Locations/Office Hours

Danville Community College - main campus
1008 South Main Street
Danville, VA 24541-4004
434.797.2222 • Toll Free: 800.560.4291
434.688.0136 (vp) • FAX: 434.797.8514
Email: info@dcc.vccs.edu
www.danvillecc.edu

Regional Center for Advanced Technology & Training (RCATT)
121 Slayton Avenue
Danville, VA 24541
434.797.6437

Southern Virginia Higher Education Center
P.O. Box 739
820 Bruce Street
South Boston, VA 24592
434.572.5456 or 434.572.5451

Administrative Office Hours
8 a.m. to 5 p.m., Monday through Friday

Whittington W. Clement Learning Resources Center
Mary M. Barksdale Library Hours
(During Full-Session Classes)
Monday - Thursday: 8 a.m. to 9 p.m.
Friday: 8:00 a.m. to 12 noon
Saturday: Closed
Sunday: 1 to 5 p.m. (Fall and Spring Semesters only)

Learning Assistance Center Hours
During full-session classes only:
Monday - Thursday: 7:30 a.m. to 6:30 p.m.
Friday: 8:00 a.m. to 12 noon
Saturday: Closed
Sunday: 1 to 5 p.m. (Fall and Spring Semesters only)

DCC Programs of Study

Associate of Arts and Science Degree (College Transfer – AA&S)
Associate of Science Degree (College Transfer – AS) • Associate of Applied Science Degree (AAS)
Diploma (D) • Certificate (C)

Curriculum	Dean/VP	Lead Instructor(s)
Accounting (AAS)	Mr. Jimmie Tickle	Mr. Lester Hall
Administration of Justice (AAS)	Dr. Paul Fox	Mr. John Wilt
• Law Enforcement Specialization		
• Corrections Specialization		
• Protective Services Specialization (Private Security)		
Administrative Support Technology (AAS)	Mr. Jimmie Tickle	
• General Office Specialization		Ms. Richie Robertson
• Medical Office Specialization		Ms. Richie Robertson
Air Conditioning & Refrigeration (D)	Mr. Jimmie Tickle	Mr. Mark Bryant, Mr. Derick Vicks
Air Conditioning & Refrigeration Servicing (C)	Mr. Jimmie Tickle	Mr. Mark Bryant, Mr. Derick Vicks
Applied Engineering Technology (AAS)	Mr. Jimmie Tickle	Mr. Robert Huffman
Auto Body Mechanics (C)	Mr. Jimmie Tickle	Mr. Bill Roche
Automotive Analysis & Repair (D)	Mr. Jimmie Tickle	Mr. Bill Roche, Mr. Ed Anthony
Building Trades Technology (C)	Mr. Jimmie Tickle	
Business Administration (AA&S)	Mr. Jimmie Tickle	Mr. Lester Hall, Mr. Matt Nidiffer
Business Management (AAS)	Mr. Jimmie Tickle	
• Management Specialization		Dr. Vince Decker, Mr. David Bonebright, Ms. Linda Wilborne
• Graphic Imaging Management Specialization		Ms. Sheila Wright
• Automotive Management Specialization		Mr. Bill Roche
Computer-Aided Drafting & Design (D)	Mr. Jimmie Tickle	Mr. Robert Huffman
Corrections (C)	Dr. Paul Fox	Mr. John Wilt
Cybercrime Investigation (C)	Dr. Paul Fox	Mr. John Wilt
Cyber Security (C)	Mr. Jimmie Tickle	Mr. Steve Carrigan
Dental Hygiene (AAS) (awarded by Virginia Western Community College)	Dr. Paul Fox	Ms. Lynn Turner
Drafting Technology (C)	Mr. Jimmie Tickle	Mr. Robert Huffman
Early Childhood Education (AAS)	Dr. Paul Fox	Ms. Martha Tucker
Electrical/Electronic Equipment Servicing (D)	Mr. Jeff Arnold	Mr. George Turnbull
Electrical/ Electronics Engineering Technology (D)	Mr. Jeff Arnold	Mr. George Turnbull
Engineering (AS)	Dr. Paul Fox	Dr. Neil Sallah
First Year Studies (C)	Dr. Paul Fox	Dr. David Balfour
General Education (C)	Dr. Paul Fox	Mr. Dee Drinkard
Graphic Imaging Technology (D)	Mr. Jimmie Tickle	Mr. Mike Giles, Ms. Sheila Wright
Health Science (AAS)		
• Practical Nursing Specialization	Dr. Paul Fox	Ms. Cathy Barrett
Industrial Electrical Principles (C)	Mr. Jeff Arnold	Mr. George Turnbull
Industrial Electronics Principles (C)	Mr. Jeff Arnold	Mr. George Turnbull
Information Systems Technology (AAS)	Mr. Jimmie Tickle	
• Software Development Specialization		Ms. Cassandra Satterfield
• Gaming and Mobile Application Development Specialization		Ms. Cassandra Satterfield
• Network Engineer		Mr. Steve Carrigan
Integrated Systems Technology (formerly Industrial Maintenance)	Mr. Jeff Arnold	Mr. Jerry Franklin
Law Enforcement (C)	Dr. Paul Fox	Mr. John Wilt
Liberal Arts (AA&S)	Dr. Paul Fox	
• Educational Interpreter Training Specialization		Dr. Carl Amos
• Humanities Specialization		Ms. Sherry Gott
• Social Science Specialization		Ms. Vickie Taylor
Maintenance Mechanics (C)	Mr. Jeff Arnold	Mr. Jerry Franklin
Marketing (AAS)	Mr. Jimmie Tickle	
• Marketing Specialization		Mr. David Bonebright, Dr. Vince Decker
• Warehousing and Distribution Specialization		Mr. David Bonebright
• Electronic Commerce Specialization		Dr. Vince Decker
Medical Laboratory Technology (AAS)	Dr. Paul Fox	Dr. Paul Fox
(Awarded by J. Sargeant Reynolds Community College)		
Nursing (AAS)	Dr. Paul Fox	Ms. Cathy Barrett
Office Information Processing (C)	Mr. Jimmie Tickle	Ms. Richie Robertson

Precision Machining Technology (D)	Mr. Jeff Arnold	Mr. Kevin Poole, Mr. Troy Simpson, Mr. Todd Sanders, Mr. Josh McDowell
Product Design & Development Technical Studies (AAS)...............	Mr. Jimmie Tickle	Mr. Robert Huffman
Protective Services (Private Security) (C)	Dr. Paul Fox	Mr. John Wilt
Residential Design & Estimation (C)	Mr. Jimmie Tickle	Mr. Robert Huffman
Respiratory Therapy (AAS)	Dr. Paul Fox	Dr. Paul Fox
(Awarded by J. Sargeant Reynolds Community College)		
Science (AA&S)	Dr. Paul Fox	Dr. David Balfour
• Computer Science Specialization	Dr. Paul Fox	Mr. Constantine Terzopoulos
Technical Studies (AAS)	Mr. Jimmie Tickle	
• Integrated Machining Technology	Mr. Jeff Arnold	Mr. Jeremiah Williams
Welding Technology (C)	Mr. Jeff Arnold	Ms. Debra Smith, Mr. Herb Hardy

Career Studies (CSC)

Advanced Nurse Aide	Mr. Jeff Arnold	Ms. Glenda Setliff
Advanced Product Design & Development	Mr. Jimmie Tickle	Mr. Robert Huffman
Advanced Welding	Mr. Jeff Arnold	Ms. Debra Smith, Mr. Herb Hardy
Air Conditioning & Refrigeration Fundamentals	Mr. Jimmie Tickle	Mr. Mark Bryant, Mr. Derick Vicks
Alternative Energy Technology I	Mr. Jeff Arnold	Mr. Jerry Franklin
American Sign Language...............	Dr. Paul Fox	Dr. Carl Amos
Basic Dental Assisting	Dr. Paul Fox	Ms. Lynn Turner
Building Construction Trades...............	Mr. Jeff Arnold	Mr. Jerry Franklin
CNC Flow Cell Machining	Mr. Jeff Arnold	Mr. Jeremiah Williams
Commercial Art	Mr. Jimmie Tickle	Ms. Sheila Wright
Cosmetology	Mr. Jeff Arnold	
Desktop Applications (*formerly Microcomputer Software*)	Mr. Jimmie Tickle	Ms. Cassandra Satterfield
Digital Art & Design...............	Mr. Jimmie Tickle	Mr. Mike Giles
Digital Imaging & Photography	Mr. Jimmie Tickle	Mr. Mike Giles
Dimensional Inspection...............	Mr. Jeff Arnold	Mr. Jeremiah Williams
Drafting and Surveying	Mr. Jimmie Tickle	Mr. Robert Huffman
Early Childhood Development	Dr. Paul Fox	Ms. Martha Tucker
Educational Interpreter Training	Dr. Paul Fox	Dr. Carl Amos
Electrical Concepts	Mr. Jeff Arnold	Mr. George Turnbull
Electronics Concepts	Mr. Jeff Arnold	Mr. George Turnbull
Emergency Medical Services - Basic	Mr. Jeff Arnold	Mr. Jeff Arnold
Emergency Medical Technician–Intermediate...............	Mr. Jeff Arnold	Mr. Jeff Arnold
Factory Automation & Robotics	Mr. Jeff Arnold	Mr. Jerry Franklin
Graphic Communications...............	Mr. Jimmie Tickle	Ms. Sheila Wright
Health Information Technology (*Awarded by Northern Virginia Community College*)	Mr. Jimmie Tickle	Ms. Richie Robertson
Hospitality and Food Service	Mr. Jeff Arnold	Mr. Donald Pippin
Information Systems Management	Mr. Jimmie Tickle	
Information Systems Technician...............	Mr. Jimmie Tickle	
Information Technology Support Specialist	Mr. Jimmie Tickle	
Logistics Management	Mr. Jimmie Tickle	Mr. David Bonebright
Manufacturing Technician...............	Mr. Jeff Arnold	Mr. Jerry Franklin
Medical Coding	Mr. Jimmie Tickle	Ms. Richie Robertson
Medical Terminology...............	Mr. Jeff Arnold	Mr. Jeff Arnold
Metal Processing...............	Mr. Jeff Arnold	Mr. Joe Distad
Motorsports Technology (*Dual enrollment program*)...............	Mr. Jimmie Tickle	
Network Technology	Mr. Jimmie Tickle	Mr. Steve Carrigan
Networking Technology Fundamentals...............	Mr. Jimmie Tickle	Mr. Steve Carrigan
Networking with CISCO/CCNA	Mr. Jimmie Tickle	Mr. Steve Carrigan
Nurse Aide	Mr. Jeff Arnold	Ms. Glenda Setliff
Nurse Aide Extended Care...............	Mr. Jeff Arnold	Ms. Glenda Setliff
Pharmacy Technician	Mr. Jeff Arnold	Mr. Jeff Arnold
Phlebotomy...............	Dr. Paul Fox	Dr. Paul Fox
Polymer Processing Technician...............	Mr. Jeff Arnold	Mr. Jerry Franklin
Printing Technology	Mr. Jimmie Tickle	Ms. Sheila Wright
Product Design & Development...............	Mr. Jimmie Tickle	Mr. Robert Huffman
Project Management...............	Mr. Jimmie Tickle	Dr. Vince Decker
Software Development	Mr. Jimmie Tickle	Ms. Cassandra Satterfield
Website Design	Mr. Jimmie Tickle	Ms. Cassandra Satterfield
Website Programming	Mr. Jimmie Tickle	Ms. Cassandra Satterfield
Welding	Mr. Jeff Arnold	Ms. Debra Smith, Mr. Herb Hardy
Developmental Studies	Dr. Paul Fox	Dr. Paul Fox

*Pending approval

DANVILLE COMMUNITY COLLEGE - 2016-2017 ACADEMIC CALENDAR

FALL 2016

Advising by appointment & registration for fall semester.............. April 1-August 19
Final week for Fall 2016 registration .... August 15-19
Last day to add new class(es) .... August 19
Payment of tuition* .... June 1-August 19
Faculty planning/preparation days .... August 15-19
Classes begin .... August 22
Swaps/drops *(swaps cannot be processed without instructor approval)*...... August 22-26
Holiday - No classes (Labor Day*)* ....September 5
Last day to withdraw with full tuition refund ....September 7
No classes - Faculty planning and preparation day....................................October 18
Mid-term grades posted .... October 17-21
Last day to withdraw w/o mitigating circumstances *("w" grade issued)* ..October 31
Institutional Effectiveness Day .... November 3
Advising by appointment & registration for Spring 2017 .... Nov. 1-Dec. 9
No classes - Faculty research day... November 23
Holiday - No classes (Thanksgiving) .... College closes at noon on November 23;
November 24-25
Classes end .... December 9
Final exams .... December 12-16
Faculty planning and preparation days .... December 19-22
College closed .... December 23-31

SPRING 2017

Holiday - College closed...January 2
Final week for Spring 2017 registration .... January 3-6
Last day to add new class(es) .... January 6
Payment of tuition* .... November 1, 2016 – January 6
Faculty planning and preparation days .... January 3-6
Classes begin .... January 9
Swaps/drops *(swaps cannot be processed without instructor approval)*...... January 9-13
Holiday - No classes (Dr. Martin Luther King, Jr. Day).............................. January 16
Last Day to Withdraw With Full Tuition Refund....................................... January 25
Mid-term Grades Posted .... March 6-10
No Classes - Spring Break .... March 13-17
Last Day to Withdraw Without Mitigating Circumstances *("W" Grade Issued)* March 21
Advising by Appointment and Registration for Summer Session ....
April 3-until Summer Semester Classes Begin
Institutional Effectiveness Day .... April 12
Classes End ....May 1
Exams .... May 2-5; 8
Faculty Planning and Preparation Days .... May 9-12
Graduation .... May 12

SUMMER 2017

	Full Session (10 Wks)	1rst Session (5 Wks)	2nd Session (5 Wks)
Advising by Appointment	April 3-May 11	April 3-May 11	April 3-May 11; May 22-June 23
Registration and Payment of Tuition for Summer Session*	April 3-May 19	April 3-May 19	April 3-June 23
Final Week for Registration	May 15-May 19	May 15-May 19	June 19-23
Last Day to Add Class(es)	May 19	May 19	June 23
Classes Begin	May 22	May 22	June 26
Swaps/Drops Only	May 22-24	May 22	June 26
+Swaps cannot be processed without the approval of the instructor			
Holiday – No Classes (Memorial Day)	May 29	May 29	
Last Day to Withdraw With Full Tuition Refund	May 31	May 25	June 29
Last Day to Withdraw without Mitigating Circumstances ("W" Grade Issued)	July 3	June 12	July 17
Holiday – No Classes	July 4	July 4	
Classes End	July 28	June 23	July 28

Fall 2017 Advising by Appointment and Registration: April 3, 2017 until Fall Semester Classes Begin

*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.

General Information

The College

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.

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. Inquiries related to the college's nondiscrimination policies should be directed to: Ms. Cheryl Terry, Title IX Coordinator/Affirmative Action Officer, Danville Community College, 1008 S. Main St., Danville, VA 24541, 434.797.8524; toll free: 800.560.4291, ext. 8524, or 434.688.0136 (VP); email: titleix@dcc.vccs.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.

The college has an open admissions policy. You can enroll if you have a high school diploma or the equivalent, or have reached the age of 18 and can benefit from a program of study. In order to help you succeed, you may, however, be required to participate in developmental studies before beginning coursework in the particular field of study you have chosen.

Location

The main campus is located in Danville, VA, at 1008 South Main Street (Route 86). The Regional Center for Advanced Technology and Training (RCATT) is located at 121 Slayton Avenue in Danville.

History

Danville Community College developed from two institutions, Danville Technical Institute and the Danville Division of Virginia Polytechnic Institute. 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.

Beginning in the summer of 1966, all programs taught by Danville Technical Institute were brought under the Virginia Department of Community Colleges. Effective July 1, 1968, the Danville Division of Virginia Polytechnic Institute merged with the existing community college to provide more comprehensive programming.

Vision Statement

Danville Community College will be the college of choice in our region for exemplary educational programs and services.

Mission Statement

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

Programs

Danville Community College is a comprehensive institution of higher education offering programs of instruction extending two years beyond the high school level. These programs include:

Occupational-Technical Education: The occupational and technical education programs are designed to meet the increasing demand for technicians, semiprofessional workers, and skilled crafts persons for employment in industry,

business, professions, and government. The programs are planned primarily to meet the needs for workers in the region being served by the College.

College Transfer Education: The college transfer program includes college freshman and sophomore courses in arts and sciences and pre-professional programs meeting standards acceptable for transfer to baccalaureate degree programs in four-year colleges and universities.

General Education: General education is that portion of the collegiate experience that addresses the knowledge, skills, attitudes, and values characteristic of educated persons. It is unbounded by disciplines and honors the connections among bodies of knowledge. The following seven elements embody the essence of general education: communication, critical thinking, cultural and social understanding, information literacy, personal development, quantitative reasoning, and scientific reasoning.

Continuing Adult Education: These programs are offered to enable the adults in the region to continue their learning experiences. This work includes both degree credit and non-degree credit work offered on- and off-campus.

Special Training Program: Special training is provided where specific job opportunities are available for new or expanding industries. This special training is coordinated with Virginia's economic expansion efforts and with the needs of employers.

Developmental Studies Program: Foundation and developmental programs are offered to help prepare a student for admission to an occupational-technical curriculum or to a university parallel-college transfer curriculum in the community college. These programs are designed to help students develop the basic skills and understanding necessary to succeed in community college programs.

Specialized Regional and Community Services: The facilities and personnel of the College are available to provide specialized services to help meet the cultural and educational needs of the region served by the community college. This service includes the non-classroom and non-credit programs, cultural events, workshops, meetings, lectures, conferences, seminars and special community projects that are designed to provide needed cultural and educational opportunities for the citizens of the region.

College Goals

The seven goals of the College are:
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.**

DCC General Education Goals and Student Learning Outcomes*

Danville Community College graduates will demonstrate competency in the following general education areas:

1. Communication
   A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood. DCC graduates will demonstrate the ability to:
   1.1 **understand and interpret complex materials;**
   1.2 **assimilate, organize, develop, and present an idea formally and informally;**
   1.3 **use standard English;**
   1.4 **use appropriate verbal and non-verbal response in interpersonal relations and group discussions;**
   1.5 **use listening skills; and**
   1.6 **recognize the role of culture in communication.**

2. Critical Thinking
   A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act. DCC graduates will demonstrate the ability to:

2.1 discriminate among degrees of creditability, accuracy, and reliability of inferences drawn from given data;
2.2 recognize assumptions, or presuppositions in any given source of information;
2.3 evaluate the strengths and relevance of arguments on a particular question or issue;
2.4 weigh evidence and decide if generalizations or conclusions based on the given data are warranted;
2.5 determine whether certain conclusions or consequences are supported by the information provided; and
2.6 use problem solving skills.

3. Cultural and Social Understanding
A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities. DCC graduates will demonstrate the ability to:
3.1 assess the impact that social institutions have on individuals and culture—past, present, and future;
3.2 describe their own as well as others' personal ethical systems and values within social institutions;
3.3 recognize the impact that arts and humanities have upon individuals and cultures;
3.4 recognize the role of language in social and cultural contexts; and
3.5 recognize the interdependence of distinctive world-wide social, economic, geo-political, and cultural systems.

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

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

6. Quantitative Reasoning
A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common problems and issues. A person who is quantitatively literate can use numerical, geometric, and measurement data and concepts, mathematical skills, and principles of mathematical reasoning to draw logical conclusions and to make well-reasoned decisions. DCC graduates will demonstrate the ability to: 6.1   use logical and mathematical reasoning within the context of various disciplines;
6.2 interpret and use mathematical formulas;
6.3 interpret mathematical models such as graphs, tables, and schematics and draw inferences from them;
6.4 use graphical, symbolic, and numerical methods to analyze, organize, and interpret data;
6.5 estimate and consider answers to mathematical problems in order to determine reasonableness; and
6.6 represent mathematical information numerically, symbolically, and visually, using graphs and charts.

7. Scientific Reasoning
A person is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena.
DCC graduates will demonstrate the ability to:
7.1 generate consistent arguments based on empirical evidence;
7.2 distinguish a scientific argument from a non-scientific argument;
7.3 reason by deduction, induction, and analogy;
7.4 distinguish between causal and correlational relationships; and
7.5 recognize methods of inquiry that lead to scientific knowledge.

*Complements Virginia Community College System General Education Goals and Student Learning Outcomes (www.vccs.edu)
Note: Reaffirmed by DCC Curriculum Committee, October 28, 2014.*

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.

Accreditation

Danville Community College is one of 23 colleges in the Virginia Community College System. The associate degree curricula of the College have been approved by the State Council of Higher Education for Virginia. Danville Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033, telephone 404.679.4500 for questions about the accreditation of Danville Community College. *(Note: The commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.)*

Enrollment Information

Admission Information

All matters pertaining to admission to DCC should be addressed to the Student Support Services , located on the first floor of the Wyatt Building, Room 108.

General Admission To Danville Community College

Individuals are eligible for admission to Danville Community College 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.

Minimum scores are noted in the chart below:

	Virginia Placement Test (VPT)	Compass	Asset
Reading	ENF 1	62	35
Writing	ENF 1	32	35
Mathematics	MTE 1	25	33

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

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, 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. The decision to refuse or deny admission is final and not subject to appeal. Students whose admission is revoked after enrollment will be given due process. Please see Appeal Process for Revoked Admissions in this catalog.

Individuals may be admitted to DCC as curricular or non-curricular students.

Admission For High School Students

Although high school and home school students are not normally qualified for general admission, DCC offers admission

to those students who meet additional criteria. All students admitted under this section must demonstrate readiness for college by meeting the criteria below. Students enrolling in a dual enrollment course must meet all course pre-requisites.

Admission Criteria for Transfer Courses

	Virginia Placement Test (VPT)	Compass	Asset	PSAT	SAT	ACT	SOL
Eng/Writing	ENG 111	76	43	50	500	18	N/A
Reading	ENG 111	81	42	50	500	18	N/A
Mathematics	MTE 1	25	33	52	520	22	Algebra 1 - Pass

Admission Criteria for CTE (Career and Technical Education) Courses

	Virginia Placement Test (VPT)	Compass	Asset	PSAT	SAT	ACT	SOL
English/Writing	ENF 1	32	35	50	500	18	N/A
Reading	ENF 1	62	35	50	500	18	N/A
Mathematics	MTE 1	25	33	52	520	22	Algebra 1 - Pass

Dual Enrollment: **Danville Community College may enter a contractual agreement with high schools in the service region and offer college-level courses through the high school. In accordance with the Virginia Community College System statewide agreement on dual enrollment, students enrolled in these courses may earn both high school and college credit. Dual enrollment is restricted to high school juniors and seniors. Because admitting freshman or sophomore students is considered exceptional, the college ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis. Formal approval by the College President is required for admitting freshman and sophomores. Documentation of parental permission is required for all dual enrollment students.**

Students interested in dual enrollment should contact the high school guidance department or the DCC Admissions Office.

Concurrent Enrollment: **High school juniors and seniors may be admitted to the College and enroll for courses prior to graduating from high school. Prior to admission, the College must receive a completed Concurrent Enrollment Form approved and signed by the student, the student's parents and his/her high school principal, and be approved by the Danville Community College Admissions Committee. Because admitting freshman or sophomore students is considered exceptional, the college ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis. Formal approval by the College President is required for admitting freshmen and sophomores. Students requesting to take courses at the freshman and sophomore level will be restricted to enrolling in a maximum of one credit course per session. Students interested in concurrent enrollment should contact the DCC Admissions Office.**

Homeschooled Student: **Homeschooled students studying at the high school junior or senior levels may be admitted to the College and enroll in courses prior to the completion of high school. Prior to admission, the College must receive a completed Homeschooled Student Enrollment Form approved and signed by the student, the student's parents, and his/her high school principal/overseer for homeschooler course work, and be approved by the Danville Community College Admissions Committee. Homeschooled students must provide a copy of a home school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent/legal guardian declaring home school for religious exemption. Because admitting freshman or sophomore students is considered exceptional, the college ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis. Formal approval by the College President is required for admitting freshmen or sophomores.**

Contract/Memorandum of Agreement

Under certain circumstances, Danville Community College may enter into an agreement with business, industrial, and governmental groups to provide educational services. Students admitted under this arrangement will receive full benefit of College services; however, they may need to meet additional requirements in order to enroll in a specific program.

Senior Citizens

Students are classified as senior citizens if they are 60 years of age or older and enrolled in credit or non-credit courses without tuition charge under provisions of the Senior Citizen Higher Education Act of 1974, as amended.

To enroll tuition free in credit or non-credit courses on a space-available basis students should meet the following criteria. (not to exceed three courses per semester)
be 60 years of age or older prior to the semester of enrollment;
be a legal resident of Virginia;
have had a taxable income not exceeding $23,850 for income tax purposes for the year preceding enrollment; and
must be admitted to the college as a student.

To be eligible for free tuition for audit of credit courses, or for taking non-credit courses (not to exceed three courses per semester), a person must be:
60 years of age or older prior to the semester of enrollment;
a legal resident of Virginia; and
admitted to the college as a student.

Interested senior citizens should contact the admissions office for information and required application materials. Any person meeting the above criteria will be admitted to a course only after all tuition paying students have been accommodated.

International Students

Danville Community College is a two-year, nonresidential, commuter college. The College welcomes applications from qualified international students who meet the College's academic, financial, and language requirements. Before processing a request for admission to the College and issuing a form I-20 for the F-1 Visa, the following documents must be submitted 60 days prior to the beginning of the semester in which enrollment is sought: completed DCC application, proof of the equivalent of an American high school diploma, official TOEFL scores, verification of financial support sufficient to enroll as a full-time student without the need to work off campus, a doctor's statement certifying good health, a brief statement of desire to attend DCC, and a photocopy of the applicant's passport. After the student's I-20 is issued, the student must complete the college assessment test (VPT), enroll in a minimum of 12 credit hours in a transfer program and file a copy of the passport and I-94 card with the Admissions Office. Students seeking 1-20 must be enrolled in a two-year program. International students are not able to sustain employment at the school or in the community. International students are not allowed to receive financial aid and scholarships.

Applications and all required paperwork must be received by April 30 for admission to the fall term; by August 30 for admission to the spring term; or by February 15 to be admitted for the summer term. No applications will be taken after the dates indicated for each semester.

Other Immigrant Status

It is the policy of Danville Community College to admit to the College 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 State Council for Higher Education for Virginia Domicile Guidelines for establishing domicile.

Readmission

Former students who have not been enrolled for a period of three (3) years or more and wish to enroll must submit a new application for admission available from the Admissions Office or online at http://www.dcc.vccs.edu/Studentservices/BecomeaStudent.htm

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.

DCC Policy Related to Legislation Regarding Admissions: **Section 23-2.2:1 of the Code of Virginia requires that the Virginia**

Community College System (VCCS) send enrollment information to the Virginia State Police concerning applicants to institutions of higher education. This information is transmitted electronically and compared against the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry. Language on the web application informs applicants that their information is being transferred to the State Police.

In the event that the Virginia State Police determine that an applicant to Danville Community College is listed on the Sex Offender Registry, the State Police will notify DCC. When the College receives such notification, the following procedures apply:

1. The applicant will be denied admission to DCC in accordance with its admission policy as published in this catalog. (see Admission Denied/Revoked in this section). The decision is final and not subject to appeal.
2. If the applicant registers for classes and becomes a student before the College receives notification from the State Police that he/she is listed on the Sex Offender Registry, the student will immediately be informed that he/she is being administratively withdrawn from classes and will receive a tuition refund. An applicant, in this instance, may invoke his/her right to an appeal process.

Appeal Process for Revoked Admission

When a student's admission is revoked, he/she may invoke the appeal process. Students who have registered for class but 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.

1. The student will receive a certified letter/return receipt requested from the Dean of Student Success and Academic Advancement or designee notifying the student of the revoked admission and outlining the appeal process.
2. The student may write a letter of appeal to the Dean of Student Success and Academic Advancement 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. If the student is a convicted sex offender, the letter should include a statement acknowledging his/her understanding that his/her identity and status as a convicted sex offender will be publicized on the college campus in accordance with federal and state law if he/she is admitted or reinstated.
   The letter of appeal must be submitted to the Dean of Student Success and Academic Advancement within seven (7) business days of notification by the College
3. 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 Dean of Student Success and Academic Advancement will serve as the convener of the panel and will be a member of the panel. Panel discussions will be confidential.
4. 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:
   a. the student's admission to the College will remain revoked
   b. the student will be administratively withdrawn from classes if classes have been held
   c. an enrolled student will receive a tuition refund. Tuition refunds will not be granted for students removed from the College for disciplinary reasons
5. The Dean of Student Success and Academic Advancement will inform the student by certified letter/return receipt requested of the decision of the appeals panel. The decision of the appeals panel shall be final.

Admission Procedures

Curricular Admission *(Applies to program-placed students):*

1. A completed application for admission including the Domicile Determination Form, available online at www.dcc.vccs.edu/BecomeaStudent.
2. Official transcripts from all high schools, colleges, and universities attended. If the student has been out of high school five years or more, high school transcripts are not required for admission to the College; however, certain programs may require high school transcripts for admission. Graduates who complete secondary in a home school setting must provide a graduation date and will be required to provide documentation of coursework.
3. All program placed students are required to take a placement assessment. Students should contact the Counseling Office at 434.797.8460 or email dcc placement@dcc.vccs.edu to make an appointment. All students are strongly encouraged to complete the practice test which is available online at www.dcc.vccs.edu/studentServices/Admissions/PlacementTesting.

4. **Meet with a DCC counselor to discuss placement test scores and program selection.**

Placement Testing Policy:

Math Placement: **Test scores are valid for two (2) years after the date of the test. Students who take the placement test and who do not enroll in developmental math are allowed to take one (1) retest within twelve (12) months. Students who attempt a developmental mathematics course will be ineligible for a retest. Exceptions to this retest policy may be made on a case-by-case basis. A student who provides official evidence of a minimum score of 520 on the mathematics section of the SAT or a minimum score of 22 on the mathematics section of the ACT, taken within the last two (2) years, may be exempt from taking the VCCS mathematics placement test based on the mathematics requirements in the student's academic plan.**

English Placement: **Test scores are valid for two (2) years after the date of the test. Students who take the English placement test and who do not enroll in developmental English are allowed to take one (1) retest within twelve (12) months. Students who attempt a developmental English course will be ineligible for a retest. Exceptions to this retest policy may be made on a case-by-case basis. A student who provides official evidence of a minimum score of 500 on both the critical reading and writing sections of the SAT or a minimum score of 18 on the English Test and Reading Test of the ACT, taken within the last two (2) years, is exempt from taking the VCCS English placement test.**

Non-Curricula Admission (Applies to non-program-placed students)

1. **A completed application for admission including the Domicile Determination Form which is available online at www.dcc.vccs.edu/BecomeaStudent.**
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 request to meet with a DCC counselor to review course options.**

Admissions to Specific Curricula

In addition to the general admission requirements explained above, specific requirements are listed for each program of the College. Among the items generally considered in determining students' eligibility for admission to a curriculum are their educational and occupational experiences and other reasonable standards to ensure that they can successfully complete the program requirements. Specific requirements for each program of the College are listed in the Programs of Study section of this Catalog. If a student does not meet the requirements for a specific program or course, the student may improve his or her chances of eligibility by completing Developmental Studies courses.

