point average will be automatically admitted to the college/university with full third-year status. NOTE: Admission to a given institution does not guarantee admission to a particular degree program, major, or field of concentration.

Transfer students can save \$15,000 or more on tuition and fees by completing an associate degree at DCC and then transferring to an in-state public institution - with even greater cost savings compared to a private or out-of-state school!

Advance Manufacturing & Skill Trades

Advanced Manufacturing in the United States has changed dramatically. Today's workers require high-tech precision machining skills to operate leading-edge technology in clean, well-lit manufacturing environments. DCC graduates enjoy high job placement rates at companies both locally and nationally. Programs range from seven months to two years.

The CNC programs are a Capstone Program available to Technical Studies Integrated Machining Technology AAS students only.

Associate of Applied Science

Technical Studies Industrial Technician - Electrical (AAS)

Program Info

Minimum credits: 69
Length: 4 Semesters
Industry Certification: OSHA 10

Division: Career and Technical Education
Contact: 434.797.6437
Award: Associate of Applied Science
Plan Code: 718-11 **CIP Code:** 15.0612

Program Description

The Associate of Applied Science in Technical Studies Industrial Technician - Electrical prepares students for employment as industrial electrical technicians or supervisors.

Program Outcomes: Graduates will demonstrate the ability to:

- Read basic drawings & symbols.
- Stick weld & choose & use basic welding tools/materials.
- Wire basic electrical circuits & understand basic wiring symbols.
- Troubleshoot basic control circuits.
- Troubleshoot & repair basic mechanical & electrical equipment.

Note: Students will select a mechanical or electrical pathway.

The courses are the same for the first two semesters.

Recommended Course Sequence

General Education

- ENG 111 - College Composition I
- HUM 165 - Controversial Issues in Contemporary American Culture
- PSY 126 - Psychology for Business and Industry
- ECO 120 - Survey of Economics
- MTH 111 - Basic Technical Mathematics
- HLT 116 - Introduction to Personal Wellness Concepts
- SDV 100 - College Success Skills

Total Credit Hours: 19

Technical Foundations

- ITE 115 - Introduction to Computer Applications and Concepts
- IND 243 - Principles and Applications of Mechatronics
- ENG 131 - Technical Report Writing I
- ENG 115 - Technical Writing
- IND 137 - Team Concepts and Problem Solving
- IND 181 - World Class Manufacturing I
- DRF 175 - Schematics and Mechanical Diagrams
- SAF 130 - Industrial Safety - OSHA 10
- IND 103 - Industrial Methods

Total Credit Hours: 20

Content, Skills and Knowledge

- MEC 154 - Mechanical Maintenance I.
- MEC 162 - Applied Hydraulics and Pneumatics
- ETR 115 - D.C. and A.C. Circuits
- ELE 147 - Electrical Power and Control Systems
- ELE 233 - Programmable Logic Controller Systems I
- ELE 234 - Programmable Logic Controller Systems II
- ELE 246 - Electronic Motor Drives
- INS 230 - Instrumentation I
- IND 190 - Coordinated Internship
- IND 290 - Coordinated Internship

Total Credit Hours: 30

Technical Studies Industrial Technician - Mechanical (AAS)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 69

Length: 4 Semesters

Division: Career and Technical Education

Contact: 434.797.6437

Award: Associate of Applied Science

Plan Code: 718-05 **CIP Code:** 15.0612

Program Description

The Associate of Applied Science in Technical Studies Industrial Technician - Mechanical prepares students for employment as industrial mechanical technicians or supervisors.

Program Outcomes: Graduates will demonstrate the ability to:

- Read basic drawings & symbols.
- Stick weld
- Choose and use basic welding tools/materials.
- Wire basic electrical circuits & understand basic wiring symbols.
- Troubleshoot basic control circuits.
- Troubleshoot and repair basic mechanical & electrical equipment.

Note: Students will select a mechanical or electrical pathway.

The courses are the same for the first two semesters.

Recommended Course Sequence

General Education

- ENG 111 - College Composition I
- HUM 165 - Controversial Issues in Contemporary American Culture

- PSY 126 - Psychology for Business and Industry
- ECO 120 - Survey of Economics
- MTH 111 - Basic Technical Mathematics
- HLT 116 - Introduction to Personal Wellness Concepts
- SDV 100 - College Success Skills

Total Credit Hours: 19

Technical Foundations

- ITE 115 - Introduction to Computer Applications and Concepts
- IND 243 - Principles and Applications of Mechatronics
- ENG 131 - Technical Report Writing I
- ENG 115 - Technical Writing
- IND 137 - Team Concepts and Problem Solving
- IND 181 - World Class Manufacturing I
- DRF 175 - Schematics and Mechanical Diagrams
- SAF 130 - Industrial Safety - OSHA 10
- IND 103 - Industrial Methods

Total Credit Hours: 20

Content, Skills and Knowledge

- MEC 154 - Mechanical Maintenance I.
- MEC 254 - Mechanical Maintenance II
- MEC 162 - Applied Hydraulics and Pneumatics
- ETR 115 - D.C. and A.C. Circuits
- MEC 268 - Fluid Power - Hydraulic Systems
- MEC 269 - Fluid Power - Pneumatic Systems
- MEC 169 - Steam Systems
- WEL 120 - Introduction to Welding
- MEC 168 - Pump Systems
- MEC 148 - Industrial Pipefitting
- IND 190 - Coordinated Internship
- IND 290 - Coordinated Internship

Total Credit Hours: 30

Technical Studies Integrated Machining Technology (AAS)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 67

Length: 10 months

Division: Career and Technical Education (HAAS Center)

Contact: 434.766.6762

Award: Associate of Applied Science

Plan Code: 718-09 **CIP Code:** 15.0612

Program Description

The Associate of Applied Science in Technical Studies Integrated Machining Technology prepares students to enter the workforce at high-level machinist positions and entry-level management. Students will be exposed to advanced level CNC training, CAD/CAM instruction, and inspection training in addition to coursework in dimensional metrology, advanced tooling applications, and career/personal development. Students will simultaneously complete the Career Studies Certificate in CNC Flow Cell Machining while in this program.

Program Integration: 25% of courses are shared in the Precision Machining & IMT programs. Also, IMT students will simultaneously complete the CNC Flow Cell Machining CSC.

Admission Requirements: In addition to general college admission requirements, students must meet the following criteria:

- All students must have completed MAC 223 and MAC 127 (or equivalents) with a C or higher.
- All students must have completed a two-year precision machining program or have equivalent work experience, which instructors will evaluate on a case-by-case basis.

Program Outcomes: Graduates of this program will be able to:

- Act as high-performance team members and cultivate the knowledge required of mid-level machinists or entry-level managers.
- Apply concepts of Lean and Six Sigma.
- Understand basic economic principles as they apply to industry and the impact of those principles on manufacturing.
- Operate a wide range of high-performance machine tools including 5-axis mills, 3-axis lathes, dual spindle lathes, computer numerical control (CNC) inner diameter and outer diameter s grinders, surface grinders and electrical discharge machining.
- Learn ancillary processes associated with machining in a high-precision environment.

Recommended Course Sequence

General Education

- ENG 111 - College Composition I
- HUM 165 - Controversial Issues in Contemporary American Culture
- ECO 120 - Survey of Economics
- MTH 111 - Basic Technical Mathematics
- HLT 106 - First Aid and Safety
- SDV 100 - College Success Skills

Total Credit Hours: 15

Technical Foundations

- CAD 120 - Introduction to Graphic Representation
- ITE 116 - Survey of Computer Software Applications
- MAC 128 - CNC Programming
- MAC 150 - Introduction to Computer-Aided Manufacturing
- ENG 131 - Technical Report Writing I
- MAC 134 - CMM Operation and Programming
- MAC 255 - Introduction to Supply Chain Strategies for Industry
- IND 123 - Introduction to Lean Manufacturing and Six Sigma
- IND 138 - Industrial Leadership and Career Development

Total Credit Hours: 21

Content, Skills and Knowledge

- MAC 108 - Computer Numerically Controlled (CNC) Grinding
- MAC 130 - Introduction to Electric Discharge Machining (EDM)
- MAC 253 - Advanced Coordinate Measuring Machine (CMM) Operating and Programming
- MAC 251 - Advanced Computer Aided Manufacturing (CAM) Modeling and Simulation
- MAC 256 - Multi-axis Machine Tool Set-up, Programming and Operation
- MAC 224 - Advanced Tooling Applications
- MAC 258 - Tool Inspection, Validation and Presetting
- MAC 254 - Machining Flow Cell IT Integration
- BUS 134 - Manufacturing Economics
- MAC 257 - Precision Machining Flow Cell Capstone
- MAC 190 - Internship
- MAC 290 - Internship

Total Credit Hours: 31

Career Studies Certificate

Basic Welding (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 18

Length: 1-2 semesters

Division: Career and Technical Education

Contact: 434.797.6437

Award: Career Studies Certificate

Plan Code: 221-995-03 **CIP Code:** 48.0508

Program Description

The Career Studies Certificate in Basic Welding prepares students with no prior welding experience for entry-level jobs in basic welding and fabricating.

Program Outcomes: Graduates of this program will:

- Could earn AWS (American Welding Society) certifications.
- Demonstrate basic knowledge of welding terms and definitions.
- Demonstrate basic Metal Arc / MIG / TIG Welding skills.
- Demonstrate layout and blueprint reading skills.

Industry Credentials: A student will have the opportunity to qualify and earn certifications in the following areas AWS - ARC 1g & 3g plate, AWS GMAW, AWS 3g & 4g plate.

Recommended Course Sequence

- WEL 120 - Introduction to Welding
- WEL 121 - Arc Welding
- WEL 122 - Welding II (Electric Arc)
- WEL 31 - Introductory Gas Tungsten Arc Welding

- WEL 32 - Introduction to Gas Metal Arc Welding
- WEL 150 - Welding Drawing and Interpretation
- WEL 160 - Gas Metal Arc Welding

Total Credit Hours: 18

CNC Field Service Technician - Electrical (CSC)

¹*Capstone Program*

Program Info

A specialized third-year advanced manufacturing program conducted in a high-precision CNC manufacturing cell. The program is a partnership between DCC and the Institute for Advanced Learning & Research.

Minimum credits: 17

Length: 1 semester

Division: Career and Technical Education (Haas Center)

Contact: 434.766.6762

Award: Career Studies Certificate

Plan Code: 221-938-05 **CIP Code:** 47.0105

Program Description

The Career Studies Certificate in CNC Field Service Technician - Electrical prepares students for introductory level CNC electrical diagnostic and repair work. This program is designed for students with in-depth CNC experience.

Career Opportunity: These 6 courses, 17 credit CNC Field Technician electrical program is designed for someone with previous CNC experience interested in working in field service. This program will teach students electrical diagnostic and repair skills, along with essential machine tool calibration procedures. Careers in CNC Field Service repair have an average salary of \$64, 330. The field is projected to grow by 2.7% over the next 10 years. (BLS.gov)

Admission Requirements: Completion of the Integrated Machining Technology program or equivalent work experience

Program Outcomes: Graduates of this program will be able to:

- Recognize the characteristics and theories of the operation of AC/DC power.
- Utilize the fundamental concepts of electricity to safely work as a CNC Field Technician.
- Demonstrate skills in single and three phase power distribution.
- Demonstrate diagnostic skills for electrical control systems.
- Demonstrate diagnostic skills for motor protection drives.
- Troubleshoot and solve problems associated with electronic motor drive systems.
- Demonstrate set up and operation of five axis mills and three axis lathes.
- Demonstrate the ability to ball bar test.
- Demonstrate the industry standard for macro programming in relation to machine tool probes.

Recommended Course Sequence

- ELE 115 - Basic Electricity
- ELE 147 - Electrical Power and Control Systems
- ETR 246 - Electronic Motor Drives Systems
- MAC 256 - Multi-axis Machine Tool Set-up, Programming and Operation

- MAC 254 - Machining Flow Cell IT Integration
- ENG 131 - Technical Report Writing I

Total Credit Hours: 17

CNC Flow Cell Machining (CSC)

¹Capstone Program

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

A specialized third-year advanced manufacturing program conducted in a high-precision CNC manufacturing cell. The program is a partnership between DCC and the Institute for Advanced Learning & Research.

Minimum credits: 29

Length: 10 months

Division: Career and Technical Education (Haas Center)

Contact: 434.766.6702

Award: Career Studies Certificate

Plan Code: 221-736-06 **CIP Code:** 48.0599

Program Description

The Career Studies Certificate in CNC Flow Cell Machining is a specialized third-year advanced manufacturing program conducted in a high-precision CNC manufacturing cell.

Admission Requirements: In addition to general college admission requirements, students must:

- Complete MAC 223 and MAC 127 (or equivalents) with a C or higher.
- Have completed a two-year precision machining program or have equivalent work experience, as evaluated by program instructors.

Program Outcomes: Graduates will be able to:

- Act as high-performance team members and cultivate knowledge required of mid-level machinists or entry-level managers.
- Apply the concepts of Lean and Six Sigma.
- Gain an understanding of basic economic principles as they apply to industry and the impact of those principles to manufacturing.
- Work with a wide range of high-performance machine tools, including 5-axis mills, 3-axis lathes, CNC inner diameter and outer diameter surface grinders, and electrical discharge machining.
- Learn the ancillary processes associated with machining in a high-precision environment.

Recommended Course Sequence

- IND 123 - Introduction to Lean Manufacturing and Six Sigma
- IND 138 - Industrial Leadership and Career Development
- MAC 108 - Computer Numerically Controlled (CNC) Grinding
- MAC 130 - Introduction to Electric Discharge Machining (EDM)
- MAC 253 - Advanced Coordinate Measuring Machine (CMM) Operating and Programming
- MAC 251 - Advanced Computer Aided Manufacturing (CAM) Modeling and Simulation
- MAC 256 - Multi-axis Machine Tool Set-up, Programming and Operation
- MAC 224 - Advanced Tooling Applications
- MAC 255 - Introduction to Supply Chain Strategies for Industry

- MAC 258 - Tool Inspection, Validation and Presetting
- MAC 254 - Machining Flow Cell IT Integration
- MAC 257 - Precision Machining Flow Cell Capstone

Total Credit Hours: 29

Dimensional Inspection (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

This program prepares students for employment as specialized quality inspectors in a high-precision manufacturing environment. Classes take place in well-lit, clean, and climate-controlled labs within the state-of-the-art Gene Haas Center for Integrated Machining.

Minimum credits: 29

Length: 9 months

Division: Career and Technical Education (Haas Center)

Contact: 434.766.6607

Award: Career Studies Certificate

Plan Code: 221-883-12 **CIP Code:** 15.0699

Program Description

The Career Studies Certificate in Dimensional Inspection prepares students for employment as a specialized quality inspector in a precision manufacturing or design environment. Students will acquire skills such as blueprint reading, part inspection, coordinate measuring machine (CMM) operation and programming, and geometrical dimensioning and tolerancing.

Program Outcomes: Graduates of this program will be able to:

- Solve shop math problems.
- Analyze part prints with and without GD&T.
- Analyze and inspect manufactured parts using precision bench and CMM inspection techniques.
- Apply basic quality concepts including lean and six sigma basics.
- Industry Certifications: NNIMS - Measurement, Materials and Safety, Mitutoyo - MCOSMOS C1, Mitutoyo - MCOSMOS C2, American Society of Quality - Certified Six Sigma Yellow Belt, Certified Quality Inspector

Recommended Course Sequence

- MTH 111 - Basic Technical Mathematics
- DRF 160 - Machine Blueprint Reading
- IND 145 - Introduction to Metrology
- MAC 125 - Intro to Geometrical Dimensioning and Tolerance in Machining
- MAC 211 - Dimensional Inspection I
- ITE 141 - Microcomputer Software: Spreadsheets
- IND 123 - Introduction to Lean Manufacturing and Six Sigma
- IND 140 - Quality Control
- MAC 212 - Dimensional Inspection II
- MAC 134 - CMM Operation and Programming
- MAC 218 - Intermediate CMM Operation and Programming
- MAC 253 - Advanced Coordinate Measuring Machine (CMM) Operating and Programming

Total Credit Hours: 29

Machining Skills (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 28

Length: 1 year

Career opportunities:

Graduates would be expected to continue to further their education and pursue the Precision Machining Diploma

Division: Career and Technical Education

Contact: 434.797.6437

Award: Career Studies Certificate

Plan Code: 221-883-10 **CIP Code:** 15.0699

Program Description

The Career Studies Certificate in Machining Skills is designed to develop a general foundation in precision machining trades with an emphasis on manual lathe, mill, and CNC lathe.

Completers will have entry level skills in the following occupational areas: Manual Lathe Machinist, Manual Mill Machinist, CNC Lathe Operator, CNC Mill Operator.

Occupational Objective: Graduates of this program will have:

- Basic occupational skills for the Precision Machining professions.
- Basic skills and understanding of manual lathe and mill systems and terminology.
- Basic skills and understanding of CNC Lathe systems and terminology.
- Knowledge of safety requirements for machining trade occupations.
- Occupational preparation skills for employment.

Industrial Credentials: Students will have an opportunity to earn:

- NIMS Measurement, Material, and Safety
- NIMS Turning Operations

Admission Requirements: Entry into this curriculum may be attained by meeting the general admission requirements established for the College.

Program Description: The program is designed to develop a general foundation in Precision Machining trades with an emphasis on manual lathe, mill, and CNC lathe.

Feeder Program: This certificate feeds into Precision Machining Technology, and Integrated Machining Technology. Instructional Delivery: Instruction is delivered thru traditional classroom along with a heavy emphasis on lab projects.

Program Outcomes: Graduates of the Machining Skills Certificate will be able to:

- Understand precision machining tools, terminology, and systems.
- Interpret blueprints, drawings, and symbols.
- Use various measuring tools and equipment.
- Know and apply safety requirements for machining trades.

Program Requirements: To be awarded a Career Studies Certificate the student must complete all requirements and successfully complete the program as follows:

Recommended Course Sequence

- MAC 101 - Machine Shop I
- MAC 102 - Machine Shop II
- MAC 121 - Numerical Control I
- MAC 221 - Advanced Machine Tool Operations I
- MAC 127 - Advanced CNC Programming

Total Credit Hours: 28

Manufacturing Technician (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 27

Length: 1-2 semesters

Division: Career and Technical Education

Contact: 434.797.6437

Award: Career Studies Certificate

Plan Code: 221-990-50 **CIP Code:** 15.0699

Program Description

The Career Studies Certificate in Manufacturing Technician prepares students for various manufacturing jobs requiring advanced technical and operator skills as well as knowledge of modern advanced manufacturing practices.

Program Outcomes: Graduates of this program will demonstrate:

- Knowledge of how modern manufacturers use people, technologies & materials to make highly engineered products at a competitive cost.
- Ability to communicate manufacturing concepts and ideas effectively.
- Knowledge of basic automation and how technology is used by manufacturers in a modern factory.
- Use of Lean Manufacturing in a manufacturing environment.
- Application of skills learned in social, business and work ethics required by modern manufacturing.

Industry Certifications: National Career Readiness Certification (NCRC), Bennett Mechanical Score, OSHA 10, Manufacturing Specialist (MS) from Manufacturing Skills Institute.

Recommended Course Sequence

- BUS 149 - Workplace Ethics
- IND 137 - Team Concepts and Problem Solving
- IND 181 - World Class Manufacturing I
- IND 195 - Topics In
- ITE 116 - Survey of Computer Software Applications
- SAF 130 - Industrial Safety - OSHA 10
- ELE 147 - Electrical Power and Control Systems

- MEC 154 - Mechanical Maintenance I.
- ETR 115 - D.C. and A.C. Circuits
- MEC 266 - Applications of Fluid Mechanics
- MTH 111 - Basic Technical Mathematics

Total Credit Hours: 28

Certificate

Air Conditioning and Refrigeration Servicing (Certificate)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 42

Length: 3 semesters

Division: Career and Technical Education

Contact: 434.797.6437

Award: Certificate

Plan Code: 903 **CIP Code:** 47.0201

Program Description:

The Certificate in Air Conditioning and Refrigeration Servicing provides the practical experience and technical knowledge required as a service technician in the air conditioning and refrigeration industry. Topics include basic electricity, circuits, and controls (electric and electronic), combustion devices (oil burners and gas burners), and refrigeration and air conditioning (residential and commercial).

Career Requirements: Upon completion, the graduate will need to work 4 years in the field before they can get their HVAC Journeyman licensure through the state of Virginia. Once the journeyman license is obtained, the individual must hold this license for one year and then take the Master licensure through the state of Virginia. To own your own business, a Master license must be obtained or held by someone within the company.

Program Coordination: 41 of the 42 credits in the certificate (except for MKT 170) count towards the AC& Refrigeration Diploma.

Industry Certifications: Students will have the opportunity to sit for the OSHA 10 and EPA certifications.

Program Outcomes: Graduates will be able to:

- Demonstrate mathematical skills to solve problems in electrical, refrigeration, and air conditioning systems, gas heating systems, and oil heating systems.
- Apply troubleshooting skills to diagnose and repair refrigeration, heating, & electrical systems.
- Apply knowledge to install heating, air conditioning, and refrigeration systems.
- Sit for the EPA Certification.

Recommended Course Sequence

First Semester

- AIR 121 - Air Conditioning and Refrigeration I
- AIR 134 - Circuits and Controls I
- AIR 154 - Heating Systems I

- AIR 161 - Heating, Air and Refrigeration Calculations I
- SAF 130 - Industrial Safety - OSHA 10
- SDV 100 - College Success Skills

Total Credit Hours: 14

Second Semester

- AIR 122 - Air Conditioning and Refrigeration II
- AIR 135 - Circuits and Controls II
- AIR 155 - Heating Systems II
- AIR 276 - Refrigerant Usage EPA Certification
- ENG 131 - Technical Report Writing I (or approved sub)
- HUM 165 - Controversial Issues in Contemporary American Culture (or approved sub)

Total Credit Hours: 16

Third Semester

- AIR 136 - Circuits and Controls III
- AIR 156 - Heating Systems III
- AIR 273 - Refrigeration III
- ITE 116 - Survey of Computer Software Applications (or approved sub)
- MKT 170 - Customer Service (or approved sub)

Total Credit Hours: 12

Maintenance Mechanics (C)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 36

Length: 3 semesters

Industry Certifications: OSHA 10

Division: Career and Technical Education

Contact: 434.797.6437

Award: Certificate

Plan Code: 990 **CIP Code:** 15.0699

Program Description

The Certificate in Maintenance Mechanics prepares students for entry-level careers in industrial maintenance.

Program Outcomes Graduates of this program will demonstrate:

- Competency in reading & basic drawings & symbols.
- Ability to stick weld & choose & use basic welding tools/materials.
- Wire basic electrical circuits & understand basic wiring symbols.
- Troubleshoot basic control circuits.
- Troubleshoot & repair basic mechanical & electrical equipment.

Recommended Course Sequence

First Semester

- ETR 115 - D.C. and A.C. Circuits
- ITE 116 - Survey of Computer Software Applications
- MTH 111 - Basic Technical Mathematics
- MEC 154 - Mechanical Maintenance I.
- SDV 100 - College Success Skills

Total Credit Hours: 12

Second Semester

- ELE 147 - Electrical Power and Control Systems
- IND 103 - Industrial Methods
- ITE 131 - Survey of Internet Services
- MEC 162 - Applied Hydraulics and Pneumatics
- SAF 130 - Industrial Safety - OSHA 10
- WEL 120 - Introduction to Welding

Total Credit Hours: 12

Third Semester

- ELE 233 - Programmable Logic Controller Systems I
- IND 243 - Principles and Applications of Mechatronics
- ENG 131 - Technical Report Writing I
- PSY 126 - Psychology for Business and Industry

Total Credit Hours: 12

Welding Technology (C)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 39

Length: 3 semesters

Division: Career and Technical Education

Contact: 434.797.6437

Award: Certificate

Plan Code: 995

CIP Code: 48.0508

Program Description

The Certificate in Welding Technology provides a general foundation in welding, including principles of welding and advanced welding skills, different welding techniques used in industry, workplace safety, and an introduction to expected performance and demand of welders in the industry.

Program Coordination: 5 courses of the Basic Welding and Welding CSCs feed into the certificate. Graduates of the certificate program may complete the Welding Diploma with an additional two semesters.

Program Outcomes: Graduates will be able to:

- Understand and follow industry safety practices.
- Display manipulative skills with various welding processes to assure adequate weld integrity and appearance.
- Weld in flat vertical and horizontal positions using the SMAW, GMAW, GTAW processes.
- Cut metals using the oxyfuel and plasma arc cutting process.
- Be capable of entering an entry-level welding position with possibility of advancement.

Recommended Course Sequence

First Semester

- SAF 130 - Industrial Safety - OSHA 10
- SDV 100 - College Success Skills
- MTH 111 - Basic Technical Mathematics
- ITE 116 - Survey of Computer Software Applications
- WEL 120 - Introduction to Welding
- WEL 32 - Introduction to Gas Metal Arc Welding (MIG)
- WEL 31 - Introductory Gas Tungsten Arc Welding (TIG)

Total Credit Hours: 15

Second Semester

- ENG 131 - Technical Report Writing I
- WEL 121 - Arc Welding AWS Cert
- WEL 122 - Welding II (Electric Arc) AWS Cert
- WEL 160 - Gas Metal Arc Welding AWS Cert
- WEL 164 - Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG)
- WEL 150 - Welding Drawing and Interpretation

Total Credit Hours: 16

Third Semester

- WEL 126 - Pipe Welding I (SMAW) AWS Cert
- WEL 145 - Welding Metallurgy
- WEL 247 - Welding Layout and Fabrication I

Total Credit Hours: 8

Diploma

Air Conditioning and Refrigeration (D)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 74

Length: 5 semesters (2 years), including summer, if suggested full-time course sequence is followed

Division: Career and Technical Education

Contact: 434.797.6437

Award: Diploma

Plan Code: 900 **CIP Code:** 47.0201

Program Description

The Diploma in Air Conditioning and Refrigeration provides the practical experience and technical knowledge required for competence as a service technician in the air conditioning industry. Topics include basic electricity, circuits and controls (electric and electronic), combustion devices (oil burners and gas burners), and refrigeration and air conditioning (residential and commercial). Technical coursework prepares students to plan, install, and service air conditioning equipment while general education courses assist students in social and business communications.

Career Requirements: Upon completion, the graduate will need to work 2 years in the field and have the ability to take their HVAC Journeyman licensure through the state of Virginia. The journeyman license must be held for one year in order to take the Virginia Master licensure. To own one's own business, a Master license must be obtained or held by someone within the company.

Program Coordination: The AC & Refrigeration Servicing Certificate provides 42 credits towards the diploma.

Program Outcomes: Graduates will be able to:

- Demonstrate mathematical skills to solve problems in electrical, refrigeration, air conditioning systems, gas heating systems, and oil heating systems.
- Apply troubleshooting skills to diagnose and repair air flow, electrical, heating systems, and refrigeration systems.
- Apply theory and knowledge learned to design and fabricate sheet metal projects dealing with HVAC.
- Apply knowledge to install heating, air conditioning and refrigeration systems.
- Ability to perform load calculations on residential and commercial buildings to size equipment and size duct systems properly.
- Sit for the EPA Certification

Industry Certifications: Students will have the opportunity to sit for the OSHA 10 and EPA certifications.

Recommended Course Sequence

First Semester

- AIR 117 - Metal Layout I
- AIR 134 - Circuits and Controls I
- AIR 154 - Heating Systems I
- AIR 161 - Heating, Air and Refrigeration Calculations I (or approved sub)
- ENG 131 - Technical Report Writing I (or approved sub)
- SDV 100 - College Success Skills
- SAF 130 - Industrial Safety - OSHA 10

Total Credit Hours: 17

Second Semester

- AIR 118 - Metal Layout II
- AIR 121 - Air Conditioning and Refrigeration I
- AIR 135 - Circuits and Controls II
- AIR 155 - Heating Systems II

- AIR 165 - Air Conditioning Systems I

Total Credit Hours: 15

Third Semester

- AIR 122 - Air Conditioning and Refrigeration II
- AIR 136 - Circuits and Controls III
- AIR 156 - Heating Systems III
- AIR 254 - Air Conditioning Systems IV

Total Credit Hours: 12

Fourth Semester

- AIR 137 - Air Conditioning Electronics Survey
- AIR 167 - Air Conditioning Systems III
- AIR 231 - Circuits and Controls IV
- AIR 273 - Refrigeration III
- ITE 116 - Survey of Computer Software Applications (or approved sub)

Total Credit Hours: 15

Fifth Semester

- AIR 232 - Circuits and Controls V
- AIR 255 - Air Conditioning Systems V
- AIR 276 - Refrigerant Usage EPA Certification
- AIR 295 - Topics In Green Technology
- ECO 100 - Elementary Economics (or approved sub)
- HUM 165 - Controversial Issues in Contemporary American Culture (or approved sub)

Total Credit Hours: 15

Precision Machining Technology (D)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

This curriculum provides training in machine shop operations, materials, & manufacturing processes.

Minimum credits: 80

Length: 2 years (5 semesters)

Division: Career and Technical Education

Contact: 434.797.6437

Award: Diploma

Plan Code: 958 **CIP Code:** 48.0599

Program Description

The Diploma in Precision Machining Technology provides training in machine shop operation, materials, and manufacturing processes. This program prepares students for careers as skilled machinists with coursework in the care and use of tools and machines, working to

proper tolerances, technical drafting, computer numerical control programming, CAD-CAM training, metallurgy, tool making, jig and fixture design, precision measurements, and leadership development.

Program Outcomes: Graduates of this program will demonstrate competency in the following:

- Ability to operate machine shop equipment: Lathes, mills, grinders, and drills.
- Ability to read and interpret blueprints per industry standards.
- Ability to process and plan a piece part through the lab until completion.
- CNC machine tool operation and programming.
- CAM design and manufacturing.

Industry Certifications: NIMS

Program Integration: Graduates may continue into the third-year capstone program in CNC Flow Cell at the Gene Haas Center for Integrated Machining in order to qualify for higher-level and management positions in the field.

Recommended Course Sequence

First Semester

- DRF 160 - Machine Blueprint Reading
- MAC 101 - Machine Shop I
- MTH 111 - Basic Technical Mathematics
- SDV 100 - College Success Skills
- ITE 116 - Survey of Computer Software Applications
- SAF 130 - Industrial Safety - OSHA 10

Total Credit Hours: 18

Second Semester

- CAD 231 - Computer Aided Drafting I
- MAC 102 - Machine Shop II
- MAC 121 - Numerical Control I
- MAC 116 - Machinist Handbook
- ENG 131 - Technical Report Writing I

Total Credit Hours: 18

Third Semester (Summer Term)

- MAC 221 - Advanced Machine Tool Operations I
- MAC 127 - Advanced CNC Programming

Total Credit Hours: 10

Fourth Semester

- ECO 100 - Elementary Economics
- MAC 209 - Standards, Measurements and Calculations
- MAC 122 - Numerical Control II
- MAC 222 - Advanced Machine Tool Operations II
- MAC 123 - Computer Numerical Control III

Total Credit Hours: 17

Fifth Semester

- MAC 128 - CNC Programming
- MAC 134 - CMM Operation and Programming
- MAC 150 - Introduction to Computer-Aided Manufacturing
- MAC 223 - Advanced Machine Tool Operations III
- CST 100 - Principles of Public Speaking

Total Credit Hours: 17

Welding (D)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 65

Length: 5 semesters, full-time

Division: Career and Technical Education

Contact: 434.797.6437

Award: Diploma

Plan Code: 707 **CIP Code:** 48.0508

Program Description

The Diploma in Welding is designed to build upon the Certificate in Welding and provide students with additional skills in advanced welding, robotic welding, NC plasma cutting, weld testing procedures and codes, and layout of fabrication skills.

Program Outcomes: Graduates will be able to:

- Be prepared to obtain AWS certifications.
- Program and complete welds using robotic welding processes.
- Complete welding projects using available hydraulic metal shaping equipment.
- Use industry purchasing & billing practices.
- Prepare welded coupons and visual and destructive test for quality.
- Examine basic welding codes and their effect on quality control.

Recommended Course Sequence

First Semester

- MTH 111 - Basic Technical Mathematics
- SAF 130 - Industrial Safety - OSHA 10
- SDV 100 - College Success Skills
- ITE 116 - Survey of Computer Software Applications
- WEL 120 - Introduction to Welding
- WEL 31 - Introductory Gas Tungsten Arc Welding (TIG)
- WEL 32 - Introduction to Gas Metal Arc Welding (MIG)

Total Credit Hours: 15

Second Semester

- ENG 131 - Technical Report Writing I
- WEL 121 - Arc Welding
- WEL 122 - Welding II (Electric Arc)
- WEL 150 - Welding Drawing and Interpretation
- WEL 160 - Gas Metal Arc Welding
- WEL 164 - Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG)

Total Credit Hours: 16

Third Semester

- WEL 126 - Pipe Welding I
- WEL 145 - Welding Metallurgy
- WEL 247 - Welding Layout and Fabrication I

Total Credit Hours: 8

Fourth Semester

- CAD 120 - Introduction to Graphic Representation
- WEL 138 - Pipe and Tube Welding
- WEL 241 - Robotic Welding I
- WEL 233 - Gas Metal Arc Welding (GMAW) Aluminum
- WEL 238 - Gas Tungsten Arc Welding (GTAW) Aluminum
- WEL 244 - Weld Testing and Codes

Total Credit Hours: 13

Fifth Semester

- WEL 248 - Welding Layout and Fabrication II
- WEL 242 - Robotics Welding II
- WEL 237 - Applied Welding Process
- BUS 215 - Purchasing and Materials
- ECO 100 - Elementary Economics

Total Credit Hours: 13

Arts & Communication

Arts, Design, & Humanities programs include short-term training to prepare graduates for immediate employment in the visual arts and design fields, as well as two-year associate degree programs that prepare well-rounded students capable of transferring successfully to a four-year college or university. Potential careers in the liberal arts and humanities include communications, education, writing, and social science.

Career Studies Certificate

Commercial Art (CSC)

Program Info

Minimum credits: 16

Length: 1-2 semesters

Division: Career and Technical Education

Contact: 434.797.8433

Award: Career Studies Certificate

Plan Code: 221-514-22 **CIP Code:** 50.0401

Program Description

The Career Studies Certificate in Commercial Art includes both theory and application of graphic and commercial art processes.

Program Outcomes: Graduates of this program will be able to:

- Demonstrate basic drawing skills.
- Demonstrate an understanding of the various processes of graphics reproduction.
- Apply design skills necessary for commercial printing purposes.
- Demonstrate design skills utilizing Adobe InDesign software.
- Demonstrate design skills utilizing Adobe Photoshop software; and
- Demonstrate skills necessary to complete laboratory projects.

Recommended Course Sequence

- PNT 110 - Survey of Reproduction Processes
- ART 121 - Foundations of Drawing
- ART 180 - Introduction to Computer Graphics
- ART 283 - Computer Graphics I
- PNT 142 - Printing Applications II

Total Credit Hours: 16

Digital Art & Design (CSC)

Program Info

Minimum credits: 17

Length: 1-3 semesters

Division: Career and Technical Education

Contact: 434.797.8433

Award: Career Studies Certificate

Plan Code: 221-514-25 **CIP Code:** 50.0401

Program Description

The Career Studies Certificate in Digital Art and Design provides students with a solid foundation of skills for entry-level work in graphic and interactive design, multimedia, and video production.

Program Outcomes: Graduates of this program will be able to:

- Display an understanding of the differences between various industry-standard digital file types including raster image files, vector image files, HTML, CSS, and digital video files.
- Demonstrate an understanding through class projects of digital photo manipulation as pertaining to photography and graphic design.
- Demonstrate how different uses of typography can affect the intended audience of a graphic design project.
- Demonstrate an understanding of vector image creation to complete assigned projects.
- Demonstrate an understanding of the digital video process including storyboarding, digital video capture, and linear digital video editing.
- Demonstrate an understanding of basic web principles including proper image sizing, what content management systems are, and the basic use of FTP software.

Recommended Course Sequence

- HUM 246 - Creative Thinking
- ART 130 - Introduction to Multimedia
- ART 116 - Design for the Web I
- ART 180 - Introduction to Computer Graphics
- ART 208 - Video Techniques

Total Credit Hours: 17

Digital Drawing & Illustration (CSC)

Program Info

Minimum credits: 17

Length: 2 semesters

Division: Career and Technical Education

Contact: 434.797.8433

Award: Career Studies Certificate

Plan Code: 221-516-05 **CIP Code:**

Program Description

The Career Studies Certificate in Digital Drawing and Illustration includes both theory and application to create digitally rendered drawings and illustrations suitable for graphic design and web development.

Program Outcomes: Students who complete the program will develop competencies in the following areas:

- Demonstrate basic drawing skills.
- Demonstrate strong drawing skills using a computer tablet.
- Demonstrate strong illustration skills utilizing Adobe InDesign software
- Demonstrate strong illustration skills utilizing Adobe Illustrator software
- Demonstrate strong illustration skills utilizing Adobe Photoshop software
- Demonstrate the basic techniques of animation utilizing Adobe Animate software and
- Demonstrate the skills necessary to digitally print laboratory projects.

Recommended Course Sequence

- ART 180 - Introduction to Computer Graphics
- ART 203 - Animation I

- ART 283 - Computer Graphics I
- ART 281 - Illustration for Designers
- PNT 265 - Digital Imaging Applications

Total Credit Hours: 17

Digital Imaging & Photography (CSC)

Program Info

Minimum credits: 16

Length: 1-2 semesters

Division: Career and Technical Education

Contact: 434.797.8433

Award: Career Studies Certificate

Plan Code: 221-502-10 **CIP Code:** 50.0605

Program Description

The Career Studies Certificate in Digital Imaging and Photography prepares students for taking high quality photographs and editing, enhancing, printing, and publishing them online.

Program Outcomes: Graduates of this program will demonstrate:

- Understanding of the impact using several types of cameras, flash, and studio lighting and equipment.
- A technical understanding of basic camera functions aperture, shutter speed, ISO sensitivity, and focus.
- Concepts of composition including the rule of thirds, vanishing point, and lines perspective.
- The ability to edit photos using basic digital photo editing tools, to create black and white, crop, straighten, color adjust, burn and dodge.

Recommended Course Sequence

- PHT 100 - Introduction to Photography
- PHT 101 - Photography I
- ART 283 - Computer Graphics I
- ITD 110 - Web Page Design I
- ART 180 - Introduction to Computer Graphics

Total Credit Hours: 16

Graphic Communications (CSC)

Program Info

Minimum credits: 16

Length: 1-2 semesters

Division: Career and Technical Education

Contact: 434.797.8433

Award: Career Studies Certificate

Plan Code: 221-514-35 **CIP Code:** 50.040

Program Description

The Career Studies Certificate in Graphic Communications provides both theory and application in the technological printing industry. Students will learn OSHA safety regulations, desktop publishing, and characteristics of printed works.

Program Outcomes: Graduates of this program will be able to:

- Demonstrate an understanding of the various processes of graphics reproduction.
- Apply skills necessary to utilize text and graphics to produce production ready copy.
- Demonstrate an understanding of capturing and reproduction of line art, line copy and continuous tone by conventional and electronic methods.
- Demonstrate an understanding of safety and health issues and of the OSHA Hazard Communication Standard.
- Demonstrate design skills utilizing Adobe InDesign software.

Recommended Course Sequence

- PNT 110 - Survey of Reproduction Processes
- PNT 211 - Electronic Publishing I
- PNT 135 - Print Imaging
- PNT 221 - Layout and Design I
- PNT 298 - Seminar and Project
- ART 180 - Introduction to Computer Graphics

Total Credit Hours: 16

Printing Technology (CSC)

Program Info

Minimum credits: 16

Length: 1-2 semesters

Division: Career and Technical Education

Contact: 434.797.8433

Award: Career Studies Certificate

Plan Code: 221-964-01 **CIP Code:** 10.0301

The Career Studies Certificate in Printing Technology provides both theory and application in the technological printing industry. Students will learn safety regulations, lithographic chemistry, and characteristics of printed works.

Program Description

The Career Studies Certificate in Printing Technology provides both theory and application in the technological printing industry. Students will learn safety regulations, lithographic chemistry, and characteristics of printed works.

Program Outcomes: Graduates of this program will demonstrate:

- Design skills utilizing Adobe InDesign software.
- An understanding of the fundamentals of reproduction processes.
- Technical and skill competencies in lithography complete laboratory projects.
- An understanding of safety and health issues and of the OSHA Hazard Communication Standards.
- An understanding of digital imaging to produce printed images.

Recommended Course Sequence

- ART 180 - Introduction to Computer Graphics
- PNT 110 - Survey of Reproduction Processes
- PNT 131 - Principles of Lithography I
- PNT 298 - Seminar and Project
- PNT 265 - Digital Imaging Applications

Total Credit Hours: 16

Diploma

Graphic Imaging Technology (D)

Program Info

Minimum credits: 72

Length: 5 semesters (2 years)

Division: Career and Technical Education

Contact: 434.797.8433

Award: Diploma

Plan Code: 964 **CIP Code:** 10.0301

Program Description

The Diploma in Graphic Imaging Technology is designed to provide students with training in the various processes of graphics and printing. Courses cover the basics of drawing and illustration, extensive use of iMac computers with the Adobe Creative Suite to prepare original designs and manipulate images, creating 3D package designs, utilizing digital printing equipment to output posters and banners, textile image design with heat transfer and screen printing, and utilizing machinery to produce quality printed products on a wide variety of materials.

Program Outcomes: Graduates of this program will be able to:

- Demonstrate an understanding of the various processes of graphics reproduction.
- Demonstrate design skills utilizing Adobe software.
- Apply knowledge of the interaction of ink and paper to complete laboratory projects.
- Apply skills to prepare and digitally print multicolor designs.
- Demonstrate technical and skill competencies in the finishing and bindery operations of printed pieces.

Recommended Course Sequence

First Semester

- ART 180 - Introduction to Computer Graphics
- PNT 110 - Survey of Reproduction Processes
- PNT 130 - Applied Math for the Graphics Industry
- PNT 131 - Principles of Lithography I
- PNT 135 - Print Imaging
- PNT 298 - Seminar and Project
- SDV 100 - College Success Skills

Total Credit Hours: 18

Second Semester

- ENG 131 - Technical Report Writing I
- ART 283 - Computer Graphics I
- PNT 141 - Printing Applications
- PNT 211 - Electronic Publishing I
- PNT 221 - Layout and Design I

Total Credit Hours: 16

Third Semester (Summer Term 1)

- PNT 142 - Printing Applications II
- ART 281 - Illustration for Designers
- PNT 222 - Layout and Design II
- PNT 260 - Color Separation

Total Credit Hours: 12

Fourth Semester

- ART 287 - Portfolio and Resume Preparation
- ART 266 - Package Design
- PNT 251 - Offset Press Operations I
- PNT 265 - Digital Imaging Applications

Total Credit Hours: 14

Fifth Semester

- ECO 100 - Elementary Economics
- PNT 241 - Advanced Printing Applications
- PNT 231 - Lithographic Chemistry
- PNT 245 - Production Planning and Estimating

Total Credit Hours: 12

Business & Hospitality

Business and Marketing programs prepare students for a variety of careers working in office environments, starting their own businesses, or transferring to a four-year college or university. Programs range from short-term career studies certificates lasting one to two semesters, to full two-year associate degrees that may lead to additional employment prospects and higher wages.

For the Business Management - Graphic Imaging Specialization (A.A.S.) degree, please see Arts & Communication

Associate of Applied Science

Administrative Support Technology - General Office Specialization, (AAS)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 64

Length: 4 semesters (2 years), if full-time suggested course sequence is followed

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Associate of Applied Science

Plan Code: 298-02 **CIP Code:** 52.0499

This program provides broad-based knowledge and skills needed in many different types of business settings.

Program Coordination: Students in the Administrative Support Technology - General Office Specialization may also pursue the Career Studies Certificate in Medical Coding. This option adds an additional semester to the student's curriculum.

Industry Credentials: Microsoft Office Specialist (MOS) certification, Office Proficiency Assessment Certification (OPAC)

Program Description

The Associate of Applied Science in Administrative Support Technology - General Office Administration Specialization provides broad-based knowledge and skills needed in many different types of business settings. Students in the Administrative Support Technology - General Office Specialization may also pursue the Career Studies Certificate in Medical Coding.

Program Outcomes: Graduates of this program will be able to:

- Demonstrate knowledge of various administrative support functions to perform satisfactorily in an office environment.
- Communicate effectively orally and in writing.
- Key with a level of speed and accuracy acceptable to perform satisfactorily to industry standards.
- Perform mathematical calculations to accurately complete financial and accounting functions used in an office environment.
- Demonstrate knowledge of alphabetic and numeric filing rules to efficiently file and retrieve documents.
- Demonstrate proficiency in using word processing software to accurately format a variety of business correspondence.

Recommended Course Sequence

First Semester

- AST 101 - Keyboarding I
- AST 243 - Office Administration I
- ENG 111 - College Composition I
- BUS 121 - Business Mathematics I
- ITE 116 - Survey of Computer Software Applications
- SDV 100 - College Success Skills

Total Credits: 15

Second Semester

- AST 102 - Keyboarding II
- AST 234 - Records and Database Management
- AST 244 - Office Administration II
- ECO 100 - Elementary Economics

- ENG 112 - College Composition II

Total Credits: 15

Third Semester

- AST 238 - Word Processing Advanced Operations
- ITE 140 - Spreadsheets for Business
- ITE 150 - Desktop Database Software
- HLT/PED - Health/Physical Ed. **Credit Hours: 1**
- ITD 110 - Web Page Design I
- ACC 211 - Principles of Accounting I

Total Credits: 17

Fourth Semester

- AST 205 - Business Communications
Approved Math or Science Elective **Credit Hours: 3**
- AST 253 - Advanced Desktop Publishing I
- SDV 106 - Preparation for Employment
- SPA 101 - Beginning Spanish I
- BUS 205 - Human Resource Management

Total Credits: 17

Administrative Support Technology - Medical Office Administration Specialization, (AAS)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 66

Length: 5 semesters (2 years), if full-time suggested course sequence is followed

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Associate of Applied Science

Plan Code: 298-01 **CIP Code:** 51.0712

This program provides broad-based knowledge and skills needed to work in a medical office environment. Medical courses are typically taught in the evenings. Students must earn a grade of C or better in all HIM courses in order to complete the program. Student who receive a grade of D or F must repeat that course before continuing to the HIM course sequence.

Industry Credentials: Microsoft Office Specialist (MOS) certification, Office Proficiency Assessment Certification (OPAC)

Program Description

The Associate of Applied Science in Administrative Support Technology - Medical Office Administration Specialization provides broad-based knowledge and skills needed to work in a medical office environment.

Program Outcomes: Graduates of this program will be able to:

- Demonstrate knowledge of various administrative support functions to perform satisfactorily in an office environment.
- Communicate effectively using oral and written methods.
- Demonstrate proficiency in using word processing software to accurately format a variety of business correspondence.
- Perform mathematical calculations to accurately complete financial and accounting functions used in an office environment.
- Key with a level of speed and accuracy acceptable to perform satisfactorily to industry standards.
- Demonstrate alphabetic and numeric filing rules to efficiently file and retrieve documents.
- Demonstrate knowledge of medical terminology necessary to perform satisfactorily in a medical office environment.

Recommended Course Sequence

First Semester

- AST 101 - Keyboarding I
- BIO 100 - Basic Human Biology
- ENG 111 - College Composition I
- HLT 143 - Medical Terminology
- ITE 116 - Survey of Computer Software Applications
- SDV 100 - College Success Skills

Total Credit Hours: 15

Second Semester

- AST 102 - Keyboarding II
- AST 234 - Records and Database Management
- HIM 143 - Managing Electronic Billing in a Medical Practice
- ENG 112 - College Composition II
- HLT 144 - Medical Terminology II

Total Credit Hours: 15

Third Semester

- AST 238 - Word Processing Advanced Operations
- HIM 130 - Healthcare Information Systems

Total Credit Hours: 6

Fourth Semester

- AST 243 - Office Administration I
- BUS 121 - Business Mathematics I
- HIM 226 - Legal Aspects of Health Record Documentation
- ITE 150 - Desktop Database Software
- ITD 110 - Web Page Design I

Total Credit Hours: 15

Fifth Semester

- AST 244 - Office Administration II
- ECO 100 - Elementary Economics
- HLT/PED - Health/Physical Ed **Credit Hours: 1**

- ITE 140 - Spreadsheets for Business
- SDV 106 - Preparation for Employment
- SPA 101 - Beginning Spanish I

Total Credit Hours: 15

Administrative Support Technology - Medical Office Coding Specialization, (AAS)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 66

Length: 5 semesters (2 years), if full-time suggested course sequence is followed

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Associate of Applied Science

Plan Code: 298-04 **CIP Code:** 52.0499

This program provides broad-based knowledge and skills needed to work in a medical office environment with specific training in medical insurance coding. Medical courses are typically taught in the evenings. Students must earn a grade of C or better in all HIM courses in order to complete the program. Students who receive a grade of D or F must repeat that course before continuing to the HIM course sequence.

Industry Credentials: Medical Billing & Coding Certification; Microsoft Office Specialist (MOS) certification; Office Proficiency Assessment Certification (OPAC)

Program Description

The Associate of Applied Science in Administrative Support Technology - Medical Office Coding Specialization provides broad-based knowledge and skills needed to work in a medical office environment with specific training in medical insurance coding.

Program Outcomes: Graduates of this program will be able to:

- Demonstrate knowledge of various administrative support functions to perform satisfactorily in an office environment.
- Communicate effectively using oral & written methods.
- Demonstrate proficiency in using word processing software to accurately format a variety of business correspondence.
- Perform mathematical calculations to accurately complete financial & accounting functions used in an office environment.
- Key with a level of speed & accuracy acceptable to perform satisfactorily to industry standards.
- Demonstrate alphabetic & numeric filing rules to efficiently file & retrieve documents.
- Demonstrate knowledge of medical terminology necessary to perform satisfactorily in a medical office environment.
- Demonstrate competence in using industry-standard healthcare coding systems.

Recommended Course Sequence

First Semester

- AST 101 - Keyboarding I
- BIO 100 - Basic Human Biology
- ENG 111 - College Composition I

- HLT 143 - Medical Terminology
- ITE 116 - Survey of Computer Software Applications
- SDV 100 - College Success Skills

Total Credit Hours: 15

Second Semester

- AST 102 - Keyboarding II
- AST 234 - Records and Database Management
- ENG 112 - College Composition II
- HIM 106 - International Classification of Diseases I
- HIM 143 - Managing Electronic Billing in a Medical Practice
- HLT 144 - Medical Terminology II

Total Credit Hours: 17

Third Semester

- HIM 107 - International Classification of Diseases II
- HIM 130 - Healthcare Information Systems
- HIM 105 - Current Procedural Terminology

Total Credit Hours: 8

Fourth Semester

- AST 243 - Office Administration I
- HIM 226 - Legal Aspects of Health Record Documentation
- HIM 253 - Health Records Coding
- AST 238 - Word Processing Advanced Operations

Total Credit Hours: 11

Fifth Semester

- AST 244 - Office Administration II
- BUS 121 - Business Mathematics I
- ECO 100 - Elementary Economics
- HLT/PED - Health/Physical Ed **Credit Hours: 1**
- SDV 106 - Preparation for Employment
- SPA 101 - Beginning Spanish I

Total Credit Hours: 15

Business Management - Automotive Management Specialization, (AAS)

Program Info

Minimum credits: 66

Length: 5 semesters (2 years), including one summer session, if full-time suggested course sequence is followed

Division: Arts, Sciences, and Business

Contact: 434.797.8440

Award: Associate of Applied Science
Plan Code: 212-04 **CIP Code:**52.0299

Program Description

The Associate of Applied Science in Business Management - Automotive Management Specialization prepares students for careers in management and support areas of automotive sales, repair, parts, and manufacturing businesses. Courses focus on business, accounting and workplace behaviors, and automotive technology.

Program Outcomes: Graduates of this program will be able to:

- Utilize industry-standard computer software in business communication media, e.g. written reports and business plans using word processing software and presentations using presentation software.
- Perform and interpret basic business math, accounting, and business statistical calculations;
- Identify basic concepts associated with business ethics and the importance of developing and adhering to a strong set of generally accepted ethical principles;
- Demonstrate basic principles of human relationship skills used to successfully interrelate with customers, associates, employees, & superiors in a business setting;
- Describe how the principles of basic economics (e.g. supply and demand, the American free enterprise system, etc.) apply to successful business management practices;
- Explain basic legal and regulatory requirements for business and industry;
- Evaluate marketing strategies for successful products and services;
- Discuss the principles of alternative fuels and hybrid vehicle design;
- Discuss elementary principles of automotive electrical, fuel, and braking systems; and
- Apply customer service skills in an automotive business setting.

Recommended Course Sequence

First Semester

- AST 117 - Keyboarding for Computer Usage
- BIO 100 - Basic Human Biology
- BUS 100 - Introduction to Business
- BUS 121 - Business Mathematics I
- ENG 111 - College Composition I
- ITE 115 - Introduction to Computer Applications and Concepts
- SDV 100 - College Success Skills

Total Credit Hours: 17

Second Semester

- AUT 241 - Automotive Electricity I
- AUT 265 - Automotive Braking Systems
- ECO 120 - Survey of Economics
- ENG 115 - Technical Writing
- ITE 140 - Spreadsheets for Business

Total Credit Hours: 16

Third Semester (Summer)

- AUT 230 - Introduction to Alternative Fuels and Hybrid Vehicles

Total Credit Hours: 3

Fourth Semester

- BUS 240 - Introduction to Business Law
- MKT 100 - Principles of Marketing
- HLT/PED - Elective **Credit Hours: 1**
- HUM - Humanities Elective **Credit Hours: 3**
- ACC 211 - Principles of Accounting I

Total Credit Hours: 13

Fifth Semester

- AUT 121 - Automotive Fuel Systems I
- BUS 108 - Business Etiquette
- BUS 149 - Workplace Ethics
- BUS 205 - Human Resource Management
- BUS 200 - Principles of Management
- MKT 170 - Customer Service
- SDV 106 - Preparation for Employment
- ACC 212 - Principles of Accounting II

Total Credit Hours: 17

Business Management - Graphic Imaging Management Specialization, (AAS)

Program Info

Minimum credits: 67

Length: 5 semesters (2 years)

Division: Arts, Sciences, and Business

Contact: 434.797.8440

Award: Associate of Applied Science

Plan Code: 212-02 **CIP Code:** 52.0299

Program Description

The Associate of Applied Science in Business Management - Graphic Imaging Management specialization prepares students for entry-level positions in graphic imaging or printing management. Courses focus on business, accounting, workplace behaviors, and additional courses in printing and graphics. Graduates may become business owners or managers of graphic imaging departments or in sales and marketing of graphic imaging services and products.

Program Outcomes: Graduates of this program will be able to:

- Utilize industry-standard computer software in business communication media such as written reports and business plans using word processing software (i.e., Microsoft Word) and business presentations using presentation software (i.e., Microsoft PowerPoint);
- Perform and interpret basic business math, accounting, and business statistical calculations

- Identify the basic concepts associated with business ethics and the importance of developing and adhering to a strong set of generally accepted ethical principles.
- Demonstrate basic principles of human relationship skills which can be used to successfully interrelate with customers, associates, employees, and superiors in a business setting.
- Demonstrate how the principles of basic economics (i.e., supply and demand, the American free enterprise system, etc.) apply to successful business management practices.
- Explain basic legal and regulatory requirements for business and industry.
- Evaluate marketing strategies for successful products and services.
- Apply skills in the use various software to produce electronically generated documents.
- Discuss the concepts of color separation and lithographic chemistry; and
- Perform basic graphic imaging industry production planning and estimating tasks.

Recommended Course Sequence

First Semester

- AST 117 - Keyboarding for Computer Usage
- BUS 100 - Introduction to Business
- BUS 121 - Business Mathematics I
- ENG 111 - College Composition I
- ITE 115 - Introduction to Computer Applications and Concepts
- MKT 100 - Principles of Marketing
- SDV 100 - College Success Skills

Total Credit Hours: 17

Second Semester

- BUS 200 - Principles of Management
- ECO 120 - Survey of Economics
- ENG 115 - Technical Writing
- ART 180 - Introduction to Computer Graphics
- ART 283 - Computer Graphics I

Total Credit Hours: 16

Third Semester (Summer)

- PNT 260 - Color Separation

Total Credit Hours: 3

Fourth Semester

- ACC 111 - Accounting I
- BUS 240 - Introduction to Business Law
- ITE 215 - Advanced Computer Applications and Integration
- HLT/PED - Wellness Elective **Credit Hours: 1**
- HUM EEE - Humanities Elective **Credit Hours: 3**

Total Credit Hours: 14

Fifth Semester

- ACC 110 - Introduction to Computerized Accounting
- BIO 100 - Basic Human Biology
- PNT 231 - Lithographic Chemistry
- PNT 245 - Production Planning and Estimating
- BUS 298 - Seminar and Project
- BUS 149 - Workplace Ethics
- MKT 170 - Customer Service
- BUS 108 - Business Etiquette

Total Credit Hours: 17

Business Management - Management Specialization, (AAS)

Program Info

Minimum credits: 67

Length: 4 semesters (2 years), if full-time suggested course sequence is followed

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Associate of Applied Science

Plan Code: 212-01 **CIP Code:**52.0299

The first two semesters of the program are similar to other business curricula, with the second year focusing on the Business Management specialization. DCC is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related disciplines. For more information, refer to www.abg.org.

Program Description

The Associate of Applied Science in Business Management - Management Specialization prepares students for entry-level positions in general business management. Courses focus on business, accounting, and workplace behaviors.

Program Outcomes: Graduates of this program will be able to:

- Utilize industry-standard computer software in business communication media, e.g. written reports and business plans using word processing software and presentations using presentation software.
- Perform and interpret basic business math, accounting, and business statistical calculations;
- Identify basic concepts associated with business ethics and the importance of developing and adhering to a strong set of generally accepted ethical principles;
- Demonstrate basic principles of human relationship skills used to successfully interrelate with customers, associates, employees, & superiors in a business setting;
- Describe how the principles of basic economics (e.g. supply and demand, the American free enterprise system, etc.) apply to successful business management practices;
- Explain basic legal and regulatory requirements for business and industry;
- Recognize the features, advantages, and disadvantages of business ownership categories (proprietorship, partnership, corporation, etc.);
- Discuss standard methods for interviewing, hiring, training, motivating, and supervising employees;
- Recognize basic business strategy and philosophy development techniques (e.g., SWOT analysis, vision, mission, values, goals, objectives, etc.); and
- Evaluate marketing strategies for successful products and services.