Residence Requirements

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 had given up any previous domicile and were living in Virginia with the unqualified intention of remaining in Virginia. Please contact the Admissions Office for more information regarding residency requirements. It is the student's responsibility to submit documentation and provide clear and convincing evidence regarding their domicile.

Domicile Appeals Process

A student who disagrees with an initial tuition classification may submit a Domicile Reclassification Form to the Domicile Appeals Committee within 10 calendar days of the initial notification. The committee will respond to the appeal within 15 calendar days. The Domicile Appeals Committee shall consist of two members of the Student Services Office. 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 Vice President of Academic and Student Services This written appeal must be made within five calendar days of the student's notification of the first appeal. The Vice President of Academic and Student Services will notify the student in writing of the final administrative decision within 30 calendar days of receipt of the appeal.

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

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.

Advanced Standing Credit

Advanced standing is the administrative placement of a student that awards credit for subject matter competency based upon previous academic study or occupational experience. This may include, but is not limited to, college credit and advancement based upon individual college participation in the Advanced Placement Program (AP) or testing through the College Level Examination Program (CLEP); training provided by non-collegiate institutions, such as the armed forces; professional certification, or experiential learning/work experience.

Advanced standing policies at Danville Community College are consistent with the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) principles and with Virginia Community College System (VCCS) policy.

To be eligible to apply for advanced standing credit, a student must be admitted to Danville Community College and officially placed in a program of study.
Credit awarded for CLEP, AP, departmental challenge exams, and credit for work experience may satisfy DCC program of study requirements, but will not necessarily transfer to another institution. Students desiring to transfer credit awarded via these methods should contact their four-year college of interest to determine its policy. However, appropriate credit, when awarded, will be listed on the student's official DCC transcript.

Students desiring to earn college credit through one of the above advanced standing methods or who wish to take a locally developed departmental exam should contact the appropriate division office in which the course is taught.

Danville Community College may award credit for the following competencies:

AP (Advanced Placement)

Many area high schools offer Advanced Placement (AP) or honors courses to their students giving them the opportunity to complete college level work while attending high school. A minimum Advanced Placement score of 3 is required for credit at DCC. An official copy of the AP transcript must be submitted to the DCC Admissions Office in order to obtain credit. Unofficial, student copies, or high school transcripts noting the AP credit will not be accepted for credit at the college.

CLEP (College Level Examination Program)

CLEP is a national program of credit-by-examination that offers students the opportunity to obtain college credit for prior academic achievement. DCC accepts most of the CLEP offered exams, and uses the American Council on Education recommended minimum score of 50 for awarding CLEP credit. An official copy of the CLEP transcript must be submitted to the DCC Admissions Office in order to obtain credit. Unofficial or student copies of transcripts will not be accepted for credit.

CLEP examinations are not offered through DCC.

IBO (International Baccalaureate Organization)

Students who have completed the Standard Level certificate with a score of 4 to 7 in the International Baccalaureate program may be granted advanced standing credit for a variety of courses.

Students requesting IB credit must have an official transcript sent from the International Baccalaureate Organization to the DCC Admissions Office in order to be considered for credit.

Credit for Military Training

A student's military training, courses, and occupational specialty can all be considered for college credit. As a

participating member of Service members Opportunity Colleges (SOC), Danville Community College follows the American Council on Education's (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services in determining the value of learning acquired in military service when applicable to the service member's program of study. Military service credit in the occupational/technical areas (i.e., Engineering, Health Technology) may require approval by the appropriate division dean prior to award.

In order to receive credit for your military training, the student must submit a military transcript which includes the ACE recommended credit, and initiate a request for evaluation to the DCC Admissions Office. Note: If the student submits only the DD214 and no military transcript, only credit for HLT/PED electives will be awarded. Students who have completed basic training, regardless of the date of military experience, may receive credit for HLT/PED electives. Each branch of the service has its own transcript request service.

Police Academy Certificates

Per the Articulation Agreement between the Virginia Community College System and the Virginia Department 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 the following credit. Appropriate documentation is required and must be submitted to the Administration of Justice program advisor or to the Dean of Arts and Science.

Previous Completion Credit (Experiential Learning/Work Experience Credit)

The purpose of the Danville Community College policy on non-traditional credits is to award credit or advanced standing to students with documented experience related to specific course work offered at DCC.

Students may be awarded college credit if they can demonstrate previous educational study or training/work experience that entitles them to credit for specific courses applicable to their program of study. Documentation for special training or experience must be submitted with the request for credit and will be retained in the student's file. The supporting documentation must include samples of work or projects completed to assist the division in credit determination.

Students wishing to be awarded previous completion credit for a specific course should contact the appropriate division office in which the course is taught (i.e., a request for credit for Keyboarding must be submitted to the Business division.)

Danville Community College reserves the right to place a time limit on prior learning experiences for which advanced standing may be granted. The College has a time limit for accepting credit for technical courses taken previously at DCC or other institutions. The division dean, in consultation with the registrar, will determine if courses taken more than five years previously can be used in your current program of study.

Advanced Standing / Graduation Requirements

There is no limit to the number of credits that may be awarded through advanced standing credit, with the exception of previous experiential learning credit. Credit for previous 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 in the graduation 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 to the Advanced Standing Credit requirements:
1. To earn credit for prior learning, an individual 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 administrator responsible for the program for which the evaluation of a student's previous coursework is requested 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 changes, which have occurred since the course(s) was completed;

    b. Give particular attention to courses in areas which have had significant technological changes in recent years (i.e., electronics, automotive, graphic imaging, information systems, accounting, 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 decision regarding 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 which 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 technical courses taken under the quarter system or more than five years ago be carefully reviewed for their current relevance.

6. The decision to accept or 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.

Registration Information

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. The dates also are posted in each building on campus and on the College's website (www.danvillecc.edu).

Students have to be registered for classes before the first day the class begins. There will be an adjustment period, referred to as Swaps and Drops, in the first 5 days of class for students who need to drop/add. Only classes that have not yet met can be added to a student's schedule unless instructor approval is obtained.

All students are encouraged to register online at http://www.dcc.my.vccs.edu.
Directions for Course Registration
1. Go to https://dcc.my.vccs.edu
2. Enter USERNAME & PASSWORD
3. Click LOGIN
4. Click VCCS SIS: Student Information System
5. Click Self Service
6. Click Enrollment
7. Click Enrollment: Add Classes
8. Select the term to register & click Continue
9. Click Search For Classes or Add Class Number
10. Click Proceed to Step 2 or 3
11. Click Finish Enrolling
12. Click View My Schedule

Note: Curricular (program-placed) students should contact their assigned academic advisor to register for classes. For more information, contact the Admissions Office at 434.797.8467 or email admissions@dcc.vccs.edu.

Offerings
The College reserves the rights to cancel, withdraw, or combine classes when necessary. Classes with insufficient enrollment normally are cancelled the first week of class (see Tuition Refund Policy in this Catalog).

Expenses

Tuition

Tuition rates are established annually by the State Board for Community Colleges. Current rates can be verified by contacting the Admissions Office. The College has an extensive financial assistance program. We encourage you to review that section of this Catalog, and to contact our Financial Aid Office for additional information. Fees are subject to change

by the State Board for Community Colleges.

Payment of Tuition and Fees

Fall Semester: **Students wishing to enroll for Fall Semester classes may do so on the published dates. Students are expected to pay tuition and related fees on the same day that they register; otherwise they risk losing their enrollment in classes.**

Spring Semester, Summer Session, and Special Session Classes: **Students enrolling for classes must pay all tuition and related fees on the same day that they register. 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).**

Student Activity Fee

The Student Activity Fee is currently $1.50 per credit hour. Monies are used for social, cultural and student activities. Please note that fees are subject to change. Contact the Business Office at 434.797.8418 for the current cost.

Maintenance Fee

All students enrolled for classes on the main DCC campus pay a Maintenance Fee. The Maintenance Fee is $1.00 per credit hour for classes taken on campus. Monies are used to maintain College parking lots. Please note that fees are subject to change. Contact the Business Office at 434.797.8418 for the current cost.

VCCS Technology Fee

All students on and off campus will be charged a technology fee for each credit hour for which they enroll. This fee will be shown separately on the payment receipt. All monies support the acquisition of high technology equipment for academic purposes. Currently, the Technology Fee is $8.50 per credit. Please note that fees are subject to change by the State Board for Community Colleges.

Capital Fee

Currently, students with out-of-state residences are charged a $18.00 per credit Capital Fee. Please note that fees are subject to change by the State Board for Community Colleges.

E-rate

The e-rate is applicable to designated distance learning courses delivered entirely over the internet. Contact the Business Office for the current cost.

Other Fees

There are NO special laboratory or library fees. Students are responsible for any College property which they damage or lose (such as laboratory or shop equipment, supplies, library books, and materials).

Nonpayment of Tuition and Fees, or Other College Debts

A student's continued attendance at the College is dependent upon proper settlement of all debts owed the institution. Transcripts, 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, 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, the College may initiate disciplinary action in accordance with the Code of Student Conduct and Discipline Policy.

Bad Check/Dishonored Payment Fees: **The College 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. The College assesses a $50 service charge for handling returned checks or dishonored credit card or debit card payments when the account is in past-due collection status.**

Waived Tuition

Section 23-7.1 of the Code of Virginia provides that free tuition for State-supported institutions be granted to children of: (1) deceased or permanently disabled veterans of the armed forces, or (2) prisoners of war or persons missing in action; or (3) persons who have been killed in the line of duty while employed or serving as a law enforcement officer, a fire fighter,

or a member of a rescue squad. To be eligible for such aid, the student must be between the ages of 16 and 25, and the parent must have met certain State residency requirements.

If you are eligible for the waiver of tuition and required fees under items (1) or (2) above, you must present a letter of certification from the State Division of War Veterans' Claims to the DCC Business Office before tuition can be waived. Requests for applications should be directed to the Director, Division of War Veterans' Claims, Commonwealth of Virginia, 210 Franklin Road, S.W., Roanoke, VA, 24011. If possible, applications should be submitted at least four months before the expected date of matriculation.

If you are eligible for the tuition waiver under item (3) above, you must provide certification from the chief administrative officer of the law enforcement agency or the State Fire Marshall that the deceased parent was employed or serving as a law enforcement officer or fire fighter or a member of a rescue squad and was killed in the line of duty. This certification must be submitted to the Business Office/Cashier so that a determination can be made on the request for free tuition and required fees.

Children, Step-Children, or Spouse of Deceased Law Enforcement/ Fire Fighter/Rescue Squad Personnel: **Virginia, any child between the ages of sixteen and twenty five whose parent or any person whose spouse has been killed in the line of duty while employed or serving as a law-enforcement officer, firefighter, member of a rescue squad, sworn law-enforcement officer, special agent of the Department of Alcoholic Beverage Control, state correctional, regional or local jail officer, regional jail or jail farm superintendent, sheriff, deputy sheriff, or member of the Virginia National Guard while such member is serving in the Virginia National Guard or as a member of the United States Armed Forces, shall be entitled to free undergraduate tuition and required fees at any public institution of higher education in Virginia, if the deceased parent was domiciled in Virginia at the time of death and certification of employment is provided.**

Children of Deceased or Permanently Disabled Veterans: **Section 23-7.1 of the Code of Virginia states that free tuition and college fees shall be given to children of qualified permanently 100 percent disabled or deceased veterans of the armed forces of the United States who attend state supported schools of secondary grade or college level. Eligibility for such children shall be proven by the Division of War Veterans' Claims, who shall state in writing to the admitting school that tuition should be waived according to the provisions of Section 23-7.1. For further information, contact the DCC Office of Veterans' Affairs (434.797.8429). 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.**

Transcripts

There are four (4) different ways to request an official DCC transcript:
1. Request online through the Student Information System (http://dcc.my.vccs.edu). (NOTE: This only applies to students who have attended DCC within the last 10 years.)
2. Submit a Transcript Request Form by mail, fax, or scan and email*. Form may be found here: http://www.dcc.vccs.edu/StudentServices/Admissions/images_forms/TranscriptRequestForm.pdf
3. Submit a signed letter by mail, fax, or email containing the following information:
   a. Full name (present and any former)
   b. Social Security number or DCC EMPLID#
   c. Complete address of where the transcript should be mailed
   d. Dates of attendance
   e. Signature
   f. Contact number
4. In person at the Admissions Office in the Wyatt Building, Room 108.

Since your signature is required, we cannot accept phone calls for transcripts.

Written requests may be submitted to:

Mail: Danville Community College
Admissions Office
1008 South Main Street
Danville, VA 24541

Fax: 434.797.8451

Email: admissions@dcc.vccs.edu

Grading System

The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor. These grades denote the character of study and are assigned quality 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. See below).
S Satisfactory
   No grade point credit (used only for satisfactory completion of a Developmental Studies course).
U Unsatisfactory
   No grade point credit (applies to specialized courses and seminars).
W Withdrawal
   No credit (A grade of withdrawal 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. The "I" grade is to be 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 50% 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 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 Vice President for Academic and Student Services.
X Audit
   No credit (Permission of the Division Dean is required to audit a class.)

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.

Grading – Developmental Studies Course

A grade of "S" (Satisfactory) shall be assigned for satisfactory completion of the developmental studies course.

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

A grade of "U" (Unsatisfactory) shall be assigned to a student not making satisfactory progress. The Developmental Studies academic advisors, with the concurrence of the Dean of Student Success and Academic Advancement, will determine the subsequent sequence of courses for the student who receives a grade of "U."

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 Admissions Committee. For additional information, refer to "Repeating A Course" section of this Catalog.

Course Credit

The credit for each course must be 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 this 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 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 for general usage courses.**
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 purposes of deleting laboratory hours or of making laboratory hours optional. General usage courses and courses numbered 1-99 are exempt from this policy.**

DCC Withdraw and Tuition Refund Policy

Students should be aware that withdrawal from a course might negatively affect their 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. Such circumstances must be documented and a copy of the documentation placed in the student's academic file. If mitigating circumstances cause the withdrawal, and if 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 the College on or before the announced refund date each semester. The add/drop form or withdrawal form must be processed by the Admissions Office. The College publishes in the College's Academic Calendar and on the website the dates during which a student may be eligible for tuition refunds. The College will not consider refunds after the

announced date unless the student has encountered severe medical problems that relate directly to the individual student, in the event that 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 and Student Services, and then to the Vice President of Financial and Administrative Services. The tuition refund policy and the deadline dates are established by State policy. Please refer to the College Calendar for the deadline for tuition refund for full semester courses. Classes of shorter duration may have a different withdrawal deadline. Please contact the Admissions Office if you have questions.

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.

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, the Admissions Office, 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.

Pro-rated Tuition Refund:

Students are eligible for a pro-rated tuition refund if they drop classes or withdraw from college on or before the published refund date as indicated in the academic calendar. The College Academic Calendar is published in the College Catalog, the Student Handbook, and on the College website. The College will not consider tuition refunds after that date unless the student meets one of the following circumstances:

- a medical issue that prevents you from continuing your studies,
- your death or the death of an immediate family member,
- a 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 pro-rated 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. The student should be advised that 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/grievance procedures.

DCC Mitigating Circumstance Tuition Refund Process:

1. Student withdraws from class with mitigating circumstances after the last day to receive a tuition refund as stated in the College Calendar.

2. Student submits partial tuition request to the Vice President of Academic and Student Affairs within 30 days after the official withdrawal date. This request should include a typed letter and supporting documentation.

3. The Vice President of Academic and Student Affairs will notify the student of the decision.

4. The Vice President of Academic and Student Affairs will notify the registration office via the Withdrawal with Tuition Refund form. The registration office will notify the business office of the decision if the partial refund is approved.

5. For students receiving Federal Financial Aid, the Return to Title IV process is completed and adjustments are submitted to the business office. A write-off entry will be made on the account for the approved tuition refund based on the calculated days of award earned. If a tuition or bookstore balance remains, the student will be notified and billed.

6. For students who have paid out-of-pocket, the withdrawal code will be changed by the registration office upon receipt of the Withdrawal with Tuition Refund form indicating approval by the Vice President of Academic and Student Affairs. Partial tuition of 25%, 50%, or 75% will be refunded based on the amount of time the student has remained in the class.

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.**

Policy on Refunds, Credits and Reinstatement
as a Result of Military Service

Each community college shall have a policy statement providing for the tuition relief, refund, and reinstatement of military students in

the event that military service requires their sudden withdrawal or prolonged absence from their enrollment. For purposes of this section, military services is defined as service on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, when mobilized or deployed for a period of more than 30 days. Dependents of military members may also be given consideration under this policy. Dependents are defined as any civilian qualifying as a military dependent under 37 USC 401 currently or as otherwise amended. Each community college shall provide for the following:

A. Tuition and Required Fees: **Should a student (as defined above) request to be withdrawn from the college after the census date, the student may elect either to be deleted from the registration file and be awarded a full refund or to be administratively withdrawn with no refund and assigned a grade of "W". Each community college shall also have a policy statement regarding the granting of refunds of Miscellaneous Education, General program, Auxiliary Services and Student Activity fees to students. The college shall provide, at the option of the student, for such refunds to be retained and to be applicable to tuition and fees charged in the semester or term in which the student returns to study.**

B. Deposits: **Each community college shall have a policy statement regarding the granting of refunds of deposits to students.**

C. Textbooks: **Each community college shall process refunds for textbooks according to contractual arrangement with local vendors.**

D. Academic Credits and Grades: **Students as defined above should have the opportunity to receive an incomplete grade ("I"). All course requirements shall be completed within one year from the date of release from active duty or mobilization. Students may be given the option of taking their examinations prior to regularly scheduled times. Careful consideration should be given and special options are advised for students who receive student financial aid or Veterans Administration benefits.**

E. Reinstatement: **Students as defined above shall be assured a reasonable opportunity to be reinstated in the same programs of study without having to re-apply for admission if they return to the same community college after a cumulative absence of not more than five years so long as the student provides notice of intent to return to the institution not later than three years after the completion of the period of service.**

F. Dissemination of Information: **Community college officials should 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 in accordance with the requirements of the Code of Virginia, Section 23-9.6:2, and the Virginia Tuition Relief, Refund, and Reinstatement Guidelines in the appropriate college publications. The Division of Student Success and Academic Advancement ensures that these policies are properly disseminated and administered.**

Notification of Student Rights

Each institution shall establish and publish information release policies that respect the rights of individual privacy, and the confidentiality of records, and the best interests of the student and institution. As provided by the Family Educational Rights and Privacy Act (FERPA), colleges may disclose the following Virginia Community College System directory information items without the student's prior consent:

1. **Student's Name**
2. **Participation in officially-recognized activities and sports**
3. **Address**
4. **Telephone Listing**
5. **Weight and height of members of athletic teams**
6. **Electronic mail address**
7. **Degrees, honors and awards received**
8. **Major field of study**
9. **Dates of attendance**
10. **Grade level**
11. **The most recent educational agency or institution attended**
12. **Number of credit hours enrolled**
13. **Photos**

Students must provide official notification to the Admissions Office to prevent the disclosure of directory information. Students having questions pertaining to FERPA may contact the Dean of Student Success and Academic Advancement.

Assessment Requirements

The Commonwealth of Virginia requires a comprehensive plan for student outcomes assessment. The Danville Community College Plan was approved by the State Council of Higher Education for Virginia in 1987 and has been reviewed each year.

The Plan includes procedures to ensure that the institution has an effective process for improving the instructional and student development programs, including assessing general education competencies of degree-seeking students (Associate of Arts and Science, Associate of Science and Associate of Applied Science Degrees).

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.

Outcomes Assessment Requirement

Degree students will be required to take a core competency test designed to measure general education achievement prior to graduation for the purpose of evaluating general education competencies. No minimum score or level of achievement is required for graduation. Individual test results will remain confidential. Group scores will be used for accountability to the state and for improvement of academic programs.

Institutional Effectiveness Days

Two class days are designated each academic year (one per term) as Institutional Effectiveness Day.

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 from the College.
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 curriculums.
5. A Certificate is awarded to students who complete one of the approved non-degree curriculums that are usually less than two years in length. The College 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 the Admissions Office.

Catalog Year Determination

All students who are initially placed in a program (including Developmental Studies) 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 2014, Fall 2014, or Spring 2015 will be placed in the 2014-2015 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 counselor, in consultation with the Division Dean, will be responsible for selecting the catalog year when there is a question about which to use when readmitting a student.

Double Majors:

Students desiring to declare more than one major (outside of a pathway) must meet one of the following two criteria:

- 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

- Returning students must meet and maintain satisfactory academic progress (2.5 or higher) in order to be program placement in a second major.

Requirements for Graduation

To be awarded an Associate Degree, Diploma, Certificate or Career Studies Certificate from Danville Community College, a student must:

1. Have fulfilled all of the course requirements of the curriculum as outlined in the College catalog (see Catalog Year Determination);
2. Have been recommended for graduation by the faculty and Division Dean for the student's curriculum;
3. Have completed all of the course and credit-hour requirements of the degree curriculum with at least twenty-five percent (25%) of the credits applicable for the degree acquired at Danville Community College;
4. Have earned a grade point average of at least 2.0 on all courses attempted which are applicable toward graduation in the curriculum;
5. Have completed all required assessment testing, interviews, or other activities established by the College, including but not limited to general education assessment instrument(s) used to assess and improve the effectiveness of programs and services;
6. Have filed an application for graduation (which may be waived in the case of the General Education Certificate) in the Office of Admissions and Records;
7. Have resolved all financial obligations to the College and returned all library and other College materials;
8. Have attended graduation exercises except when waived by the Vice President of Academic and Student Services.

When a student pursues a degree or diploma program, but is unable to complete the degree or diploma requirements, the student, upon the recommendation of the appropriate Division Dean and the Vice President of Academic and Student Services may be issued a certificate provided the portion of study successfully completed is equivalent to an approved certificate program and the student has met the requirements for graduation enumerated.

Graduation Honors and Awards

Appropriate honors are recorded on diplomas, certificates, or degrees. The honors, based upon scholastic achievement at Danville Community College, are as follows:

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

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. A student planning to enroll in 19 or 20 semester hours must have a 3.0 grade point average or higher and/or the approval of his/her Division Dean. Under exceptional circumstances, a student may be allowed to enroll in more than 20 semester hours provided a request is made in writing to the Vice President of Academic and Student Services and supported by written statements from the student's advisor and Division Dean.

During the summer session, a student is restricted to two regular courses each summer term or 12-14 semester hours for the entire summer session. Students wishing to enroll in 15 semester hours must have a 3.0 grade point average or higher

and/or the approval of the appropriate Division Dean. Under exceptional circumstances, a student may be allowed to enroll in more than 15 semester hours provided a request is made in writing to the Vice President of Academic and Student Services and supported by written statements from the student's advisor and Division Dean.

Academic Standing

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

Honors Institute

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 Institute. 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 through the following options: Honors Projects and/or Honors courses. This designation also requires that the student achieve a grade point average (GPA) of 3.0 or greater. All Honors work must be completed one week prior to the end of the semester. Students may earn Honors designation on transcripts only by completing a minimum of 12 hours of Honors work.

Students are eligible for Honors work if they meet all of the following criteria:
1. Completed all developmental coursework (if required)
2. A 3.25 or higher high school Grade Point Average (GPA)
3. A 3.0 or greater overall GPA in non-Honors courses
4. Satisfy prerequisites of each Honors Community course
5. Endorsement of two DCC faculty members

Honors Projects are based on projects negotiated with faculty and the Honors Institute 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.

Students wanting more information about the Honors Institute should contact the Honors Institute Chair, 434.797.8497.

Academic Honors

President's Honors List: A student who is enrolled for six or more credit hours for the semester during which the honor is extended, has compiled a cumulative grade point average of at least 3.0, a semester grade point average of 3.75 or higher, and has completed a minimum of 24 semester hours at Danville Community College will be placed on the President's Honors List.

Vice President's Honors List: A student who is enrolled for six or more credit hours for the semester during which the honor is extended; has compiled a cumulative grade point average of at least 3.0 and a semester grade point average of 3.0 to 3.74; and has completed a minimum of 24 semester hours at Danville Community College will be placed on the Vice President's Honors List.

Academic Warning

Students who fail to attain a minimum GPA (grade point average) of 2.00 for any semester shall be placed on academic warning. Students should see their advisor/counselor and take advantage of academic support services provided by the College.

Academic Probation

Students who fail to maintain a cumulative GPA (grade point average) of 1.50 shall be on academic probation until such time as their cumulative average is 1.75 or better. The statement "Academic Probation" shall be placed on their permanent records. Students on probation are ineligible for appointive or elective office in student organizations unless special permission is granted by the Vice President of Academic 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/counselor. Students shall be placed on probation only after they have attempted 12 semester credits.

Academic Suspension

Students on academic probation who fail to attain a semester GPA (grade point average) of 1.50 or better shall be placed on suspension only after they have attempted 24 semester credits. Academic suspension shall be for one semester. The statement "Academic Suspension" shall be placed on the students' permanent records. Students who are placed on academic suspension and wish to appeal should follow the appeal process established by the College. Suspended students may be reinstated at the conclusion of the suspension period by following the process established by the College. 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/counselor.

Academic Dismissal

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

Academic Renewal

Students, who return to the College after a separation of five (5) years, or more, may petition for academic renewal. The request must be in writing on the Academic Renewal Selection Form available in the Admissions Office.
The purpose of this policy shall be to adjust the cumulative grade point average (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 reenrollment will be deleted from the cumulative and curriculum grade point average (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 reenrollment.
2. All grades received at the College will be a 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, providing that such courses meet current curriculum requirements.
4. Total hours for graduation will be based on all course work taken at the College after readmission, as well as former course work 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 of at least three people. This committee will be chaired by the Dean of Student Success and Academic Advancement, and the other two committee members will be appointed annually by the Dean of Student Success and Academic Advancement. A written appeal should be sent to the Dean of Student Success and Academic Advancement within seven (7) days of denial.

Prerequisites and Corequisites

Many courses at DCC are associated with other courses referred to as "prerequisites" and "corequisites." The basic idea behind these associations is that in order to be successful in a particular 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. A corequisite is a course which a student must take while they are taking another course if they have not already completed that course. For example, Biology 102 has Biology 101 as a prerequisite. Students must successfully complete Biology 101 before taking Biology

102. MTE 3, MTE 4, and MTE 5 are corequisites for Biology 101. One must take these courses while taking Biology 101 if one has not completed them. Students should register only for those courses for which they have completed the prerequisite requirements and must register for corequisite courses as needed. If a student does not know what the prerequisites or corequisites are for a course, faculty advisers will be able to provide this information.

For more information, please see the list of prerequisites for each course included in this catalog.

GPA for Repeat Courses

The GPA of a student will reflect only the last grade received for repeat courses which were initially taken in the summer of 1994 or later. "General Usage" courses such as 099, 199, etc., are not counted as repeat courses. Repeat courses not figured in the GPA will be designated on the transcript with the words "repeated course" under the class.

Attendance

It is the philosophy of Danville Community College that student and faculty interactions are critical to the learning process. Class attendance enhances this process. Regular attendance is thus expected of students. Students missing twenty-five percent (25%) or more of the total time allocated for classes and/or labs may be administratively withdrawn from the course upon recommendation of the instructor. Students who are 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 which will be published in the course outline. Faculty also have the option to excuse a student when documented, mitigating circumstances prevent the student from attending a class or lab session. Students should be aware that failure to attend classes will negatively affect their financial aid award.

Examinations

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

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 appropriate Third Enrollment Form to the Admissions Committee. Please note all requests for third (3rd) 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 Committee will notify the student in writing of the decision.

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
1. The College 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 authority, with another student during an examination 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, and regardless of whether he/she has turned in any graded work. Mitigating circumstances do not apply in such cases. However, a student may follow the appeal process outlined in the DCC Student Handbook to appeal the failing grade.
3. Procedures for discipline due to academic dishonesty are found in the DCC Student Handbook, available in the Admissions/Counseling Offices and on the DCC website.

Accelerated and Competency-Based Programs and Courses

Danville Community College offers a limited number of programs and courses as accelerated learning courses. in 2016 and 2017, there are a few courses and programs in Workforce Services, Project Management, and Information Technology. Please see advisors in those programs for details. Advisors are listed at the beginning of this document.

The following definitions are for clarity in accelerated higher education programs.

Prior Learning Assessment – **The Assessment or test the student takes to demonstrate competence in the program area. Students can earn credit for their prior experiences, such as work or military, by successfully demonstrating competence in that area.**

Competency-Based Education – **Courses and programs provided as self-paced competency-based education programs.**

Limited Direct Assessment - **Courses and programs provided as a mix of direct assessment coursework and credit or clock hour coursework in the same program.**

Workforce Services

Workforce Services includes credit and non-credit courses and activities designed to meet occupational, professional, and personal interests and needs. These activities begin at various times throughout the year and vary in length according to need. Non-credit activities, by law, are self-supporting.

Danville Community College has a vital interest in the economic development of its service region. Through its Workforce Services organization, the College provides a wide variety of educational opportunities for companies and organizations. Services include on-campus or on site tailored training programs; short courses, workshops, and seminars; high-tech training using state-of-the-art equipment; management and supervisory development training; basic skills training; teleconferencing; and use of College facilities for company-sponsored training. The Regional Center for Advanced Technology and Training (RCATT) houses many of the workforce services programs. For more information, contact 434.797.6437.

Apprenticeship Training

Apprenticeship training is coordinated through Danville Community College in partnership with the Virginia Department of Labor and Industry. Apprenticeship is a voluntary training system which assists businesses and their employees with obtaining training in the technologies. Apprentices learn the "how to" of their occupation on the job and learn the "why" in related technical instruction taught in the classroom. For more information, contact 434.797.6437.

Continuing Education

Continuing Education includes special courses for college credit and non-credit activities for which the Continuing Education Unit (CEU) is awarded. These courses and activities are intended primarily for adults who want to upgrade their technical skills, improve their employability, increase their earnings, acquire new skills, or meet educational requirements for job certification. For more information, call 434.797.8430.

Community Services

Community Services includes non-credit activities for which Continuing Education Units (CEU's) are not awarded. They consist of courses in crafts, leisure-time activities, as well as exhibits and special community projects. For more information, call 434.797.8430.

Middle College

The Middle College offers individuals aged 18-24 years old without a high school diploma or GED an opportunity to obtain a GED certificate and provides academic and career readiness training. The program includes several components, the main two being GED Preparation, and Workforce Preparation, which incorporates earning a Career Readiness Certificate (CRC). Middle College also helps students with completion of the financial aid process; participation in career counseling; selecting a desired program of study at DCC; and receiving a certificate, diploma or associate degree. For additional information, call 434.797.6433.

Southern Piedmont Educational Opportunity Center

The Southern Piedmont Educational Opportunity Center (SPEOC) is a federally-funded grant program that provides free

educational assistance to low-income adults and first generation college students. The SPEOC offers: assistance in completing admission and financial aid applications, information on G.E.D. programs and postsecondary institutions, career counseling and assessments, and academic advising. For more information about the SPEOC, call 434.797.8577 or stop by the office located on the first floor of the Wyatt Building.

Other Programs

Career Pathways

Career Pathways offers a secondary/postsecondary educational career path that is seamless and has integrated options for work-based learning in high school and continuing through college. If students choose the Career Pathways path, they have the option to enter the workforce after completing a technical degree/certificate/diploma program at DCC or further their education to pursue a four-year degree.

Career Pathways links academic and technical studies and uses input from business, industry, government, and the community in order to build a curriculum that leads to successful employment. Career Pathways students may be eligible to earn credit for work completed in high school under existing articulation agreements. Students interested in Career Pathways options should consult their high school counselors and/or the high school Career Coach.

TRiO Upward Bound

The TRiO Upward Bound Program at DCC is a federal pre-college program designed to assist economically disadvantaged and/or first generation students complete high school and to enter and succeed in postsecondary education immediately after high school graduation. TRiO Upward Bound offers extensive academic instruction as well as counseling, mentoring, tutoring, a summer bridge program, summer residential program, and other support services. Students interested in the TRiO Upward Bound program should consult their high school counselor and/or DCC's TRiO Upward Bound Program Office at 434.797.8562.

Whittington W. Clement Learning Resources Center

The Whittington W. Clement Learning Resources Center (LRC) provides information and instructional support services for the college community. Centrally located on the DCC campus, the Learning Resources Center opened to students, faculty, and the community in October 1994. Housing the Library, Learning Assistance Center (LAC), Audio-Visual Services, Tutoring Center, and the Teaching, Learning and Technology Center, the LRC incorporates the latest in educational technology to offer a unique mix of traditional and nontraditional resources for learning and teaching. For more information, please call 434.797.8453.

Library Services

The Mary M. Barksdale Library houses a collection of more than 58,000 items including books, non-print media, periodicals, government documents, and other materials to support the instructional programs of the College. As a member of VIVA, students and faculty have online access to databases that include thousands of digital and print journals, books, and reference sources as well as access to the Internet. Audio-visual equipment is available for previewing audio and video programs. The Robert V. Shaver Film Collection is the newest addition to the permanent collections. The Library offers strong reference support and the staff is committed to instruction in the use of resources, both on an individual and group basis. For more information on library services and information skills instruction, please call 434.797.8555.

Learning Assistance Center

The Learning Assistance Center (LAC) is located on the upper level of the Learning Resources Center. The mission of this large multipurpose area is to provide support and resources for teaching and learning. An open computer lab is available for students, staff, and public users. The LAC also provides make-up testing and testing for distance learning courses. Students are encouraged to use the LAC for group study. For more information, please call 434.797.8404.

Audio-Visual Services

Located on the lower level of the LRC, this department provides installation and maintenance of audio-visual equipment as well as faculty and staff training for the College. For more information, call 434.797.8454.

Distance Learning

Coordinated through the Learning Resources Center, the College's distance learning program gives students the opportunity to attend accredited college classes in a flexible way. The college employs sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery. Distance learning students use a variety of learning resources including videos, textbooks, study guides, Interactive Television, and the Internet to complete their coursework and earn college credits at home or at convenient off-campus locations. Distance learning courses are designed to be comparable to traditional on-campus courses. The primary difference between traditional courses and distance learning courses centers on the degree of freedom and responsibility the student accepts when taking a distance learning course. For some, this aspect makes distance learning courses an ideal way of continuing their education because it alleviates many time constraints and scheduling conflicts.

All distance learning courses have an assigned instructor. In addition, distance learning students have access to appropriate learning resources and student-support services.

Teaching, Learning and Technology Center

The Teaching, Learning and Technology Center (TLTC) provides assistance to faculty who are developing curriculum materials and want to utilize instructional technologies in their teaching. Located in the lower level of the Learning Resources Center (LRC), the College's instructional design specialist works directly with those instructors who are interested in developing applications to support both traditional and distributed learning courses. The instructional designer also provides training for faculty and staff in the use of information technology. For more information, call 434.797.8557.

Tutoring Center

The Tutoring Center provides free tutoring to currently enrolled DCC students who seek assistance with their DCC coursework. Tutoring is provided by trained professional and peer tutors. Both one-on-one peer tutoring and small group tutoring are available. Both on-campus and off-campus students may also use Smarthinking for tutoring assistance. Smarthinking is accessed in their Blackboard course. DCC's Tutoring Center is nationally certified by the College Reading and Learning Association. The Tutoring Center is located on the upper level of the Learning Resources Center. For more information on tutoring services, call 434.797.6432.

Student Support Services

Counseling

As a service to current and prospective students, the College has counselors and faculty advisors who are committed to helping students with their academic, personal, career, and vocational plans. As part of this assistance, students are provided appropriate tests, inventories, college transfer information, and occupational/technical information regarding financial assistance or employment.

Accessibility Services

Danville Community College believes in promoting an atmosphere free of inequity and partiality in which all students have access to educational opportunity. DCC believes in creating an inclusive and welcoming community for all students. Danville Community College 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 architectural barriers, but also strives to ensure that students with disabilities receive access to education and opportunities in this academic community. DCC facilitates 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 Counseling Office at 434.797.8572.

New Student Orientation

First-time students at Danville Community College are to attend New Student Orientation, which includes opportunities for students to meet college administrators, faculty and staff, and to learn more about campus resources and policies. Campus tours, information about departments/divisions, student registration and scheduling will be offered on orientation day.

In addition, first-time students will have the opportunity to interact with new and current students as they participate in New Student Orientation activities. During this time, information about academic and student organizations will be presented and on display.

Academic Support (SAILS)

Danville Community College has implemented an Early Alert System used by each of Virginia's community colleges. This system enables the colleges to communicate electronically with students regarding their academic performance.

Consumer Information

Literature is available in the Admissions/Counseling Office on the following areas: post-graduate employment and college transfer success; curriculum retention and completion; related educational expenses; student rights and responsibilities; financial aid policies, procedures, and the award process.

Alliance for Excellence

The Alliance for Excellence is a program that supports the academic endeavors of African-American students. The Alliance is a partnership between the African-American churches and Danville, Central Virginia, Patrick Henry, and Virginia Western Community Colleges. This collaborative effort promotes an awareness of higher education opportunities and stresses the importance of academic excellence.

Financial Aid

Danville Community College is committed in its belief that qualified students should have an opportunity to pursue educational objectives, regardless of financial resources. Full-time and part-time students may qualify for financial aid. Classes may be taken in the day or in the evening.

To be considered for financial assistance, students must apply by completing the Free Application for Federal Student Aid (FAFSA) and have the results submitted to the Financial Aid Office. In addition, the student must enroll in an eligible curriculum and make satisfactory academic progress in the program of study. Contact the Financial Aid Office at 855-844-3634 for more information and application form.

Federal Work-Study Program

This program provides an opportunity for a student who shows sufficient financial need to work while attending college. Numerous jobs are available each year on campus. Students who are enrolled at least half time and not working outside of campus may work an average of 12-15 hours per week. Students are paid bi-weekly according to the number of hours worked.

Return to Title IV Funds Policy For Financial Aid Recipients

Federal regulations require Danville Community College to have a written policy for the return of federal (Title IV) financial aid by students who withdraw during a term for which federal financial aid was awarded. This policy applies to all financial aid recipients who withdraw from the College, are dismissed from the College, or who stop attending before completing 60% of the enrollment period. Title IV programs subject to this policy are Federal Pell, Federal SEOG, and Direct Federal Student Loans.

Financial aid recipients are required to attend all classes in which they enroll. Students who fail to begin attendance are not eligible to receive any portion of the financial aid awarded and may be required to repay all financial aid funds used for tuition, fees, or bookstore charges as well as any cash received for the non-attended course(s).

A student's enrollment status at the end of the drop/add period determines the student's financial aid for the term.

Students who stop attending should withdraw from the College following official withdrawal procedures as outlined in this College Catalog. Financial aid students must notify the Financial Aid Office before withdrawing.

Federal Pell Grant Program

Full-time and part-time students who are enrolled in eligible curricula may receive non-repayable aid under this program, provided they demonstrate financial need.

Federal Supplemental Educational Opportunity Grant Program

Students who show financial need may qualify for this program. This is a non-repayable grant.

Direct Federal Student Loan Program

Students who do not receive sufficient grant aid to attend Danville Community College may request a student loan under this program. Request forms are available in the Financial Aid Office or online. Students who wish to apply for a Federal Student Loan must also apply for federal assistance by completing the Free Application for Federal Student Aid.

Other State Grants

Commonwealth Grant (COMA)

The Commonwealth Award (COMA) Grant is a campus-based state grant program. Preference is given to students with exceptional need. To be eligible, recipient must be domiciled in Virginia and enroll for at least six (6) credits.

Virginia Guaranteed Assistance Program (VGAP)

The VGAP Grant is a campus-based state-funded program. In order to be considered a student must be: a first-time freshman, a dependent, a high school graduate with a high school grade point average of at least 2.50, a Virginia resident, and demonstrate financial need. Recipients must be enrolled as a full-time student to qualify. Recipients must maintain a minimum of a 2.0 grade point average to remain eligible for their VGAP award 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)

The Part-time Tuition Assistance Program Grant is a campus-based Virginia Community College System state grant program. These grants are based on need and are awarded to eligible students who are enrolled for 1 to 6 credits a semester. These grant awards are for tuition and fees only.

Scholarships

DCC Scholarships are awarded through the College and the DCC Educational Foundation Office. The scholarship applications are available on the DCC Educational Foundation's website. The DCC Educational Foundation reserves the right to limit the amount of each award to the endowment's annual return from investments. Scholarship listings are based on information available March 1, 2015. For more information, contact the Educational Foundation Office at 434.797.8495 or 434.797.8437. Information is also available on the DCC Educational Foundation's website: http://www.danvillecc.edu/Foundation/foundation.htm.

Michael Abbott Memorial Scholarship

This scholarship was stablished by Michael's sister, Kate-Lynn Parker, to honor and remember her late brother. To be eligible a student must be a freshman, graduating from Chatham High School; enrolled as full-time or part-time student in the Air Conditioning and Refrigeration (HVAC) program and have a minimum 2.5 grade point average (GPA). Other criteria include:
- Maintain high moral character
- Demonstrate a concern for others
- High ideals
- Good citizenship
- Possess leadership qualities
- Participate in community outreach
- Demonstrate a financial need

Ahmed Children Scholarship

The Ahmed Children Scholarship is awarded to a full-time or part-time student who has enrolled for self-improvement with the intention of completing a program or has plans for a degree. The recipient must maintain a 2.5 or better GPA and have financial need.

Alliance One International Endowed Scholarship

Funded by Alliance One International in 2000, the endowed scholarship is given to a full-time student who is in good academic and social standing with the college. Preference is given to students who are dependents of employees of Alliance One International or its predecessor companies. Second preference is given to students who are dependents of other local tobacco industry employees. Third preference is given to students who have lived for at least one year in Danville, Pittsylvania County or the surrounding area. In instances where multiple candidates meet the eligibility requirements, determination shall be based on a combination of the student's financial need and past academic achievement.

American National Bank and Trust Company Scholarship

This scholarship was made possible by American National Bank and Trust Company. The award is presented to an entering freshman who is enrolling full time in a two-year program of study at DCC. The same student will be given preference for the award during his/her second year. The student must demonstrate a clear commitment to completing the academic program in a timely manner and cannot be eligible for other types of financial assistance.

Ashby-Pryor Endowed Scholarship

The Ashby-Pryor Endowed Scholarship was established in memory of Fred James and Pernie Sizer Ashby and Claude Edison and Mary Early Pryor. It is awarded to a DCC student each fall who is enrolled in at least nine credit hours and who demonstrates scholastic ability and good citizenship.

Baggerly Administration of Justice Scholarship

The Baggerly Administration of Justice Scholarship was established by William T. and Christine S. Baggerly to support and add educational assistance to our community's active duty law enforcement officer. The scholarship will be awarded annually to a student who demonstrates the following criteria:
1. First year or second year student enrolling in Administration of Justice (AAS) with a specialization in Law Enforcement, Corrections, Protective Services and/or Cybercrime Investigation
2. Scholastic achievement of at least a 2.0 GPA
3. Preference will be given based on the following criteria:
    a. Active Duty, Pittsylvania County Sheriff's Office
    b. Active Duty, Danville Police Department
    c. Student currently enrolled in the Administration of Justice program
4. Scholarship will pay for tuition, books and fees only

Sinatra Isaac Isaiah Banks, Jr. Memorial Scholarship

The Sinatra Isaac Isaiah Banks, Jr. Memorial Scholarship was established by his mother, Renee Banks, to honor and remember the late Mr. Sinatra Banks, who was on course to graduate in the Spring 2015 before his life was taken on May 30th, 2014 in an automobile accident. Along with Sinatra, his mother and sister had planned to graduate from DCC in 2015 as a family. Banks was a 2012 graduate of George Washington High School (GWHS). This scholarship has been created to provide financial assistance for one Danville Community College student annually. In order to be eligible, the recipient must meet the following criteria:
- Be enrolled in Computer Drafting & Design
- Maintain a high moral character
- Demonstrate a concern for others
- High ideals
- Good citizenship
- Possess leadership qualities
- Participates in community outreach
- Demonstrate a financial need
- Enroll as a full-time student or part-time student

Note: Scholarship can be awarded to a graduate of GWHS if a recipient cannot be found within the Computer Drafting and Design program.

Barkhouser Endowed Scholarship

Richard and Kit Barkhouser established the Barkhouser Endowed Scholarship in 1998 to support a full-time freshman at DCC. The first-year student must reside within the DCC service region or in Caswell County, NC, and must demonstrate scholastic achievement, have at least a 2.50 high school GPA, and exhibit leadership potential.

Barksdale Honors Scholarship (Graduation Scholarship)

The estate of Ms. Mary M. Barksdale endowed the Barksdale Honors Scholarship in 2000. DCC graduates who are transferring to accredited four-year colleges or universities must be considered by the College as "most likely to succeed." The recipients must have compiled exceptional records, both in academics and in extracurricular activities. Recipients also must have displayed leadership qualities on campus or in the community which influence positively the actions of others.

Barksdale - Rorrer Study Abroad Endowed Scholarship

The Barksdale-Rorrer Study Abroad Endowed Scholarship was established by Ms. Mary M. Barksdale, a DCC librarian until her retirement. The purpose is to enable DCC students to experience the culture and history of other countries thus broadening and promoting international understanding. The scholarship also honors former DCC history professor, Kinney Rorrer. Consideration for the scholarship includes financial need and academic achievement. Students must take the study tour as a credit course. Applications are available from Dr. Mark Wallace in the History Department at 434.797.8471.

Amy Jo Murray Bell Memorial Scholarship

The Amy Jo Murray Bell Memorial Scholarship was established by family and friends in memory of Bell who attended DCC and later transferred to the Danville School of Radiology. The scholarship will be awarded annually to a student who is enrolled in the First Year Studies program with plans to complete training in radiology. The recipient must also have maintained a minimum of a 3.0 grade point average in high school or college. Preference will be given to an individual who is a single parent and has participated in community service activities.

Carrington and Happy Bidgood Scholarship
for Business and Marketing

The Carrington and Happy Bidgood Scholarship for Business and Marketing was established in memory to honor and recognize the late Mr. Carrington Bidgood and Mrs. Happy Bidgood. In order to be eligible, the student must be enrolled in one of the following programs:
1. Business Management
2. Marketing (both AAS degrees).

The student must also meet the following criteria:
- Must have academic promise with a commitment to complete college
- Maintained high moral character
- Demonstrated a concern for others
- High ideals
- Good citizenship

O. T. Bonner Memorial Scholarship

The O. T. Bonner Memorial Scholarship was established in 1996 by Dr. John Bonner in memory of his father, O. T. Bonner, an educator who served as the first chair of the Danville Community College Board. The award is presented to a fulltime student at DCC.

Elizabeth B. Bustard Endowed Scholarship

The Elizabeth B. Bustard Endowed Scholarship is awarded to a full-time freshman who is committed to high ideals and demonstrates leadership and good citizenship. Scholastic achievement of at least a 3.00 GPA is the final criterion for this award.

James Bustard Endowed Scholarships (Graduation Scholarship)

These scholarships, established in memory of James Bustard, a friend of the College, are presented annually to graduating DCC students who plan to transfer to an accredited four-year college or university. Other award criteria include

commitment to high ideals, leadership, good citizenship and scholastic achievement.

Thomas B. Cannon Scholarship

The Thomas B. Cannon Scholarship is awarded to a part-time or full-time student enrolled in the Information Systems Technology curriculum and who demonstrates scholastic ability, good citizenship and financial need.

Alexander Berkeley Carrington, Jr. and
Ruth Simpson Carrington Charitable Trust Scholarships

The Carrington Charitable Trust Scholarships are awarded to two full-time students who demonstrate a commitment to completing the academic program in a timely manner and who have financial need.

James T. Catlin, Jr. - Kiwanis Scholarship (Graduation Scholarship)

The James T. Catlin, Jr.-Kiwanis Scholarship is presented to a student who has completed two years of study at DCC; is a legal resident of Virginia Community College Region Number 12; and is transferring as a full-time student to a senior institution in pursuit of a baccalaureate degree. The purpose of the award is to recognize scholarship, to further the educational development toward leadership and citizenship of DCC students and to honor the memory of James T. Catlin, Jr. The scholarship recipient is selected by a Danville Community College Scholarship Committee with the approval of the Board of Directors of the Kiwanis Club of Danville, Virginia. The basis of selecting the recipient shall be: (1) financial need, (2) scholastic achievement, (3) leadership, and (4) citizenship.

Chatham Rotary Club Scholarship

The Chatham Rotary Club Scholarship is available to a student who is a resident of Pittsylvania County and enrolled full-time at DCC. The selection is based on academic merit and financial need.

CIT Group/Factoring Scholarship

The CIT Group/Factoring Scholarship was created by the CIT Group, Inc., located in Danville, VA. The scholarship will be given to a Danville area resident, a full-time sophomore student that demonstrates a financial need. The student must also demonstrate academic promise, leadership potential with on-going commitment to community service. Individuals receiving other assistance from the CIT Group will not be considered for award.

Climate Control, Inc. Endowed Scholarship

The Climate Control, Inc. Endowed Scholarship was established by the company's Board of Directors and Mr. John Cannon. Preference is given to children of employees of Climate Control, Inc. and then to Halifax County residents. To be eligible, a student must be enrolled full-time in a degree, diploma, or certificate program. The award is renewable for a second year, provided the recipient maintains a 2.50 GPA and reapplies.

College Board Academic Excellence Scholarships

The Danville Community College Board has established two-year, full tuition scholarship to be awarded annually at each of the area's six public high schools. Eligibility will be based solely upon the class rank: the top five students at George Washington High School and Halifax County High School; and the top two graduates at Chatham, Dan River, Gretna, and Tunstall High Schools. Information about these scholarships can be obtained from the respective high school Counseling Offices.

College Board Recognition of Achievement Scholarships

The Danville Community College Board has established scholarships to be awarded to a graduate of each of the six public high schools in the College's service region. The recipient of each award is recommended by the high school on the basis of academic potential and not financial need. These scholarships are awarded annually.

Commonwealth Legacy Scholarship Program

The Commonwealth Legacy Scholarship program was established in 2006 by the Virginia Foundation for Community Colleges to increase access to higher education and to develop student leadership potential. Subsequent scholarships and awards may be given to a student attending DCC for the first time. The recipient must demonstrate academic excellence during high school; be a full-time, associate degree seeking student with plans to graduate from a Virginia Community College; demonstrate a willingness to promote community college education and the Commonwealth Legacy Scholarship Program; demonstrate a willingness to mentor future scholars; and demonstrate a commitment to developing

leadership potential.

Roger Cook Memorial Scholarship

This scholarship is awarded to an incoming female student enrolled in Business and/or Marketing. The student must be a Tunstall High School graduate who has maintained a minimum 2.0 grade point average.
- Maintained high moral character
- Demonstrated a concern for others
- High ideals
- Good citizenship
- Possesses leadership qualities
- Participated in community outreach
- Demonstrated a financial need

Corning Incorporated Endowed Scholarship

The Corning Incorporated Endowed Scholarship is presented each year to a rising sophomore who has demonstrated academic excellence. The recipient must be a full-time student (12 credit hours) enrolled in Electronics, Information Systems Technology, or Accounting.

Philip & Frances Daly Annual Scholarship

This scholarship was established for a first or second-year student enrolled full-time, with a minimum high school grade point average (GPA) of 3.0 and/or DCC GPA of 2.5. The recipient must have maintained a high moral character, demonstrated concern for others, high ideals, good citizenship, and possesses leadership qualities; participated in community service, and demonstrated financial need.

Philip and Frances Daly Memorial Scholarship

The Philip and Frances Daly Memorial Scholarship was created to honor the Daly's legacy. Mr. and Mrs. Daly will be remembered for their commitment to the betterment of lives in the Danville/Pittsylvania County community. The annual award is to be used for tuition and/or books using the following criteria:
- First year or second-year student enrolled full-time
- Student must have maintained in high school a GPA of 3.0 and/or at DCC maintained a GPA of 2.5.
- Student must demonstrate a financial need and is not eligible for Federal Aid.
- The preference for this award will be given to Daly Seven Hotel employees and children of Daly Seven employees.
- Additional preferences will be given to a student that has performed at least one year of community service either in a school sponsored or community based activity and/or that has athletic promise.
- Preference will be given to a resident of Danville and Halifax or Pittsylvania County communities.

P. Niles and Carol Daly Scholarships

The P. Niles and Carol Daly Scholarships are presented to entering freshmen who are enrolled full-time and need financial assistance. Preference is given to Daly Seven Hotel employees and children of Daly Seven employees. The recipients must reside within the local area, must maintain a minimum 2.5 GPA, and exhibit leadership potential and good citizenship.

Dan River Inc. Endowed Scholarship

The recipient of the Dan River Inc. Endowed Scholarship must be a full-time student who demonstrates a clear commitment to completing a degree program or transfer program at Danville Community College.

The Danville Community College Delius -
Rorrer History Medallion Scholarship

The Delius Rorrer History Medallion Scholarship was established in 1999 was established by the Delius in Danville Festival Organizers under the sponsorship of the Danville Historical Society in 1986 and the Lady Astor Preservation Trust in 1997, in commemoration of Frederick Delius, late 19th and early 20th century British composer, and in honor of C. Kinney Rorrer, DCC Assistant Professor of History. In efforts to honor Delius-Rorrer, the scholarship will be awarded annually to a student who demonstrates the following criteria:
- Outstanding History Student
- First or Second Year Student

Danville Kiwanis Club Scholarship

The Danville Kiwanis Club Scholarship provides awards for each of the two years a student is enrolled. The award covers tuition and books to a full-time or part-time DCC student who demonstrates financial need, scholastic ability, and good citizenship.

Danville Lions Foundation Endowed Scholarship

The Danville Lions Foundation Endowed Scholarship was established for full-time or part-time students who demonstrate visual or hearing impairments or other disabilities. The award(s) may be made for tuition, books, and fees. Tuition assistance is also available through the Danville Lions Foundation Endowment to train local teachers in sign language and other communications skills for the hearing impaired.

Danville Regional Medical Center Retiree Scholarship for Nursing

The Danville Regional Medical Center (DRMC) Retiree Scholarship was established to honor and remember the retired staff of DRMC. The many years of commitment, tradition and excellence given to DRMC over their tenure will now be highlighted with the creation of this scholarship. The DRMC Scholarship is intended to provide financial assistance for an incoming nursing student. In order to be eligible, the recipient must meet the following criteria:
- Be enrolled as a full-time nursing student
- Must have academic promise with a commitment to complete college, either at DCC or a four-year institution
- Demonstrates high moral character and concern for others
- High ideals and leadership qualities
- Good citizenship and participation in community outreach
- Demonstrates a financial need

DRMC Scholar Award

The Danville Regional Medical Center (DRMC) Scholar Award was established in 2011 by Danville Regional Medical Center and LifePoint Hospitals. The intent of this scholarship is to award the best nursing students an opportunity to learn at Danville Community College without the stress of the financial burden of college costs. This scholarship will be awarded to nursing students who showcase the highest potential in their field of study. Between 12 and 16 students can be eligible for this annual award that is renewable for their second year of nursing program study. There are other specific requirements that each student must adhere to before accepting this scholarship, which will be outlined upon selection. A separate application process must be completed and submitted to the DCC Nursing Faculty for approval as well as the standard DCC Educational Foundation Scholarship Application. The criteria below will be used for the selection process:
- 3.2 Entrance GPA
- Community Service involvement with letter of verification of service
- Scholarship dependent on acceptance into the RN
- Preference will be given to residents from the College's service area (i.e. City of Danville, Pittsylvania County and Halifax County)
- Preference will be given to students with proven leadership roles
- Three reference letters required should be from an instructor, employer and facilitator of community service organization (no letter should be written by a family member). Letters of reference should be sealed with a signature and date on the seal
- Student must submit an essay discussing his/her reasons for entering a healthcare profession which will include present and future goals
- Any student unable to complete the program for any reason will repay the scholarship as defined by the donor
- Upon graduation, the student must return a minimum of two years of service to DRMC as an RN (obligation is contingent upon available employment at DRMC or an approved LifePoint Hospital)
- Should a student decide not to accept a position offered by DRMC upon graduation the student must repay all scholarship costs incurred during program attendance to the DCC Educational Foundation
- Student should submit any honors or previous awards received
- Student must submit complete official transcripts with application from any institution attended
- Everything must be submitted together in the application packet or application will be considered incomplete. Any incomplete application will not be considered for scholarship

Danville Virginia Tech Alumni Scholarship
(Graduation Scholarship)

The Danville Virginia Tech Alumni Scholarship is presented annually to a graduating DCC student who plans to transfer to Virginia Tech as a full-time student. The award is based on commitment to high ideals, leadership, good citizenship, and a GPA of 3.00 or better in the graduate's curriculum.

Davenport Scholarship

The Davenport Scholarship was established by Mr. and Mrs. Ben Davenport, Jr., to benefit the child of an employee of Banister Bend Farms, Chatham Communications, Chatham Security Inc., Davenport Energy, First Piedmont Corporation, or Piedmont Transport. The student must be enrolled in a degree, diploma, or certificate program; and the basis of selection will be: scholastic achievement, financial need, and good citizenship. In order to receive the scholarship for a second semester, the student must maintain a 2.50 GPA for the first semester. The amount of the award will not exceed tuition for 16 hours per semester.

D. Randolph "Randy" Davis Memorial Scholarship
(Graduation Scholarship)

The D. Randolph "Randy" Davis Memorial Graduation Scholarship was established to honor and memorialize Mr. Randy Davis, community and civic leader of Danville, VA. Mr. Davis attended the VPI-Danville Extension in 1962 and later graduated from Virginia Tech in 1966. He committed himself to the betterment of Danville and Pittsylvania County by serving in his profession and volunteerism. Mr. Davis fought and lost his battle to colon cancer in 2012. In order to be eligible, the recipient must meet the following criteria:

- Be a full-time DCC student transferring to Virginia Tech and has completed two years of study (minimum 48 credits) (1st choice)
- Be a full-time DCC student transferring to Virginia Tech and was a student athlete (DCC sponsored sport) while attending DCC (2nd choice)
- Be a full-time DCC student, enrolled in the Accounting curriculum and transferring to Virginia Tech
- Must have academic promise with a commitment to complete college
- Maintains a high moral character
- Demonstrates a concern for others
- High ideals with good citizenship
- Possess leadership qualities
- Participates in community outreach
- Demonstrates a financial need

D. Randolph "Randy" Davis Memorial Scholarship

The D. Randolph "Randy" Davis Memorial Scholarship was established to honor and memorialize Mr. Randy Davis, community and civic leader of Danville, VA. Mr. Davis attended the VPI-Danville Extension in 1962 and later graduated from Virginia Tech in 1966. He committed himself to the betterment of Danville and Pittsylvania County by serving in his profession and volunteerism. Mr. Davis fought and lost his battle to colon cancer in 2012. In order to be eligible, the recipient must meet the following criteria:

- Be a male student who played a high school sport (1st choice)
- Be a full-time student enrolled in the Accounting Curriculum (2nd choice)
- Must have academic promise with a commitment to complete college
- Maintains a high moral character
- Demonstrates a concern for others
- High ideals
- Good citizenship
- Possess leadership qualities
- Participates in community outreach
- Demonstrates a financial need

Dewberry Endowed Scholarship

The Dewberry Endowed Scholarship was established by Mr. Sidney O. Dewberry, Chairman of the Board of Directors and Founder of Dewberry, and his respected employees to provide financial assistance to a student enrolled in a Transfer Associate Degree Program at DCC. The recipient must meet the following criteria:

1. Four Year Degree seeking student with academic promise and a commitment to complete his/her Engineering degree at a four year institution in the State of Virginia
   a. George Mason or Virginia Tech Engineering transfer student (first choice)
   b. University of Virginia, Old Dominion University, Virginia Commonwealth University and/or Virginia Military Institute

Engineering transfer student (second choice)
2. An Engineering student enrolled in the Associate in Applied Science (A.A.S) two year degree program that would enter the engineering field directly after graduation from Danville Community College (third choice)

All applicants will be considered on the following criteria after the before mentioned are met:
- Demonstrates a financial need
- Maintains high moral character and high ideals
- Possess leadership qualities
- Good citizenship and participates in community outreach

Robert and Jim Dunaway Scholarship

The award is made in memory of Robert and Jim Dunaway. Robert graduated from Danville Community College, Virginia Tech, and the University of North Carolina and pursued a career as an accountant. He received the McGovern General Excellency Scholarship when he graduated from DCC in 1988. Jim worked 12 years for the Pittsylvania County Sheriff's Office as a deputy.