Recommended Course Sequence

First Semester

- AST 117 - Keyboarding for Computer Usage
- BUS 100 - Introduction to Business
- BUS 121 - Business Mathematics I
- ENG 111 - College Composition I
- ITE 115 - Introduction to Computer Applications and Concepts
- MKT 100 - Principles of Marketing
- SDV 100 - College Success Skills

Total Credit Hours: 17

Second Semester

- BUS 122 - Business Mathematics II
- BUS 200 - Principles of Management
- BUS 236 - Communication in Management
- ECO 120 - Survey of Economics
- ITE 140 - Spreadsheets for Business

Total Credit Hours: 15

Third Semester

- BUS 165 - Small Business Management
- BUS 220 - Introduction to Business Statistics
- BUS 240 - Introduction to Business Law
- HLT/PED - Elective **Credit Hours: 1**
- HUM - Humanities Elective **Credit Hours: 3**
- ACC 211 - Principles of Accounting I

Total Credit Hours: 16

Fourth Semester

- BIO 100 - Basic Human Biology (or approved math/science)
- BUS 108 - Business Etiquette
- BUS 149 - Workplace Ethics
- BUS 205 - Human Resource Management
- BUS 209 - Continuous Quality Improvement
- BUS 298 - Seminar and Project
- MKT 170 - Customer Service
- SDV 106 - Preparation for Employment
- ACC 212 - Principles of Accounting II

Total Credit Hours: 19

Business Management - Project Management Specialization, (AAS)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 67

Length: 4 semesters (2 years), if full-time suggested course sequence is followed.

Courses in project management (BUS 204, 206, 295, and ITP 170) are open-entry/open-exit, meaning students may complete courses at an accelerated pace and move on to a subsequent course upon satisfactory completion of the preceding course.

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Associate of Applied Science

Plan Code: 212-06 **CIP Code:** 52.0299

Project Management is a rapidly growing field relevant to many business areas, including information technology, engineering, contracting, and the nonprofit sector. The first two semesters of the A.A.S. degree program are similar to other business curricula, with the exception of four courses specifically associated with Project Management. Degree completers will also be awarded the Career Studies Certificate in Project Management. DCC is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related disciplines. For more information, refer to www.abg.org.

Program Description

The Associate of Applied Science in Business Management - Project Management Specialization prepares students for entry-level positions in general business management with an emphasis on project management. Courses focus on business, accounting and workplace behaviors, and additional courses in project management. Graduates will be eligible to take the Certified Associate in Project Management (CAPM) exam.

Program Outcomes: Graduates will be able to:

- Utilize industry-standard computer software in business communication media, e.g. written reports and business plans using word processing software and presentations using presentation software;
- Perform and interpret business math, accounting, and business statistical calculations;
- Understand the basic concepts associated with business ethics and the importance of developing and adhering to a strong set of generally-accepted ethical principles;
- Demonstrate principles of human relationship skills used to successfully interrelate with customers, associates, employees, and superiors in a project management setting;
- Understand standard methods for training, motivating, and managing people in a team-based environment;
- Plan, execute, and control projects according to Project Management Institute (PMI) Project Management Body of Knowledge (PMBOK) processes, tools, and techniques.

Recommended Course Sequence

First Semester

- AST 117 - Keyboarding for Computer Usage
- BUS 100 - Introduction to Business
- BUS 121 - Business Mathematics I
- ENG 111 - College Composition I
- ITE 115 - Introduction to Computer Applications and Concepts
- MKT 100 - Principles of Marketing
- SDV 100 - College Success Skills

Total Credit Hours: 17

Second Semester

- BUS 122 - Business Mathematics II

- BUS 200 - Principles of Management
- BUS 204 - Project Management
- BUS 236 - Communication in Management
- ECO 120 - Survey of Economics

Total Credit Hours: 15

Third Semester

- BUS 206 - Advanced Project Management
- BUS 220 - Introduction to Business Statistics
- HLT/PED - Elective **Credit Hours: 1**
- HUM - Humanities Elective **Credit Hours: 3**
- ITP 170 - Project Management
- ACC 211 - Principles of Accounting I

Total Credit Hours: 17

Fourth Semester

- BIO 100 - Basic Human Biology
- BUS 108 - Business Etiquette
- BUS 149 - Workplace Ethics
- BUS 209 - Continuous Quality Improvement
- BUS 295 - Topics in CAPM Exam Preparation or Topics in PMP Exam Preparation
- BUS 298 - Seminar and Project
- MKT 170 - Customer Service
- ACC 212 - Principles of Accounting II

Total Credit Hours: 18

Marketing - Electronic Commerce Specialization, (AAS)

Program Info

Minimum credits: 66

Length: 4 semesters (2 years), if full-time suggested course sequence is followed

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Associate of Applied Science

Plan Code: 251-02 CIP Code: 52.0299

The e-commerce specialization is designed for students interested in web design and internet marketing in business-to-business (B2B) and business-to-consumer (B2C) transactions. It closely mirrors coursework required of other Marketing A.A.S. specializations and the A.A.S. in Business Management-Management Specialization. As such, a student may earn a second A.A.S. degree by taking 15 additional credits (five 3-credit courses).

Program Description

The Associate of Applied Science in Marketing - Electronic Commerce Specialization is designed for students interested in web design and internet marketing in business-to-business (B2B) and business-to-consumer (B2C) transactions.

Program Outcomes: Graduates will be able to:

- Demonstrate competency in presentation skills, including organization, eye-contact, volume, pacing, & visual aids, utilizing a wide variety of computer software tools to enhance business communication media, including written reports & business plans;
- Perform & interpret basic business math calculations (e.g., mark-ups, interest rates, ratios, etc.), business accounting principles, basic financial reports, & bookkeeping fundamentals;
- Explain basic concepts associated with business ethics & the importance of developing and adhering to a strong set of generally-accepted ethical principles;
- Demonstrate basic principles of human relationship skills used to successfully interrelate with customers, associates, employees, & superiors in a business setting;
- Describe basic economics, various economic systems, legal & regulatory requirements for business & industry, & their impact on business;
- Create, develop, and update attractive, fully-functional web pages using a variety of industry-standard web editing software products; and
- Relate how electronic commerce strategies and web design techniques fit into an organization's overall marketing plan including basic web programming (i.e., Java), electronic payment systems, and back-end applications (i.e., Microsoft Access).

Recommended Course Sequence

First Semester

- AST 117 - Keyboarding for Computer Usage
- BUS 100 - Introduction to Business
- BUS 121 - Business Mathematics I
- ENG 111 - College Composition I
- ITE 115 - Introduction to Computer Applications and Concepts
- MKT 100 - Principles of Marketing
- SDV 100 - College Success Skills

Total Credit Hours: 17

Second Semester

- BUS 200 - Principles of Management
- ITD 110 - Web Page Design I
- MKT 281 - Principles of Internet Marketing
- ECO 120 - Survey of Economics
- HLT/PED - Approved Wellness Elective **Credit Hours: 1**
- Elective - E-commerce Elective **Credit Hours: 3**

Total Credit Hours: 16

Third Semester

- BIO 100 - Basic Human Biology
- Elective - E-commerce Elective **Credit Hours: 3**
- Elective - E-commerce Elective **Credit Hours: 3**
- MKT 216 - Retail Organization and Management
- MKT 228 - Promotion
- ACC 211 - Principles of Accounting I

Total Credit Hours: 18

Fourth Semester

- BUS 108 - Business Etiquette
- BUS 149 - Workplace Ethics
- Elective - E-commerce Elective **Credit Hours: 3**
- Humanities Elective **Credit Hours: 3**
- MKT 170 - Customer Service
- MKT 298 - Seminar and Project
or
- MKT 297 - Cooperative Education
- MKT 110 - Principles of Selling

Total Credit Hours: 15

Note:

E-Commerce Elective Options With approval of their advisor, students will select from the following classes: ENG 123 - Writing for the World Wide Web ITD 112 - Designing Web Page Graphics ITD 210 - Web Page Design II ITD 212 - Interactive Web Design ITE 130 - Introduction to Internet Services ITE 150 - Desktop Database Software ITE 182 - User Support/Help Desk Principles ITP 100 - Software Design ITP 140 - Client Side Scripting MKT 282 - Principles of E-Commerce ITP 120 - Java Programming I ITP 100 - Software Design ITD 115 - Web Page Design and Site Management PHT 100 - Introduction to Photography PHT 101 - Photography I

Marketing - Marketing Specialization, (AAS)

Program Info

Minimum credits: 67

Length: 4 semesters (2 years), if full-time suggested course sequence is followed

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Associate of Applied Science

Plan Code: 251 **CIP Code:** 52.0299

The Marketing A.A.S. prepares students for employment in merchandising, retailing, and related careers. The program closely mirrors coursework required of other Marketing A.A.S. specializations (Electronic Commerce, Warehousing & Distribution) and the A.A.S. in Business Management-Management Specialization. As such, a student may earn a second A.A.S. degree by taking 15 additional credits (five 3-credit courses). DCC is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related disciplines. For more information, refer to <http://www.abg.org>.

Program Description

The Associate of Applied Science in Marketing - Marketing Specialization prepares students for employment in merchandising, retailing, and related careers.

Program Outcomes: Graduates will be able to:

- Show competency in presentation skills (organization, eye-contact, volume, pacing, & visual aids), using a wide variety of computer software tools to enhance communication media (written reports, business plans);
- Perform & interpret basic business math calculations (e.g., mark-ups, interest rates, ratios, etc.), business accounting principles, basic financial reports, & bookkeeping fundamentals;
- Explain basic concepts associated with business ethics & the importance of developing and adhering to a strong set of generally-accepted ethical principles;
- Show basic principles of human relationship skills used to successfully interrelate with customers, associates, employees, & superiors in a business setting;

- Describe basic economics, various economic systems, legal & regulatory requirements for business & industry, & their impact on business;
- Identify the role & practice of marketing, including theoretical & applied aspects & its basic legal & regulatory standards within an organization; and
- Analyze marketing problems & issues facing companies/organizations in order to conceptualize possible alternative solution action plans.

Recommended Course Sequence

First Semester

- AST 117 - Keyboarding for Computer Usage
- BUS 100 - Introduction to Business
- BUS 121 - Business Mathematics I
- ENG 111 - College Composition I
- ITE 115 - Introduction to Computer Applications and Concepts
- MKT 100 - Principles of Marketing
- SDV 100 - College Success Skills

Total Credit Hours: 17

Second Semester

- BUS 122 - Business Mathematics II
- BUS 200 - Principles of Management
- BUS 236 - Communication in Management
- MKT 110 - Principles of Selling
- ITE 140 - Spreadsheets for Business

Total Credit Hours: 15

Third Semester

- BIO 100 - Basic Human Biology
- ECO 120 - Survey of Economics
- HLT/PED - Approved Wellness Elective **Credit Hours: 1**
- MKT 216 - Retail Organization and Management
- MKT 228 - Promotion
- ACC 211 - Principles of Accounting I

Total Credit Hours: 16

Fourth Semester

- BUS 108 - Business Etiquette
- BUS 149 - Workplace Ethics
- Humanities Elective **Credit Hours: 3**
- MKT 170 - Customer Service
- MKT 227 - Merchandise Buying and Control
- MKT 298 - Seminar and Project
or
- MKT 297 - Cooperative Education

- MKT 281 - Principles of Internet Marketing
- SDV 106 - Preparation for Employment
- ACC 212 - Principles of Accounting II

Total Credit Hours: 19

Marketing - Warehousing & Distribution Specialization, (AAS)

Program Info

Minimum credits: 67

Length: 4 semesters (2 years), if full-time suggested course sequence is followed

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Associate of Applied Science

Plan Code: 251-01 **CIP Code:** 52.0299

This program prepares students for careers involving the care and control of stock, dispatching goods and materials, and assembling bulk orders for distribution. It closely mirrors coursework required of other Marketing A.A.S. specializations and the Business Management-Management Specialization. A.A.S. As such, a student may earn a second A.A.S. degree by taking 15 additional credits (five 3-credit courses). Also, courses in the Logistics Management CSC transfer directly into this degree program.

Program Description

The Associate of Applied Science in Marketing - Warehousing & Distribution Specialization prepares students for careers involving the care and control of stock, dispatching goods and materials, and assembling bulk orders for distribution. Courses in the Career Studies Certificate in Logistics Management transfer directly into this degree program.

Program Outcomes: Graduates will be able to:

- Demonstrate competency in presentation skills, including organization, eye-contact, volume, pacing, & visual aids, utilizing a wide variety of computer software tools to enhance business communication media, including written reports & business plans;
- Perform & interpret basic business math calculations (e.g., mark-ups, interest rates, ratios, etc.), business accounting, basic financial reports, & bookkeeping fundamentals;
- Understand basic concepts associated with business ethics & the importance of developing and adhering to a strong set of generally-accepted ethical principles;
- Demonstrate basic principles of human relationship skills used to successfully interrelate with customers, associates, employees, & superiors in a business setting;
- Understand basic economics, various economic systems, legal & regulatory requirements for business & industry, & their impact on business;
- Think logically & analytically in proposing plans & creating strategies including layout, material handling, shipping utilities, communications, & building design that may be considered in complex warehousing & logistics issues; and
- Understand concepts necessary to address warehouse & logistics trade-offs between space & time in optimizing a modern warehousing and logistics organization, while recognizing the social & ethical responsibilities within an organization to function effectively in the environment.

Recommended Course Sequence

First Semester

- AST 117 - Keyboarding for Computer Usage
- BUS 100 - Introduction to Business

- BUS 121 - Business Mathematics I
- ENG 111 - College Composition I
- ITE 115 - Introduction to Computer Applications and Concepts
- MKT 100 - Principles of Marketing
- SDV 100 - College Success Skills

Total Credit Hours: 17

Second Semester

- BUS 122 - Business Mathematics II
- BUS 236 - Communication in Management
- BUS 200 - Principles of Management
- ITE 140 - Spreadsheets for Business
- MKT 110 - Principles of Selling

Total Credit Hours: 15

Third Semester

- BIO 100 - Basic Human Biology
- ECO 120 - Survey of Economics
- HLT/PED - Elective **Credit Hours: 1**
- MKT 216 - Retail Organization and Management
- BUS 223 - Distribution and Transportation
- ACC 211 - Principles of Accounting I

Total Credit Hours: 16

Fourth Semester

- BUS 108 - Business Etiquette
- BUS 149 - Workplace Ethics
- Humanities Elective **Credit Hours: 3**
- MKT 170 - Customer Service
- MKT 227 - Merchandise Buying and Control
- MKT 298 - Seminar and Project
- or
- MKT 297 - Cooperative Education
- BUS 255 - Inventory and Warehouse Management
- SDV 106 - Preparation for Employment
- ACC 212 - Principles of Accounting II

Total Credit Hours: 19

Technical Studies Venture Creation and Management (AKA "Build Your Business") (AAS)

Program Info

Minimum credits: 69

Length: 4 semesters (2 years), if suggested full-time course sequence is followed.

Students who have already completed a diploma, degree, or coursework in a relevant area could complete the degree in as little as one year.

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Associate of Applied Science

Plan Code: 718-10 **CIP Code:** 15.0612

The Venture Creation program teaches students the skills to launch and manage their own viable small business venture. The curriculum consists of a 20-credit core of financial, marketing, management, and IT courses, paired with 18 credits of general education and 31 credits of courses in a specialty skill area of the student's choice. Examples of specialty skill area Career Studies Certificates include Air Conditioning, Auto Body, Cosmetology, Child Care, Digital Art & Design, Digital Photography, Hospitality, Precision Machining, Website Design, Welding, and many others.

Students with prior relevant DCC coursework may be eligible to receive advanced standing credit for some requirements. Additional electives may include courses to enhance the student's entrepreneurial skills, such as Buying, Retailing, Internet Marketing, Professional Selling, Supervision, Business Law, Web Design, etc. Students must select courses with approval of the program advisor to develop a true skill set associated with operating an independent business venture.

Program Integration: In addition to earning the A.A.S. degree, program graduates will have earned the Small Business Management CSC and one to two additional CSCs in their chosen specialty area.

Program Description

The Associate of Applied Science in Technical Studies in Venture Creation and Management teaches students the skills to launch and manage their own viable small business venture. The curriculum consists of a core of financial, marketing, management and IT courses, along with general education courses and courses in a specialty skill area of the student's choice. Examples of areas are Air Conditioning and Refrigeration, Early Childhood Development, Precision Machining, Web Design, and many others.

Program Outcomes: Graduates of this program will be able to:

- Perform a service or generate a product that can feasibly be marketed as the foundation of a business venture;
- Create a business plan that can be used to start & fund a small business start-up or expansion;
- Perform small business accounting tasks & understand the forms & documents associated with managing a small business accounting system;
- Demonstrate human relationship skills used to successfully interrelate with customers, associates, employees, & superiors in a business setting;
- Explain essential legal & regulatory requirements for small business;
- Recognize the features, advantages, & disadvantages of business ownership categories (e.g., proprietorship, partnership, corporation, etc.); and
- Develop marketing strategies for successful products and services.

Recommended Course Sequence

First Semester

- ITE 115 - Introduction to Computer Applications and Concepts
- ENG 111 - College Composition I
- HLT/PED - Wellness Elective **Credit Hours: 2**
- SDV 100 - College Success Skills
- Electives 3 - Approved skill or entrepreneurship electives (3 credits each) **Credit Hours: 9**

Total Credit Hours: 18

Second Semester

- ACC 220 - Accounting for Small Business
or
- ACC 211 - Principles of Accounting I
- FIN 215 - Financial Management
- ECO 120 - Survey of Economics (or approved social science)
- PSY 126 - Psychology for Business and Industry (or approved social science)
- ITD 115 - Web Page Design and Site Management
- ENG 115 - Technical Writing
or
- ENG 131 - Technical Report Writing I
- Elective - 1 - Approved skill or entrepreneurship elective **Credit Hours: 3**

Total Credit Hours: 18

Third Semester

- BUS 165 - Small Business Management
- BUS 199 - Supervised Study *
- BIO 100 - Basic Human Biology (or approved sub)
- MKT 110 - Principles of Selling
or
- MKT 216 - Retail Organization and Management
or
- MKT 228 - Promotion
or
- MKT 281 - Principles of Internet Marketing
- CST 100 - Principles of Public Speaking (or approved humanities elective)
- Elective - 1 - Approved skill or entrepreneurship elective **Credit Hours: 3**

Total Credit Hours: 16

Fourth Semester

- BUS 204 - Project Management
or
- BUS 209 - Continuous Quality Improvement
- BUS 297 - Cooperative Education **
- BUS 200 - Principles of Management
or
- BUS 298 - Seminar and Project
- Electives - 2 - Approved skill or entrepreneurship electives (3 credits each) **Credit Hours: 6**
- BUS 299 - Supervised Study *

Total Credit Hours: 17

Note:

**Supervised study courses will include one-on-one business counseling and assistance from professors and partner organizations such as the Launch Place and Longwood University Small Business Development Center.*

***If a student participates in BUS 297 - Cooperative Education, hours in class would equate to 15 hours of internship-style work per week for the duration of the semester.*

Career Studies Certificate

General Office Studies (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 26

Length: 2 semesters Source: BLS.gov

Division: Arts, Science, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Career Studies Certificate

Plan Code: 221-298-01 **CIP Code:** 52.0401

This program provides training in basic skills needed to work in an office environment.

Program Coordination: Graduates will have 26 credits towards the A.A.S. in Administrative Support Technology - General Office and are strongly encouraged to complete the full degree. Industry Credentials: Office Proficiency Assessment Certification (OPAC)

Program Description

The Career Studies Certificate in General Office Studies provides training in basic skills needed to work in an office environment.

Program Outcomes: Graduates of this program will be able to:

- Demonstrate knowledge of various administrative support functions to perform satisfactorily in an office environment.
- Communicate effectively orally and in writing.
- Key with a level of speed and accuracy acceptable to perform satisfactorily to industry standards.
- Perform mathematical calculations to accurately complete financial and accounting functions used in an office environment.
- Demonstrate knowledge of alphabetic and numeric filing rules to efficiently file and retrieve documents.
- Demonstrate proficiency in using word processing software to accurately format a variety of business correspondence.

Recommended Course Sequence

First Semester

- AST 101 - Keyboarding I
- AST 243 - Office Administration I
- BUS 121 - Business Mathematics I
- ENG 111 - College Composition I
- ITE 116 - Survey of Computer Software Applications

Total Credit Hours: 14

Second Semester

- AST 102 - Keyboarding II

- AST 234 - Records and Database Management
- AST 244 - Office Administration II
- ENG 112 - College Composition II

Total Credit Hours: 12

Project Management (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 16

Length: 1 semester to 1 year, depending upon student's level of time and motivation. Courses in project management (BUS 204, 206, 295, and ITP 170) are open-entry/open-exit, meaning that students may complete courses at an accelerated pace and move on to a subsequent course upon satisfactory completion of the preceding course.

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Career Studies Certificate

Plan Code: 221-212-21 **CIP Code:** 52.0299

Project Management is a rapidly growing field relevant to many business areas, including information technology, engineering, contracting, or the nonprofit sector. The CSC is a completely online, self-paced program for individuals who have already obtained a degree, those who wish to add to their credentials, and students who are concurrently pursuing an associate degree.

Program Coordination: The Project Management CSC feeds directly into the Business Management degree with a specialization in Project Management.

Program Description

The Career Studies Certificate in Project Management is a completely online, self-paced program for individuals who have already obtained a degree and wish to add to their credentials, or students who are concurrently pursuing an associate degree. Graduates will be eligible to take the Certified Associate in Project Management (CAPM) exam.

Program Outcomes: Graduates will be able to:

- Plan, execute, and control projects according to Project Management Institute (PMI) Project Management Body of Knowledge (PMBOK) processes, tools, and techniques.

Recommended Course Sequence

- BUS 204 - Project Management
- BUS 206 - Advanced Project Management
- BUS 295 - Topics in
- BUS 298 - Seminar and Project
- ITP 170 - Project Management

Total Credit Hours: 16

Small Business Management (CSC)

Program Info

Minimum credits: 20

Length: 1-2 semesters

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Career Studies Certificate

Plan Code: 221-212-24 **CIP Code:** 52.0703

This CSC is primarily designed for students (1) who are taking a career studies certificate program that may be turned into a business venture, or (2) who have already obtained a skill that can be turned into a business venture. Students will be exposed to the following: essentials of small business accounting; people-management skills necessary for hiring, motivating, and supervising employees; business planning and financial forecasting skills; fundamentals of obtaining small business start-up funding; laws and regulations associated with small business ownership; customer service techniques; and small business marketing techniques with a possible emphasis on internet marketing, including social networking and basic web design. When seeking to launch a business venture, the more expertise and skill one can obtain in a marketable profession (air conditioning, photography, web design, etc.), the odds of success increase.

Program Description

The Career Studies Certificate in Small Business Management is designed primarily for students who have already obtained a skill that can be turned into a business venture or who are currently taking another program that will allow them to do so. Students will learn various essentials necessary to running a successful small business.

Program Outcomes: Graduates of this program will be able to:

- Create a business plan that can be used to start and fund a small business start-up or expansion;
- Perform small business accounting tasks and understand the forms and documents associated with managing a small business accounting system;
- Demonstrate human relationship skills used to successfully interrelate with customers, associates, employees, and superiors in a business setting;
- Explain essential legal and regulatory requirements for small business;
- Recognize the features, advantages, and disadvantages of business ownership categories (e.g., proprietorship, partnership, corporation, etc.);
- Develop marketing strategies for successful products and services.

Recommended Course Sequence

First Semester

- BUS 165 - Small Business Management

Choose One of the Following:

- ACC 220 - Accounting for Small Business
- FIN 215 - Financial Management
- ACC 211 - Principles of Accounting I

Choose One of the Following:

- MKT 110 - Principles of Selling
- MKT 216 - Retail Organization and Management
- MKT 228 - Promotion
- MKT 281 - Principles of Internet Marketing

Choose One of the Following:

- ITE 115 - Introduction to Computer Applications and Concepts
- ITD 115 - Web Page Design and Site Management

Choose One of the Following:

- BUS 236 - Communication in Management
- CST 100 - Principles of Public Speaking

Choose One of the Following:

- BUS 298 - Seminar and Project
- BUS 297 - Cooperative Education *

Second Semester

- BUS 199 - Supervised Study **
- BUS 299 - Supervised Study ***

Total Credit Hours: 20

Note:

*If a student participates in BUS 297 - Cooperative Education, contact hours would equate to 15 hours of internship-style work per week for the duration of the semester.

**Create thorough business plan in BUS 165; participate in the Barkhouser Free Enterprise Center Small Business Idea Fair; work with mentors already in a similar business.

*** Enhance business plan initially developed in BUS 165; participate in business counseling with the Launch Place and/or the Longwood SBDC; visit with funding sources; and possibly launch business venture.

Certificate

Office Information Processing (C)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 40

Length: 3 semesters, if full-time suggested course sequence is followed

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Certificate

Plan Code: 293 **CIP Code:** 52.0499

Program Description

The Certificate in Office Information Processing is designed for students who are seeking career opportunities in the information processing field. The Certificate in Office Information Processing is part of the career pathway for the Administrative Support Technology program.

Program Coordination: The certificate in Office Information Processing is part of the career pathway for the Administrative Support Technology program. Students completing this certificate will have 40 credits toward the Associate of Applied Science degree in Administrative Support Technology - General Office specialization and are strongly encouraged to complete the associate degree program.

Program Outcomes: Graduates of this program will be able to:

- Communicate effectively orally and in writing.
- Demonstrate proficiency in using word processing software to accurately format a variety of business correspondence.
- Perform mathematical calculations to accurately complete financial and accounting functions used in an office environment.
- Key with a level of speed and accuracy acceptable to perform satisfactorily to industry standards.
- Demonstrate knowledge of alphabetic and numeric filing rules to efficiently file and retrieve business correspondence.

Recommended Course Sequence

First Semester

- AST 101 - Keyboarding I
- AST 243 - Office Administration I
- BUS 121 - Business Mathematics I
- ENG 111 - College Composition I
- ITE 116 - Survey of Computer Software Applications
- SDV 100 - College Success Skills

Total Credit Hours: 15

Second Semester

- AST 102 - Keyboarding II
- AST 234 - Records and Database Management
- AST 244 - Office Administration II
- AST 253 - Advanced Desktop Publishing I
- ENG 112 - College Composition II

Total Credit Hours: 15

Third Semester

- AST 238 - Word Processing Advanced Operations
- ITE 140 - Spreadsheets for Business
- SDV 106 - Preparation for Employment
- ACC 211 - Principles of Accounting I

Total Credit Hours: 10

College & University Transfer

University Transfer presents an enriching and transformative career pathway. Aspiring to continue their education at four-year universities, students can explore a wide range of academic disciplines and programs. The university transfer pathway lays a strong foundation for personal and professional growth, providing opportunities to engage in rigorous coursework, research, and intellectual exploration.

Associate in Arts & Science

Business Administration (AA&S)

Program Info

Minimum credits: 60

Length: 4 semesters (2 years) if suggested full-time course sequence is followed

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Associate of Arts & Science

Plan Code: 216 **CIP Code:** 24.0101

Transfer Opportunities:

Admission requirements vary by institution. Students are urged to familiarize themselves with the requirements of the college to which they intend to transfer and plan course selections with their DCC advisor. To learn more, visit danville.edu/transfer

This degree is designed for students planning to transfer to a four-year university to study Business Administration, Accounting, Business Information Systems, Economics, Finance, Marketing, or Management. Students have sufficient flexibility to select courses appropriate to the requirements of their intended transfer institution. Students should complete a DCC program comparable to the first two years of the program at the transfer institution. DCC is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related disciplines. For more information, refer to www.abg.org.

Program Description

The Associate of Arts and Sciences in Business Administration is designed for students planning to transfer to a four-year university to study business administration, accounting, business information systems, economics, finance, marketing, or management. Students have sufficient flexibility to select courses appropriate to the requirements of their intended transfer institution. Students should complete a DCC program comparable to the first two years of the program at the transfer institution as admission requirements vary by institution.

Program Outcomes: Graduates will be able to:

- Discuss the ethical, legal, and regulatory parameters of business.
- Calculate, compile, and analyze business data for problem-solving.
- Analyze appropriate current and emerging technologies to support business functions.
- Use verbal, nonverbal, and written communication skills effectively.
- Use critical thinking skills in problem analysis.
- Explain economic and social issues and their impact on the business environment.

Recommended Course Sequence

First Semester

- SDV 100 - College Success Skills
- BUS 100 - Introduction to Business
- ENG 111 - College Composition I
- MTH 161 - PreCalculus I

Natural Science Course With Lab **Credit Hours:** 4

Total Credit Hours: 14

Second Semester

- ENG 112 - College Composition II
- MTH 261 - Applied Calculus I
- ITE 140 - Spreadsheets for Business
or
- ITE 152 - Introduction to Digital and Information Literacy and Computer Applications
Natural Science Course With Lab **Credit Hours: 4**
History Elective **Credit Hours: 3**

Total Credit Hours: 16

Third Semester

- ACC 211 - Principles of Accounting I
- ECO 201 - Principles of Macroeconomics
- BUS 224 - Business Statistics
- BUS 240 - Introduction to Business Law
Humanities Elective **Credit Hours: 3**

Total Credit Hours: 15

Fourth Semester

- ACC 212 - Principles of Accounting II
- BUS 227 - Business Analytics
- ECO 202 - Principles of Microeconomics
- Humanities Elective **Credit Hours: 3**
- Elective **Credit Hours: 3**

Total Credit Hours: 15

Liberal Arts - Humanities Specialization, (AA&S)

Program Info

Minimum credits: 61

Length: 2 years (4 semesters, if suggested full-time course sequence is followed.)

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Associate in Arts & Science

Plan Code: 650-01 **CIP Code:** 24.0101

Transfer Opportunities:

This degree is designed for students planning to transfer to a four-year university. Humanities disciplines include art, English, philosophy, foreign languages, drama, religion, speech, and communication studies. Admission requirements vary by institution. Students are urged to familiarize themselves with the requirements of the college to which they intend to transfer and plan course selections with their DCC advisor.

Program Description

The Associate of Arts and Sciences in Liberal Arts - Humanities Specialization is designed for students planning to transfer to a four-year university to study any of the traditional humanities-related fields, which include communications and journalism, religion, philosophy, as well as some of the fine arts such as art, theater, music, and creative writing. Students have sufficient flexibility to select courses appropriate to the requirements of their intended transfer institution. Students should complete a DCC program comparable to the first two years of the program at the transfer institution as admission requirements vary by institution.

Program Outcomes: Graduates of this program will demonstrate:

1. The ability to communicate effectively by means of listening, speaking, reading and writing.
2. The critical thinking skills of synthesizing and analyzing complex ideas.
3. The role of ethics, cultures, and society.
4. And describe individual and group development and behavior; and
5. Competence in research methods and scientific inquiry.

Recommended Course Sequence

First Semester

- SDV 100 - College Success Skills
- ENG 111 - College Composition I
- MTH 154 - Quantitative Reasoning
- Natural Science course with lab **Credit Hours: 4**
- HLT/PED Approved Wellness Elective **Credit Hours: 1**
- ITE 152 - Introduction to Digital and Information Literacy and Computer Applications

Total Credits: 15

Second Semester

- ENG 112 - College Composition II
- MTH Approved Transfer Math **Credit Hours: 3**
- Natural Science course with lab **Credit Hours: 4**
- Social Science Elective I **Credit Hours: 3**
- HIS History Elective I **Credit Hours: 3** ¹

Total Credits: 16

Third Semester

- Humanities Elective I **Credit Hours: 3** ²
- Literature Elective I **Credit Hours: 3**
- Liberal Arts Elective I **Credit Hours: 3** ²
- Social Science Elective II **Credit Hours: 3**
- HIS History Elective II **Credit Hours: 3** ¹

Total Credits: 15

Fourth Semester

- Humanities Elective II **Credit Hours: 3** ²
- Literature Elective II **Credit Hours: 3**
- Liberal Arts Elective II **Credit Hours: 3** ²
- Fine Arts Elective I **Credit Hours: 3**

- Fine Arts Elective II **Credit Hours:** 3

Total Credits: 15

Note:

¹ *History I and II. Students must complete a full-year sequence of U.S. History (HIS 121 and HIS 122), or Western Civilization (HIS 101 and HIS 102), or World Civilizations (HIS 111 and HIS 112).*

² *Humanities & Fine Arts Electives: Students must complete at least two humanities courses plus two sophomore literature courses & at least two courses in fine arts. Students may use the liberal arts elective requirement of six credit hours to pursue greater depth in the fine arts or humanities. Again, selection of courses should be based on the student's interest and the demands of their intended transfer institution.*

Liberal Arts - Social Science Specialization, (AA&S)

Program Info

Minimum credits: 61

Length: 2 years (4 semesters, if suggested full-time course sequence is followed.)

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Associate in Arts & Science

Plan Code: 650-02 **CIP Code:** 24.0101

Transfer Opportunities:

This degree is designed for students planning to transfer to a four-year university in a social science discipline. Admission requirements vary by institution. Students are urged to familiarize themselves with the requirements of the college to which they intend to transfer and plan course selections with their DCC advisor.

Program Description

The Associate of Arts and Sciences in Liberal Arts - Social Science Specialization is designed for students planning to transfer to a four-year university to study any of the traditional social science-related fields, which include sociology, criminology, anthropology, psychology, history, geography, political science, or economics. Students have sufficient flexibility to select courses appropriate to the requirements of their intended transfer institution. Students should complete a DCC program comparable to the first two years of the program at the transfer institution as admission requirements vary by institution.

Program Outcomes: Graduates of this program will demonstrate:

- The ability to communicate effectively by means of listening, speaking, reading & writing.
- The critical thinking skills of synthesizing & analyzing complex ideas.
- The role of ethics, cultures, & society.
- And describe individual & group development & behavior; and
- Competence in research methods & scientific inquiry.

Course sequence note: Students must complete a year-long sequence in history, sociology, & psychology; and also must select two electives that may include courses in the above areas or in different social sciences such as political science or economics. These electives and humanities electives should be used to meet the demands of a transfer institution and to achieve breadth of exposure to other disciplines.

Recommended Course Sequence

First Semester

- SDV 100 - College Success Skills
- ENG 111 - College Composition I
- MTH 154 - Quantitative Reasoning or higher
- ITE 152 - Introduction to Digital and Information Literacy and Computer Applications
- Natural Science course with lab I **Credit Hours: 4**
- HIS History Elective I **Credit Hours: 3**

Total Credits: 17

Second Semester

- ENG 112 - College Composition II
- HIS History Elective II **Credit Hours: 3**
- MTH Math Elective **Credit Hours: 3**
- Natural Science course with lab II **Credit Hours: 4**
- Humanities or Fine Arts Elective I **Credit Hours: 3**

Total Credits: 16

Third Semester

- SOC Sociology Elective I **Credit Hours: 3**
- PSY Psychology Elective I **Credit Hours: 3**
- Liberal Arts Elective I **Credit Hours: 3**
- Social Science Elective I **Credit Hours: 3**
- Humanities or Fine Arts Elective II **Credit Hours: 3**

Total Credits: 15

Fourth Semester

- SOC Sociology Elective II **Credit Hours: 3**
- PSY Psychology Elective II **Credit Hours: 3**
- Liberal Arts Elective II **Credit Hours: 3**
- Social Science Elective II **Credit Hours: 3**
- HLT/PED Approved Wellness Elective **Credit Hours: 1**

Total Credits: 13

Liberal Arts, (AA&S)

Program Info

Minimum credits: 61

Length: 2 years (4 semesters, if suggested full-time course sequence is followed.)

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Associate in Arts & Science

Plan Code: 650 **CIP Code:** 24.0101

Transfer Opportunities:

This degree is designed for students planning to transfer to a four-year university for any of the liberal arts. Admission requirements vary by institution. Students are urged to familiarize themselves with the requirements of the college to which they intend to transfer and plan course selections with their DCC advisor.

Program Description

The Associate of Arts and Sciences in Liberal Arts is designed for students planning to transfer to a four-year university to study any of the traditional liberal arts subjects. This degree may also be appropriate for students who plan to complete a baccalaureate degree program with certification to teach elementary or secondary English, humanities, or social sciences. Students have sufficient flexibility to select courses appropriate to the requirements of their intended transfer institution. Students should complete a DCC program comparable to the first two years of the program at the transfer institution as admission requirements vary by institution.

Program Outcomes: Graduates of this program will demonstrate:

- The ability to communicate effectively by means of listening, speaking, reading and writing.
- The critical thinking skills of synthesizing and analyzing complex ideas.
- The role of ethics, cultures, and society.
- And describe individual and group development and behavior; and
- Competence in research methods and scientific inquiry.

Recommended Course Sequence

First Semester

- SDV 100 - College Success Skills
- ENG 111 - College Composition I
Focus Course I **Credit Hours:** 3 ¹
Natural Science course with Lab **Credit Hours:** 4
- ITE 152 - Introduction to Digital and Information Literacy and Computer Applications
- MTH 154 - Quantitative Reasoning

Total Credits: 17

Second Semester

- ENG 112 - College Composition II
- MTH Approved Mathematics Course **Credit Hours:** 3
- Focus Course II **Credit Hours:** 3 ¹
- Natural Science course with lab **Credit Hours:** 4
- Humanities or Social Science Elective **Credit Hours:** 3

Total Credits: 16

Third Semester

- ENG Literature I **Credit Hours:** 3
- HIS History Elective **Credit Hours:** 3
- Social Science Elective **Credit Hours:** 3 ²
- Focus Course III **Credit Hours:** 3 ¹
- Humanities or Social Science Elective **Credit Hours:** 3

Total Credits: 15

Fourth Semester

- ENG Literature II **Credit Hours: 3**
- HIS History Elective **Credit Hours: 3**
- Social Science Elective **Credit Hours: 3** ²
- Focus Course IV **Credit Hours: 3** ¹
- HLT/PED Approved Wellness Elective **Credit Hours: 1** ³

Total Credits: 13

Note:

¹ A sequence of four Focus Courses must be selected by the student and approved by the academic advisor. Focus Courses should be related to each other and should also be accepted in transfer to the four-year program of the student's choice. Examples of Focus Course sequences include: ART 101-ART 102, MUS 121-MUS 122, HIS 121-HIS 122-HIS 266-HIS 268, HLT 100-HLT 116-HLT 200-HLT 215, PHI 100, REL 200-REL 210-REL 230, PSY 200-PSY 215-PSY 230, ASL 101-ASL 102-ASL 201-ASL 202, SOC 200-SOC 235-SOC 236, SPA 101-SPA 102-SPA 203-SPA 204

² Students must complete a full year of social science courses by taking one of the following sequences: two courses in one of economics, political science, psychology or sociology.

³ This credit can be satisfied by a single 1 or more credit course in Health or Physical Education.

Science - Computer Science Specialization, (AA&S)

Program Info

Minimum credits: 61

Length: 2 years (4 semesters) if suggested full-time course sequence is followed.

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Associate of Arts & Sciences

Plan Code: 881-03 **CIP Code:** 24.0101

This degree is designed for students planning to transfer to a four-year college or university to study computer science, information technology, or computer security. The program is similar to the A.A.S. in Science in its core course sequence. Students should complete a DCC program comparable to the first two years of the program at the transfer institution.

Program Description

The Associate of Arts and Sciences in Science - Computer Science Specialization is designed for students planning to transfer to a four-year university for computer science, information technology, or computer security. Students have sufficient flexibility to select courses appropriate to the requirements of their intended transfer institution. Admission requirements vary by institution and students are urged to familiarize themselves with the requirements of the college to which they intend to transfer. Students should complete a DCC program comparable to the first two years of the program at the transfer institution.

Program Outcomes: Graduates will be able to:

- Apply problem-solving skills to implement computer software solutions using both procedural and object-oriented programming languages.
- Define, apply, and implement appropriate common data structures to solve computing problems.
- Identify and define the working internal structures of a computer System and the basic principles of its operation.

Recommended Course Sequence

First Semester

- ENG 111 - College Composition I
- SDV 100 - College Success Skills
- MTH 167 - PreCalculus with Trigonometry
- CSC 221 - Introduction to Problem Solving and Programming
- Natural Science Course with Lab **Credit Hours: 4**

Total Credit Hours: 16

Second Semester

- ENG 112 - College Composition II
- HIS History Elective I **Credit Hours: 3**
- Literature Elective **Credit Hours: 3** ²
- Social Science Elective **Credit Hours: 3** ³
- CSC 205 - Computer Organization

Total Credit Hours: 15

Third Semester

- MTH 263 - Calculus I
- Natural Science Course with Lab **Credit Hours: 4** ¹
- HIS - History Elective II **Credit Hours: 3**
- HLT/PED Elective **Credit Hours: 1**
- CSC 222 - Object-Oriented Programming

Total Credit Hours: 16

Fourth Semester

- MTH 264 - Calculus II
- Humanities Elective **Credit Hours: 3** ²
- CSC 208 - Introduction to Discrete Structures
- CSC 223 - Data Structures and Analysis of Algorithms

Total Credit Hours: 14

Associate of Science

Engineering (AS)

Program Info

Minimum credits: 67

Length: 2 years (4 semesters) if suggested full-time course sequence is followed.

Transfer Opportunities:

The Virginia Community College System has guaranteed admission agreements with the University of Virginia and Virginia Tech for successful program graduates. Courses are also accepted by other Virginia institutions. Admission requirements vary by institution. Students are urged to familiarize themselves with the requirements of the college to which they intend to transfer and plan course selections with their DCC advisor.

Division: Arts, Sciences, & Business

Contact: 434.797.8462 or 434.797.8402

Award: Associate of Science

Plan Code: 831 **CIP Code:**14.0101

Program Description:

The Associate of Science in Engineering is designed to prepare students for upper-level engineering courses at a four-year college or university. The curriculum offers a firm foundation in mathematics, engineering, and natural science. Regardless of their area of specialization, engineers are required to apply principles of math and science, solve problems, create new systems, and envision new processes to meet the demands of a continually evolving global economy. Admission requirements vary by institution. Students are urged to familiarize themselves with the requirements of the college to which they intend to transfer and plan course selections with their DCC advisor.

This transfer degree is designed to prepare students for upper-level engineering courses at a four-year college or university. It is part of the University of Virginia's "Produced in Virginia" initiative, which aims to increase the number of engineers graduated in the Commonwealth.

This program is rigorous. Students must feel comfortable doing high level math and science, regardless of area of specialization. **Students who are not prepared in math are encouraged to take preparatory courses first and proceed at a slower pace to increase their likelihood of success.**

Program Outcomes: Graduates will demonstrate the ability to:

- Apply engineering problem-solving methodology.
- Apply knowledge of math, sciences and engineering principles to engineering problems.
- Conduct experiments, & analyze & interpret data.
- Function in a team and to communicate effectively and professionally.
- Describe professional & ethical responsibility.

Recommended Course Sequence

First Semester

- ENG 111 - College Composition I
- MTH 263 - Calculus I
- CHM 111 - General Chemistry I
- SDV 101 - Orientation to College
- EGR 121 - Foundations of Engineering
- EGR 125 - Introduction to Computer Programming for Engineers

Total Credit Hours: 18

Second Semester

- ENG 112 - College Composition II
- MTH 264 - Calculus II
- CHM 112 - General Chemistry II
- OR
- MTH 266 - Linear Algebra

- EGR 122 - Engineering Design
- EGR 240 - Statics

Total Credit Hours: 16-17

Third Semester

- MTH 267 - Differential Equations
 - PHY 241 - University Physics I
 - EGR 245 - Dynamics
 - PHI 220 - Ethics and Society
- HIS History Elective **Credit Hours: 3**

Total Credit Hours: 16

Fourth Semester

- MTH 265 - Calculus III
 - PHY 242 - University Physics II
 - EGR 246 - Mechanics of Materials
 - ECO 202 - Principles of Microeconomics
- Humanities Elective **Credit Hours: 3**

Total Credit Hours: 17

Note:

**Students who are not prepared for Calculus should begin with Precalculus with Trigonometry (MTH 167) and should also consider following a three- or four-year sequence to complete this program.*

***Students may substitute college-level engineering or supportive discipline courses for engineering disciplines, such as electrical engineering. Substitutions must be approved by the division dean and engineering faculty.*

Certificate

Uniform Certificate of General Studies, (CERT)

Program Info

Minimum credits: 33

Length: 2 semesters (If suggested full-time course sequence is followed.)

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Certificate

Plan Code: 695 **CIP Code:** 24.0199

Transfer Opportunities:

Admission requirements vary by college. Students are urged to familiarize themselves with the requirements of the school to which they intend to transfer and plan course selections with their DCC advisor. To learn more, visit danville.edu/transfer

This program is designed for students preparing to transfer to a four-year institution after one year of study at DCC. It may also be attractive to students who intend to transition into one of DCC's transfer degrees.

Program Description

The Uniform Certificate of General Studies (UCGS) is a one-year college program in which all courses are transferable and satisfy lower-division general education requirements at any Virginia public institution of higher education. The Passport is a component of the UCGS and is therefore a subset of courses in the UCGS. The UCGS consists of seven course blocks.

To satisfy the UCGS students are required to complete the appropriate number of courses in each block as described in the link below. Student course selection should be carefully considered since the UCGS program is not designed to capture the complexities of individual programs of study at the four-year institutions.

Students are advised to take the UCGS course that best suits their intended program of study at the four-year institution. All courses must be completed with a C or better. All courses shall be transferable and satisfy the lower-division general education requirement at any public institution of higher education in Virginia. Courses may satisfy the general education requirement without having a specific course equivalent at the receiving institution. This program is not eligible for federal or state financial aid thus students should also enroll in a transfer degree. Use the UCGS link below to see the course options in the various blocks.

If a course is not currently offered by DCC in a given semester, students should communicate with an advisor to see if the course could be offered through Shared Service Distance Learning (SSDL) from another VCCS college. The SSDL course will show as a DCC course on the student transcript.

<https://www.transfervirginia.org/content/uniform-certificate-general-studies-ucgs-policy-and-courses>

Program Outcomes: Graduates of this program will demonstrate:

- The ability to communicate effectively by means of writing, speaking, listening & reading.
- Proficiency in conducting experiments & recording & interpreting data.
- The role of ethics, cultures & society.
- The critical thinking skills of synthesizing & analyzing complex ideas; and
- The role of arts & humanities in society.

Other Degrees

Passport College Transfer Courses

The Passport consists of 16 credit hours that are guaranteed to transfer as either a general education requirement or elective to public four-year colleges and universities in Virginia, including many private institutions. Passport courses may satisfy a general education requirement without having a specific course equivalent at the receiving institution.

All of the listed courses are guaranteed to transfer as general education credits.

Recommended Course Sequence

- ENG 111 - College Composition I ¹
- ART 101 - History of Art: Prehistoric to Gothic
- ART 102 - History of Art: Renaissance to Modern
- ART 201 - History of Art I
- ART 202 - History of Art II
- HIS 111 - World Civilizations Pre-1500 CE
- HIS 112 - World Civilizations Post-1500 CE
- HIS 121 - United States History to 1877
- HIS 122 - United States History Since 1865

- ECO 201 - Principles of Macroeconomics
- PLS 135 - U.S. Government and Politics
- PLS 211 - U.S. Government I
- PSY 200 - Principles of Psychology
- SOC 211 - Principles of Anthropology I

- BIO 101 - General Biology I
- CHM 101 - Introductory Chemistry
- CHM 111 - General Chemistry I

- MTH 154 - Quantitative Reasoning ²
- MTH 155 - Statistical Reasoning ²

- MTH 161 - PreCalculus I *
- or
- MTH 162 - PreCalculus II *
- MTH 167 - PreCalculus with Trigonometry *
- MTH 245 - Statistics I
- MTH 261 - Applied Calculus I
- MTH 263 - Calculus I
- or
- MTH 264 - Calculus II

Note:

¹ Not accepted at James Madison University or William and Mary

² Not accepted at Christopher Newport University

* MTH 161/MTH 162 and MTH 167 should only be taken by students preparing for calculus or for four-year degree programs that require study in College Algebra/PreCalc. Precalculus may not satisfy general education and may not receive transfer credit.

Computer & Information Technology

DCC Computer Science and IT programs prepare graduates for well-paying and in-demand careers in cyber security, database administration, software and mobile app development, network architecture, computer support, and more. DCC offers pathways suitable for high school students, first-time college students, or existing IT employees seeking to upgrade their skills for professional advancement.

Note: For the Cyber Crime Investigation Certificate, please see the Public Service & Safety Section

Associate of Applied Science

Information Systems Technology - Gaming and Mobile Application Design, (AAS)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 65

Length: 4 semesters (2 years), if suggested full-time course sequence is followed.

Division: Career and Technical Education

Contact: 434.797.6437

Award: Associate of Applied Science

Plan Code: 299-04 **CIP Code:** 11.0101

The Associate of Applied Science in Information Systems Technology - Gaming and Mobile Application Design Specialization focuses on designing, creating, and maintaining video game software and computer simulations, in addition to apps for popular mobile devices. Courses include approaches to game and simulation design, developing and building mobile applications for the Google market, writing code, testing solutions/programs, project management, production aspects, and level design.

Program Coordination: Some courses in the CSCs for Mobile Application Development and Software Development count towards the requirements of this degree.

Program Description

The Associate of Applied Science in Information Systems Technology - Gaming and Mobile Application Design Specialization focuses on designing, creating, and maintaining video game software and computer simulations, in addition to apps for popular mobile devices. Courses include approaches to game and simulation design, developing and building mobile applications for the Google market, writing code, testing solutions/programs, project management, production aspects, and level design.

Program Outcomes: Graduates of this program will be able to:

- Implement information technology skills required by software applications.
- Apply methodologies to stay current in IT offerings, trends, and certifications.
- Apply analytical and problem-solving skills for computer system designs, planning, and support.
- Design, code, test, debug, and document software needed for computer system implementation and maintenance.
- Apply current IT industry standards, protocols, and techniques.
- Use instructional applications and material which could lead to industry certifications.

Recommended Course Sequence

First Semester

- AST 114 - Keyboarding for Information Processing ¹
- ITE 115 - Introduction to Computer Applications and Concepts
- ITP 100 - Software Design
- ITP 160 - Introduction to Game Design and Development
- MTH 130 - Fundamentals of Reasoning (or approved sub)
- SDV 100 - College Success Skills

Total Credit Hours: 15

Second Semester

- ART 180 - Introduction to Computer Graphics (or approved sub)
- ECO 120 - Survey of Economics
- ITP 136 - C# Programming I
- ITN 102 - Introduction to Networked Client Operating Systems (LAN)
- ITP 165 - Gaming and Simulation

Total Credit Hours: 17

Third Semester

- ENG 131 - Technical Report Writing I
- ITP 120 - Java Programming I
- ITE 150 - Desktop Database Software
- HLT/PED - Approved Wellness Elective **Credit Hours:** 1
- HUM - Humanities Elective **Credit Hours:** 3

Total Credit Hours: 15

Fourth Semester

- BUS 100 - Introduction to Business
- BUS 236 - Communication in Management
- ITD 120 - Design Concepts for Mobile Applications
- ITP 214 - Windows Mobile Development
- ITP 265 - Applications of Modeling and Simulation

Total Credit Hours: 18

Note:

¹Students having prior keyboarding experience may request testing out.

Information Systems Technology - Software Development Specialization, (AAS)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 67

Length: 4 semesters (2 years) full-time

Division: Career and Technical Education

Contact: 434.797.6437

Award: Associate of Applied Science

Plan Code: 299-01 **CIP Code:** 11.0101

The Associate of Applied Science in Information Systems Technology - Software Development Specialization focuses on designing, creating, and maintaining desktop software. Coursework includes analyzing problems, creating solutions, writing code, testing solutions/programs, project management, production aspects, and updating projects. Students will learn core problem-solving skills and how to use integrated development environments in today's market.

Program Coordination: Some credits earned in the CSCs for Mobile Application Development and Software Development fulfill course requirements of this degree.

Program Description

The Associate of Applied Science in Information Systems Technology - Software Development Specialization focuses on designing, creating, and maintaining desktop software. Coursework includes analyzing problems, creating solutions, writing code, testing solutions/programs, project management, production aspects, and updating projects. Students will learn core problem-solving skills and how to use integrated development environments in today's market.

Program Outcomes: Graduates will be able to:

- Implement information technology skills required by software applications.
- Apply methodologies to stay current in IT offerings, trends, and certifications.
- Apply analytical and problem-solving skills for computer system designs, planning, and support.
- Design, code, test, debug, and document software needed for computer system implementation and maintenance.
- Apply current IT industry standards, protocols, and techniques.
- Use instructional applications and material which could lead to industry certifications.

Industry Certifications: Java Foundations; Java SE7 Programmer (1Z0-803); MTA - Database Fundamentals (98-364), Software Fundamentals (98-379); MOS- Word, Excel, PowerPoint, Access.

Recommended Course Sequence

First Semester

- AST 114 - Keyboarding for Information Processing
- ENG 131 - Technical Report Writing I
- HLT/PED - Wellness Elective **Credit Hours: 1**
- ITE 120 - Principles of Information Systems
- ITP 100 - Software Design
- ITP 120 - Java Programming I
- SDV 100 - College Success Skills

Total Credits: 17

Second Semester

- ECO 120 - Survey of Economics
- BUS 100 - Introduction to Business
- ITP 220 - Java Programming II
- ITP 258 - Systems Development Project
- MTH 130 - Fundamentals of Reasoning (or approved sub)

Total Credits: 16

Third Semester

- ITP 136 - C# Programming I
- ITD 132 - Structured Query Language
- ITE 150 - Desktop Database Software
- ITP 246 - JAVA
- BUS 204 - Project Management

Total Credits: 18

Fourth Semester

- BUS 236 - Communication in Management
- ITP 244 - ASP.NET--Server Side Programming
- ITN 109 - Internet and Network Foundation
- ITP 170 - Project Management
- HUM - Humanities Elective **Credit Hours: 3**

Total Credits: 16

Note:

¹ Students having prior keyboarding experience may request testing out.

Information Systems Technology Network Engineer, (AAS)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 65

Length: 2 years

Division: Career and Technical Education

Contact: 434.797.6437

Award: Associate of Applied Science

Plan Code: 299-03 **CIP Code:** 11.0101

Program Coordination: Credits earned in the Network Technology and Networking Technology Fundamentals CSC may count towards the requirements of this degree.

Industry Certifications:

- Cisco Certified Entry Network Technician (CCENT)
- Cisco Certified Network Associate (CCNA)
- Microsoft Technology Associate (MTA) Networking & Server
- CompTIA A+ Hardware & Software
- Microsoft Certified Professional (MCP)
- Microsoft Certified Solutions Associate (MCSA) Windows Server
- VMware Certified Associate (VCA)

Program Description

This program emphasizes designing, creating, and maintaining local area networks and wide area networks, including software management, voice telephony services, switches, firewalls, routers, servers, workstations, and virtualization technologies. Virtualization courses include VMware ICM, O&S, Virtual Desktop Infrastructure, Hyper-V, and SAN and NAS Storage Technologies.

Program Outcomes: Graduates will be able to:

1. Implement information technology skills required by software applications.
2. Apply methodologies to stay current in IT offerings, trends, and certifications.
3. Apply analytical and problem-solving skills for computer system designs, planning, and support.
4. Design, code, test, debug, and document software needed for computer system implementation and maintenance.
5. Apply current IT industry standards, protocols, and techniques.
6. Use instructional applications and material which could lead to industry certifications.

Recommended Course Sequence

First Semester

- AST 114 - Keyboarding for Information Processing ¹
- ITP 100 - Software Design

- ITE 221 - PC Hardware and OS Architecture
- ITN 154 - Introduction to Networks - Cisco
- MTH 130 - Fundamentals of Reasoning (or approved sub)
- SDV 100 - College Success Skills

Total Credit Hours: 16

Second Semester

- ITN 260 - Network Security Basics
- BUS 236 - Communication in Management
- ECO 120 - Survey of Economics
- ITN 102 - Introduction to Networked Client Operating Systems (LAN)
- ITN 155 - Switching, Routing and Wireless Essentials - Cisco

Total Credit Hours: 16

Third Semester

- ENG 131 - Technical Report Writing I
- ETR 149 - PC Repair
- HLT/PED - Wellness Elective **Credit Hours: 1**
- HUM - Humanities Elective **Credit Hours: 3**
- ITN 103 - Administration of Networked Servers
- ITN 156 - Enterprise Networking, Security and Automation - Cisco

Total Credit Hours: 18

Fourth Semester

- ITN 254 - Virtual Infrastructure: Installation and Configuration
- ITN 104 - Maintaining Servers in the Networked Infrastructure
- ITN 157 - WAN Technologies - Cisco
- ITN 209 - Voice Over Internet Protocol

Total Credit Hours: 15

Note:

¹Students having prior keyboarding experience may request testing out.

Information Systems Technology Network Engineer-Cyber & Network Security Specialization, (AAS)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 65

Length: 2 years

Division: Career and Technical Education

Contact: 434.797.6437

Award: Associate of Applied Science
Plan Code: 299-05 **CIP Code:** 11.0101

The Associate of Applied Science in Information Systems Technology Network Engineer - Cyber and Network Security Specialization prepares students for entry-level positions as information security officers, network security specialists, and other cybersecurity and networking-related professions.

Note: A student with a criminal history will not be able to find employment in cyber security. Students must complete a background check prior to entering the program.

Program Coordination: Credits earned in the Cyber Security Technician CSC and Cyber Security Certificate apply towards the requirements of this degree. This program also shares coursework with the IST Network Engineer A.A.S.

Industry Certifications: Students will have the opportunity to earn the following

- Cisco CCENT (Cisco Certified Entry Network Technician)
- Cisco CCNA (Cisco Certified Network Associate)
- CompTIA A+
- CompTIA Security+
- CompTIA Linux+
- Microsoft MTA (Microsoft Technology Associate): Server Infrastructure, Network, IT Infrastructure
- Cisco CCNA - Security
- VMware Certified Associat
- CEH (Certified Ethical Hacker) - Upon graduation and additional study

Program Description

The Associate of Applied Science in Information Systems Technology Network Engineer - Cyber and Network Security Specialization prepares students for entry-level positions as information security officers, network security specialists, and other cybersecurity and networking-related professions.

Program Outcomes: Graduates of this program will be able to:

- Use and apply a basic knowledge of Cisco Systems routers, switches, VLANs, and device security, including network devices
- Install, configure, and apply security management principles to desktop and operating systems
- Install, configure, and manage virtual infrastructure environments
- Demonstrate knowledge of security basics, including network attacks, computer crime, and hacking fundamentals
- Utilize introductory digital forensics techniques and skills

Recommended Course Sequence

First Semester

- HUM - Humanities Elective **Credit Hours:** 3
- ITE 221 - PC Hardware and OS Architecture
- ITN 154 - Introduction to Networks - Cisco
- MTH 130 - Fundamentals of Reasoning (or approved sub)
- SDV 100 - College Success Skills

Total Credits: 14

Second Semester

- ITN 260 - Network Security Basics

- BUS 236 - Communication in Management
- ECO 120 - Survey of Economics
- ITN 103 - Administration of Networked Servers
- ITN 155 - Switching, Routing and Wireless Essentials - Cisco

Total Credits: 17

Third Semester

- ENG 131 - Technical Report Writing I
- ITN 104 - Maintaining Servers in the Networked Infrastructure
- ITN 263 - Internet/Intranet Firewalls and E-Commerce Security
- ITN 261 - Network Attacks, Computer Crime and Hacking
- ITN 156 - Enterprise Networking, Security and Automation - Cisco

Total Credits: 17

Fourth Semester

- ITN 254 - Virtual Infrastructure: Installation and Configuration
- ITN 262 - Network Communication, Security and Authentication
- ITN 157 - WAN Technologies - Cisco
- ITN 209 - Voice Over Internet Protocol
- ITN 276 - Computer Forensics I

Total Credits: 17

Career Studies Certificate

Advanced Database Development (CSC)

Program Info

This program is designed for students who have already completed a two-year software development program or have equivalent work experience. Admission criteria will be at the discretion of the instructor.