Two scholarships will be awarded to recipients based upon the following criteria:
1. Recipient must be a second-year student enrolled in a business transfer program (focusing on accounting), who has maintained at least a 3.0 GPA and plans to transfer to a four-year institution with preference given to a student planning to attend Virginia Tech. Preference will also be given to a student who graduated from Tunstall High School.
2. Recipient must be a second-year student enrolled in the Administration of Justice program who has maintained a minimum 3.0 GPA. Preference will be given to a student or an immediate family member who is employed by the Pittsylvania County Sheriff Department.

Other requirements include: community involvement and demonstrated leadership potential and financial need even though the recipient may not qualify for financial aid. This award may be used for tuition, books, and fees.

Stephanie Ferguson Memorial Scholarship

Created in memory of Stephanie Ferguson by her parents and friends in 1991, the scholarship was first awarded in 2000. The recipient must be a current graduate of Dan River High School, maintain at least a 2.50 GPA, enrolled as a first-year student in the Child Development, Liberal Arts, or Science program, participated in extracurricular activities during high school exemplifying leadership, and exhibited a great determination to succeed.

Thelma E. Forney Endowed Scholarship

The Thelma E. Forney Endowed Scholarship has been established as a memorial to a deeply respected individual who was employed at Danville Technical Institute and Danville Community College for 27 years. The scholarship is awarded to a full-time student in the Administrative Support Technology Program, or in any other diploma-certificate program at DCC. Selection is based upon potential ability and financial need.

Henrietta G. Geyer Dental Hygiene Scholarship

Created in memory of Henrietta G. Geyer by her grandson, this award is presented to a recent graduate from George Washington High School who intends to pursue a career in dental hygiene. The recipient must also have achieved a 2.5 grade point average or higher in high school and have financial need.

Mickey D. Geyer Nursing Scholarship

Created in memory of Mickey D. Geyer by her son, this award will be presented to a recent graduate from George Washington High School who intends to pursue a career in nursing. The recipient must also have achieved a 2.5 grade point average or higher in high school and have financial need.

Roy and Joan Gignac Endowed Scholarship

The Roy and Joan Gignac Endowed Scholarship is provided for a second-year student enrolled in electronics. If no candidate meeting this criterion is available, then the scholarship may be awarded to a student enrolled in Marketing or Business Administration. The student must also be a resident of Danville or Pittsylvania County, and preferably have a brother or sister who is attending an accredited institution of higher education as a full-time student. A 2.80 GPA in the curriculum is required for each of the two semesters that the scholarship is utilized. The scholarship must be used within 12 months of the date it is awarded and can only be used for tuition and fees. The student must demonstrate a clear commitment to completing the academic program in a timely manner and have a record of good citizenship.

Walter L. and E. Stuart James Grant Memorial Endowed Scholarships

The scholarships are awarded to children and immediate family members (defined as living in the same household) of Danville Register and Bee employees. In the event that there are no applicants from immediate family members of employees, then consideration will be given to a current Danville Register and Bee carrier in good standing or the spouse, son, or daughter of a current carrier (good standing to be determined by the Danville Register and Bee) or former carrier who gave up a route in good standing. To receive the award, the recipient must agree to assist for three hours per week with the Estelle H. Womack Collection housed at the Danville Science Center. The full-time student must show evidence of financial need and the ability to successfully complete college-level academic requirements. Recipients are eligible to reapply for successive years.

Graphic Imaging Excellence Scholarship

In 2001, an anonymous donor established a scholarship which will be awarded each semester to a second-year student enrolled in the Graphic Imaging Technology program. The recipient must have financial need, maintained a 2.50 or better GPA, and exhibited academic promise in the printing field.

Robert Wayne Grasty Memorial/High Street Baptist Church Scholarship

The Robert Wayne Grasty Memorial/High Street Baptist Church Scholarship was established to provide financial assistance to a student, enrolled in the Administration of Justice or Business Management curricula seeking an Associate of Applied Science Degree. The recipient must meet the following criteria:
- Preference given to a High Street Baptist Church member
- Demonstrates a financial need
- Must have academic promise with a commitment to complete college
- Maintains high moral character and high ideals
- Possess leadership qualities
- Good citizenship and participates in community outreach

Norman D. Haar Endowed Scholarship

The Dr. Norman D. Haar Endowed Scholarship has been established in memory of an exceptional DCC Professor of Psychology. In order to be eligible, a student must have successfully completed Developmental Studies requirements and entered his/her chosen curriculum.

Hancock-Dees-Murray-Sacred Heart Church-School Scholarship

The Hancock-Dees-Murray-Sacred Heart Church-School Scholarship was established in 1996 by Pat and Cathy Daly in honor of Marguerite "Eddie" Hancock, former principal of Sacred Heart School. The scholarship is awarded to a Sacred Heart School Alumnus, a member of Sacred Heart Church, or a resident of the City of Danville, Virginia who demonstrates financial need or is no longer receiving parental support.

Rebekah L. Heldreth Memorial Scholarship

The Rebekah L. Heldreth Memorial Scholarship has been established in memory of an exceptional young lady. In order to be eligible, the recipient must be a female senior graduating from Chatham High School who has achieved a 3.0 GPA for her senior year in high school and has academic promise with a commitment to complete college, maintained high moral character, demonstrated concern for others, high ideals, good citizenship and possess leadership qualities, participated in community service, demonstrated financial need and enrolled full-time in the transfer Science program of study.

Dr. Harold Henry – Educational Foundation Scholarship

The Dr. Harold Henry – Educational Foundation Scholarship was created in 2012 to honor one of the great professors and administrators from DCC. Dr. Henry has committed his life to the betterment of the Danville/Pittsylvania County community. The annual award is to be used for tuition and/or books using the following criteria:
- First year or second-year student enrolled full-time.
- Student must have maintained in high school a GPA of 3.0 and/or at DCC maintained a GPA of 2.5.
- Student must demonstrate a financial need and is not eligible for Federal Aid.
- Preference will be given to a student that has performed at least one year of community service either in a school sponsored or community based activity.

- Preference will be given to a resident of Danville and Halifax or Pittsylvania County communities.

Bobbie R. Ingram Educational Fund for Women

The Bobbie R. Ingram Educational Fund for Women was established to recognize the late Mrs. Bobbie Reid Ingram. This scholarship will provide a lasting memory of the impact she made in the lives of students here at Danville Community College until her retirement in 2001. In 1981, she began her 20- year affiliation with DCC as a part-time "Mom" and as a student development office assistant. Mrs. Ingram provided invaluable support for student activities and was always there to offer a sympathetic and empathetic ear. A full-time female student possessing the same qualities as Mrs. Ingram will be awarded this scholarship annually.

Intertape Polymer Group Scholarships

The Intertape Polymer Group Scholarships provide awards to children of employees of Intertape Polymer who are enrolled in a degree, diploma, or certificate program. The recipients must demonstrate scholastic achievement, financial need, and good citizenship.

Ms. Nancy Fleshman Jiranek Memorial Scholarship

Established by the Danville Reading Center to honor and remember the late Ms. Nancy Jiranek. The recipient must be enrolled as a full-time or part-time student in Early Childhood Education or Development, Pre-Teacher Education or General Education curriculums. To be eligible the student must:
1. Maintain high moral character
2. Demonstrate a concern for others
3. High ideals
4. Demonstrate good citizenship
5. Possesses leadership qualities
6. Participate in community outreach
7. Demonstrate a financial need

Thelma Swann Johnson Memorial Endowed Scholarship

The Thelma Swann Johnson Memorial Endowed Scholarship was established in 2001 by Harry Johnson in memory of his wife, Thelma Swann Johnson. The scholarship is awarded to a sophomore who has maintained a 3.00 or better GPA and has enrolled full-time in a two-year program. The recipient must have participated in multiple activities during the first year at DCC, exemplified leadership within the community and at the College, and exhibited great determination and will to succeed.

Vincent P. Kania Scholarship

The Vincent P. Kania Scholarship is awarded to a part-time or full-time student who demonstrates scholastic ability, good citizenship and financial need.

Kolton Brim Karnes Memorial Scholarship

The Kolton Brim Karnes Memorial Scholarship was established by Kolton's family, friends, and community as a living tribute to a young life that was dramatically taken from this earth without reason. In efforts to honor Kolton, the scholarship will be awarded annually to a student who demonstrates the following criteria:
1. Incoming freshman or second year student enrolling or enrolled in Fire Science or Administration of Justice programs
2. Preference will be given to students in Fire Science program
3. Scholastic achievement of at least a 3.0 GPA
4. Demonstrated concern for others, high ideals, good citizenship
5. Participated in community service

E. Budge and Carolyn Kent Scholarship

The E. Budge and Carolyn Kent Scholarship is awarded to part-time or full-time student who demonstrates scholastic ability, good citizenship and financial need.

Dr. Harry T. Kolendrianos Endowed Scholarship

The Dr. Harry T. Kolendrianos Endowed Scholarship was endowed in 2012 by the proceeds made from the annual DCC Half Marathon/8K Race sponsored by Virginia Bank and Trust Company. Virginia Bank and Trust Company, the leading sponsor, wanted to recognize their fellow board member and retired DCC professor for his great work at DCC, with the

bank, and in the community.

The following criteria will be used in awarding the annual scholarship:
1. First year or second-year student enrolled full-time.
2. Student must have maintained in high school a GPA of 3.0 and/or at DCC maintained a GPA of 2.5.
3. Student must demonstrate a financial need and is not eligible for Federal Aid.
4. Preference will be given to a student who has performed at least one year of community service either in a school-sponsored or community-based activity
5. Preference will be given to a resident of Danville and Pittsylvania County communities.

Nathan Lester Excellence Endowed Scholarship

The Nathan Lester Excellence Endowed Scholarship has been established by The Lester Family. The award will be made to a goal-directed, motivated young person who has displayed a positive sense of excellence in art, music, or another academic arena. The recipient should be someone who might be unable to attend college without some financial assistance.

Fred Lloyd III Memorial Scholarship

The family and friends of long-time DCC History professor, Fred Lloyd, III, established a scholarship in his memory in 2002. The scholarship is awarded to a rising sophomore enrolled full-time in a transfer program (Liberal Arts, Science, or Business Administration). The recipient must have maintained at least a 2.5 GPA and exhibited good citizenship, character, and sound values that have been demonstrated through leadership and civic involvement.

Mildred H. Smoot McCall/SHS Class of '45
Memorial Endowed Scholarship

Established in August 2002 by Robert McCall in memory of his wife, this scholarship will be awarded to a first or second-year student who has maintained at least a 2.50 GPA while in high school and during the first year at DCC. The recipient is enrolled in either full-time or part-time as a program-placed student in a transfer program.

McGovern Endowed General Excellency Award
(Graduation Scholarship)

The McGovern Endowed General Excellency Award is presented each year at graduation. This scholarship is the result of a gift by Dr. and Mrs. Francis H. McGovern of Danville, Virginia. The recipient of this award will be a student who has completed two years at Danville Community College; has fulfilled the requirements of an Associate of Arts and Science Degree; is a legal resident of Virginia Community College Region Number 12; and is transferring to a senior institution in pursuit of a baccalaureate degree. The purpose of this award is to recognize scholarship and to further the educational development toward leadership and citizenship of Danville Community College students.
The basis of selecting the recipient shall be: (1) scholastic achievement; (2) leadership; and (3) citizenship.

James R. Meissner II Memorial Scholarship

The James R. Meissner II Memorial Scholarship was established by Mrs. Judith Meissner in January 1998 in memory of her husband who was a long-time faculty member in the Precision Machining Technology program. The scholarship will be awarded to a full-time freshman or sophomore who is enrolled in the Precision Machining Technology program and who has maintained at least a 3.00 GPA.

Clyde and Joyce Midkiff Endowed Scholarship

The Clyde and Joyce Midkiff Endowed Scholarship is awarded to a graduate of Gretna Senior High School, enrolling full-time at Danville Community College. The award is applicable to tuition and books in the academic year in which the award is made. The award is based on financial need.

Ethel C. and Henry A. Mitchell Memorial Foundation Scholarship

The Ethel C. and Henry A. Mitchell Memorial Foundation Scholarship was established at DCC in 2002. The scholarship will be awarded to three first-year African-American students at DCC who have maintained a high school GPA of at least 2.50; have enrolled in Public Service, Child Development, or a Liberal Arts program; have demonstrated financial need; and have performed at least one year of community service, either school-sponsored or community-based. Preference will be given to residents of the Almagro and surrounding communities within the City of Danville limits.

Ann and Frank Mobley Endowed Scholarship

The Ann and Frank Mobley Endowed Scholarship is presented to an incoming full-time student from Pittsylvania County, with preference being given to a Tunstall High School student. Need, scholastic achievement of at least a 3.00 GPA for the last year in school, academic promise, and good citizenship are among the criteria for selection.

Robert E. Morgan Memorial Endowed Scholarship

The Robert E. Morgan Memorial Endowed Scholarship was established in memory of Robert E. "Bob" Morgan, a long-time professor of Electrical/ Electronics at Danville Technical Institute and DCC. The award will be made to a student in the Electrical/Electronics curriculum who shows potential for successfully completing the program and does not qualify for other financial assistance.

Lyle Carter Motley, Sr. Endowed Scholarship

The Lyle Carter Motley, Sr. Endowed Scholarship was established in memory of Lyle C. Motley, a broadcaster of WMNA in Gretna, VA. The award will be made to a student who has graduated from any Pittsylvania County High School. The recipient must be enrolled in the Electronics program and have maintained at least a 3.0 GPA during high school or during the first year at DCC. Preference will be given to a student who is interested in working in the communications field such as radio or television.

Vera B. Murphy Memorial / John M. Langston High School Reunion Committee Scholarship

This scholarship was established in memory of a former Danville principal and educator, Vera B. Murphy. The award will be made to a graduating high school senior who will enroll full-time at DCC, has maintained a 2.5 or better GPA, and resides in Danville, Pittsylvania County or Halifax County.

Shaun William Murray Memorial Scholarship

The Shaun William Murray Memorial Scholarship was established by family and friends to recognize the former DCC student who died October 29, 2004. The award is given to a second-year student who is enrolled in the Liberal Arts program with plans to major in fine arts, or enrolled in the Graphics Imaging Technology program. The recipient must have maintained at minimum of 3.0 GPA in high school or in college. Preference is given to a recipient who has participated in community service activities, and who has lived in North Danville and attended any one of the following three schools: Woodrow Wilson, Irvin Taylor, or O.T. Bonner schools.

Kenneth L. Neathery Memorial Endowed Scholarship

The Kenneth L. Neathery Endowed Memorial Scholarship has been established at DCC to provide students with educational opportunities. Mr. Neathery devoted many years of service to the College. His deep concern for students and his belief in the worth of each individual guided his every action. This scholarship shall be awarded to a full-time program-placed business student at DCC. The scholarship may be awarded to a student in any curriculum who demonstrates scholastic achievement and a commitment to high ideals.

Don Nodtvedt Boys and Girls Club Scholarship

The Don Nodtvedt scholarship was created in 2012 to honor Don Nodtvedt and his accomplishments in Danville/Pittsylvania County. Mr. Nodtvedt, recently retired Boys and Club Director, committed his life to the betterment of the Danville/Pittsylvania County community. The annual award is to be used for tuition and/or books using the following criteria:

1. First year or second-year student enrolled full-time.
2. Student must have maintained in high school a GPA of 3.0 and/or at DCC maintained a GPA of 2.5.
3. Student must demonstrate a financial need and is not eligible for Federal Aid.
4. Preference will be given to a student who has performed at least one year of community service either in a school-sponsored or community-based activity.
5. Preference will be given to a resident of Danville and Pittsylvania County communities.

Wayne and Nancy Oakes Scholarship

The Wayne and Nancy Oakes Scholarship is awarded to a part-time or full-time student who demonstrates scholastic ability, good citizenship and financial need.

Lawrence Olds Memorial Endowed Scholarship

The Lawrence Olds Memorial Endowed Scholarship was established as a living tribute to an individual dedicated to the

education of the community. The scholarship is awarded annually to a student who demonstrates academic potential and good citizenship.

Rexford E. O'Neil Endowed Scholarship

The Rexford E. O'Neil Endowed Scholarship, named in memory of DCC's long-time registrar, is awarded to an entering freshman enrolled fulltime in an associate degree or diploma program. The award is restricted to tuition and fees. The recipient should be a student who does not qualify for other types of financial assistance and shows promise of educational success.

Albert L. & Sandra D. Payne Dental Hygiene Scholarship

This scholarship was established by Dr. and Mrs. Albert Payne to assist with the educational expenses of a student enrolled in the DCC/Virginia Western Dental Hygiene curriculum. It can be used for tuition, books and fees based on the following criteria:

- Be a Tunstall High School student
- Maintains a high moral character
- Demonstrates a concern for others
- High ideals
- Good citizenship
- Possess leadership qualities
- Participates in community outreach
- Demonstrates a financial need
- Enroll as a full-time student or part-time student
- Must maintain a 2.0 GPA

Peoples Mutual Telephone Endowed Scholarship

The Peoples Mutual Telephone Endowed Scholarship, established in 1989 by the E. B. Fitzgerald III family, is awarded annually and may be used for tuition
and fees. The recipient shall be selected in accordance with the following criteria:

1. Up to six semesters and three summer sessions provided the student maintains at least a 2.50 GPA, has entered a curriculum, remains in the program, demonstrates good citizenship, and reapplies annually.
2. If no candidate qualifies under the above, then the scholarship shall be awarded to a student who has resided in the Peoples Mutual Telephone service area for one year prior to the award.

Peoples Mutual Telephone Company, Inc. - Tech Prep Scholarship

Peoples Mutual Telephone Company, Inc. an independent telephone firm located in Gretna, Virginia, expanded its scholarship endowment in 1998 in order to provide a scholarship for a graduate of the Tech Prep program who has maintained at least a 2.50 GPA and who will continue his/her education at DCC. Preference for the scholarship will be given to a Gretna High School student or to a student from Pittsylvania County.

Phoenix Lodge #62 Scholarship – The Knights of Pythias
Business Scholarship (Graduation Scholarship)

The Phoenix Lodge #62 – Knights of Pythias created a lasting legacy by creating five scholarships with the Danville Community College Office of Institutional Advancement. The fully endowed scholarships will directly benefit students in the vocational trades, program of nursing, program of engineering and a graduating student enrolling at Virginia Tech pursuing a degree in Business. This specific scholarship has been created to provide financial assistance for one Danville Community College transfer student annually. In order to be eligible, the recipient must meet the following criteria:

- Transferring to Virginia Tech in Business Management or equal program
- Maintains a high moral character
- Demonstrates a concern for others
- High ideals
- Good citizenship
- Possess leadership qualities
- Participates in community outreach
- Demonstrates a financial need
- Enroll as a full-time student or part-time student
- Student must maintain a 3.0 GPA

Phoenix Lodge #62 Scholarship – The Knights of Pythias Engineering Scholarship

The Phoenix Lodge #62 – Knights of Pythias created a lasting legacy by creating five scholarships with the Danville Community College Office of Institutional Advancement. The fully endowed scholarships will directly benefit students in the vocational trades, program of nursing, program of engineering and a graduating student enrolling at Virginia Tech pursuing a degree in Business. This specific scholarship has been created to provide financial assistance for one Danville Community College student annually. In order to be eligible, the recipient must meet the following criteria:

- Be enrolled in the following programs: A.A.S. in General Engineering or Transfer Engineering Program
- Maintains a high moral character
- Demonstrates a concern for others
- High ideals
- Good citizenship
- Possess leadership qualities
- Participates in community outreach
- Demonstrates a financial need
- Enroll as a full-time student or part-time student
- Student must maintain a 3.0 GPA and scholarship is renewable

Phoenix Lodge #62 Scholarship – The Knights of Pythias

Nursing Scholarships

The Phoenix Lodge #62 – Knights of Pythias created a lasting legacy by creating five scholarships with the Danville Community College Office of Institutional Advancement. The fully endowed scholarships will directly benefit students in the vocational trades, program of nursing, program of engineering and a graduating student enrolling at Virginia Tech pursuing a degree in Business. This specific scholarship has been created to provide financial assistance for two Danville Community College students annually. In order to be eligible, the recipients must meet the following criteria:

- Be enrolled in the following program: Associate of Applied Science Degree in Nursing (RN)
- Maintains a high moral character
- Demonstrates a concern for others
- High ideals
- Good citizenship
- Possess leadership qualities
- Participates in community outreach
- Demonstrates a financial need
- Enroll as a full-time student or part-time student
- Student must maintain a 3.0 GPA and scholarship is renewable

Phoenix Lodge #62 Scholarship – The Knights of Pythias Vocational Scholarship

The Phoenix Lodge #62 – Knights of Pythias created a lasting legacy by creating five scholarships with the Danville Community College Office of Institutional Advancement. The fully endowed scholarships will directly benefit students in the vocational trades, program of nursing, program of engineering and a graduating student enrolling at Virginia Tech pursuing a degree in Business. This specific scholarship has been created to provide financial assistance for one Danville Community College student annually. In order to be eligible, the recipient must meet the following criteria:

- Be enrolled in a vocational program
- Maintains a high moral character
- Demonstrates a concern for others
- High ideals
- Good citizenship
- Possess leadership qualities
- Participates in community outreach
- Demonstrates a financial need
- Enroll as a full-time student or part-time student
- Student must maintain a 3.0 GPA and scholarship is renewable

Nelson and Thelma Pippin Scholarship

for Vocational and Career Education

Created in honor of Nelson and Thelma Pippin by their children, this award is presented to students enrolled full-time in the following programs: precision machine technology, air conditioning and refrigeration (HVAC), advanced manufacturing, electrical concepts or welding. The recipient must have a grade point average (GPA) of 2.8 or higher.

Priority selection in order goes to graduates from the following area schools: (1) Gretna High School or Faith Christian School; (2) any other Pittsylvania County School; (3) Danville City School; and (4) Halifax County School.

Edna S. Powell Family Memorial Scholarship

The Edna S. Powell Family Memorial Scholarship was established by Shannon L. Hair to honor and recognize his family. In order to be eligible, the recipient must be a senior graduating from a high school in the college's service area and who has achieved a 3.0 GPA or better for his/her senior year. He/she must have academic promise with a commitment to complete college, maintained high moral character, demonstrated a concern for others, high ideals, good citizenship, possess leadership qualities, participated in community outreach, demonstrated a financial need and will be enrolled as a full-time student. In efforts to show tribute to the Powell Family, the scholarship will be awarded annually to a student who demonstrates the previous criteria.

Dr . Shirley Day Primiano Scholarship

The Dr. Shirley Day Primiano Scholarship has been established by Dr. Shirley Primiano, a local educator. The award may be used for tuition and books, and is given to a full-time or part-time student. The selection of the recipient will be based upon financial need, scholastic ability, and good citizenship.

Robert H. Ramey, Jr. Endowed Scholarship

The Robert H. Ramey, Jr. Endowed Scholarship is available to a student in a degree, certificate or diploma program and must maintain at least a 2.5 grade point average prior to the award and during the academic year.
1. Preference will be given to a male student who attends any unit of the Boys and Girls Clubs within the city limits of Danville, VA.
2. Second preference will be given to a minority student, preferably a male who is enrolled in an industrial/technical program.
3. Third preference will be based on financial need.

Dr. B. Carlyle Ramsey Scholar Award

The Dr. B. Carlyle Ramsey Scholar Award is presented to students who demonstrate financial need and are not eligible for Federal Aid. The recipient must perform 50 hours of community service during the semester of award at an approved non-profit agency within the College's service area.

Sandra Lee Riddle/RACO Endowed Honor Scholarship

This scholarship shall be awarded to a graduate of Gretna Senior High School or someone who has lived within ten miles of Gretna for five years. The award may be used for tuition and books in the academic year the award is made. The recipient must be a full-time student entering a curriculum at DCC. Preference will be given in the following order:
1. A student planning to enter a registered nursing program
2. A business student
3. A student in other programs

In order to use this scholarship for a second semester, a full-time student must earn at least a 2.50 GPA for the first semester of the scholarship.

Rippe Endowed Scholarship for Women in Science and Business

Established in 1992 by Rippe's and Ben Rippe, this scholarship is awarded to a full-time female student enrolled in a college transfer program, majoring in business or science. The selection criterion is based on the educational ability of the student.

Riverdan Benevolent Fund Endowed Scholarship

The Riverdan Benevolent Fund Endowed Scholarship has been established for Dan River Inc. employees and their dependents. The award may be used for tuition, books, and fees in the academic year in which the award is made. Length of continuous employment at Dan River Inc. is a factor in determining eligibility. This award is also available to sons, daughters, and spouses of deceased employees, who at the time of death had three or more years of continuous service.

Roberts-Hunt Endowed Scholarship

The Roberts-Hunt Endowed Scholarship is awarded to a student who is a resident of South Boston or Halifax County, and is made possible by a gift of Dr. and Mrs. Lucien W. Roberts.

Fredrick Morris Robertson Memorial Scholarship

This scholarship is awarded to an incoming or returning student enrolled full-time in the Drafting & Design program. The recipient must demonstrate scholastic ability, good citizenship and financial need.

James A. Robertson Scholarship

The James A. Robertson Scholarship was established through the generosity of James and Ann Robertson in 1992. Upon Mr. Robertson's death in 2001, the scholarship was first awarded in 2002. Multiple scholarships are awarded annually to students who have financial need.

George Rogers – Educational Foundation Scholarship

The George Rogers – Educational Foundation Scholarship was created in 2012 to honor one of the great technical professors from DCC. Mr. Rogers has committed his life to the betterment of the Danville/Pittsylvania County community. The annual award is for tuition and/or books using the following criteria:

1. First year or second year student enrolled full-time.
2. Student must have maintained in high school a GPA of 3.0 and/or at DCC maintained a GPA of 2.5.
3. Student must demonstrate a financial need and is not eligible for Federal Aid.
4. Preference will be given to a student who has performed at least one year of community service either in a school-sponsored or community-based activity.
5. Preference will be given to a resident of Danville and Halifax or Pittsylvania County communities.

Schoolfield High School Reunion
Committee Endowed Scholarship

The Schoolfield High School Reunion Committee Endowed Scholarship was established in 2001 through the generosity of members and alumni of Schoolfield High School. The scholarship will be awarded to a current high school graduate who has maintained at least a 3.00 GPA while in high school, has financial need, has been involved in community and school-related activities and demonstrated leadership potential. The student may be enrolled in any DCC program either full time or part time.

Wendell O. Scott Memorial Scholarship

The Scott family and the Wendell Scott Scholarship Foundation initiated the Wendell O. Scott Memorial Scholarship fund in 1994 with the first academic award presented in 1999. The award is given to a student enrolled in the automotive/auto body program or a related technical program. The student must maintain at least a 2.50 GPA and have athletic potential.

Peyton Sellers Champion Award

Peyton Sellers, a DCC 2004 motorsports management graduate, received the 2005 Dodge Late Model Weekly Championship. Because of his outstanding leadership, a $1,000 award has been established in his name and the first award made in 2006-2007. To be eligible, the recipient must be a current high school graduate from Danville, Halifax County or Pittsylvania County, majoring in a technical program. The recipient must have academic promise and possess and display leadership potential.

Herbert R. Silverman, M.D. and
Evelyn N. Silverman Scholarship Fund

The Herbert R. Silverman, M.D. and Evelyn N. Silverman Scholarship Fund provides scholarships for full-time students enrolled in DCC's Nursing programs. To be eligible, a student must be a permanent resident of the City of Danville or Pittsylvania County; demonstrate a financial need for the scholarship; demonstrate a commitment to obtain a nursing degree and, thereafter, pursue a career in nursing; and be a good citizen with the highest ethical and moral character.

Charles and Jennifer Snead Family Scholarship

The Charles and Jennifer Snead Family Scholarship was created anonymously to honor the Snead Family. Charles Snead, a local accountant and his wife, Jennifer, a local educator, have committed their lives to the betterment of the Danville/ Pittsylvania County community. The annual award is to be used for tuition and/ or books with the following criteria:

1. First year or second year student enrolled in either the Accounting program (Associate of Applied Science) or the Associate of Arts and Science Degree Program – English Transfer Program.
2. Student must have maintained in high school a GPA of 3.5 and/or at DCC maintained a GPA of 3.5.

3. Student must demonstrate a financial need and is not eligible for Federal Aid.
4. Preference will be given to a student who has performed at least one year of community service either in a school-sponsored or community-based activity.
5. Preference will be given to a resident of Danville and Pittsylvania County communities.

Obra E. and Shirley J. Spangler Endowed Scholarship

The Obra E. and Shirley J. Spangler Endowed Scholarship Fund was established in 1996. A recipient must be enrolled in the printing program; have maintained at least a 2.50 GPA; and have demonstrated good citizenship through community involvement.

Stendig-Miller Family Endowed Scholarship

Stendig-Miller Family Endowed Scholarship was established by Mr. and Mrs. Joseph Stendig and the late Mrs. Minnie Miller. It is awarded annually to a student entering DCC, enrolled full time or part time in a program. The award is to be used for tuition and books. Selection is determined by financial need and the student's strong commitment to acquiring an education.

Bobby Stinespring Jr. Memorial Scholarship
(Graduation Scholarship)

The Bobby Stinespring Jr. Memorial Scholarship was established in 2007 to honor the memory of Bobby Stinespring, Jr. for a DCC student planning to attend Virginia Tech. In efforts to honor Bobby, the scholarship will be awarded annually to a student who demonstrates the following criteria:
1. **Financial Need**
2. **High School participation in girls softball**

Vickie Holland Taylor – Phi Theta Kappa Scholarship

The Upsilon Phi Chapter of Phi Theta Kappa, the Honor Society for Two-Year Colleges, created this scholarship to honor long-time advisor, Ms. Vickie Holland Taylor in 2014 to afford qualified members with extreme financial circumstances the opportunity to continue his/her education at Danville Community College. Potential recipients must explain any hardship circumstance and/or financial need in a 250 word-or-less essay along with the certificate of enhanced membership to the current advisors of the chapter. Selected recipients must be an Enhanced Member of the chapter when applying to receive the scholarship. The scholarship will be awarded at that time based on the following qualifications:
1. **Be an Enhanced Member of the Upsilon Phi Chapter of Phi Theta Kappa as established in chapter By-Laws.**
2. **Explain why there is a hardship circumstance and/or financial need for the scholarship in 250 words or less.**
3. **Recipient is expected to remain an active member of the chapter.**

Christopher Daniel Turner Scholarship

The Christopher Daniel Turner Scholarship was first awarded in 1997 in memory of an outstanding young man who died tragically during his military service. The award was established by his parents and provides for tuition, books, and fees. The scholarship is given to a student who has been a Law Enforcement Explorer in Post 911, Danville, VA for at least six months, resides in Danville or Pittsylvania County, and is enrolled or enrolling in the Administration of Justice program. The recipient must demonstrate financial need and have a GPA of at least 2.50.