Minimum credits: 18

Length: 2 semesters

Division: Career and Technical Education

Contact: 434.797.6437

Award: Career Studies Certificate

Plan Code: 221-299-14 **CIP Code:** 11.0802

The Career Studies Certificate in Advanced Database Development is designed for students who have already completed a two-year software development program or have equivalent work experience. Coursework focuses on architectures, modeling, performance, and management of databases.

Program Description

The Career Studies Certificate in Advanced Database Development is designed for students who have already completed a two-year software development program or have equivalent work experience. Coursework focuses on architectures, modeling, performance, and management of databases.

Program Outcomes: Graduates of this program will be able to:

- Implement information technology skills required by software applications.
- Apply methodologies to stay current in IT offerings, trends, and certifications.
- Apply analytical and problem-solving skills for computer system designs, planning, and support.
- Design, code, test, debug, and document software needed for computer system implementation and maintenance.
- Apply current IT industry standards, protocols, and techniques.
- Use instructional applications and material which could lead to industry certifications.

Recommended Course Sequence

First Semester

- ITP 195 - Data Structure and Algorithms
- ITD 256 - Advanced Database Management
- ITD 260 - Data Modeling and Design

Total Credit Hours: 9

Second Semester

- ITD 258 - Database Performance and Tuning
- ITD 250 - Database Architecture and Administration
- ITP 258 - Systems Development Project

Total Credit Hours: 9

Cyber Security Technician (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

This program is offered part-time and completely online.

Minimum credits: 25

Length: 2 semesters

Division: Career and Technical Education

Contact: 434.797.6437

Award: Career Studies Certificate

Plan Code: 221-732-09 **CIP Code:** 11.1003

The Career Studies Certificate in Cyber Security Technician is designed for individuals with prior work and/or educational experience relevant to the cybersecurity field who wish to gain additional skills. Individuals may be required to demonstrate required skills or provide evidence of completion of relevant industry certifications. All credits transfer into the Associate of Applied Science in Information Systems Technology Network Engineer - Cyber & Network Security Specialization.

Those with a criminal history will not be able to find employment in the cyber security field. Students must complete a background check prior to entering the program.

Program Coordination: Five courses (18 credits) of this CSC count towards the Cyber Security Certificate. Four courses (15 credits) count towards the A.A.S. in Information Systems Technology Network Engineer. Credits earned in this CSC also overlap with Networking

with Cisco/CCNA (CSC), Networking Technology Fundamentals (CSC), Networking Technologies (CSC). All credits transfer into the Information Systems Technology Network Engineer- Cyber and Network Security Specialization.

Program Description

The Career Studies Certificate in Cyber Security Technician is designed for individuals with prior work and/or educational experience relevant to the cybersecurity field who wish to gain additional skills. Individuals may be required to demonstrate required skills or provide evidence of completion of relevant industry certifications. All credits transfer into the Associate of Applied Science in Information Systems Technology Network Engineer - Cyber & Network Security Specialization.

Program Outcomes: Graduates will demonstrate knowledge of:

- Cisco Systems Academy Program, including basic knowledge of routers, switches, and other networking devices; and their uses and applications.
- Microsoft desktop and server operating systems, including installation, configuration, and management.
- Linux desktop operating systems, and their basic management and configuration.
- Mware Virtualization environments, including installation, configuration and management of the application.
- Security basics, including network attacks, computer crime, and hacking fundamentals.
- Introductory computer forensics techniques and skills.

Recommended Course Sequence

- ITN 154 - Introduction to Networks - Cisco
- ITE 221 - PC Hardware and OS Architecture
- ITN 103 - Administration of Networked Servers
- ITN 254 - Virtual Infrastructure: Installation and Configuration
- ITN 260 - Network Security Basics
- ITN 261 - Network Attacks, Computer Crime and Hacking
- ITN 276 - Computer Forensics I

Total Credit Hours: 25

Cybersecurity & Networking Foundations (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Minimum credits: 17

Length: 1-2 semesters

Division: Career and Technical Education

Contact: 434.797.6437

Award: Career Studies Certificate

CIP Code: 11.0101

The Career Studies Certificate in Cybersecurity and Networking Foundations leads to entry-level employment opportunities in the cybersecurity and networking fields. Students are introduced to the basic topics of operating systems, computer hardware, networking concepts, programming, and cybersecurity.

Program Coordination: All credits in this certificate transfer into the IST Network Engineer AAS degree. 14 credits transfer into the Information Systems Technology Network Engineer- Cyber and Network Security Specialization.

Program Description

The Career Studies Certificate in Cybersecurity and Networking Foundations leads to entry-level employment opportunities in the cybersecurity and networking fields. Students are introduced to the basic topics of operating systems, computer hardware, networking concepts, programming, and cybersecurity.

Program Outcomes: Graduates will demonstrate knowledge of:

- Problem-solving skills implementing and troubleshooting networked systems.
- Proficiency in the fundamental information technology skills required to provide user support in a business setting.

Recommended Course Sequence

- ITP 100 - Software Design
- ITE 221 - PC Hardware and OS Architecture
- ITN 154 - Introduction to Networks - Cisco
- ITN 103 - Administration of Networked Servers
- ITN 260 - Network Security Basics

Total Credit Hours: 17

Desktop Applications (CSC)

Program Info

Minimum credits: 19

Length: 1 - 2 semesters

Division: Career and Technical Education

Contact: 434.797.6437

Award: Career Studies Certificate

Plan Code: 221-299-01 **CIP Code:** 11.0101

The Career Studies Certificate in Desktop Applications provides the fundamental information technology skills required to provide software services and implement current industry standards and techniques in a business setting.

Program Outcomes: Graduates of this program will be able to:

- Demonstrate proficiency in the fundamental information technology skills required to provide user support in business.
- Apply current industry standards, protocols and techniques; and keep up with evolving technology to maintain professional proficiency.

Program Description

The Career Studies Certificate in Desktop Applications provides the fundamental information technology skills required to provide software services and implement current industry standards and techniques in a business setting.

Industry Certifications: CIW - Web Design; MOS certification - Word, Excel, & PowerPoint; Adobe InDesign.

Recommended Course Sequence

- AST 253 - Advanced Desktop Publishing I
- AST 238 - Word Processing Advanced Operations
- ITD 115 - Web Page Design and Site Management
- ITE 115 - Introduction to Computer Applications and Concepts
- BUS 147 - Introduction to Business Information Systems

- ITE 140 - Spreadsheets for Business
- ITE 150 - Desktop Database Software

Total Credit Hours: 19

Information Systems Data Analyst (CSC)

Program Info

Minimum credits: 17

Length: 1 - 2 semesters

Division: Career and Technical Education

Contact: 434.797.6437

Award: Career Studies Certificate

Plan Code: 221-299-74 **CIP Code:** 11.0101

The Career Studies Certificate in Information Systems Data Analyst includes instruction on the use of spreadsheet software, running queries, programming, and applications to accomplish complex data access tasks.

Program Coordination: Four courses (14 credits) of this CSC are counted towards the A.A.S. in Software Development.

Program Description

The Career Studies Certificate in Information Systems Data Analyst includes instruction on the use of spreadsheet software, running queries, programming, and applications to accomplish complex data access tasks.

Program Outcomes: Graduates of this program will be able to:

1. Apply analytical and problem solving skills for computer system designs, planning, and support.
2. Apply current IT industry standards, protocols, and techniques.

Industry Certifications: MTA - Database; MTA - Software Development; MOS certification in Word, Excel & PowerPoint.

Recommended Course Sequence

- ITE 120 - Principles of Information Systems
- ITE 140 - Spreadsheets for Business
- ITD 132 - Structured Query Language
- ITP 136 - C# Programming I
- ITP 244 - ASP.NET--Server Side Programming

Total Credit Hours: 17

Information Systems Management (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 16

Length: 1 - 2 semesters

Division: Career and Technical Education

Contact: 434.797.6437

Award: Career Studies Certificate

Plan Code: 221-299-73 **CIP Code:** 11.0101

The Career Studies Certificate in Information Systems Management teaches skills required to provide user support in a business setting, the ability to design and plan the deployment of new technology systems, and the ability to design, plan, and manage updates to technology systems.

Industry Certifications: MOS in Word, Excel, & PowerPoint.

Program Description

The Career Studies Certificate in Information Systems Management teaches skills required to provide user support in a business setting, the ability to design and plan the deployment of new technology systems, and the ability to design, plan, and manage updates to technology systems.

Program Outcomes: Graduates of this program will demonstrate:

- Proficiency in the fundamental information technology skills required to provide user support in a business setting;
- Ability to design and plan the deployment of new technology systems; and
- Ability to design, plan, and manage updates to technology systems.

Recommended Course Sequence

- BUS 204 - Project Management
- ITE 120 - Principles of Information Systems
- ITE 182 - User Support/Help Desk Principles
- ITP 170 - Project Management
- ITP 251 - Systems Analysis and Design

Total Credit Hours: 16

Information Systems Technician (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 18

Length: 2 semesters

Division: Career and Technical Education

Contact: 434.797.6437

Award: Career Studies Certificate

Plan Code: 221-299-16 **CIP Code:** 11.0101

The Career Studies Certificate in Information Systems Technician provides students problem-solving skills in implementing and troubleshooting computer systems as well as demonstrating fundamental IT skills required to provide user support in a business setting.

Industry Certifications: CompTIA A+ in software; MOS in Word, Excel, & PowerPoint.

Program Description

The Career Studies Certificate in Information Systems Technician provides students problem-solving skills in implementing and troubleshooting computer systems as well as demonstrating fundamental IT skills required to provide user support in a business setting.

Program Outcomes: Graduates of this program will demonstrate:

- Problem-solving skills implementing and troubleshooting computer systems.
- Proficiency in the fundamental information technology skills required to provide user support in a business setting.

Recommended Course Sequence

- ETR 149 - PC Repair
- ETR 295 - Topics In
- ITE 120 - Principles of Information Systems
- ITE 182 - User Support/Help Desk Principles
- ITE 225 - Mobile Computing
- ITN 109 - Internet and Network Foundation

Total Credit Hours: 18

Information Technology Support Specialist (CSC)

Program Info

Minimum credits: 18

Length: 2 semesters

Division: Career and Technical Education

Contact: 434.797.6437

Award: Career Studies Certificate

Plan Code: 221-299-21 **CIP Code:** 11.0101

The Career Studies Certificate in Information Technology Support Specialist is designed for existing information system employees who wish to upgrade their skills to include CompTIA industry certifications, or for individuals with previous computing systems-related experience contemplating a career change. Due to the level of knowledge required for the courses in this CSC, candidates must have previous knowledge, either through workforce experience or college courses.

Note: This program requires previous computing systems-related education or experience, as determined by the instructor.

Program Coordination: This program shares six credits (ITN 106 and ITN 107) with the CSC in Networking Technology Fundamentals.

Program Description

The Career Studies Certificate in Information Technology Support Specialist is designed for existing information system employees who wish to upgrade their skills to include CompTIA industry certifications, or for individuals with previous computing systems-related experience contemplating a career change. Due to the level of knowledge required for the courses in this CSC, candidates must have previous knowledge, either through workforce experience or college courses.

Program Outcomes: Graduates will demonstrate competency in:

1. Fundamentals of PC hardware & peripherals, mobile device hardware, networking & troubleshooting hardware & network connectivity issues.
2. How to install & configure operating systems including Windows, iOS, Android, Apple OS X & Linux; security; the fundamentals of cloud computing; & operational procedures.

Industry Certifications: CompTIA A+, Network+, Server+, Cloud+, Security+.

Recommended Course Sequence

- ITN 102 - Introduction to Networked Client Operating Systems (LAN)
- ETR 149 - PC Repair
- ITN 200 - Administration of Network Resources
- ITN 245 - Network Troubleshooting
- ITN 257 - Cloud Computing: Infrastructure and Services
- ITN 260 - Network Security Basics

Total Credit Hours: 18

Mobile Applications Development (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 19

Length: 2 semesters

Division: Career and Technical Education

Contact: 434.797.6437

Award: Career Studies Certificate

Plan Code: 221-299-45 **CIP Code:** 11.0899

The Career Studies Certificate in Mobile Application Development is designed for students who wish to gain a basic understanding of software programming for mobile applications using Java or C#.

Program Coordination: 2 courses/7 credits (ITP 100, ITP 120 or ITP 136) count towards the A.A.S. degree in IST - Software Development. 3 courses/11 credits (ITP 100, ITP 120 or ITP 136, and ITP 120 or ITP 214) count towards the A.A.S. degree in IST - Gaming & Mobile Applications.

Program Description

The Career Studies Certificate in Mobile Application Development is designed for students who wish to gain a basic understanding of software programming for mobile applications using Java or C#.

Program Outcomes: Graduates of this program will be able to:

1. Apply analytical and problem-solving skills for mobile system design, planning, and support.
2. Design, code, test, debug, and document software needed for mobile system implementation and maintenance.

Students will choose a pathway in either Java or C# programming:

- Java sequence: ITP 100, ITP 120, ITD 120, and ITP 226.

Industry certifications: Java SE7 Programmer (1Z0-803), Android Application Development.

- C# sequence: ITP 100, ITP 136, ITP 214, and ITP 236.

Industry certification: C# Microsoft Technology Associate.

Recommended Course Sequence

- ITP 100 - Software Design
 - ITP 120 - Java Programming I
- or

- ITP 136 - C# Programming I
- ITD 120 - Design Concepts for Mobile Applications
- or
- ITP 214 - Windows Mobile Development
- ITP 215 - XML Web Services
- ITP 226 - Mobile Java Android Development
- or
- ITP 236 - C# Programming II

Total Credit Hours: 19

Network Technology (CSC)

Program Info

Minimum credits: 23

Length: 2 semesters

Division: Career and Technical Education

Contact: 434.797.6437

Award: Career Studies Certificate

Plan Code: 221-732-07 **CIP Code:** 15.0303

The Career Studies Certificate in Network Technology provides foundational courses in routing, switching, local area and wide area networks, and administration and maintenance of networked servers. All coursework transfers into the Associate of Applied Science in Information Systems Technology Network Engineer.

Program Integration: This program shares 2 courses/8 credits (ITN 154 and ITN 155) with the Networking Technology Fundamentals and Networking with Cisco/CCNA CSCs. Courses directly transfer into the IST Network Engineer A.A.S.

Program Outcomes: Graduates of this program will be able to:

- Implement Information Technology skills required by software applications.
- Apply methodologies to stay current in IT offerings, trends, and certifications.
- Apply analytical and problem-solving skills for computer system designs, planning, and support.
- Design, code, test, debug, and document software needed for computer system implementation and maintenance.
- Apply current IT industry standards, protocols, and techniques.
- Use instructional applications and material which could lead to industry certifications.

Program Description

The Career Studies Certificate in Network Technology provides foundational courses in routing, switching, local area and wide area networks, and administration and maintenance of networked servers. All coursework transfers into the Associate of Applied Science in Information Systems Technology Network Engineer.

Industry Certifications: Cisco Certified Entry Networking Technician (CCENT); Microsoft Technology Associate (MTA) - Networking & Server; Microsoft Certified Professional (MCP); Microsoft Certified Solutions Associate (MCSA) Windows Server.

Recommended Course Sequence

- ITN 154 - Introduction to Networks - Cisco
- ITN 155 - Switching, Routing and Wireless Essentials - Cisco

- ETR 149 - PC Repair
- ITN 102 - Introduction to Networked Client Operating Systems (LAN)
- ITN 103 - Administration of Networked Servers
- ITN 104 - Maintaining Servers in the Networked Infrastructure

Total Credit Hours: 22

Note:

**Advanced standing credit may be awarded to students who demonstrate proficiency or prior certification in Microsoft Windows or Linux Desktop Operating Systems.*

Network Virtualization Technologies (CSC)

Program Info

Minimum credits: 16

Length: 2 semesters (1 year) part-time

Division: Career and Technical Education

Contact: 434.797.6437

Award: Career Studies Certificate

Plan Code: 221-299-71 **CIP Code:** 11.0101

The Career Studies Certificate in Network Virtualization Technologies is designed for employees in the information systems field who wish to learn how virtualization works and how it can benefit their organization. Students must have previous relevant coursework or industry certification.

Industry Certifications: VMware VCA and VCP; NetApp Storage

Program Description

The Career Studies Certificate in Network Virtualization Technologies is designed for employees in the information systems field who wish to learn how virtualization works and how it can benefit their organization. Students must have previous relevant coursework or industry certification.

Program Outcomes: Graduates of this program will demonstrate:

- Preparation to earn the VMware VCA and VCP certifications
- Preparation to earn the NetApp Storage certification
- An understanding of IT certifications and their role in a successful career
- Preparation for employment in the IT field.

Recommended Course Sequence

First Semester

- ITN 254 - Virtual Infrastructure: Installation and Configuration
- ITN 213 - Information Storage and Management

Total Credit Hours: 8

Second Semester

- ITN 255 - Virtual Infrastructure: Deployment, Security and Analysis
- ITN 231 - Desktop Virtualization

Total Credit Hours: 8

Networking Technology Fundamentals (CSC)

Program Info

Minimum credits: 16

Length: 1 - 2 semesters

Division: Career and Technical Education

Contact: 434.797.6437

Award: Career Studies Certificate

Plan Code: 221-732-00 **CIP Code:** 15.0303

The Career Studies Certificate in Networking Technology Fundamentals allows students entering the IT Networking field to develop basic skills in routing, switching, basic PC software installation, and hardware repair.

Program Coordination: This program shares 2 courses/6 credits (ITN 106 and ITN 107) with the IT Support Specialist CSC; 2 courses/8 credits (ITN 154 and ITN 155) with the CSCs in Network Technology and Networking with Cisco/CCNA; and provides 8 credits towards the IST Network Engineer A.A.S. Industry Certifications: Cisco Certified Entry Networking Technician (CCENT), CompTIA A+

Program Description

The Career Studies Certificate in Networking Technology Fundamentals allows students entering the IT Networking field to develop basic skills in routing, switching, basic PC software installation, and hardware repair.

Program Outcomes: Graduates of this program will demonstrate:

1. Preparation to earn the Cisco Certified Entry Networking Technician Certification.
2. Preparation to earn the CompTIA A+ Certification.
3. Recognition of IT Certifications and their role in careers.
4. Preparation for entry-level employment in the field of IT.

Recommended Course Sequence

- ITN 102 - Introduction to Networked Client Operating Systems (LAN)
- ITN 154 - Introduction to Networks - Cisco
- ITN - Approved IT Elective **Credit Hours:** 2
- ITN 155 - Switching, Routing and Wireless Essentials - Cisco
- ETR 149 - PC Repair

Total Credit Hours: 16

Networking With CISCO/CCNA (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 16

Length: 1 - 2 semesters

Division: Career and Technical Education
Contact: 434.797.6437
Award: Career Studies Certificate
Plan Code: 221-732-10 **CIP Code:** 15.0303

Program Description

The Career Studies Certificate in Networking with CISCO/CCNA gives an understanding of the various components of CISCO networking through four levels of CISCO courses. Coursework prepares graduates to earn industry certification and gain additional expertise in networking through the use of CISCO.

Program Outcomes: Graduates of this program will be able to:

- Implement information technology skills required by software applications.
- Apply methodologies to stay current in IT offerings, trends, and certifications.
- Apply analytical and problem-solving skills for computer system designs, planning, and support.
- Design, code, test, debug, and document software needed for computer system implementation and maintenance.
- Apply current IT industry standards, protocols, and techniques.
- Use instructional applications and material which could lead to industry certifications.

Industry Certifications: Cisco Certified Entry Networking Technician; Cisco Certified Network Associate; CompTIA Network+.

Recommended Course Sequence

- ITN 154 - Introduction to Networks - Cisco
- ITN 155 - Switching, Routing and Wireless Essentials - Cisco
- ITN 156 - Enterprise Networking, Security and Automation - Cisco
- ITN 157 - WAN Technologies - Cisco

Total Credit Hours: 16

Small Unmanned Aircraft Systems (sUAS) (CSC)

Program Info

Minimum credits: 17
Length: 1 - 2 semesters

Career opportunities: This program is designed for individuals who are interested in becoming a professional drone pilot or those employed in fields relating to drone use who wish to upgrade their skills.

Division: Career and Technical Education
Contact: 434.797.6437
Award: Career Studies Certificate
Plan Code: 221-810-01 **CIP Code:** 49.0101

The Career Studies Certificate in Small Unmanned Aircraft Systems (sUAS) includes training in the operation, maintenance, navigation, and programming of drones. This program prepares students for the Federal Aviation Authority 107 industry certification exam.

The skills obtained in this program can lead to entry level positions in the field of drone applications and flight control or provide a pathway to promotion. Included in the training will be (1) RC software Manipulations; (2) Repair, Maintenance and Modifications; (3) GPS, GIS and Map Point Drafting; (4) Drone Programming and Data Management; (5) Preparation for the 107 industry certification exam.

Industry Certifications: This program includes training leading to the preparation and setting for the 107 Industry Certification Exam.

Program Description

The Career Studies Certificate in Small Unmanned Aircraft Systems (sUAS) includes training in the operation, maintenance, navigation, and programming of drones. This program prepares students for the Federal Aviation Authority 107 industry certification exam.

Program Outcomes: Graduates of this program will demonstrate:

- Knowledge of drone technologies and terminologies and their uses and applications.
- Knowledge to use remote control (RC) software to manipulate drones.
- Ability to repair, maintain and modify drones.
- Ability to navigate drones through GPS, GIS and Map Point Drafting
- Identify and utilize drone programming, data management, archiving and manipulations of data, data mining and report generation.
- Employment skills in the field of drone technologies.

Recommended Course Sequence

- UMS 111 - Small Unmanned Aircraft Systems (sUAS) I
- UMS 211 - Small Unmanned Aircraft Systems (sUAS) II
- UMS 177 - Small Unmanned Aircraft Systems (sUAS) Components and Maintenance
- GIS 293 - Studies In Small Unmanned Aircraft Systems (sUAS) Navigation & Deployment
- UMS 112 - Small Unmanned Aircraft Systems (sUAS) Program and Flight Data Management
- UMS 107 - Small Unmanned Aircraft Systems (sUAS) Remote Pilot Ground School

Total Credit Hours: 17

Software Development (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 17

Length: 1 - 2 semesters

Division: Career and Technical Education

Contact: 434.797.6437

Award: Career Studies Certificate

Plan Code: 221-299-06 **CIP Code:** 11.0101

Program Coordination: Credits earned in this CSC may be counted towards the IST Software Development A.A.S. degree.

Program Description

The Career Studies Certificate in Software Development focuses on designing, creating, and maintaining desktop software. All courses transfer into the Associate of Applied Science in Information Systems Technology - Software Development Specialization.

Program Outcomes: Graduates of this program will be able to:

- Implement information technology skills required by software applications.
- Apply methodologies to stay current in IT offerings, trends, & certifications.
- Apply analytical & problem-solving skills for computer system designs, planning, & support.
- Design, code, test, debug, & document software needed for computer system implementation & maintenance.

- Apply current IT industry standards, protocols, & techniques.
- Use instructional applications & material which could lead to industry certifications.

Industry Certifications: Java Foundations, Java SE7 Programmer (1Z0-803).

Recommended Course Sequence

- ITP 100 - Software Design
- ITP 120 - Java Programming I
- ITP 220 - Java Programming II
- ITD 132 - Structured Query Language
- ITP 246 - JAVA

Total Credit Hours: 17

Website Design (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 16

Length: 2 semesters, part-time

Division: Career and Technical Education

Contact: 434.797.6437

Award: Career Studies Certificate

Plan Code: 221-352-03 **CIP Code:** 11.0801

Program Description

The Career Studies Certificate in Website Design teaches design of websites and web graphics, site management, and principles of internet marketing.

Program Outcomes: Graduates of this program will be able to: Design, code, test, debug, & document software needed for computer system implementation & maintenance. Use instructional applications & material which could lead to industry certifications.

Industry Certifications: CIW Site Development Associate; CIW Advanced HTML5; CSS3 Specialist.

Recommended Course Sequence

First Semester

- ITD 110 - Web Page Design I
- ITD 112 - Designing Web Page Graphics
- MKT 281 - Principles of Internet Marketing

Total Credit Hours: 9

Second Semester

- ITD 115 - Web Page Design and Site Management
- ITD 210 - Web Page Design II
- ITD 198 - Seminar and Project

Total Credit Hours: 7

Website Programming (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 16

Length: 2 semesters, part-time

Division: Career and Technical Education

Contact: 434.797.6437

Award: Career Studies Certificate

Plan Code: 221-352-04 **CIP Code:** 11.0801

Program Description

The Career Studies Certificate in Website Programming includes courses in website design, software design, structured query language, client-side scripting, and web scripting.

Program Outcomes: Graduates of this program will be able to:

- Design, code, test, debug, & document software needed for computer system implementation & maintenance.
- Use instructional applications & material which could lead to industry certifications.

Industry Certifications: CIW Site Development Associate; CIW Database and CIW Javascript Specialist

Recommended Course Sequence

First Semester

- ITD 110 - Web Page Design I
- ITP 100 - Software Design
- ITD 132 - Structured Query Language

Total Credit Hours: 9

Second Semester

- ITP 140 - Client Side Scripting
- ITP 225 - Web Scripting Languages
- ITD 198 - Seminar and Project

Total Credit Hours: 7

Certificate

Cyber Security (C)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

This program is offered part-time and completely online.

Minimum credits: 40

Length: 4 semesters

Division: Career and Technical Education

Contact: 434.797.6437

Award: Certificate

Plan Code: 344 **CIP Code:** 11.1003

The Certificate in Cyber Security is designed for individuals with prior work and/or educational experience relevant to the field. This program provides comprehensive knowledge and extensive hands-on training in the implementation, management, and development of security measures to protect IT resources from unauthorized access or attack. Courses are aligned with DHS and NSA curriculum standards.

Admission Requirements: Candidates must meet one or more of the following criteria, as determined by the Cyber Center Director, before entering the program: Professional background in IT Networking. Individual may be required to demonstrate required skills. Industry Certifications in the field of Networking and/or Security. Candidates will be required to provide evidence of successful completion of each certification being considered. Completion of courses in Cisco CCNA Networking and Microsoft Server Operating Systems.

Those with a criminal history will not be able to find employment in cyber security. Students must complete a background check prior to entering the program.

Industry Certifications: CompTIA Security+, Certified Ethical Hacker, Cisco Certified Network Associate
- Security

Program Coordination: This certificate shares five courses (18 credits) with the Cyber Security Technician CSC and four courses (11 credits) with the Information Systems Technology Network Engineer A.A.S.

Program Description

The Certificate in Cyber Security is designed for individuals with prior work and/or educational experience relevant to the field. This program provides comprehensive knowledge and extensive hands-on training in the implementation, management, and development of security measures to protect IT resources from unauthorized access or attack. Courses are aligned with DHS and NSA curriculum standards.

Program Outcomes: Graduates of this program will be able to:

- Identify security risks to computing resources.
- Assess potential threats to computing resources.
- Develop effective countermeasures aimed at protecting data and computer assets.
- Develop solutions for networking and security problems, balancing business concerns, technical issues and security.
- Identify infrastructure components and the roles they serve, and design infrastructures including devices, topologies, protocols, systems software, management and security.
- Explain the concepts of confidentiality, availability and integrity in information assurance, including physical, software, devices, policies and people.

Recommended Course Sequence

First Semester

- ADJ 161 - Introduction to Computer Crime
- ITE 221 - PC Hardware and OS Architecture
- ITN 260 - Network Security Basics
- SDV 100 - College Success Skills

Total Credit Hours: 10

Second Semester

- ITN 261 - Network Attacks, Computer Crime and Hacking
- ITN 262 - Network Communication, Security and Authentication
- Humanities Elective **Credit Hours: 3**

Total Credit Hours: 10

Third Semester

- ENG 111 - College Composition I
- ITN 263 - Internet/Intranet Firewalls and E-Commerce Security
- ITN 276 - Computer Forensics I

Total Credit Hours: 10

Fourth Semester

- ITN 254 - Virtual Infrastructure: Installation and Configuration
- ITN 267 - Legal Topics in Network Security
- ITN 277 - Computer Forensics II

Total Credit Hours: 10

Education

DCC's education programs span a wide range of age groups and careers. Graduates of the Associate in Applied Science and the Career Studies Certificates may seek immediate employment in daycare or elementary school settings as a teacher's aide after graduation. Associate degree students may also choose to transfer to a four-year university to become a K-12 school teacher.

Associate of Applied Science

Early Childhood Education (AAS)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 62

Length: 2 years (4 semesters), if suggested full-time course sequence is followed

Division: Arts, Science, and Business

Contact: 434.797.8402 or 434.797.8462

Award: Associate of Applied Science

Plan Code: 636 **CIP Code:** 19.0709

This degree is the third step in a stackable path for Early Childhood Educators. This program prepares students to work with children from birth to age 8 using developmentally appropriate practices documented by Virginia Competencies for Early Childhood Professionals. Coursework includes child education, behavior management, methods of teaching children, general education, and electives. Instruction will include both theoretical concepts and practical applications needed to provide high-quality services for children. The degree is primarily designed to prepare graduates for immediate employment after completion of DCC studies or to enable a student to seamlessly

transfer to a four-year bachelor's degree program in Early Childhood Education and teacher licensure Pre K-3. Please see the program coordinator for a list of Virginia Public Institutions that accept this degree for licensure and their criteria.

Scholarships are available for this program, including the Virginia Child Care Providers scholarship, and the Project Pathfinders Scholarship.

Instructional Delivery: About 2/3 of program courses are offered online or as hybrid courses to accommodate working professionals.

Program Requirements:

The Associate of Applied Science in Early Childhood Education prepares students to work with children from birth to age 8 using developmentally appropriate practices documented by Virginia Competencies for Early Childhood Professionals. Coursework includes child education, behavior management, methods of teaching children, general education and electives. Instruction will include both theoretical concepts and practical applications needed to provide high-quality services for children. This program is designed primarily to prepare graduates for immediate employment after graduation. However, several adjustments in program schedules are available to enable a student to prepare for transfer to a baccalaureate degree program in Early Childhood Education.

Admission Requirements: In addition to regular college admission requirements, program entry requires a personal interview with the Early Childhood Education Department, as well as meeting the following criteria:

1. Excellent moral character is generally considered prerequisite for employment.
2. Upon program entrance, the student will be responsible for obtaining and paying for a criminal background check and show a negative TB test.
3. Students must possess sufficient physical strength, flexibility and dexterity to perform education and care routines for children.

The Early Childhood Department has made a commitment to the NAEYC Standards of ethical behavior in early childhood care and education.

https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/Ethics%20Position%20Statement2011_09202013update.pdf

Combined Program Curriculum and Assessment Map

2023-24 ACADEMIC ASSESSMENT ANNUAL REPORT

2023 - 2024 Early Childhood Education AAS Program Data Report

ACCREDITATION INFORMATION

The A.A.S. Early Childhood Education degree at Danville Community College is accredited by the Commission on the Accreditation of Early Childhood Higher Education Programs of the [National Association for the Education of Young Children](#). The current accreditation term runs from March 2023 through March 2025.

Program Outcomes: Graduates will be able to:

- Adhere to Virginia's Standards for Licensed Child Day Centers in the planning and evaluation of classroom and learning environments to ensure the health, safety and nutrition of children.
- Design and implement developmentally appropriate curriculum plans, to include learning activities and environments for children.
- Engage in and support diverse family and community relationships to build enriching and effective partnerships for children.
- Observe, document and assess progress to promote positive outcomes for all children.
- Engage with peers and community partners in the early childhood profession through collaborative learning and informed advocacy for young children.

Number of Program Completers

Academic Year	Number of Program Completers	% of program completers who were attending full-time (at the time of completion)	% of program completers who were attending part-time (at the time of completion)
2021-2022	10	30	70
2020-2021	15	40	60
2019-2020	8	32.5	62.5

Program Completion Rate

Academic year in which a Fall cohort of full-time candidates enrolled in the program	Percentage of those candidates who completed the program within 150% of the published timeframe	Percentage of those candidates who completed the program within <u>200% (twice)</u> of the published timeframe
2021-2022	70	90
2020-2021	94	100
2019-2020	100	100

Fall-to-Fall Retention Rate

Academic Year	% of Part-Time Candidates Enrolled in the Program (% of Total Enrollment)	Retention Rate among Part-Time Candidates	% of Full-Time Candidates Enrolled in the Program (% of Total Enrollment)	Retention Rate among Full-Time Candidates
2021-2022	11	0	89	37.5
2020-2021	50	30.8	50	38.5
2019-2020	66.7	41.7	33.3	66.7

Recommended Course Sequence

First Semester

- SDV 100 - College Success Skills
- CHD 120 - Introduction to Early Childhood Education
- CHD 145 - Teaching Art, Music, and Movement to Children
- CHD 165 - Observation and Participation in Early Childhood/Primary Settings
- CHD 205 - Guiding the Behavior of Children
- EDU 235 - Health, Safety, and Nutrition Education

Total Credit Hours: 16

Second Semester

- CHD 166 - Infant and Toddler Programs
- CHD 210 - Introduction to Exceptional Children

- CHD 216 - Early Childhood Programs, School, and Social Change
- CHD 270 - Administration of Childcare Programs
- ENG 111 - College Composition I

Total Credit Hours: 15

Third Semester

- CHD 118 - Language Arts for Young Children
- CHD 146 - Math, Science, and Social Studies for Children
- PSY 230 - Developmental Psychology
- BIO 101 - General Biology I
- ENG 112 - College Composition II

Total Credit Hours: 16

Fourth Semester

- MTH 154 - Quantitative Reasoning
- CHD 265 - Advanced Observation and Participation in Early Childhood/Primary Settings
- EDU 200 - Foundations of Education
- ENG 250 - Children's Literature
- HIS 121 - United States History to 1877

Total Credit Hours: 15

Career Studies Certificate

Advanced Early Childhood Development (CSC)

Program Info

Minimum credits: 12 (28 total when combined with ALL courses in the Early Childhood Development CSC)

Length: 1 semester (2 semesters when combined with ALL courses in the Early Childhood Development CSC), if suggested full-time course sequence is followed

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Career Studies Certificate

Plan Code: 221-636-10 **CIP Code:** 19.0709

This certificate is the second step in a stackable path for Early Childhood Educators. The Advanced Career Studies Certificate in Early Childhood Development prepares students to work with children from birth to age 8 using developmentally appropriate practices. Coursework includes infant/toddler care and education, working with exceptional children, developing partnerships with families and the community, and administration of Early Childhood Programs. This certificate is primarily designed to prepare graduates for employment in child care centers as lead teachers or directors or to allow students to continue on the path towards the AAS degree in Early Childhood Education.

Scholarships are available for this program, including the Virginia Child Care Providers scholarship, and the Project Pathfinders Scholarship.

Program Description:

The Career Studies Certificate in Advanced Early Childhood Development prepares students to work with children from birth to age 8 using developmental practices. Coursework includes infant/toddler care and education, working with exceptional children, developing partnerships with families and the community, and administration of early childhood programs. This certificate is primarily designed to prepare graduates for employment in child care centers as lead teachers or directors or to allow students to continue on the path towards the Associate of Applied Science in Early Childhood Education.

Admission Requirements: In addition to regular college admission requirements, program entry requires a personal interview with the Early Childhood Education Department, as well as meeting the following criteria:

1. Excellent moral character is generally considered prerequisite for employment.
2. Upon program entrance, the student will be responsible for obtaining and paying for a criminal background check and show a negative TB test.
3. Students must possess sufficient physical strength, flexibility and dexterity to perform education and care routines for children.

The Early Childhood Department has made a commitment to the NAEYC Standards of ethical behavior in early childhood care and education.

https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/Ethics%20Position%20Statement2011_09202013update.pdf

Program Outcomes: Graduates will be able to:

- Adhere to Virginia's Standards for Licensed Child Day Centers in the planning and evaluation of classroom and learning environments to ensure the health, safety and nutrition of children.
- Design and implement developmentally appropriate curriculum plans, to include learning activities and environments for children.
- Engage in and support diverse family and community relationships to build enriching and effective partnerships for children.

Recommended Course Sequence

One Semester (when combined with ALL courses in the Early Childhood Development CSC)

- CHD 166 - Infant and Toddler Programs
- CHD 210 - Introduction to Exceptional Children
- CHD 216 - Early Childhood Programs, School, and Social Change
- CHD 270 - Administration of Childcare Programs

Total Credit Hours: 12

Early Childhood Development (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 16

Length: 1 semester, if suggested full-time course sequence is followed

Career opportunities: Childcare Worker

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Career Studies Certificate

Plan Code: 221-636-04 **CIP Code:** 19.0709

This certificate is the first step in a stackable path for Early Childhood Educators. The Career Studies Certificate in Early Childhood Development prepares students for entry level work with children from birth to age 8 using developmentally appropriate practices. Coursework includes basic child development and theoretical perspectives, health and safety education, and guiding children's behavior. This certificate is primarily designed to prepare graduates for employment in child care centers or family day homes as entry level providers or to allow students to continue on the path towards the Adv. CSC and/or AAS degree in Early Childhood Education.

Scholarships are available for this program, including the Virginia Child Care Providers scholarship, and the Project Pathfinders Scholarship.

Program Description:

The Career Studies Certificate in Early Childhood Development prepares students to work with children from birth to age 8 using developmentally appropriate practices documented by Virginia Competencies for Early Childhood Professionals. All the coursework transfers into the Associate of Applied Science in Early Childhood Education.

Admission Requirements: In addition to regular college admission requirements, program entry requires a personal interview with the Early Childhood Education Department, as well as meeting the following criteria:

1. Excellent moral character is generally considered prerequisite for employment.
2. Upon program entrance, the student will be responsible for obtaining and paying for a criminal background check and show a negative TB test.
3. Students must possess sufficient physical strength, flexibility and dexterity to perform education and care routines for children.

The Early Childhood Department has made a commitment to the NAEYC Standards of ethical behavior in early childhood care and education.

https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/Ethics%20Position%20Statement2011_09202013update.pdf

Program Outcomes: Graduates will be able to:

- Adhere to Virginia's Standards for Licensed Child Day Centers in the planning & evaluation of classroom & learning environments to ensure the health, safety & nutrition of children.
- Design and implement developmentally appropriate curriculum plans, to include learning activities and environments for children.

Recommended Course Sequence

- SDV 100 - College Success Skills
- CHD 120 - Introduction to Early Childhood Education
- CHD 145 - Teaching Art, Music, and Movement to Children
- CHD 165 - Observation and Participation in Early Childhood/Primary Settings
- CHD 205 - Guiding the Behavior of Children
- EDU 235 - Health, Safety, and Nutrition Education

Total Credit Hours: 16

Note:

Course sequence note: *Students completing this CSC to satisfy Head Start regulations must take CHD 167 - CDA Theories and Applications: Resource File.*

Healthcare

These programs, which range in length from 10 weeks to two years, prepare graduates to fill health care or science-related jobs that continue to see high growth across the country. Different programs are designed for immediate employment after graduation, or transfer to a four-year college or university.

Associate of Applied Science

Dental Hygiene (AAS)

Program Info

Minimum credits: 72

Length: 5 semesters, including 10 weeks of summer school in year 1

Division: Arts, Sciences, & Business

Contact: 434.797.8548 or 434.797.8402

Award: Associate of Applied Science

Plan Code: 881 **CIP Code:** 51.0602

Program Description

The Associate of Applied Science in Dental Hygiene prepares graduates to work as primary preventive oral health professionals licensed to practice dental hygiene. Dental hygienists clean teeth, examine patients for signs of oral diseases such as gingivitis, and provide other preventive dental care. They also educate patients on ways to improve and maintain good oral health. Upon successful completion of the program, graduates will be eligible to take national, regional, and state board examinations leading to licensure as a registered dental hygienist (RDH).

Accreditation:

The program in dental hygiene is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approval without reporting requirements".

The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is <https://coda.ada.org/>.

Accreditation Site Visit

Virginia Western - Danville - Laurel Ridge Community College Joint Venture Dental Hygiene Program wishes to announce that it will host a site visit for *continuing accreditation* of its AAS dental hygiene program by the Commission on Dental Accreditation (CODA) October 3-4, 2024.

Written comments regarding the Accreditation Standards for Dental Hygiene Education Programs are welcome and may be submitted to CODA. Individuals interested in submitting third-party comments may contact the Commission office for submission guidance at 312-440-4653. Third-party comments should be emailed to the appropriate Commission staff; comments should not be sent to the Commission office via the US Postal Service.

Admission Requirements: In addition to general college admission requirements, applicants must complete the prerequisites listed below with a grade of "C" or higher by the end of the spring semester prior to beginning the program:

- One unit of high school or college biology
- One unit of high school or college chemistry
- Completion of BIO 141 - Human Anatomy and Physiology I-BIO 142 - Human Anatomy and Physiology II (Must be completed before applying to program)

- Completion of Algebra I
- Completion of SDV 101 - Orientation to College.

The applicant's high school or college (if applicable) cumulative grade point average (GPA) must be at least 2.75. College GPA is based on at least 12 credit hours in a 12-month time frame. The GPA is determined at the end of the fall semester prior to admission. Priority consideration will be given to applicants with a cumulative high school and/or college grade point average of 3.0 or above. All qualified applicants must take the TEAS Test.

Note: Individuals with a felony or misdemeanor conviction may not be allowed to take the licensing exam. This decision is made by the Virginia Board of Dentistry. For questions regarding this issue, call the VBD at 804.367.4538. **Clinical agencies may require that students have periodic background checks and drug screenings completed at the student's expense before beginning enrichment rotations. VWCC requires a clear background and drug test prior to admission.**

Admission Procedures: Admission to the VWCC-DCC joint venture distance program site in Danville is offered to qualified applicants on a biennial basis during odd-numbered years. Deadline for submitting complete application materials is December 1st in the even years for the upcoming academic year. If the number of qualified applicants falls below the maximum enrollment, the application deadline may be extended. Applicants should be aware that meeting the curriculum admission standards does not guarantee program admission. Applicants will be notified in writing of the action taken by the Dental Hygiene Admissions Committee in May.

Students interested in this program should consult the VWCC catalog for additional information on admissions, VWCC policy on Infectious Disease Status, Essential Dental Hygiene Functions, Clinical Environment, Student Responsibilities, Student Retention and Readmission Policy, which can be accessed at www.virginiawestern.edu/academics/health/dental.

Students who have begun a dental hygiene program at an accredited institution other than Virginia Western may be considered for admission by transfer if there is class availability and if certain conditions are met. Students interested in transfer should consult the VWCC Dental Hygiene program page for transfer criteria.

Retention Policy: Satisfactory progress is demonstrated by achieving a grade of C or better in required Dental Hygiene and Natural Science courses. Students must satisfactorily complete BIO 150 with a grade of C or above before progressing to the second year of the program. Because curricular components build upon each other over the five semesters, students must complete required Dental Hygiene courses in sequence.

Program Outcomes (from VWCC): Students will demonstrate the following:

- A thorough understanding of infection control.
- Ability to gather the appropriate medical history information from clients.
- Ability to use dental hygiene skills to provide patient care to treat complex dental issues.

Note: Degree is awarded by Virginia Western Community College (VWCC). Courses are held at DCC.

Recommended Course Sequence

Prior to First Year:

- BIO 141 - Human Anatomy and Physiology I
- BIO 142 - Human Anatomy and Physiology II
- SDV 101 - Orientation to College ¹

Note:

Support courses (non-DNH courses) may be taken prior to entry. BIO 141, BIO 142, and BIO 205/BIO 150 must be repeated if they were completed more than five years prior to the date of admission into the program.

Fall Semester I

- DNH 111 - Oral Anatomy
- DNH 115 - Histology/Head and Neck Anatomy

- DNH 120 - Management of Emergencies
- DNH 130 - Oral Radiography for the Dental Hygienist
- DNH 141 - Dental Hygiene I

Total Credit Hours: 15

Spring Semester I

- DNH 142 - Dental Hygiene II *
- DNH 145 - General and Oral Pathology *
- DNH 146 - Periodontics for the Dental Hygienist
- DNH 216 - Pharmacology
- BIO 150 - Microbiology for Health Sciences

Total Credit Hours: 15

Summer Semester

- DNH 150 - Nutrition ²
- DNH 143 - Dental Hygiene III
- DNH 235 - Management of Dental Pain and Anxiety in the Dental Office *
- ENG 111 - College Composition I

Total Credit Hours: 10

Fall Semester II

- DNH 214 - Practical Materials for Dental Hygiene
- DNH 226 - Public Health Dental Hygiene I
- DNH 244 - Dental Hygiene IV
- PSY 230 - Developmental Psychology *

Total Credit Hours: 12

Spring Semester II

- DNH 227 - Public Health Dental Hygiene II *
- DNH 230 - Office Practice and Ethics
- DNH 245 - Dental Hygiene V *
- PHI 226 - Social Ethics ³

Total Credit Hours: 10

Note:

¹ SDV 101 must be taken through VWCC before admittance to the program.

² Health and Wellness are emphasized throughout the Dental Hygiene Program, but specifically in DNH 150 Nutrition.

³ DCC students should complete PHI 226 for this requirement. PHI 220 may be substituted for this course.

* These courses have a requisite. Requisites for all courses are listed in the course descriptions section. BIO 150 may be replaced by BIO 205.

Health Science (AAS) Practical Nursing Specialization

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 66

Length: 4 semesters (2 years) once accepted into the program. The Practical Nursing program is **full-time**.

Division: Arts, Sciences, & Business

Contact: 434.797.8512

Award: Associate of Applied Science

Plan Code: 195-01 **CIP Code:** 51.0999

This degree is for students who wish to develop professionally in the areas of health care education, community health, or more advanced nursing training and supervision. DCC's program requires students to develop a firmer foundation in positive practices, anatomy and physiology, and applied mathematics than is required in typical practical nursing programs. Upon completion, graduates are eligible to apply to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN).

Admission Requirements: DCC's practical nursing program is academically rigorous, with more applicants than available seats. Admission is on a selective (not first-come, first-served) basis, focusing on the student's past academic performance and results of the entrance exam.

Required for full admission:

- High School diploma or GED, or homeschool equivalency.
- Minimum prerequisite GPA of 2.0
- Non-developmental placement in English (writing and reading)
- Successful completion of the Nursing Entrance exam with minimum overall score of 70%.
- Current C.P.R. certification at the American Heart Association BLS provider level.
- Priority consideration will be given to students who have completed a sequence of preparatory college-level courses with grades of B or better in 3 attempts or less.
- ENG 111 successfully completed with a grade of C or better.
- NUR 135 or MTH 133 successfully completed with a grade of C or better within two years of the application date.
- BIO 141 and BIO 142 completed with a grade of C or better.
- If accepted into the program, the student will be responsible for obtaining and paying for a physical exam, malpractice insurance and a criminal background check.

Note: Certain criminal convictions may prevent licensure as a nurse in Virginia and may also prohibit employment in certain health care settings. **Students convicted of any felony or any misdemeanor involving moral turpitude/barrier crimes do not qualify for the DCC Nursing programs.** Clinical facilities will not allow students to complete clinical hours, meaning that students will not be able to meet the Virginia Board of Nursing requirements, nor meet the credit requirement for graduation. Any student who has committed illegal offenses other than minor traffic violations should discuss with the program head.

Readmission Requirements: Students seeking readmission to the program will follow the same procedures and submit a readmission application. Once a student is readmitted, there are additional requirements regarding repetition of previous coursework, which may be obtained from the Nursing Department following readmission.

Program Outcomes

Graduates will be able to:

- Assist in assessing the client's physical and mental health.
- Contribute to the development and implementation of the health care plan.
- Record and report the nursing care rendered and the client's response to care.
- Communicate with patients, families, and other members of the health care team.

- Identify legal-ethical issues, and self-limitations in the provision of patient care.
- Engage in additional educational opportunities that will enhance growth.

Program Requirements: In order to advance to the next semester, students must earn a grade of "C" or better in all course work. Students must also demonstrate satisfactory attendance and performance in nursing clinical areas.

The Virginia Board of Nursing and the State Council for Higher Education have approved and/or accredited the development, implementation, and continuation of this program.

NURSING PROGRAM DOCUMENTS

Recommended Course Sequence

Prior to First Year:

- ENG 111 - College Composition I
- BIO 141 - Human Anatomy and Physiology I
- BIO 142 - Human Anatomy and Physiology II
- MTH 133 - Mathematics for Health Professions

Total Credit Hours: 14

First Semester

- NUR 100 - Introduction to Nursing and Health
- PNE 161 - Nursing in Health Changes I
- HLT 141 - Intro to Medical Terminology
- PNE 173 - Pharmacology for Practical Nurses

Total Credit Hours: 12

Second Semester

- PNE 158 - Mental Health and Psychiatric Nursing
- PNE 162 - Nursing in Health Changes II
- PNE 174 - Applied Pharmacology for Practical Nurses

Total Credit Hours: 13

Third Semester

- PNE 135 - Maternal and Child Health Nursing
- PNE 163 - Nursing in Health Changes III
- PNE 145 - Trends in Practical Nursing
- Approved Elective **Credit Hours: 3**

Total Credit Hours: 18

Fourth Semester

- HUM Humanities Elective **Credit Hours: 3**
- PSY 230 - Developmental Psychology
- HLT 230 - Principles of Nutrition

Total Credit Hours: 9

Medical Laboratory Technology (AAS)

Program Info

Minimum credits: 67

Length: 5 semesters (2 years) once accepted into the program.

Division: Arts, Sciences, & Business

Contact: 434.797.8462 or 434.797.8402

Award: Associate of Applied Science

Plan Code: 151 **CIP Code:** 51.1004

Note: This degree is awarded by J. Sargeant Reynolds Community College. Courses are held at DCC.

Admission Requirements:

- Admission to the MDL program is competitive and only a limited number of students will be accepted.
- A criminal background check, drug screen, and documentation of immunizations are required prior to placement for clinical rotations.
- Students must meet all Essential Skills Requirements.
- Applicants must have completed designated prerequisites included in the CSC to be eligible for admission into the MDL program and courses. Prerequisite courses are listed in the program student handbook.
- Completion of the Pre-Medical Laboratory Technology CSC does not guarantee admission to the AAS degree program. Transfer students should declare the Pre-Medical Laboratory Technology CSC as their major.
- Applicants must complete and submit an MDL application portfolio to the program director for consideration. (See the program application packet for more detail.)
- Fully qualified students will be ranked according to GPA, prior degrees achieved, and a completed application packet. (See the program application packet for full explanation.)
- A minimum GPA of 2.5 is required for consideration.
- Official transcripts from all previously attended colleges must be submitted to Central Admissions and Records.
- Advanced placement opportunities are based on evaluation of transcripts and clinical work experience, and must be discussed with the program head.

Application Deadlines:

Fall Start: May 15 with notification in mid-June

Spring Start: October 1 with notification in early November

Industry Credentials: Graduates are eligible to sit for the American Society for Clinical Pathology Board of Certification Exam.

Program Notes:

- Students must be accepted to this program to enroll in MDL major/clinical courses (MDL 110 and higher).
- Graduates will be eligible to take the Medical Laboratory Technology examinations for national certification. The national certification exam is not a requirement for graduation; however, it is strongly recommended and may be required for employment.
- Graduates that successfully complete the national certification exam are eligible to pursue a bachelor's degree in Clinical Laboratory Science with either Virginia Commonwealth University or Old Dominion University.
- Students are responsible for covering the cost of medical care that they may require while in the clinical setting.
- The MDL courses may be taken for retraining by certified technologists who have been out of the field for a period of time.

Program Outcomes: The educational experiences in the Medical Laboratory Technology program are designed to ensure that students are well prepared to enter the profession of medical laboratory technology and continue to learn throughout their professional career. At completion of the program, graduates will be able to

- Exhibit patient confidentiality within HIPAA parameters;
- Demonstrate consistent safe practice within industry-level safety standards;
- Demonstrate job entry-level precision and accuracy in performing procedures;
- Formulate accurate reports within industry-level reporting parameters;
- Analyze and record test and quality control data within industry-level accuracy standards;
- Distinguish reportable vs. non-reportable test results using established industry criteria;
- Troubleshoot non-reportable test results;
- Discuss laboratory testing in terms of theory, technique, quality control, and interpretation; and
- Perform routine testing of adult, infant, and geriatric patient samples in specified rotations.

Recommended Course Sequence

First Semester

- SDV 100 - College Success Skills *
- MTH 155 - Statistical Reasoning
or
- MTH 161 - PreCalculus I ¹
- CHM 101 - Introductory Chemistry ²
or
- CHM 111 - General Chemistry I ²
- BIO 101 - General Biology I *
or
- BIO 141 - Human Anatomy and Physiology I
- ENG 111 - College Composition I *
- MDL 100 - Introduction to Medical Laboratory Technology

Total Credit Hours: 17

Second Semester

- ITE 115 - Introduction to Computer Applications and Concepts *
- Social/Behavioral Science Elective **Credit Hours: 3** ³
- MDL 125 - Clinical Hematology I ⁴
- MDL 251 - Clinical Microbiology I ⁴
- BIO 102 - General Biology II *
or
- BIO 142 - Human Anatomy and Physiology II
- Personal Wellness Elective **Credit Hours: 1** ³

Total Credit Hours: 17

Third Semester

- MDL 190 - Coordinated Internship ⁵
- MDL 210 - Immunology and Serology
- Humanities/Fine Arts Elective **Credit Hours: 3** ^{3, *}
- MDL 110 - Urinalysis and Body Fluids

Total Credit Hours: 11

Fourth Semester

- MDL 216 - Blood Banking ⁶
- MDL 225 - Clinical Hematology II ⁷
- MDL 252 - Clinical Microbiology II ⁷
- MDL 262 - Clinical Chemistry and Instrumentation II ⁸

Total Credit Hours: 13

Fifth Semester

- MDL 281 - Clinical Correlations ⁸
- MDL 290 - Coordinated Practice in Blood Bank/Transfusion Medicine ^{5,9}
- MDL 290 - Coordinated Practice in Clinical Chemistry ^{5,9}
- MDL 290 - Coordinated Practice in Hematology ^{5,9}
- MDL 290 - Coordinated Practice in Microbiology ^{5,9}

Total Credit Hours: 9

Note:

**This course is included in the Pre-Medical Laboratory Technology Career Studies Certificate.*

¹MTH 155 meets the graduation requirement for the A.A.S. degree in Medical Laboratory Technology. Students planning to pursue a four-year degree should take MTH 161.

²CHM 101 meets the graduation requirement for the A.A.S. degree in Medical Laboratory Technology. Students planning to pursue a four-year degree should take CHM 111.

³A list of approved general education electives (humanities/fine arts, social/behavioral science, mathematics, science and personal wellness) is provided in the General Education section of the J. Sargeant Reynolds catalog under Curriculum Planning and Design.

⁴This course is offered only in the spring term.

⁵For actual student contact laboratory hours per week for MDL 190 and MDL 290 courses, please refer to the course descriptions.

⁶MDL 210 is a prerequisite or co-requisite for MDL 216.

⁷This course is offered only in the fall term.

⁸CHM 101 or CHM 111 is a prerequisite or co-requisite for MDL 262.

⁹The final semester consists of clinical rotations with area hospitals or clinics.

Medical Laboratory Technology Application packet: reynolds.edu/_onlinecatalog/documents/MDL-Application-Packet.pdf

Nursing (AAS)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 66

Length: 4 semesters (2 years) once accepted into the program. The Registered Nursing program is full-time.

New cohorts accepted annually in Fall Semester.

Division: Arts, Sciences, & Business

Contact: 434.797.8512

Award: Associate of Applied Science

Plan Code: 156 **CIP Code:** 51.3801

The DCC Nursing program does not accept credits for nursing courses from colleges outside the VCCS.

Program Description:

The Associate of Applied Science in Nursing is designed to prepare students for careers as registered nurses. This degree should be chosen by students who wish to work in a variety of occupations where the skills and knowledge of the registered nurse are either required or desirable, including direct patient care, healthcare management and supervision, and health education. Upon successful completion of the program, students will be eligible to take the National Licensure Examination leading to licensure as a Registered Nurse (RN).

Admission Requirements: DCC's nursing program is academically rigorous, with more applicants than available seats. Admission is on a selective (not first-come, first-served) basis, focusing on the student's past academic performance and results of the entrance exam.

Requirements for full admission:

- High school diploma, GED, or home school equivalency
- Students must have a minimum prerequisite curricular GPA of 2.5. If a student has repeated one or more of the prerequisite curricular courses, only the latest grade will be used in the prerequisite curricular GPA calculation.
- Successful completion of the nursing entrance exam with minimum overall score of 75%
- Successful completion of SDV 100 or SDV 101
- ENG 111 successfully completed with a grade of C or better
- PSY 230 successfully completed with a grade of C or better
- NUR 135 or MTH 133 successfully completed with a grade of C or better within two years of the application date
- *In addition to NUR 135, students must demonstrate math readiness for the Nursing Program by demonstrating at least one of the following:*
 - *Evidence of completion of HS Algebra I and Algebra II with a grade of "C" or better within the past five years*
 - *OR*
 - *Completion of MDE 10 or equivalent*
 - *OR*
 - *Completion of MTH 154 or higher with a grade of "C" or better*
- BIO 141 successfully completed with a grade of C or better. It is strongly recommended that BIO 142 and BIO 150 be completed prior to beginning the nursing program.
- Current C.P.R. certification at the American Heart Association BLS provider level
- Priority consideration will be given to students who have completed a sequence of preparatory college-level courses with a grade of B or better in three (3) attempts or less.
- If accepted into the program, the student will be responsible for obtaining and paying for a physical exam, malpractice insurance, and a criminal background check.

***Note:** Certain criminal convictions may prevent licensure as a nurse in Virginia and may prohibit employment in certain health care settings. **Students convicted of any felony or any misdemeanor involving moral turpitude/barrier crimes do not qualify for DCC Nursing programs.** Clinical facilities will not allow such students to complete clinical hours, meaning that students will not be able to meet Virginia Board of Nursing requirements, nor meet the credit requirement for graduation. Any student who has committed illegal offenses other than minor traffic violations should discuss with the program head.

Readmission Process: Students seeking readmission will follow the same procedures and submit a readmission application. Contact Dr. James Emerson, Program Director for Nursing, at 434.797.8422 or 8512.

End of Program Student Learning Outcomes:

- Provide patient centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations.
- Practice safe nursing care that minimizes risk of harm across systems and client populations.

- Demonstrate nursing judgment through the use of clinical reasoning, the nursing process, and evidence-based practice in the provision of safe, quality care.
- Practice professional behaviors that encompass the legal/ethical framework while incorporating self-reflection, leadership and a commitment to recognize the value of life-long learning.
- Manage client care through quality improvement processes, information technology, and fiscal responsibility to meet client needs and support organizational outcomes.
- Demonstrate principles of collaborative practice within the nursing and interdisciplinary teams fostering mutual respect and shared decision-making to achieve stated outcomes of care.

Program Requirements: Students must complete 66 credits with a 2.0 GPA or better and must pass all courses with at least a C. Attendance and satisfactory performance in clinical portions of each class are mandatory.

The Virginia Board of Nursing and the State Council for Higher Education have approved and/or accredited the development, implementation, and continuation of this program.

Effective November 1, 2022, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on November 1, 2024.

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

(404) 975-5000

<http://www.acenursing.com/candidates/candidacy.asp>

CLICK HERE FOR MORE NURSING PROGRAM INFORMATION

Recommended Course Sequence

Prior to First Year:

- BIO 141 - Human Anatomy and Physiology I
- ENG 111 - College Composition I
- PSY 230 - Developmental Psychology
- SDV 100 - College Success Skills
- or
- SDV 101 - Orientation to College
- MTH 133 - Mathematics for Health Professions

Total Credit Hours: 14

First Semester

- BIO 142 - Human Anatomy and Physiology II
- NSG 100 - Introduction to Nursing Concepts
- NSG 106 - Competencies for Nursing Practice
- NSG 130 - Professional Nursing Concepts
- NSG 200 - Health Promotion and Assessment

Total Credit Hours: 14

Second Semester

- BIO 150 - Microbiology for Health Sciences
- NSG 152 - Health Care Participant
- NSG 170 - Health/Illness Concepts

Total Credit Hours: 14

Third Semester

- SOC 200 - Introduction to Sociology
- NSG 210 - Health Care Concepts I
- NSG 211 - Health Care Concepts II

Total Credit Hours: 14

Fourth Semester

- NSG 230 - Advanced Professional Nursing Concepts
- NSG 252 - Complex Health Care Concepts
- NSG 270 - Nursing Capstone
- HUM Humanities Elective **Credit Hours: 3**

Total Credit Hours: 14

Note:

1. *NAS 161 and BIO 231 are approved substitutes for BIO 141.*
2. *NAS 162 and BIO 232 are approved substitutes for BIO 142.*
3. *BIO 205 is an approved substitute for BIO 150.*

Advanced Placement Option - LPN to ADN (RN)

The advanced placement option for LPN to ADN (RN) is the same curriculum as the traditional ADN (RN) program. Advanced standing is granted for the LPN license. Students will complete 66 credits total.

This option begins in the spring semester and ends the following year in May. Students will want to make careful arrangements for work and other responsibilities in order to devote the appropriate attention to learning complex material.

Advanced Placement - Licensed Practical Nurses who meet the admission requirements may be eligible for advanced placement. To be considered for advanced placement, an LPN must meet the following criteria listed below:

- A graduate from a Board of Nursing approved Practical Nursing School.
- Candidate must have passed the NCLEX-PN licensing exam and hold a current unencumbered Virginia license to practice as a Practical Nurse, and maintain licensure throughout the duration of the program.
- LPNs must successfully complete all ADN (RN) pre-requisite courses with a minimum GPA of 2.5 to be eligible for admission. Students must also have a cumulative GPA of 2.0 or higher for all college level course work. Failure to maintain the curricular GPA in the pre-requisite courses and a 2.0 cumulative GPA will void any program application and/or program acceptance.
- LPNs must take the Kaplan entrance exam for Nursing and obtain a minimum overall score of 65.5% overall (45th national percentile). Scores are good for 3 years and students must provide a copy of their score with nursing application.

There are a limited number of seats available and admission to the program is not guaranteed.

Pre-requisite Courses

The following courses must be successfully completed with a grade of "C" or higher before you enter the ADN program:

Recommended Course Sequence

- ENG 111 - College Composition I
- BIO 141 - Human Anatomy and Physiology I
- PSY 230 - Developmental Psychology

- SDV 100 - College Success Skills
or
- SDV 101 - Orientation to College

- BIO 142 - Human Anatomy and Physiology II
- MTH 133 - Mathematics for Health Professions

Total Credit Hours: 17

Note:

LPNs in good standing will receive advanced standing for the courses in the first two semesters of the registered nursing sequence (NSG 100, NSG 106, NSG 130, NSG 152, and NSG 170) upon successful completion of the "bridge" spring semester and maintenance of an unencumbered license to practice as an LPN. Additionally, the student will be awarded credit for 150 clinical hours from his/her LPN program. The student will graduate with the same number of credits as the traditional student.

Transition Sequence

Once the student has successfully completed the pre-requisite courses, the student may apply to the Advanced Placement Option-LPN to ADN (RN) program.

Recommended Course Sequence

Spring Semester

- BIO 150 - Microbiology for Health Sciences *
- NSG 200 - Health Promotion and Assessment
- NSG 115 - Healthcare Concepts for Transition

Total Credit Hours: 11

** Students are strongly encouraged to take BIO 150 prior to the spring semester you enter the program.*

Remainder of ADN program

After successfully completing the above courses, the student will join the existing traditional students in the last two semesters of the nursing program. These courses include:

Recommended Course Sequence

Fall Semester

- SOC 200 - Introduction to Sociology *
- NSG 210 - Health Care Concepts I
- NSG 211 - Health Care Concepts II

Total Credit Hours: 14

Spring Semester

- NSG 230 - Advanced Professional Nursing Concepts
- NSG 252 - Complex Health Care Concepts
- NSG 270 - Nursing Capstone
- HUM - Humanities Elective **Credit Hours:** 3 *

Total Credit Hours: 14

** SOC 200 and Humanities elective may be taken prior to entry in the nursing program.*

Respiratory Therapy (AAS)

(Awarded by J. Sargeant Reynolds Community College)

Program Info

Minimum credits: 70

Length: 6 semesters (2 years), including summers, once accepted into the program.

Division: Arts, Sciences, & Business

Contact: 434.797.8462 or 434.797.8402

Award: Associate of Applied Science

Plan Code: 181 **CIP Code:** 51.0908

Degree is awarded by J. Sargeant Reynolds Community College. Approximately 21 credits in specified DCC courses must be completed prior to acceptance into the program. After a student is accepted, core courses in RTH are offered in Danville via distance learning, while clinical experiences are coordinated through area hospitals.

Functional Skills Requirements:

- Students must possess the following functional skills: Sufficient eyesight, including color vision, to observe patients, perform & visualize patient assessments, manipulate equipment, & visually read patient records, graphs, and test results. Sufficient hearing to communicate with patients & members of the health care delivery team, monitor patients using electronic equipment, & hear necessary sounds during operation of equipment.
- Satisfactory speaking, reading, & writing skills to effectively communicate in English in a timely manner. Sufficient gross & fine motor coordination to exhibit excellent eye-hand coordination and dexterity to manipulate equipment, lift, stoop, & bend in the delivery of safe patient care. Satisfactory physical strength & endurance to be on one's feet for extended periods & move heavy equipment, patients, and supplies. Sitting, walking, bending, & reaching motions are job requirements.
- Satisfactory intellectual, emotional, & psychological health & functioning to ensure patient safety & to exercise independent judgment & discretion in performing assigned tasks. Time management of multiple priorities, multiple stimuli, & fast-paced environments. Analysis and critical-thinking skills.

Admission Requirements: In addition to general college admission requirements, entry into the RT program requires students to:

- Fulfill the following prerequisite courses included in the Health Science I Career Studies Certificate (CSC) by the end of the spring semester in the year the student is applying for acceptance into the associate degree. ENG 111, PSY 230, SDV 101, PHI 220, BIO 141, and BIO 142
- BIO 141 prerequisite requirement: high school biology and chemistry completed within seven (7) years or BiO 101
- Successful completion of the HESI Admission Test will be required for students applying to the program. After applying to the program, students will receive an email with instructions on completing the HESI Admissions Test.
- Meet with the program director, director of clinical education or coordinator of distance education before the application deadline to discuss the program and receive the Respiratory Therapy program application for acceptance.
- Submit a portfolio by February 1 to include a completed Respiratory Therapy program application and transcripts.

Acceptance Process: Students are accepted into the Respiratory Therapy AAS degree based on completion of the prerequisite course requirements with a minimum GPA of 2.5 or higher (not to include **SDV 101** as part of the GPA calculation) and competitive ranking of their GPA's for the CSC RTH prerequisite courses. The program director will notify students by June 15 regarding acceptance. Acceptance into Clinical Courses: Students who have been accepted into the program must secure transportation to and from facilities used for clinical experiences. Students enrolled in programmatic clinical rotations shall not receive any form of remuneration in exchange for their work. In addition, students shall not be substituted for paid staff and/or used simply as back-ups in the absence of appropriate paid staff during clinical rotations. Students will be placed in clinical courses (**RTH 190** or higher) when they have submitted the following (at the student's expense):

- Completed physical examination form provided by the program, which includes a yearly PPD and flu vaccination, as well as an immunization schedule.
- Documentation of a current CPR Basic Life Support Certification (American Heart Association), with biennial recertification.
- Certified background check and drug screening.

Note: Applicants who do not pass the background check and/or drug screening will not be allowed to enroll in any Respiratory Therapy clinical course. Without completing the clinical component of the program, students will not be eligible for employment as a student or RCP, or for curriculum completion.

Program Outcomes: Graduates will be able to:

- Demonstrate competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs) through the NBRC Self-Assessment Exams and program clinical evaluations;
- Apply critical thinking to the practice of respiratory care as measured by the NBRC Therapist Multiple-Choice Self-Assessment Exam with a score of 94 or higher;
- Synthesize theory and clinical practice as measured by the NBRC Clinical Simulation Self-Assessment Exam with a combined score of 274 or higher on decision-making and information gathering; and Demonstrate awareness of credentialing, job placement, interviewing, licensure, and professionalism within the field of respiratory care by completing **RTH 227** -Integrated Respiratory Therapy Skills II.

Industry Credentials: Students will have the opportunity to sit for the National Board for Respiratory Care's CRT credential.

Recommended Course Sequence

First Semester

- RTH 102 - Integrated Sciences for Respiratory Care II
- RTH 110 - Fund. Theory and Procedures for Respiratory Care
- RTH 121 - Cardiopulmonary Science I
- RTH 135 - Diagnostic and Therapeutic Procedures I ¹
- RTH 145 - Pharmacology for Respiratory Care I
- ENG 111 - College Composition I ²
- SDV 100 - College Success Skills ²

Total Credit Hours: 17

Second Semester

- RTH 112 - Pathology of the Cardiopulmonary System
- RTH 131 - Respiratory Care Theory and Procedures I
- RTH 190 - Coordinated Internship
- RTH 190 - Coord. Internship in Respiratory Therapy - NCC II
- BIO 141 - Human Anatomy and Physiology I ²

Total Credit Hours: 15

Third Semester

- RTH 132 - Respiratory Care Theory and Procedures II
- RTH 222 - Cardiopulmonary Science II
- RTH 190 - Coordinated Internship
- BIO 142 - Human Anatomy and Physiology II ²

Total Credit Hours: 13

Fourth Semester

- RTH 215 - Pulmonary Rehabilitation
- RTH 290 - Coordinated Internship in Resp. Therapy- ACC/NPCC I
- RTH 290 - RTH 290 Coord. Internship in Resp. Therapy- ACC/NPCC II
- RTH 295 - Topics in Resp. Therapy: Advanced Cardiac Life Support **Credit Hours: 1**
- RTH 223 - Cardiopulmonary Science III
- RTH 226 - Theory of Neonatal and Pediatric Respiratory Care
- Social/Behavioral Science Elective **Credit Hours: 3** ^{2,3}
- Humanities/Fine Arts Elective **Credit Hours: 3** ^{2,3}

Total Credit Hours: 16

Fifth Semester

- RTH 236 - Critical Care Monitoring
- RTH 290 - Coordinated Internship in Resp. Therapy - ACC/NPCC III
- RTH 290 - Coord. Internship in Resp. Therapy- ACC/NPCC IV
- RTH 227 - Integrated Respiratory Therapy Skills II

Total Credit Hours: 9

Note:

¹ RTH 135 fulfills the general education personal wellness requirement.

² This course is included in the Pre-Respiratory Therapy Career Studies Certificate.

³ A list of approved general education electives (humanities/fine arts, social/behavioral science, mathematics, science, and personal wellness) is provided in the General Education section of the J. Sargeant Reynolds catalog under Curriculum Planning and Design.

Career Studies Certificate

Basic Dental Assisting (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 22

Length: 3 semesters part-time, including a summer internship

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Career Studies Certificate

Plan Code: 221-120-02 **CIP Code:** 51.0601

Program Description:

The Career Studies Certificate in Basic Dental Assisting prepares students for employment in dentists' offices performing a variety of tasks related to patient care. Students must possess the physical strength and dexterity to perform necessary job duties. Graduates will be eligible to take the Dental Assisting National Board (DANB) exams in infection control and radiation safety.

Program Requirements: Students must earn grades of "C" or higher in all basic dental assisting courses to remain active in the program. Students must possess the physical strength and dexterity to perform necessary job duties.

Admission Requirements: In addition to general college admission requirements, students must meet the following:

- Satisfactory completion of EDE 10 (if a need for developmental English is indicated by placement scores.) Students whose placement scores indicate placement in EDE 11/ENG 111 are not required to complete the EDE 11 developmental English course.
- Current CPR certification is required.

Industry Certifications: Graduates are eligible to take the Dental Assisting National Board exams for Infection Control & Radiation Safety certification. However, students are not required to seek certification.

Program Coordination: Dental assisting courses do not transfer into any of DCC's other programs. However, students who plan on applying to DCC's dental hygiene program frequently elect to complete the dental assisting program first. While completion of the dental assisting program has no direct effect on a student's chances of being accepted into dental hygiene, students who have completed dental assisting typically have more knowledge and experience in the dental field. Thus, former dental assisting students may be seen as more knowledgeable and experienced candidates when applying.

Program Outcomes: Graduates will be able to:

- Assist with the delivery of dental care as an integral team member.
- Provide basic and expanded function skills with a variety of dental materials.
- Expose, process, and mount dental radiographs including safety and digital applications.
- Meet industry standards for asepsis, disinfection and sterilization to ensure a safe working environment.
- Show communication skills demonstrating knowledge of dental ethics and jurisprudence.
- Use clinical externships to integrate classroom and laboratory skills in an office setting.
- Perform basic office procedures to manage the business operation of a dental practice.
- Have the opportunity to pass the Dental Assisting National Board in Infection Control and Radiation Safety for graduates who choose to take the boards.

Recommended Course Sequence

Fall Semester

- DNA 100 - Introduction to Oral Health Professions
- DNA 109 - Practical Infection Control
- DNA 110 - Dental Materials

Total Credit Hours: 7

Spring Semester

- DNA 103 - Introduction to Oral Health
- DNA 113 - Chairside Assisting I
- DNA 134 - Dental Radiology and Practicum

Total Credit Hours: 7

Summer Semester

- DNA 190 - Coordinated Internship
- DNA 114 - Chairside Assisting II

Total Credit Hours: 8

Medical Coding (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 26

Length: 3 semesters part-time. Most classes are offered in the evening or online to accommodate students who work during the day.

Division: Arts, Science, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Career Studies Certificate

Plan Code: 221-152-02 **CIP Code:** 51.0707

This program provides career options and opportunities for advancement in the area of administrative support in the medical field. Program Requirements: Students must receive a grade of "C" or better in HIM classes in order to complete the program. Students who receive a "D" or "F" grade must repeat that course before continuing to the HIM course sequence.

Program Coordination: This certificate is part of the career pathway for the Administrative Support Technology program. Students completing this certificate will have 29 credits toward the Associate of Applied Science degree in Administrative Support Technology - Medical Office Coding Specialization.

Program Description

The Career Studies Certificate in Medical Coding provides courses in health records coding, billing, and documentation for students seeking career options and opportunities for advancement in the area of administrative support in the medical field.

Program Outcomes: Graduates of this program will demonstrate:

- Knowledge of medical terminology necessary to perform satisfactorily in a medical office environment;
- Proficiency in using industry standard healthcare coding systems.
- Knowledge of alphabetic and numeric filing rules to efficiently file and retrieve documents.

Recommended Course Sequence

First Semester

- BIO 100 - Basic Human Biology
- HLT 143 - Medical Terminology
- HIM 226 - Legal Aspects of Health Record Documentation
- ITE 116 - Survey of Computer Software Applications

Total Credit Hours: 10

Second Semester

- HIM 143 - Managing Electronic Billing in a Medical Practice

- HIM 106 - International Classification of Diseases I
- HLT 144 - Medical Terminology II

Total Credit Hours: 8

Third Semester

- HIM 107 - International Classification of Diseases II
- HIM 105 - Current Procedural Terminology
- HIM 130 - Healthcare Information Systems

Total Credit Hours: 8

Medical Office Studies (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 23

Length: 2 semesters

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Career Studies Certificate

Plan Code: 221-285-89 **CIP Code:** 51.0799

This program is designed to prepare graduates for entry-level clerical positions in a medical/health care office environment.

Program Coordination: This CSC is part of the career pathway for the Administrative Support Technology program. Students completing this certificate will have 23 credits toward the Associate of Applied Science degree in Administrative Support Technology - Medical Office Administration Specialization.

Industry Credentials: Office Proficiency Assessment Certification (OPAC)

Program Description

The Career Studies Certificate in Medical Office Studies is designed to prepare graduates for entry-level clerical positions in a medical/health care office environment. This program is part of the career pathway for the Administrative Support Technology program.

Program Outcomes: Graduates of this program will demonstrate:

- Knowledge of medical terminology necessary to perform satisfactorily in a medical office environment;
- Key with a level of speed & accuracy acceptable to perform satisfactorily to industry standards.
- Demonstrate alphabetic & numeric filing rules to efficiently file & retrieve documents.
- Demonstrate proficiency in using word processing software to accurately format a variety of business correspondence.

Recommended Course Sequence

First Semester

- AST 101 - Keyboarding I
- BIO 100 - Basic Human Biology
- HLT 143 - Medical Terminology

- ITE 116 - Survey of Computer Software Applications

Total Credit Hours: 11

Second Semester

- AST 102 - Keyboarding II
- AST 234 - Records and Database Management
- HIM 143 - Managing Electronic Billing in a Medical Practice
- HLT 144 - Medical Terminology II

Total Credit Hours: 12

Nurse Aide Extended Care (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 16

Length: 10 weeks

Career opportunities:

Division: Arts, Sciences, & Business

Contact: 434.797.8462 or 434.797.8402

Award: Career Studies Certificate

Plan Code: 221-157-08 **CIP Code:** 51.3901

Program Description

The Career Studies Certificate in Nurse Aide Extended Care prepares students to take the Virginia State Board of Nursing Certified Nurse Aide (CNA) test and also contains additional coursework in first aid and safety, CPR, and medication aide.

***Note:** Certain criminal convictions may prevent licensure as a nurse aide in Virginia and may prohibit employment in certain health care settings. **Students convicted of any felony or any misdemeanor involving moral turpitude/barrier crimes do not qualify for DCC Nursing programs.** Clinical facilities will not allow such students to complete clinical hours, meaning that students will not be able to meet Virginia Board of Nursing requirements, nor meet the credit requirement for graduation. Any student who has committed illegal offenses other than minor traffic violations should discuss with the program head.

Industry Certifications: The program prepares students to take the Virginia State Board of Nursing Certified Nurse Aide (CNA) test.

Program Outcomes: Graduates will demonstrate:

- Knowledge and skills to become a certified nurse aide.
- And identify commonly used medical terminology.
- Knowledge and skills to become certified to perform first aid and CPR.
- Ability to describe how nutrition and diet therapy play a role in an individual's overall health.
- Ability to describe the use of basic health care principles in a variety of situations.

Recommended Course Sequence

Nurse Aide Extended Care CSC:

- NUR 25 - Nursing Assistant

- NUR 27 - Nurse Aide I
- NUR 98 - Seminar and Project
- HLT 105 - Cardiopulmonary Resuscitation
- HLT 106 - First Aid and Safety
- NUR 193 - Studies In

Total Credit Hours: 16

Pharmacy Technician (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 25

Length: 2 semesters

Advisor: Rosa Wilson

Division: Arts, Science, and Business

Contact: 434.797.6437

Award: Career Studies Certificate

Plan Code: 221-190-08 **CIP Code:** 51.0999

Program Description

The Career Studies Certificate in Pharmacy Technician prepares students to assist and support licensed pharmacists to order, stock, package, and dispense medications to patients.

Admission Requirements: In addition to the general college admission requirements entry into this program requires:

- A drug test (6 panel) screening and back ground check must be obtained prior to the **HLT 290 - Coordinated Internship**.
- A physician's report of good physical and mental health. (The required health certificate form will be provided by DCC and may be completed by a physician of the student's choice.)

Re-admission Requirements: Students wishing to be re-admitted to the program will follow the same procedures outlined above, with additional requirements regarding repetition of previous coursework that may be obtained from the Career and Technical Education Office.

Program Outcomes: Graduates will be able to:

- Act ethically and maintain the confidentiality of patient records;
- Demonstrate knowledge and skills of the sciences as applied to pharmaceutical principles;
- Perform mathematical calculations essential to the duties of a pharmacy technician;
- Receive and screen prescriptions and medication orders for completeness, accuracy, and authenticity;
- Assist pharmacists in preparing, storing, and distributing medication products requiring special handling and documentation;
- Prepare medications requiring compounding for sterile and non-sterile products and chemotherapy/hazardous products; and
- Pass either state or national certification exams on the first attempt.

Program Requirements: To receive the Pharmacy Technician Career Studies Certificate, you must complete a minimum of 25 credits with a grade point average of 2.00 or better.

Recommended Course Sequence

First Semester

- MTH 133 - Mathematics for Health Professions
- HLT 143 - Medical Terminology
- HLT 250 - General Pharmacology
- HLT 261 - Basic Pharmacy I
- HLT 263 - Basic Pharmacy I Lab

Total Credit Hours: 13

Second Semester

- HLT 144 - Medical Terminology II
- CST 100 - Principles of Public Speaking
- HLT 290 - Coordinated Internship
- AST 114 - Keyboarding for Information Processing

Total Credit Hours: 12

Phlebotomy (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 16

Length: 1-2 semesters

Division: Arts, Sciences, & Business

Contact: 434.797.8462 or 434.797.8402

Award: Career Studies Certificate

Plan Code: 221-151-02 **CIP Code:** 51.1004

NOTE: Students who have a felony conviction or assault conviction will not be allowed into clinical facilities. They are thus advised to choose a non-allied health field.

The art of drawing blood will be taught through intensive supervised hands-on practice using artificial arms and volunteers. Students will collect venous and capillary specimens. The skill level of the student will be assessed using competency standards utilized by certification agencies such as CLSI, NHA and ASCP. Clinical hours (MDL 106) will begin **ONLY** after the student has acquired the appropriate skill level and has satisfactorily passed the didactic portion of the program (MDL 105). The CSC denotes successful completion of the program and does not guarantee that the student will pass the national exams.

Program Description

The Career Studies Certificate in Phlebotomy prepares students to draw blood from patients in health care facilities including hospitals, clinics, doctor's offices, laboratories, and nursing homes. Graduates will be eligible to take the National Healthcare Association phlebotomy certification.

Program Outcomes: Graduates will be able to:

- Perform duties safely and effectively within their scope of practice as a phlebotomy technician.
- Perform within the ethical and legal boundaries of the phlebotomy technician's scope of practice.

Recommended Course Sequence

- HLT 141 - Intro to Medical Terminology

- BIO 100 - Basic Human Biology
- MDL 105 - Phlebotomy
- MDL 106 - Clinical Phlebotomy
- HLT 100 - First Aid and Cardiopulmonary Resuscitation

Total Credit Hours: 16

Pre-Allied Health Nurse Aide (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 29

Length: 2 semesters

Division: Arts, Sciences, & Business

Contact: 434.797.8462 or 434.797.8402

Award: Career Studies Certificate

Plan Code: 221-157-03 **CIP Code:** 51.3901

Program Description:

The Career Studies Certificate in Pre-Allied Health Advanced Nurse Aide prepares students for employment as certified nurse aides (CNAs) who also possess foundational skills and coursework that allows for more training in other health care professions such as a registered nurse, practical nurse, dental hygienist, or radiologic technologist. Graduates are eligible to take the Virginia State Board of Nursing Certified Nurse Aide (CNA) exam.

***Note:** Certain criminal convictions may prevent licensure as a nurse aide in Virginia and may prohibit employment in certain health care settings. **Students convicted of any felony or any misdemeanor involving moral turpitude/barrier crimes do not qualify for DCC Nursing programs.** Clinical facilities will not allow such students to complete clinical hours, meaning that students will not be able to meet Virginia Board of Nursing requirements, nor meet the credit requirement for graduation. Any student who has committed illegal offenses other than minor traffic violations should discuss with the program head.

Industry Certifications: The program prepares students to take the Virginia State Board of Nursing Certified Nurse Aide (CNA) test.

Program Outcomes: Graduates will demonstrate:

- Knowledge and skills to become a certified nurse aide.
- Ability to identify commonly used medical terminology.
- Ability to describe how nutrition and diet therapy play a role in an individual's overall health.
- Ability to describe the use of basic health care principles in a variety of situations.

Recommended Course Sequence

First Semester

- SDV 100 - College Success Skills
Or
- SDV 101 - Orientation to College
- NUR 25 - Nursing Assistant
- NUR 27 - Nurse Aide I
- NUR 98 - Seminar and Project

- BIO 141 - Human Anatomy and Physiology I

Second Semester

- BIO 142 - Human Anatomy and Physiology II
- ENG 111 - College Composition I
- PSY 230 - Developmental Psychology
- NUR 135 - Drug Dosage Calculations

Humanities Elective **Credit Hours: 3**

Total Credit Hours: 29

Logistics & Transportation

Logistics & Transportation offers an exciting array of programs for students. Within this field, students can explore diverse opportunities that revolve around efficiently coordinating the movement of goods and people. With the ever-growing global economy, pursuing a career in logistics and transportation opens doors to an exciting, dynamic, and essential industry that fuels the movement of goods and keeps societies connected.

Career Studies Certificate

Automotive Analysis and Repair Fundamentals (CSC)

Program Info

Minimum credits: 17

Length: 2 semesters

Division: Career and Technical Education

Contact: 434.797.6437

Award: Career Studies Certificate

Plan Code: 221-909-01 **CIP Code:** 47.0604

Length: A student can complete this program in 1 year.

Program Description

The Career Studies Certificate in Automotive Analysis and Repair Fundamentals Program is to help entry-level employees in the automotive and related trades to obtain job-specific knowledge and skills to improve their work performance and career status within the automotive analysis and repair program.

Completers will have entry level skills in the following occupational areas: auto parts sales, automotive repair assistant, lubrication & cooling systems assistant, brake system assistant.

Admission Requirements: Entry into this curriculum may be attained by meeting the general admission requirements established for the College.

Occupational Objective: Graduates of this program will have:

- Basic occupational skills for automotive analysis and repair fundamentals
- Basic skills and understanding of brakes, engines, lubrication, and cooling systems.
- Basic understanding of terms and terminology in the automotive profession
- Knowledge of safety requirements for automotive occupations.

- Occupational preparation skills for employment.

Program Outcomes: Graduates of the Automotive Analysis and Repair Fundamentals program will:

- Know and demonstrate an understanding of automotive analysis and repair fundamentals at the 80% proficiency level.
- Complete and pass the PS / 2 safety industry certification.
- Demonstrate the use of hand and power tools in the automotive fundamentals program.
- Practice fundamental automotive analysis and repair skills in the upkeep of automobiles
- Know and practice skills in the automotive analysis and repair occupation and obtain industry credentials in their specialized areas.

Industry Based Certifications may include NATEF Certification in Brakes; Lubrication; Engine Repair and PS / 2 Automotive Safety

Program Requirements: To be awarded a Career Studies Certificate the student must complete all requirements and successfully complete the program as follows:

Recommended Course Sequence

- SDV 100 - College Success Skills
- AUT 130 - Introduction to Auto Mechanics
- AUT 111 - Automotive Engines I
- AUT 121 - Automotive Fuel Systems I
- AUT 127 - Automotive Lubrication and Cooling Systems
- AUT 265 - Automotive Braking Systems

Total Credit Hours: 17

Logistics Management (CSC)

Program Info

Minimum credits: 15

Length: 2 semesters (1 year) part-time

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Career Studies Certificate

Plan Code: 221-370-01 **CIP Code:** 52.0299

Logistics is a rapidly growing field encompassing the care and management of inventory while at rest and in motion. The DCC Logistics Management CSC is offered completely online and meant to be completed on a part-time basis to accommodate the schedules of working professionals. The program is primarily designed to provide formal training for individuals already employed in logistics-related jobs, such as: Inventory management, care and control; dispatching and shipping of goods and materials; and assembling bulk orders for distribution. This program is suitable for students seeking career advancement or an entry level position in warehousing and distribution. Course topics include essentials of distribution and transportation management; inventory management; the role of retailing and wholesaling in the supply chain; people management skills necessary for supervising warehouse and transportation employees; and warehouse organization and management.

Admission Requirements: In addition to general college admission requirements, as an online program, it is expected that applicants will be proficient with Internet navigation, e-mail, Microsoft Word, and Microsoft Excel.

Program Integration: The courses in the Logistics Management Career Studies Certificate will transfer to the Marketing - Warehousing and Distribution Specialization Associate of Applied Science Degree program.

Program Description

The Career Studies Certificate in Logistics Management program is designed primarily to provide formal training for individuals already employed in logistics-related jobs such as: Inventory management, care and control; dispatching and shipping of goods and materials; and assembling bulk orders for distribution. This program is also suitable for students seeking career advancement or an entry-level position in warehousing and distribution

Program Outcomes: Graduates will be able to:

- Demonstrate competency in presentation skills including organization, eye-contact, volume, pacing, and visual aids, utilizing a wide variety of computer software tools to enhance business communication media including written reports and business plans;
- Demonstrate basic principles of human relationship skills which can be used to successfully interrelate with customers, associates, employees, and superiors in a business setting;
- Think logically and analytically in proposing plans and creating strategies including layout, material handling, communications, shipping utilities, and building design that may be considered in complex warehousing and logistics issues facing organizations; and
- Differentiate the concepts necessary to address warehouse and logistics trade-offs between space and time in optimizing a modern warehousing and logistics organization while recognizing the social and ethical responsibilities within an organization to function effectively in the environment.

Recommended Course Sequence

- BUS 223 - Distribution and Transportation
- MKT 216 - Retail Organization and Management
- BUS 200 - Principles of Management
- BUS 255 - Inventory and Warehouse Management
- BUS 204 - Project Management

Total Credit Hours: 15

Diploma

Automotive Analysis and Repair (D)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 72

Length: 5 semesters

Division: Career and Technical Education

Contact: 434.797.6437

Award: Diploma

Plan Code: 907 **CIP Code:** 47.0604

Program Description

The Diploma in Automotive Analysis and Repair prepares students in the theory of repair and the areas of automotive powertrain including engines, transmissions, final drive systems, fuel and electrical systems, suspension repair and alignment, climate control systems, and computerized engine control diagnostics and repair. Students work in a shop with industry-standard equipment including vehicle lifts, wheel alignment machines, powertrain hoists and jacks, parts and assembly cleaning equipment, electrical theory simulators and testing equipment, and air conditioning and refrigerant machines. This program is accredited by the National Automotive Training Education Foundation (NATEF) at the Master level.

Applicants should also be aware of the following:

1. A basic automotive tool kit is required. Instructor will provide a tool list. Estimated cost: \$300-600.
2. Books and online access cost an estimated \$500.
3. A clean, valid driver's license is normally required for careers in the automotive repair industry.

Program Outcomes: Graduates will be able to:

- Use an automotive scan tool and a multi-meter to retrieve information and diagnose a modern automobile.
- Work in teams to complete disassembly & reassembly of an automatic transmission.
- Use precision measurement tools such as an outside micrometer & a torque wrench.
- Complete a four-wheel brake job on a modern auto.
- Successfully complete a Shop Safety Course.

Industry Certifications: ASE/NATEF, Mobile Air Conditioning, Virginia Vehicle Safety Inspection License, Snap-On Meter Training, S/P2 Safety Training.

Recommended Course Sequence

Fall Semester

- AUT 111 - Automotive Engines I
- AUT 112 - Automotive Engines II
- AUT 127 - Automotive Lubrication and Cooling Systems
- AUT 130 - Introduction to Auto Mechanics
- ENG 131 - Technical Report Writing I
- SDV 100 - College Success Skills

Total Credit Hours: 18

Second Semester

- AUT 121 - Automotive Fuel Systems I
- AUT 241 - Automotive Electricity I
- AUT 242 - Automotive Electricity II
- AUT 265 - Automotive Braking Systems

Total Credit Hours: 15

Third Semester (Summer)

- AUT 230 - Introduction to Alternative Fuels and Hybrid Vehicles
- AUT 236 - Automotive Climate Control
- AUT 266 - Auto Alignment, Suspension and Steering

Total Credit Hours: 11

Fourth Semester

- AUT 122 - Automotive Fuel Systems II
- AUT 136 - Automotive Vehicle Inspection
- AUT 211 - Automotive Systems III
- AUT 237 - Automotive Accessories
- HUM 165 - Controversial Issues in Contemporary American Culture

Total Credit Hours: 15

Fifth Semester

- AUT 178 - Automotive Final Drive and Manual Transmission Systems
- AUT 212 - Automotive Systems IV
- AUT 251 - Automatic Transmissions I
- ECO 100 - Elementary Economics

Total Credit Hours: 15

Public Service & Safety

These programs prepare graduates to work in law enforcement, corrections, public safety, or in private security/investigations firms.

DCC's Cybercrime Investigation program has been recognized by the **Department of Homeland Security and National Security Agency**. DCC was designated as a **National Center of Academic Excellence in Cyber Defense Two-Year Education (CAE2Y)** in 2016, the **first rural community college in Virginia** to achieve this honor!

Associate of Applied Science

Administration of Justice - Law Enforcement Specialization (AAS)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 61

Length: 2 years (4 semesters), if suggested full-time course sequence is followed.

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Associate of Applied Science

Plan Code: 400-01 **CIP Code:** 43.0103

Administration of Justice (ADJ) programs are designed to prepare individuals for careers in public safety. The A.A.S. degree does not substitute for attendance at a basic police academy required by Virginia's local and state law enforcement agencies. Students who plan to transfer DCC courses into a four-year program in criminal justice/administration of justice are strongly urged to consult with their faculty advisor and the counseling office for course selection. Transferability of ADJ coursework to four-year colleges or universities is contingent on the academic credit transfer policies of those institutions.

Program Description

The Associate of Applied Science in Administration of Justice - Law Enforcement Specialization is designed to prepare individuals for careers in public safety. This program does not substitute for attendance at a basic police academy required by Virginia's local and state law enforcement agencies.

Admission Requirements: In addition to general college admission requirements, requirements for employment at criminal justice agencies may include: Excellent physical and mental health; Normal hearing and color vision. Eye functions must be normal (visual acuity must not be less than 20/40 in either eye without correction); Weight should be in proportion to height; Excellent moral character; No conviction of any crime involving moral turpitude or conviction of any felony; An excessive number of traffic citations would be cause to exclude an applicant from consideration by most agencies; U.S. citizenship. **NOTE: An extensive background investigation will be conducted by criminal justice agencies before hiring. Anyone who has been convicted of a felony or any offense involving moral turpitude or violence should consult with the faculty advisor.**

Program Outcomes: Graduates will be able to:

- Identify the nature and causes of crime with practical application.
- Apply knowledge of the complex criminal justice system, from investigation and arrest through prosecution, trial, and sentencing.
- Apply written language skills related to the criminal justice system.
- Analyze ethical issues as they apply to the criminal justice system.

Instructional delivery: All courses may be taken online although some may also be offered face-to-face.

College Credit for Academy Training: After an ADJ student completes 35 or more required credits, 21 and 15 credits respectively will be awarded as follows:

Virginia State Police Academy: 3 credits - ADJ 100 - Survey of Criminal Justice, 3 credits - ADJ 130 - Introduction to Criminal Law, 3 credits - ADJ 236 - Principles of Criminal Investigation, 9 credits - ADJ coursework*, 3 credits - Wellness Elective Total: 21 credits

Virginia Department of Criminal Justice Services Regional Academies: 3 credits - ADJ 100 - Survey of Criminal Justice 3 credits - ADJ 130 - Introduction to Criminal Law, 3 credits - ADJ 236 - Principles of Criminal Investigation, 3 credits - ADJ coursework* 3 credits - Wellness Elective, **Total: 15 credits** *e.g. ADJ 227 - Constitutional Law for Justice Personnel or ADJ 215 - Report Writing.

Recommended Course Sequence

First Semester

- SDV 100 - College Success Skills
- ENG 111 - College Composition I
- SOC 200 - Introduction to Sociology
- ADJ 100 - Survey of Criminal Justice
- ADJ 145 - Corrections and the Community
- ADJ 211 - Criminal Law, Evidence and Procedures I

Total Credit Hours: 16

Second Semester

- ENG 112 - College Composition II
PED/HLT - Approved Wellness Elective **Credit Hours: 3**
Approved Math or Science Course **Credit Hours: 3-4**
- ADJ 212 - Criminal Law, Evidence and Procedures II
- ADJ 236 - Principles of Criminal Investigation

Total Credit Hours: 15-16

Third Semester

- PSY 200 - Principles of Psychology
- ADJ 133 - Ethics and the Criminal Justice Professional
- SOC 235 - Juvenile Delinquency
- ADJ 229 - Community Policing in Modern Society
Approved Computer Elective **Credit Hours: 3**

Total Credit Hours: 15

Fourth Semester

- HUM 165 - Controversial Issues in Contemporary American Culture
or

- CST 100 - Principles of Public Speaking
- PSY 215 - Psychopathology
- SOC 236 - Criminology
- ADJ 233 - Multiculturalism in Policing
- ADJ 234 - Terrorism and Counter-Terrorism

Total Credit Hours: 15

Career Studies Certificate

Cosmetology (CSC)

Program Info

Minimum credits: 29

Length: 3 semesters, including a summer term

Division: Career and Technical Education

Contact: 434.797.8440

Award: Career Studies Certificate

Plan Code: 221-190-03 **CIP Code:** 51.0999

Program Description

The Career Studies Certificate in Cosmetology prepares students for entry-level work in the personal services industry. Graduates are prepared to sit for the state board exam in cosmetology, after which they may work as a hairstylist, beautician, or nail technician in a salon setting, or start their own business.

Program Outcomes: Graduates will be able to:

- Demonstrate knowledge of hair & skin care.
- Understand manicuring and pedicuring.
- Be prepared to gain a cosmetology license.
- Understand salon management.

Recommended Course Sequence

First Semester

- COS 81 - Cosmetology Theory I
- COS 82 - Cosmetology Theory II
- COS 198 - Seminar and Project

Total Credit Hours: 12

Second Semester

- COS 195 - Cosmetology Theory III
- COS 298 - Seminar and Project II
- COS 199 - Supervised Study

Total Credit Hours: 10

Third Semester

- COS 295 - Cosmetology Theory IV
- COS 299 - Supervised Study in Cosmetology II

Total Credit Hours: 7

Note:

Day students attend classes Monday through Friday, 8:30 a.m. - 5 p.m. After lecture, students spend the remainder of the day in the lab/salon to meet the 1000-hour state board requirement.

Evening students have a different schedule. Please call for more information.

Emergency Medical Services (CSC)

Program Info

Minimum credits: 9

Length: 2 semesters

Division: Career and Technical Education

Contact: 434.797.6437

Award: Career Studies Certificate

Plan Code: 221-146-06 **CIP Code:** 51.0904

Program Description:

The Career Studies Certificate in Emergency Medical Services prepares graduates to provide basic life support for the sick or injured in emergency medical settings. This program prepares students to sit for the Emergency Medical Technician exam for state certification. Job opportunities may be available with ambulance services, nursing homes, and home health care sales and service.

Industry Certification: Graduates may sit for the Emergency Medical Technician exam for state (Virginia) certification.

Program Outcomes: Graduates will be able to:

- Be familiar with Emergency Medical Care, the well-being of the EMT-B, medico-legal and ethical issues, the human body, vital signs & patient history, and lifting and moving patients.
- Know the provisions for initial care for an illness or injury until definitive medical treatment can be accessed, which may include life-saving techniques.
- Recognize cardiac arrest and provide basic life support.
- Describe unique needs for assessing a patient.

Recommended Course Sequence

- EMS 112 - Emergency Medical Technician - Basic I
- EMS 113 - Emergency Medical Technician-Basic II
- EMS 120 - Emergency Medical Technician - Clinical
- EMS 100 - CPR for Healthcare Providers

Total Credit Hours: 9

Foundations of Criminal Justice (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 18

Length: 1-2 semesters

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Career Studies Certificate

Plan Code: 221-400-45 **CIP Code:** 43.0103

Purpose: This Career Studies Certificate provides an overview of foundational topics related to criminal justice

Program Description

The Career Studies Certificate in Foundations of Criminal Justice provides an overview of foundational topics related to criminal justice. All coursework transfers into the Associate of Applied Science in Administration of Justice - Law Enforcement Specialization.

Program Outcomes: Graduates will be able to:

- Identify the nature and causes of crime with practical application.
- Apply knowledge of the complex criminal justice system, from investigation and arrest through prosecution, trial, and sentencing.
- Apply written language skills related to the criminal justice system.
- Analyze ethical issues as they apply to the criminal justice system.

Recommended Course Sequence

- ENG 111 - College Composition I
- ADJ 100 - Survey of Criminal Justice
- ADJ 133 - Ethics and the Criminal Justice Professional
- SOC 236 - Criminology
- ITE 115 - Introduction to Computer Applications and Concepts
- ADJ 211 - Criminal Law, Evidence and Procedures I

Total Credit Hours: 18

Certificate

Law Enforcement (C)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 31

Length: 2 semesters

Division: Arts, Sciences, & Business

Contact: 434.797.8402 or 434.797.8462

Award: Certificate

Plan Code: 463 **CIP Code:** 43.0103

This certificate is designed to meet the short-term training needs of existing law enforcement employees. Graduates of law enforcement training programs may receive advanced standing credit for some requirements.

Program Description

The Certificate in Law Enforcement is designed to meet the short-term training needs of existing law enforcement employees. Graduates of law enforcement training programs may receive advanced standing credit for some requirements. All coursework transfers into the Associate of Applied Science in Administration of Justice - Law Enforcement Specialization.

Program Outcomes: Graduates will be able to:

- Identify the nature and causes of crime with practical application.
- Apply knowledge of the complex criminal justice system, from investigation and arrest through prosecution, trial, and sentencing.
- Apply written language skills related to the criminal justice system.
- Analyze ethical issues as they apply to the criminal justice system.

Recommended Course Sequence

First Semester

- ENG 111 - College Composition I
- ADJ 100 - Survey of Criminal Justice
- SOC 200 - Introduction to Sociology
- SDV 100 - College Success Skills
- ADJ 211 - Criminal Law, Evidence and Procedures I
- ADJ 133 - Ethics and the Criminal Justice Professional

Total Credit Hours: 16

Second Semester

- SOC 235 - Juvenile Delinquency
- ADJ 212 - Criminal Law, Evidence and Procedures II
- SOC 236 - Criminology
- ADJ 229 - Community Policing in Modern Society
- PSY 200 - Principles of Psychology

Total Credit Hours: 15

Science, Math & Engineering

Science, Math, & Engineering form a dynamic and intellectually stimulating career pathway category. Within this broad domain, students have the opportunity to immerse themselves in the fascinating world of discovery and innovation. Whether it's delving into the mysteries of the natural world through scientific research, tackling complex mathematical problems, or engineering ingenious solutions to real-world challenges, this pathway caters to curious and analytical minds. The Science, Math, & Engineering pathway nurtures critical thinking, problem-solving, and creativity, laying the groundwork for future scientists, mathematicians, and engineers who will play pivotal roles in advancing technology, improving lives, and shaping a sustainable future.

Associate of Applied Science

Technical Studies - Automation and Robotics (AAS)

Program Info

Minimum credits: 69

Length: 4 Semesters

Division: Career and Technical Education (RCATT)

Contact: 434.797.8430

Award: Associate of Applied Science

Plan Code: 718-12 **CIP Code:** 15.0612

Program Description

The Associate of Applied Science in Technical Studies Automation and Robotics includes four educational components: general education, technical foundations, content skills and knowledge, and work-based learning. The content skills and knowledge and work-based learning components are specific to the field of automation/robotics. This includes the installation, configuration, programming, and troubleshooting of automation/robotic systems.

Admission Requirements: Students must meet the general admission requirements of the college. All Students who are not proficient in communication and computation skills will be required to correct deficiencies through developmental courses and/or direct enrollment.

Program Outcomes: Graduates of the Automation/Robotics-Technical Studies Program will:

- Demonstrate the knowledge gained in how modern manufacturers use Automation/Robotics in manufacturing.
- Demonstrate the ability to communicate Automation/Robotics concepts effectively.
- Demonstrate analytical ability to effectively perform manufacturing systems troubleshooting.
- Demonstrate the proper use of tools and test equipment used with Automation/Robotics.
- Demonstrate the proper safety procedures when working with or near Automation/Robotic systems.

Recommended Course Sequence

First Semester

- SDV 100 - College Success Skills
- ECO 100 - Elementary Economics
- MTH 111 - Basic Technical Mathematics
- ETR 115 - D.C. and A.C. Circuits
- SAF 130 - Industrial Safety - OSHA 10
- ETR 140 - Introduction to Mechatronics
- IND 160 - Introduction to Robotics

Total Credit Hours: 17

Second Semester

- PSY 126 - Psychology for Business and Industry
- ELE 147 - Electrical Power and Control Systems
- HUM 165 - Controversial Issues in Contemporary American Culture
- ITE 115 - Introduction to Computer Applications and Concepts
- ETR 150 - Machine Control Using Relay & Programmable Logic
- ETR 177 - Industrial Robotics and Robotics Programming

Total Credit Hours: 18

Third Semester

- HLT 116 - Introduction to Personal Wellness Concepts
- ENG 131 - Technical Report Writing I
- ELE 237 - Human Machine Interface Systems
- ELE 239 - Programmable Controllers
- ETR 180 - Industrial Ethernet Networking
- IND 243 - Principles and Applications of Mechatronics

Total Credit Hours: 16

Fourth Semester

- ENG 111 - College Composition I
- INS 230 - Instrumentation I
- INS 232 - System Troubleshooting
- ETR 246 - Electronic Motor Drives Systems
- IND 137 - Team Concepts and Problem Solving
- ELE 240 - Advanced Programmable Logic Controllers

Total Credit Hours: 18

Final Total: 69

Associate in Arts & Science

Science, (AA&S)

Program Info

Minimum credits: 60

Length: 2 years (4 semesters) if suggested full-time course sequence is followed.

Transfer Opportunities:

This degree is designed for students planning to transfer to a four-year university for medical or other science-related programs of study.

Admission requirements vary by institution. Students are urged to familiarize themselves with the requirements of the college to which they intend to transfer and plan course selections with their DCC advisor. To learn more, visit danville.edu/transfer.

Division: Arts, Sciences, & Business

Contact: 434.797.8462 or 434.797.8402

Award: Associate of Arts and Science

Plan Code: 881 **CIP Code:** 24.0101

Program Description:

The Associate of Arts and Sciences in Science is designed for students planning to transfer to a four-year university for medical or other science-related programs of study. Students have sufficient flexibility to select courses appropriate to the requirements of their intended transfer institution. Admission requirements vary by institution and students are urged to familiarize themselves with the requirements of

the college to which they intend to transfer. Students should complete a DCC program comparable to the first two years of the program at the transfer institution.

This curriculum emphasizes mathematics and the biological and physical sciences. It also includes a range of courses in humanities and social sciences. Students have sufficient flexibility to select courses appropriate to the requirements of their intended transfer institution. Students should complete a DCC program comparable to the first two years of the program at the transfer institution.

Program Outcomes: Upon successful completion of this program, students will be able to:

- Accurately apply scientific and/or mathematical principles in everyday life.
- Accurately measure, record, and interpret data when conducting and/or reviewing experiments.
- Communicate professionally within the respective disciplines of mathematics and science.
- Work independently and collaboratively in the acquisition of scientific knowledge.

Recommended Course Sequence

First Semester

- ENG 111 - College Composition I
- SDV 100 - College Success Skills
- HIS History Elective **Credit Hours:** 3
- MTH Math Requirement **Credit Hours:** 3-5 ¹ (MTH 161/MTH 167 or higher)
- Natural Science Course with Lab **Credit Hours:** 4 ²
- HLT/PED Approved Wellness Elective **Credit Hours:** 1 ³

Total Credit Hours: 15-17

Second Semester

- ENG 112 - College Composition II
- HIS History Elective **Credit Hours:** 3
- MTH Math Requirement **Credit Hours:** 3-5 ¹
- Natural Science Course with Lab **Credit Hours:** 4 ²
- Approved Elective **Credit Hours:** 3

Total Credit Hours: 16-18

Third Semester

- ENG Literature I **Credit Hours:** 3 ⁴
- Social Science Requirement **Credit Hours:** 3 ⁵
- Natural Science Course with Lab **Credit Hours:** 4 ²
- Approved Elective **Credit Hours:** 3
- Natural Science Course with Lab **Credit Hours:** 4 ²

Total Credit Hours: 17

Fourth Semester

- Approved Humanities Elective **Credit Hours:** 3 ⁴
- Social Science Requirement II **Credit Hours:** 3 ⁵
- Natural Science Course with Lab **Credit Hours:** 4 ²
- Approved Elective **Credit Hours:** 2-4

Total Credit Hours: 12-14

Note:

¹As with all transfer degrees, students should select the math sequence which will be most helpful in transferring to their intended four year college. If additional math courses are required, math courses may be used as approved electives.

²Students must complete 20 Credits of lab science, including 4 credits taken at the sophomore level and at least one full-year lab sequence. Acceptable 100-level sequences are: CHM 111 - General Chemistry I - CHM 112 - General Chemistry II; BIO 101 - General Biology I - BIO 102 - General Biology II, BIO 141 - Human Anatomy and Physiology I - BIO 142 - Human Anatomy and Physiology II; GOL 105 - Physical Geology & GOL 106 - Historical Geology. Acceptable 200-level lab science sequences are: CHM 241 - Organic Chemistry I and CHM 243 - Organic Chemistry Laboratory I - CHM 242 - Organic Chemistry II and CHM 244 - Organic Chemistry Laboratory II ; PHY 201 - General College Physics I - PHY 202 - General College Physics II; or PHY 241 - University Physics I - PHY 242 - University Physics II. Other non-sequential options are: BIO 150 - Microbiology for Health Sciences, and BIO 256 - General Genetics

³This can be satisfied by a single 1 or more credit course in Health or Physical Education.

⁴Students should choose courses based on which institution they wish to transfer to

⁵ Students must complete a full year of social science coursework by taking one of the following sequences: ECO 201 and ECO 202; PLS 211 and PLS 212; SOC 200 and one sophomore level sociology course, or PSY 200 and one sophomore-level psychology course.

Career Studies Certificate

Electrical Concepts (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 18

Length: 2 semesters

Division: Career and Technical Education

Contact: 434.797.6437

Award: Career Studies Certificate

Plan Code: 221-940-05 **CIP Code:** 47.0105

Program Description

The Career Studies Certificate in Electrical Concepts provides the necessary skills for an entry-level position in the electrical field. Additional career opportunities exist in electrical equipment sales and installation.

Program Coordination: This career studies certificate provides 18 credits towards the Industrial Electrical Principles, the Electrical Electronics Engineering Technology, and the Electrical Utilities and Substation Technician programs.

Program Outcomes: Graduates will be able to:

1. Understand the fundamentals, devices and components in both DC and AC circuits.
2. Apply knowledge of electrical principles in a laboratory setting with an emphasis on measurement and evaluation.

Recommended Course Sequence

- ELE 113 - Electricity I

- ELE 123 - Electrical Applications I
- MTH 111 - Basic Technical Mathematics
- ELE 217 - Electric Power Utilities
- ELE 114 - Electricity II
- ELE 148 - Power Distribution Systems
- ELE 124 - Electrical Applications II

Total Credit Hours: 18

Electronic Concepts, (CSC)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 19

Length: 2 semesters

Division: Career and Technical Education

Contact: 434.797.6437

Award: Career Studies Certificate

Plan Code: 221-940-06 **CIP Code:** 47.0105

Program Description

The Career Studies Certificate in Electronic Concepts is designed to provide students who are proficient in electrical concepts with the necessary skills for an entry-level position in the electrical field. Additional career opportunities exist in electrical equipment sales and installation.

Program Coordination: This career studies certificate provides 19 credits towards the Industrial Electrical Principles certificate, the Electrical/Electronic Engineering Technology diploma, and the Electrical/Electronic Equipment Servicing diploma.

Program Outcomes: Graduates will demonstrate:

- Knowledge of electronic devices as applied to basic circuits and systems.
- Applied knowledge of electronics and circuits in a shop experience with an emphasis on measurements.

Recommended Course Sequence

- ETR 141 - Electronics I
- ETR 123 - Electronic Applications I
- ETR 151 - Electronic Circuits and Troubleshooting I
- ETR 142 - Electronics II
- ETR 180 - Industrial Ethernet Networking
- Electronic Technical Elective 3 credits
- Electronic Technical Elective 3 credits

Total Credit Hours: 19

Factory Automation & Robotics (CSC)

Program Info

Minimum credits: 19

Length: 1-2 Semesters

Division: Career and Technical Education (RCATT)

Contact: 434.797.8440

Award: Career Studies Certificate

Plan Code: 221-733-01 **CIP Code:** 15.0699

Program Description

The Career Studies certificate in Factory Automation and Robotics covers the common elements that make up a modern automated production system.

Admission Requirements: Students must meet the general admission requirements of the college. All Students who are not proficient in communication and computation skills will be required to correct deficiencies through developmental courses and/or direct enrollment.

Program Outcomes: Graduates of this program will demonstrate:

1. Knowledge of how modern manufacturers use people, technologies and materials to make highly engineered products at a competitive cost.
2. Ability to communicate technical concepts and ideas effectively.
3. Knowledge of basic automation and robotics used by manufacturers in the production of products.
4. The operation or maintenance of at least one type of automated production equipment or component.

Recommended Course Sequence

- ETR 140 - Introduction to Mech
- ETR 150 - Machine Control Using Relay & Programmable Logic
- ETR 177 - Industrial Robotics and Robotics Programming
- ELE 115 - Basic Electricity
- ELE 147 - Electrical Power and Control Systems
- SAF 130 - Industrial Safety - OSHA 10
- IND 160 - Introduction to Robotics

Total Credit Hours: 19

Certificate

Industrial Electrical Principles & Industrial Electronic Principles, (CERT)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 42 Electrical/43 Electronic

Length: 3 semesters each, including summer, when suggested full-time course sequence is followed

Division: Career and Technical Education

Contact: 434.797.6437

Award: Certificate

Industrial Electrical Principles

Plan Code: 942 **CIP Code:** 46.0302

The Certificate in Industrial Electrical Principles prepares students to design, draw, construct, analyze, and troubleshoot basic series and parallel AC/DC electrical circuits and understand 3 phase electric power generation.

Industrial Electronic Principles

Plan Code: 925 **CIP Code:** 15.0303

Program Description

The Certificate in Industrial Electronic Principles prepares students to design, draw, construct, analyze, and troubleshoot basic analog electronic circuits and to set up and operate basic electronic test and measuring equipment.

Program Coordination: These two certificate programs are generally not taken alone but are usually pursued concurrently with either the EEE Technology Diploma or EEE Servicing Diploma, with several overlapping courses and requirements.

Program Outcomes: Graduates will be able to:

- Design, draw, construct, analyze, & troubleshoot basic series & parallel AC & DC electrical circuits, including all typical circuit elements, & explain the function of each.
- Design, draw, construct, analyze, & troubleshoot basic analog electronic circuits.
- Identify, select, set up & operate basic electronic test and measuring equipment including ammeters, ohmmeters, voltmeters, clamp-on ammeters, multi-meters, power supplies, function generators, & oscilloscopes & explain the application of each.
- Demonstrate an understanding of commercial 3-phase electric power generation.
- Demonstrate an understanding of the fundamentals of networks in an industrial environment.

Industrial Electrical Principles

Recommended Course Sequence

First Semester

- SDV 100 - College Success Skills
- ELE 113 - Electricity I
- ELE 123 - Electrical Applications I
- ENG 131 - Technical Report Writing I
- ELE 148 - Power Distribution Systems
- MTH 111 - Basic Technical Mathematics

Total Credit Hours: 15

Second Semester

- ELE 114 - Electricity II

- ELE 124 - Electrical Applications II
- ELE 148 - Power Distribution Systems
- ELE 239 - Programmable Controllers
- MTH 131 - Technical Mathematics

Total Credit Hours: 14

Third Semester

- ELE 156 - Electrical Control Systems
- ITE 116 - Survey of Computer Software Applications
- ECO 100 - Elementary Economics
- ELE 240 - Advanced Programmable Logic Controllers
- ELE 217 - Electric Power Utilities

Total Credit Hours: 13

Industrial Electronic Principles G3

Recommended Course Sequence

First Semester

- SDV 100 - College Success Skills
- ETR 141 - Electronics I
- ETR 151 - Electronic Circuits and Troubleshooting I
- ENG 131 - Technical Report Writing I
- MTH 111 - Basic Technical Mathematics

Total Credit Hours: 12

Second Semester

- ETR 142 - Electronics II
- ELE 248 - Microcontroller Interfacing and Programming
- ETR 177 - Industrial Robotics and Robotics Programming
- ETR 180 - Industrial Ethernet Networking
- MTH 131 - Technical Mathematics
- ETR 123 - Electronic Applications I

Total Credit Hours: 17

Third Semester

- ECO 100 - Elementary Economics
- ETR 136 - General Industrial Electronic Systems
- ETR 282 - Digital Systems I
- ETR 152 - Electronic Circuits and Troubleshooting II
- ELE 240 - Advanced Programmable Logic Controllers

Total Credit Hours: 14

Diploma

Electrical/Electronics Engineering Technology (D)

Additional financial assistance might be available for G3 programs. Please contact your advisor or counselor for more information.

Program Info

Minimum credits: 77

Length: 6 semesters (2 years), including summers.

Division: Career and Technical Education

Contact: 434.797.6437

Award: Diploma

Plan Code: 940-02 **CIP Code:** 47.0105

Program Description

The Diploma in Electrical/Electronic Engineering Technology provides a general foundation in electricity, electronics, theorems, networks, and fundamental circuits.