Melvin C. Vernon, Jr. and Michael Solomon Memorial Scholarship

Established in 2012-2013 by Jean Carol Harper Vernon and sons Melvin Vernon III and R. Hutchings Vernon to honor the memory of Melvin C. Vernon, Jr., a member of the original Foundation Board, and Michael Solomon (April 3, 1945 - May 29, 2010), who possessed outstanding ability to engage his DCC students in various ways to sustain the environment especially through design and passive solar architecture. The scholarship should support a student who shows an interest in architecture, construction, engineering or related subjects.

Virginia Bank and Trust Company Endowed Scholarship

Established by the Virginia Bank and Trust Company, this tuition scholarship is presented to a rising sophomore who has completed 30 semester hours in Business Management or Marketing at DCC. The student is required to have a 2.75 GPA or above, reside in the Danville area (within 30 miles of the main office of Virginia Bank and Trust Company), and be taking at least 12 credit hours. The award will be based on need, scholastic ability, and good citizenship.

The Fred Webb Welding Scholarship

The Fred Webb Welding Scholarships was established by his son, Fred Webb to honor and remember his father, the late Mr. Fred Webb, Sr.   Mr. Webb worked diligently for decades as a welder, a trade he learned while attending DTI. Mr. Webb mastered the art of welding and worked for many contractors and associated businesses in the Danville-Pittsylvania County.   This scholarship has been created to provide financial assistance for one Danville Community College student annually. In order to be eligible, the recipient must meet the following criteria:

- Be enrolled in the following programs: Welding (first priority); Industrial Maintenance (second priority); and Precision Machining (third priority)
- Maintains a high moral character
- Demonstrates a concern for others
- High ideals, Good citizenship
- Possess leadership qualities
- Participates in community outreach
- Demonstrates a financial need
- Enroll as a full-time student and maintain at least 3.0 GPA

Jack I. White Endowed Scholarships

The Jack I. White Endowed Scholarships were established by a bequest from the estate of Miss Annie E. White in memory of her sisters, Miss Elizabeth H. White and Miss Juliette I. White. Recipients must be graduates of Dan River High School who demonstrate financial need and sufficient aptitude and commitment to complete a college education. One or more full tuition scholarships will be made each year. Announcement of the recipient(s) will be made at the Dan River High School Commencement.

Whittle Family Endowed Scholarship

The Whittle Family Endowed Scholarship, established by Mr. and Mrs. Henry D. Whittle, Jr., is an award for tuition and books. Selection of the recipient is based on need, scholastic ability, and good citizenship.

Wilkins and Co. Realtors Scholarship

Hampton Wilkins of Wilkins and Co. Realtors created the scholarship in 1999 to recognize a rising sophomore enrolled in the Marketing program who demonstrates academic ability and has maintained a 2.50 or better grade point average. Wilkins and Co. Realtors also provides funding for four students to take the Virginia Real Estate Licensing Exam.

Charles T. "Ted" Williams Veterans Scholarship

The Charles T. "Ted" Williams Veterans Scholarship was established to honor Mr. Ted Williams and his 23 years of military service and to recognize veterans on the DCC campus. Mr. Williams served two years in the U.S. Army (1945- 1947) and 21 years in the U.S. Air Force (1951-1972) where he retired as Senior Master Sergeant. Mr. Williams also served during World War II, Korea and Vietnam. In order to be eligible, the recipient must meet the following criteria:

1. Be a veteran (part-time student or full-time student) where he or she was in active duty or a branch of the reserve.
2. Must have academic promise with a commitment to complete college
3. Demonstrates a high moral character and a concern for others
4. Good citizenship and high ideals
5. Possesses leadership qualities and participates in community outreach
6. Demonstrates a financial need

Ruth Williams Cancer Survivor Scholarship

The Ruth Williams Cancer Survivor Scholarship was established to honor Mrs. Ruth Williams, a breast cancer survivor. Mrs. Williams was diagnosed with this disease in 1995. Her disease has been in remission since 1996. In order to be eligible, the recipient must meet the following criteria:

1. Be a female student (part time or full time) who has fought cancer or who has been diagnosed with cancer while a student attending DCC
2. Nursing student preferred
3. Must have academic promise with a commitment to complete college
4. Maintains a high moral character and ideals
5. Demonstrates good citizenship and a concern for others
6. Possesses leadership qualities and participates in community outreach
7. Demonstrates a financial need

Plumer Wiseman Endowed Scholarship

The Plumer Wiseman Endowed Scholarship was established in memory of Mr. Plumer Wiseman, a dedicated volunteer at the Estelle H. Womack Museum of Natural History, by the John James Westbrook Society and the DCC Educational Foundation. The purpose of the award is to provide an opportunity for a full-time student to receive tuition assistance in return for working for six hours per week with the Estelle H. Womack Collection housed at the Danville Science Center. The student must have at least a 2.50 GPA in the major field and be working towards a degree, diploma, or certificate.

Womack Foundation Scholar Award Scholarship

The Womack Foundation Scholar Award Scholarship was created in 2012 with contributions made by the Womack Foundation. For over two decades the Womack Foundation has given the DCC Educational Foundation funds for emergency situations to be used for tuition and/or book payment for eligible students. This premise still exists for fifty (50) worthy students throughout the academic year. The following criteria must be met by each student accepting this scholarship:

1. Student must demonstrate a financial need and is not eligible for Federal Aid.
2. Student must volunteer and perform community service within the semester the scholarship is granted.
3. Student must arrange his/her volunteer hours (50 hours) with an approved non-profit agency (within the college's service area) before applying and accepting the scholarship award.
4. Student is only awarded one (1) $500.00 scholarship per semester and must re-apply after each semester to be eligible the following semester. The maximum scholarship award per student, upon eligibility will be for three (3) semesters total.

Zan and Bobbye Raye Womack Entrepreneur Scholar Award

The Zan and Bobbye Raye Womack Entrepreneur Scholar Award was established to provide financial assistance to a student who possesses an "entrepreneurial" spirit in his or her classwork, participates at his or her employment and has a personal desire to have his or her own business located within the College's service area. This student will also be expected to understand and at times take part in activities associate with the Barkhouser Free Enterprise Center.

Woodward Scholarship

The Woodward Scholarship will be awarded to a high school senior who has overcome obstacles in order to graduate and obtain a high school diploma. The recipient must have potential for success in post-secondary education and future work; enroll in any certificate, diploma, or degree program at DCC; and maintain at least a 2.00 GPA while enrolled at DCC. Recommendations will be solicited from the Regional Alternative Schools in Halifax County and Danville/ Pittsylvania County, the Southside Regional Group Home in Halifax; Patrick Henry Boys Home; and the directors of Social Services in Danville, Halifax, Pittsylvania, and Farmville.

Anita J. Wyatt Scholarship

The Anita J. Wyatt Scholarship was established by Ms. Wyatt to provide financial assistance to a student enrolled in either the Administrative Support Technology Program (AAS) or the Business Administration Program (AA&S). The recipient must meet the following criteria:

1. Demonstrates a financial need
2. Must have academic promise with commitment to complete college
3. Maintains high moral character and high ideals
4. Possess leadership qualities
5. Good citizenship and participates in community outreach

Garland M. Wyatt Endowed Scholarship

The Garland M. Wyatt Endowed Scholarship is presented to a student enrolled in a business related curriculum at DCC who demonstrates financial need.

Harry and Edith Wyatt and Vernon Wyatt Memorial Scholarship

The Wyatt Family Scholarship was established in memory to honor and recognize the late Mr. Harry Wyatt, Mrs. Edith Wyatt (parents) and the late Mr. Vernon Wyatt (brother). This scholarship was given by their daughter and sister, Ms. Anita J. Wyatt. In order to be eligible, the recipient must be enrolled in Administrative Support Technology (Associate of Applied Science degree) or Business Administration (Associate of Arts & Science degree). The student must also meet the following criteria:

1. Must have academic promise with a commitment to complete college
2. Demonstrates high moral character and a concern for others
3. Good citizenship and high ideals

4. Possesses leadership qualities and participates in community outreach
5. Demonstrates a financial need

Wyatt-Benton Endowed Scholarship

The Wyatt-Benton Endowed Scholarship was established by Landon and Kathryn Benton Wyatt in memory of their parents. The award is made to a rising sophomore, based on need, scholarship, and good citizenship.

Wyatt-Townes Family Endowed Scholarship

Honoring F.W. "Bill" Townes, III and Catherine "Kitty" Wyatt Townes, the Wyatt- Townes Family Endowed Scholarship was established in July 2010 by their children. In order to be eligible, the recipient must be a rising sophomore, have financial need, scholarship ability and good citizenship.

L. Wilson York Endowed Memorial Scholarship

The L. Wilson York Endowed Memorial Scholarship was established as a tribute to an outstanding member of the community who placed a high value on education. York served on the DCC Educational Foundation Board as treasurer, and was a member of the Scholarship Committee. The award is presented to a student who shows academic promise regardless of financial resources.

John H. Zechman Scholarship

The John H. Zechman Scholarship was established to honor Mr. John H. Zechman and in memory of Mr. and Mrs. J. Howard Zechman and Mr. and Mrs. Clyde C. Neal. Mr. John H. Zechman was employed at DCC as the Director of Finance and was instrumental in providing direction and leadership with faculty and staff. In addition to his qualities, he feels, as does his wife, the shortage in nursing staff will continue to cause problems in the Danville/Pittsylvania County region. This scholarship has been created to provide financial assistance for an incoming nursing student. In order to be eligible, the recipient must meet the following criteria:
1. Be enrolled as a full-time nursing student
2. Must have academic promise with a commitment to complete college, either at DCC or a four-year institution
3. Maintains high moral character and high ideals
4. Demonstrates good citizenship and a concern for others
5. Possesses leadership qualities and participates in community outreach
6. Demonstrates a financial need

Other Services

Other financial aid assistance and options may be added throughout the year. Students are encouraged to regularly contact the Financial Aid Office, the Educational Foundation Office, or check the DCC webpage (www.dcc.vccs.edu) for information on such programs and/or scholarships.

Full-time Academic Status

Official enrollment for each semester must be 12 semester hours or more, not audit, to permit certification of full-time student status for Veterans Administration or Social Security benefits, and most other purposes.

Veterans

Programs and courses of study (including Career Studies Certificates) at Danville Community College 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 434.797.8489 or the Veteran's Administration in Roanoke (the VA toll-free number is 1.800.827.1000). Free tuition is available for dependents of certain disabled or deceased (service related) veterans through the Virginia War Veterans Department.

Danville Community College is a member of the Servicemen's Opportunity College (SOC) Network and therefore recognizes that learning occurs in extra-institutional and non-instructional settings. As an SOC institution we award credit for CLEP, DSST, ECE and DANTES as appropriate for each veteran student's program of study. We also recognize each service's military transcript and evaluate each individual veteran for those experiences/schools/training that may be

applicable to the student veterans program. All veterans receive a physical education credit for their basic training. DCC is dedicated to ensuring that we recognize the experience, training and education that veterans have received as a result of their service to their nation and will on a case-by-case basis evaluate each individual to ensure that they receive the maximum credit allowable under the Virginia Community College regulations.

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. Individuals must have received an honorable discharge to be eligible for the Post-9/11 GI Bill. For more information: http:// www.gibill.va.gov/GI_Bill_Info/benefits.htm.

Transfer of Post 9/11 GI Bill Benefits to Dependents (TEB)

For the first time in history, 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: http://www.gibill.va.gov/GI_Bill_Info/Ch33/Transfer.htm.

Academic Residency Requirement for Active Duty Service Members: Danville Community College

limits academic residency to no more than twenty-five (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.

Career Services

The College maintains a Career Center located in the Admissions/Counseling Office. The services are available to students who desire to secure part-time or full-time employment while attending college or after graduation. Services are also available for DCC alumni. Occupational information on job requirements is provided. Additionally, there is a career services website for students, alumni, and employers. Students and alumni may have resumes posted on the website and employers may view the resume. Also, employers may post current job openings to the website. The website can be accessed at www.dcc.vccs.edu/ CareerCenter/career_center.htm.

The Career Center offers resume writing assistance and instruction on interview techniques. Students who are undecided about career options may take advantage of career assessments. The Career Center offers a Career and Networking Fair each spring for DCC students and alumni in which area and regional employers discuss current and future job openings. For more information about Career Center Services, please contact 434.797.8520.

Career Coaches

The College employs Career Coaches to meet the career planning and post-secondary needs of students. High school career coaches work within local high schools and provide students with individualized career and college planning. Community-based career coaches and adult career coaches provide career planning activities and access to college planning information to residents in the DCC service region. To learn more, contact 434.797.8520.

Student Activities

The student activities program is designed to provide a variety of meaningful educational, cultural, and social experiences. Clubs and organizations currently available* include:
- African-American Culture Club
- Alpha Beta Gamma (International Business Honor Society)
- Baseball Club (National Junior College Athletic Association –
- NJCAA, Div. II)
- Gospel Choir
- Makers Club
- National Technical Honor Society
- Networking Club
- Nursing Club
- Omega Alpha Omicron Chapter (Justice Club)
- Phi Theta Kappa (International Honor Society)
- Programming Club

- **Student American Dental Hygienist Association**
- **Student Government Association**
- **Student Leadership Program**
- **Student Veterans Organization (SVO)**
- **TEACH Club (To Educate Always Creates Hope)**

All clubs, organizations and activities have a staff advisor and/or sponsor. Official recognition is given only to scholastic, civic, athletic, professional and religious clubs and organizations which have been approved by the Student Government Association and the Dean of Student Success and Academic Advancement. Should a sufficient number of students desire a particular activity, they must petition the Student Government Association for official recognition.

(*as of 2/2/15)

Student Handbook

The student handbook describes student activities and organizations as well as student rights and responsibilities. It also lists the College rules and regulations. Students are bound by the policies set forth in the Student Handbook. The handbook is widely distributed across campus and is available in the Admissions Office and on the web site.

Student Conduct

Each individual is considered a responsible adult, and it is assumed that men and women of college age will maintain standards of conduct appropriate to membership in the College community.

Failure to meet standards of conduct acceptable to the College may result in disciplinary probation, depending upon the nature of the offense. The Student Handbook includes the complete College Initiated Code of Student Conduct and Discipline and explains the channels of communication available to students.

Bookstore

DCC's Bookstore is operated for the convenience of the students, faculty, and staff. Operating hours are posted each term. The bookstore offers a variety of products including books; supplies; and discounted computer items such as software, hardware, and other peripherals. Students and others interested in purchasing textbooks can receive an accurate listing of course material information including ISBN and retail prices by going to our webpage http:// dccbookstore.dcc.vccs.edu/home.aspx. The Bookstore also sponsors an Excellence in Academics Scholarship.

Return and Refund Policy

Cash register receipts must be submitted for a refund. All refunds are made by check. The refund will be mailed within four to six weeks of the return date. New books and related materials must be in new, resalable condition to obtain a refund. Names should not be written in books until the student is sure he/ she will remain in the class. Receipts are required for state audit purposes. If a receipt is unavailable, exchanges may be permitted for equal value.

Textbooks

Textbooks may be returned for a refund until the last day of the add/drop period. An official drop form along with the dated bookstore receipt is required.

General Books

General books such as trade paperbacks, hardcover fiction, and non-fiction are non-refundable.

Calculators and Electronics

Refunds on calculators are not available. Defective items are not replaced after 30 days of purchase. Merchandise must be returned with its carton, related product materials (instructions, warranty, etc.) and the dated sales receipt. For defective merchandise purchased and held for more than 30 days, the manufacturer or local service outlet must be contacted directly.

Computer Software

Computer software that is in its original shrink-wrap and is the current version may be returned within five days of the

purchase date. There are no refunds on opened software.

General Merchandise

All merchandise purchased from the bookstore other than the above is non-refundable. Defective merchandise may be exchanged for like items.

Used Books

The Bookstore purchases and resells used books to provide more reasonable prices for students. Buy-back dates are posted around the campus prior to each book-buy. Used book purchases are based on the need for specific books.

Other Information

Parking and Traffic

All student, faculty, and staff vehicles that are parked on the campus should bear a current DCC parking sticker. Spaces for the faculty and staff are clearly marked with yellow lines, and they are reserved for faculty and staff only. Student parking spaces are marked with white lines. The college provides designated parking areas marked with blue lines to accommodate disabled students. Parking permits for the disabled are issued in the Office of the Vice President of Academic and Student Services. Only those issued by the college may be used for these spaces.

Parking permits are issued to students during DCC ROCKS student orientation and at other times on the first floor of the Wyatt Building when students IDs are made. Faculty and staff permits are available in the Office of the Vice President of Financial and Administrative Services.

The college has a 20 mile per hour speed limit within parking areas and 25 mile per hour speed limit on Neathery Lane. These limits are strictly enforced. Anyone violating these limits will have their parking privileges revoked. Security personnel will issue tickets for all parking violations. Individuals receiving more than one ticket will be subject to the College-Initiated Code of Student Conduct and Discipline, which includes towing.

Drug and Alcohol Abuse Policy

Danville Community 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 drugs are subject to disciplinary procedures. Students who are convicted of drug-related offenses are required to notify the Vice President of Academic and Student Services within five (5) days of such conviction. Students who are involved with drugs or who have drug-related problems are encouraged to contact the Dean of Student Success and Academic Advancement for assistance in obtaining treatment. (All such contacts will remain confidential.) For more information, see the Student Handbook/Calendar or contact the Dean of Student Success and Academic Advancement.

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), Danville Community College 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 information is published in the Danville Community College Campus Security and Crime Awareness Annual Report. A printed copy of this information can be obtained from the Office of the Vice President of Financial and Administrative Services. The report is also published on the College's website at www.dcc.vccs.edu/aboutdcc/Security/security.htm.

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.

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 Danville Community College. As a result, Danville Community College shall not tolerate any verbal or physical conduct of this nature.

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 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. The Title IX Coordinator is Andrea Burney, whose office is located at Wyatt Building, Room 212, and may be contacted by phone at 434-797-8458 or by email at titleix@dcc.vccs.edu. The Deputy Title IX Coordinator is Howard Graves, whose office is located in Wyatt Building, Room 108, and may be contacted by phone at 434-797-8443, or by email at titleix@dcc.vccs.edu.

All DCC students, employees and visitors o the campus are covered by this policy. The official College policy, incident report form and community resources are available on the DCC website at this link: (www.danvillecc.edu/News/Title_IX/Title_IX_and_Sexual_Misconduct.htm). 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.

Information Technology Resources

Danville Community College provides telecommunications centers, library technological infrastructure, and computing enters to support the academic programs of the College. Users of these resources are expected to abide by the established Computer Ethics Guidelines in this catalog.

Accounting, Business, Marketing, and Paralegal

The Accounting, Business, Marketing, and Paralegal programs prepare students for careers working in office environments.

Accounting, Business, Marketing, and Paralegal Programs of Study

Accounting
Associate of Applied Science

Description: The Associate of Applied Science Degree program in Accounting is designed for persons who seek Career Opportunity in the accounting field immediately upon completion of the program. Persons seeking initial Career Opportunity in the accounting field and those in accounting seeking advancement may benefit from this program.

Career Opportunity - Students in the Accounting A.A.S. will seek Career Opportunity in private, government, or non-profit industries for careers as an accountant, accountant technician, accounts receivable clerk, bookkeeper, or payroll clerk

Length: A student can complete this program in 2 years.

Admission Requirements: In addition to the admission requirements established for the College, entry into this program requires completion of four units of high school English and one unit of high school mathematics. If you meet the general admissions requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in your academic preparation in the College's Developmental Studies program

Program Outcomes: Students who successfully complete this program will:
1. Perform financial accounting functions from financial transactions to the completion of the accounting cycle using proper format and procedure based on GAAP.
2. Analyze, prepare, and communicate financial information, using proper format and procedure, for management decision-making.
3. Understand legal and functional types of business organizations and how financial and managerial accounting concepts apply to each.
4. Perform financial and managerial accounting functions and applications in both manual and computerized formats.
5. Utilize current income tax resources to prepare personal income tax returns in both manual and computerized formats.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
ACC 111	Accounting	3	0	3	3
BUS 100	Introduction to Business	3	0	3	3
ITE 115	Computer Applications and Concepts	3	0	3	3
ENG 111	English Composition I	3	0	3	3
PLS or PSY	Elective	3	0	3	3
SDV 100	College Success Skills	3	0	3	3
	Total	16	0	16	16

Second Semester

Course				
ACC 112 Accounting II	3	0	3	3
ACC 110 Introduction to Computerized Accounting	2	0	2	2
BUS 121 Business Math I				
Or				
MTH 121 Fundamentals of Math I	3	0	3	3
ITE 215 Adv. Computer Applications and Integration	4	0	4	4
ECO 120 Survey of Economics	3	0	3	3
ENG 112 College Composition II	3	0	3	3
Total	18	0	18	18

Third Semester

Course				
ACC 221 Intermediate Accounting I	4	0	4	4
ACC 261 Principles of Federal Taxation	3	0	3	3
BIO/NAS or MTH Science or Math Elective	3	0	3	3
BUS 240 Business Law	3	0	3	3
HLT/PED Health/Physical Education	0	2	2	1
HUM Humanities Elective	3	0	3	3
Total	16	2	18	17

Fourth Semester

Course				
ACC 222 Intermediate Accounting II	4	0	4	4
ELE Elective	3	0	3	3
Select 3 of the 4 following courses:				
ACC 231 Cost Accounting	3	0	3	3
ACC 241 Auditing	3	0	3	3
ACC 262 Principles of Federal Taxation II	3	0	3	3
FIN 215 Financial Management	3	0	3	3
Total	16	0	16	16

Total Minimum Credits for the Associate of Applied Science Degree in Accounting................67

Administrative Support Technology-General Office Specialization
Associate in Applied Science

Description: The Associate of Applied Science Degree program in Administrative Support Technology-General Office Specialization provides broad-based knowledge and skills needed in many different types of businesses.

Career Opportunity – The Associate of Applied Science Degree program in Administrative Support Technology-General Office Specialization is designed for persons who seek Career Opportunity in the in office environment careers such as Administrative Assistant, Executive Secretary, and Office manager.

Length: A student can complete this program in 4 semesters.

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.

Admission Requirements: In addition to the admission requirements established for the College, entry into this program requires completion of four units of high school English and one unit of high school mathematics. If you meet the general admissions requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in your academic preparation in the College's Developmental Studies program

Program Outcomes: Students who successfully complete the Administrative Support Technology program will:

1. Demonstrate knowledge of various administrative support functions to perform satisfactorily in an office environment.
2. Communicate effectively in oral and written methods.
3. Demonstrate proficiency in using word processing software to accurately format a variety of business correspondence.
4. Perform mathematical calculation to accurately complete financial and accounting functions used in an office environment.
5. Key with a level of speed and accuracy acceptable to perform satisfactorily to industry standards.
6. Demonstrate knowledge of alphabetic and numeric filing rules.
7.

Course		Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester						
AST	101	Keyboarding I	2	0	2	2
AST	103	Keyboarding I Lab	0	2	2	1
ECO	100	Elementary Economics	3	0	3	3
ENG	134	Grammar for Writing and Speaking	3	0	3	3
BUS	121	Business Math I	3	0	3	3
ITE	116	Survey/Computer Software Applications	2	0	2	2
SDV	100	College Success Skills	1	0	1	1
		Total	14	2	16	15
Second Semester						
ACC 111		Accounting I	3	0	3	3
AST 102		Keyboarding II	2	0	2	2
AST 104		Keyboarding II Lab	0	2	2	1
BUS 235		Business Letter Writing	3	0	3	3
ENG 135		Applied Grammar	3	0	3	3
HLT/PED		Health/Physical Education	0	2	2	1
BIO/NAS or MTH		Science or Math Elective	3	0	3	3
		Total	15	4	19	16
Third Semester						
AST 234		Records and Database Management	3	0	3	3
AST 243		Office Administration I	3	0	3	3

AST 238	MS Word	2	0	2	2
AST 239	MS Word Lab	0	2	2	1
AST 113	Speedbuilding	0	2	2	1
ITE 140	ITE Spreadsheet Software	3	0	3	3
ITE 150	Database Software	4	0	4	4
	Total	14	4	18	17

Fourth Semester

ACC 110	Introduction to Computerized Acct. Peachtree	2	0	2	2
AST 244	Office Administration II	3	0	3	3
AST 201	Keyboarding III (Intern.)	2	0	2	2
AST 202	Keyboarding III Lab	0	2	2	1
AST 205	Business Communications	3	0	3	3
AST 253	Desktop Publishing	2	0	2	2
AST 255	Desktop Publishing Lab	0	2	2	1
SPA 103	Basic Spoken Spanish	3	0	3	3
SDV 106	Job Search Strategies	1	0	1	1
	Total	16	4	20	18

Total Minimum Credits for the Associate of Applied Science Degree in Administrative Support Technology (General Office Specialization) 66

Administrative Support Technology-Medical Office Specialization
Associate in Applied Science

Description: The Associate of Applied Science Degree program in Administrative Support Technology-Medical Office Specialization provides broad-based knowledge and skills needed to work in a medical office environment with specific training in medical insurance coding and medical transcription. The medical courses are typically taught in the evenings. A coding student who earns below a "C" in a HIM course is strongly encouraged to retake the course. A transcription student who makes below a "C" in any AST or HIM course is strongly encouraged to retake the course.

Career Opportunity: The Associate of Applied Science Degree program in Administrative Support Technology-Medical Office Specialization is designed for persons who seek Career Opportunity in the in medical office and hospital business environment careers such as Medical Secretary, Medical Coding/Billing Specialist, Medical Insurance Coder, and Medical Office Management.

Length: A student can complete this program in 5 semesters.

Program Coordination: The first two semesters (first year) of the Associate of the Applied Science Degree program in Business Management are similar to other curriculums in business.

Admission Requirements: In addition to the admission requirements established for the College, entry into this program requires completion of four units of high school English and one unit of high school mathematics. If you meet the general admissions requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses

as revealed by an appropriate placement test. You may correct any deficiencies in your academic preparation in the College's Developmental Studies program

Program Outcomes: Students who successfully complete the Administrative Support Technology program will:

1. Demonstrate knowledge of various administrative support functions to perform satisfactorily in an office environment.
2. Communicate effectively in oral and written methods.
3. Demonstrate proficiency in using word processing software to accurately format a variety of business correspondence.
4. Perform mathematical calculation to accurately complete financial and accounting functions used in an office environment.
5. Key with a level of speed and accuracy acceptable to perform satisfactorily to industry standards.
6. Demonstrate knowledge of alphabetic and numeric filing rules.

Course		Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester						
AST	101	Keyboarding I	2	0	2	2
AST	103	Keyboarding I Lab	0	2	2	1
ENG	134	Grammar for Writing and Speaking	3	0	3	3
BUS	121	Business Math I	3	0	3	3
BIO	100	Basic Human Biology	3	0	3	3
HLT	143	Medical Terminology	3	0	3	3
SDV	100	College Success Skills	1	0	1	1
		Total	13	2	15	13
Second Semester						
AST 102		Keyboarding II	2	0	2	2
AST 104		Keyboarding II Lab	0	2	2	1
AST 234		Records and Database Management	3	0	3	3
ITE 116		Survey/Computer Software Applications	0	2	2	2
ENG 135		Applied Grammar	3	0	3	3
HLT 144		Medical Terminology II	3	0	3	3
		Total	13	2	15	14
Third Semester						
AST 238		MS Word	2	0	2	2
AST 239		MS Word Lab	0	2	2	1
ECO 100		Elementary Economics	3	0	3	3
HIM 130		Health Information Systems	3	0	3	3
HIM 106		ICD-10-CM Coding I	2	0	2	2
		Total	10	2	12	11
Fourth Semester						
AST 201		Keyboarding III (Intern.)	2	0	2	2
AST 202		Keyboarding III Lab	0	2	2	1
AST 243		Office Administration I	3	0	3	3
HIM 105		CPT Coding	2	0	2	2
HIM 107		ICD-10-CM Coding II	3	0	3	3
HIM 226		Legal Aspects of Health Rec. Documents	2	0	2	2

	(1st half of semester)				
HLT/PED	Health/Physical Education	0	2	2	1
	Total	12	4	16	14
Fifth Semester					
AST 244	Office Administration II	3	0	3	3
HIM 143	Managing Electronic Billing Medical				
	Practice	3	0	3	3
HIM 253	Health Records Coding	3	0	3	3
SPA 103	Basic Spoken Spanish	3	0	3	3
SDV 106	Job Search Strategies	1	0	1	1
	Total	13	0	13	13

Total Minimum Credits for the Associate of Applied Science Degree in Administrative Support Technology (Medical Office Specialization) 68

Associate of Arts & Science-Business Administration

Description: This program requires courses in the humanities, natural sciences and social sciences, in addition to the Principles of Economics, Principles of Accounting, Introduction to Information Systems, and Business Statistics, usually required in the first two years of a baccalaureate Business program. Courses should be selected to satisfy the requirements of the senior college or university to which you plan to transfer. You are urged to familiarize yourself with the college or university to which transfer is contemplated. A DCC counselor will help you in the initial planning of your program. You will also be assigned an academic advisor in the Business Department who will assist you in course selections at Danville Community College. In order to prepare for junior class standing at a four-year college or university, you must normally complete a program at the community college which is comparable in length and course content to the first two years of the program at the four-year institution. Upon satisfactory completion of this program at DCC, you will be awarded the Associate of Arts and Science Degree (AA&S) in Business Administration. 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 about the society, refer to http://www.abg.org.

Career Opportunity - The Associate of Arts and Science Degree in Business Administration is designed for students who plan to transfer to a four-year college or university to complete a baccalaureate degree program in Business Administration, Accounting, Business Information Systems, Economics, Finance, Marketing, or Management.

Length: A student can complete this program in 4 semesters.