Program Coordination: Typically, Electrical Electronics Engineering Technology Diploma (EEE Tech) students concurrently enroll in the Industrial Electrical Principles & Industrial Electronics Principles certificate programs, graduating with the diploma and two certificates. Graduates of the EEE Tech diploma program may take additional coursework (20 credits) and the coordinated internship to satisfy the requirements of the Electrical Electronics Equipment Servicing (EEE Servicing) diploma program.

Program Outcomes: Graduates will be able to:

- Demonstrate knowledge and competencies in key Electrical and Electronics areas of study.
- Apply troubleshooting skills to diagnose and repair electrical and electronic systems by reading and interpreting schematics, ladder, diagrams, block diagrams and wiring diagrams.
- Identify, set up, and operate basic electric and electronic test equipment, including digital and analog oscilloscopes, multi-meters, power supplies, ohmmeters, and function generators.
- Follow safety procedures as related to electricity.
- Appraise three-phase power including delta and WYE connections associated with transformers.

Recommended Course Sequence

First Semester (Fall)

- SDV 100 - College Success Skills
- ITE 116 - Survey of Computer Software Applications
- ELE 113 - Electricity I
- ELE 123 - Electrical Applications I
- ELE 195 - Topics in Battery Maintenance
- MTH 111 - Basic Technical Mathematics

Total Credit Hours: 13

Second Semester (Spring)

- ELE 114 - Electricity II

- ELE 124 - Electrical Applications II
- ETR 141 - Electronics I
- ETR 123 - Electronic Applications I
- ETR 151 - Electronic Circuits and Troubleshooting I
- ENG 131 - Technical Report Writing I
- MTH 131 - Technical Mathematics

Total Credit Hours: 18

Third Semester (Summer)

- ELE 156 - Electrical Control Systems
- ELE 131 - National Electrical Code I
- ETR 152 - Electronic Circuits and Troubleshooting II
- ETR 142 - Electronics II

Total Credit Hours: 12

Fourth Semester (Fall)

- CST 100 - Principles of Public Speaking
- ELE 239 - Programmable Controllers
- ELE 216 - Industrial Electricity
- ETR 282 - Digital Systems I
- ELE 158 - Surface Mount Soldering

Total Credit Hours: 13

Fifth Semester (Spring)

- ELE 240 - Advanced Programmable Logic Controllers
- ECO 100 - Elementary Economics
- ELE 245 - Industrial Wiring
- ELE 217 - Electric Power Utilities
- ETR 180 - Industrial Ethernet Networking

Total Credit Hours: 13

Sixth Semester (Summer)

- ETR 136 - General Industrial Electronic Systems
- ETR 241 - Electronic Communications I
- INS 232 - System Troubleshooting

Total Credit Hours: 9

Courses

Advance Manufacturing & Skill Trades

Advanced Manufacturing in the United States has changed dramatically. Today's workers require high-tech precision machining skills to operate leading-edge technology in clean, well-lit manufacturing environments. DCC graduates enjoy high job placement rates at companies both locally and nationally. Programs range from seven months to two years.

The CNC programs are a Capstone Program available to Technical Studies Integrated Machining Technology AAS students only.

A/C and Refrigeration

AIR 111 - Air Conditioning and Refrigeration Controls I

Credit Hours: 2-3

Presents electron theory, magnetism, Ohm's Law, resistance, current flow, instruments for electrical measurement, A.C. motors, power distribution controls and their application. Part I of II.

Prerequisites: None

Lecture Hours: 1-2

Lab Hours: 2-3

AIR 112 - Air Conditioning and Refrigeration Controls II

Credit Hours: 2-3

Presents electron theory, magnetism, Ohm's Law, resistance, current flow, instruments for electrical measurement, A.C. motors, power distribution controls and their application. Part II of II.

Prerequisites:

AIR 111 is a Pre-Requisite. Students must satisfy AIR 111 BEFORE enrolling in this course.

Lecture Hours: 1-2

Lab Hours: 2-3

AIR 117 - Metal Layout I

Credit Hours: 3

Presents measuring and gauging of sheet metal, types of metal, handling sheet metal, cutting and bending, layout. Teaches fundamentals of drafting, basic drawing instruments, lettering practices.

Prerequisites: None

Lecture Hours: 1-2

Lab Hours: 3-6

AIR 118 - Metal Layout II

Credit Hours: 3

Presents practice in the laying out of various sheet metal pieces on paper and transposing to metal.

Prerequisites:

AIR 117 is a Pre-Requisite. Students must satisfy AIR 117 BEFORE enrolling in this course.

Lecture Hours: 1

Lab Hours: 6

AIR 121 - Air Conditioning and Refrigeration I

Credit Hours: 3-4

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. Part I of II.

Prerequisites: None

Lecture Hours: 2-3

Lab Hours: 2-3

AIR 122 - Air Conditioning and Refrigeration II

Credit Hours: 3-4

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. Part II of II.

Prerequisites:

AIR 121 is a Pre-Requisite. Students must satisfy AIR 121 BEFORE enrolling in this course.

Lecture Hours: 2-3

Lab Hours: 2-3

AIR 134 - Circuits and Controls I

Credit Hours: 3-4

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. Part I of II.

Prerequisites: None

Lecture Hours: 2-3

Lab Hours: 2-6

AIR 135 - Circuits and Controls II

Credit Hours: 3-4

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. Part II of II.

Prerequisites:

AIR 134 or AIR 111 is a Pre-Requisite. Students must satisfy AIR 134 or AIR 111 BEFORE enrolling in this course.

Lecture Hours: 2-3

Lab Hours: 2-6

AIR 136 - Circuits and Controls III

Credit Hours: 3

Introduces types of circuits and controls used in home, commercial and industrial air conditioning systems. Includes servicing and installation procedures for electrical unloading of compressors, single-and two-stage thermostats, and electrical regulation of fan speed for air volume control. Explains operational and safety control and how schematic and pictorial diagrams are used in these systems.

Prerequisites:

AIR 135 or AIR 112 is a Pre-Requisite. Students must satisfy AIR 135 or AIR 112 BEFORE enrolling in this course.

Lecture Hours: 2-3

Lab Hours: 3-6

AIR 137 - Air Conditioning Electronics Survey

Credit Hours: 2

Studies electronics and its applications in the HVAC field. Covers computers, programmable controllers, and microprocessors in the HVAC industry.

Prerequisites: AIR 134 or approval.

Lecture Hours: 1

Lab Hours: 3

AIR 154 - Heating Systems I

Credit Hours: 3-4

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. Part I of II.

Prerequisites: None

Lecture Hours: 2-3

Lab Hours: 2-6

AIR 155 - Heating Systems II

Credit Hours: 3-4

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. Part II of II.

Prerequisites: None

Lecture Hours: 2-3

Lab Hours: 2-6

AIR 156 - Heating Systems III

Credit Hours: 3

Introduces types of boilers, sizing boilers, sizing radiators and convectors, designing piping systems for steam, hot water and vacuum systems. Includes testing and servicing wet heat systems.

Prerequisites: None

Lecture Hours: 1-2

Lab Hours: 2-4

AIR 161 - Heating, Air and Refrigeration Calculations I

Credit Hours: 3

Introduces fractions, decimals, sign of operations, equations, Ohm's Law, subtraction, multiplication and division of signed numbers. Teaches fundamentals of algebra, expression of stated problems in mathematical form, and solutions of equations.

Prerequisites: None

Lecture Hours: 2-3

Lab Hours: 1-3

AIR 165 - Air Conditioning Systems I

Credit Hours: 3

Introduces comfort survey, house construction, load calculations, types of distribution systems, and equipment selection. Introduces designing, layout, installing and adjusting of duct systems, job costs, and bidding of job. Part I of II.

Prerequisites: None

Lecture Hours: 2-3

Lab Hours: 3-6

AIR 167 - Air Conditioning Systems III

Credit Hours: 4

Introduces building survey, commercial load calculations, design conditions, solar heat gain, ventilation, internal heat gains, cooling, heating and humidification with water psychometrics distribution systems, ice and water for air conditioning

Prerequisites: None

Lecture Hours: 2-3

Lab Hours: 3-6

AIR 231 - Circuits and Controls IV

Credit Hours: 4

Applies controls and control circuits to air conditioning and refrigeration, including components, pilot devices and controls, and circuit diagrams.

Prerequisites:

AIR 136 is a Pre-Requisite. Students must satisfy AIR 136 BEFORE enrolling in this course.

Lecture Hours: 3-4

Lab Hours: 3

AIR 232 - Circuits and Controls V

Credit Hours: 3

Presents application and design of wiring and schematic diagrams of commercial refrigeration systems. Teaches fundamentals of operation and applications of pneumatic controls including basic pneumatic control circuits.

Prerequisites:

AIR 231 is a Pre-Requisite. Students must satisfy AIR 231 BEFORE enrolling in this course.

Lecture Hours: 2

Lab Hours: 3

AIR 232 - Circuits and Controls V

Credit Hours: 3

Presents application and design of wiring and schematic diagrams of commercial refrigeration systems. Teaches fundamentals of operation and applications of pneumatic controls including basic pneumatic control circuits.

Lecture Hours: 2

Lab Hours: 3

AIR 254 - Air Conditioning Systems IV

Credit Hours: 3

Presents air balancing including taking duct pressure readings, finding register and grille CFM's, fans, laws and their applications. Explores instruments used for air balancing and proper procedures. Studies water-cooled and air-cooled condensers, refrigerant piping design, capacity control, air washers, water and steam piping arrangements.

Prerequisites: None

Lecture Hours: 2-3

Lab Hours: 2-3

AIR 255 - Air Conditioning Systems V

Credit Hours: 3

Studies water-cooled and air-cooled condensers, refrigerant piping design, capacity control, air washers, water and steam piping arrangements.

Prerequisites:

AIR 254 is a Pre-Requisite. Students must satisfy AIR 254 BEFORE enrolling in this course.

Lecture Hours: 2

Lab Hours: 3

AIR 273 - Refrigeration III

Credit Hours: 3

Studies heat pumps, sizing, installation, and servicing, reciprocating screw and centrifugal chillers air conditioners.

Prerequisites: None

Lecture Hours: 2-3

Lab Hours: 2-6

AIR 276 - Refrigerant Usage EPA Certification

Credit Hours: 1

Prepares HVAC technicians for a refrigerant certification test mandated by the Environmental Protection Agency (EPA). Reviews refrigerant recovery, recycle, and reclamation procedures for service work associated with air conditioning and refrigeration. Examines environmental impact including ozone depletion resulting from refrigeration utilization. Students should have previous training and/or working knowledge of vapor-compression, common service equipment and procedures in HVAC/R.

Prerequisites: None

Lecture Hours: 1-2

AIR 295 - Topics In

Credit Hours: 1-5

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.

Prerequisites: None

Lecture Hours: 0-5

Lab Hours: 0-10

Note: May be repeated for credit. Variable hours.

ARC 121 - Architectural Drafting I

Credit Hours: 3

Introduces techniques of architectural drafting, including lettering, dimensioning, and symbols. Requires production of plans, sections, and elevations of a simple building. Studies use of common reference material and the organization of architectural working drawings. Requires development of a limited set of working drawings, including a site plan, related details, and pictorial drawings. Part I of II. Credit will not be awarded for both ARC 121 and ARC 123.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 3

Building

BLD 110 - Introduction to Construction

Credit Hours: 3

Covers basic knowledge and requirements needed in the construction trades. Introduces use of tools and equipment, with emphasis on construction safety, including personal and tool safety. Provides a working introduction to basic blueprint reading and fundamentals of construction mathematics.

Prerequisites: None

Lecture Hours: 3

BLD 195 - Topics In

Credit Hours: 1-5

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.

Prerequisites: None

Lecture Hours: 0-5

Lab Hours: 0-10

BLD 295 - Topics In

Credit Hours: 1-5

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.

Prerequisites: None

Lecture Hours: 0-5

Lab Hours: 0-10

Civil Engineering Technology

CIV 170 - Principles of Surveying

Credit Hours: 2-3

Introduces the elements of surveying to include use and care of modern surveying equipment and the use of surveying in construction.

Prerequisites: technical math.

Lecture Hours: 1-2

Lab Hours: 3

CIV 171 - Surveying I

Credit Hours: 3

Introduces surveying equipment, procedures and computations including adjustment of instruments, distance measurement, leveling, angle measurement, traversing, traverse adjustments, area computations and introduction to topography.

Prerequisites: Engineering Technical Math or divisional approval.

Lecture Hours: 2

Lab Hours: 3

Computer Aided Drafting and Design

CAD 116 - Drafting III

Credit Hours: 3

Teaches auxiliaries, basic concepts, terms of reference, choice of views, axis, proportioning distances and perspective drawings. (Credit will not be awarded for both CAD 116 and DRF 116.)

Prerequisites: None

Lecture Hours: 1

Lab Hours: 6-9

CAD 120 - Introduction to Graphic Representation

Credit Hours: 3

Teaches use of instruments, lettering, sketching, and drawing conventions. Emphasizes legible drawings and the value of presentation. (Credit will not be awarded for both CAD 120 and DRF 120.)

Prerequisites: None

Lecture Hours: 1

Lab Hours: 3

CAD 201 - Computer Aided Drafting and Design I

Credit Hours: 3

Teaches computer-aided drafting concepts and equipment designed to develop a general understanding of components of a typical CAD system and its operation. (Credit will not be awarded for both CAD 201 and DRF 201.)

Prerequisites: None

Lecture Hours: 2-3

Lab Hours: 2-3

CAD 202 - Computer Aided Drafting and Design II

Credit Hours: 3

Teaches production drawings and advanced operations in computer aided drafting. (Credit will not be awarded for both CAD 202 and DRF 202.)

Prerequisites:

CAD 201 is a Pre-Requisite. Students must satisfy CAD 201 BEFORE enrolling in this course.

Lecture Hours: 2-3

Lab Hours: 2-3

CAD 210 - Advanced Technical Drafting

Credit Hours: 4

Presents intersections of plane surfaces, lines and planes, skew lines and surfaces. Covers intersections of prisms, pyramids and other shapes, developments, sheet metal drafting, screw threads and fasteners, and keys and springs. (Credit will not be awarded for both CAD 210 and DRF 210.)

Prerequisites: None

Lecture Hours: 1

Lab Hours: 6-9

CAD 231 - Computer Aided Drafting I

Credit Hours: 3

Teaches computer aided drafting concepts and equipment designed to develop a general understanding of components and operate a typical CAD system. (Credit will not be awarded for both CAD 231 and DRF 231)

Prerequisites:

Students must satisfy DRF 160 before taking this class.

Lecture Hours: 2

Lab Hours: 3

CAD 233 - Computer Aided Drafting III

Credit Hours: 3

Exposes students to 3-D and modeling. Focuses on proficiency in Production drawing using a CAD system. (Credit will not be awarded for both CAD 233 and DRF 233)

Prerequisites: None

Lecture Hours: 1-2

Lab Hours: 2-3

CAD 298 - Seminar and Project in (Discipline)

Credit Hours: 2

Requires completion of a project or research report related to the student's occupational objective and a study of approaches to the selection and pursuit of career opportunities in the field.

Prerequisites:

CAD 201 AND CAD 233 are Pre-Requisites. Students must satisfy CAD 201 AND CAD 233 BEFORE enrolling in this course.

Drafting

(see also CAD Computer-Aided Drafting)

DRF 114 - Drafting I

Credit Hours: 3-4

Teaches geometric construction, orthographic projection, sections and conventions, pictorial drawings, isometric principles, oblique drawing, and dimensioning. Part I of II.

Prerequisites: None

Lecture Hours: 1

Lab Hours: 6-9

DRF 115 - Drafting II

Credit Hours: 3-4

Teaches geometric construction, orthographic projection, sections and conventions, pictorial drawings, isometric principles, oblique

drawing, and dimensioning. Part II of II.

Prerequisites:

DRF 114 is a Pre-Requisite. Students must satisfy DRF 114 BEFORE enrolling in this course.

Lecture Hours: 1

Lab Hours: 6-9

DRF 160 - Machine Blueprint Reading

Credit Hours: 3

Introduces interpreting of various blueprints and working drawings. Applies basic principles and techniques such as visualization of an object, orthographic projection, technical sketching and drafting terminology. Requires outside preparation.

Prerequisites: None

Lecture Hours: 3

DRF 175 - Schematics and Mechanical Diagrams

Credit Hours: 2

Covers interpretation of basic shop drawings, conventional symbols, common electrical and electronics symbols, wiring diagrams, hydraulic and pneumatic symbols, schematic drawings, and piping diagrams.

Prerequisites: None

Lecture Hours: 2

Electrical Technology

ELE 110 - Home Electric Power

Credit Hours: 3

Covers the fundamentals of residential power distribution, circuits, panels, fuse boxes, breakers, transformers. Includes study of the national electrical code, purpose and interpretation.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 2

ELE 113 - Electricity I

Credit Hours: 3

Teaches principles of electricity covering fundamentals, devices and components in both DC and AC circuits. Part I of II.

Prerequisites: None

Corequisite:

ELE 123 AND ELE 152 are Co-Requisites. Students must also be enrolled in ELE 123 AND ELE 152 WHILE taking this course OR have SATISFIED ELE 123 AND ELE 152 BEFORE enrolling in this course.

Lecture Hours: 3

ELE 114 - Electricity II

Credit Hours: 3

Teaches principles of electricity covering fundamentals, devices and components in both DC and AC circuits. Part II of II.

Prerequisites: None

Lecture Hours: 3

ELE 115 - Basic Electricity

Credit Hours: 3

Covers basic circuits and theory of fundamental concepts of electricity. Presents a practical approach to discussion of components and devices.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 3

ELE 123 - Electrical Applications I

Credit Hours: 1-2

Provides laboratory and shop assignments/jobs as applied to fundamental principles of electricity with emphasis on measurements and evaluation of electrical components, devices and circuits. Part I of II.

Prerequisites: None

Corequisite:

ELE 113 AND ELE 152 are Co-Requisites. Students must also be enrolled in ELE 113 AND ELE 152 WHILE taking this course OR have SATISFIED ELE 113 AND ELE 152 BEFORE enrolling in this course.

Lecture Hours: 0-1

Lab Hours: 2-4

ELE 124 - Electrical Applications II

Credit Hours: 1-2

Provides laboratory and shop assignments/jobs as applied to fundamental principles of electricity with emphasis on measurements and evaluation of electrical components, devices and circuits. Part II of II.

Prerequisites: None

Corequisite:

ELE 114 & ELE 153 are Co-Requisites. Students must be enrolled in ELE 114 & ELE 153 WHILE taking ELE 124 OR have SATISFIED ELE 114 & ELE 153 BEFORE enrolling in ELE 124. ELE 123 is a Pre-Requisite and MUST be satisfied BEFORE enrolling in ELE 124.

Lecture Hours: 0-1

Lab Hours: 2-4

ELE 131 - National Electrical Code I

Credit Hours: 3-4

Provides comprehensive study of the purpose and interpretations of the National Electric Code as well as familiarization and

implementation of various charts, code rulings and wiring methods including state and local regulations. Part I of II.

Prerequisites:

ELE 113, ELE 114, ELE 152, AND ELE 153 are Pre-Requisites. Students must satisfy ELE 113, ELE 114, ELE 152, AND ELE 153 BEFORE enrolling in this course.

Lecture Hours: 3-4

ELE 132 - National Electrical Code II

Credit Hours: 3-4

Provides comprehensive study of the purpose and interpretations of the National Electric Code as well as familiarization and implementation of various charts, code rulings and wiring methods including state and local regulations. Part II of II.

Prerequisites:

ELE 131 is a Pre-Requisite. Students must satisfy ELE 131 BEFORE enrolling in this course.

Lecture Hours: 3-4

ELE 133 - Practical Electricity I

Credit Hours: 3

Teaches the fundamentals of electricity, terminology, symbols, and diagrams. Includes the principles essential to the understanding of general practices, safety and the practical aspects of residential and non-residential wiring and electrical installation, including fundamentals of motors and controls.

Prerequisites: None

Prerequisite/Corequisite: Part I of II.

Lecture Hours: 2

Lab Hours: 2

ELE 134 - Practical Electricity II

Credit Hours: 3

Teaches the fundamentals of electricity, terminology, symbols, and diagrams. Includes the principles essential to the understanding of general practices, safety and the practical aspects of residential and non-residential wiring and electrical installation, including fundamentals of motors and controls.

Prerequisites:

ELE 133 is a Pre-Requisite. Students must satisfy ELE 133 BEFORE enrolling in this course.

Lecture Hours: 2

Lab Hours: 2

ELE 145 - Transformer Connections and Circuits

Credit Hours: 2

Studies transformer theory, symbols, diagrams, connections, terminology and troubleshooting techniques.

Prerequisites: ELE 150 or equivalent.

Lecture Hours: 1

Lab Hours: 3

ELE 147 - Electrical Power and Control Systems

Credit Hours: 3

Reviews basic DC and AC circuits. Covers single-phase and three-phase AC power distribution systems, and protection devices, including types of AC motors. Presents analyzing and troubleshooting electrical control systems and motor protection devices.

Prerequisites:

ETR 115 is a Pre-Requisite. Students must satisfy ETR 115 BEFORE enrolling in this course.

Lecture Hours: 2

Lab Hours: 3

ELE 148 - Power Distribution Systems

Credit Hours: 3

Introduces transmission and distribution of electrical power. Includes application of transformers, distribution and over-current protection devices, substations, switchboards, feeders, bus-ways, motor control centers, generators, motors, and troubleshooting techniques associated with these systems and devices.

Prerequisites: None

Lecture Hours: 3

ELE 152 - Electrical-Electronic Calculations I

Credit Hours: 3

Includes general math, scale readings, conversions between units of measure and algebra with exponents and radicals as it applies to DC circuits. [First of a three-sequence course].

Prerequisites: None

Corequisite:

ELE 113 AND ELE 123 are Co-Requisites. Students must also be enrolled in ELE 113 AND ELE 123 WHILE taking this course OR have SATISFIED ELE 113 AND ELE 123 BEFORE enrolling in this course.

Lecture Hours: 3

ELE 153 - Electrical-Electronic Calculations II

Credit Hours: 3

Includes a review of DC applications, angular measurements, right triangle ratios, vector and vector algebra as it applies to AC circuits. [Second of a three-sequence course].

Prerequisites: ELE 152

Prerequisite/Corequisite:

ELE 114 & ELE 124 are Co-Requisites. Students must be enrolled in ELE 114 & ELE 124 WHILE taking ELE 153 OR have previously satisfied them. ELE 152 is a Pre-Requisite and must be satisfied BEFORE enrolling in ELE 153.

Lecture Hours: 3

ELE 154 - Electrical-Electronic Calculations III

Credit Hours: 3

Includes a review of DC and AC applications and includes experimental equations and logarithms as it applies to electrical-electronic circuits. [Third of a three-course sequence].

Prerequisites:

ELE 153 is a Pre-Requisite. Students must satisfy ELE 153 BEFORE enrolling in this course.

Lecture Hours: 3

ELE 156 - Electrical Control Systems

Credit Hours: 3

Includes troubleshooting and servicing electrical controls, electric motors, motor controls, motor starters, relays, overloads, instruments and control circuits.

Prerequisites:

ELE 113 AND ELE 114 are Pre-Requisites. Students must satisfy ELE 113 AND ELE 114 BEFORE enrolling in this course.

Lecture Hours: 2

Lab Hours: 2

ELE 158 - Surface Mount Soldering

Credit Hours: 1

Emphasizes high reliability soldering concepts and soldering standards as applied to surface mount soldering and rework, covering identification, installation and removal of components, using various equipment including hot air and soldering iron. Provides an introduction to IPC-A-610 soldering standards.

Prerequisites: None

Lab Hours: 3

ELE 190 - Coordinated Internship

Credit Hours: 1-5

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.

Prerequisites: None

Lecture Hours: 0-5

Lab Hours: 0-10

ELE 195 - Topics in Battery Maintenance

Credit Hours: 2

Studies Battery theory, symbols, diagrams, connections, terminology and troubleshooting techniques. Provides recommended maintenance, test schedules, and testing procedures that can be used to optimize the life and performance of permanently-installed, vented lead-acid storage batteries used for standby power applications. IEEE 450

Prerequisites: None

Lecture Hours: 1

Lab Hours: 3

ELE 216 - Industrial Electricity

Credit Hours: 3

Studies rotating devices, single phase and polyphase distribution, magnetic devices, circuits and systems for industrial applications.

Prerequisites:

ELE 113, ELE 114, ELE 152, ELE 153, AND ELE 156 are Pre-Requisites. Students must satisfy ELE 113, ELE 114, ELE 152, ELE 153, AND ELE 156 BEFORE enrolling in this course.

Lecture Hours: 2

Lab Hours: 3

ELE 217 - Electric Power Utilities

Credit Hours: 2

Provides an introduction to the electric power utilities field. Examines the generation, transmission and distribution of electrical energy.

Prerequisites:

ELE 113 AND ELE 114 are Pre-Requisites. Students must satisfy ELE 113 AND ELE 114 BEFORE enrolling in this course.

Lecture Hours: 1

Lab Hours: 2

ELE 233 - Programmable Logic Controller Systems I

Credit Hours: 3-4

Teaches operating and programming of programmable logic controllers. Covers analog and digital interfacing and communication schemes as they apply to system.

Prerequisites:

ETR 156 AND ETR 211 are Pre-Requisites. Students must satisfy ETR 156 AND ETR 211 BEFORE enrolling in this course.

Lecture Hours: 2-3

Lab Hours: 3

ELE 234 - Programmable Logic Controller Systems II

Credit Hours: 3-4

Teaches operating and programming of programmable logic controllers. Covers analog and digital interfacing and communication schemes as they apply to system.

Prerequisites:

ELE 233 is a Pre-Requisite. Students must satisfy ELE 233 BEFORE enrolling in this course.

Lecture Hours: 2-3

Lab Hours: 3

ELE 237 - Human Machine Interface Systems

Credit Hours: 2

Introduces operation of human machine interface devices (HMI), hardware configuration, software programming and programmable logic controller network configuration of HMI devices. Offers troubleshooting practices concerning HMI devices used in industrial machine applications.

Prerequisites:

ELE 233 is a Pre-Requisite. Students must satisfy ELE 233 BEFORE enrolling in this course.

Lecture Hours: 1

Lab Hours: 2

ELE 239 - Programmable Controllers

Credit Hours: 3

Examines installation, programming, interfacing, and concepts of troubleshooting programmable controllers.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 2

ELE 240 - Advanced Programmable Logic Controllers

Credit Hours: 3

Advances further study of Programmable Logic Controllers that was initiated in ELE 239. Students will learn to use more advanced program instructions, including data manipulation, sequences and program control, and advanced PLC features, including timers, counters. Covers connectivity and use of a variety of real world I/O devices.

Prerequisites:

ELE 239 is a Pre-Requisite. Students must satisfy ELE 239 BEFORE enrolling in this course.

Lecture Hours: 2

Lab Hours: 2

ELE 245 - Industrial Wiring

Credit Hours: 3

Teaches the practical applications of industrial and commercial wiring. Includes the principles essential to the understanding of conduit applications and other raceway installations. Includes conduit sizing, cutting, bending, and threading.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 2

ELE 248 - Microcontroller Interfacing and Programming

Credit Hours: 3

Explores issues and concerns related to the programming and interfacing of microcontrollers.

Prerequisites: None
Lecture Hours: 2
Lab Hours: 3

ELE 293 - Studies in System Protection

Credit Hours: 3

Covers new content not covered in existing courses in the discipline. Allows instructor to explore content and instructional methods to access the course's viability as a permanent offering.

Prerequisites: None
Lecture Hours: 2
Lab Hours: 2

Electronics Technology

ETR 115 - D.C. and A.C. Circuits

Credit Hours: 3

Studies current flow in direct and alternating current circuits with emphasis upon practical problems. Reviews mathematics used in circuit calculations. Introduces concepts of resistance, capacitance, inductance and magnetism. Focuses on electronics/circuits application.

Prerequisites: None
Lecture Hours: 3

ETR 123 - Electronic Applications I

Credit Hours: 1-2

Provides laboratory and shop experience as applied to basic electronic devices, circuits and systems with emphasis on practical measurements. Part I of II.

Prerequisites: None
Lecture Hours: 0-1
Lab Hours: 2-6

ETR 124 - Electronic Applications II

Credit Hours: 1-2

Provides laboratory and shop experience as applied to basic electronic devices, circuits and systems with emphasis on practical measurements. Part II of II.

Prerequisites: ETR 123

Prerequisite/Corequisite:

ETR 142 is a Co-Requisite. Students must also be enrolled in ETR 142 WHILE taking this course OR have SATISFIED ETR 142 BEFORE enrolling in this course. ETR 123 is a Pre-Requisite. Students must satisfy ETR 123 BEFORE enrolling in this course.

Lecture Hours: 0-1
Lab Hours: 2-6

ETR 136 - General Industrial Electronic Systems

Credit Hours: 3

Studies devices, circuits, power modules, analog and digital, open and closed loop control and servo systems. May include laboratory projects and modular troubleshooting.

Prerequisites:

ELE 113, ELE 114, ELE 152, AND ELE 156 are Pre-Requisites. Students must satisfy ELE 113, ELE 114, ELE 152, AND ELE 156 BEFORE enrolling in this course.

Lecture Hours: 2

Lab Hours: 3

ETR 140 - Introduction to Mech

Credit Hours: 3

Presents foundational concepts in mechatronics including analog and digital electronics, sensors, actuators, microprocessors, and microprocessor interfacing to electromechanical systems. Surveys components and measurement equipment used in the design, installation, and repair of mechatronic equipment and circuits. This course is cross-listed with MEC 140. Credit will not be awarded for both.

Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

3 credits

Lecture Hours: 2

Lab Hours: 2

ETR 141 - Electronics I

Credit Hours: 3

Introduces electronic devices as applied to basic electronic circuits and systems. Part I of II.

Prerequisites: None

Lecture Hours: 3

ETR 142 - Electronics II

Credit Hours: 3

Introduces electronic devices as applied to basic electronic circuits and systems. Part II of II.

Prerequisites:

ETR 141 is a Pre-Requisite. Students must satisfy ETR 141 BEFORE enrolling in this course.

Lecture Hours: 3

ETR 149 - PC Repair

Credit Hours: 3

Teaches the maintenance, troubleshooting and repair of personal computer systems. Uses IBM or compatible computer systems to provide fault isolation drill and practice.

Prerequisites: None

Lecture Hours: 3

ETR 150 - Machine Control Using Relay & Programmable Logic

Credit Hours: 3

Provides an introduction to hardwired relay logic and the programmable logic controller (PLC) as utilized in a variety of different control tasks. Covers different types of inputs and outputs in control system. Teaches practical troubleshooting strategies.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 2

ETR 151 - Electronic Circuits and Troubleshooting I

Credit Hours: 2

Studies analog and digital circuits and systems with standard circuit test and troubleshooting procedures. Part I of II.

Prerequisites: None

Lecture Hours: 2

ETR 152 - Electronic Circuits and Troubleshooting II

Credit Hours: 2

Studies analog and digital circuits and systems with standard circuit test and troubleshooting procedures. Part II of II.

Prerequisites:

ETR 151 is Pre-Requirement. Students must satisfy ETR 151 BEFORE enrolling in this course.

Lecture Hours: 2

ETR 177 - Industrial Robotics and Robotics Programming

Credit Hours: 3

Prepares the student to safely operate and maintain a robot and develop and maintain basic robot programs.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 2

ETR 180 - Industrial Ethernet Networking

Credit Hours: 2

Examines the theory and implementation of digital and communications systems. Features OSI model and plant floor networks. May include optical, wireless, satellite and other communications systems.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 2

ETR 241 - Electronic Communications I

Credit Hours: 3-4

Studies noise, information and bandwidth, modulation and demodulation, transmitters and receivers, wave propagation, antennas and transmission lines. Includes broad band communication systems, microwave, both terrestrial and satellite, fiber optics, multiplexing and associated hardware. Part I of II.

Prerequisites:

ELE 114, ETR 141, & ETR 142 are Pre-Requisites

Lecture Hours: 2-3

Lab Hours: 3

ETR 242 - Electronic Communications II

Credit Hours: 3-4

Studies noise, information and bandwidth, modulation and demodulation, transmitters and receivers, wave propagation, antennas and transmission lines. Includes broad band communication systems, microwave, both terrestrial and satellite, fiber optics, multiplexing and associated hardware. Part II of II.

Prerequisites:

ETR 241 is a Pre-Requisite. Students must satisfy ETR 241 BEFORE enrolling in this course.

Lecture Hours: 2-3

Lab Hours: 3

ETR 246 - Electronic Motor Drives Systems

Credit Hours: 3

Introduces advanced operations, setup, programming and troubleshooting of electronic motor drives that are used for the control of industrial AC motors.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 2

ETR 255 - Active Devices and Circuits

Credit Hours: 3

Teaches theory of active devices and circuits, devices and circuit parameters, semiconductor characteristics and the application of circuits to active systems. Includes testing and analysis of active devices and circuits.

Prerequisites:

ELE 113, ELE 114, ELE 123, ELE 124, ELE 152, ELE 153, & ELE 154 are Pre-Requisites

Lecture Hours: 2

Lab Hours: 3

ETR 282 - Digital Systems I

Credit Hours: 3-4

Includes programming, circuitry, logic, operation interfacing of computer and microprocessing systems. Includes pulse circuits and pulse

logic systems as applied to computer and microprocessor technology. Part I of II.

Prerequisites:

ELE 113, ELE 123, ELE 124, & ELE 152 are Pre-Requisites

Lecture Hours: 2-3

Lab Hours: 3

ETR 283 - Digital Systems II

Credit Hours: 3-4

Includes programming, circuitry, logic, operation interfacing of computer and microprocessing systems. Includes pulse circuits and pulse logic systems as applied to computer and microprocessor technology. Part II of II.

Prerequisites:

ETR 282 is a Pre-Requisite. Students must satisfy ETR 283 BEFORE enrolling in this course.

Lecture Hours: 2-3

Lab Hours: 3

ETR 286 - Principles and Applications of Robotics

Credit Hours: 3

Provides an overview of terminology, principles, practices, and applications of robotics. Studies development, programming; hydraulic, pneumatic, electronic controls; sensors, and system troubleshooting.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 2

ETR 295 - Topics In

Credit Hours: 1-5

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.

Prerequisites: None

Lecture Hours: 3

Energy Technology

ENE 195 - Topics In

Credit Hours: 1-5

Provides an opportunity to explore topical areas of interest to or needed by students.

Prerequisites: None

Lecture Hours: 2

ENE 295 - Substation Diagnostic Testing and Troubleshooting

Credit Hours: 3

Studies how to install, remove, operate, maintain and diagnose equipment for generation, distribution and transmission substations. This includes transmission equipment and protective relays. Interpret electrical schematics, wiring diagrams, one line diagrams and technical manuals. Study industry testing standards and procedures.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 2

English

ENG 115 - Technical Writing

Credit Hours: 3

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. This course applies to career/technical education (CTE) programs. ENG 113 serves both transfer and CTE programs.

Prerequisites:

EDE 10 is pre-requisite. Students must complete EDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

ENG 131 - Technical Report Writing I

Credit Hours: 3

Offers a review of organizational skills including paragraph writing and basic forms of technical communications, various forms of business correspondence, and basic procedures for research writing. Includes instruction and practice in oral communication skills. This course applies to career/technical education (CTE) programs. ENG 113 serves both transfer and CTE programs.

Prerequisites:

EDE 10 is pre-requisite. Students must complete EDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Geograph Info Systems

GIS 101 - Introduction to Geospatial Technology I

Credit Hours: 3

Provides an introduction to the concepts of Geographic Information Systems (GIS), Global Positioning Systems, (GPS) and remote sensing components of Geospatial Technology. Teaches the introductory concepts of geographic location and problem solving by using GIS and GPS units in demonstrating solutions to cross-curricular applications of the technology. Part I of II.

Prerequisites: Basic Computer Literacy.

Lecture Hours: 3

GIS 293 - Studies In

Credit Hours: 1-5

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.

Prerequisites: None

Corequisite:

UMS 111 as a co-req: Students must have satisfied or be enrolled in UMS 111 to take this class

Lecture Hours: 2

Lab Hours: 2

Hotel-Restaurant-Institutional Management

HRI 101 - Hotel-Restaurant Organization and Management I

Credit Hours: 3

Introduces the history, opportunities, problems and trends of the hospitality industry. Covers the organization of the various sectors of the hospitality industry including human resources, general business considerations, and management theory. Part I of II.

Prerequisites: None

Lecture Hours: 3

HRI 140 - Fundamentals of Quality for the Hospitality Industry

Credit Hours: 3

Teaches quality in the hospitality industry, including material on the total quality management movement. Emphasizes quality from the customer's perspective.

Prerequisites: None

Lecture Hours: 3

HRI 154 - Principles of Hospitality Management

Credit Hours: 3

Presents basic understanding of the hospitality industry by tracing the industry's growth and development, reviewing the organization and management of lodging, food, and beverage operations, and focusing on industry opportunities and future trends.

Prerequisites: None

Lecture Hours: 3

HRI 158 - Sanitation and Safety

Credit Hours: 3

Covers the moral and legal responsibilities of management to insure a sanitary and safe environment in a food service operation. Emphasizes the causes and prevention of foodborne illnesses in conformity with federal, state and local guidelines. Focuses on OSHA standards in assuring safe working conditions.

Prerequisites: None

Lecture Hours: 3

Industrial Engineering Technology

IND 103 - Industrial Methods

Credit Hours: 2

Covers theoretical knowledge necessary for familiarization with common hand tools, common power tools, measuring tools and techniques, fastening components and procedures, grinding operations, metal cutting operations, and other miscellaneous tasks.

Prerequisites: None

Lecture Hours: 2

IND 123 - Introduction to Lean Manufacturing and Six Sigma

Credit Hours: 1

Covers basic Lean and Six Sigma concepts. Examines the importance of Lean and Six Sigma as pertaining to the world of manufacturing. Provides students with the opportunity to demonstrate the impact of Lean and Six Sigma manufacturing environment.

Prerequisites:

MAC 223 is a Pre-Requisite. Students must satisfy MAC 223 BEFORE enrolling into this course.

Lecture Hours: 1

IND 137 - Team Concepts and Problem Solving

Credit Hours: 3

Studies team concepts and problem-solving techniques to assist project teams in improving quality and productivity. Provides knowledge of how to work as a team, plan and conduct good meetings, manage logistics and details, gather useful data, communicate the results and implement changes.

Prerequisites: None

Lecture Hours: 3

IND 138 - Industrial Leadership and Career Development

Credit Hours: 1

Covers the importance of effective and ethical organizational behavior in career development. Provides students with guidance on how to be a high performance team member. Presents the tools necessary to manage and motivate team members in a manufacturing environment. Focuses on communication skills, professionalism, and ethics. Examines conflict resolution skills and the ability to identify behavioral types.

Prerequisites:

MAC 223 & CST 100 are Pre-Requisites

Lecture Hours: 1

IND 140 - Quality Control

Credit Hours: 2

Studies history, structure, and organization of the quality control unit. May include incoming material control, product and process control,

and cost control.

Prerequisites: None

Lecture Hours: 2

IND 145 - Introduction to Metrology

Credit Hours: 3

Studies principles of measurement and calibration control, application of statistics to measurement processes, and standards of measurements in calibration. May include the use of gauges and instruments in modern production and dimensional control concepts.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 2

IND 181 - World Class Manufacturing I

Credit Hours: 3

Studies the principles and applications of the globalization of industry. Emphasizes the fundamentals of interpersonal/team process, organization skills, total quality tools for continuous improvement, statistical process control, manufacturing resource planning and just-in-time.

Prerequisites: None

Lecture Hours: 3

IND 190 - Coordinated Internship

Credit Hours: 1-5

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.

IND 195 - Topics In

Credit Hours: 1-5

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. Variable hours

Prerequisites: None

Lecture Hours: 2

IND 199 - Supervised Study

Credit Hours: 1-5

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

Prerequisites: None

Lecture Hours: 0-5

Lab Hours: 0-10

IND 290 - Coordinated Internship

Credit Hours: 1-5

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.

Prerequisites: None

Lecture Hours: 0-5

Lab Hours: 0-10

IND 298 - Seminar and Project

Credit Hours: 1-5

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.

Prerequisites: None

Lecture Hours: 0-5

Lab Hours: 0-10

Instrumentation

INS 230 - Instrumentation I

Credit Hours: 3

Presents the fundamental scientific principles of process control including temperature, pressure, level, and flow measurements. Topics include transducers, thermometers, and gauges are introduced along with calibration.

Prerequisites: Prerequisites ETR 113 and ETR 144.

Lecture Hours: 2-3

Lab Hours: 0-3

Machine Technology

MAC 101 - Machine Shop I

Credit Hours: 8

Introduces the machinist to identification, care, and use of precision tools and instruments. Emphasizes the operation of the drill press, lathe, power saw, grinder, and milling machine. Covers the sharpening of lathe curing tools, safety, and good housekeeping. Provides for operation and setup on the various types of precision grinders, milling machines, and drill presses. Part I of II.

Prerequisites: None

Lecture Hours: 5

Lab Hours: 9

MAC 102 - Machine Shop II

Credit Hours: 7

Introduces the machinist to identification, care, and use of precision tools and instruments. Emphasizes the operation of the drill press, lathe, power saw, grinder, and milling machine. Covers the sharpening of lathe curing tools, safety, and good housekeeping. Provides for

operation and setup on the various types of precision grinders, milling machines, and drill presses. Part II of II.

Prerequisites:

MAC 101 is a Pre-Requisite. Students must satisfy MAC 101 BEFORE enrolling in this course.

Lecture Hours: 4

Lab Hours: 9

MAC 108 - Computer Numerically Controlled (CNC) Grinding

Credit Hours: 2

Provides students with the opportunity to demonstrate proper techniques in computer numerically controlled (CNC) outside diameter (OD), internal diameter (ID), and surface grinding. Covers the programming and operation of various CNC grinders and the set-up of selected grinding operations. Focuses on understanding the importance of machine parameters and wheel selection to surface finish in grinding applications.

Prerequisites:

MAC 223 is a Pre-Requisite. Students must satisfy MAC 223 BEFORE enrolling into this course.

Lecture Hours: 1

Lab Hours: 3

MAC 116 - Machinist Handbook

Credit Hours: 2

Uses the machinist handbook as a ready reference book of tabular data, formulas, designs and processes relating to machine technology.

Prerequisites: None

Lecture Hours: 2

MAC 121 - Numerical Control I

Credit Hours: 2-3

Focuses on numerical control techniques in metal forming and machine processes. Includes theory and practice in lathe and milling machine computer numerical control program writing, setup and operation. Part I of II.

Prerequisites:

MAC 101 is a Pre-Requisite. Students must satisfy MAC 101 BEFORE enrolling in this course.

Lecture Hours: 1-2

Lab Hours: 2-3

MAC 122 - Numerical Control II

Credit Hours: 2-3

Focuses on numerical control techniques in metal forming and machine processes. Includes theory and practice in lathe and milling machine computer numerical control program writing, setup and operation. Part II of II.

Prerequisites:

MAC 121 AND MAC 127 are Pre-Requisites. Students must satisfy MAC 121 AND MAC 127 BEFORE enrolling in this course.

Lecture Hours: 1-2

Lab Hours: 2-3

MAC 123 - Computer Numerical Control III

Credit Hours: 2

Focuses on numerical control techniques in metal forming and machine processes. Includes theory and practice in lathe and milling machine computer numerical control program writing, setup and operation.

Prerequisites:

MAC 122 is a Pre-Requisite. Students must satisfy MAC 122 BEFORE enrolling in this course.

Lecture Hours: 1

Lab Hours: 2

MAC 125 - Intro to Geometrical Dimensioning and Tolerance in Machining

Credit Hours: 3

Presents basic topics in Geometrical Dimensioning and Tolerancing (GD&T) Explains internationally recognized GD&T symbols. Explains the importance of a feature control frame. Covers the Cartesian coordinate system in relation to precision components. Covers theoretical and practical concepts of geometric controls relative to design, tooling, production, and inspection.

Prerequisites: None

Lecture Hours: 3

MAC 127 - Advanced CNC Programming

Credit Hours: 3

Provides in-depth study of programming computerized numerical control machines.

Prerequisites:

MAC 121 is a Pre-Requisite. Students must satisfy MAC 121 BEFORE enrolling in this course.

Lecture Hours: 3

MAC 128 - CNC Programming

Credit Hours: 2

Teaches programming of computerized numerical control machines. Focuses on CNC machining processes..

Prerequisites:

MAC 122 is a Pre-Requisite. Students must satisfy MAC 122 BEFORE enrolling in this course.

Lecture Hours: 2

MAC 130 - Introduction to Electric Discharge Machining (EDM)

Credit Hours: 2

Introduces the equipment, processes, and components of electric discharge machining. Includes basic operation and programming for

computer numerical control (CNC) electrical discharge machining (EDM).

Prerequisites:

MAC 223 is a Pre-Requisite. Students must satisfy MAC 223 BEFORE enrolling into this course.

Lecture Hours: 1

Lab Hours: 2

MAC 134 - CMM Operation and Programming

Credit Hours: 2

Focuses on inspection using a Coordinate Measuring Machine. Includes hands-on demonstration of CMM setup, initialization and operation. Covers the essential aspects of the software and CMM operation, using a sample part for hands-on practice.

Prerequisites: Determined by College.

Lecture Hours: 1

Lab Hours: 2

MAC 146 - Metals/Heat Treatment

Credit Hours: 2

Provides approach to metals and their structure. Gives working knowledge of methods of treating ferrous and non-ferrous metals.

Prerequisites: None

Lecture Hours: 1

Lab Hours: 3

MAC 150 - Introduction to Computer-Aided Manufacturing

Credit Hours: 3

Introduces computer aided manufacturing (CAM) with emphasis on programming of numerical control machinery. Teaches program writing procedures using proper language and logic and a CAM programming system to produce numerical control code for machines. Teaches basic computer usage, 2 1/2D and 3D CAD-CAM integration, and code-to-machine transfer.

Prerequisites:

MAC 122 AND MAC 222 are Pre-Requisites. Students must satisfy MAC 122 AND MAC 222 BEFORE enrolling in this course.

Lecture Hours: 2

Lab Hours: 2

MAC 161 - Machine Shop Practices I

Credit Hours: 3

Introduces safety procedures, bench work, hand tools, precision measuring instruments, drill presses, cut-off saws, engine lathes, manual surface grinders, and milling machines. Part I of II.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 2-3

MAC 162 - Machine Shop Practices II

Credit Hours: 3

Introduces safety procedures, bench work, hand tools, precision measuring instruments, drill presses, cut-off saws, engine lathes, manual surface grinders, and milling machines. Part II of II.

Prerequisites:

MAC 161 is a Pre-Requisite. Students must satisfy MAC 161 BEFORE enrolling in this course.

Lecture Hours: 2

Lab Hours: 2-3

MAC 163 - Machine Shop Practices III

Credit Hours: 3

Offers practice in the operation of the drill press, engine lathe, vertical milling machine, horizontal milling machine, and the surface grinder. Introduces practical heat treatment of directly hardenable steels commonly used in machine shops. Part I of II.

Prerequisites:

MAC 162 is a Pre-Requisite. Students must satisfy MAC 162 BEFORE enrolling in this course.

Lecture Hours: 2

Lab Hours: 3

MAC 164 - Machine Shop Practices IV

Credit Hours: 3

Offers practice in the operation of the drill press, engine lathe, vertical milling machine, horizontal milling machine, and the surface grinder. Introduces practical heat treatment of directly hardenable steels commonly used in machine shops. Part II of II.

Prerequisites:

MAC 163 is a Pre-Requisite. Students must satisfy MAC 163 BEFORE enrolling in this course.

Lecture Hours: 2

Lab Hours: 3

MAC 195 - Topics In

Credit Hours: 1-5

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.

Prerequisites: None

Lecture Hours: 0-5

Lab Hours: 0-10

MAC 209 - Standards, Measurements and Calculations

Credit Hours: 3

Presents typical mathematical and mechanical problems requiring the use of reference standards such as the Machinery's Handbook for

solution. Presents use of the Coordinate Measuring Machine for solution.

Prerequisites: None

Lecture Hours: 3

MAC 211 - Dimensional Inspection I

Credit Hours: 3

Presents instruction in the proper selection, application and care of basic tools and measuring techniques required for reliable inspection. Demonstrates the importance of dimensional inspection in a high precision manufacturing environment. Teaches students the inspector's role in compliance and reliability.

Prerequisites: None

Lecture Hours: 1

Lab Hours: 6

MAC 212 - Dimensional Inspection II

Credit Hours: 3

Applies the differential coefficient of expansion to measurements. Demonstrates proficiency in obtaining multiple measurements from a reference plane to inspect a single feature. Demonstrates proficiency using the computer assisted optical comparator to measure circles, arcs, and angles in addition to using surface roundness and surface finish gauges. Covers the techniques for establishing part alignments, centerlines, rotation, and elevation. Provides students with opportunity to compare coordinate measuring machine (CMM) results to bench inspection results. Part II of II.

Prerequisites: None

Lecture Hours: 1

Lab Hours: 6

MAC 218 - Intermediate CMM Operation and Programming

Credit Hours: 2

Covers intermediate level coordinate measuring machine (CMM) programming and operation. Includes application of CMM programming to inspect complex components, set-up and operation of intermediate CMM operations in addition to the creation of graphical reports based on CMM measurement results. Features the generation of inspection reports based on geometrical dimensioning and importing CMM measurement data into a statistical process control database.

Prerequisites: None

Lecture Hours: 1

Lab Hours: 3

MAC 221 - Advanced Machine Tool Operations I

Credit Hours: 7

Focuses on advanced lathe and mill work with concentration on fits, finishes, inspection, quality control, and basic heat treating. Includes design and construction of specific projects to determine the student's operational knowledge of all equipment. Part I of II.

Prerequisites:

MAC 102 is a Pre-Requisite. Students must satisfy MAC 102 BEFORE enrolling in this course

Lecture Hours: 4

Lab Hours: 9

MAC 222 - Advanced Machine Tool Operations II

Credit Hours: 7

Focuses on advanced lathe and mill work with concentration on fits, finishes, inspection, quality control, and basic heat treating. Includes design and construction of specific projects to determine the student's operational knowledge of all equipment. Part II of II.

Prerequisites:

MAC 221 is a Pre-Requisite. Students must satisfy MAC 221 BEFORE enrolling in this course

Lecture Hours: 4

Lab Hours: 9

MAC 223 - Advanced Machine Tool Operations III

Credit Hours: 7

Teaches precision grinding, grinding allowances, and electro-discharge machining.

Prerequisites:

MAC 222 is a Pre-Requisite. Students must satisfy MAC 222 BEFORE enrolling in this course

Lecture Hours: 4

Lab Hours: 9

MAC 224 - Advanced Tooling Applications

Credit Hours: 3

Provides students with the opportunity to demonstrate the techniques for selecting proper tool applications. Focuses on complex tool geometries and their effects on machining parameters in a precision environment. Examines production advantages of advanced tooling applications. Highlights 5-axis milling programming to maximize tool life and optimize performance.

Prerequisites:

MAC 223 is a Pre-Requisite. Students must satisfy MAC 223 BEFORE enrolling in this course

Lecture Hours: 2

Lab Hours: 3

MAC 251 - Advanced Computer Aided Manufacturing (CAM) Modeling and Simulation

Credit Hours: 3

Provides students with the opportunity to demonstrate the usage of computer-aided manufacturing (CAM) in a complex 5-axis milling and 3-axis turning environment. Examines model and program complex parts using computer-aided design (CAD) and CAM software and features various complex multi-axis machining methods and applications. Applies machining methods to a flow cell precision machining production environment to witness positive production and quality impacts.

Prerequisites:

MAC 223 is a Pre-Requisite. Students must satisfy MAC 223 BEFORE enrolling into this course.

Lecture Hours: 2

Lab Hours: 3

MAC 253 - Advanced Coordinate Measuring Machine (CMM) Operating and Programming

Credit Hours: 3

Provides students with the opportunity to demonstrate advanced coordinate measuring machine (CMM) programming using modeling and scanning. Examines advanced geometrical dimensioning and tolerancing (GD&T) theories and reports. Covers advanced machine tool calibration, investigate form, and use complex visual inspection equipment.

Prerequisites:

MAC 134 and MAC 223 are Pre-Requisites.

Lecture Hours: 1

Lab Hours: 6

MAC 254 - Machining Flow Cell IT Integration

Credit Hours: 2

Provides students with the opportunity to demonstrate process and quality control through the use of information technology (IT) systems in the manufacturing environment. Covers the use of measure cuts in high-end machining, systems communication, and data transfer to monitor productivity and quality. Features tools to monitor part quality in process.

Prerequisites:

MAC 223 is a Pre-Requisite. Students must satisfy MAC 223 BEFORE enrolling into this course.

Lecture Hours: 1

Lab Hours: 3

MAC 255 - Introduction to Supply Chain Strategies for Industry

Credit Hours: 3

Focuses on effective supply chain strategies for industry. Covers first article part inspections and production validation. Demonstrates flow cell ideology in a live flow cell production environment. Examines value stream mapping, customer/supplier roles, and quality systems in addition to proper health and safety guidelines.

Prerequisites:

MAC 223 is a Pre-Requisite. Students must satisfy MAC 223 BEFORE enrolling into this course.

Lecture Hours: 1

Lab Hours: 6

MAC 256 - Multi-axis Machine Tool Set-up, Programming and Operation

Credit Hours: 3

Covers the programming and operation of high end 5-axis milling and 3-axis turning machines. Features complex set-ups on 5-axis milling and 3-axis turning machines. Examines technical instructions and guidelines set forth by a flow cell precision machining environment. Demonstrates the necessary standard and quality audits associated with a machining flow cell.

Prerequisites:

MAC 223 is a Pre-Requisite. Students must satisfy MAC 223 BEFORE enrolling into this course.

Lecture Hours: 1

Lab Hours: 6

MAC 257 - Precision Machining Flow Cell Capstone

Credit Hours: 4

Provides students with the opportunity to demonstrate various machining methods such as 5-axis milling, 3-axis turning, internal diameter (ID) and outside diameter (OD) grinding in addition to vertical and wire electrical discharge machining (EDM). Covers coordinate measuring machine (CMM) programming and measuring, tool presetting and validation. Examines Lean and Six Sigma methodology in a live precision machining flow cell.

Prerequisites:

MAC 223 is a Pre-Requisite. Students must satisfy MAC 223 BEFORE enrolling into this course.

Lecture Hours: 1

Lab Hours: 9

MAC 258 - Tool Inspection, Validation and Presetting

Credit Hours: 2

Covers the importance of tool management and tool presetting in a production environment. Examines tool presetting and tool presetter programming. Provides students with the opportunity to inspect and validate complex tool geometry using a computer numerical controlled (CNC) tool presetter.

Prerequisites:

MAC 223 is a Pre-Requisite. Students must satisfy MAC 223 BEFORE enrolling into this course.

Lecture Hours: 1

Lab Hours: 3

MAC 295 - Topics In

Credit Hours: 1-5

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.

Prerequisites: None

Lecture Hours: 0-5

Lab Hours: 0-10

Mathematics

** Passport Course: The Passport consists of 16 credit hours in which all courses are transferable and shall satisfy general education requirements at public four-year colleges and universities in Virginia, including many private institutions. Passport courses may satisfy a general education requirement without having a specific course equivalent at the receiving institution.*

MTH 111 - Basic Technical Mathematics

Credit Hours: 3

Provides a foundation in mathematics with emphasis in arithmetic, unit conversion, basic algebra, geometry and trigonometry. This course is intended for CTE programs.

Prerequisites:

MDE 10 is a pre-requisite. Students must complete MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Mechanical Engineering Technology

MEC 131 - Mechanics I-Statics for Engineering Technology

Credit Hours: 3

Teaches Newton's laws, resultants and equilibrium of force systems, trusses and frames, determination of centroids, and distributed loads and moments of inertia. Introduces dry friction and force systems in space.

Prerequisites: None

Lecture Hours: 3

MEC 132 - Mechanics II Strength of Mat. for Eng. Tech.

Credit Hours: 3

Teaches the concepts of stress and strain. Provides an analysis of stresses and deformations in loaded members, connectors, shafts, beams, columns, and combined stress.

Prerequisites: None

Lecture Hours: 3

MEC 148 - Industrial Pipefitting

Credit Hours: 3

Covers the fundamentals of industrial piping installation, components, and layout. Considers the types of pipe and fabrication of piping systems, as well as the methods used to connect them.

Prerequisites: None

Lecture Hours: 1

Lab Hours: 2

MEC 154 - Mechanical Maintenance I.

Credit Hours: 3

Provides an overview of basic maintenance techniques and processes for industrial mechanics and technicians who are installing and maintaining industrial mechanical and power transmission components.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 2

MEC 161 - Basic Fluid Mechanics: Hydraulics/Pneumatics

Credit Hours: 3

Introduces theory, operation and maintenance of hydraulic/ pneumatics devices and systems. Emphasizes the properties of fluids, fluid flow, fluid statics, and the application of Bernoulli's equation.

Prerequisites: None

Lecture Hours: 2-3

Lab Hours: 0-3

MEC 162 - Applied Hydraulics and Pneumatics

Credit Hours: 3

Introduces hydraulic and pneumatic systems found in construction equipment, road vehicles, and farm equipment. Includes the basic theory, construction, maintenance and repair of hydraulic and pneumatic power systems.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 3

MEC 168 - Pump Systems

Credit Hours: 2

Introduces the principles and applications of various commercial and industrial pumps and pumping systems with setups to calculate and measure pressure, flow and velocity of fluids within pumping systems.

Prerequisites: None

Lecture Hours: 1

Lab Hours: 2

MEC 169 - Steam Systems

Credit Hours: 2

Introduces the components, principles and applications of various commercial and industrial steam and thermal controlled systems. Covers how to calculate and measure pressure, flow and system performance.

Prerequisites: None

Lecture Hours: 1

Lab Hours: 2

MEC 208 - Materials Handling and Forklift Operation

Credit Hours: 2

Provides guidance and hands-on experience in the use of jib, overhead cranes and the rigging involved for lifting/moving materials and working safely. Covers forklift training and safety issues for operating a forklift on the job site. Course

Prerequisites: SAF 130 or equivalent

Prerequisite/Corequisite: SAF 130 or equivalent.

Lecture Hours: 1

Lab Hours: 3

MEC 211 - Machine Design I

Credit Hours: 4

Introduces analytical design of bearings, clutches, coupling, brakes, springs, gearing systems, and power shafting. Emphasizes methods of construction, machine parts and specifications of materials, and manufacturing processes. Part I of II.

Prerequisites: None

Lecture Hours: 3-4

Lab Hours: 1-3

MEC 212 - Machine Design II

Credit Hours: 4

Introduces analytical design of bearings, clutches, coupling, brakes, springs, gearing systems, and power shafting. Emphasizes methods of construction, machine parts and specifications of materials, and manufacturing processes. Part II of II.