Admission Requirements: In addition to the admission requirements established by the College, entry into this program requires completion of four units of high school English, three units of college preparatory mathematics, one unit of Laboratory Science, and one unit of Social Studies. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Outcomes: Upon successful completion of this program, the student will:
1. Demonstrate an understanding of the ethical, legal, and regulatory parameters of business.
2. Calculate, compile, and analyze business data for problem solving. Demonstrate an awareness of appropriate current and emerging technologies to support business functions.
3. Use verbal, non-verbal, and written communication skills effectively.
4. Use critical thinking skills in problem analysis.
5. Demonstrate an awareness of economic and social issues and their impact on the business environment.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
BIO 101	General Biology I				
Or					
CHM 101	General Chemistry				
Or					
CHM 111	College Chemistry I	3	3	6	4
GOL 105	Physical Geology	3	0	3	3
ENG 111	College Composition I	3	0	3	3
HIS 101	History of Western Civilization I	3	0	3	3
Or					
HIS 121	U.S. History I				
MTH 163	Precalculus I	3	0	3	3
SDV 100	College Success Skills	1	0	1	1
	Total	13	3	16	14
Second Semester					
BIO 102	General Biology II	3	3	6	4
Or					
CHM 102	General Chemistry I				
Or					
CHM 112	College Chemistry II				
GOL 106	Historical Geology	3	0	3	3
ENG 112	College Composition II	3	0	3	3
HIS 102	History of Western Civilization II	3	0	3	3
Or					
HIS 122	U.S. History II				
Or					
Elective					
MTH 271	Applied Calculus	3	0	3	3
BUS 147	Into. To Business Info. Systems	2	2	4	3
	Total	14	5	19	16
Third Semester					
ACC 211	Principles of Accounting I	3	0	3	3
BUS 221	Business Statistics I	3	0	3	3
ECO 201	Principles of Macroeconomics	3	0	3	3
EEE	Humanities Elective	3	0	3	3
EEE	Social Science Elective	3	0	3	3
PED/HLT	Physical Ed/Health	0	2	2	1
	Total	**15**	**2**	**17**	**16**

Fourth Semester

Course	Title				
ACC 212	Principles of Accounting	3	0	3	3
BUS 227	Quantitative Methods	3	0	3	3
ECO 202	Principles of Microeconomics	3	0	3	3
EEE	Humanities Elective	3	0	3	3
EEE	Elective	3	0	3	3
	Total	**15**	**0**	**15**	**15**

Total Minimum Credits for the Associate of Arts and Science Degree in Business Administration 61

Note: Choice of elective courses should be based on senior institution requirement. Students should contact their faculty advisor for specific requirements. [1]The four Focus Courses (minimum of 12 credits) must be approved by the academic advisor. Focus Courses should be planned as preparation for transfer into the four-year degree program of choice.

Examples of Focus Course sequences would include the following:
ART 101-102, MUS 121-122, HIS 121-122-266-268, HLT 100-116-200-215, PHI 100,
REL 200-210-230, PSY 201-202-215-230, PSY 201-202-235-236, ASL 101-102-201-202,
SOC 201-202-235-236, SPA 101-102-203-204

[2]*Students must complete a full-year of social science coursework by taking one of the following sequences:*

ECO 201 and ECO 202, or PLS 211 and PLS 212, or SOC 201 and SOC 202, or
SOC 200 and one sophomore level sociology course excluding SOC 202, or PSY 201 and PSY 202, or PSY 200 and one sophomore-level psychology course excluding PSY 202. Courses used to complete the social science requirement will not count as Focus Courses. (PLS 241 and PLS 242 may substitute for PLS 211 and PLS 212).

[3]*This credit can be satisfied by a single 2 or more credit course in Health, Physical Education, or Recreation.*

<div align="center">

Business Management-Automotive Management
Associate of Applied Science

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Description: The Automotive Management Program is designed for students who wish to pursue Career Opportunity in management and support areas of automotive sales, repair, parts and manufacturing businesses. The program includes courses in automotive technology, general education and electives. Instruction will include both the theoretical concepts and practical applications needed for success in automotive management. You are urged to consult with the Counseling Office and your faculty advisor in planning your program and selecting electives.

Career Opportunity - The Business Management–Automotive Management Specialization is designed primarily for persons who seek Career Opportunity in the automotive field either as a first Career Opportunity position or for those who are a seeking promotion. Career options for graduates of this program include Automotive Management/Support, Service Advisor, Service Manager, Automotive

Parts Sales, Automotive Manufacturer Representative, Automotive Sales, and Automotive Warranty Claims.

Length: A student can complete this program in 4 semesters.

Admission Requirements: : In addition to the general admission requirements established for the College, entry into this program requires completion of four units of high school English and one unit of high school mathematics. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background as revealed by an appropriate placement test. You may correct any deficiencies in the College's Developmental Studies program**.**

Program Outcomes: DCC Business Management—Automotive Management Specialization graduates will demonstrate the ability to:
1. utilize industry standard computer software products 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);
2. perform and interpret basic business math, accounting, and business statistical calculations;
3. understand the basic concepts associated with business ethics and the importance of developing and adhering to a strong set of generally accepted ethical principles;
4. demonstrate basic principles of human relationship skills which can be used to successfully interrelate with customers, associates, employees, and superiors in a business setting; understand how the principles of basic economics (e.g., supply and demand, the American free enterprise system, etc.) apply to successful business management practices;
5. understand basic legal and regulatory requirements for business and industry;
6. evaluate marketing strategies for successful products and services;
7. discuss the principles of alternative fuels and hybrid vehicle design;
8. understand elementary principles of automotive electrical, fuel, and braking systems; and
9. apply customer service skills in an automotive business setting.

Course		Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester						
AST	117	Keyboarding for computer usage	1	0	1	1
BIO/NAS or MTH		Science or Math Elective	3	0	3	3
BUS 100		Introduction to Business	3	0	3	3
BUS	121	Business Mathematics I	3	0	3	3
ENG 111		College Composition I	3	0	3	3
ITE 115		Introduction to Computer Applications				
		And Concepts	3	0	3	3
SDV	100	College Success Skills	1	0	1	1
		Total	17	0	17	17
Second Semester						
AUT 241		Automotive Electricity I	3	3	6	4
AUT 265		Auto Braking Systems	2	3	5	3
ECO 120		Survey of Economics	3	0	3	3
ENG 115		Technical Writing	3	0	3	3
ITE 215		Advanced Computer Applications and				
		Integration	4	0	4	4
		Total	**15**	**6**	**21**	**17**

Third Semester

AUT 230	Introduction to Alternative Fuels and				
	Hybrid Vehicles	3	3	6	4
	Total	**3**	**3**	**6**	**4**

Fourth Semester

ACC 111	Accounting I	3	0	3	3
BUS 240	Business Law	3	0	3	3
MKT 100	Principles of Marketing	3	0	3	3
HLT/PED	Elective	0	2	2	1
EEE	Humanities Elective	3	0	3	3
	Total	**12**	**2**	**14**	**13**

Fifth Semester

BUS 149	Workplace Ethics	1	0	1	1
ACC 110	Introduction to Computerized Accounting	2	0	2	2
AUT 122	Fuel Systems	3	3	6	4
BUS 111	Principles of Supervision	3	0	3	3
BUS 105	Human Resource Management	3	0	3	3
BUS 108	Business Etiquette	1	0	1	1
MKT 170	Customer Service	1	0	1	1
	Total	**14**	**3**	**17**	**15**

Total Minimum Credits for the Associate of Applied Science Degree in Business Management (Automotive Management Specialization) 66

Business Administration-Business Management Specialization
Associate of Applied Science

Description: The first two semesters (first year) of the Associate of the Applied Science Degree program in Business Management are similar to other curriculums in business. In the second year you will pursue your specialty in Business Management. The program includes technical courses, courses in related areas, general education courses and electives. Instruction will include both the theoretical concepts and practical applications needed for success in business. You are urged to consult with the Counseling Office and your faculty advisor in planning your program and selecting electives. Upon satisfactory completion of the four-semester program, you will be awarded the associate degree in Business 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 about the society, refer to http://www.abg.org.

Career Opportunity - The Associate of Applied Science Degree program in Business Management is designed primarily for persons who seek Career Opportunity in business in careers such as Management Trainee, Administrative Assistant, Purchasing Agent, Human Resource Supervisor, Production Supervisor, Small Business Owner/Manager, Office Manager, and Assistant Manager.

Length: A student can complete this program in 4 semesters.

Admission Requirements: In addition to the general admission requirements established for the College, entry into this program requires completion of four units of high school English and one unit of high school mathematics. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background as revealed by an appropriate placement test. You may correct any deficiencies in the College's Developmental Studies program**.**

Program Outcomes: DCC Business Management—Management

Specialization graduates will demonstrate the ability to:
1. utilize industry standard computer software products 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);
2. perform and interpret basic business math, accounting, and business statistical calculations;
3. understand the basic concepts associated with business ethics and the importance of developing and adhering to a strong set of generally accepted ethical principles;
4. demonstrate basic principles of human relationship skills which can be used to successfully interrelate with customers, associates, employees, and superiors in a business setting;
5. understand how the principles of basic economics (e.g., supply and demand, the American free enterprise system, etc.) apply to successful business management practices;
6. understand basic legal and regulatory requirements for business and industry;
7. recognize the features, advantages, and disadvantages of business ownership categories (e.g., proprietorship, partnership, corporation, etc.);
8. understand standard methods for interviewing, hiring, training, motivating, and supervising employees;
9. recognize basic business strategy and philosophy development techniques
(e.g., SWOT analysis, vision, mission, values, goals, objectives, etc.); and
10. evaluate marketing strategies for successful products and services. **Program Requirements:** To receive the Associate of Applied Science Degree in Business Management, you must complete a minimum of 66 credits with a grade point average of 2.00 or better. The following outline represents a typical order of courses taken by full-time students.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
AST 117	Keyboarding for computer usage	1	0	1	1
BUS 100	Introduction to Business	3	0	3	3
BUS 121	Business Mathematics I	3	0	3	3
ENG 111	College Composition I	3	0	3	3
ITE 115	Introduction to Computer Applications And Concepts	3	0	3	3
MKT 100	Principles in Marketing	3	0	3	3
SDV 100	College Success Skills	1	0	1	1
	Total	**17**	**0**	**17**	**17**
Second Semester					
BUS 111	Principles of Supervision	3	0	3	3
BUS 122	Business Mathematics II	3	0	3	3
ECO 120	Survey of Economics	3	0	3	3
BUS 236	Business Communications	3	0	3	3
ITE 215	Advanced Computer Applications and Integration	4	0	4	4

	Total	**16**	**0**	**16**	**16**

Third Semester

Course	Title				
ACC 111	Accounting I	3	0	3	3
BUS 240	Business Law	3	0	3	3
BUS 165	Small Business Management	3	0	3	3
BUS 220	Introduction to Business Statistics	3	0	3	3
HLT/PED	Elective	0	2	2	1
EEE	Humanities Elective	3	0	3	3
	Total	**15**	**2**	**17**	**16**

Fourth Semester

Course	Title				
ACC 110	Introduction to Computerized Accounting	2	0	2	2
BIO/NAS or MTH	Science or Math Elective	3	0	3	3
BUS 205	Human Resource Management	3	0	3	3
BUS 298	Seminar and Project	3	0	3	3
BUS 149	Workplace Ethics	1	0	1	1
MKT 170	Customer Service	1	0	1	1
BUS 209	Continuous Quality Improvement	3	0	3	3
BUS 295	Topics in Business	1	0	1	1
	Total	**17**	**0**	**17**	**17**

Total Minimum Credits for the Associate of Applied Science Degree in Business Management (Management Specialization) 66

Logistics Management
Career Studies Certificate

Description: Logistics is a rapidly-growing field encompassing the care and management of inventory while at rest and in motion. The DCC Online Logistics Management Career Studies Certificate is primarily designed to provide formal training for individuals already employed in careers associated with the following logistics-related jobs: inventory management, care and control; dispatching and shipping of goods and materials; and assembling bulk orders for distribution. Upon completion of the Logistics Management Career Studies Certificate, individuals will have been exposed to the skills necessary for career advancement. This program is also suitable for students interested in obtaining an entry-level position in warehousing and distribution.

Students will be exposed to the following: 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. All five required courses are conveniently available online through DCC.

Career Opportunity - Logistics Management students will be prepared for careers in shipping, receiving, dispatching, inventory control manager, warehouse manager, warehouse department manager, area manager, and manager trainee.

Length: A student can complete this on-line program in 2 semesters on a part-time basis.

Program Integration: The courses in the Logistics Management Career Studies Certificate will transfer to the Associate of Applied Science Degree.

Admission Requirements: General College admissions guidelines. All students must have a high school diploma or GED. As an online program, it is expected that applicants will be proficient with World Wide Web navigation, e-mail, Microsoft Word, and Microsoft Excel.

Program Outcomes:

Logistics Management Career Studies Certificate graduates will demonstrate the ability to:

1. Understand the role and practice of logistics within an organization, including theoretical and applied aspects of the warehousing/distribution discipline;
2. Apply a wide variety of computer software skills to business communication media including written reports and operational plans using word processing software and business presentations using presentation software;
3. Perform and interpret basic business math calculations (e.g., mark-ups, interest rates, ratios, etc.) and business accounting principles, basic financial reports and bookkeeping fundamentals;
4. Think logically and analytically in proposing plans and creating strategies that may be considered in complex warehousing and logistics issues facing organizations;
5. Recognize and evaluate the components of a warehousing and logistics organization including layout, material handling, communications, shipping utilities, and building design;
6. Demonstrate basic principles of human relationship skills which can be used to successfully interrelate with customers, associates, employees, and superiors in a business setting while adhering to a strong set of generally-accepted ethical principles; and
7. Understand 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.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
BUS 223	Distribution & Transportation	3	0	3	3
MKT 216	Retail Organization & Management	3	0	3	3
BUS 111	Principles of Supervision	3	0	3	3
BUS 255	Inventory & Warehouse Management	3	0	3	3
Elective	Marketing or Business Elective	3	0	3	3
	Total	**15**	**0**	**15**	**15**

Marketing-Marketing Specialization
Associate in Applied Science

Description: The program includes technical courses in marketing, related business courses and general education courses. Instruction will include both the theoretical concepts and practical applications needed for further success in marketing. You are urged to consult with the Counseling Office and a faculty advisor in planning your program and selecting electives. Upon satisfactory completion of the program, you will be awarded the Associate of Applied Science Degree in Marketing.

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 about the society, refer to http://www.abg.org.

Marketing-Marketing Specialization – The Marketing program is designed for students who are preparing for full-time Career Opportunity in merchandising, retailing or related marketing occupations. The following occupational titles represent examples of possible Career Opportunity opportunities: Sales Representative, Buyer/Assistant Buyer, Manager/Manager Trainee, Department Manager, Real Estate/Insurance Sales, Small Business Management/Owner, and Other Related Marketing Occupations.

Length: A student can complete this program in 4 semesters.

Admission Requirements: In addition to the admission requirements established for the College, entry into this program requires completion of four units of high school English and one unit of high school mathematics. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background as well as your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Outcomes: DCC Marketing – Marketing Specialization graduates will demonstrate the ability to:
1. understand the role and practice of marketing within an organization, including theoretical and applied aspects of the marketing discipline;
2. demonstrate competency in presentation skills including organization, eye contact, volume, pacing, and visual aids (i.e., PowerPoint);
3. apply a wide variety of computer software skills to business communication media such as written reports and business plans using word processing software and business presentations using presentation software;
4. perform and interpret basic business math calculations (e.g., mark-ups, interest rates, ratios, etc.) and business accounting principles, basic financial reports and book keeping fundamentals;
5. create marketing strategies and plans that utilize elements of the marketing mix, product mix, and/or media mix;
6. analyze marketing problems and issues facing companies and organizations and conceptualize possible alternative solution action plans;
7. understand the basic concepts associated with business ethics and the importance of developing and adhering to a strong set of generally accepted ethical principles;
8. demonstrate basic principles of human relationship skills which can be used to successfully interrelate with customers, associates, employees, and superiors in a business setting;
9. understand basic economics, various economic systems, legal and regulatory requirements for business and industry and their impact on business; and
10. apply the strategic principles of selling to consumer buying behavior and marketing decisions as it relates to the marketing goals and objectives.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
AST 117	Keyboarding for computer usage	1	0	1	1
BUS 100	Introduction to Business	3	0	3	3
BUS 121	Business Mathematics I	3	0	3	3

Course	Title				
ENG 111	College Composition I	3	0	3	3
ITE 115	Introduction to Computer Applications				
	And Concepts	3	0	3	3
MKT 100	Principles in Marketing	3	0	3	3
SDV 100	College Success Skills	1	0	1	1
	Total	**17**	**0**	**17**	**17**

Second Semester

Course	Title				
BUS 111	Principles of Supervision	3	0	3	3
BUS 122	Business Mathematics II	3	0	3	3
MKT 110	Principles of Selling	3	0	3	3
BUS 236	Business Communications	3	0	3	3
ITE 215	Advanced Computer Applications and				
	Integration	4	0	4	4
	Total	**16**	**0**	**16**	**16**

Third Semester

Course	Title				
ACC 111	Accounting I	3	0	3	3
BIO/NAS or MTH	Science or Math Elective	3	0	3	3
ECO 120	Survey of Economics	3	0	3	3
HLT/PED	Elective	0	2	2	1
MKT 216	Retail Organization & management	3	0	3	3
MKT 228	Promotion	3	0	3	3
	Total	**15**	**2**	**17**	**16**

Fourth Semester

Course	Title				
ACC 110	Introduction to Computerized Accounting	2	0	2	2
BUS 149	Workplace Ethics	1	0	1	1
BUS 108	Business Etiquette	1	0	1	1
EEE	Humanities Elective	3	0	3	3
MKT 170	Customer Service	1	0	1	1
MKT 227	Merchandise Buying and Control	3	0	3	3
MKT 298	Seminar and Project	3	0	3	3
MKT 297	Cooperative Education	3	0	3	3
MKT 281	Principles of Internet Marketing	1	0	1	1
	Total	**17**	**0**	**17**	**17**

Total Minimum Credits for the Associate of Applied Science Degree in Marketing…………….66

Marketing-Warehousing and Distribution Specialization
Associate of Applied Science

Description: The program includes technical courses in marketing, related business courses and general education courses. Instruction will include both the theoretical concepts and practical applications needed for further success in marketing. You are urged to consult with the Counseling Office and a faculty advisor in planning your program and selecting electives. Upon satisfactory completion of the program, you will be awarded the Associate of Applied Science Degree (AAS) in Marketing with a Warehousing and Distribution 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 about the society, refer to http://www.abg.org.

Career Opportunity: The Marketing – Warehousing and Distribution Specialization program is designed for students who are preparing for full-time Career Opportunity in a career field involving the care and control of stock, dispatching goods and materials, and assembling bulk orders for distribution. Career options include Shipping, Receiving, Logistics/Traffic, Warehouse Manager/Manager Trainee, Department Manager, Purchasing, and Other Related Marketing Occupations.

Length: A student can complete this program in 4 semesters.

Admission Requirements: In addition to the admission requirements established for the College, entry into this program requires completion of four units of high school English and one unit of high school mathematics. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background as well as your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Outcomes: : DCC Marketing – Warehousing and Distribution
Specialization graduates will demonstrate the ability to:
1. understand the role and practice of marketing within an organization, including theoretical and applied aspects of the marketing discipline;
2. demonstrate competency in presentation skills including organization, eye contact, volume, pacing, and visual aids (i.e., PowerPoint);
3. apply a wide variety of computer software skills to business communication media such as written reports and business plans using word processing software and business presentations using presentation software;
4. perform and interpret basic business math calculations (i.e., mark-ups, interest rates, ratios, etc.) and business accounting principles, basic financial reports and book keeping fundamentals;
5. think logically and analytically in proposing plans and creating strategies that may be considered in complex warehousing and logistics issues facing organizations;
6. recognize and evaluate the components of a warehousing and logistics organization including layout, material handling, communications, shipping utilities, and building design;
7. understand the basic concepts associated with business ethics and the importance of developing and adhering to a strong set of generally accepted ethical principles;
8. demonstrate basic principles of human relationship skills which can be used to successfully interrelate with customers, associates, employees, and superiors in a business setting;
9. understand basic economics, various economic systems, legal and regulatory requirements for business and industry and their impact on business; and
10. understand 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.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
AST 117	Keyboarding for computer usage	1	0	1	1
BUS 100	Introduction to Business	3	0	3	3
BUS 121	Business Mathematics I	3	0	3	3
ENG 111	College Composition I	3	0	3	3
ITE 115	Introduction to Computer Applications And Concepts	3	0	3	3
MKT 100	Principles in Marketing	3	0	3	3
SDV 100	College Success Skills	1	0	1	1
	Total	17	0	17	17
Second Semester					
BUS 111	Principles of Supervision	3	0	3	3
BUS 122	Business Mathematics II	3	0	3	3
MKT 110	Principles of Selling	3	0	3	3
BUS 236	Business Communications	3	0	3	3
ITE 215	Advanced Computer Applications and Integration	4	0	4	4
	Total	16	0	16	16
Third Semester					
ACC 111	Accounting I	3	0	3	3
BIO/NAS or MTH	Science or Math Elective	3	0	3	3
ECO 120	Survey of Economics	3	0	3	3
HLT/PED	Elective	0	2	2	1
MKT 216	Retail Organization & management	3	0	3	3
BUS 223	Distribution and Transportation	3	0	3	3
	Total	15	2	17	16
Fourth Semester					
ACC 110	Introduction to Computerized Accounting	2	0	2	2
BUS 149	Workplace Ethics	1	0	1	1
BUS 108	Business Etiquette	1	0	1	1
BUS 255	Inventory & Warehouse Management	3	0	3	3
EEE	Humanities Elective	3	0	3	3
MKT 170	Customer Service	1	0	1	1
MKT 227	Merchandise Buying and Control	3	0	3	3
MKT 298	Seminar and Project	3	0	3	3
MKT 297	Cooperative Education	3	0	3	3
	Total	17	0	17	17

Total Minimum Credits for the Associate of Applied Science Degree in Marketing with a Warehousing and Distribution Specialization 66

Marketing-Electronic Commerce Specialization
Associate of Applied Science

Description: The program includes technical courses in marketing, information technology, business management, and general education courses. Instruction will include both theoretical concepts and practical applications needed for further success in marketing and e-commerce. You are urged to consult with the counseling office to plan your program. Since this program has several elective courses, you must work with your academic advisor in planning your program and selecting electives. Upon satisfactory completion of the program, you will be awarded the Associate of Applied Science Degree (AAS) in Marketing with an Electronic Commerce 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 about the society, refer to http://www.abg.org.

Career Opportunity – This degree program is a blend of business, marketing, and information technology courses. The Marketing – Electronic Commerce Specialization program is designed for students who are interested in Career Opportunity in the fields of Web design and Internet marketing in business-to-business (B2B) and business to-consumer (B2C) transactions. Graduates may choose careers in a variety of settings in careers such as Web Designer / Developer, Sales Representative, E-Business Account Manager, Management Trainee, Internet Service Provider, Department Manager, Web Sales Support Coordinator, Direct Marketer, Administrative Assistant, Internet Entrepreneur, Web Site Development and Maintenance Specialist, Production Supervisor, Internet Marketer/Search Engine Optimization,   Small Business Owner/Manager, Other Related E-Commerce Occupations, and Other Related Marketing Occupations Office Manager.

Length: A student can complete this program in 4 semesters.

Admission Requirements: In addition to the admission requirements established for the College, entry into this program requires completion of four units of high school English and one unit of high school mathematics. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background as well as your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Outcomes: DCC Marketing—Electronic Commerce Specialization graduates will demonstrate the ability to:
1. understand the role and practice of marketing within an organization, including theoretical and applied aspects of the marketing discipline;
2. utilize industry standard computer software products 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);
3. perform and interpret basic business math calculations (i.e., mark-ups, interest rates, ratios, etc.) and business accounting principles, basic financial reports and book keeping fundamentals;
4. understand the basic concepts associated with business ethics and the importance of developing and adhering to a strong set of generally accepted ethical principles, particularly the rapidly-developing area of Internet ethics;
5. demonstrate basic principles of human relationship skills which can be used to successfully interrelate with customers, associates, employees, and superiors in an electronic commerce setting;
6. understand basic economics, various economic systems, legal and regulatory requirements for business and industry and their impact on business;

7. create, develop, and update attractive, fully-functional web pages using HTML;
8. create, develop, and update attractive, fully-functional web pages using a variety of industry standard web editing software products (i.e., Microsoft Expression, Dreamweaver, etc.);

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
AST 117	Keyboarding for computer usage	1	0	1	1
BUS 100	Introduction to Business	3	0	3	3
BUS 121	Business Mathematics I	3	0	3	3
ENG 111	College Composition I	3	0	3	3
ITE 115	Introduction to Computer Applications And Concepts	3	0	3	3
MKT 100	Principles in Marketing	3	0	3	3
SDV 100	College Success Skills	1	0	1	1
	Total	17	0	17	17
Second Semester					
BUS 111	Principles of Supervision	3	0	3	3
ITD 110	Web Design I	3	0	3	3
ECO 120	Survey of Economics	3	0	3	3
EEE	E-Commerce Elective	3	0	3	3
HLT/PED	Elective	0	2	2	1
MKT 281	Principles of Internet Marketing	3	0	3	3
	Total	15	2	17	16
Third Semester					
ACC 111	Accounting I	3	0	3	3
BIO/NAS or MTH	Science or Math Elective	3	0	3	3
MKT 216	Retail Organization & management	3	0	3	3
EEE	E-Commerce Elective	3	0	3	3
EEE	E-Commerce Elective	3	0	3	3
MKT 228	Promotion	3	0	3	3
	Total	18	0	18	18
Fourth Semester					
BUS 149	Workplace Ethics	1	0	1	1
BUS 108	Business Etiquette	1	0	1	1
EEE	E-Commerce Elective	3	0	3	3
EEE	Humanities Elective	3	0	3	3
MKT 110	Principles of Selling	3	0	3	3
MKT 170	Customer Service	1	0	1	1
MKT 298	Seminar and Project	3	0	3	3
MKT 297	Cooperative Education	3	0	3	3
	Total	15	0	15	15

Total Minimum Credits for the Associate of Applied Science Degree in Marketing with an Electronic Commerce Specialization 66

E-Commerce Electives: With approval of their advisor, students will select from the following classes as long as the prerequisite course(s) have already been taken:
Number   Course Title   Prerequisite(s)

ENG 123	*Writing for the World Wide Web*	*ENG 111 or 115*
ITD 112	*Designing Web Page Graphics*	*ITD 110*
ITD 210	*Web Page Design II*	*ITD 110*
ITD 212	*Interactive Web Design*	*ITD 110*
ITE 130	*Intro to Internet Services*	*None*
ITE 150	*Desk Top Database Software*	*ITE 115*
ITE 182	*User Support / Help Desk Principles*	*ITE 115*
ITP 100	*Software Design*	*ITE 115*
ITP 140	*Client Side Scripting*	*ITP 100*
MKT 282	*Principles of E-Commerce*	*MKT 100*
ITP 120	*Java Programming*	*ITP 100*
ITP 100	*Software Design*	*ITE 115*
ITD 115	*Web Page Design and Site Management*	*None*
PHT 100	*Introduction to Photography*	*None*
PHT101	*Photography I*	*None*

Note: For additional possible E-commerce elective options, students must see their advisor.

Medical Coding
Career Studies Certificate

Description: The Medical Coding Career Studies Certificate is designed for students to obtain skills for entry into the medical coding field or advance current skills. Students take the classes in the evening as part-time students. Classes will be offered in the evening to accommodate students who are employed during the day.

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.

Medical Coding – The Medical Coding Career Studies Certificate is designed for persons who wish to pursue a career in medical coding. Upon completion of this certificate program, students will be able to pursue Career Opportunity in hospitals, doctors' offices, nursing facilities, and other health career facilities.

Length: A student can complete this program in 4 semesters as part-time status.

Admission Requirements: General College Admissions

Program Outcomes: Graduates of the Medical Coding Career Studies Certificate will demonstrate:
1. Knowledge of medical terminology necessary to perform satisfactorily in a medical office environment;
2. Proficiency in using industry standard health care coding software products and systems; and
3. Competence with industry standard software (word processing, spreadsheet, and database) used in a general office environment.

Completion Requirement: Students must earn a grade of "C" or better in all HIM classes in order to complete the program.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
BIO 100	Basic Human Biology	3	0	3	3
HLT 143	Medical Terminology	3	0	3	3
	Total	**6**	**0**	**6**	**6**
Second Semester					
HLT 144	Medical Terminology	3	0	3	3
ITE 116	Survey of Computer Software Applications	2	0	2	2
	Total	**5**	**0**	**5**	**5**
Third Semester					
AST 234	Records & Database Management	3	0	3	3
HIM 106	ICD-10-CM Coding I	2	0	2	2
HIM 226	Legal Aspects of Health Records Documents	2	0	2	2
	Total	**7**	**0**	**7**	**7**
Fourth Semester					
HIM 130	Health Care Information Systems	3	0	3	3
HIM 107	ICD-10-CM Coding II	3	0	3	3
HIM 105	CPT Coding	2	0	2	2
HIM 253	Health Records Coding	3	0	3	3
	Total	**11**	**0**	**11**	**11**

Total Minimum Credit Hours for the Medical Coding Career Studies Certificate………………..29

Medical Terminology
Career Studies Certificate

Description: The Medical Terminology Career Studies Certificate teaches the pronunciations, definitions, and spelling of medical terms and vocabulary used by medical professionals. This is a great option if you want to improve your medical vocabulary for job advancement.

Career Opportunity – The Career Studies Certificate in Medical Terminology is an Career Opportunity option for clerk-typists and stenographers planning to seek Career Opportunity as a medical records specialist in a medical facility, such as a hospital, medical clinic, or physician's office.

Length: A student can complete this program in 1 or 2 semesters part-time.

Admission Requirements: General College Admissions

Program Outcomes: Graduates of this program will:
1. Recognize and utilize roots, suffixes and prefixes to form medical terms.
2. Pronounce, define, and spell terms relating to body areas, directions related to medical records, laboratory, imaging and pharmacology.
3. Pronounce, define, and spell terms relating to disorders of the skin.
4. Pronounce, define, and spell terms relating to disorders of the blood and blood- forming organs.

5. Pronounce, define, and spell terms relating to oncology.
6   Pronounce, define, and spell terms relating to disorders of the immune system.
7. Pronounce, define, and spell terms relating to disorders of the endocrine system
8. Define, pronounce, and spell terms relating to disorders of the nervous system
9. Define and spell terms relating to disorders of the digestive system.
10. Define and spell terms relating to disorders of the respiratory system.
11. Define and spell disorders relating to the cardiovascular system
12. Pronounce terms relating to the urinary system
13. Pronounce terms relating to reproductive system
14. Pronounce terms relating to pregnancy, birth and the Post-partum period

	Lecture Hours	Lab Hours	Contact Hours	Course Credits
HLT 143 Medical Terminology I	3	0	3	3
HLT 144 Medical Terminology II	3	0	3	3
PSY 126 Psychology for Business and Industry	3	0	3	3
Total	**9**	**0**	**9**	**9**

Total Minimum Hours needed to obtain the Career Studies Certificate in Medical Terminology…………………9

**Office Information Processing
Certificate**

Description: The Office Information Processing program includes technical courses in related areas and general education courses. Instruction includes both the theoretical concepts and practical applications needed for success in information processing.

Career Opportunity – The Office Information Processing Certificate program is designed for persons who are seeking Career Opportunity in the information processing field. Possible Career Opportunity options include Bill and Account Collector; Billing; Cost or Rate Clerk; Cashier; Customer Service Representative – Utilities; Data Keyer (except Composing); Dispatcher – Police,; Fire or Ambulance; Computer Operator; Counter or Rental Clerk; File Clerk; Hotel, Motel, or Resort Desk Clerk; Human Resources Assistant (except Payroll and Timekeeping); Interviewing Clerk; Loan and Credit Clerk;   Mail Clerk or Mail Machine Operator; Messenger; Office Clerk – General; Order Clerk – Materials, Merchandise and Service; Payroll and Timekeeping Clerk; Receptionist or Information Clerk; Shipping, Receiving and Traffic Clerk; Switchboard Operator; Teller; and Word Processor or Typist.

Length: A student can complete this program in 3 semesters.

Admission Requirements: You may be admitted to this program by meeting the admission requirements established for the College. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Outcomes: Upon completion of the Office Information Processing program, the students will be able to:

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

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
AST 101	Keyboarding I	2	0	2	2
AST 103	Keyboarding I Lab	0	2	2	1
AST 243	Office Administration I	3	0	3	3
BUS 121	Business Mathematics I	3	0	3	3
ENG 134	Grammar for Writing & Speaking	3	0	3	3
ITE 116	Survey of Computer Applications	2	0	2	2
*SDV 100	College Success Skills	1	0	1	1
	Total	**14**	**2**	**16**	**15**
Second Semester					
AST 102	Keyboarding II	2	0	2	2
AST 104	Keyboarding II Lab	0	2	2	1
AST 234	Records & Database Mgt.	3	0	3	3
AST 244	Office Administration II	3	0	3	3
AST 253	Desktop Publishing w/InDesign	2	0	2	2
AST 255	Desktop Publishing Lab	0	2	2	1
ENG 135	Applied Grammar II	3	0	3	3
	Total	**13**	**4**	**17**	**15**
Third Semester					
ACC 105	Office Accounting	3	0	3	3
AST 238	Microsoft Word for Windows	2	0	2	2
AST 239	Microsoft Word for Windows Lab	0	2	2	1
ITE 140	Spreadsheet Software	3	0	3	3
SDV 106	Job Search Strategies	1	0	1	1

Total Minimum Credits for the Certificate in Office Information Processing 40

Project Management
Career Studies Certificate

Description: Project Management is a fast growing, emerging career field. The DCC Project Management CSC is comprised of five courses that expose the student to all aspects of the Project Management Institute (PMI) Process Groups of Project Initiating, Project Planning, Project Execution, Project Monitoring & Controlling, and Project Closing as outlined in the Project Management Body of Knowledge (PMBOK). CSC completers will also complete a significant project plan and engage in a comprehensive review that will enable them to sit for PMI's Certified Associate in Project

Management (CAPM) national industry certification exam. The Project Management classes are offered as online, open-entry/open-exit courses, which will allow students to progress through the program as quickly as the maters the course competencies.

Career Opportunity: Individuals completing this CSC will have gained the technical and managerial skills needed to work in a variety of organizations as a project manager or as a productive team member on project teams.

Length: A student can complete this program in 1-3 semesters. Courses are open-entry/open-exit, online courses that can be finished as rapidly as the student is able to master the course competencies; as such a dedicated student can complete the five-course CSC in a semester. However, most students will take two semesters and one summer session to complete the program (one calendar year).

Program Outcomes: Graduates of this program will be able to:
1. Manage people in a tam-based environment.
2. Plan, Execute, and Control projects in a wide variety of industry settings.
3. Manage projects according to the Project Management Institute (PMI) Project Management Body of Knowledge (PMBOK) processes and techniques.
4. Sit for the Certified Associate in Project Management (CAPM) exam.
5. Gain employment as a project manager or project team member.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
BUS 204	Project Management	3	0	3	3
ITE 170	Project Management (IT)	3	0	3	3
BUS 206	Advanced Project Management	4	0	4	4
BUS 295	Topics in… CAPM Exam Preparation	3	0	3	3
BUS 298	Seminar & Project	3	0	3	3
	Total	**16**	**0**	**16**	**16**

Total Minimum Credits for the Certificate in Project Management 40

The Advanced Manufacturing programs prepare students for careers involving the use of innovative technology and processes to improve upon and produce new products.

CNC Flow Cell Machining
Career Studies Certificate

Description: The Integrated Machining Technology Program will train students to enter the workforce at high level machinist positions and entry level management. Students will be exposed to advanced level CNC training, advanced CAD/CAM instruction, advanced inspection training, in addition to career and personal development coursework. Students will also gain experience in the fields of dimensional metrology and advanced tooling applications.

Career Opportunity: CNC Flow Cell Machining students will be prepared to enter the workforce as Machining Specialists, Engineering Technicians, Dimensional Metrology Inspectors, and CNC Programmers.

Length: A student can complete this program in 2 semesters.

Program Integration: Students in the Integrated Machining Technology Program will simultaneously also complete the CNC Flow Cell Machining CSC.

Admission Requirements:
1. All students must have a high school diploma or GED
2. All students must have complete MAC 223 or equivalent with a "C" or higher
3. All students must complete MAC 127 or equivalent with a "C" or higher
All students must have completed a two year precision machining program or have equivalent work experience. This will be evaluated on a case by case basis by the instructors.

Program Outcomes: Concepts and technical skills will be evaluated through a live production run in the above-described machining flow cell at the conclusion of the program. In the CNC Flow Cell Machining CSC, students will develop the necessary skills to

1. Act as high performance team members and cultivate the knowledge required of mid-level machinists or entry-level managers.

2. Apply the concepts of Lean and Six Sigma.

3. Gain an understanding of basic economic principles as they apply to industry and the impact of those principles specifically to manufacturing.

4. Work with a wide range of high performance machine tools including, but not limited to, 5-axis mills, 3-axis lathes, computer numerical control (CNC) inner diameter and outer diameter surface grinders, and electrical discharge machining.

5. Learn the ancillary processes associated with machining in a high precision environment.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
MAC 256	Topics in Machining Flow Cell Set-up, First Article Inspection and Process Validation	1	6	7	3
IND 123	Intro. To Lean and Six Sigma	1	0	1	1

Course	Lec Hours	Lab Hours	Contact Hours	Credit Hours
IND 138 Industrial Leadership and Career Development	1	0	1	1
MAC 108 CNC Grinding	1	3	4	2
MAC 130 CNC EDM Machining	1	3	4	2
MAC 253 Advanced CMM Programming	1	2	3	2
MAC 251 CAM Modeling and Simulation	1	6	7	3
MAC 256 Machine Tool Set-up, Programming and Operation	1	6	7	3
MAC 224 Advanced Tooling Applications	1	6	7	3
MAC 258 Tool Inspection, Validation, and Presetting	1	3	4	2
MAC 254 Flow Cell IT Integration	1	3	4	2
BUS 134 Manufacturing Economics	1	0	1	1
MAC 257 Capstone: Precision Machining Flow Cell	1	6	7	4
Total	13	44	57	**29**

Dimensional Inspection
Career Studies Certificate

Description: This program is designed to cover all of the necessary topics to become dimensional inspector in a precision environment. Topics of study include coordinate measuring machines operation and programming, geometrical dimensioning and tolerancing, and blueprint reading.

Career Opportunity – Dimensional Inspection students will be prepared for careers in the area of precision dimensional inspection.

Length: A student can complete this program in 2 semesters.

Program Integration: Students may enroll in Dimensional Inspection with or without a Precision Machining degree.

Admission Requirements: General College admissions guidelines.

Program Outcomes: Dimensional Inspection students will be able to

1. Find Career Opportunity in a precision inspection environment
2. Accurately inspect precision components based on geometrical dimensioning and tolerancing principles
3. Operate and program coordinate measuring machines
4. Accurately and consistently conduct precision bench inspections

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
SAF 130	Industrial Safety	1	0	1	1
MTH 103	Applied Technical Math I	3	0	3	3
DRF 160	Machine Blueprint Reading	3	0	3	3
MAC 209	Standards, Measurements and Calculations	3	0	3	3
MAC 195	Topics in Dimensional Inspection I	1	6	7	3
MAC 195	Topics in Introduction to Geometrical Dimensioning and Tolerancing	3	0	3	3
MAC 134	Coordinate Measuring Machine				

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
	Operation and Programming	1	3	4	3
MAC 295	Topics in Dimensional Inspection II	1	6	7	3
MAC 146	Metals and Heat Treatment	1	3	4	2
CST 100	Principles of Public Speaking	3	0	3	3
MAC 295	Topics in Coordinate Measuring Machine Operation and Programming II	1	3	4	2
	Total Minimum Credits				28

Factory Automation and Robotics
Career Studies Certificate

Description: The Factory Automation and Robotics Career Studies Certificate is designed for persons who are seeking Career Opportunity in an automated production environment. Persons that would benefit from this program include, but are not limited to those who are seeking initial Career Opportunity, those currently employed seeking advancement, those wanting to improve or update their skill set and those seeking a career change. The curriculum provides an understanding of the common elements that comprise a modern automated production system.

Career Opportunity - Factory Automation and Robotics students will be prepared for careers in the field as a factory equipment operator or technician.

Length: A student can complete this program in 2 semesters.

Admission Requirements: In addition to the admission requirements of the College, entry into this program requires a basic level of computer proficiency and one unit of college preparatory high school Algebra.

Program Outcomes: Graduates of the Factory Automation and Robotics Career Studies Certificate will:
1. Demonstrate how modern manufacturers use people, technologies and materials to make highly engineered products at a competitive cost.
2. Demonstrate the ability to communicate technical concepts and ideas effectively.
3. Demonstrate knowledge of basic automation and robotics used by manufacturers in the production of products.
4. Demonstrate the operation or maintenance of at least one type of automated production equipment or component.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
IND 195	Introduction to Automation & Robotics	2	0	2	2
ETR 115	DC and AC Fundamentals	3	0	3	3
MEC 161	Basic Fluid Mechanics	1	3	4	3
INS 121	Intro. to Measurement & Control	2	2	4	3
ELE 143	Programmable Controllers I	3	0	3	3
ETR 286	Principles and Applications of Robotics	1	2	3	2
IND 199	Supervised Study	2	0	2	2

| | Total | 14 | 7 | 21 | 18 |

Integrated Machining Technology

Associate of Applied Science

Description: The Integrated Machining Technology Program will train students to enter the workforce at high level machinist positions and entry level management. Students will be exposed to advanced level CNC training, advanced CAD/CAM instruction, advanced inspection training, in addition to career and personal development coursework. Students will also gain experience in the fields of dimensional metrology and advanced tooling applications.

Career Opportunity - The Integrated Machining Technology Program will train students to enter the workforce at high level machinist positions and entry level management.

Length: A student can complete this program in 2 to 3 years.

Program Integration: (1) 25% of the courses are shared in Precision Machining and Integrated Machining Technology programs. (2) Students in the Integrated Machining Technology Program will simultaneously also complete the CNC Flow Cell Machining CSC.

1. **Admission Requirements:** All students must have a high school diploma or GED
2. All students must have complete MAC 223 or equivalent with a "C" or higher
3. All students must complete MAC 127 or equivalent with a "C" or higher
4. All students must have completed a two year precision machining program or have equivalent work experience. This will be evaluated on a case by case basis by the instructors.

Program Outcomes: Through project-based learning, graduates of the Integrated Machining A.A.S. will be able to:

1. Students will develop the necessary skills to act as high performance team members and cultivate the knowledge required of mid-level machinists or entry-level managers.

2. The concepts of Lean and Six Sigma are applied liberally throughout the curriculum.

3. Students will also gain an understanding of basic economic principles as they apply to industry and the impact of those principles specifically to manufacturing.

4. Students will be exposed to a wide range of high performance machine tools including, but not limited to, 5-axis mills, 3-axis lathes, computer numerical control (CNC) inner diameter and outer diameter surface grinders, and electrical discharge machining.

5. Students will also learn the ancillary processes associated with machining in a high precision environment. These concepts and technical skills will be evaluated through a live production run in the above-described machining flow cell at the conclusion of the program.

Course Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
GENERAL EDUCATION				
ENG 111 College Composition I	3	0	3	3
HUM 165 Controversial Issues	3	0	3	3
ECO 120 Survey of Economics	3	0	3	3
MTH 103 Applied Technical Mathematics	3	0	3	3
HLT 106 First Aid and Safety	2	0	2	2
SDV 100 College Success Skills	1	0	1	1
TECHNICAL FOUNDATION				
CAD 120 Introduction to Graphic Representation	2	3	5	3
ITE 116 Survey of Computer Software Applications	2	0	2	2
MAC 128 CNC Programming	2	0	2	2
MAC 150 Introduction To Computer- Aided Manufacturing	2	2	4	3
ENG 131 Technical Report Writing I	3	0	3	3
MAC 134 CMM Operation and Programming	1	2	3	2
MAC 255 Introduction to Supply Chain Strategies for Industry	1	6	7	3
IND 123 Introduction To Lean and Six Sigma	1	0	1	1
IND 138 Industrial Leadership, Career Development	1	0	1	1
CONTENT SKILLS AND KNOWLEDGE				
MAC 108 CNC Grinding	1	3	4	2
MAC 130 CNC EDM Machining	1	2	3	2
MAC 253 Advanced CMM Operation and Programming	1	6	7	3
MAC 251 Advanced CAM Modeling and Simulation	2	3	5	3
MAC 256 Multi axis Machine Tool Set-up, Programming and Operation	1	6	7	3
MAC 224 Advanced Tooling Applications	2	3	5	3
MAC 258 Tool Inspection, Validation, and Presetting	1	3	4	2
MAC 254 Flow Cell IT Integration	1	3	4	2
BUS 134 Manufacturing Economics	1	0	1	1
MAC 257 Topics in Capstone: Precision Machining Flow Cell	1	9	10	4
INTERNSHIP				6
Total	42	52	94	65

Logistics Management
Career Studies Certificate

Description: Logistics is a rapidly-growing field encompassing the care and management of inventory while at rest and in motion. The DCC Online Logistics Management Career Studies

Certificate is primarily designed to provide formal training for individuals already employed in careers associated with the following logistics-related jobs: inventory management, care and control; dispatching and shipping of goods and materials; and assembling bulk orders for distribution. Upon completion of the Logistics Management Career Studies Certificate, individuals will have been exposed to the skills necessary for career advancement. This program is also suitable for students interested in obtaining an entry-level position in warehousing and distribution.

Students will be exposed to the following: 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. All five required courses are conveniently available online through DCC.

Career Opportunity - Logistics Management students will be prepared for careers in shipping, receiving, dispatching, inventory control manager, warehouse manager, warehouse department manager, area manager, and manager trainee.

Length: A student can complete this on-line program in 2 semesters on a part-time basis.

Program Integration: The courses in the Logistics Management Career Studies Certificate will transfer to the Associate of Applied Science Degree.

Admission Requirements: General College admissions guidelines. All students must have a high school diploma or GED. As an online program, it is expected that applicants will be proficient with World Wide Web navigation, e-mail, Microsoft Word, and Microsoft Excel.

Program Outcomes:
Logistics Management Career Studies Certificate graduates will demonstrate the ability to:
1. Understand the role and practice of logistics within an organization, including theoretical and applied aspects of the warehousing/distribution discipline;
2. Apply a wide variety of computer software skills to business communication media including written reports and operational plans using word processing software and business presentations using presentation software;
3. Perform and interpret basic business math calculations (e.g., mark-ups, interest rates, ratios, etc.) and business accounting principles, basic financial reports and bookkeeping fundamentals;
4. Think logically and analytically in proposing plans and creating strategies that may be considered in complex warehousing and logistics issues facing organizations;
5. Recognize and evaluate the components of a warehousing and logistics organization including layout, material handling, communications, shipping utilities, and building design;
6. Demonstrate basic principles of human relationship skills which can be used to successfully interrelate with customers, associates, employees, and superiors in a business setting while adhering to a strong set of generally-accepted ethical principles; and
7. Understand 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.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
BUS 223	Distribution & Transportation	3	0	3	3
MKT 216	Retail Organization & Management	3	0	3	3
BUS 111	Principles of Supervision	3	0	3	3
BUS 255	Inventory & Warehouse Management	3	0	3	3
Elective	Marketing or Business Elective	3	0	3	3
					Total
		15	0	15	15

Manufacturing Technician Career Studies Certificate

Description: The Manufacturing Technician Career Studies
Certificate is designed to prepare participants to gain Career Opportunity in various manufacturing jobs requiring advanced technical and operator skills as well as knowledge of advanced manufacturing practices.

Career Opportunity – Students in the Manufacturing Technician Career Studies
Certificate will be prepared to gain Career Opportunity in various manufacturing jobs requiring advanced technical and operator skills as well as knowledge of advanced manufacturing practices.

Length: A student can complete this program in 2 semesters.

Admission Requirements: General College Admissions guidelines**.** This program is offered to a cohort of students entering at the same time.

Program Outcomes: Graduates of the Manufacturing Technician Career Studies Certificate
program will:

1. Demonstrate how modern manufacturers use people, technologies and materials to make highly engineered products at a competitive cost.
2. Demonstrate the ability to communicate manufacturing concepts and ideas effectively.
3. Demonstrate knowledge of basic automation and how technology is used by manufacturers in a modern day factory.
4. Demonstrate use of Lean Manufacturing in a manufacturing environment.
5. Apply skills learned in social, business and work ethics required by modern manufacturing.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
BUS 149	Workplace Ethics	1	0	1	1
IND 137	Team Concepts & Problem Solving	3	0	3	3
IND 195	Applications in Factory Automation	2	0	2	2
IND 181	World Class Manufacturing	3	0	3	3
ITE 116	Survey of Computer Software Applications	2	0	2	2
AST 55	Certification Preparation	1	0	1	1
SAF 130	Industrial Safety – OSHA 10	1	0	1	1
ELE 147	Electrical Power & Control Systems	2	2	4	3
ETR 115	DC & AC Circuits	3	0	3	3
MEC 154	Mechanical Maintenance I	2	1	3	3

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
MEC 266	Applications of Fluid Mechanics	3	0	3	3
MTH 103	Technical Math	3	0	3	3
	Total	**26**	**3**	**29**	**28**

Precision Machining
Diploma

Description: The Precision Machining Technology program provides training in basic machine shop operations, materials, and manufacturing processes. You will receive theoretical and practical experiences in the care and use of tools, care and use of machines, working to proper tolerances, technical drafting, computer numerical control programming, CAD-CAM training, metallurgy, tool making, jig and fixture design, precision measurements, and the development of leadership qualities. The program contains general education courses to assist you in social and business communications and to prepare you to be a leader and team player in high-tech manufacturing industries.

Career Opportunity - The Precision Machining Technology program is designed to train persons for Career Opportunity in the many occupations available in industrial manufacturing shops including Machine Tool Operator, Machinist, Mold Maker, Shop Manager, and Tool and Die Maker.

Length: A student can complete this program in 2 years.

Program Integration: 25% of the courses are shared in Precision Machining and Integrated Machining Technology programs.

Admission Requirements: General College Admissions guidelines.

Program Outcomes: All Precision Machining Technology Program completers will:
1. Demonstrate competency in their ability to operate machine shop equipment: lathes, mills, grinders, and drills
2. Demonstrate competency in their ability to read and interpret blueprints per industry standards
3. Successfully demonstrate their ability to process and plan a piece part through the lab until completion
4. Demonstrate competency in CNC machine tool operation and programming
5. Demonstrate competency in CAM design and manufacturing

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
DRF 160	Mac. Blueprint Reading	3	0	3	3
ENG 131	Technical Report Writing I	3	0	3	3
MAC 101	Machine Shop I	5	9	14	8
MTH 103	Basic Tech. Math I	3	0	3	3
SDV 100	College Success Skills	1	0	1	1
	Total	**15**	**9**	**24**	**18**
Second Semester					
CAD 120	Intro. to Graphic Rep.	2	3	5	3
MAC 102	Machine Shop II	4	9	13	7
MAC 121	Numerical Control I	1	2	3	2
MTH 104	Basic Tech. Math. II	3	0	3	3
ITE 116	Survey of Computer Software Appl.	2	0	2	2

SAF 130 Industrial Safety - OSHA	1	0	1	1
Total	13	14	27	18

Third Semester/Summer Term

MAC 221 Adv. Machine Tool Operations I	4	9	13	7
MAC 127 Adv. CNC Program	3	0	3	3
Total	7	9	16	10

Fourth Semester

ECO 120 Survey of Economics	3	0	3	3
MAC 209 Standards, Measurements & Calculations	3	0	3	3
MAC 122 Numerical Control II	1	2	3	2
MAC 222 Adv. Machine Tool Operations II	4	9	13	7
MAC 123 Numerical Control III	1	2	3	2
Total	12	13	285	17

Fifth Semester

MAC 128 CNC Programming	2	0	2	2
MAC 134 CMM Operation and Programming	1	2	3	2
MAC 150 Intro. to Computer-Aided Manufacturing	2	3	5	3
MAC 223 Adv. Machine Tool Operations III	4	9	13	7
CST 100 Prin. of Public Speaking or Approved Substitute	3	0	3	3
Total	12	14	26	17

Total credits for the Diploma in Precision Machining……………………………… 80

Arts, Humanities, and General Education

The Arts, Humanities, and General Education programs prepare students who are well-rounded with an understanding of the arts and social issues. These curricula focus on communication, interpersonal, analytical and problem-solving skills. Career Opportunity may be found in education, business, sales, journalism, writing or media, and the arts.

Arts, Humanities, and General Education Programs of Study

American Sign Language Career Studies Certificate

Description: The American Sign Language (ASL) Career Studies Certificate program is designed to train members of the community to communicate proficiently in ASL as well as enable them to develop an understanding of Deaf Culture.

Career Opportunity – The ASL Career Studies Certificate Program prepares students, parents, educators, social workers, etc. to serve people who are Deaf or Hard of Hearing in the workforce. The program will also assist in making the work environment "Deaf friendly" and accommodating to those who are Deaf or Hard of Hearing.

Length: Students can complete this program in 1 to 3 semesters.

Admission Requirements: General requirements for admission to the college.

Program Outcomes: Students completing the American Sign Language Career Studies Certificate should be able to:
1.   Demonstrate basic ASL conversational skills in communicating with people who are Deaf
2.   Demonstrate critical thinking and appropriate responses based on exposure and knowledge from the Deaf community
3.   Demonstrate the knowledge and skills to accommodate people who are Deaf in an accessible work, school or office by contacting and providing interpreting services and technology.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
SDV 100	College Success Skills	1	0	1	1
ASL 101	American Sign Language I	3	0	3	3
ASL 102	American Sign Language II	3	0	3	3
ASL 201	American Sign Language III	3	0	3	3
ASL 202	American Sign Language IV	3	0	3	3
ASL 125	History of U.S. Deaf Community	3	0	3	3
ASL 115	Fingerspelling and Number Use in ASL	2	0	2	2
	Total	18	0	18	18

Business Management – Graphic Imaging Management Specialization -
Associate of Applied Science

Description: The Graphic Imaging Management Specialization is similar to other curriculums in business; however, the program provides opportunity for you to pursue a specialization in printing technology. Instruction will include both the theoretical concepts and practical applications needed for success in the printing management/marketing field. You are urged to consult with your faculty advisor in planning your program and selecting electives.

Admission Requirements: In addition to the admission requirements established for the College, entry into the Graphic Imaging Management Specialization requires completion of four units of high school English, one unit of keyboarding, one unit of high school mathematics, and one unit of vocational printing/graphics. Students with deficiencies in academic preparation may correct weaknesses in the College's Developmental Studies program or through fundamental printing courses offered by the Graphic Imaging Department.

Career Opportunity - The Business Management – Graphic Imaging Management Specialization is designed for persons who seek Career Opportunity in graphic imaging management or sales and marketing positions. Graduates may choose careers as Owner – Manager or graphic imaging departments or in sales and marketing of graphic imaging services and products.

Length: A full-time student may complete this program in 5 semesters.

Program Outcomes: DCC Business Management – Graphic Imaging Management Specialization graduates will demonstrate the ability to:

1. utilize industry standard computer software products 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);
2. perform and interpret basic business math, accounting, and business statistical calculations;
3. understand the basic concepts associated with business ethics and the importance of developing and adhering to a strong set of generally accepted ethical principles;
4. demonstrate basic principles of human relationship skills which can be used to successfully interrelate with customers, associates, employees, and superiors in a business setting;
5. understand how the principles of basic economics (i.e., supply and demand, the American free enterprise system, etc.) apply to successful business management practices;
6. understand basic legal and regulatory requirements for business and industry;
7. evaluate marketing strategies for successful products and services;
8. understand the basics of electronic publishing;
9. discuss the concepts of color separation and lithographic chemistry; and
10. perform basic graphic imaging industry production planning and estimating tasks.

Course		Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester						
AST	117	Keyboarding for Computer Usage	1	0	1	1
BUS	100	Introduction to Business	3	0	3	3
BUS	121	Business Mathematics I	3	0	3	3
ITE	115	Introduction to Computer Applications and Concepts	3	0	3	3
ENG	111	College Composition I	3	0	3	3
MKT	100	Principles of Marketing	3	0	3	3
SDV	100	College Success Skills	1	0	1	1
		Total	17	0	17	17
Second Semester						

BUS	111	Principles of Supervision	3	0	3	3
ECO	120	Survey of Economics	3	0	3	3
ENG	115	Technical Writing	3	0	3	3
ART	180	Introduction to Computer Graphics	2	2	4	3
ART	283	Computer Graphics	2	2	4	3
		Total	13	4	17	15

Third Semester

PNT	260	Color Separation	2	3	5	3
		Total	2	3	5	3

Fourth Semester

ACC	111	Accounting I	3	0	3	3
BUS	240	Business Law	3	0	3	3
HLT/PED		Health/Physical Education	0	2	2	1
ITE	215	Advanced Computer Applications and Integration	4	0	4	4
HUM		Humanities Elective	3	0	3	3
		Total	13	2	15	14

Fifth Semester

ACC	110	Introduction to Computerized Accounting - Peachtree	2	0	2	2
BIO/NAS or MTH		Math or Science Elective	3	0	3	3
BUS	298	Seminar and Project	3	0	3	3
PNT	231	Lithographic Chemistry	2	0	2	2
PNT	245	Production Planning & Estimating	3	3	6	4
BUS	149	Workplace Ethics	1	0	1	1
MKT	170	Customer Service	1	0	1	1
BUS	108	Business Etiquette	1	0	1	1
		Total	16	3	19	17

Total Minimum Credits for the Associate of Applied Science Degree in Business Management (Graphic Imaging Management Specialization) 66

Commercial Art Career Studies Certificate

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

Career Opportunity – The Career Studies Certificate in Commercial Art is designed to prepare individuals for Career Opportunity as graphic artists and/or designers in advertising agencies, sign shops, or in the printing industry.

Length: Students can complete this program in 1 to 3 semesters.

Admission Requirements: General requirements for admission to the college.

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

1. Basic drawing skills;
2. Application of design techniques for commercial purposes;
3. Use of airbrush in commercial art applications;
4. Paste up skills related to camera-ready printed materials;
5. Silkscreen stencil techniques with emphasis on design; and 6. Desktop publishing techniques including Photoshop and InDesign.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
PNT 110	Survey of Repo. Processes	3	2	5	3
ART 121	Drawing Techniques I	2	2	4	3
ART 180	Intro. to Computer Graphics	2	3	5	3
ART 283	Computer Graphics	3	3	6	4
ART 142	Printing Applications	2	4	6	3
	Total	12	14	26	17

Digital Art and Design
Career Studies Certificate

Description: The Digital Art and Design Career Studies Certificate is a response to the nonconventional short-term program of study needs of many students within our region. These specialized program options represent a variety of career and academic interest areas and are intended to represent the minimum amount of college coursework considered representative of their fields of study. Each program option is designed as a distinct "mini-curriculum" to meet minimum vocational skills.

Career Opportunity – The five-course, 17-credit Digital Art & Design Career Studies Certificate is intended to provide a solid foundation of skills for entry level work in graphic and interactive design, multimedia, and video production.

Length: Students can complete this program in 1 to 3 semesters.

Admission Requirements: General requirements for admission to the college.

Program Outcomes: Upon successful completion of this program, students will:
1. 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.
2. Demonstrate an understanding through class projects, of digital photo manipulation as pertaining to photography and graphic design.
3. Demonstrate how different uses of typography can affect the intended audience of a graphic design project.
4. Demonstrate an understanding of vector image creation to complete assigned projects.
5. Demonstrate an understanding of the digital video process including storyboarding, digital video capture, and linear digital video editing.
6. Demonstrate an understanding of basic web principles including proper image sizing, what content management systems are, and the basic use of FTP software.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
HUM 246	Creative Thinking	3	0	3	3

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
ART 130	Introduction to Multimedia	2	4	6	4
ART 116	Design for the Web I	3	0	3	3
ART 180	Introduction to Computer Graphics	2	3	5	3
ART 208	Video Techniques	2	4	6	4
	Total	12	11	23	17

Digital Imaging and Photography
Career Studies Certificate

Description: In the Digital Imaging and Photography classes, students learn the secrets of taking better pictures, as well as how to edit, enhance, and print them. You will also learn how to publish your photos on the web.

Career Opportunity – The Digital Imaging and Photography Career Studies Certificate will enable you to improve your skills or prepare for a career as a professional photographer. In these classes, you will learn the secrets of taking better pictures, as well as how to edit, enhance, and print them. You will also learn how to publish your photos on the web.

Length: Students can complete this program in 1 to 3 semesters.

Admission Requirements: General requirements for admission to the college.

Program Outcomes: Upon successful completion of this program, students will produce a portfolio of their digital photography that will demonstrate:
1. An understanding of the impact using different types of cameras, flash, and studio lighting and equipment.
2. A technical understanding of basic camera functions aperture, shutter speed, ISO sensitivity, and focus.
3. Concepts of composition including the rule of thirds, vanishing point, lines perspective and more.
4. The ability to edit photos using basic digital photo editing tools, to create black and white, to crop, straighten, color adjust, burn and dodge, and much more.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
PHT 100	Intro.to Photography	2	2	5	3
PHT 101	Photography I	1	4	5	3
ART 283	Computer Graphics I	2	3	5	3
ITD 110	Web Design	3	0	3	3
ART 180	Introduction to Computer Graphics or Approved Elective	3	0	3	3
	Total	11	9	20	15

First Year Studies Certificate

Description: This program consists of a minimum of 30 credit hours of instruction distributed into general education and elective course areas. In the general education area, students must take college composition, a 100-level or above math course, one social science course, one natural science course, and one humanities or arts course. Students are then allowed to select 12 credit hours of coursework which

prepares them directly for the program to which they would like to transfer. Students are also required to take a computer elective and the college's orientation course. All courses should be selected in consultation with an academic advisor in the Arts and Science Division who will have recommended sequences of coursework for various medical and dental programs. Completion of the appropriate sequence of courses for particular programs may benefit students by decreasing their course load on a semester by-semester basis in their projected programs as well as prepare them for the specialized coursework in many fields of study.