Prerequisites:

Student must satisfy Pre-Requisite of MEC 211.

Lecture Hours: 3-4

Lab Hours: 1-3

MEC 254 - Mechanical Maintenance II

Credit Hours: 3

Covers advanced maintenance techniques and processes for industrial mechanics and technicians who are installing and maintaining industrial mechanical and power transmission components.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 2

MEC 265 - Fluid Mechanics

Credit Hours: 3

Studies properties of fluids and fluid flow, Bernoulli's theorem, measuring devices, viscosity and dimensional analysis. Emphasizes fluid statics, flow in pipes and channels, and pumps.

Prerequisites: None

Lecture Hours: 3

MEC 266 - Applications of Fluid Mechanics

Credit Hours: 3

Teaches theory of hydraulic and pneumatic circuits including motors, controls, actuators, valves, plumbing, accumulators, reservoirs, pumps, compressors, and filters.

Prerequisites: None

Lecture Hours: 3

MEC 268 - Fluid Power - Hydraulic Systems

Credit Hours: 2

Studies hydraulic components and their integration into complex systems including system analysis and troubleshooting. Introduces design considerations necessary for repair and modification. Covers closed loop control and proportional valves with electronic control.

Prerequisites: None

Lecture Hours: 1

Lab Hours: 2

MEC 269 - Fluid Power - Pneumatic Systems

Credit Hours: 2

Teaches pneumatic components, systems and trouble analysis. Introduces basic design for modification and repair. Covers open loop control, fluidics, robotics and computer controls.

Prerequisites: None

Lecture Hours: 1

Lab Hours: 2

Personal Service Technology

COS 81 - Cosmetology Theory I

Credit Hours: 4

Covers bacteriology, finger waving, sterilization and sanitation, wet hair styling, draping, shampooing and rinsing, permanent waving, haircutting, and properties of the scalp and hair.

Prerequisites: None

Lecture Hours: 4

COS 82 - Cosmetology Theory II

Credit Hours: 5

Covers hair coloring, theory of massage, the salon business, chemical hair relaxing and soft curl permanent, facial and facial make-up, hair pressing, skin and its disorders, artistry and artificial nails, cells, anatomy and physiology, manicuring and pedicure, electricity and light therapy, nail and its disorders, chemistry and the State Board Review.

Prerequisites: COS 81 or permission of the instructor.

Lecture Hours: 5

COS 195 - Cosmetology Theory III

Credit Hours: 3

Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses.

Prerequisites: COS 81 and COS 82. This course is a continuation of Theory I.

Lecture Hours: 0-5

Lab Hours: 0-10

COS 198 - Seminar and Project

Credit Hours: 3

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.

Prerequisites: None

Lecture Hours: 0-5

Lab Hours: 0-10

COS 199 - Supervised Study

Credit Hours: 5

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. This course provides experience in a salon setting (classroom/lab).

Prerequisites: None

Lecture Hours: 0-5

Lab Hours: 0-10

COS 295 - Cosmetology Theory IV

Credit Hours: 3

Provides an opportunity to explore topical areas of interest to or needed by students. This course is a continuation of Theory II.

Prerequisites: None

Lecture Hours: 0-5

Lab Hours: 0-10

COS 298 - Seminar and Project II

Credit Hours: 3

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.

Prerequisites: None

Lecture Hours: 0-5

Lab Hours: 0-10

COS 299 - Supervised Study in Cosmetology II

Credit Hours: 4

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. This course provides experience in a salon setting (classroom/lab).

Prerequisites: None

Lecture Hours: 0-5

Lab Hours: 0-10

Safety

SAF 126 - Principles of Industrial Safety

Credit Hours: 3

Teaches principles and practices of accident prevention, analysis of accident causes, mechanical safeguards, fire prevention, housekeeping, occupational diseases, first aid, safety organization, protection equipment and general safety principles and promotion.

Prerequisites: None

Lecture Hours: 3

SAF 130 - Industrial Safety - OSHA 10

Credit Hours: 1

Presents an introduction to occupational health and safety and its application in the workplace. Emphasizes safety standards and the Occupational Safety and Health Act (OSHA), its rules and regulations (OSHA 10).

Prerequisites: None

Lecture Hours: 1

Welding

WEL 31 - Introductory Gas Tungsten Arc Welding

Credit Hours: 3

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.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 3

WEL 32 - Introduction to Gas Metal Arc Welding

Credit Hours: 3

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.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 3

WEL 120 - Introduction to Welding

Credit Hours: 2

Introduces history of welding processes. Covers types of equipment, and assembly of units. Stresses welding procedures such as fusion, non-fusion, and cutting oxyacetylene. Introduces arc welding and plasma arc cutting. Emphasizes procedures in the use of tools and equipment.

Prerequisites: None

Lecture Hours: 1

Lab Hours: 3

WEL 121 - Arc Welding

Credit Hours: 2

Studies the operation of AC and DC power sources, weld heat, polarities, and electrodes for use in joining various alloys by the SMAW process. Covers welds in different types of joints and different welding positions. Emphasizes safety procedures.

Prerequisites:

WEL 120 is a Pre-Requisite. Students must satisfy WEL 120 BEFORE enrolling in this course.

Lecture Hours: 1

Lab Hours: 3

WEL 122 - Welding II (Electric Arc)

Credit Hours: 2

Teaches electric arc welding, including types of equipment, selection of electrodes, safety equipment and procedures, and principles and practices of welding.

Prerequisites:

WEL 120 AND WEL 121 are Pre-Requisites. Students must satisfy WEL 120 AND WEL 121 BEFORE enrolling in this course.

Lecture Hours: 1

Lab Hours: 3

WEL 126 - Pipe Welding I

Credit Hours: 3

Teaches metal arc welding processes including the welding of pressure piping in the horizontal, vertical, and horizontal-fixed positions in accordance with section IX of the ASME code.

Prerequisites:

WEL 120, WEL 121, AND WEL 122 are Pre-Requisites. Students must satisfy WEL 120, WEL 121, AND WEL 122 BEFORE enrolling in this course.

Lecture Hours: 2

Lab Hours: 3

WEL 138 - Pipe and Tube Welding

Credit Hours: 2

Develops entry level skills for the inert gas tungsten welding process (TIG) with emphasis upon thin and thick wall carbon and stainless piping and tubing.

Prerequisites: WEL 136.

Lecture Hours: 1

Lab Hours: 3

WEL 145 - Welding Metallurgy

Credit Hours: 3

Studies steel classifications, heat treatment procedures, properties of ferrous and non-ferrous metals. Discusses techniques and practices of testing welded joints and destructive/nondestructive, visual magnetic and fluorescent testing.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 2

WEL 150 - Welding Drawing and Interpretation

Credit Hours: 3

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.

Prerequisites: None

Lecture Hours: 3

WEL 160 - Gas Metal Arc Welding

Credit Hours: 3

Introduces semi-automatic welding processes with emphasis on practical application. Includes the study of filler wires, fluxes, and gases.

Prerequisites:

WEL 31 AND WEL 32 are Pre-Requisites. Students must satisfy WEL 31 AND WEL 32 BEFORE enrolling in this course.

Lecture Hours: 2

Lab Hours: 3

WEL 164 - Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG)

Credit Hours: 3

Introduces practical operations in the use of tungsten arc welding and equipment. Studies equipment operation setup, safety, and practice of Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG).

Prerequisites: None

Lecture Hours: 2

Lab Hours: 3

WEL 233 - Gas Metal Arc Welding (GMAW) Aluminum

Credit Hours: 2

Examines the use of the Gas Metal Arc Welding (GMAW) process of welding aluminum. Focuses on welding aluminum projects in various weld joint configurations and in all welding positions.

Prerequisites: None

Lecture Hours: 1

Lab Hours: 3

WEL 237 - Applied Welding Process

Credit Hours: 3

Studies advanced welding applications for various materials, advanced welding skills and fabrication equipment. Examines materials to be welded such as stainless steel and aluminum, choosing the proper welding process such as advanced Gas Tungsten Arc Welding (GTAW)-Aluminum, Gas Metal Arc Welding (GMAW)-Aluminum and Shielded Metal Arc Welding (SMAW), developing the appropriate welding procedure for the materials chosen and successfully completing a capstone project for the entire course of study.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 3

WEL 238 - Gas Tungsten Arc Welding (GTAW) Aluminum

Credit Hours: 2

Examines the use of the Gas Tungsten Arc Welding (GTAW) process in welding aluminum. Focuses on practice welding aluminum projects in various weld joint configurations and in all welding positions.

Prerequisites: None

Lecture Hours: 1

Lab Hours: 3

WEL 241 - Robotic Welding I

Credit Hours: 2

Examines safety, setup, programming, and operation of a welding robot. Covers variables and problems in addition to solutions applied to provide a practical and efficient application of the Gas Metal Arc Welding (GMAW) process to an automated system. (Part I of II).

Prerequisites: None

Lecture Hours: 1

Lab Hours: 3

WEL 242 - Robotics Welding II

Credit Hours: 2

Incorporates skills learned in Robotic Welding I into simulating projects used in industry. Focuses on Gas Metal Arc Welding (GMAW) processes used to create weldments taken from industry drawings and blueprints. (Part II of II).

Prerequisites: WEL 241.

Lecture Hours: 1

Lab Hours: 3

WEL 244 - Weld Testing and Codes

Credit Hours: 2

Covers non-destructive (NDT) weld testing and how it plays a critical role in assuring that structural components and materials meet specified requirements. Examines how and why these NDT processes are used and will use them to test welds and weldments.

Prerequisites: None

Lecture Hours: 1

Lab Hours: 3

WEL 247 - Welding Layout and Fabrication I

Credit Hours: 2

Introduces student to project layout from shop sketches/blueprints, developing templates/patterns and the use of fabrication tools. Covers the safe operation of different types of manual metal fabrication equipment used in the industry. Examines safe and efficient use of the manual metal shear, metal roller, metal break and other fabrication. (Part I of II).

Prerequisites:

WEL 120 is a Pre-Requisite. Students must satisfy WEL 120 BEFORE enrolling in this course.

Lecture Hours: 1

Lab Hours: 3

WEL 248 - Welding Layout and Fabrication II

Credit Hours: 2

Applies previously learned skills from Welding and Fabrication I in a job-simulated situation. Focuses on pipe, structural steel and other weldments that will be fabricated using all available equipment and welding processes. Covers job site type blueprints and drawings used in fabrication. Incorporates American Welding Society (AWS) visual inspection, weld measurements and codes. (Part II of II).

Prerequisites: WEL 247.

Lecture Hours: 1

Lab Hours: 3

Arts & Communication

Arts, Design, & Humanities programs include short-term training to prepare graduates for immediate employment in the visual arts and design fields, as well as two-year associate degree programs that prepare well-rounded students capable of transferring successfully to a four-year college or university. Potential careers in the liberal arts and humanities include communications, education, writing, and social science.

Arts

ART 116 - Design for the Web I

Credit Hours: 3

Introduces the basic elements of web page design: typography, imagery, and color, and examines how they are combined to create effective layouts. Teaches organization of materials, sketching and concept development, site planning and various methods of construction.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 2

ART 121 - Foundations of Drawing

Credit Hours: 3

Develops basic drawing skills and understanding of visual language through studio instruction/lecture. Introduces concepts such as line, proportion, space, perspective, value and composition as applied to still life, landscape and figure. Uses drawing media such as pencil, charcoal and ink wash. Includes field trips and gallery assignments as appropriate. This is a UCGS transfer course.

Prerequisites: None

Lecture Hours: 1

Lab Hours: 4

Passport Transfer Course: This is a UCGS transfer course.

ART 130 - Introduction to Multimedia

Credit Hours: 4

Introduces the student to the basic components of multimedia: text, graphics, animation, sound, and video, and explores how they combine to create a multimedia product. Emphasizes the design aspects of multimedia projects and teaches the techniques required to develop a presentation. Computer literacy is suggested.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 2-4

ART 180 - Introduction to Computer Graphics

Credit Hours: 3

Provides a working introduction to computer-based electronic technology used by visual artists and designers. Presents the basics of operating platforms and standard industry software. Introduces problems in which students can explore creative potential of the new electronic media environment.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 3

ART 203 - Animation I

Credit Hours: 3

Introduces the student to the basic techniques of animation, combining traditional and computer-generated skills. Teaches theoretical elements of the aesthetics of sequential imagery. Provides practical experience in two-dimensional and/or three-dimensional animation. Exposes the student to a variety of animation techniques.

Prerequisites: None

ART 208 - Video Techniques

Credit Hours: 4

Addresses the fundamentals of video technology and non-linear video editing. Focuses on the aesthetics of time-code editing using current industry software. Teaches a student to shoot and capture video and record and edit sound, and combine artwork, animation, video, and sound in the creation of professional-quality original video projects.

Prerequisites:

ART 130 is a Pre-Requirement. Students must satisfy ART 130 BEFORE enrolling in this course.

Lecture Hours: 2

Lab Hours: 2-4

ART 266 - Package Design

Credit Hours: 3

Studies the role of packaging in product identification, presentation, and production. Investigates the unique challenges of typography, illustration and design from 2D to 3D forms. Researches business goals, marketing objectives, packaging structure, and display aesthetics. Applies the principles of design and foundations of typography in final production of products.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 2

ART 281 - Illustration for Designers

Credit Hours: 3

Explores the professional field of illustration, along with the different ways of producing illustrations for editorial, commercial, and technical clients using traditional and digital techniques. Build skills and knowledge through discussions, projects and exercises for positioning as an illustrator.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 2

ART 283 - Computer Graphics I

Credit Hours: 4

Utilizes microcomputers and software to produce computer graphics. Employs techniques learned to solve studio projects which reinforce instruction and are appropriate for portfolio use.

Prerequisites: None

Lecture Hours: 1-2

Lab Hours: 4

ART 287 - Portfolio and Resume Preparation

Credit Hours: 3

Focuses on portfolio preparation, resume writing, and job interviewing for students. Recommended for final semester program students. Requires instructor's approval.

Prerequisites: None

Lecture Hours: 1-2

Lab Hours: 4

Photography

PHT 100 - Introduction to Photography

Credit Hours: 3

Introduces principles of photography with outside shooting assignments related to lecture topics.

Lecture Hours: 2

Lab Hours: 2

PHT 101 - Photography I

Credit Hours: 3

Teaches principles of photography and fundamental camera techniques. Requires outside shooting and lab work. Part I of II.

Prerequisites: None

Lecture Hours: 1

Lab Hours: 4

Printing

PNT 110 - Survey of Reproduction Processes

Credit Hours: 3

Presents history of printing, job safety, and career opportunities. Evaluates various printing processes including letterpress, offset, gravure, heat transfer, flexographic and screen printing.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 3

PNT 130 - Applied Math for the Graphics Industry

Credit Hours: 3

Presents math skills as it relates to the graphics industry. Students will develop the computational skills necessary to prepare illustrations and photographs, computer page layouts, calculate paper stock and ink needs.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 2

PNT 131 - Principles of Lithography I

Credit Hours: 4

Presents principles of lithography printing, its safety practices and equipment operation. Covers job planning, copy preparation, stripping, presensitized plates, small press operation, ink, paper handling, finishing operations.

Prerequisites: None

Lecture Hours: 3

Lab Hours: 3

PNT 135 - Print Imaging

Credit Hours: 2

Introduces the student to graphic imaging as it relates to the printing industry. Includes capturing and reproduction of line art, line copy and continuous tone by conventional and electronic methods. Emphasizes the importance of file formats and resolution.

Prerequisites: None

Lecture Hours: 1

Lab Hours: 3

PNT 141 - Printing Applications

Credit Hours: 3

Provides instruction in the production of college-related publications and print shop management. Provides classroom and laboratory experiences in photography, layout and design, copy preparation, presswork, inventory control and production management.

Prerequisites: None

Corequisite:

ART 180 is a Co-Requisite. Students must also be enrolled in ART 180 WHILE taking this course OR have SATISFIED ART 180 BEFORE enrolling in this course.

Lecture Hours: 1

Lab Hours: 4

PNT 142 - Printing Applications II

Credit Hours: 3

Provides instruction in the production of college-related publications and print shop management. Provides classroom and laboratory experiences in photography, layout and design, copy preparation, presswork, inventory control and production management. Part II of II.

Prerequisites:

PNT 141 is a Pre-Requisite. Students must satisfy PNT 141 BEFORE enrolling in this course.

Lecture Hours: 2

Lab Hours: 2

PNT 211 - Electronic Publishing I

Credit Hours: 3

Teaches principles of typography and graphics, word processing and page layout. Survey of electronic publishing, hardware systems, peripherals, laser printers and imagesetters. Uses microcomputers to achieve a high degree of proficiency in completing a variety of laboratory projects.

Prerequisites: None

Prerequisite/Corequisite:

PNT 131 is a Pre-Requisite. Students must satisfy PNT 131 BEFORE enrolling in this course. PNT 221 is a Co-Requisite. Students must also be enrolled in PNT 221 WHILE taking this course OR have SATISFIED PNT 221 BEFORE enrolling in this course.

Lecture Hours: 2

Lab Hours: 2

PNT 221 - Layout and Design I

Credit Hours: 3

Analyzes production art necessary to prepare camera-ready copy for photomechanical printing. Teaches basic drawing concepts and techniques with emphasis on design principles, and care and use of instruments. Studies production methods to prepare ruled forms, overlays, bendays, bleeds, two and multicolor forms for advertising and publication work.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 3

PNT 222 - Layout and Design II

Credit Hours: 3

Analyzes production art necessary to prepare camera-ready copy for photomechanical printing. Teaches basic drawing concepts and techniques with emphasis on design principles, and care and use of instruments. Studies production methods to prepare ruled forms, overlays, bendays, bleeds, two and multicolor forms for advertising and publication work.

Prerequisites: None

Prerequisite/Corequisite:

PNT 221 is a Pre-Requisite. Students must satisfy PNT 221 BEFORE enrolling in this course. PNT 213 is a Co-Requisite. Students must also be enrolled in PNT 213 WHILE taking this course OR have SATISFIED PNT 213 BEFORE enrolling in this course.

Lecture Hours: 2

Lab Hours: 3

PNT 231 - Lithographic Chemistry

Credit Hours: 2

Introduces chemistry and how it involves the printer. Covers the role of water in lithography, pH of solutions, plate coatings and film emulsions. Studies relationships of paper and ink, emulsification, waterlogging, effect of humidity, and causes and control of static electricity.

Prerequisites: None

Lecture Hours: 2

PNT 241 - Advanced Printing Applications

Credit Hours: 3

Continues PNT 141 to provide additional experience in production and shop management.

Prerequisites:

PNT 142 is a Pre-Requisite. Students must satisfy PNT 142 BEFORE enrolling in this course.

Lecture Hours: 1

Lab Hours: 4

PNT 245 - Production Planning and Estimating

Credit Hours: 4

Teaches theory and gives experience in planning and quality control for printing production. Includes printing plant supervision and management techniques, organization, maintenance and inventory control systems. Discusses estimating for printing, including job layout,

purchasing, pricing and trade customs.

Prerequisites: None

Lecture Hours: 3

Lab Hours: 3

PNT 251 - Offset Press Operations I

Credit Hours: 4

Explains procedures for practical operation of offset equipment including adjustments, setup make-ready, and imposition for single-color and multi-color production jobs. Studies feeder registration, printing and delivery systems, roller and blanket problems, ink and dampening problems, and quality control. Part I of II.

Prerequisites: None

Lecture Hours: 3

Lab Hours: 3

PNT 260 - Color Separation

Credit Hours: 3

Introduces study of color theories and principles as they apply to process color printing. Provides classroom and laboratory experiences in dot gain, densitometry, creation and manipulation of color images and electronic color separation.

Prerequisites:

ART 283 is a Pre-Requisite. Students must satisfy ART 283 BEFORE enrolling in this course.

Lecture Hours: 2

Lab Hours: 3

PNT 265 - Digital Imaging Applications

Credit Hours: 4

Provides an introduction to the proper use of software for production purposes. Covers design software for page layout and composition, image manipulation and creation, drawing and illustration.

Prerequisites: None

Lecture Hours: 3

Lab Hours: 3

PNT 298 - Seminar and Project

Credit Hours: 1-5

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.

Prerequisites: None

Lecture Hours: 2

Psychology

PSY 126 - Psychology for Business and Industry

Credit Hours: 3

Focuses on the application of psychology to interpersonal relations and the working environment. Includes topics such as group dynamics, motivation, employee-employer relationship, interpersonal communications. May include techniques for selection and supervision of personnel.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 3

Student Development

SDV 100 - College Success Skills

Credit Hours: 1-3

Assists students in transition to colleges. Provides overviews of college policies, procedures, 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.

Prerequisites: None

Lecture Hours: 1

SDV 101 - Orientation to College

Credit Hours: 1

Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college and to the discipline in which they are enrolled. Covers topics such as services 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 Hours: 2

SDV 106 - Preparation for Employment

Credit Hours: 1

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.

Prerequisites: None

Lecture Hours: 1

SDV 110 - Orientation to Teaching As a Profession

Credit Hours: 3

Introduces students to a career in teaching and education by allowing students to experience the components of the learner, the school environment and the classroom teaching environment. Utilizes the Virginia Teachers for Tomorrow/Teacher Cadet curriculum. Students

participate in a 15-hour student teaching internship in a classroom at one of the levels between Kindergarten and grade 9.

Prerequisites: None

Lecture Hours: 3

Business & Hospitality

Business and Marketing programs prepare students for a variety of careers working in office environments, starting their own businesses, or transferring to a four-year college or university. Programs range from short-term career studies certificates lasting one to two semesters, to full two-year associate degrees that may lead to additional employment prospects and higher wages.

For the Business Management - Graphic Imaging Specialization (A.A.S.) degree, please see Arts & Communication

Accounting

ACC 110 - Introduction to Computerized Accounting

Credit Hours: 1-2

Introduces the computer in solving accounting problems. Focuses on the operation of computers. Presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting.

Prerequisites:

MDE 10 and EDE 10 are pre-requisites. Students must complete MDE 10 and EDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 1-2

ACC 111 - Accounting I

Credit Hours: 3

Presents fundamental accounting concepts and principles governing the accounting cycle, journals, ledgers, working papers, and preparation of financial statements for sole proprietorships.

Prerequisites:

MDE 10 and EDE 10 are pre-requisites. Students must complete MDE 10 and EDE 10 or have equivalent placement before enrolling in this course.

Corequisite: A co-requisite (ACC 113) may be required as identified by the college.

Lecture Hours: 3-4

ACC 112 - Accounting II

Credit Hours: 3

Covers fundamental accounting concepts and principles governing the accounting cycle, journals, ledgers, working papers, and preparation of financial statements for sole proprietorships.

Prerequisites:

ACC 111 is a Pre-Requisite. Students must satisfy ACC 111 BEFORE enrolling in this course.

Corequisite: A co-requisite (ACC 114) may be required as identified by the college.

Lecture Hours: 3-4

ACC 211 - Principles of Accounting I

Credit Hours: 3

Introduces accounting principles with respect to financial reporting. Demonstrates how decision makers use accounting information for reporting purposes. Focuses on the preparation of accounting information and its use in the operation of organizations, as well as methods of analysis and interpretation of accounting information.

Prerequisites:

MDE 10 and EDE 10 are pre-requisites. Students must complete MDE 10 and EDE 10 or have equivalent placement before enrolling in this course.

Corequisite: None.

Lecture Hours: 3

ACC 212 - Principles of Accounting II

Credit Hours: 3

Introduces accounting principles with respect to cost and managerial accounting. Focuses on the application of accounting information with respect to product costing, as well as its use within the organization to provide direction and to judge performance.

Prerequisites:

ACC 211 is a Pre-Requisite.

Lecture Hours: 3

ACC 220 - Accounting for Small Business

Credit Hours: 3

Presents practical accounting procedures for small business operations including service occupations, retail stores, and manufacturing operations. Covers the accounting cycle, journals, ledgers, preparation of financial statements and payrolls, and checking account management. Includes regulations applicable to payroll, self-employment, social security and other taxes.

Prerequisites: None

Lecture Hours: 3

ACC 240 - Fraud Examination

Credit Hours: 3

Covers the principles and methodology of fraud detection and deterrence. Provides an introduction to the various ways fraud and occupational abuses occur, methods to identify the risk of exposure to loss from fraud, and appropriate prevention, detection, and investigation approaches.

Lecture Hours: 3

Administrative Support Technology

AST 101 - Keyboarding I

Credit Hours: 3

Teaches the alpha/numeric keyboard with emphasis on correct techniques, speed, and accuracy. Teaches formatting of basic personal and business correspondence, reports and tabulation.

Prerequisites: None

Prerequisite/Corequisite:

Prerequisite of MDE 10 if indicated by placement. Corequisite of EDE 10 if indicated by placement.

Lecture Hours: 2-4

AST 102 - Keyboarding II

Credit Hours: 3

Develops keyboarding and document production skills with emphasis on preparation of specialized business documents. Continues skill-building for speed and accuracy.

Prerequisites:

Prerequisite of AST 101 and EDE 10 if indicated by placement

Lecture Hours: 2-4

AST 114 - Keyboarding for Information Processing

Credit Hours: 2

Teaches the alphabetic and numeric keys: develops correct techniques and competency in the use of computer keyboards. May include basic correspondence and report formats.

Prerequisites: None

Corequisite:

EDE 10 is a co-requisite. Students must be co-enrolled in EDE 10 to enroll in this course if they have not completed EDE 10 or equivalent placement.

A co-requisite (AST115) may be required.

Lecture Hours: 0-1

Lab Hours: 0-2

AST 117 - Keyboarding for Computer Usage

Credit Hours: 1

Teaches the alphabetic keyboard and 10-key pad. Develops correct keying techniques.

Prerequisites: None

Corequisite:

EDE 10 is a co-requisite. Students must be co-enrolled in EDE 10 to enroll in this course if they have not completed EDE 10 or equivalent placement.

Lecture Hours: 1

AST 205 - Business Communications

Credit Hours: 3

Teaches techniques of oral and written communications. Emphasizes writing and presenting business-related materials.

Prerequisites: None

Lecture Hours: 3

AST 234 - Records and Database Management

Credit Hours: 3

Teaches filing and records management procedures using microcomputer database software. Incorporates both manual and electronic methods for managing information.

Prerequisites: None

Corequisite:

EDE 10 is a co-requisite. Students must be co-enrolled in EDE 10 to enroll in this course if they have not completed EDE 10 or equivalent placement.

A co-requisite (AST 235) may be required.

Lecture Hours: 2-4

AST 238 - Word Processing Advanced Operations

Credit Hours: 3

Teaches advanced word processing features including working with merge files, macros, and graphics; develops competence in the production of complex documents.

Prerequisites: None

Prerequisite/Corequisite:

Prerequisite of MDE 10 if indicated by placement. Corequisite of EDE 10 if indicated by placement.

Lecture Hours: 2-4

AST 243 - Office Administration I

Credit Hours: 3

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.

Prerequisites: None

Corequisite:

Corequisite of AST 101

Lecture Hours: 3

AST 244 - Office Administration II

Credit Hours: 3

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.

Prerequisites: None

Prerequisite/Corequisite:

Prerequisites of AST 243 and EDE 10 if indicated by placement. Corequisite of AST 102.

Lecture Hours: 3

AST 253 - Advanced Desktop Publishing I

Credit Hours: 3

Introduces specific desktop publishing software. Teaches document layout and design, fonts, type styles, style sheets, and graphics.

Prerequisite/Corequisite:

Prerequisite of AST 238. Corequisite of EDE 10 if indicated by placement.

Lecture Hours: 2-4

Business Management and Administration

BUS 100 - Introduction to Business

Credit Hours: 3

Exposes students to the functions and topics of modern business, including economics, management, finance, accounting, marketing, production, international business, small business, and other areas of general business interest. Guides students in establishing a viable business vocabulary, fostering critical and analytical thinking, and refining business decision-making skills.

Prerequisites: None

Lecture Hours: 3

BUS 108 - Business Etiquette

Credit Hours: 1

Presents basic etiquette for individuals desiring to succeed in a business environment. Topics include manners, business attire, networking, socializing, and meeting protocol. Includes tips on how to handle basic issues associated with diversity, plurality, and cultural and family values. Discusses how contemporary displays of personal expressions may impact business relationships.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 1

BUS 121 - Business Mathematics I

Credit Hours: 3

Applies mathematical operations to business processes and problems. Reviews operations, equations, percents, sales and property taxes, insurance, checkbook and cash records, wage and payroll computations, depreciation, overhead, inventory turnover and valuation, financial statements, ratio analysis, commercial discounts, markup, and markdown.

Prerequisites: None

Prerequisite/Corequisite:

Prerequisite of MDE 10 if indicated by placement. Corequisite of EDE 10 if indicated by placement.

Lecture Hours: 3

BUS 122 - Business Mathematics II

Credit Hours: 3

Applies mathematical operations to business processes and problems. Reviews basic statistics, distribution of profit and loss in partnerships, distribution of corporate dividends, simple interest, present value, bank discount notes, multiple payment plans, compound interest, annuities, sinking funds, and amortization.

Prerequisites: Prerequisite of BUS 122

Prerequisite/Corequisite:

. Corequisite of EDE 10 if indicated by placement.

Lecture Hours: 3

BUS 134 - Manufacturing Economics

Credit Hours: 1

Presents concepts of manufacturing economics and industrial accounting. Covers the major economic topics that pertain to precision machining manufacturing such as product costing, fixed/variable cost, allocation methods, and working capital management. Explains the impact of cash, inventory, and relative range.

Prerequisites: None

Lecture Hours: 1

BUS 147 - Introduction to Business Information Systems

Credit Hours: 3

Provides an overview of business information systems. Introduces computer hardware, software, procedures, systems, and human resources, and explores their integration and application in business. Discusses fundamentals and applications of computer problem-solving and programming.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 2

Lab Hours: 2

BUS 149 - Workplace Ethics

Credit Hours: 1

Provides a broad overview of ethics in the modern day business world including workforce skill building and self-awareness through group discussions. Discusses workplace topics such as diversity, substance abuse, hiring and firing and workplace practices, appropriate dress, communication, business ethics, and interviewing.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 1

BUS 165 - Small Business Management

Credit Hours: 3

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.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 3

BUS 199 - Supervised Study

Credit Hours: 1-3

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

Prerequisites: None

Lecture Hours: 1

BUS 200 - Principles of Management

Credit Hours: 3

Teaches management and the management functions of planning, organizing, leading, and controlling. Focuses on application of management principles to realistic situations managers encounter as they attempt to achieve organizational objectives..

Prerequisites: None

Lecture Hours: 3

BUS 204 - Project Management

Credit Hours: 3

Provides students with knowledge of essential skills and techniques necessary to lead or participate in projects assigned to managerial personnel. Covers time and task scheduling, resource management, problem solving strategies and other areas related to managing a project.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

BUS 205 - Human Resource Management

Credit Hours: 3

Introduces employment, selection, and placement of personnel, forecasting, job analysis, job descriptions, training methods and programs, employee evaluation systems, compensation, benefits, and labor relations.

Prerequisites: None

Lecture Hours: 3

BUS 206 - Advanced Project Management

Credit Hours: 4

Provides students with in-depth knowledge and advanced skills and techniques necessary to lead projects assigned to project managers. Covers project initiating, project planning, project executing, project monitoring and controlling, and project closing.

Prerequisites:

Students must satisfy BUS 204 before enrolling into BUS 206.

Lecture Hours: 4

BUS 209 - Continuous Quality Improvement

Credit Hours: 3

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.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

BUS 220 - Introduction to Business Statistics

Credit Hours: 3

Introduces statistics as a tool in decision-making. Emphasizes ability to collect, present, and analyze data. Employs measures of central tendency and dispersion, statistical inference, index numbers, probability theory, and time series analysis.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

BUS 221 - Business Statistics I

Credit Hours: 3

Focuses on statistical methodology in the collection, organization, presentation, and analysis of data; concentrates on measures of central tendency, dispersion, probability concepts and distribution, sampling, statistical estimation, normal and T distribution and hypotheses for means and proportions.

Prerequisites:

MTH 161 is a pre-requisite. Students must complete MTH 161 before enrolling in this course.

Lecture Hours: 3

BUS 223 - Distribution and Transportation

Credit Hours: 3

Examines the background and history of transportation, emphasizing the fundamental role and importance the industry plays in companies, society, and the environment in which transportation service is provided. Provides an overview of carrier operations, management, technology, and strategies including transportation regulations and public policy.

Prerequisites:

MDE 10 is a pre-requisite. Students must complete MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

BUS 226 - Computer Business Applications

Credit Hours: 3

Provides a practical application of software packages, including spreadsheets, word processing, database management, and presentation graphics. Includes the use of programs in accounting techniques, word processing, and management science application.

Prerequisites: keyboarding competence

Lecture Hours: 2

Lab Hours: 2

BUS 227 - Business Analytics

Credit Hours: 3

Includes overview of quantitative methods in business decision-making, simple and multiple regression and correlation analysis, time series analysis and business forecasting, decision analysis, linear programming, transportation and assignment methods, and network models. Students will be required to use computer applications.

Prerequisites:

BUS 224 or MTH 245

Lecture Hours: 3

BUS 235 - Business Letter Writing

Credit Hours: 3

Applies composition principles to business correspondence, employment documents, and reports (including presentation of data in various chart formats). Focuses on preparing effective communications with customers, suppliers, employees, the public, and other business contacts.

Prerequisites:

Prerequisites of MDE 10 if indicated by placement, AST 101, AST 103, and ENG 111.

Lecture Hours: 3

BUS 236 - Communication in Management

Credit Hours: 3

Introduces the functions of communication in management with emphasis on gathering, organizing, and transmitting facts and ideas.

Teaches the basic techniques of effective oral and written communication.

Prerequisites:

ENG 111 is a Pre-Requisite. Students must satisfy ENG 111 BEFORE enrolling in this course.

Lecture Hours: 3

BUS 240 - Introduction to Business Law

Credit Hours: 3

Provides an introduction to the American legal system and the use of law to achieve economic and social goals. Highlights ethical principles and legal reasoning underlying the rights and obligations of business relationships and their effect on business decision-making. Emphasizes fundamental principles of government regulation and the court system, constitutional law, torts, criminal law, contracts, agency, employment, and property law.

Prerequisites:

ENG 111 is a Pre-Requisite. Students must satisfy ENG 111 BEFORE enrolling in this course.

Lecture Hours: 3

BUS 255 - Inventory and Warehouse Management

Credit Hours: 3

Emphasizes the relationships of inventory and warehouse management to customer service and profitability of the wholesale distributor. Focuses on the role of computerized systems and resulting information for effective management of inventory and the warehouse under various conditions.

Prerequisites:

MDE 10 is a pre-requisite. Students must complete MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

BUS 295 - Topics in

Credit Hours: 1-5

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.

Prerequisites: None

Lecture Hours: 0-5

Lab Hours: 0-10

BUS 297 - Cooperative Education

Credit Hours: 1-5

Supervises in on-the-job training for pay in approved business, industrial and service firms, coordinated by the college's cooperative education office. Is applicable to all occupational-technical curricula at the discretion of the college. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

Prerequisites:

MDE 10 is a pre-requisite. Students must complete MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 0-5

Lab Hours: 0-10

BUS 298 - Seminar and Project

Credit Hours: 3

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.

Prerequisites:

MDE 10 is a pre-requisite. Students must complete MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 0-5

Lab Hours: 0-10

BUS 299 - Supervised Study

Credit Hours: 1-5

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours

Prerequisites: None

Lecture Hours: 0-5

Lab Hours: 0-10

Economics

ECO 100 - Elementary Economics

Credit Hours: 3

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.

Prerequisites: None

Lecture Hours: 3

ECO 120 - Survey of Economics

Credit Hours: 3

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. This course applies to career/technical education (CTE) programs. ECO 150 serves both transfer and CTE programs.

Prerequisites:

MDE 10 and EDE 10 are pre-requisites. Students must complete MDE 10 and EDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Financial Services

FIN 215 - Financial Management

Credit Hours: 3

Introduces basic financial management topics including statement analysis, working capital; capital budgeting, and long-term financing. Focuses on Net Present Value and Internal Rate of Return techniques, lease vs. buy analysis, and Cost of Capital computations. Uses problems and cases to enhance skills in financial planning and decision making.

Prerequisites:

MDE 10 is a pre-requisite. Students must complete MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Health Information Management

HIM 105 - Current Procedural Terminology

Credit Hours: 2

Develops skills in coding a diagnosis and/or procedure according to the principles of Current Procedural Terminology (CPT) Coding. NOT INTENDED FOR HIT MAJORS.

Prerequisites:

HLT 143 is a Pre-Requisite. Students must satisfy HLT 143 BEFORE enrolling in this course.

Lecture Hours: 2

HIM 106 - International Classification of Diseases I

Credit Hours: 2

Introduces International Classification of Diseases Clinical Modification Coding I (ICD-10-CM) coding classification system and provides actual coding exercises. NOT INTENDED FOR HIT MAJORS.

Prerequisites:

HLT 143 is a Pre-Requisite. Students must satisfy HLT 143 BEFORE enrolling in this course.

Lecture Hours: 2

HIM 107 - International Classification of Diseases II

Credit Hours: 3

Stresses advanced International Classification of Diseases Clinical Modification Coding II (ICD-10-CM) coding skills through practical exercises. NOT INTENDED FOR HIT MAJORS.

Prerequisites:

HLT 106 OR HIM 106 is a Pre-Requisite. Students must satisfy HLT 106 OR HIM 106 BEFORE enrolling in this course.

Lecture Hours: 3

HIM 130 - Healthcare Information Systems

Credit Hours: 3

Teaches basic concepts of microcomputer software (to include operating systems, word processing, spreadsheets, and database applications). Focuses on microcomputer applications and information systems in the Healthcare environment. Provides a working introduction to electronic health information systems for allied health, teaching students how the adoption of electronic health records affects them as future healthcare professionals.

Prerequisites: None

Lecture Hours: 3

HIM 143 - Managing Electronic Billing in a Medical Practice

Credit Hours: 3

Presents practical knowledge on use of computer technology in medical practice management. Develops basic skills in preparation of universal billing claim. Explores insurance claim processing issues.

Prerequisites: None

Lecture Hours: 3

HIM 226 - Legal Aspects of Health Record Documentation

Credit Hours: 2

Presents the legal requirements associated with health record documentation. Emphasizes the policies and procedures concerning the protection of the confidentiality of patient's health records.

Prerequisites: None

Lecture Hours: 2

HIM 253 - Health Records Coding

Credit Hours: 3

Examines the development of coding classification systems. Introduces ICD-10-CM coding classification system, its format and conventions. Stresses basic coding steps and guidelines according to body systems. Provides actual coding exercises in relation to each system covered.

Prerequisites:

HIM 107 is a Pre-Requisite. Students must satisfy HIM 107 BEFORE enrolling in this course.

Lecture Hours: 3

Marketing

MKT 100 - Principles of Marketing

Credit Hours: 3

Presents principles, methods, and problems involved in marketing to consumers and organizational buyers. Discusses problems and policies connected with distribution and sale of products, pricing, promotion, and buyer motivation. Examines variations of marketing research, legal, social, ethical, e-commerce, and international considerations in marketing.

Prerequisites: None

Lecture Hours: 3

MKT 110 - Principles of Selling

Credit Hours: 3

Presents a fundamental, skills-based approach to selling and relationship building. Emphasizes learning effective interpersonal communication skills in all areas of the sales process through skill-building activities. Examines entry-level sales careers in retailing, wholesaling, services and industrial selling.

Prerequisites: None

Lecture Hours: 3

MKT 170 - Customer Service

Credit Hours: 1

Introduces students to the concepts of marketing as they relate to customer service. Teaches development of customer service training and implementation of strategies to improve customer relations and service. Includes lecture, role-playing, and case studies.

Prerequisites: None

Lecture Hours: 1

MKT 195 - Topics In

Credit Hours: 1-5

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

Prerequisites: None

Lecture Hours: 0-5

Lab Hours: 0-10

MKT 216 - Retail Organization and Management

Credit Hours: 3

Examines the organization of the retail establishment to accomplish its goals in an effective and efficient manner. Includes study of site location, internal layout, store operations, and security. Examines the retailing mix, the buying or procurement process, pricing, and selling. Studies retail advertising, promotion, and publicity as a coordinated effort to increase store traffic.

Prerequisites:

MDE 10 is a pre-requisite. Students must complete MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

MKT 227 - Merchandise Buying and Control

Credit Hours: 3

Studies the merchandising cycle. Explores techniques used in the development of buying resources, merchandising plans, model stock, unit control, and inventory systems. Highlights merchandise selection, policy pricing strategies, and inventory control methods.

Prerequisites:

Prerequisites of BUS 121 and MKT 100 or MKT 216

Lecture Hours: 3

MKT 228 - Promotion

Credit Hours: 3

Presents an overview of integrated marketing communications through advertising, public relations, personal selling and sales promotion. Focuses on coordinating these activities into an effective campaign to promote sales for a particular product, business, institution or industry.

Prerequisites:

Prerequisites of EDE 10 if indicated by placement and MKT 100

Lecture Hours: 3

MKT 281 - Principles of Internet Marketing

Credit Hours: 3

Introduces students to Internet marketing. Discusses how to implement marketing programs strategically and tactically using online communications tools. Teaches e-marketing strategies.

Prerequisites: None

Corequisite:

EDE 10 is a co-requisite. Students must be co-enrolled in EDE 10 to enroll in this course if they have not completed EDE 10 or equivalent placement.

Lecture Hours: 3

MKT 282 - Principles of E-Commerce

Credit Hours: 3

Studies 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 and execution of marketing strategies.

Prerequisites: None

Lecture Hours: 3

MKT 297 - Cooperative Education

Credit Hours: 1-6

Supervises in on-the-job training for pay in approved business, industrial and service firms, coordinated by the college's cooperative education office. Is applicable to all occupational-technical curricula at the discretion of the college. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

Prerequisites:

ACC 111 is a Pre-Requisite. Students must satisfy ACC 111 BEFORE enrolling in this course.

Lecture Hours: 3

MKT 298 - Seminar and Project

Credit Hours: 1-5

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.

Prerequisites:

ACC 111 is a Pre-Requisite. Students must satisfy ACC 111 BEFORE enrolling in this course.

Lecture Hours: 3

Mathematics

** Passport Course: The Passport consists of 16 credit hours in which all courses are transferable and shall satisfy general education requirements at public four-year colleges and universities in Virginia, including many private institutions. Passport courses may satisfy a general education requirement without having a specific course equivalent at the receiving institution.*

MTH 130 - Fundamentals of Reasoning

Credit Hours: 3

Presents elementary concepts of algebra, linear graphing, financial literacy, descriptive statistics, and measurement & geometry. Based on college programs being supported by this course, colleges may opt to add additional topics such as logic or trigonometry. This course is intended for occupational/technical programs.

Prerequisites:

MDE 10 is a pre-requisite. Students must complete MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

College & University Transfer

University Transfer presents an enriching and transformative career pathway. Aspiring to continue their education at four-year universities, students can explore a wide range of academic disciplines and programs. The university transfer pathway lays a strong foundation for personal and professional growth, providing opportunities to engage in rigorous coursework, research, and intellectual exploration.

American Sign Language

ASL 101 - Beginning American Sign Language I

Credit Hours: 4

Introduces cultural awareness, comprehension and production skills, and emphasizes basic sentence structure in American Sign Language with a focus on interactive communicative competence. Part I of II. This is a UCGS transfer course.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 4

Passport Transfer Course: This is a UCGS transfer course.

ASL 102 - Beginning American Sign Language II

Credit Hours: 4

Introduces cultural awareness, comprehension and production skills, and emphasizes basic sentence structure in American Sign Language with a focus on interactive communicative competence. Part II of II. This is a UCGS transfer course.

Prerequisites:

Student must satisfy ASL 101 BEFORE enrolling in ASL 102.

Lecture Hours: 4

Passport Transfer Course: This is a UCGS transfer course.

ASL 201 - Intermediate American Sign Language I

Credit Hours: 3

Continues to develop cultural awareness, comprehension and production skills, and emphasizes a variety of sentence structures in American Sign Language with a continued focus on interactive communicative competence. Part I of II. This is a UCGS transfer course.

Prerequisites: ASL102 or by placement test

Lecture Hours: 3

Passport Transfer Course: This is a UCGS transfer course.

ASL 202 - Intermediate American Sign Language II

Credit Hours: 3

Continues to develop cultural awareness, comprehension and production skills, and emphasizes a variety of sentence structures in American Sign Language with a continued focus on interactive communicative competence. Part II of II. This is a UCGS transfer course.

Prerequisites: ASL 201 or by placement test

Lecture Hours: 3

Passport Transfer Course: This is a UCGS transfer course.

Arts

ART 101 - History of Art: Prehistoric to Gothic

Credit Hours: 3

Surveys the history and interpretation of architecture, painting and sculpture from the prehistoric era through the Gothic. This is a Passport and UCGS transfer course.

Prerequisites: None

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

ART 102 - History of Art: Renaissance to Modern

Credit Hours: 3

Surveys the history and interpretation of architecture, painting and sculpture from the Renaissance through the modern era. This is a Passport and UCGS transfer course.

Prerequisites:

ART 101 is a Pre-Requisite. Students must satisfy ART 101 BEFORE enrolling in this course.

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

ART 201 - History of Art I

Credit Hours: 3

Studies the historical context of art of the ancient, medieval, Renaissance and modern worlds. Includes research project. Part I of II.

Prerequisites: None

Lecture Hours: 3

Passport Transfer Course: This is a Passport Transfer course.

ART 202 - History of Art II

Credit Hours: 3

Studies the historical context of art of the ancient, medieval, Renaissance and modern worlds. Includes research project. Part II of II.

Prerequisites: None

Lecture Hours: 3

Passport Transfer Course: This is a Passport Transfer course.

ART 241 - Painting I

Credit Hours: 3

Introduces abstract and representational painting in acrylic and/or oil with emphasis on color, composition and value.

Prerequisites: None

Lecture Hours: 1-2

Lab Hours: 4

ART 242 - Painting II

Credit Hours: 3

Introduces abstract and representational painting in acrylic and/or oil with emphasis on color, composition and value.

Lecture Hours: 1-2

Lab Hours: 4

Biology

BIO 101 - General Biology I

Credit Hours: 4

Focuses on biological processes with a chemical foundation, including macromolecules, cellular structure, metabolism, and genetics in an evolutionary context. Explores the core concepts of evolution; structure and function; information flow, storage and exchange; pathways and transformations of energy and matter; and systems biology. Emphasizes the process of science, interdisciplinary approach, and relevance of biology to society. Part I of a two-course sequence. Assignments require college-level reading fluency, coherent written communication, and basic mathematical skills. This is a Passport and UCGS transfer course. Credit toward graduation cannot be awarded for both BIO 101 and BIO 106.

Prerequisites:

MDE 10 and EDE 10 are pre-requisites. Students must complete MDE 10 and EDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Recitation and Laboratory: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

BIO 102 - General Biology II

Credit Hours: 4

Focuses on biological processes with a chemical foundation, including macromolecules, cellular structure, metabolism, and genetics in an evolutionary context. Explores the core concepts of evolution; structure and function; information flow, storage and exchange; pathways and transformations of energy and matter; and systems biology. Emphasizes the process of science, interdisciplinary approach, and relevance of biology to society. Part II of a two-course sequence. This is a UCGS transfer course.

Prerequisites:

Prerequisite of BIO 101

Lecture Hours: 3

Lab Hours: 3

Passport Transfer Course: This is a UCGS transfer course.

BIO 107 - Biology of the Environment

Credit Hours: 4

Presents the basic concepts of environmental science through a topical approach. Includes the scientific method, population growth and migration, use of natural resources and waste management, ecosystem simplification recovery, evolution, biogeochemical cycles, photosynthesis and global warming, geological formations, atmosphere and climate, and ozone depletion and acid deposition.

Prerequisites:

MDE 10 and EDE 10 are pre-requisites. Students must complete MDE 10 and EDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Lab Hours: 3

BIO 141 - Human Anatomy and Physiology I

Credit Hours: 4

Presents the study of anatomy & physiology including anatomical terminology, homeostasis, histology, integumentary system, skeletal

system, muscular system, and nervous system. Part I of II. Assignments require college-level reading fluency, coherent written communication, and basic mathematical skills.

Prerequisites:

MDE 10 and EDE 10 are pre-requisites. Students must complete MDE 10 and EDE 10 or have equivalent placement before enrolling in this course.

Prerequisite/Corequisite: Demonstration of NAS 2 concepts of Chemical Concepts, Cytology, and Inheritance through NAS 2 completion; or assessment; or module completion; or equivalent.

Lecture Hours: 3

Lab Hours: 3

BIO 142 - Human Anatomy and Physiology II

Credit Hours: 4

Continues study of anatomy and physiology including endocrine system, blood and cardiovascular system, lymphatic system and immunity, respiratory system, urinary system, fluid, electrolyte, and acid-base balance, digestive system and nutrient metabolism, reproductive system, and prenatal development. Part II of II.

Prerequisites:

BIO 141 is a Pre-Requisites. Students must satisfy BIO 141 BEFORE enrolling in this course.

Corequisite: Completion of BIO 141 with a grade of C or better.

Lecture Hours: 3

Lab Hours: 3

BIO 150 - Microbiology for Health Sciences

Credit Hours: 4

Focuses on the general characteristics, cellular structure, and metabolism of microorganisms. Emphasizes microbial relationships with individual and community health. Includes impact of microbes on human health and disease, microbial pathogenicity, identifying and managing infectious diseases and controlling microbial growth, healthcare associated infections and epidemiology. Studies aseptic culturing techniques with hands-on experience in safe microbiology practices.

Prerequisites: BIO 101 or BIO 141

Lecture Hours: 3

Recitation and Laboratory: Recitation and laboratory 3 hours

BIO 205 - General Microbiology

Credit Hours: 4

Explores the structure and function of microorganisms and their relationship to the environment and humans. Emphasizes the various groups of microorganisms, their growth and metabolism, roles in the functioning of ecosystems, genetics, their roles in human health, the use of microbes in industrial applications and biotechnology and methods of microbial control.

Prerequisites:

BIO 101, MDE 10, and EDE 10 are pre-requisites. Students must complete MDE 10 and EDE 10 or have equivalent placement and complete BIO 101 before enrolling in this course.

Lecture Hours: 3

Recitation and Laboratory: 3 hours

BIO 256 - General Genetics

Credit Hours: 4

Explores the principles of genetics ranging from classical Mendelian inheritance to the most recent advances in the biochemical nature and function of the gene. Includes experimental design and statistical analysis.

Prerequisites:

Pre-requisite for BIO 256 is BIO 101

Lecture Hours: 3

Recitation and Laboratory: Recitation and laboratory 3 hours

Business Management and Administration

BUS 224 - Business Statistics

Credit Hours: 3

Introduces methods of probability assessment and statistical inference. Includes data presentation; descriptive statistics; basic probability concepts; discrete and continuous probability distributions; decision theory; estimation and sampling distributions; Central Limit Theorem; simple linear regression and hypothesis testing for a single sample or population. Emphasizes business and economic applications. Utilizes computer software as a tool for problem-solving.

Prerequisites: MTH 161

Lecture Hours: 3

Chemistry

CHM 101 - Introductory Chemistry

Credit Hours: 4

Explores the experimental and theoretical concepts of general chemistry while emphasizing scientific reasoning, critical and analytical thinking. Designed for the non-science major. This is a Passport and UCGS transfer course.

Prerequisites:

MDE 10 and EDE 10 are pre-requisites. Students must complete MDE 10 and EDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Lab Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

CHM 110 - Survey of Chemistry

Credit Hours: 3

Introduces the basic concepts of general, organic, and biochemistry with emphasis on their applications to other disciplines. No previous chemistry background required.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

CHM 111 - General Chemistry I

Credit Hours: 4

Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Students must earn a grade of C or higher in the lecture portion of the course to earn an overall grade of C or higher. Part I of II. This is a Passport and UCGS transfer course.

Prerequisites:

MDE 10 and EDE 10 are pre-requisites. Students must complete MDE 10 and EDE 10 or have equivalent placement before enrolling in this course and be ENG 111 eligible.

Lecture Hours: 3

Lab Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

CHM 112 - General Chemistry II

Credit Hours: 4

Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Students must earn a grade of C or higher in the lecture portion of the course to earn an overall grade of C or higher. Part II of II. This is a Passport and UCGS transfer course.

Prerequisites:

CHM 111 and MDE 60 are pre-requisites. Students must complete CHM 111 and MDE 60 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Lab Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

CHM 241 - Organic Chemistry I

Credit Hours: 3

Introduces fundamental chemistry of carbon compounds, including structures, physical properties, syntheses, and typical reactions. Emphasizes reaction mechanisms. Part I of II.

Prerequisites: CHM 112 with a grade of C or higher

Corequisite: CHM 245

Lecture Hours: 3

CHM 242 - Organic Chemistry II

Credit Hours: 3

Introduces fundamental chemistry of carbon compounds, including structures, physical properties, syntheses, and typical reactions. Emphasizes reaction mechanisms. Part II of II.

Prerequisites: CHM 241

Corequisite: CHM 246

Lecture Hours: 3

CHM 245 - Organic Chemistry I Laboratory

Credit Hours: 2

Introduces various methods and procedures used in present day organic laboratories. Covers the general techniques, organic synthesis, and the use of common spectroscopic instrumentation; synthesizing a variety of compounds; and analyzing the products through physical properties and spectroscopy. Part I of II.

Prerequisites: CHM 112 with a grade of C or better

Corequisite: CHM 241

Lecture Hours: 1

Lab Hours: 3

CHM 246 - Organic Chemistry II Laboratory

Credit Hours: 2

Introduces various methods and procedures used in present day organic laboratories. Covers the general techniques, organic synthesis, and the use of common spectroscopic instrumentation; synthesizing a variety of compounds; and analyzing the products through physical properties and spectroscopy. Part II of II.

Prerequisites: CHM 245

Corequisite: CHM 242

Lecture Hours: 1

Lab Hours: 3

Communication Studies and Theatre

CST 100 - Principles of Public Speaking

Credit Hours: 3

Applies theory and principles of public address with an emphasis on preparation and on the extemporaneous method of delivery. The assignments in the course require college-level reading and analysis of scholarly studies and coherent communication through written reports, including the production of at least one APA/MLA-formatted individual writing assignment. This is a UCGS transfer course.

Prerequisites:

EDE 10 is pre-requisite. Students must complete EDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Passport Transfer Course: This is a UCGS transfer course.

CST 130 - Introduction to the Theatre

Credit Hours: 3

Surveys the principles of drama, the development of theatre production, and selected plays to acquaint the student with various types of theatrical presentations. This is a Passport and UCGS transfer course.

Prerequisites: None

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

CST 151 - Film Appreciation I

Credit Hours: 3

Provides students with a critical understanding of film through the discussion and viewing of motion pictures with emphasis upon the study of film history and the forms and functions of film. Students will develop skills to analyze the shared social, cultural and historical influences of films and their contexts. Part I of II. This is a Passport and UCGS transfer course.

Prerequisites: None

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

CST 152 - Film Appreciation II

Credit Hours: 3

Provides students with a critical understanding of film through the discussion and viewing of motion pictures with emphasis upon the study of film history and the forms and functions of film. Students will develop skills to analyze the shared social, cultural and historical influences of films and their contexts. Part II of II.

Prerequisites: None

Lecture Hours: 3

Computer Science

CSC 201 - Computer Science I

Credit Hours: 4

Introduces algorithm and problem solving methods. Emphasizes structured programming concepts, elementary data structures and the study and use of a high level programming language.

Prerequisites:

Prerequisite of placement in MTH 167

Lecture Hours: 4

CSC 202 - Computer Science II

Credit Hours: 4

Examines data structures and algorithm analysis. Covers data structures (including sets, strings, stacks, queues, arrays, records, files, linked lists, and trees), abstract data types, algorithm analysis (including searching and sorting methods), and file structures.

Prerequisites: CSC 201

Corequisite: MTH 264

Lecture Hours: 4

CSC 205 - Computer Organization

Credit Hours: 3

Examines the hierarchical structure of computer architecture. Focuses on multi-level machine organization. Uses a simple assembler language to complete programming projects. Includes processors, instruction, execution, addressing techniques, data representation and digital logic.

Prerequisites: CSC 221

Lecture Hours: 3

CSC 208 - Introduction to Discrete Structures

Credit Hours: 3

Introduces discrete mathematics concepts in relation to computer science. Applies the use of Boolean algebra, analysis of algorithms such as logic, sets and functions, recursive algorithms, and recurrence relations, combinatorics, graphs, and trees. Assignments in this course require a basic understanding of programming concepts, problem solving, basic college algebra and trigonometry skills.

Prerequisites: None

Lecture Hours: 3

CSC 221 - Introduction to Problem Solving and Programming

Credit Hours: 3

Introduces problem solving and implementation of solutions using a high level programming language in a structured programming environment. Includes concepts and practice of structured programming, problem-solving, top-down design of algorithms, a high level programming language syntax, control structures, arrays, and an introduction into object oriented programming. First course in a three-course sequence (CSC 221, CSC 222, CSC 223). The assignments in this course require mathematical problem solving skills, algebraic modeling and functions, and use of variables.

Prerequisites: None

Lecture Hours: 3

CSC 222 - Object-Oriented Programming

Credit Hours: 4

Introduces the concepts and techniques of object-oriented programming to students with a background in procedural programming and problem solving. Uses a high-level computer language to illustrate and implement the topics. Second course in a three-course sequence (CSC 221, CSC 222, CSC 223).

Prerequisites: CSC 221, or equivalent, or departmental consent

Lecture Hours: 4

CSC 223 - Data Structures and Analysis of Algorithms

Credit Hours: 4

Explores and contrasts data structures, algorithms for manipulating data structures, and their use and appropriateness in writing efficient real-world programming applications. Investigates implementations of different data structures for efficient searching, sorting, and other transformer operations. Third course in a three-course sequence (CSC 221, CSC 222, CSC 223).

Prerequisites: CSC 222 or departmental consent.

Corequisite: CSC 208 or equivalent.

Lecture Hours: 4

Economics

ECO 201 - Principles of Macroeconomics

Credit Hours: 3

Presents the fundamental macroeconomic concepts, theories, and issues including the study of scarcity and opportunity cost, supply and demand, national economic growth, inflation, recession, unemployment, fiscal and monetary policies, and international trade. Develops an appreciation of how these economic concepts apply to consumer, business, and government decisions, and their effect on the overall economy. This is a Passport and UCGS transfer course.

Prerequisites:

MDE 10 and EDE 10 are pre-requisites. Students must complete MDE 10 and EDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

ECO 202 - Principles of Microeconomics

Credit Hours: 3

Presents the fundamental microeconomic concepts, theories, and issues including the study of scarcity and opportunity cost, supply and demand, elasticities, marginal revenues and costs, profits, production and distribution. Develops an appreciation of how these economic concepts apply to consumer and business decisions, and their effect on the individual. This is a Passport and UCGS transfer course.

Prerequisites:

MDE 10 and EDE 10 are pre-requisites. Students must complete MDE 10 and EDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

Engineering

EGR 115 - Engineering Graphics

Credit Hours: 2

Applies principles of orthographic projection, and multi-view drawings. Teaches descriptive geometry including relationships of points, lines, planes and solids. Introduces sectioning, dimensioning and computer graphic techniques. Includes instruction in Computer Aided Drafting.

Prerequisites: None

Lecture Hours: 2

EGR 120 - Introduction to Engineering

Credit Hours: 2

Introduces the engineering profession, professional concepts, ethics, and responsibility. Reviews hand calculators, number systems, and unit conversions. Introduces the personal computer and operating systems. Includes engineering problem solving techniques using computer software. This course applies to career/technical education (CTE) programs. EGR 121-122 serve both transfer and CTE programs.

Prerequisites:

MDE 60 is a pre-requisite. Students must complete MDE 60 or have equivalent placement before taking this course.

Corequisite: MTH 161 or MTH 167 or MTH 261

Lecture Hours: 1

Lab Hours: 3

EGR 121 - Foundations of Engineering

Credit Hours: 2

Introduces the engineering profession and its impact on society and the environment, including engineering problem solving, the engineering design process, and professional practices. Covers fundamental engineering calculations, descriptive statistics, basic spreadsheet and mathematical scripting language applications, professional ethics, teamwork, and communication

Prerequisites: ENG111 eligible; MTH 162 or MTH 167, or equivalent; or departmental approval.

Lecture Hours: 2

EGR 122 - Engineering Design

Credit Hours: 3

Applies engineering methods to a semester-long team design project with an emphasis on engineering software involving 2D and 3D computer aided design; data modeling and analysis; and iterative programming solutions. Covers design drawings and dimensioning; spreadsheet software usage; mathematical scripting language; and professional practices.

Prerequisites: EGR 121 or departmental permission

Lecture Hours: 2

Lab Hours: 2

EGR 125 - Introduction to Computer Programming for Engineers

Credit Hours: 4

Introduces problem solving and implementation of computer software solutions using a high-level programming language in a structured environment. Includes concepts and practice of algorithm design, language syntax, control structures, arrays, and introduction to object-oriented programming. Covers engineering applications, such as mathematical modeling, file input and output, and basic numerical methods. The assignments in this course require mathematical problem-solving skills, algebraic modeling, and functions, and use of variables.

Prerequisites: MTH 162 or MTH 167 or equivalent

Corequisite: EGR 121

Lecture Hours: 4

EGR 126 - Computer Programming for Engineers

Credit Hours: 3

Introduces computers, their architecture and software. Teaches program development using flowcharts. Solves engineering problems involving programming in languages such as FORTRAN, PASCAL, or C.

Prerequisites:

MDE 60 is a pre-requisite. Students must complete MDE 60 or have equivalent placement before taking this course.

Corequisite: MTH 161 or MTH 167 or MTH 261

Lecture Hours: 3

EGR 140 - Engineering Mechanics

Credit Hours: 3

Introduces mechanics of vector forces and space, scalar mass and time, including S.I. and U.S. customary units. Teaches equilibrium, free-body diagrams, moments, couples, distributed forces, centroids, moments of inertia, analysis of two-force and multi-force members and friction and internal forces.

Prerequisites:

Prerequisite of MTH 264, MTH 174, MTH 176, or MTH 274. PHY 241 is a Pre-Requisite. Students must satisfy PHY 241 BEFORE enrolling in this course.

Lecture Hours: 3

EGR 240 - Statics

Credit Hours: 3

Introduces basic concepts of engineering mechanics, systems of forces and couples, equilibrium of particles and rigid bodies, and internal forces and analysis of structures, including SI and U.S. customary units. Includes trusses, frames, machines, beams, distributed forces, friction, and centroids.

Prerequisites: MTH 263 or departmental approval

Corequisite: None

Lecture Hours: 3

EGR 245 - Dynamics

Credit Hours: 3

Presents approach to kinematics and kinetics of particles (and systems of particles) in linear and curvilinear motion. Includes kinematics and kinetics of rigid bodies in plane motion. Teaches Newton's second law, work-energy, and impulse-momentum methods.

Prerequisites: EGR 240 or departmental approval

Lecture Hours: 3

EGR 246 - Mechanics of Materials

Credit Hours: 3

Introduces concepts of stress, strain, deformation, internal equilibrium, and basic properties of engineering materials. Analyzes axial loads, torsion, bending, shear and combined loading. Studies stress transformation, principal stresses, and buckling.

Prerequisites:

EGR 240 or departmental approval

Lecture Hours: 3

EGR 248 - Thermodynamics for Engineering

Credit Hours: 3

Studies formulation of the first and second law of thermodynamics. Presents energy conversion, concepts of energy, temperature, entropy, and enthalpy, equations of state of fluids. Covers reversibility and irreversibility in processes, closed and open systems, cyclical processes and problem solving using computers.

Prerequisites:

Prerequisites of MTH 264 or MTH 174 or MTH 274 and placement in ENG 112. PHY 241 is a Pre-Requisite. Students must satisfy PHY 241 BEFORE enrolling in this course.

Lecture Hours: 3

EGR 270 - Fundamentals of Computer Engineering

Credit Hours: 4

Covers digital system analysis, design, and implementation. Includes digital logic, Boolean algebra, combinational and sequential circuits, hierarchical design, and introduction to computer organization and assembly language. Features in laboratory work the use of discrete logic, programmable logic devices, and hardware description language to design, simulate, implement, validate, and document digital circuits.

Prerequisites: EGR 121 and either EGR 125 or CSC 221

Lecture Hours: 3

Lab Hours: 3

EGR 272 - Electric Circuits II

Credit Hours: 4

Covers sinusoidal steady-state circuit response using phasors, frequency analysis of linear circuits including frequency response, Bode plots, Fourier series analysis, and design of basic filters. Examines Laplace circuit analysis and transfer functions, AC power analysis, nonlinear diode models, and technical writing. Includes laboratory analysis and open-ended design project. Part II of II.

Prerequisites: MTH 267 and EGR 271

Lecture Hours: 3

Lab Hours: 3

English

ENG 111 - College Composition I

Credit Hours: 3

Introduces and prepares students to the critical processes and fundamentals of writing in academic and professional contexts. Teaches the use of print and digital technologies to promote inquiry. Requires the production of a variety of academic texts, totaling at least 4500 words (15 pages typed) of polished writing. This course requires proficiency in using word processing and learning management software. This is a Passport and UCGS transfer course.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Passport Transfer Course: This is a Passport Transfer course. **Passport Course: The Passport consists of 16 credit hours in which all courses are transferable and shall satisfy general education requirements at public four-year colleges and universities in Virginia, including many private institutions. Passport courses may satisfy a general education requirement without having a specific course equivalent at the receiving institution.*

ENG 112 - College Composition II

Credit Hours: 3

Further develops students' ability to write for academic and professional contexts with increased emphasis on argumentation and research. Requires students to evaluate, integrate, and document print and digital sources to produce a range of academic and multimodal texts, culminating in a fully documented research paper. This course requires proficiency in using word processing and learning management software. This is a UCGS transfer course.

Prerequisites:

ENG 111 is a Pre-Requisite. Students must satisfy ENG 111 BEFORE enrolling in this course.

Lecture Hours: 3

Passport Transfer Course: This is a UCGS transfer course.

ENG 123 - Writing for the World Wide Web

Credit Hours: 3

Teaches students how to outline, compose, organize, and edit written materials for publication on the World Wide Web. Teaches students how to design basic web pages, compose website content, design web site layout and develop website navigation for a variety of possible audiences.

Prerequisites: ENG 111

Lecture Hours: 3

ENG 210 - Advanced Composition

Credit Hours: 3

Helps students refine skills in writing non-fiction prose. Guides development of individual voice and style. Introduces procedures for publication.

Prerequisites:

ENG 112 is a Pre-Requisite. Students must satisfy ENG 112 BEFORE enrolling in this course.

Lecture Hours: 3

ENG 241 - Survey of American Literature I

Credit Hours: 3

Examines American literary works from colonial times to the present, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing.

Prerequisites:

ENG 112 is a Pre-Requisite. Students must satisfy ENG 112 BEFORE enrolling in this course.

Lecture Hours: 3

ENG 242 - Survey of American Literature II

Credit Hours: 3

Examines American literary works from colonial times to the present, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing.

Prerequisites:

ENG 112 is a Pre-Requisite. Students must satisfy ENG 112 BEFORE enrolling in this course.

Lecture Hours: 3

ENG 243 - Survey of English Literature I

Credit Hours: 3

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.

Prerequisites:

ENG 112 is a Pre-Requisite. Students must satisfy ENG 112 BEFORE enrolling in this course.

Lecture Hours: 3

ENG 244 - Survey of English Literature II

Credit Hours: 3

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.

Prerequisites:

ENG 112 is a Pre-Requisite. Students must satisfy ENG 112 BEFORE enrolling in this course.

Lecture Hours: 3

ENG 245 - British Literature

Credit Hours: 3

Examines British literary traditions and texts from diverse time periods, genres, and authors. Develops critical thinking and interpretive skills through close reading, discussion, and analysis of literary texts in their historical, cultural, social, and/or literary contexts. This is a UCGS transfer course.

Prerequisites:

ENG 112 is a Pre-Requisite. Students must satisfy ENG 112 BEFORE enrolling in this course.

Lecture Hours: 3

Passport Transfer Course: This is a UCGS transfer course.

ENG 246 - American Literature

Credit Hours: 3

Examines American literary traditions and texts from diverse time periods, genres, and authors. Analyzes literary works within their historical, cultural, social, and/or literary contexts. Emphasizes skills of close reading. Develops critical thinking and interpretive skills through discussion, interpretation, and analysis of these texts. This is a UCGS transfer course.

Prerequisites:

ENG 112 is a Pre-Requisite. Students must satisfy ENG 112 BEFORE enrolling in this course.

Lecture Hours: 3

Passport Transfer Course: This is a UCGS transfer course.

ENG 250 - Children's Literature

Credit Hours: 3

Examines the history and development of children's literature of diverse genres, time periods, and authors. Focuses on analysis of texts for literary qualities and audience. Develops critical thinking and interpretive skills through close reading, discussion, and analysis of literary texts. This is a UCGS transfer course.

Prerequisites:

ENG 111 is a Pre-Requisite. Students must satisfy ENG 111 BEFORE enrolling in this course.

Lecture Hours: 3

Passport Transfer Course: This is a UCGS transfer course.

ENG 251 - Survey of World Literature I

Credit Hours: 3

Examines major works of world literature. Involves critical reading and writing.

Prerequisites:

ENG 112 is a Pre-Requisite. Students must satisfy ENG 112 BEFORE enrolling in this course.

Lecture Hours: 3

ENG 252 - Survey of World Literature II

Credit Hours: 3

Examines major works of world literature. Involves critical reading and writing.

Prerequisites:

ENG 112 is a Pre-Requisite. Students must satisfy ENG 112 BEFORE enrolling in this course.

Lecture Hours: 3

ENG 253 - Survey of African-American Literature I

Credit Hours: 3

Examines selected works by Black American writers from the colonial period to the present. Involves critical reading and writing.

Prerequisites:

ENG 112 is a Pre-Requisite. Students must satisfy ENG 112 BEFORE enrolling in this course.

Lecture Hours: 3

ENG 254 - Survey of African-American Literature II

Credit Hours: 3

Examines selected works by Black American writers from the colonial period to the present. Involves critical reading and writing.

Prerequisites:

ENG 112 is a Pre-Requisite. Students must satisfy ENG 112 BEFORE enrolling in this course.

Lecture Hours: 3

ENG 255 - World Literature

Credit Hours: 3

Examines literary texts across a variety of cultures, genres, and time periods. Develops critical thinking and interpretive skills through close reading, discussion, and analysis of literary texts from around the world in their historical, cultural, social, and/or literary contexts. This is a UCGS transfer course.

Prerequisites: ENG 112, ENG 113 or departmental approval

Passport Transfer Course: This is a UCGS transfer course.

ENG 258 - African-American Literature

Credit Hours: 3

Explores the stories African American authors tell about themselves, their communities, and the world. Examines common and diverging themes within African American literary traditions through the study of diverse authors, genres, and literary movements from a variety of time periods. Emphasizes interpretive and critical analysis skills developed through close reading and consideration of historical and cultural contexts. This is a UCGS transfer course.

Prerequisites:

ENG 112 is a Pre-Requisite. Students must satisfy ENG 112 BEFORE enrolling in this course.

Lecture Hours: 3

Passport Transfer Course: This is a UCGS transfer course.

ENG 268 - The Modern Drama

Credit Hours: 3

Studies the modern drama. Emphasizes the understanding and enjoyment of dramatic literature. Requires critical reading and writing.

Prerequisites:

ENG 112 is a Pre-Requisite. Students must satisfy ENG 112 BEFORE enrolling in this course.

Lecture Hours: 3

English Direct Enrollment

EDE 10 - English Composition Preparation

Credit Hours: 3

Provides academic skills and support for introductory composition. Students will identify and apply academic skills including critical reading, writing, thinking, and research. Upon successful completion of EDE 10, instructors recommend enrollment in EDE 11/ENG 111 or ENG 111 or ENG 115/ENG 131.

Prerequisites: None

Lecture Hours: 3

EDE 11 - English Composition Readiness

Credit Hours: 3

Provides academic support for successful completion of ENG 111. Students will identify and apply academic skills including critical reading, writing, thinking, and introductory research.

Prerequisites: None

Corequisite: ENG 111

Lecture Hours: 3

Geography

GEO 210 - People and the Land: Introduction to Cultural Geography

Credit Hours: 3

Provides an introduction to themes in human geography and the ways in which human geographers study spatial relationships in the world. Emphasizes geospatial tools and concepts to examine global patterns of human demographics, culture, geopolitics, and economic and environmental interdependence through introduction to a broad range of subject matter. This is a Passport and UCGS transfer course.

Prerequisites:

Student must have completed EDE 10 or have prior placement in ENG 111.

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

GEO 220 - World Regional Geography

Credit Hours: 3

Examines similarities and differences among the world's major regions. Evaluates ways in which people and places interact across space and time to produce particular spatial and environmental patterns. Introduces the student to geographic tools such as maps. This is a Passport and UCGS transfer course.

Prerequisites:

Student must have completed EDE 10 or have prior placement in ENG 111.

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

Geology

GOL 105 - Physical Geology

Credit Hours: 4

Introduces the science of physical geology through a comprehensive systems-based examination of Earth's structure, composition, rocks and minerals, landforms, geomorphology, and agents responsible for shaping and modifying its environments. Explores the origin and evolution of Earth's topographic and bathymetric features, geologic phenomena, and geologic hazards, resulting from plate tectonics. This is a Passport and UCGS transfer course.

Prerequisites:

Student must have completed EDE 10 or have prior placement in ENG 111.

Lecture Hours: 3

Lab Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

GOL 106 - Historical Geology

Credit Hours: 4

Traces the evolution of the earth and life through time. Presents scientific theories of the origin of the earth and life and interprets rock and fossil record. This is a Passport and UCGS transfer course.

Prerequisites:

Student must have completed EDE 10 or have prior placement in ENG 111.

Lecture Hours: 3

Lab Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

History

HIS 101 - Western Civilizations Pre-1600 CE

Credit Hours: 3

Examines the development of western civilization from ancient times to 1600 CE. This is a Passport and UCGS transfer course.

Prerequisites:

Student must have completed EDE 10 or have prior placement in ENG 111.

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

HIS 102 - Western Civilizations Post-1600 CE

Credit Hours: 3

Examines the development of western civilization from 1600 CE to present. This is a Passport and UCGS transfer course.

Prerequisites:

Student must have completed EDE 10 or have prior placement in ENG 111.

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

HIS 111 - World Civilizations Pre-1500 CE

Credit Hours: 3

Surveys the history of Asia, Africa, the Americas, and Europe from antiquity to approximately 1500. This is a Passport and UCGS transfer course.

Prerequisites:

Student must have completed EDE 10 or have prior placement in ENG 111.

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

HIS 112 - World Civilizations Post-1500 CE

Credit Hours: 3

Surveys the history of Asia, Africa, the Americas, and Europe from approximately 1500 to the present. This is a Passport and UCGS transfer course.

Prerequisites:

Student must have completed EDE 10 or have prior placement in ENG 111.

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

HIS 121 - United States History to 1877

Credit Hours: 3

Introduces the history of the United States from its origins to 1877. Includes the European exploration, development of the American colonies and their institutions, the Revolution, major political, social and economic developments, geographical expansion, the Civil War, and Reconstruction. This is a Passport and UCGS transfer course.

Prerequisites:

Student must have completed EDE 10 or have prior placement in ENG 111.

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

HIS 122 - United States History Since 1865

Credit Hours: 3

Introduces the history of the United States from 1865 to present. Includes major political, social and economic developments since 1865, overseas expansion, the two world wars, the Cold War and the post-Cold War era. This is a Passport and UCGS transfer course.

Prerequisites:

Student must have completed EDE 10 or have prior placement in ENG 111.

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

Humanities

HUM 165 - Controversial Issues in Contemporary American Culture

Credit Hours: 3

Introduces students to selected issues in contemporary American culture. Includes topic areas ranging from welfare reform, economic development, privacy, environmental protection and conservation, evolution vs. creation, to family values, and special interest lobbying in our state and national governments. Focuses on the development of the student's critical thinking skills by analyzing, evaluating, and reflecting on opposing sides of the same issue as expressed by public leaders, special interest groups and academicians.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 3

HUM 195 - Topics In

Credit Hours: 1-5

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.

Prerequisites: None

Lecture Hours: 0-5

Lab Hours: 0-10

HUM 198 - Seminar and Project

Credit Hours: 1-5

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.

Prerequisites: None

Lecture Hours: 0-5

Lab Hours: 0-10

HUM 246 - Creative Thinking

Credit Hours: 3

Examines, analyzes, and develops creative and critical thinking processes with individual and group applications to solve business, scientific, social, environmental, and other practical problems. The assignments in this course require college-level reading, analysis of scholarly studies, and coherent communication through properly cited and formatted written reports.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 3

HUM 260 - Contemporary Humanities

Credit Hours: 3

Examines selected values and expressions of ideas of western and non-western cultures throughout the twentieth century and beyond, integrating the visual arts, literature, performing arts, religion, and philosophy within the context of history. The assignments in this course require college-level reading, analysis of scholarly studies, and coherent communication through properly cited and formatted written reports.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 3

Mathematics

** Passport Course: The Passport consists of 16 credit hours in which all courses are transferable and shall satisfy general education requirements at public four-year colleges and universities in Virginia, including many private institutions. Passport courses may satisfy a general education requirement without having a specific course equivalent at the receiving institution.*

MTH 154 - Quantitative Reasoning

Credit Hours: 3

Presents topics in proportional reasoning, modeling, financial literacy and validity studies (logic and set theory). Focuses on the process of taking a real-world situation, identifying the mathematical foundation needed to address the problem, solving the problem and applying what is learned to the original situation. This is a Passport and UCGS transfer course.

Prerequisite/Corequisite:

MDE 10 is a pre-requisite. Students must complete MDE 10 or have equivalent placement before enrolling in this course. MDE 54 is offered as a support course for students taking MTH 154. Students may need to take MDE 54 as a co-requisite.

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

MTH 155 - Statistical Reasoning

Credit Hours: 3

Presents elementary statistical methods and concepts including visual data presentation, descriptive statistics, probability, estimation, hypothesis testing, correlation and linear regression. Emphasis is placed on the development of statistical thinking, simulation, and the use of statistical software. Credit will not be awarded for both MTH 155: Statistical Reasoning and MTH 245: Statistics I or equivalent. This is a Passport and UCGS transfer course.

Prerequisite/Corequisite:

MDE 10 is a pre-requisite. Students must complete MDE 10 or have equivalent placement before enrolling in this course. MDE 55 is offered as a support course for students taking MTH 155. Students may need to take MDE 55 as a co-requisite.

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

MTH 161 - PreCalculus I

Credit Hours: 3

Presents topics in power, polynomial, rational, exponential, and logarithmic functions, and systems of equations and inequalities. Credit will not be awarded for both MTH 161: Precalculus I and MTH 167: Precalculus with Trigonometry or equivalent. This is a Passport and UCGS transfer course.

Prerequisite/Corequisite:

MDE 60 is a pre-requisite. Students must complete MDE 60 or have equivalent placement before enrolling in this course. MDE 61 is offered as a support course for students taking MTH 161. Students may need to take MDE 61 as a co-requisite.

Passport Transfer Course: This is a Passport and UCGS transfer course.

MTH 162 - PreCalculus II

Credit Hours: 3

Presents trigonometry, trigonometric applications including Law of Sines and Cosines and an introduction to conics. Credit will not be awarded for both MTH 162: Precalculus II and MTH 167 Precalculus with Trigonometry or equivalent. This is a Passport and UCGS transfer course.

Prerequisites:

MTH 161 is a pre-requisite: Students must complete MTH 161 with a grade of 'C' or better.

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

MTH 245 - Statistics I

Presents an overview of statistics, including descriptive statistics, elementary probability, probability distributions, estimation, hypothesis testing, correlation, and linear regression. Credit will not be awarded for both MTH 155. This is a Passport and UCGS transfer course.

Prerequisites:

MTH 245 Pre-Requisite: Students must complete MTH 154 or MTH 161 with a grade of 'C' or better.

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

MTH 261 - Applied Calculus I

Credit Hours: 3

Introduces limits, continuity, differentiation and integration of algebraic, exponential and logarithmic functions, and techniques of integration with an emphasis on applications in business, social sciences and life sciences. This is a Passport and UCGS transfer course.

Prerequisites:

MTH 161 is a pre-requisite: Students must complete MTH 161 with a grade of 'C' or better.

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

MTH 263 - Calculus I

Credit Hours: 4

Presents concepts of limits, derivatives, differentiation of various types of functions and use of differentiation rules, application of differentiation, antiderivatives, integrals and applications of integration. This is a Passport and UCGS transfer course.

Prerequisites:

Students must complete MTH 167 or MTH 162 with a grade of 'C' or better as a Pre-Requisite.

Lecture Hours: 4

Passport Transfer Course: This is a Passport and UCGS transfer course.

MTH 264 - Calculus II

Credit Hours: 4

Continues the study of calculus of algebraic and transcendental functions including rectangular, polar, and parametric graphing, indefinite and definite integrals, methods of integration, and power series along with applications. Features instruction for mathematical, physical and engineering science programs. This is a UCGS transfer course.

Prerequisites:

MTH 263 is a pre-requisite: Students must complete MTH 263 with a grade of 'C' or better.

Lecture Hours: 4

Passport Transfer Course: This is a UCGS transfer course.

MTH 265 - Calculus III

Credit Hours: 4

Focuses on extending the concepts of function, limit, continuity, derivative, integral and vector from the plane to the three dimensional space. Covers topics including vector functions, multivariate functions, partial derivatives, multiple integrals and an introduction to vector calculus. Features instruction for mathematical, physical and engineering science programs. Completion of MTH 264: Calculus II or equivalent with a grade of C or better.

Prerequisites: MTH 264 is a pre-requisite: Students must complete MTH 264 with a grade of 'C' or better.

Lecture Hours: 4

MTH 267 - Differential Equations

Credit Hours: 3

Introduces ordinary differential equations. Includes first order differential equations, second and higher order ordinary differential equations with applications and numerical methods.

Prerequisites:

MTH 264 is a pre-requisite: Students must complete MTH 264 with a grade of 'C' or better.

Lecture Hours: 3

MTH 295 - Topics In

Credit Hours: 1-5

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.

Prerequisites: None

Lecture Hours: 2

Music

MUS 121 - Music in Society

Credit Hours: 3

Explores the language of music through an introduction to basic elements, forms and styles across time. Acquaints students with composers' lives and influential creative individualities, discovering representative works and milestones in western society. Develops techniques for listening analytically and critically. Reviews historical development and significance of art music within the context of evolving societal structures. This is a Passport and UCGS transfer course.

Prerequisites:

Student must have completed EDE 10 or have prior placement in ENG 111.

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

MUS 122 - Music Appreciation II

Credit Hours: 3

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 composers and performers of all eras through listening and concert experiences. Part II of II.

Prerequisites:

MUS 121 is a Pre-Requisite. Students must satisfy MUS 121 BEFORE enrolling in this course.

Lecture Hours: 3

Natural Sciences

NAS 101 - Natural Sciences I

Credit Hours: 4

Presents a multidisciplinary perspective integrating the main fields of science. Emphasizes the interaction of the scientific disciplines. (Primarily for non-science majors.) Part I of II.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Recitation and Laboratory: Recitation and laboratory 3 hours per week. Total 6 hours per week.

NAS 102 - Natural Sciences II

Credit Hours: 4

Presents a multidisciplinary perspective integrating the main fields of science. Emphasizes the interaction of the scientific disciplines. (Primarily for non-science majors.) Part II of II.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Recitation and Laboratory: Recitation and laboratory 3 hours per week. Total 6 hours per week.

Philosophy

PHI 220 - Ethics and Society

Credit Hours: 3

Provides a systematic study of representative ethical concepts and theories and discusses their application to concrete moral dilemmas and social issues and problems. This is a Passport and UCGS transfer course.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

PHI 226 - Social Ethics

Credit Hours: 3

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.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Physics

PHY 201 - General College Physics I

Credit Hours: 4

Covers classical mechanics and thermodynamics. Includes kinematics, Newton's laws of motion, work, energy, momentum, rotational kinematics, dynamic and static equilibrium, elasticity, gravitation, fluids, simple harmonic motion, calorimetry, ideal gas law, and the laws of thermodynamics. Part I of II. This is a UCGS transfer course.

Prerequisites: MTH 161 or MTH 167 with a grade of C or better.

Lecture Hours: 3

Lab Hours: 3

Passport Transfer Course: This is a UCGS transfer course.

PHY 202 - General College Physics II

Credit Hours: 4

Covers waves, electromagnetism, optics, and modern physics. Includes mechanical waves, sound, electrostatics, Ohm's law and DC circuits, magnetic forces and magnetic fields, electromagnetic induction, ray optics, wave optics, and selected topics of modern physics. Part II of II. **this is a UCGS transfer course.**

Prerequisites: PHY 201 with a C or better and MTH 162 or MTH 167 **with a grade of C or better.**

Lecture Hours: 3

Lab Hours: 3

Passport Transfer Course: This is a UCGS transfer course.

PHY 241 - University Physics I

Credit Hours: 4

Covers classical mechanics and thermodynamics. Includes kinematics, Newton's laws of motion, work, energy, momentum, rotational kinematics, dynamics and static equilibrium, elasticity, gravitation, fluids, simple harmonic motion, calorimetry, ideal gas law, and the laws of thermodynamics. Part I of II. This is a UCGS transfer course.

Prerequisites: MTH 263 with a grade of C or better

Lecture Hours: 3

Lab Hours: 3

Passport Transfer Course: This is a UCGS transfer course.

PHY 242 - University Physics II

Credit Hours: 4

Covers waves, electromagnetism and optics. Includes mechanical waves and sound, electrostatics, Ohm's law and DC circuits, magnetic forces and magnetic fields, electromagnetic induction, AC circuits, ray optics, and wave optics. Part II of II. This is a UCGS transfer course.

Prerequisites: PHY 241 with a grade of C or better and MTH 264 with a grade of C or better

Lecture Hours: 3

Lab Hours: 3

Passport Transfer Course: This is a UCGS transfer course.

Political Science

PLS 135 - U.S. Government and Politics

Credit Hours: 3

Teaches the political structure, processes, institutions, and policymaking of the US national government. Focuses on the three branches of government, their interrelationships, and how they shape policy. Addresses federalism; civil liberties and civil rights; political socialization and participation; public opinion, the media; interest groups; political parties; elections; and policymaking. The assignments in the course require college-level reading fluency and coherent communication through written reports. This is a Passport and UCGS transfer course.

Prerequisites: None

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

PLS 211 - U.S. Government I

Credit Hours: 3

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. Part I of II.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Passport Transfer Course: This is a Passport Transfer course.

PLS 241 - Introduction to International Relations

Credit Hours: 3

Provides an introduction to the causes of international conflict and cooperation. Focuses on the modern state, diplomacy, war initiation, crisis bargaining, international terrorism, nuclear strategy, interstate economic relations, economic growth, international law, human rights, and environmental politics. This is a UCGS transfer course.

Prerequisites: ENG 111

Lecture Hours: 3

Passport Transfer Course: This is a UCGS transfer course.

Psychology

PSY 200 - Principles of Psychology

Credit Hours: 3

Surveys the basic concepts of psychology. Covers the scientific study of behavior and mental processes, research methods, biological bases of behavior, sensation and perception, developmental psychology, learning, memory, thinking, intelligence, personality, social psychology, and psychological disorders and treatment. The assignments in the course require college-level reading fluency and coherent communication through written reports. This is a Passport and UCGS transfer course.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

PSY 215 - Psychopathology

Credit Hours: 3

Explores historical views and current perspectives of psychopathology. Emphasizes major diagnostic categories and criteria, individual and social factors of maladaptive behavior, and types of treatments. Includes methods of clinical assessment and research strategies.

Prerequisites:

Prerequisites of MDE 10 and EDE 10 if indicated by placement. Prerequisite of PSY 200 or departmental approval.

Lecture Hours: 3

PSY 230 - Developmental Psychology

Credit Hours: 3

Traces development in context from pre-conception to death, including the physical, cognitive, and psychosocial domains. Examines methods of scientific inquiry as they apply to lifespan development. Addresses the interrelatedness of developmental domains, as well as the interdependent influences of environment and biology. Students majoring in or considering a major in Psychology should complete PSY 200 prior to PSY 230.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

PSY 235 - Child Psychology

Credit Hours: 3

Studies development of the child from conception to adolescence. Investigates physical, intellectual, social and emotional factors involved in the child's growth.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Religion

REL 200 - Survey of the Old Testament

Credit Hours: 3

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.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 3

REL 210 - Survey of the New Testament

Credit Hours: 3

Surveys books of the New Testament, with special attention upon placing the writings within their historical and geographical setting.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 3

REL 230 - Religions of the World

Credit Hours: 3

Introduces the major religions of the world: Judaism, Christianity, Islam, Hinduism, and Buddhism. Focuses on origins, history, basic beliefs, values, ethics, and practices. This is a Passport and UCGS transfer course.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

REL 240 - Religions in the U.S.

Credit Hours: 3

Surveys various manifestations of religion in the American experience. Emphasizes concepts, problems, and issues of religious diversity and character of U.S. religious life. This is a Passport and UCGS transfer course.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

Sociology

SOC 200 - Introduction to Sociology

Credit Hours: 3

Introduces the fundamental concepts and principles of sociology with attention to sociological theory, research methods, and the impact of social inequality. Examines a variety of topics such as culture, race, social class, gender, major social institutions and their role in contemporary society, and the processes of social change. This is a Passport and UCGS transfer course.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

SOC 215 - Sociology of the Family

Credit Hours: 3

Introduces tools to study family life through the sociological lens. Explores a variety of topics including various familial forms, divorce, and domestic violence.

Prerequisites:

Prerequisite of EDE 10 if indicated by placement. Prerequisite of SOC 200 or SOC 201

Lecture Hours: 3

SOC 226 - Human Sexuality

Credit Hours: 3

Studies sociological research and theory on sexuality. Includes anatomy and physiology, birth control, sexually transmitted diseases and sexual behavior. Also approved for offering as HLT 136.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

SOC 235 - Juvenile Delinquency

Credit Hours: 3

Studies demographic trends, casual theories, and control of juvenile delinquency. Presents juveniles' interaction with family, schools, police, courts, treatment programs, and facilities. Also approved for ADJ Juvenile curriculum.

Prerequisites:

SOC 200 OR SOC 201 is a Pre-Requisite. Students must satisfy SOC 200 OR SOC 201 BEFORE enrolling in this course.

Lecture Hours: 3

SOC 236 - Criminology

Credit Hours: 3

Studies research and causal theories of criminal behavior. Examines crime statistics, crime victims, and types of criminal offenses. Introduces role of police, judicial and correctional system in treatment and punishment of offenders. Is also approved for ADJ Criminology.

Prerequisites:

SOC 200 OR SOC 201 is a Pre-Requisite. Students must satisfy SOC 200 OR SOC 201 BEFORE enrolling in this course.

Lecture Hours: 3

SOC 268 - Social Problems

Credit Hours: 3

Introduces the fundamental concepts underlying social problems construction with attention to how these problems are defined, understood and arbitrated. Examines a variety of topics such as researching social problems and policymaking. This is a Passport and UCGS transfer course.

Prerequisites:

Prerequisite of EDE 10 if indicated by placement. Prerequisite of SOC 200 or SOC 201

Lecture Hours: 3

Passport Transfer Course: This is a Passport and UCGS transfer course.

Spanish

SPA 101 - Beginning Spanish I

Credit Hours: 4

Introduces cultural awareness, listening, speaking, reading, and writing skills, and emphasizes basic sentence structure. Part I of II. This is a UCGS transfer course.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 4

Passport Transfer Course: This is a UCGS transfer course.

SPA 102 - Beginning Spanish II

Credit Hours: 4

Introduces cultural awareness, listening, speaking, reading, and writing skills, and emphasizes basic sentence structure. Part II of II. This is a UCGS transfer course.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course. Pre-Requisite of SPA 101, or two years of successful completion of high school Spanish, or demonstrated experiential learning, or by placement test, or equivalent.

Lecture Hours: 4

Passport Transfer Course: This is a UCGS transfer course.

SPA 203 - Intermediate Spanish I-II

Credit Hours: 3-4

Continues to develop understanding, speaking, reading, and writing skills. Classes conducted in Spanish.

Prerequisites: Pre-Requisite of SPA 102 or equivalent. May include oral drill and practice. Part I of II.

Lecture Hours: 3-4

SPA 204 - Intermediate Spanish I-II

Credit Hours: 3-4

Continues to develop understanding, speaking, reading, and writing skills. Classes conducted in Spanish.

Prerequisites: Pre-Requisite of SPA 102 or equivalent. May include oral drill and practice. Part II of II.

Lecture Hours: 3-4

Computer & Information Technology

DCC Computer Science and IT programs prepare graduates for well-paying and in-demand careers in cyber security, database administration, software and mobile app development, network architecture, computer support, and more. DCC offers pathways suitable for high school students, first-time college students, or existing IT employees seeking to upgrade their skills for professional advancement.

Note: For the Cyber Crime Investigation Certificate, please see the Public Service & Safety Section

Information Technology Design and Database

ITD 110 - Web Page Design I

Credit Hours: 3

Stresses a working knowledge of web site designs, construction, and management using HTML or XHTML. Includes headings, lists, links, images, image maps, tables, forms, and frames.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

ITD 112 - Designing Web Page Graphics

Credit Hours: 3

Explores the creation of digital graphics for web design. Includes basic design elements such as color and layout will be explored utilizing a computer graphics program(s).

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 3

ITD 115 - Web Page Design and Site Management

Credit Hours: 3

Explores fundamentals of creating web pages and site management with web editing software. Students will learn techniques of web page design as well as managing the resources required to author and maintain a web site.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 2

Lab Hours: 2

ITD 120 - Design Concepts for Mobile Applications

Credit Hours: 4

Provides skills for designing both Web-based and stand-alone applications for wireless devices. Details discussions of the needs for applications including mobile phones and a range of rich hand-held devices such as PDA's. Emphasizes the importance of usability, accessibility, optimization and performance to create fast-loading business enterprise applications and games.

Prerequisites:

Prerequisite of MDE 10 if indicated by placement. Corequisite of ITP 100

Lecture Hours: 4

ITD 132 - Structured Query Language

Credit Hours: 3

Incorporates a working introduction to commands, functions and operators used in SQL for extracting data from standard databases.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

ITD 198 - Seminar and Project

Credit Hours: 1-5

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.

Prerequisites: None

Lecture Hours: 1

ITD 210 - Web Page Design II

Credit Hours: 3

Incorporates advanced techniques in web site planning, design, usability, accessibility, advanced site management, and maintenance utilizing web editor software(s).

Prerequisites:

Prerequisites of MDE 10 and EDE 10 if indicated by placement, and ITD 110

Lecture Hours: 3

ITD 212 - Interactive Web Design

Credit Hours: 3

Provides techniques in interactive design concepts to create cross-platform, low-bandwidth animations utilizing a vector based application. Emphasizes the importance of usability, accessibility, optimization and performance.

Prerequisites: None

Lecture Hours: 3

ITD 250 - Database Architecture and Administration

Credit Hours: 3

Involves in-depth instruction about the underlying architecture of databases and the handling of database administration.

Prerequisites: None

Lecture Hours: 3

ITD 256 - Advanced Database Management

Credit Hours: 3

Focuses in-depth instruction in the handling of critical tasks of planning and implementing large databases. Includes an introduction to concepts of advanced data warehousing and database configuration.

Prerequisites: None

Lecture Hours: 3

ITD 258 - Database Performance and Tuning

Credit Hours: 3

Emphasizes instruction to optimize the performance of a database management system. Includes methods for tuning data access and storage and discussions of resolving data performance problems.

Prerequisites: None

Lecture Hours: 3

ITD 260 - Data Modeling and Design

Credit Hours: 3

Introduces life cycle application development methodologies in a systematic approach to developing relational databases and designing applications. Presents content introducing functional and business process modeling, using modeling information to produce application designs, analyzing data requirements as entities, attributes, and relationships and map an entity relationship diagram to an initial database design. Identifies the available automated development tools and utilizes Oracle Developer software to perform practical applications of these concepts.

Prerequisites: Oracle or SQL programming including DDL, DML, transaction control & queries with SELECT statement and some exposure to procedural language programming.

Lecture Hours: 3

Information Technology Essentials

ITE 115 - Introduction to Computer Applications and Concepts

Credit Hours: 3-4

Covers computer concepts and internet skills, and uses a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills. Recommended prerequisite keyboarding skills. This course applies to career/technical education (CTE) programs. ITE 152 serves both transfer and CTE programs.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

ITE 116 - Survey of Computer Software Applications

Credit Hours: 2

Review current business software applications for microcomputers emphasizing comparison of a variety of software packages. Provides experience with multiple operating system commands, database, spreadsheet, and word processing programs.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 2

ITE 120 - Principles of Information Systems

Credit Hours: 3

Provides an overview of the fundamentals of computer information systems. Focuses on the role of computers in business today including hardware, software, analysis, design and implementation of information systems. Includes an introduction to computer ethics, and business and personal security. Exposes students to techniques used in programming and system development. Utilizes a hands-on component for spreadsheets, databases, and web design applications.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

ITE 130 - Introduction to Internet Services

Credit Hours: 3

Provides students with a working knowledge of Internet terminology and services including e-mail, WWW browsing, search engines, ftp, file compression, and other services using a variety of software packages. Provides instruction for basic web page construction.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

ITE 131 - Survey of Internet Services

Credit Hours: 1

Introduces students to basic Internet terminology and services including e-mail, WWW browsing, search engines, ftp telnet, and other services.

Prerequisites: None

Lecture Hours: 1

ITE 140 - Spreadsheets for Business

Credit Hours: 3

Provides a working knowledge of a commercial spreadsheet package to include design and development of a variety of worksheets, preparing graphs, working with database queries, macro writing, menu techniques, and decision analysis tools.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

ITE 141 - Microcomputer Software: Spreadsheets

Credit Hours: 1

Provides first-time users with sufficient information to make practical use of spreadsheet software using the basic of building spreadsheets.

Prerequisites: None

Lecture Hours: 1

ITE 150 - Desktop Database Software

Credit Hours: 4

Incorporates instruction in planning, defining, and using a database; performing queries; producing reports; working with multiple files; and concepts of database programming. Includes database concepts, principles of table design and table relationships, entering data, creating and using forms, using data from different sources, filtering, creating mailing labels.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Lab Hours: 2

ITE 152 - Introduction to Digital and Information Literacy and Computer Applications

Credit Hours: 3

Develops understanding of digital and information literacy. Introduces basic computer concepts in hardware, software, cyber, cloud, database, and operating systems. Includes hands-on experience developing word processing, spreadsheet and presentation documents. Evaluates the reliability of sources. Covers creating a simple web page. Examines topics such as social, legal, and ethical issues. This is a UCGS transfer course.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Passport Transfer Course: This is a UCGS transfer course.

ITE 182 - User Support/Help Desk Principles

Credit Hours: 3

Introduces a variety of tools and techniques that are used to provide user support in help desk operations. Includes help desk concepts, customer service skills, troubleshooting problems, writing for end users, help desk operations, and software, needs analysis, facilities management, and other related topics related to end user support.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

ITE 215 - Advanced Computer Applications and Integration

Credit Hours: 4

Incorporates advanced computer concepts including the integration of a software suite.

Prerequisites:

ITE 115 is a Pre-Requisite. Students must satisfy ITE 115 BEFORE enrolling in this course.

Lecture Hours: 4

ITE 221 - PC Hardware and OS Architecture

Credit Hours: 3-4

Covers instruction about processors, internal functions, peripheral devices, computer organization, memory management, architecture, instruction format, and basic OS architecture.

Prerequisites: None

Lecture Hours: 3

ITE 225 - Mobile Computing

Credit Hours: 3

Focuses on the key technical and business issues related to mobile computing: mobile environments, support services, mobile communication systems, and applications.

Prerequisites: None

Lecture Hours: 3

Information Technology Networking

ITN 102 - Introduction to Networked Client Operating Systems (LAN)

Credit Hours: 4

Consists of instruction in the installation, configuration, administration, and troubleshooting of networked client operating systems in a data communications environment. This course can utilize any mixture of available networked client operating systems.

Prerequisites: None

Prerequisite/Corequisite:

Prerequisite of MDE 10 if indicated by placement, and ITE 115 or ITE 221. Student may be co-enrolled in ITE 115 or ITE 221.

Lecture Hours: 3

Lab Hours: 2

ITN 103 - Administration of Networked Servers

Credit Hours: 3-4

Instruction focuses on the installation, configuration, and management of local area networked servers. Topics covered include support for local area networked devices, system services, and deployment of networked operating systems. This course can include any version of Windows or Linux Server Platforms.

Prerequisites:

ITN 102 is a Pre-Requisite. Students must satisfy ITN 102 BEFORE enrolling in this course.

Lecture Hours: 3

Lab Hours: 2

ITN 104 - Maintaining Servers in the Networked Infrastructure

Credit Hours: 4

Provides instruction on how to implement, manage, and maintain servers within a communications infrastructure. Topics covered include support for Terminal Services, Remote Access, Group Policy, NAT, IPSec, and specific security configurations.

Prerequisites:

ITN 103 is a Pre-Requisite. Students must satisfy ITN 103 BEFORE enrolling in this course.

Lecture Hours: 3

Lab Hours: 2

ITN 106 - Microcomputer Operating Systems

Credit Hours: 3

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.

Prerequisites: None

Lecture Hours: 3

ITN 107 - Personal Computer Hardware and Troubleshooting

Credit Hours: 3

Includes specially designed instruction to give a student a basic knowledge of hardware and software configurations. Includes the installation of various peripheral devices as well as basic system hardware components.

Prerequisites: None

Lecture Hours: 3

ITN 109 - Internet and Network Foundation

Credit Hours: 3

Provides a basic comprehension of Internet and network technologies including IT job roles, connection methods, TCP/IP functionality and DNS. Explores web server technologies with security and project management concepts. Introduces network creation, physical and logical topologies including media properties, server types, IP addressing and network security.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

ITN 154 - Introduction to Networks - Cisco

Credit Hours: 4

Provides instruction in the fundamentals of networking environments, the basics of router operations, and basic router and switch configuration.

Prerequisites:

MDE 10 is a pre-requisite. Students must complete MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Lab Hours: 2

ITN 155 - Switching, Routing and Wireless Essentials - Cisco

Credit Hours: 4

Provides the skills and knowledge to install, operate, and troubleshoot routers and switches in small networks. Introduces students to wireless local area networks (WLANS) and network security concepts. Prerequisite ITN 154

Prerequisites:

ITN 154 is a Pre-Requisite. Students must satisfy ITN 154 BEFORE enrolling in this course.

Lecture Hours: 3

Lab Hours: 2

ITN 156 - Enterprise Networking, Security and Automation - Cisco

Credit Hours: 4

Teaches students to configure, troubleshoot, and secure enterprise networks. Introduces students to virtualization, application programming interfaces (APIs) and the configuration management tools that make network automation possible. Prerequisite ITN 155

Prerequisites: ITN 155 is a Pre-Requisite. Students must satisfy ITN 155 BEFORE enrolling in this course.

Lecture Hours: 3

Lab Hours: 2

ITN 157 - WAN Technologies - Cisco

Credit Hours: 4

Concentrates on an introduction to Wide Area Networking (WANs). Includes WAN design, LAPB, Frame Relay, ISDN, HDLC, and PPP.

Prerequisites: ITN 156 is a Pre-Requisite. Students must satisfy ITN 156 BEFORE enrolling in this course.

Lecture Hours: 3

Lab Hours: 2

ITN 200 - Administration of Network Resources

Credit Hours: 3

Focuses on the management of local area network servers. Teaches proper structuring of security systems. Explains print queues, disk

management, and other local area network (LAN) issues. Presents concerns and issues for the purchase and installation of hardware and software upgrades. Can be taught using any network operating system or a range of operating systems as a delivery tool.

Prerequisites: None

Lecture Hours: 3

ITN 209 - Voice Over Internet Protocol

Credit Hours: 3

Discusses in depth the concept, theory and principles of Voice over Internet Protocol technology. Reviews the existing PSTN architecture. Examines VOIP Quality of Service, various speech coding techniques, the H.323 architecture, Session Initiation Protocol, Media Gateway Protocol and the relationship between VOIP and SS7.

Prerequisites:

ITN 156 is a Pre-Requisite. Students must satisfy ITN 156 BEFORE enrolling in this course.

Lecture Hours: 3

ITN 213 - Information Storage and Management

Credit Hours: 4

Focuses on advanced storage systems, protocol, and architectures including Storage Area Networks (SAN), Network Attached Storage (NAS), Fiber Channel Networks, Internet Protocol SANs (IPSAN), iSCSI, and Content Addressable Storage (CAS).

Prerequisites:

ITN 254 is a Pre-Requisite. Students must satisfy ITN 254 BEFORE enrolling in this course.

Lecture Hours: 4

ITN 231 - Desktop Virtualization

Credit Hours: 4

Explores the concepts and capabilities of desktop and application virtualization with a focus on the installation, configuration, and management of the virtual desktop and application infrastructure.

Prerequisites:

ITN 254 is a Pre-Requisite. Students must satisfy ITN 254 BEFORE enrolling in this course.

Lecture Hours: 4

ITN 245 - Network Troubleshooting

Credit Hours: 3

Focuses on servicing and maintaining local area networks (LANS). Teaches network installation, network troubleshooting, installation of file servers and workstations, configuring of network boards and cables, and diagnosing common network problems.

Prerequisites: None

Lecture Hours: 3

ITN 254 - Virtual Infrastructure: Installation and Configuration

Credit Hours: 4

Explores concepts and capabilities of virtual architecture with a focus on the installation, configuration, and management of a virtual infrastructure, and Virtual Center. Covers fundamentals of virtual network design and implementation, fundamentals of storage area networks, virtual switching, virtual system management, and engineering for high availability.

Prerequisites:

ITN 103 is a Pre-Requisite. Students must satisfy ITN 103 BEFORE enrolling in this course.

Lecture Hours: 4**ITN 255 - Virtual Infrastructure: Deployment, Security and Analysis****Credit Hours: 4**

Focuses on the deployment, security, and analysis of the virtual infrastructure, including scripted installations, advanced virtual switching for security, server monitoring for health and resource management, high-availability management, system backups, and fault analysis.

Prerequisites:

ITN 254 is a Pre-Requisite. Students must satisfy ITN 254 BEFORE enrolling in this course.

Lecture Hours: 4**ITN 257 - Cloud Computing: Infrastructure and Services****Credit Hours: 3**

Focuses on cloud infrastructure, deployment, security models, and the key considerations in migrating to cloud computing. Covers the technologies and processes required to build traditional, virtualized, and cloud data center environments, including computation, storage, networking, desktop and application virtualization, business continuity, security, and management.

Prerequisites: None**Lecture Hours: 3****ITN 260 - Network Security Basics****Credit Hours: 3-4**

Provides instruction in the basics of network security in depth. Includes security objectives, security architecture, security models and security layers; risk management, network security policy, and security training. Includes the five security keys, confidentiality, integrity, availability, accountability and auditability..

Prerequisites: None**Lecture Hours: 3****ITN 261 - Network Attacks, Computer Crime and Hacking****Credit Hours: 3**

Encompasses in-depth exploration of various methods for attacking and defending a network. Explores network security concepts from the viewpoint hackers and their attack methodologies. Includes topics about hackers, attacks, Intrusion Detection Systems (IDS) malicious code, computer crime and industrial espionage.

Prerequisites: None**Lecture Hours: 3**

ITN 262 - Network Communication, Security and Authentication

Credit Hours: 4

Covers an in-depth exploration of various communication protocols with a concentration on TCP/IP. Explores communication protocols from the point of view of the hacker in order to highlight protocol weaknesses. Includes Internet architecture, routing, addressing, topology, fragmentation and protocol analysis, and the use of various utilities to explore TCP/IP.

Prerequisites:

ITN 157 is a Pre-Requisite. Students must satisfy itn 157 BEFORE enrolling in this course. Cisco CCNA Certification allowed in place of ITN 157

Lecture Hours: 3

ITN 263 - Internet/Intranet Firewalls and E-Commerce Security

Credit Hours: 4

Gives an in-depth exploration of firewall, Web security, and e-commerce security. Explores firewall concepts, types, topology and the firewall's relationship to the TCP/IP protocol. Includes client/server architecture, the Web server, HTML and HTTP in relation to Web Security, and digital certification, D.509, and public key infrastructure (PKI).

Prerequisites: None

Lecture Hours: 3

ITN 267 - Legal Topics in Network Security

Credit Hours: 3

Conveys an in-depth exploration of the civil and common law issues that apply to network security. Explores statutes, jurisdictional, and constitutional issues related to computer crimes and privacy. Includes rules of evidence, seizure and evidence handling, court presentation and computer privacy in the digital age.

Prerequisites: None

Lecture Hours: 3

ITN 276 - Computer Forensics I

Credit Hours: 4

Teaches computer forensic investigation techniques for collecting computer-related evidence at the physical layer from a variety of digital media (hard drives, compact flash and PDAs) and performing analysis at the file system layer.

Prerequisites: ITN 106 AND ITN 107

Prerequisite/Corequisite:

ITN 106 AND ITN 107 are Pre-Requisites and must be satisfied before enrolling in this course.. ITN 260 is a Co-Requisite. Students must also be enrolled in ITN 260 WHILE taking this course OR have SATISFIED ITN 260 BEFORE enrolling in this course.

Lecture Hours: 4

ITN 277 - Computer Forensics II

Credit Hours: 3

Develops skills in the forensic extraction of computer evidence at a logical level using a variety of operating systems and applications (i.e.,

e-mail) and learn techniques for recovering data from virtual memory, temporary Internet files, and intentionally hidden files.

Prerequisites:

ITN 276 is a Pre-Requisite. Students must satisfy ITN 276 BEFORE enrolling in this course.

Lecture Hours: 3

Information Technology Programming

ITP 100 - Software Design

Credit Hours: 3-4

Introduces principles and practices of software development. Includes instruction in critical thinking, problem solving skills, and essential programming logic in structured and object-oriented design using contemporary tools.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

ITP 120 - Java Programming I

Credit Hours: 4

Entails instruction in fundamentals of object-oriented programming using Java. Emphasizes program construction, algorithm development, coding, debugging, and documentation of console and graphical user interface applications.

Prerequisites: None

Prerequisite/Corequisite:

Prerequisites of MDE 10 and EDE 10 if indicated by placement. Corequisite of ITP 100

Lecture Hours: 4

ITP 136 - C# Programming I

Credit Hours: 4

Presents instruction in fundamentals of object-oriented programming and design using C#. Emphasizes program construction, algorithm development, coding, debugging, and documentation of applications within the .NET framework.

Prerequisites: None

Corequisite: ITP 100

Prerequisite/Corequisite:

Prerequisites of MDE 10 and EDE 10 if indicated by placement. Corequisite of ITP 100

Lecture Hours: 4

ITP 140 - Client Side Scripting

Credit Hours: 3

Provides instruction in fundamentals of Internet application design, development, and deployment using client side scripting language(s).

Prerequisites: None

Lecture Hours: 3

ITP 160 - Introduction to Game Design and Development

Credit Hours: 3

Introduces object-oriented game design and development. Provides overview of the electronic game design and development process and underlines the historical context, content creation strategies, game careers, and future trends in the industry. Utilizes a game language environment to introduce game design, object-oriented paradigms, software design, software development and product testing. Teaches skills of writing a game design document and creating a game with several levels and objects. Integrate 2D animations, 3D models, sound effects, and background music as well as graphic backgrounds.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

ITP 165 - Gaming and Simulation

Credit Hours: 3

Introduces students to the concepts and applications of gaming and simulation through the use of gaming and simulation tools, as well as through basic programming skills.

Prerequisites:

ITP 160 is a Pre-Requisite. Students must satisfy ITP 160 BEFORE enrolling in this course.

Lecture Hours: 3

ITP 170 - Project Management

Credit Hours: 3

Introduces the concepts of project management as defined by the Project Management Institute, the accreditation body for project management.

Prerequisites: None

Lecture Hours: 3

ITP 195 - Data Structure and Algorithms

Credit Hours: 3

Introduces searching and sorting algorithms and basic data structures. Examines data structures and algorithms in a given computer language including sets, strings, stacks, queries, arrays, linked lists, and trees.

Prerequisites: None

Lecture Hours: 0-5

Lab Hours: 0-10

ITP 214 - Windows Mobile Development

Credit Hours: 4

Provides skills for creating mobile enterprise solutions by using the Smart Device Extensions for Microsoft Visual Studio .NET and the Microsoft .NET Compact Framework for wireless devices. Develops systems including mobile phones and a range of rich hand-held devices such as PDAs using applications utilizing the .NET Compact Framework. Covers Enterprise business applications and game applications.

Prerequisites:

ITP 100 is a Pre-Requisite. Students must satisfy ITP 100 BEFORE enrolling in this course.

Lecture Hours: 4

ITP 215 - XML Web Services

Credit Hours: 4

Presents the techniques for developing and implementing Web-based applications with Web forms, ASP.NET, and the Microsoft.NET Framework. Includes Window services.NET remote objects, XML Web services, security, and consuming and manipulating Web data.

Prerequisites: None

Lecture Hours: 4

ITP 220 - Java Programming II

Credit Hours: 4

Imparts instruction in application of advanced object-oriented techniques to application development using Java. Emphasizes database connectivity, inner classes, collection classes, networking, and threads.

Prerequisites:

Prerequisites of MDE 10 if indicated by placement, and ITP 120

Lecture Hours: 4

ITP 225 - Web Scripting Languages

Credit Hours: 3

Introduces students to the principles, systems, and tools used to implement Web applications. Provides students with a comprehensive introduction to the programming tools and skills required to build and maintain interactive Web sites. Students will develop Web applications utilizing client-side and server-side scripting languages along with auxiliary tools needed for complete applications.

Prerequisites:

ITP 100 AND ITD 110 are Pre-Requisites. Students must satisfy ITP 100 AND ITD 110 BEFORE enrolling in this course.

Lecture Hours: 3

ITP 226 - Mobile Java Android Development

Credit Hours: 4

Provides the necessary design and programming skills required for developing applications on mobile devices (smartphones, tablets, etc.). Utilize the Java-based Android Development Kit to create Android applications, from concept to business model to final product.

Prerequisites: None

Lecture Hours: 4

ITP 236 - C# Programming II

Credit Hours: 4

Focuses instruction in advanced object-oriented techniques using C# for application development. Emphasizes database connectivity and networking using the .NET Framework.

Prerequisites: None

Lecture Hours: 4

ITP 244 - ASP.NET--Server Side Programming

Credit Hours: 4

Entails instruction in creation of ASP.NET Web applications to deliver dynamic content to a Web site utilizing server controls, web forms, and web services to accomplish complex data access tasks.

Prerequisites:

Students must satisfy one of the following courses: ITP 112, ITP 136, or ITP 214 before enrolling into this course.

Lecture Hours: 4

ITP 246 - JAVA

Credit Hours: 3

Provides instruction in application and integration of web-based clients and server-side java to three-tier business applications. Includes use of tools UML, XML, Java servlets, JSPs, and JDBC database access.

Prerequisites: None

Lecture Hours: 4

ITP 251 - Systems Analysis and Design

Credit Hours: 4

Focuses on application of information technologies (IT) to system life cycle methodology, systems analysis, systems design, and system implementation practices. Covers methodologies related to identification of information requirements, feasibility in the areas of economic, technical and social requirements, and related issues are included in course content. Software applications may be used to enhance student skills.

Prerequisites: None

Lecture Hours: 4

ITP 258 - Systems Development Project

Credit Hours: 3

Provides instruction in application of life cycle system development methodologies using a case study which incorporates feasibility study system analysis, system design, program specification, and implementation planning. Course project assignment(s) will have students perform as members of system development teams.

Prerequisites: None

Lecture Hours: 3

ITP 265 - Applications of Modeling and Simulation

Credit Hours: 4

Expands understanding of Modeling and Simulation via the implementation of a capstone project. Continues to develop object oriented programming skills. Expands three dimensional visualization skills. Examines all aspects of the project lifecycle. Develops workplace readiness for the Modeling and Simulation industry.

Prerequisites:

ITP 165 is a Pre-Requisite. Students must satisfy ITP 165 BEFORE enrolling in this course.

Lecture Hours: 4

Unmanned Systems

UMS 107 - Small Unmanned Aircraft Systems (sUAS) Remote Pilot Ground School

Credit Hours: 2

Presents the aeronautical knowledge required for FAA approved commercial operations as a Remote Pilot with small Unmanned Aircraft Systems (sUAS) rating. Covers the regulations applicable to small UAS operations, loading and performance, emergency procedures, crew resource management, determining the performance of the small unmanned aircraft, and maintenance/inspection procedures. Prepares students for the FAA written examination required to obtain the Remote Pilot certificate.

Prerequisites: None

Lecture Hours: 2

UMS 111 - Small Unmanned Aircraft Systems (sUAS) I

Credit Hours: 3

Introduces students to the history of small Unmanned Aerial Systems (sUAS), surveys current platforms, applications, components, and sensors. Covers the theory of flight, operations, manual flight, maintenance, and required record keeping. Introduces mission planning, crew management, and autonomous control. Emphasizes the ethical, legal, and safe use of sUAS.

Prerequisites: None

Lecture Hours: 3

UMS 112 - Small Unmanned Aircraft Systems (sUAS) Program and Flight Data Management

Credit Hours: 3

Provides an introduction to drone programming and flight data management, archiving and manipulation of data in addition to report generation. Covers programming topics and logic design concepts including the use of applications that are designed to manipulate data retrieved from the drone.

Prerequisites:

UMS 111 is a pre-requisite. The student must have completed UMS 111 before being enrolled in this course.

Lecture Hours: 3

UMS 177 - Small Unmanned Aircraft Systems (sUAS) Components and Maintenance

Credit Hours: 3

Provides an introduction to the basic equipment and techniques used in maintaining, repairing, and upgrading sUAS to assure airworthiness and proper operation of the other components. Emphasizes safe practices in repair and handling of components and develops fundamental skills in troubleshooting/repair of the circuits, subsystems and components typically found in the complete sUAS. Covers payload sensor mounting, power management and security threat management.

Prerequisites: None

Lecture Hours: 2

UMS 211 - Small Unmanned Aircraft Systems (sUAS) II

Credit Hours: 3

Focuses on advanced Unmanned Aircraft System (UAS) mission planning and operation of small Unmanned Aerial Systems (sUAS). Covers mission planning, operations, communications, autonomous flights, ground control station operations, crew management, emergency procedures, safety/air vehicle pilot checklist procedures, sensor selection, data collection and analysis. Examines advanced coverage of maintenance, operations support, and introduces geospatial product workflow. Emphasizes the ethical, legal, and safe use of sUAS.

Prerequisites:

UMS 111 is a pre-requisite. Students must satisfy UMS 111 before enrolling into this course.

Lecture Hours: 2

Education

DCC's education programs span a wide range of age groups and careers. Graduates of the Associate in Applied Science and the Career Studies Certificates may seek immediate employment in daycare or elementary school settings as a teacher's aide after graduation. Associate degree students may also choose to transfer to a four-year university to become a K-12 school teacher.

Childhood Development

CHD 118 - Language Arts for Young Children

Credit Hours: 3

Emphasizes the early development of children's language and literacy skills. Presents techniques and methods for supporting all aspects of early literacy. Surveys children's literature, and examines elements of promoting oral literacy, print awareness, phonological awareness, alphabetic principle, quality storytelling and story reading. Addresses strategies for intervention and support for exceptional children and English Language Learners.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 2

Lab Hours: 2

CHD 120 - Introduction to Early Childhood Education

Credit Hours: 3

Introduces early childhood development through activities and experiences in early childhood, 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.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 3

CHD 145 - Teaching Art, Music, and Movement to Children

Credit Hours: 3

Focuses on children's exploration, play, and creative expression in the areas of art, music, and movement. Emphasis will be on developing strategies for using various open-ended media representing a range of approaches in creative thinking. Addresses strategies for intervention and support for exceptional children and English Language Learners.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 2

Lab Hours: 2

CHD 146 - Math, Science, and Social Studies for Children

Credit Hours: 3

Provides experiences in content, methods, and materials for the development of math, science, and social studies skills in children. Emphasis will be on developing strategies for using various resources to facilitate children's construction of knowledge. Addresses strategies for intervention and support for children with special needs and English Language Learners.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 2

Lab Hours: 2

CHD 165 - Observation and Participation in Early Childhood/Primary Settings

Credit Hours: 3

Focuses on observation as the primary method for gathering information about children in early childhood settings. Emphasizes development of skills in the implementation of a range of observation techniques. Includes 40 hours of field placement in early learning setting.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 1

Lab Hours: 6

CHD 166 - Infant and Toddler Programs

Credit Hours: 3

Examines child growth and development from birth to 36 months. Focuses on development in the physical, cognitive, social, emotional, and language domains. Emphasizes the importance of the environment and relationships for healthy brain development during the child's first three years of life. Investigates regulatory standards for infant/toddler care giving.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 3**CHD 167 - CDA Theories and Applications: Resource File****Credit Hours: 3**

Supports the student/CDA candidate in completing the Professional Resource File and all documentation required for the national credential. This course is designed for students pursuing the CDA (Child Development Associate) credential.

Prerequisites: None**Lecture Hours: 3****CHD 205 - Guiding the Behavior of Children****Credit Hours: 3**

Explores the role of the early childhood educator in supporting emotional and social development of children, and in fostering a sense of community. Presents practical strategies for encouraging prosocial behavior, conflict resolution and problem solving. Emphasizes basic skills and techniques in child guidance.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 3**CHD 210 - Introduction to Exceptional Children****Credit Hours: 3**

Reviews the history of and legal requirements for providing intervention and educational services for young children with special needs. Studies the characteristics of children with a diverse array of needs and developmental abilities. Explores concepts of early intervention, inclusion, guiding behavior and adapting environments to meet children's needs.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 3**CHD 216 - Early Childhood Programs, School, and Social Change****Credit Hours: 3**

Explores methods of developing positive, effective relations with families to enhance their developmental goals for children. Considers culture and other diverse needs, perspectives, and abilities of families and educators. Emphasizes advocacy and public policy awareness as an important role of early childhood educators. Describes risk factors and identifies community resources.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 3

CHD 265 - Advanced Observation and Participation in Early Childhood/Primary Settings

Credit Hours: 3

Focuses on implementation of activity planning and observation of children through participation in early childhood settings. Emphasizes responsive teaching practices and assessment of children's development. Reviews legal and ethical implications of working with children. Supports the student in creating a professional educational portfolio. Includes 40 hours of field placement in early learning setting.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 1

Lab Hours: 6

CHD 270 - Administration of Childcare Programs

Credit Hours: 3

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.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Education

EDU 200 - Foundations of Education

Credit Hours: 3

Explores the foundational topics related to education. Emphasizes the historical, philosophical, social, legal, ethical, and professional aspects of teaching. This course requires a practicum with a minimum of 20 hours of observation in a K-12 setting.

Prerequisites: None

Lecture Hours: 3

EDU 235 - Health, Safety, and Nutrition Education

Credit Hours: 3

Focuses on the health and developmental needs of children and the methods by which these needs are met. Emphasizes positive health, hygiene, nutrition and feeding routines, childhood diseases, and safety issues. Emphasizes supporting the mental and physical wellbeing of children, as well as procedures for reporting child abuse.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 3

Healthcare

These programs, which range in length from 10 weeks to two years, prepare graduates to fill health care or science-related jobs that continue to see high growth across the country. Different programs are designed for immediate employment after graduation, or transfer to a four-year college or university.

Biology

BIO 100 - Basic Human Biology

Credit Hours: 3

Presents basic principles of human anatomy and physiology. Discusses cells, tissues, and selected human systems.

Prerequisites:

MDE 10 and EDE 10 are pre-requisites. Students must complete MDE 10 and EDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Dental Assisting

DNA 100 - Introduction to Oral Health Professions

Credit Hours: 1

Provides an introduction to the oral health profession and covers basic terminology, historical perspective, the credentialing process, accreditation, professional organizations, and legal and ethical considerations.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 1

DNA 103 - Introduction to Oral Health

Credit Hours: 1

Teaches anatomy of the head and neck, the oral cavity hard and soft tissues, as well as tooth morphology. Includes dental terminology, deciduous and permanent dentition as well as pathology.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 1

DNA 109 - Practical Infection Control

Credit Hours: 3

Studies principles of management of disease producing micro-organisms and associated diseases. Emphasizes sterilization, asepsis, and disinfection techniques applicable in the dental office.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 2

Lab Hours: 3

DNA 110 - Dental Materials

Credit Hours: 3

Studies the materials utilized in the laboratory aspect of dentistry as support in treatment. Emphasis is placed on the characteristics, manipulation, economical control, storage, and delivery of materials.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 2

Lab Hours: 3

DNA 113 - Chairside Assisting I

Credit Hours: 3

Provides instruction on the principles of clinical chair side dental assisting, dental equipment use and maintenance, safety, instrument identification, tray set-ups by procedures, and patient data collection. Emphasis on patient management during restorative procedures.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 2

Lab Hours: 3

DNA 114 - Chairside Assisting II

Credit Hours: 4

Introduces the student to the various dental specialties including oral surgery, orthodontics, periodontic, prosthodontics, endodontics, and pediatric dentistry. Integrates and applies previous course content to operative dental procedures.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 6

DNA 134 - Dental Radiology and Practicum

Credit Hours: 3

Teaches the physics of dental radiation and safety, equipment operation, cone placement for the parallel and bisection techniques, panoramic exposures, mounting and film processing.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 2

Lab Hours: 3

DNA 190 - Coordinated Internship

Credit Hours: 1-5

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.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 1

Lab Hours: 9

Dental Hygiene

DNH 111 - Oral Anatomy

Credit Hours: 2

Studies the morphology and function of the oral structures with emphasis on the primary and permanent dentition, eruption sequence, occlusion, and intra-arch relationships.

Prerequisites: None

Lecture Hours: 2

DNH 115 - Histology/Head and Neck Anatomy

Credit Hours: 3

Presents a study of the microscopic and macroscopic anatomy and physiology of the head, neck, and oral tissues. Includes embryologic development and histologic components of the head, neck, teeth, and periodontium.

Prerequisites: None

Lecture Hours: 3

DNH 120 - Management of Emergencies

Credit Hours: 2

Studies the various medical emergencies and techniques for managing emergencies in the dental setting. Additional practical applications and simulations of emergencies may be conducted to enhance basic knowledge from the one hour lecture component.

Prerequisites: None

Lecture Hours: 1-2

DNH 130 - Oral Radiography for the Dental Hygienist

Credit Hours: 3

Studies radiation physics, biology, safety, and exposure techniques for intra-and extra-oral radiographic surveys. Laboratory provides practice in exposure, processing methods, mounting, and interpretation of normal findings.

Prerequisites: None

Lecture Hours: 1-2

Lab Hours: 3

DNH 141 - Dental Hygiene I

Credit Hours: 5

Introduces clinical knowledge and skills for the performance of dental hygiene services; basic skill components, lab manikins and client practice.

Prerequisites: None

Lecture Hours: 3

Lab Hours: 6

DNH 142 - Dental Hygiene II

Credit Hours: 5

Exposes students to instrument sharpening, time management, and client education techniques and methods. Provides supervised clinical practice in the dental hygiene clinic with emphasis on developing client treatment and instrument skills.

Prerequisites: DNH 141.

Lecture Hours: 2

Lab Hours: 9

DNH 143 - Dental Hygiene III

Credit Hours: 3

Introduces dental health care for clients with special needs. Includes introduction to computer concepts and applications. Provides supervised clinical practice in the dental hygiene clinic with emphasis on refining client treatment and instrumentation skills, including oral radiographs.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 6

DNH 145 - General and Oral Pathology

Credit Hours: 2

Introduces general pathology with consideration of the common diseases affecting the human body. Particular emphasis is given to the study of pathological conditions of the mouth, teeth and their supporting structures.

Prerequisites: DNH 113, 114 or DNH 115.

Lecture Hours: 2

DNH 146 - Periodontics for the Dental Hygienist

Credit Hours: 2

Introduces the theoretical and practical study of various concepts and methods used in describing, preventing, and controlling periodontal disease. Presents etiology, microbiology, diagnosis, treatment and prognosis of diseases.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 2

DNH 150 - Nutrition

Credit Hours: 2

Studies nutrition as it relates to dentistry and general health. Emphasizes the principles of nutrition as applied to the clinical practice of dental hygiene.

Prerequisites: None

Lecture Hours: 2

DNH 190 - Coordinated Internship

Credit Hours: 1-5

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.

Prerequisites: None

Lecture Hours: 0-5

Lab Hours: 0-10

DNH 214 - Practical Materials for Dental Hygiene

Credit Hours: 2

Studies the current technologic advances, expanded functions, and clinical/laboratory materials used in dental hygiene practice. Provides laboratory experience for developing skills in the utilization and applications of these technologies and functions.

Prerequisites: None

Lecture Hours: 1

Lab Hours: 2

DNH 216 - Pharmacology

Credit Hours: 2

Studies the chemical and therapeutic agents used in dentistry, including their preparation, effectiveness, and specific application.

Prerequisites: None

Lecture Hours: 2

DNH 226 - Public Health Dental Hygiene I

Credit Hours: 2

Studies and compares concepts of delivery of health care, applying the public health delivery model. Utilizes epidemiologic methods, research and biostatistics as applied to oral health program planning, implementation, and evaluation. Incorporates and applies current health issues and trends.

Prerequisites: None

Lecture Hours: 2

DNH 227 - Public Health Dental Hygiene II

Credit Hours: 1

Applies concepts of public health program planning through student directed community projects with an emphasis on preventative oral health education. Includes development of table clinics, bulletin boards, and volunteer service in the community.

Prerequisites: DNH 226.

Lab Hours: 3

DNH 230 - Office Practice and Ethics

Credit Hours: 1

Studies the principles of dental ethics and economics as they relate to the dental hygienist. The course also includes a study of jurisprudence and office procedures.

Prerequisites: None

Lecture Hours: 1

DNH 235 - Management of Dental Pain and Anxiety in the Dental Office

Credit Hours: 2

Provides a study of anxiety and pain management techniques used in dental care. Students will understand the necessary theory to appropriately treat, plan and successfully administer topical anesthesia, local anesthesia, and nitrous oxide/oxygen analgesia. Includes the components of pain, pain control mechanisms, topical anesthesia, local anesthesia and nitrous oxide/oxygen analgesia.

Prerequisites: DNH 115, DNH 120 and DNH 216.

Lecture Hours: 1

Lab Hours: 2

DNH 244 - Dental Hygiene IV

Credit Hours: 5

Introduces advanced skills and the dental hygienist's role in dental specialties. Includes supervised clinical practice in the dental hygiene clinic and/or off-campus clinical rotations at various community facilities. Emphasizes treatment of clients demonstrating periodontal involvement, stressing application and correlation of knowledge and skills from previous semesters.

Prerequisites: DNH 143 or DNH 190.

Lecture Hours: 1

Lab Hours: 12

DNH 245 - Dental Hygiene V

Credit Hours: 5

Exposes student to current advances in dentistry. Includes supervised clinical practice in the dental hygiene clinic and/or off-campus clinical rotations at various community facilities. Emphasis is placed on synthesis of knowledge from previous semesters, treatment of clients with moderate to advanced periodontal involvement and improving clinical speed while maintaining quality in preparation for practice.

Prerequisites: DNH 244.

Lecture Hours: 1

Lab Hours: 12

Emergency Medical Services

EMS 100 - CPR for Healthcare Providers

Credit Hours: 1

Provides instruction in Cardiopulmonary Resuscitation that meets current Emergency Cardiac Care (ECC) guidelines for Cardiopulmonary Resuscitation education for Healthcare Providers. Equivalent to HLT 105.

Prerequisites: None

Lecture Hours: 1

EMS 112 - Emergency Medical Technician - Basic I

Credit Hours: 4

Prepares student for certification as a Virginia and/or National Registry EMT-Basic. Focuses on all aspects of pre-hospital basic life support as defined by the Virginia office of Emergency Medical Services curriculum for Emergency Medicine Technician Basic.

Prerequisites: None

Lecture Hours: 3

Lab Hours: 2

EMS 113 - Emergency Medical Technician-Basic II

Credit Hours: 3

Continues preparation of student for certification as a Virginia and/or National Registry EMT-Basic. Includes all aspects of pre-hospital basic life support as defined by the Virginia Office of Emergency Medical Services curriculum for Emergency Medicine Technician Basic.

Prerequisites: EMS 112

Prerequisite/Corequisite:

EMS 112 is a Pre-Requisite. Students must satisfy EMS 112 BEFORE enrolling in this course. EMS 120 is a Co-Requisite. Students must also be enrolled in EMS 120 WHILE taking this course OR have SATISFIED EMS 120 BEFORE enrolling in this course.

Lecture Hours: 2

Lab Hours: 2

EMS 120 - Emergency Medical Technician - Clinical

Credit Hours: 1

Provides supervised direct patient contact introducing the student to the assessment and emergency care of sick and injured patients. This course is a co-requisite for either EMS 111 or EMS 113, depending upon the program in which the student is participating.

Prerequisites: None

Lab Hours: 2

EMS 153 - Basic ECG Recognition

Credit Hours: 2

Focuses on the interpretation of basic electrocardiograms (ECG) and their significance. Includes an overview of anatomy and physiology of the cardiovascular system including structure, function and electrical conduction in the heart. Covers advanced concepts that build on the knowledge and skills of basic dysrhythmia determination and introduction to 12 lead ECG.

Prerequisites: None

Lecture Hours: 2

EMS 157 - ALS-Trauma Care

Credit Hours: 3

Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Utilizes techniques which will allow the student to utilize the assessment findings to formulate a field impression and implement the treatment plan for the trauma patient.

Prerequisites: Current EMT-B certification and EMS 151.

Lecture Hours: 2

Lab Hours: 2

EMS 159 - ALS-Special Populations

Credit Hours: 2

Continues the Virginia office of Emergency Medical Services Intermediate and/or Paramedic curricula. Focuses on the assessment and management of specialty patients including obstetrical, pediatric, and neonates.

Prerequisites:

EMS 155 is a Co-Requisite. Students must also be enrolled in EMS 155 WHILE taking this course OR have SATISFIED EMS 155 BEFORE enrolling in this course.

Lecture Hours: 2

Lab Hours: 2

EMS 172 - ALS Clinical Internship II

Credit Hours: 2

Continues with the second in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room and Trauma Centers.

Prerequisites: None

Corequisite: EMS 151.

Lab Hours: 6

EMS 173 - ALS Field Internship II

Credit Hours: 1

Continues with the second in a series of field experiences providing supervised direct patient care in out-of-hospital advanced life support units.

Prerequisites: None

Lab Hours: 3

EMS 213 - ALS Skills Development

Credit Hours: 1

Utilizes reinforcement and remediation of additional advanced life support skills, as needed.

Prerequisites: None

Lab Hours: 2

Health

HLT 100 - First Aid and Cardiopulmonary Resuscitation

Credit Hours: 3

Focuses on the principles and techniques of safety, first aid, and cardiopulmonary resuscitation.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 3

HLT 105 - Cardiopulmonary Resuscitation

Credit Hours: 1

Provides training in coordinated mouth-to-mouth artificial ventilation and chest compression, choking, life-threatening emergencies, and sudden illness. Equivalent to EMS 100.

Prerequisites: None

Lecture Hours: 1

HLT 106 - First Aid and Safety

Credit Hours: 2

Focuses on the principles and techniques of safety and first aid.

Prerequisites: None

Lecture Hours: 2

HLT 110 - Personal and Community Health

Credit Hours: 3

Introduces students to the basic concepts of health and dimensions of wellness through exploration of a variety of personal health topics.

Identifies factors that affect the health status of individuals in addition to health promotion and disease prevention at the personal and community level.

Prerequisites: None

Lecture Hours: 3

HLT 115 - Introduction to Personal and Community Health

Credit Hours: 1

Introduces and focuses on the principles of personal and community health.

Prerequisites: None

Lecture Hours: 1

HLT 116 - Introduction to Personal Wellness Concepts

Credit Hours: 2-3

Introduces students to the dimensions of wellness including the physical, emotional, environmental, spiritual, occupational, and social components.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 2

HLT 121 - Substance Abuse: Prevention and Treatment

Credit Hours: 3

Explores the use and abuse of drugs in contemporary society with emphasis upon sociological, physiological, and psychological effects of drugs.

Prerequisites: None

Lecture Hours: 3

HLT 130 - Nutrition and Diet Therapy

Credit Hours: 2

Studies nutrients, sources, functions, and requirements with an introduction to diet therapy. This course applies to career/technical education (CTE) programs. HLT 230 serves both transfer and CTE programs.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 2

HLT 141 - Intro to Medical Terminology

Credit Hours: 2

Focuses on medical terminology for students preparing for careers in the health professions. This course applies to career/technical education (CTE) programs. HLT 143 serves both transfer and CTE programs.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 2

HLT 143 - Medical Terminology

Credit Hours: 3

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.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 3

HLT 144 - Medical Terminology II

Credit Hours: 3

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. Part II of II. This course applies to career/technical education (CTE) programs. HLT 143 serves both transfer and CTE programs.

Prerequisites:

HLT 143 is a Pre-Requisite. Students must satisfy HLT 143 BEFORE enrolling in this course.

Lecture Hours: 3

HLT 204 - Women's Health

Credit Hours: 3

Explores current issues related to women's health and wellness with an emphasis upon prevention of disease and optimum wellbeing. Takes a multi-ethnic approach to exploring the most up-to-date findings, diagnostic tools, and treatments for breast cancer, reproductive tract illness, heart, and other common diseases faced by women from puberty through menopause.

Prerequisites: None

Lecture Hours: 3

HLT 215 - Personal Stress Management

Credit Hours: 3

Provides a basic understanding of stress and explores its physical, psychological and social effects. Includes the relationships among stress and change, self-evaluation, sources of stress, and ways to develop current coping skills for handling stress. The assignments in the course require college-level reading fluency and coherent communication through written reports.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 3

HLT 230 - Principles of Nutrition

Credit Hours: 3

Introduces students to the basic concepts of nutrition and its impact on personal wellness. Emphasizes an evidence-based approach to various topics, such as the nutrient components of food, the components of a healthy eating pattern, and the relationship between diet and health. Provides a behavioral approach to nutrient guidelines for the development and maintenance of optimum wellness. The assignments in the course require college-level reading fluency and coherent communication through documented written reports.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before taking this course.

Lecture Hours: 3

HLT 250 - General Pharmacology

Credit Hours: 3

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.

Prerequisites: None

Lecture Hours: 3

HLT 261 - Basic Pharmacy I

Credit Hours: 3

Explores the basics of general pharmacy, reading prescriptions, symbols, packages, pharmacy calculations. Teaches measuring compounds of drugs, dosage forms, drug laws, and drug classifications. Part I of II.

Prerequisites: None

Corequisite:

CO-ENROLLMENT IN HLT 263 IS A REQUIREMENT FOR THIS COURSE.

Lecture Hours: 3

HLT 263 - Basic Pharmacy I Lab

Credit Hours: 1

Provides practical experience to supplement instruction in HLT 261-HTL 262. Should be taken concurrently with HLT 261-HTL 262, in appropriate curricula, as identified by the college. Part I of II.

Prerequisites: None

Corequisite:

HLT 261 is a Co-Requisite. Students must also be enrolled in HLT 261 WHILE taking this course OR have SATISFIED HLT 261 BEFORE enrolling in this course.

Lab Hours: 3

HLT 290 - Coordinated Internship

Credit Hours: 1-5

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.

Prerequisites: None

Lecture Hours: 1

Lab Hours: 15

Mathematics

** Passport Course: The Passport consists of 16 credit hours in which all courses are transferable and shall satisfy general education requirements at public four-year colleges and universities in Virginia, including many private institutions. Passport courses may satisfy a general education requirement without having a specific course equivalent at the receiving institution.*

MTH 133 - Mathematics for Health Professions

Credit Hours: 3

Presents in context the arithmetic of fractions and decimals, the metric system and dimensional analysis, percents, ratio and proportion, linear equations, topics in statistics, topics in geometry, logarithms, topics in health professions including dosages, dilutions and IV flow rates. This course is intended for programs in the Health Professions.

Prerequisites:

MDE 10 is a pre-requisite. Students must complete MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

MTH 167 - PreCalculus with Trigonometry

Credit Hours: 5

Presents topics in power, polynomial, rational, exponential, and logarithmic functions, systems of equations, trigonometry, and trigonometric applications, including Law of Sines and Cosines, and an introduction to conics. Credit will not be awarded for both MTH 167: Precalculus with Trigonometry and MTH 161/MTH 162: Precalculus I and II or equivalent. This is a Passport and UCGS transfer course.

Prerequisites:

MDE 60 is a pre-requisite. Students must have completed MDE 60 or equivalent before enrolling in this course. MTH

Passport Transfer Course: This is a Passport and UCGS transfer course.

Medical Laboratory

MDL 100 - Introduction to Medical Laboratory Technology

Credit Hours: 2

Introduces the basic principles, techniques and vocabulary applicable to all phases of medical laboratory technology.

Prerequisites: None

Lecture Hours: 1

Lab Hours: 3

MDL 105 - Phlebotomy

Credit Hours: 4

Introduces basic medical terminology, anatomy, physiology, components of health care delivery and clinical laboratory structure. Teaches techniques of specimen collection, specimen handling, and patient interactions.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 6

MDL 106 - Clinical Phlebotomy

Credit Hours: 4

Focuses on obtaining blood specimens, processing specimens, managing assignments, assisting with and/or performing specified tests, performing clerical duties and maintaining professional communication. Provides supervised learning in college laboratory/and or cooperating agencies.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 6

MDL 110 - Urinalysis and Body Fluids

Credit Hours: 3

Studies the gross, chemical, and microscopic techniques used in the clinical laboratory. Emphasizes study of clinical specimens which include the urine, feces, cerebrospinal fluid, blood, and body exudates. Introduces specimen collection and preparation.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 3

MDL 125 - Clinical Hematology I

Credit Hours: 3

Teaches the cellular elements of blood including blood cell formation, and routine hematological procedures.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 3

MDL 190 - Coordinated Internship

Credit Hours: 1-5

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.

Prerequisites: None

Lab Hours: 8

MDL 210 - Immunology and Serology

Credit Hours: 3

Teaches principles of basic immunology, physiology of the immune system, diseases involving the immune system, as well as serologic procedures.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 3

MDL 216 - Blood Banking

Credit Hours: 4

Teaches fundamentals of blood grouping and typing, compatibility testing, antibody screening, component preparation, donor selection, and transfusion reactions and investigation.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 3

MDL 225 - Clinical Hematology II

Credit Hours: 3

Teaches advanced study of blood to include coagulation, abnormal bloody formation, and changes seen in various diseases.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 3

MDL 251 - Clinical Microbiology I

Credit Hours: 3

Teaches handling, isolation, and identification of pathogenic microorganisms. Emphasizes clinical techniques of bacteriology, mycology, parasitology and virology. Part I of II.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 4

MDL 252 - Clinical Microbiology II

Credit Hours: 3

Teaches handling, isolation, and identification of pathogenic microorganisms. Emphasizes clinical techniques of bacteriology, mycology, parasitology and virology. Part II of II.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 3

MDL 262 - Clinical Chemistry and Instrumentation II

Credit Hours: 4

Introduces methods of performing biochemical analysis of clinical specimens. Teaches instrumentation involved in a clinical chemistry laboratory, quality control, and the ability to recognize technical problems. Part II of II.

Prerequisites: None

Lecture Hours: 3

Lab Hours: 3

MDL 281 - Clinical Correlations

Credit Hours: 1

Teaches students to apply knowledge gained in courses offered in the MDL curriculum using primarily a case history form of presentation. Emphasizes critical thinking skills in the practice of laboratory medicine.

Prerequisites: None

Lecture Hours: 1

MDL 290 - Coordinated Internship

Credit Hours: 1-5

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.

Prerequisites: None

Lab Hours: 8

Natural Sciences

NAS 161 - Health Science I

Credit Hours: 4

Presents an integrated approach to human anatomy and physiology, microbiology, and pathology. Includes chemistry and physics as related to health sciences. Part I of II.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Recitation and Laboratory: Recitation and laboratory 3 hours per week. Total 6 hours per week.

NAS 162 - Health Science II

Credit Hours: 4

Presents an integrated approach to human anatomy and physiology, microbiology, and pathology. Includes chemistry and physics as related to health sciences. Part II of II.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

Recitation and Laboratory: Recitation and laboratory 3 hours per week. Total 6 hours per week.

Nursing

NSG 100 - Introduction to Nursing Concepts

Credit Hours: 4

Introduces concepts of nursing practice and conceptual learning. Focuses on basic nursing concepts with an emphasis on safe nursing practice and the development of the nursing process. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments.

Prerequisites:

Students must satisfy BIO 141 or BIO 231

Lecture Hours: 3

Lab Hours: 3

NSG 106 - Competencies for Nursing Practice

Credit Hours: 2

Focuses on the application of concepts through clinical skill development. Emphasizes the use of clinical judgment in skill acquisition. Includes principles of safety, evidence-based practice, informatics and math computational skills. Prepares students to demonstrate competency in specific skills and drug dosage calculation including the integration of skills in the care of clients in simulated settings. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments.

Prerequisites:

Students must satisfy BIO 141 or BIO 231

Lecture Hours: 1

Lab Hours: 3

NSG 115 - Healthcare Concepts for Transition

Credit Hours: 4-5

Focuses on role transition from Licensed Practical Nurse to Registered professional nurse. Incorporates concepts of nursing practice and conceptual learning to promote health and wellness across the lifespan. Uses clinical judgment to explore care delivery for selected diverse populations with common and predictable illness. Emphasizes the use of clinical judgement in skill acquisition.

Prerequisites: BIO 141, BIO 142, ENG 111, PSY 230, SDV 100; Acceptance to the Transition Program

Corequisite: NSG 200

Lecture Hours: 3

Lab Hours: 3

NSG 130 - Professional Nursing Concepts

Credit Hours: 1

Introduces the role of the professional nurse and fundamental concepts in professional development. Focuses on professional identity, legal/ethical issues and contemporary trends in professional nursing.

Prerequisites:

Students must satisfy BIO 141 or BIO 231

Lecture Hours: 1

NSG 152 - Health Care Participant

Credit Hours: 3

Focuses on the health and wellness of diverse individuals, families, and the community throughout the lifespan. Covers concepts that focus on client attributes and preferences regarding healthcare. Emphasizes population-focused care. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or cooperating agencies, and/or simulated environments.

Prerequisites: BIO 142 or BIO 232 , NSG 100, NSG 106, NSG 130 and NSG 200

Lecture Hours: 2

Lab Hours: 3

NSG 170 - Health/Illness Concepts

Credit Hours: 6

Focuses on the nursing care of individuals and/or families throughout the lifespan with an emphasis on health and illness concepts. Includes concepts of nursing care for the antepartum client and clients with common and predictable illnesses. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments.

Prerequisites: BIO 141 or BIO 232 , NSG 100, NSG 106, NSG 130 and NSG 200

Lecture Hours: 4

Lab Hours: 6

NSG 200 - Health Promotion and Assessment

Credit Hours: 3

Introduces assessment and health promotion for the individual and family. Includes assessment of infants, children, adults, geriatric clients and pregnant females. Emphasizes health history and the acquisition of physical assessment skills with underlying concepts of development, communication, and health promotion. Prepares students to demonstrate competency in the assessment of clients across the lifespan. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments.

Prerequisites:

Students must satisfy BIO 141 or BIO 231

Lecture Hours: 2

Lab Hours: 3

NSG 210 - Health Care Concepts I

Credit Hours: 5

Focuses on care of clients across the lifespan in multiple settings including concepts related to physiological health alterations and reproduction. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Part I of II.

Prerequisites: BIO 150 (or BIO 205), NSG 152 and NSG 170

Lecture Hours: 3

Lab Hours: 6

NSG 211 - Health Care Concepts II

Credit Hours: 5

Focuses on care of clients across the lifespan in multiple settings including concepts related to psychological and physiological health alterations. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Part II of II.

Prerequisites: BIO 150 (or BIO 205), NSG 152 and NSG 170

Lecture Hours: 3

Lab Hours: 6

NSG 230 - Advanced Professional Nursing Concepts

Credit Hours: 2

Develops the role of the professional nurse in the healthcare environment in preparation for practice as a registered nurse. Introduces leadership and management concepts and focuses on the integration of professional behaviors in a variety of healthcare settings.

Prerequisites: NSG 210 and NSG 211

Lecture Hours: 2

NSG 252 - Complex Health Care Concepts

Credit Hours: 4

Focuses on nursing care of diverse individuals and families integrating complex health concepts. Emphasizes clinical judgment, patient-centered care and collaboration.

Prerequisites: NSG 210 and NSG 211

Lecture Hours: 4

NSG 270 - Nursing Capstone

Credit Hours: 4

Provides students with the opportunity to comprehensively apply and integrate learned concepts from previous nursing courses into a capstone experience. Emphasizes the mastery of patient-centered care, safety, nursing judgment, professional behaviors, informatics, quality improvement, and collaboration in the achievement of optimal outcomes of care. Provides supervised learning experiences in faculty and/or preceptor-guided college nursing laboratories, clinical/community settings, and/or simulated environments.

Prerequisites: NSG 210 and NSG 211.

Lab Hours: 12

NUR 25 - Nursing Assistant

Credit Hours: 3

Teaches fundamentals of patient care with laboratory experience in foods and fluids, elimination, moving patients, morning, afternoon and evening care, care of hospital equipment, means of providing special comforts and safety, and admission and discharge procedures.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 4

NUR 27 - Nurse Aide I

Credit Hours: 3-5

Teaches care of older patients with emphasis on the social, emotional, and spiritual needs. Covers procedures; communication and interpersonal relations; observation, charting and reporting; safety and infection control; anatomy and physiology; personal care, nutrition and patient feeding; death and dying. May include laboratory or clinical hours.

Prerequisites: None

Corequisite:

NUR 25 AND NUR 98 are Co-Requisites. Students must also be enrolled in NUR 25 AND NUR 98 WHILE taking this course OR have SATISFIED NUR 25 AND NUR 98 BEFORE enrolling in this course.

Lecture Hours: 2

Lab Hours: 3

NUR 98 - Seminar and Project

Credit Hours: 1-5

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.

Prerequisites: None

Corequisite:

NUR 25 AND NUR 27 are Co-Requisites. Students must also be enrolled in NUR 25 AND NUR 27 WHILE taking this course OR have SATISFIED NUR 25 AND NUR 27 BEFORE enrolling in this course.

Lecture Hours: 2

Lab Hours: 2

NUR 100 - Introduction to Nursing and Health

Credit Hours: 2

Introduces concepts of nursing and health. Includes historical and cultural aspects, legal, and ethical responsibilities and an overview of health and the health care delivery system.

Prerequisites: None

Lecture Hours: 2

NUR 135 - Drug Dosage Calculations

Credit Hours: 1-2

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.

Prerequisites:

EDE 10 and MDE 10 are pre-requisites. Students must complete EDE 10 and MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 2

NUR 193 - Studies In

Credit Hours: 1-5

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.

Prerequisites: None

Lecture Hours: 3

Lab Hours: 2

Physical Education and Recreation

PED 107 - Exercise and Nutrition I

Credit Hours: 2

Provides for the study and application of fitness and wellness and their relationship to a healthy lifestyle. Defines fitness and wellness, evaluates the student's level of fitness and wellness. Students will incorporate physical fitness and wellness into the course and daily living. A personal fitness/wellness plan is required for the 2 credit course. Part I of II.

Prerequisites: None

Lecture Hours: 0-1

Lab Hours: 2-4

PED 109 - Yoga

Credit Hours: 1-2

Focuses on the forms of yoga training emphasizing flexibility.

Prerequisites: None

Lecture Hours: 0-1

Lab Hours: 2-4

PED 111 - Weight Training I

Credit Hours: 1-2

Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Part I of II.

Prerequisites: None

Lecture Hours: 0-1

Lab Hours: 2-4

PED 112 - Weight Training II

Credit Hours: 1-2

Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Part II of II.

Prerequisites:

PED 111 is a Pre-Requisite. Students must satisfy PED 111 BEFORE enrolling in this course.

Lecture Hours: 0-1

Lab Hours: 2-4

PED 117 - Fitness Walking

Credit Hours: 1

Teaches content and skills needed to design, implement, and evaluate an individualized program of walking, based upon fitness level.

Prerequisites: None

Lab Hours: 2

Practical Nursing

PNE 135 - Maternal and Child Health Nursing

Credit Hours: 5

Examines pregnancy, childbirth, postpartum and newborn care from a family centered approach. Covers complications related to childbearing. Emphasizes growth and development and exploration of common childhood disorders at various stages.

Prerequisites: None

Lecture Hours: 4

Lab Hours: 3

PNE 145 - Trends in Practical Nursing

Credit Hours: 1

Studies the role of the Licensed Practical Nurse. Covers legal aspects, organizations, and opportunities in practical nursing. Assists students in preparation for employment.

Prerequisites:

PNE 162 is a Pre-Requisite. Students must satisfy PNE 162 BEFORE enrolling in this course.

Lecture Hours: 1

PNE 158 - Mental Health and Psychiatric Nursing

Credit Hours: 1

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.

Prerequisites:

PNE 161 AND PNE 173 are Pre-Requisites. Students must satisfy PNE 161 AND PNE 173 BEFORE enrolling in this course.

Lecture Hours: 1

PNE 161 - Nursing in Health Changes I

Credit Hours: 6

Focuses on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions.

Prerequisites: None

Lecture Hours: 4

Lab Hours: 6

PNE 162 - Nursing in Health Changes II

Credit Hours: 10

Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions.

Prerequisites:

PNE 161 AND PNE 173 are Pre-Requisites. Students must satisfy PNE 161 AND PNE 173 BEFORE enrolling in this course.

Lecture Hours: 5

Lab Hours: 15

PNE 163 - Nursing in Health Changes III

Credit Hours: 9

Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions.

Prerequisites:

PNE 162 AND PNE 174 are Pre-Requisites. Students must satisfy PNE 162 AND PNE 174 BEFORE enrolling in this course.

Lecture Hours: 4

Lab Hours: 15

PNE 173 - Pharmacology for Practical Nurses

Credit Hours: 2

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.

Prerequisites: None

Lecture Hours: 2

PNE 174 - Applied Pharmacology for Practical Nurses

Credit Hours: 2

Applies problem solving skills in preparing and administering medications.

Prerequisites:

PNE 161 AND PNE 173 are Pre-Requisites. Students must satisfy PNE 161 AND PNE 173 BEFORE enrolling in this course.

Lab Hours: 2

Respiratory Therapy

RTH 102 - Integrated Sciences for Respiratory Care II

Credit Hours: 3

Integrates the concepts of mathematics, chemistry, physics, microbiology, and computer technology as these sciences apply to the practices of respiratory care.

Prerequisites: None

Lecture Hours: 3

RTH 110 - Fund. Theory and Procedures for Respiratory Care

Credit Hours: 4

Focuses on the development of basic respiratory care skills necessary to enter the hospital environment. This is a first semester course that requires acceptance into the Respiratory Therapy program.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 6

RTH 112 - Pathology of the Cardiopulmonary System

Credit Hours: 3

Presents pathophysiology of medical and surgical diseases with emphasis upon diseases of cardiopulmonary system.

Prerequisites: None

Lecture Hours: 3

RTH 121 - Cardiopulmonary Science I

Credit Hours: 3

Focuses on pathophysiology, assessment, treatment, and evaluation of patients with cardiopulmonary disease. Explores cardiopulmonary and neuromuscular physiology and patho-physiology.

Prerequisites: None

Lecture Hours: 3

RTH 131 - Respiratory Care Theory and Procedures I

Credit Hours: 4

Presents theory of equipment and procedures and related concepts used for patients requiring general, acute and critical cardiopulmonary care. Part I of II.

Prerequisites: None

Lecture Hours: 3

Lab Hours: 3

RTH 132 - Respiratory Care Theory and Procedures II

Credit Hours: 4

Presents theory of equipment and procedures and related concepts used for patients requiring general, acute and critical cardiopulmonary care. Part II of II.

Prerequisites: None

Lecture Hours: 3

Lab Hours: 3

RTH 135 - Diagnostic and Therapeutic Procedures I

Credit Hours: 2

Focuses on purpose, implementation and evaluation of equipment, and procedures used in the diagnosis and therapeutic management of patients with cardiopulmonary disease.

Prerequisites: None

Lecture Hours: 1

Lab Hours: 3

RTH 145 - Pharmacology for Respiratory Care I

Credit Hours: 1

Presents selection criteria for the use of, and detailed information on pharmacologic agents used in pulmonary care.

Prerequisites: None

Lecture Hours: 1

RTH 190 - Coordinated Internship

Credit Hours: 1-5

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.

Prerequisites: None

Lab Hours: 10

RTH 199 - Supervised Study

Credit Hours: 1-5

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit.

Variable hours.

Prerequisites: None

Lecture Hours: 0-5

Lab Hours: 0-10

RTH 215 - Pulmonary Rehabilitation

Credit Hours: 1

Focuses on purpose and implementation of comprehensive pulmonary rehabilitation program.

Prerequisites: None

Lecture Hours: 1

RTH 222 - Cardiopulmonary Science II

Credit Hours: 3

Focuses on assessment, treatment, and evaluation of patients with cardiopulmonary disease. Explores cardiopulmonary, renal, and neuromuscular physiology, and pathophysiology.

Corequisite: None

Lecture Hours: 3

RTH 223 - Cardiopulmonary Science III

Credit Hours: 2

Continues the exploration of topics discussed in RTH 121 and RTH 222.

Prerequisites: None

Lecture Hours: 2

RTH 226 - Theory of Neonatal and Pediatric Respiratory Care

Credit Hours: 2

Focuses on cardiopulmonary physiology and pathology of the newborn and pediatric patient.

Prerequisites: None

Lecture Hours: 2

RTH 227 - Integrated Respiratory Therapy Skills II

Credit Hours: 2

Presents intensive correlation of all major respiratory therapy subject areas reflecting the entry-level and advanced practitioner matrices. Emphasizes assessment, implementation, and modification of therapy to patient response..

Prerequisites: None

Lecture Hours: 2

RTH 236 - Critical Care Monitoring

Credit Hours: 3

Focuses on techniques and theory necessary for the evaluation and treatment of the critical care patient, especially arterial blood gases and hemodynamic measurements. Explores physiologic effects of advanced mechanical ventilation.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 3

RTH 290 - Coordinated Internship

Credit Hours: 1-5

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.

Prerequisites: None

Lab Hours: 10

RTH 299 - Supervised Study

Credit Hours: 1-5

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

Prerequisites: None

Lecture Hours: 0-5

Lab Hours: 0-10

Logistics & Transportation

Logistics & Transportation offers an exciting array of programs for students. Within this field, students can explore diverse opportunities that revolve around efficiently coordinating the movement of goods and people. With the ever-growing global economy, pursuing a career in logistics and transportation opens doors to an exciting, dynamic, and essential industry that fuels the movement of goods and keeps societies connected.

Automotive

AUT 111 - Automotive Engines I

Credit Hours: 3-4

Presents analysis of power, cylinder condition, valves and bearings in the automotive engine to establish the present condition, repairs or adjustments. Part I of II.

Prerequisites: None

Corequisite:

AUT 130 is a Co-Requisite. Students must also be enrolled in AUT 130 WHILE taking this course OR have SATISFIED AUT130 BEFORE enrolling in this course.

Lecture Hours: 2-3

Lab Hours: 2-3

AUT 112 - Automotive Engines II

Credit Hours: 3-4

Presents analysis of power, cylinder condition, valves and bearings in the automotive engine to establish the present condition, repairs or adjustments. Part II of II.

Prerequisites: AUT 111

Prerequisite/Corequisite:

AUT 111 is a Pre-Requisite. Students must satisfy AUT 111 BEFORE enrolling in this course. AUT 211 is a Co-Requisite. Students must also be enrolled in AUT 211 WHILE taking this course OR have SATISFIED AUT 211 BEFORE enrolling in this course.

Lecture Hours: 2-3

Lab Hours: 2-3

AUT 121 - Automotive Fuel Systems I

Credit Hours: 3-4

Analyses major domestic and foreign automotive fuel systems to include carburetors and fuel injection systems. Includes detailed inspection and discussion of fuel tanks, connecting lines, instruments, filters, fuel pumps, superchargers, and turbo charger. Also includes complete diagnosis, troubleshooting, overhaul and factory adjustment procedures of all major carbureted and fuel injection systems. Part I of II.

Prerequisites: None

Corequisite:

AUT 130 is a Co-Requisite. Students must also be enrolled in AUT 130 WHILE taking this course OR have SATISFIED AUT130 BEFORE enrolling in this course.

Lecture Hours: 3

Lab Hours: 0-3

AUT 122 - Automotive Fuel Systems II

Credit Hours: 3-4

Analyses major domestic and foreign automotive fuel systems to include carburetors and fuel injection systems. Includes detailed inspection and discussion of fuel tanks, connecting lines, instruments, filters, fuel pumps, superchargers, and turbo charger. Also includes complete diagnosis, troubleshooting, overhaul and factory adjustment procedures of all major carbureted and fuel injection systems. Part II of II.

Prerequisites:

AUT 121 is a Pre-Requisite. Students must satisfy AUT 121 BEFORE enrolling in this course.

Lecture Hours: 3

Lab Hours: 0-3

AUT 127 - Automotive Lubrication and Cooling Systems

Credit Hours: 3

Analyzes lubrication systems to include lubricants, pumps, lines, filters, and vents. Also analyzes cooling systems, coolants, pumps, fans, lines and connections. Teaches estimating repairs, adjustments needed and their costs.

Prerequisites: None

Corequisite:

AUT 130 is a Co-Requisite. Students must also be enrolled in AUT 130 WHILE taking this course OR have SATISFIED AUT130 BEFORE enrolling in this course.

Lecture Hours: 1-2

Lab Hours: 3

AUT 130 - Introduction to Auto Mechanics

Credit Hours: 3

Introduces auto mechanics, covering auto shop safety, tool identification and use. Explains automobile system theory and function. Stresses quality work practices and job opportunities.

Prerequisites: None

Lecture Hours: 1-2

Lab Hours: 3

AUT 136 - Automotive Vehicle Inspection

Credit Hours: 2

Presents information on methods for performing automotive vehicle safety inspection.

Prerequisites: None

Corequisite:

AUT 130 is a Co-Requisite. Students must also be enrolled in AUT 130 WHILE taking this course OR have SATISFIED AUT130 BEFORE enrolling in this course. AUT 136 Requisite

Lecture Hours: 1

Lab Hours: 2

AUT 178 - Automotive Final Drive and Manual Transmission Systems

Credit Hours: 4

Presents the operation, design, construction and repair of manual transmissions and final drive systems, for both front and rear drive vehicles, including clutches, synchronizers, torque multiplication/gear reduction, along with differentials, transmission/transaxles, drive axels, U-joints, CV joints, 4-wheel drive and all-wheel drive systems.

Prerequisites: None

Corequisite:

AUT 130 is a Co-Requisite. Students must also be enrolled in AUT 130 WHILE taking this course OR have SATISFIED AUT130 BEFORE enrolling in this course.

Lecture Hours: 3

Lab Hours: 3

AUT 211 - Automotive Systems III

Credit Hours: 4

Presents advanced theory and detailed study of automobile systems. Provides laboratory periods for actual field practice in troubleshooting. Part I of II.

Prerequisites: None

Corequisite:

AUT 122 is a Co-Requisite. Students must also be enrolled in AUT 122 WHILE taking this course OR have SATISFIED AUT 122 BEFORE enrolling in this course.

Lecture Hours: 3

Lab Hours: 3

AUT 212 - Automotive Systems IV

Credit Hours: 4

Presents advanced theory and detailed study of automobile systems. Provides laboratory periods for actual field practice in troubleshooting. Part II of II.

Prerequisites:

AUT 211 is a Pre-Requisite. Students must satisfy AUT 211 BEFORE enrolling in this course.

Lecture Hours: 3

Lab Hours: 3

AUT 230 - Introduction to Alternative Fuels and Hybrid Vehicles

Credit Hours: 3

Introduces current trends in alternative fueled vehicles including current alternative fueled vehicles and the implication and safety precautions necessary for working on hybrid vehicles systems.

Prerequisites: None

Corequisite:

AUT 130 is a Co-Requisite. Students must also be enrolled in AUT 130 WHILE taking this course OR have SATISFIED AUT130 BEFORE enrolling in this course.

Lecture Hours: 3

AUT 236 - Automotive Climate Control

Credit Hours: 4

Introduces principles of refrigeration, air conditioning controls, and adjustment and general servicing of automotive air conditioning systems.

Prerequisites: None

Corequisite:

AUT 130 is a Co-Requisite. Students must also be enrolled in AUT 130 WHILE taking this course OR have SATISFIED AUT130 BEFORE enrolling in this course.

Lecture Hours: 3

Lab Hours: 3

AUT 237 - Automotive Accessories

Credit Hours: 2

Introduces the principles, design, construction, adjustment, and maintenance of all automotive equipment classed as an accessory which is not studied in other automotive courses.

Prerequisites: None

Corequisite:

AUT 130 is a Co-Requisite. Students must also be enrolled in AUT 130 WHILE taking this course OR have SATISFIED AUT130 BEFORE enrolling in this course.

Lecture Hours: 1-3

AUT 241 - Automotive Electricity I

Credit Hours: 3-4

Introduces electricity and magnetism, symbols and circuitry as applied to the alternators, regulators, starters, lighting systems, instruments and gauges and accessories. Part I of II.

Prerequisites: None

Corequisite:

AUT 130 is a Co-Requisite. Students must also be enrolled in AUT 130 WHILE taking this course OR have SATISFIED AUT130 BEFORE enrolling in this course.

Lecture Hours: 2-3

Lab Hours: 2-3

AUT 242 - Automotive Electricity II

Credit Hours: 3-4

Introduces electricity and magnetism, symbols and circuitry as applied to the alternators, regulators, starters, lighting systems, instruments and gauges and accessories. Part II of II.

Prerequisites:

AUT 241 is a Pre-Requisite. Students must satisfy AUT 241 BEFORE enrolling in this course.

Lecture Hours: 2-3

Lab Hours: 2-3

AUT 251 - Automatic Transmissions I

Credit Hours: 4

Studies several types of automatic transmissions, torque converters, and their principles of operation. Includes adjustment, maintenance, and rebuilding.

Prerequisites: None

Corequisite:

AUT 130 is a Co-Requisite. Students must also be enrolled in AUT 130 WHILE taking this course OR have SATISFIED AUT130 BEFORE enrolling in this course.

Lecture Hours: 2-3

Lab Hours: 6

AUT 265 - Automotive Braking Systems

Credit Hours: 3

Presents operation, design, construction, repair, and servicing of braking systems including Anti-Lock Brake Systems (ABS). Explains uses of tools and test equipment, evaluation of test results, estimation of repair cost for power, standard and disc brakes.

Prerequisites: None

Corequisite:

AUT 130 is a Co-Requisite. Students must also be enrolled in AUT 130 WHILE taking this course OR have SATISFIED AUT130 BEFORE enrolling in this course.

Lecture Hours: 2-3

Lab Hours: 3

AUT 266 - Auto Alignment, Suspension and Steering

Credit Hours: 4

Introduces use of alignment equipment in diagnosing, adjusting, and repairing front and rear suspensions. Deals with repair and servicing of power and standard steering systems.

Prerequisites: None

Corequisite:

AUT 130 is a Co-Requisite. Students must also be enrolled in AUT 130 WHILE taking this course OR have SATISFIED AUT130 BEFORE enrolling in this course.

Lecture Hours: 1-2

Lab Hours: 6

Public Service & Safety

These programs prepare graduates to work in law enforcement, corrections, public safety, or in private security/investigations firms. DCC's Cybercrime Investigation program has been recognized by the **Department of Homeland Security and National Security Agency**. DCC was designated as a **National Center of Academic Excellence in Cyber Defense Two-Year Education (CAE2Y)** in 2016, the **first rural community college in Virginia** to achieve this honor!

Administration of Justice

ADJ 100 - Survey of Criminal Justice

Credit Hours: 3

Presents an overview of the United States criminal justice system; introduces the major system components--law enforcement, judiciary, and corrections.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

ADJ 116 - Special Enforcement Topics

Credit Hours: 3

Considers contemporary issues, problems, and controversies in modern law enforcement.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

ADJ 118 - Crisis Intervention and Critical Issues

Credit Hours: 3

Addresses basic problems involved in crisis intervention and current critical issues in law enforcement and the administration of justice; emphasizes practical approaches to discover and implement solutions.

Prerequisites: None

Lecture Hours: 3

ADJ 130 - Introduction to Criminal Law

Credit Hours: 3

Surveys the general principles of American criminal law, the elements of major crimes, and the basic steps of prosecution procedure.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

ADJ 131 - Legal Evidence

Credit Hours: 3

Surveys the identification, degrees, and admissibility of evidence for criminal prosecution; examines pre-trial and trial procedures as they pertain to the rules of evidence.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

ADJ 133 - Ethics and the Criminal Justice Professional

Credit Hours: 3

Examines ethical dilemmas pertaining to the criminal justice system, including those in policing, courts and corrections. Focuses on some of the specific ethical choices that must be made by the criminal justice professional.

Prerequisites: None

Lecture Hours: 3

ADJ 145 - Corrections and the Community

Credit Hours: 3

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.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

ADJ 161 - Introduction to Computer Crime

Credit Hours: 3

Provides a basic introduction to the nature of computer crimes, computer criminals, relevant law, investigative techniques, and emerging trends.

Prerequisites:

EDE 10 is a pre-requisite. Students must complete EDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

ADJ 211 - Criminal Law, Evidence and Procedures I

Credit Hours: 3

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. Part I of II.

Prerequisites: None

Corequisite: None

Lecture Hours: 3

ADJ 212 - Criminal Law, Evidence and Procedures II

Credit Hours: 3

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. Part II of II.

Prerequisites: None

Corequisite: None

Lecture Hours: 3

ADJ 215 - Report Writing

Credit Hours: 3

Introduces the basic mechanics and procedures of report writing; emphasizes clear, concise and accurate writing of communications as they relate to law enforcement records, investigations, and research.

Prerequisites:

ENG 111 is a Pre-Requisite. Students must satisfy ENG 111 BEFORE enrolling in this course.

Lecture Hours: 3

ADJ 227 - Constitutional Law for Justice Personnel

Credit Hours: 3

Surveys the basic guarantees of liberty described in the U. S. Constitution and the historical development of these restrictions on government power, primarily through U. S. Supreme Court decisions. Reviews rights of free speech, press, assembly, as well as criminal procedure guarantees (to counsel, jury trial, habeas corpus, etc.) as they apply to the activities of those in the criminal justice system.

Prerequisites:

Prerequisites of ADJ 100 and ADJ 130

Lecture Hours: 3

ADJ 229 - Community Policing in Modern Society

Credit Hours: 3

Examines the process through which community problems are identified and addressed by police departments in cooperation with the community. Considers current efforts by law enforcement officers to achieve an effective working relationship with the community.

Prerequisites: None

Corequisite: None

Lecture Hours: 3

ADJ 233 - Multiculturalism in Policing

Credit Hours: 3

Examines the impacts of historical events and social changes on law enforcement. Evaluates the complexity of providing police services to multicultural communities. Develops sensitivity and understanding of diverse populations and communities of color.

Prerequisites: None

Corequisite: None

Lecture Hours: 3

ADJ 234 - Terrorism and Counter-Terrorism

Credit Hours: 3

Surveys the historical and current practices of terrorism that are national, transnational, or domestic in origin. Includes biological, chemical, nuclear, and cyber-terrorism. Teaches the identification and classification of terrorist organizations, violent political groups and issue-oriented militant movements. Examines investigative methods and procedures utilized in counter terrorist efforts domestically and internationally.

Prerequisites:

Prerequisite of ADJ 100

Lecture Hours: 3

ADJ 236 - Principles of Criminal Investigation

Credit Hours: 3

Surveys the fundamentals of criminal investigation procedures and techniques. Examines crime scene search, collecting, handling and preserving of evidence.

Prerequisites:

Prerequisite of ADJ 100

Lecture Hours: 3

Science, Math & Engineering

Science, Math, & Engineering form a dynamic and intellectually stimulating career pathway category. Within this broad domain, students have the opportunity to immerse themselves in the fascinating world of discovery and innovation. Whether it's delving into the mysteries of the natural world through scientific research, tackling complex mathematical problems, or engineering ingenious solutions to real-world challenges, this pathway caters to curious and analytical minds. The Science, Math, & Engineering pathway nurtures critical thinking, problem-solving, and creativity, laying the groundwork for future scientists, mathematicians, and engineers who will play pivotal roles in advancing technology, improving lives, and shaping a sustainable future.

Industrial Engineering Technology

IND 160 - Introduction to Robotics

Credit Hours: 3

Studies evolution and history of robotics with an emphasis on automated and flexible manufacturing. Presents advantages and limitations of present robot systems.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 2

IND 243 - Principles and Applications of Mechatronics

Credit Hours: 3

Introduces terminology and principles related to Mechatronic system design and application. Integrates concepts of electrical/electronic, mechanical and computer technologies in the development, setup, operation and troubleshooting of automated products and systems. Covers breakdown of various automated manufacturing operations with emphasis on system planning, development and troubleshooting processes.

Prerequisites: Divisional Approval.

Lecture Hours: 2

Lab Hours: 2

Instrumentation

INS 232 - System Troubleshooting

Credit Hours: 2-3

Presents system troubleshooting theory and real troubleshooting applications. Uses a hands-on approach to provide troubleshooting experience in multiple areas such as programmable logic controllers (PLC), control automation systems and process control systems.

Prerequisites: None

Lecture Hours: 2

Lab Hours: 3

Mathematics

** Passport Course: The Passport consists of 16 credit hours in which all courses are transferable and shall satisfy general education requirements at public four-year colleges and universities in Virginia, including many private institutions. Passport courses may satisfy a general education requirement without having a specific course equivalent at the receiving institution.*

MTH 131 - Technical Mathematics

Credit Hours: 3

Presents algebra through unit conversion, trigonometry, vectors, geometry, and complex numbers. This course is intended for CTE programs.

Lecture 3 hours. Total 3 hours per week.

Prerequisites:

MDE 10 is a pre-requisite. Students must complete MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

MTH 266 - Linear Algebra

Credit Hours: 3

Covers matrices, vector spaces, determinants, solutions of systems of linear equations, basis and dimension, eigenvalues, and eigenvectors. Features instruction for mathematical, physical and engineering science programs.

Prerequisites: Completion of MTH 263 or equivalent with a grade of B or better or MTH 264 or equivalent with a grade of C or better.

Lecture Hours: 3

Mathematics Direct Enrollment

MDE 10 - Introduction to Algebra

Credit Hours: 3

Covers topics in arithmetic through introduction to variables and equations.

Prerequisites:

Students must show a proficiency in basic math skills to enroll in MDE 10.

Lecture Hours: 3

MDE 54 - Learning Support for Quantitative Reasoning

Credit Hours: 3

Provides support to ensure success for students co-enrolled in Quantitative Reasoning (MTH 154). Course will review foundational topics through direct instruction, guided practice, and individualized support.

Prerequisites: MDE 10

Prerequisite/Corequisite:

This is a support course for MTH 154 which is a co-requisite. Students must be enrolled in MTH 154 in order to enroll in this course. MDE 10 is a pre-requisite. Students must complete MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

MDE 60 - Intermediate Algebra

Credit Hours: 3

Covers topics in algebra.

Prerequisites:

MDE 10 is a pre-requisite. Students must complete MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3

MDE 61 - Learning Support for Pre-Calculus

Credit Hours: 3

Provides support to ensure success for students co-enrolled in Pre-Calculus (MTH 161). Course will review foundational topics through direct instruction, guided practice, and individualized support.

Prerequisites: MDE 60, MDE 10

Prerequisite/Corequisite:

This is a support course for MTH 161 which is a co-requisite. Students must be enrolled in MTH 161 in order to enroll in this course. MDE 60 is a pre-requisite. Students must complete MDE 10 or have equivalent placement before enrolling in this course.

Lecture Hours: 3