Career Opportunity – The First Year Studies Certificate program is designed for students who desire or need to complete one year of academic studies in preparation for admission to medical, dental or other fields requiring a firm foundation in college-level, academic courses. Students who wish to pursue associate degrees, advanced certificates, or bachelor's degrees in nursing, dental hygiene, medical laboratory technology, radiography and related fields may enroll in this certificate program to complete academic coursework typically required by programs in these areas. Course selection in consultation with an academic adviser is required to ensure that students complete courses required in their projected program of study.

Length: A full-time student can complete this certificate in 2 semesters.

Admission Requirements: General requirements for admission to the college.

Program Outcomes: The Danville Community College First Year Studies
Certificate is designed to prepare students for entry into a variety of health care programs by taking the necessary prerequisites for those programs. To this end, graduates of this certificate will demonstrate:
1. The ability to communicate effectively by means of listening, speaking, reading and writing
2. An understanding of ethics, cultures and society
3. An understanding of and competence in research methods and scientific inquiry
4. Excellent information literacy skills
5. Critical thinking skills in various fields

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
SDV 100	College Success Skills	1	0	1	1
ENG 111	College Composition	3	0	3	3
MTH	Math course at 100-level or above	3	0	3	3
	Approved Computer Elective	2-3	0	2-3	2-3
Elective		3	0	3	3
Elective		3	0	3	3
	Total	15-16	0	15-16	15-16
Second Semester					
College-level Natural Science		3	0-3	3-6	3-4
College-level Social Science		3	0	3	3
College-level Humanities or Arts		3	0	3	3
Elective		3	0	3	3
Elective		3	0	3	3
	Total	15	0-3	15-18	15-16

Total Minimum Credits for the Certificate in First Year Studies………………………………..30

General Education Certificate

Description: The General Education Certificate consists of a minimum of 33 credit hours of instruction distributed into general education and elective course areas. Only courses which are transfer level college courses may be counted in this degree. This curriculum is roughly equivalent to the first year of study in a DCC transfer degree and it may be tailored to meet the requirements of most transfer degree programs at four-year institutions.

General Education – The Certificate in General Education is designed for students who are preparing to transfer to a four-year institution after one year of study at DCC. The program may also be attractive to students who intend to transition into one of DCC's transfer degrees. Course selection should be made in consultation with an academic advisor to ensure that students complete courses required by their transfer institution.

Length: A full-time student can complete this certificate in 2 semesters.

Admission Requirements: General requirements for admission to the college transfer programs and courses include a high school diploma, GED, or High School Equivalency Certificate and satisfactory placement test scores on the entrance exam.

Program Outcomes: The General Education certificate is designed for those students who intend to transfer to a four-year school after one year and is designed to give a solid basis in a variety of general education courses. To this end, graduates will demonstrate:

1. The ability to communicate effectively by means of writing, speaking, listening and reading;

2. Proficiency in conducting experiments and recording and interpreting data;

3. An awareness and understanding of ethics, cultures and society;

4. The critical thinking skills of synthesizing and analyzing complex ideas; and

5. An awareness of the role of the arts and humanities in society.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
SDV 100 College	Student Success	1	0	1	1
ENG 111 College	Composition I	3	0	3	3
MTH	MTH 151 or higher	3	0	3	3
EEE	MTH, HUM, or Fine Arts Elective	3	0	3	3
Science	Transfer level science	3	3	6	4
Social Science	Social Science Elective	3	0	3	3
	Total	**16**	**3**	**19**	**17**
Second Semester					
ENG 112 College	Composition II	3	0	3	3
HIS	History elective	3	0	3	3
Social Science	Social Science Elective	3	0	3	3
EEE	MTH, HUM, or Fine Arts Elective	3	0	3	3
Science	Transfer level science	3	3	6	4
	Total	**15**	**3**	**18**	**16**

Total Minimum Credits for the Certificate in General Education……………………33

History Elective Choices: HIS 101, HIS 121, HIS 102, HIS 122, or HIS 112
Social Science Electives: PSY 200, PSY 201, SOC 201, PLS 211, PLS 212, ECO 201, or ECO 202

Graphic Communications
Career Studies Certificate

Description: 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.

Career Opportunity – The Career Studies Certificate in Graphic Communications is designed to prepare individuals for various entry-level positions or to upgrade existing skills to meet technology trends in the printing industry.

Length: Students can complete this program in 1 to 3 semesters.

Admission Requirements: General requirements for admission to the college.

Program Outcomes: Students complete the program will develop competencies in the following areas:
1.   Mathematical concepts for practical application
2.   Basic understanding of various printing processes
3.   Desktop publishing techniques including Photoshop and InDesign.
4.   Understanding of safety and health issues and of the OSHA Hazard Communication Standard
     5.   Understanding of the current trends in technology in the field.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
PNT 110	Survey of Reproduction Processes	3	2	5	3
PNT 211	Electronic Publishing I	2	2	4	3
PNT 135	Print Imaging	1	3	4	2
PNT 221	Layout and Design I	2	3	5	3
PNT 298	Safety and Health Issues	2	0	2	2
ART 180	Introduction to Computer Graphics	2	3	5	3
	Total	12	13	25	16

Graphic Imaging Technology (Printing)
Diploma

Description: The Graphic Imaging Technology program provides both the practical experience and technical knowledge required for a career in the many phases of graphics. Laboratory experiences give you the skills and understanding of the complexities of the graphic imaging trades. The curriculum

includes basic courses in general education to assist you in social and business communications and to prepare you to meet the obligations of a citizen in the American democratic society.

Career Opportunity: The Graphic Imaging Technology program is designed to prepare you for full-time Career Opportunity in occupations related to the Graphics Industry. The following occupational titles represent examples of possible Career Opportunity opportunities: Graphic Designer, Computer Design Artist, Digital Photographer, Color Technician, Estimator, Electronic Pre-Press Technician, Press Operator, Bindery & Finishing Worker, Manager, Salesperson.

Length: Students can complete this program in 5 semesters.

Admission Requirements: Entry into this curriculum may be attained by meeting the general admission requirements established for the College. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Outcomes: In addition to the General Education Objectives of
Danville Community College, a graduate of the Graphic Imaging program will be able to:
1. Demonstrate an understanding of the fundamentals of reproduction processes.
2. Demonstrate technical and skill competencies in the area of lithography to complete laboratory projects.
3. Use graphic design software to complete laboratory project.
4. Demonstrate technical and skill competencies in color separation procedures.
5. Discuss the aspects of lithographic chemistry as it relates to the printing industry.
6. Demonstrate an understanding of production planning and estimating as it relates to the printing industry.
7. Demonstrate technical and skill competencies in the finishing and bindery operations of printed pieces.
8. Utilize mathematical skills necessary for effective performance in the printing industry.

Course		Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester						
ART	180	Intro. to Computer Graphics	2	3	5	3
PNT	110	Survey of Reproduction Processes	2	3	5	3
PNT	130	Applied Math for the Graphics Industry	2	2	4	3
PNT	131	Principles of Lithography I	3	3	6	4
PNT	135	Print Imaging	1	3	4	2
PNT	298	Health & Safety	2	0	2	2
SDV	100	College Success Skills	1	0	1	1
		Total	**13**	**14**	**27**	**18**
Second Semester						
ENG	131	Technical Writing	3	0	3	3
ART	283	Computer Graphics	3	3	6	4
PNT	141	Printing Applications I	1	4	5	3
PNT	211	Electronic Publishing I	2	2	4	3
PNT	221	Layout & Design I	2	3	5	3
		Total	11	12	23	16
Third/Summer Semester						
PNT	142	Printing Applications II	2	2	4	3
ART	281	Illustration for Designers	2	2	4	3

PNT	222	Layout & Design II	2	3	5	3
PNT	260	Color Separation	2	3	5	3
		Total	8	10	18	12

Fourth Semester

ART	287	Portfolio & Resume Preparation	2	2	4	3
ART	266	Package Design	2	3	5	3
PNT	251	Offset Press Operations I	3	3	6	4
PNT	TBD		3	3	6	4
		Total	10	11	21	14

Fifth Semester

ECO	100	Elementary Economics or Approved Substitute	3	0	3	3
PNT	241	Advanced Printing App. I	1	4	5	3
PNT	231	Lithographic Chemistry	2	0	2	2
PNT	245	Production Planning and Estimating	3	3	**6**	**4**
		Total	**9**	**7**	**16**	**12**

Total Minimum Credits for the Diploma in Graphic Imaging Technology 72

Liberal Arts
Associate of Arts and Sciences

Description: This curriculum requires courses in the humanities, natural sciences, mathematics, social sciences, and health and physical education. You are urged to acquaint yourself with the requirements of the major department in the college or university to which transfer is contemplated. A DCC counselor will help you in the initial planning of your program. You will also be assigned an academic advisor in the Division of Arts and Sciences who will assist you in schedule preparation for the time you are enrolled in the Liberal Arts curriculum at Danville Community College. In order to prepare for junior class standing at a four-year college or university, you must complete a program at the community college which is comparable in length and course content to the first two years of the program at the four-year institution. Upon satisfactory completion of the program at Danville Community College, you will be awarded the Associate of Arts and Science Degree in Liberal Arts.

Career Opportunity - The Associate of Arts and Science Degree program in Liberal Arts is designed for students who plan to transfer to a four-year college or university to complete a Bachelor of Arts degree program in any of the liberal arts. This Associate 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.

Length: Students can complete this program in 4 semesters.

Admission Requirements: In addition to the admission requirements established for the College, entry into this curriculum requires completion of four units of high school English; two units of college preparatory algebra; one unit of college preparatory geometry; one unit of laboratory science; and one unit of history. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed

by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Outcomes:
All Liberal Arts programs, including specializations, are designed to prepare students to transfer to a four-year institution or enter the workforce. To this end, liberal arts graduates 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. An awareness and understanding of ethics, cultures, and society.
4. An understanding of individual and group development and behavior; and
5. An understanding of and competence in research methods and scientific inquiry.

Focus Courses: A sequence of four Focus Courses must be selected by a Liberal Arts student for presentation to the academic advisor. Approval by the advisor is required. The 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.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
SDV 100	College Success Skills	1	0	1	1
ENG 111	College Composition I	3	0	3	3
MTH 163	Precalculus I	3	0	3	3
—	1Focus Course I	--	--	--	3
BIO 101	General Biology I				
or					
CHM 111	College Chemistry I				
or					
GOL 105	Physical Geology				
or					
CHM 101	General Chemistry	3	3	6	4
EEE	Approved Computer Elective	2-3	2-3	4-6	2-3
	Total	**12-13**	**5-6**	**17-19**	**16-17**
Second Semester					
ENG 112	College Composition II	3	0	3	3
MTH	Approved Mathematics Course	3	0	3	3
—	1Focus Course II	--	--	--	3
BIO 102	General Biology II				
or					
CHM 112	College Chemistry II				
or					
GOL 106	Historical Geology				
or					
CHM 102	General Chemistry II	3	3	6	4
EEE	Humanities or				
	Social Science Elective	3	0	3	3
	Total	**13-15**	**3**	**16-18**	**16**
Third Semester					
ENG	Literature I (ENG 241 or ENG 243)	3	0	3	3

100

HIS	101	History of Western Civilization I				
or						
HIS	111	History of World Civilizations I				
or						
HIS	121	United States History I	3	0	3	3
SOC		2Social Science Requirement	3	0	3	3
—		1Focus Course III	3	0	3	3
HLT/PED		3Approved "Wellness" Elective	—	—	--	1
EEE		Humanities or Social Science Elective	3	0	3	3
		Total	**13-15**	**0**	**13-15**	**16**

Fourth Semester

ENG		Literature II (ENG 242 or ENG 244)	3	0	3	3
HIS	102	History of Western Civilization II				
or						
HIS	112	History of World Civilizations II				
or						
HIS	122	United States History II	3	0	3	3
SOC		2Social Science Requirement	3	0	3	3
—		1Focus Course IV	3	0	3	3
HLT/PED		3Approved "Wellness" Elective	—	—	--	1
		Total	**13-16**	**0**	**13-16**	**13**

Total Minimum Credits for the Associate of Arts and Science Degree in Liberal Arts **61**

1The four Focus Courses (minimum of 12 credits) must be approved by the academic advisor. Focus Courses should be planned as preparation for transfer into the four-year degree program of choice.

Examples of Focus Course sequences would include the following:
ART 101-102, MUS 121-122, HIS 121-122-266-268, HLT 100-116-200-215, PHI 100,
REL 200-210-230, PSY 201-202-215-230, PSY 201-202-235-236, ASL 101-102-201-202,
SOC 201-202-235-236, SPA 101-102-203-204
2Students must complete a full-year of social science coursework by taking one of the following sequences:
ECO 201 and ECO 202, or PLS 211 and PLS 212, or SOC 201 and SOC 202, or
SOC 200 and one sophomore level sociology course excluding SOC 202, or PSY 201 and PSY 202, or PSY 200 and one sophomore-level psychology course excluding PSY 202. Courses used to complete the social science requirement will not count as Focus Courses. (PLS 241 and PLS 242 may substitute for PLS 211 and PLS 212).
3This credit can be satisfied by a single 2 or more credit course in Health, Physical Education, or Recreation.

Liberal Arts – Humanities Specialization
Associate of Arts and Sciences

Description: This curriculum requires a broad range of general education requirements in mathematics, social science, natural science and humanities. Like the Social Science Specialization it is designed to give the student maximum flexibility in the selection of courses to meet both the interests of the student and the demands of the institution to which the student intends to transfer. It is important for students to identify their preferred transfer institution as soon as possible and to work closely with their academic advisor to ensure transferability of their selected courses. In order to prepare for junior class standing at a four-year college or university, you must ensure that the curriculum completed in the first two years at Danville Community College is comparable to the first two years of study at the four-year institution. Upon satisfactory completion of the program at Danville Community College, you will be awarded the Associate of Arts and Science Degree in Liberal Arts.

Liberal Arts – Humanities Specialization - The Associate of Arts and Science Degree in Liberal Arts with the Humanities Specialization is designed for students who plan to transfer to a four-year college or university and who intend to complete a Bachelor's degree in a humanities or related discipline. Humanities disciplines include English, philosophy, foreign languages, drama, religion, and speech. This program is also appropriate for students intending to pursue humanities-related fields which include communications and journalism as well as some of the fine arts such as theatre, music, and creative writing. Students interested in teaching in the above disciplines will find this program a good starting point for their careers.

Length: Students can complete this program in 4 semesters.

Admission Requirements: In addition to the admission requirements established for the College, entry into this curriculum requires completion of four units of high school English, two units of college preparatory algebra and one unit of college preparatory geometry, one unit of laboratory science, and one unit of history. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Outcomes:
All Liberal Arts programs, including specializations, are designed to prepare students to transfer to a four-year institution or enter the workforce. To this end, liberal arts graduates 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. An awareness and understanding of ethics, cultures, and society.
4. An understanding of individual and group development and behavior; and
5. An understanding of and competence in research methods and scientific inquiry

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
SDV 100	College Success Skills	1	0	1	1
ENG 111	College Composition I	3	0	3	3
MTH 151	Math for Liberal Arts I	3	0	3	3
EEE	Natural Science Course with Lab	3	3	6	4
EEE	Approved Computer Elective	2-3	2-3	4-6	2-3
HLT/PED	3Approved "Wellness" Elective	—	—	--	1
	Total	12-13	5-6	17-19	14-15
Second Semester					
ENG 112	College Composition II	3	0	3	3
MTH	Approved Transfer Math Course	3	0	3	3
EEE	Natural Science Course with Lab	3	3	6	3
EEE	Social Science Elective	3	0	3	3
HIS	1History Requirement 1	3	0	3	3
	Total	15	3	18	16
Third Semester					
EEE	Humanities Requirement 1	3	0	3	3
EEE	Literature Requirement 1	3	0	3	3

EEE	Liberal Arts Requirement 1	3	0	3	3
EEE	Social Science Elective 2	3	0	3	3
EEE	1History Requirement 2	3	0	3	3
	Total	**15**	**0**	**15**	**15**

Fourth Semester

EEE	Humanities Requirement 2	3	0	3	3
EEE	Literature Requirement 2	3	0	3	3
EEE	Liberal Arts Elective 2	3	0	3	3
EEE	Fine Arts Elective I	3	0	3	3
EEE	Fine Arts Elective 2	3	0	3	3
	Total	**15**	**0**	**15**	**15**

Total Minimum Credits for the Associate of Arts and Science Degree in Liberal Arts, Humanities Specialization...61

1History 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 and Fine Arts Electives: The core of this program consists of a requirement that students complete at least two humanities courses in addition to two sophomore literature courses. Further, students must take at least two courses in fine arts. The combination of the humanities and fine arts requirement is intended to promote an understanding of the connections between humanities disciplines and the arts. Students may continue to explore these connections by using 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 students' interest and the demands of their intended transfer institution.

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Liberal Arts - Social Science Specialization
Associate of Arts and Science

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Please see the section for the Criminal Justice, Social Work.

Career Opportunity: This degree is designed for students who plan to transfer to a four-year college or university and who intend to complete a Bachelor's degree in a social science discipline such as sociology, criminology, anthropology, psychology, history, political science, and economics. Degrees in these areas can lead to Law Enforcement, Education, Social Work, Economist, Anthropologist, and Public Administration, among others.

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Printing Technology
Career Studies Certificate

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Description: Graphic communications provides both theory and application in the technological printing industry. Students will learn safety regulations, lithographic chemistry, and characteristics of printed works. Procedures and processes will be covered in both theory and/or hands-on application.

Employment Opportunity –The Career Studies Certificate in Printing Technology is designed to prepare individuals for various entry level positions or to upgrade existing skills in the press operations area to meet technology trends in the printing industry.

Length: Students can complete this program in 1 to 3 semesters.

Admission Requirements: General requirements for admission to the college.

Program Outcomes: Upon successful completion of this program, students will:

1. Demonstrate an understanding of the fundamentals of reproduction processes.
2. Demonstrate technical and skill competencies in the area of lithography complete laboratory projects.
3. Understand the safety and Health issues and OSHA Hazard Communication Standards.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
ART 180	Introduction to Computer Graphics	3	0	3	3
PNT 110	Survey of Repro. Processes	3	2	5	3
PNT 131	Principles of Lithography I	3	3	6	4
PNT 298	Safety and Health Issues	2	0	2	2
	Total	11	5	16	12

Total Minimum Credits for Career Studies Certificate in Printing Technology.................................12

Computer Science and Information Technology

The Computer Science programs provide students with the skills needed to choose careers such as software development or Web programming. The Information Technology programs prepare students for careers in information security, network architecture, database administration, systems administration and computer support.

Computer Science and Information Technology Programs of Study

CompTIA Technologies
Career Studies Certificate

Description: The CompTIA Technologies CSC Program provides individuals with comprehensive knowledge and extensive hands-on training. The courses included are aligned with IT Networking, Cybercrime/Security, basic PC hardware and software maintenance, cloud technologies, and server management and related technologies. Due to the level of knowledge required for the courses in this CSC candidates must have previous knowledge, either through workforce or college course experiences, in order to complete this CSC. It will be left up to the instructor to determine if a student is prepared to take the course or if additional preparation training is required to provide the best scenario for the student's success; therefore, if the criteria for this CSC are not met, the student will be evaluated and placed into the necessary preparation courses to prepare them for this program.
A.   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.
B.   Completion of courses in Cisco CCNA Networking and Microsoft Server Operating Systems
Listed below are the specific industry certifications that are provided by this CSC.
•   CompTIA A+
•   CompTIA Network+
•   CompTIA Server+
•   CompTIA Cloud+
•   CompTIA Security+

Career Opportunity – The CompTIA Technologies program is designed for individuals employed in the field of information systems who wish to upgrade their skills to include CompTIA industry certification exams. It is also designed for individuals with previous experience relating to computing systems who may be contemplating a career change.

Length: A student can complete this program in 2 semesters.

Program Integration: The courses included are aligned with IT Networking, Cybercrime/Security, basic PC hardware and software maintenance, cloud technologies, and server management and related technologies

Admission Requirements: General requirements for admission to the college.

Program Outcomes: Students in the CompTIA Career Studies Certificate will learn:
1.   **the fundamentals of** PC hardware and peripherals, mobile device hardware, networking and troubleshooting hardware and network connectivity issues.

2. how to install and configure operating systems including Windows, iOS, Android, Apple OS X and Linux. It also addresses security, the fundamentals of cloud computing and operational procedures.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
ITN 106	Microcomputer Operating Systems	3	0	3	3
ITN 107	Personal Computer Hardware and Troubleshooting	3	0	3	3
ITN 201	Administration and Management of Network Infrastructures	3	0	3	3
ITN 245	Network Troubleshooting	3	0	3	3
ITN 257	Cloud Computing, Infrastructure Services	3	0	3	3
ITN 260	Network Security Basics	3	0	3	3
	Total	**18**	**0**	**18**	**18**

Total Minimum Credits for the Career Studies Certificate in CompTIA Technologies……………….18

Cybersecurity
Certificate

Description: : The Cyber Security Certificate Program provides individuals with comprehensive knowledge and extensive hands-on training in the implementation, management, and the development of security measures required to protect IT resources from unauthorized access or attack. The courses included are aligned with IT Networking, Cybercrime, and Computer Forensics technologies.

Career Opportunity – Cybersecurity graduates will be prepared for entry-level career opportunities as an information technology specialist or computer security analyst and other career areas of Networking and Cyber Security.

Length: A student can complete this program in 4 semesters.

Admission Requirements:. Due to the level of knowledge required in Information Technology Cyber Security, candidates must meet one (1) or more of the following criteria before entering into this program. If neither of the criteria is met, the student will be placed into the necessary preparation courses to prepare them for this program.
- A. Professional background in IT Networking. Individual may be required to demonstrate required skills.
- B. 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.
- C. Completion of courses in Cisco CCNA Networking and Microsoft Server Operating Systems

Program Outcomes:
1) Identify security risks to computing resources.
2) Assess potential threats to computing resources.
3) Develop effective countermeasures aimed at protecting data and computer assets.

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5) Develop solutions for networking and security problems, balancing business concerns, technical issues and security.
6) Identify infrastructure components and the roles they serve, and design infrastructures including devices, topologies, protocols, systems software, management and security.
7) Explain the concepts of confidentiality, availability and integrity in Information Assurance, including physical, software, devices, policies and people.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
ADJ 161	Introduction to Computer Crime	3	0	3	3
ITE 221	Introduction to Client Operating Systems	3	0	3	3
ITN 260	Networking Security Basics	3	0	3	3
SDV 100	College Success Skills	1	0	1	1
TOTAL		10	0	10	10
Second Semester					
HUM Elec	General Education Elective	3	0	3	3
ITN 261	Network Attacks, Computer Crime, and Hacking	3	0	3	3
ITN 262	Network Communication, Security, Authentication	4	0	4	4
TOTAL		10	0	10	10
Third Semester					
ENG 111	College Composition I	3	0	3	3
ITN 263	Internet/Intranet Firewalls and E-Com Security	4	0	4	4
ITN 276	Computer Forensics I	3	0	3	3
Total		10	0	10	10
Fourth Semester					
ITN 254	Virtual Infrastructure/Installation and Configuration	4	0	4	4
ITN 267	Cyberlaw	3	0	3	3
ITN 277	Computer Forensics II	3	0	3	3
TOTAL		10	0	10	10

Total Minimum Credits for the Certificate in Cybersecurity……………….40

Desktop Applications
Career Studies Certificate

Description: Students completing this program will have foundational skills needed to provide business technology services and expertise to a wide variety of organizations. Students in this program will be provided the opportunity to gain valuable skills with desktop applications in a relatively short time period. This includes word processing, spreadsheets, database, and webpage

design. Graduates of this program will demonstrate fundamental information technology skills required to provide software services, implementing current industry standards and techniques in a business setting.

Coursework emphasizes practical, hands-on laboratory experiences. Those courses are; Introduction to Computer Applications, Word Processing for Windows, Advanced Desktop Publishing, Web Page Design and Site Management, Spreadsheet Software and Desktop Database Software.

Career Opportunity – Desktop Applications students will be provided the opportunity to gain valuable skills with desktop applications and graduates will have foundational skills needed to provide business technology services and expertise to a wide variety of organizations.

Length: A student can complete this program in 2 semesters.

Admission Requirements: General requirements for admission to the college.

Program Outcomes: Graduates of the Desktop Applications Career Studies
Certificate will:
1. Demonstrate proficiency in the fundamental information technology skills required to provide user support in business.
2. Apply current industry standards, protocols and techniques; and keep up with evolving technology to maintain professional proficiency.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
AST 238/239	Word Processing for Windows	2	1	4	3
AST 253	Advanced Desktop Publishing I	2	1	4	3
AST 255	Desktop Publishing Lab	0	1	1	1
ITD 115	Web Page Design & Site Mgt.	3	0	3	3
ITE 115	Introduction to Computer Applications and Concepts				
Or					
BUS 147	Introduction to Business Information Systems	3	0	3	3
ITE 140	Spreadsheet Software	3	0	3	3
ITE 150	Desktop Database Software	4	0	4	4
	Total	18	3	22	18

Total Minimum Credits for the Career Studies Certificate in Desktop Applications………………19

Information Systems Management

Career Studies Certificate

Description: Students receiving the Information Systems Management CSC will have completed 16 of the credits required in the Information Systems Project Management A.A.S**:** Students completing this program will have technical skills that will enable the certificate holder to provide robust IT Support services to and/or fill an IT Management position in a wide variety of organizations. Students in this

program will be provided the opportunity to gain valuable skills in the field of IS Management in a relatively short time period. Graduates of this program will demonstrate proficiency in the fundamental information technology 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.

Career Opportunity – Information System Management students will be provided the opportunity to gain valuable skills in the field of IS Management in a relatively short time period. These skills will enable the certificate holder to provide robust IT Support services to and/or fill an IT Management position in a wide variety of organizations.

Length: A student can complete this program in 2 or 3 semesters.

Program Integration: Students completing the Information Systems Management CSC will have completed 16 credits toward the Information Systems Project Management A.A.S.

Admission Requirements: General requirements for admission to the college.
Program Outcomes: Graduates of thie program will:
1. Demonstrate proficiency in the fundamental information technology skills required to provide user support in a business setting;
2. Demonstrate the ability to design and plan the deployment of new technology systems; and
3. Demonstrate the ability to design, plan, and manage updates to technology systems.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
BUS 204	Project Management	3	0	3	3
ITE 120	Principles of Information Systems	3	0	3	3
ITE 182	User Support/Helpdesk Principles	3	0	3	3
ITP 170	Project Management	3	0	3	3
ITP 251	Systems Analysis and Design	4	0	4	4
	Total	16	0	16	16

Total Minimum Credits for the Career Studies Certificate in Information Systems Management….16

Information Systems Project Management
Associate of Applied Science

Description: Project Management is a fast growing, emerging career field. The DCC Project Management AAS is comprised of three Career Studies Certificates, electives, and general education courses for a total of 69 credit hours. Each of the Career Studies Certificates can be completed through the competency-based pedagogical design. With an emphasis on information systems technology, the career studies certificates expose the student to all aspects of the Project Management Institute (PMI) Process Groups of Project Initiating, Project Planning, Project Execution, Project Monitoring & Controlling, and Project Closing as outlined in the Project Management Body of Knowledge (PMBOK). Students will also complete a significant project plan and engage in a comprehensive review that will enable them to sit for PMI's Certified Associate in Project Management (CAPM) national industry certification exam. The Project Management classes are offered as online, competency-based, open-entry/open-exit courses, which will allow students to progress through the program as quickly as they master the course competencies.

Career Opportunity - Graduates of the Information Systems Project Management program will have technical skills that will enable them to provide technical and managerial skills that will enable the certificate holder to work for a wide variety of organizations as an information systems project manager or as a productive team member on project teams.

Length: A student can complete this program in five semesters. Eleven of the courses are designed as open-entry/open-exit, online courses that can be finished as rapidly as the student is able to master the course competencies. These eleven courses equate to 48% of the credits toward the Project Management A.A.S.

Admission Requirements: General requirements for admission to the college.

Program Outcomes: Graduates of this program will be able to:
1. Manage people in a team-based environment
2. Plan, Execute, and Control IT projects in a wide variety of industry settings
3. Manage projects according to the Project Management Institute (PMI) Project Management Body of Knowledge (PMBOK) processes and techniques
4. Sit for the Certified Associate in Project Management (CAPM) exam
5. Gain Career Opportunity as a project manager or project team member

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
AST 117	Keyboarding for Computer Usage	1	0	1	1
*ENG 131	Technical Report Writing	3	0	3	3
ETR 149	PC Repair	3	0	3	3
ITE 120	Principles of Information Systems	4	0	4	4
ITN 109	Internet and Network (Foundation)	3	0	3	3
SDV 100	College Success Skills	1	0	1	1
	Total	15	0	15	15
Second Semester					
ETR295	Topics In:Advancece PC Repair	3	0	3	3
ITE 182	User Support/Helpdesk	3	0	3	3
ITE2xx	Mobile Computing	3	0	3	3
BUS204	Project Management	3	0	3	3
MTH 121	Fundamentals of Math 1 or MTH	3	0	3	3
	Total	15	0	15	15
Third Semester					
BUS2xx	Advanced Project Management	3	0	3	3
ECO 120	Survey of Economics				
Or					
PSY 126	Psychology for Business and Industry	3	0	3	3
HLT/PED	Elective	0	2	1	1
	Total	6	2	9	7
Fourth Semester					
ITP 251	Systems Analysis and Design	4	0	4	4

ITP 170	Project Management	3	0	3	3
ITX or BUS	IT or BUS Elective	3	0	3	3
ITX	IT elective	3	0	3	3
ITX	IT Elective	3	0	3	3
	Total	16	0	16	16

Fifth Semester

BUS295	Topics in Exam Preparation	3	0	3	3
BUS 298	Seminar and Projects	4	0	4	4
HUM	Elective	3	0	3	3
ITX	IT Elective	3	0	3	3
ITX	IT Elective	3	0	3	3
	Total	16	0	16	16

*Students transferring or planning on transferring to a 4-year university will want to take ENG 111.

Total Minimum Credits for the Associate of Applied Science Degree in Information Systems Project Management ……………………… 69

Information Systems Technician
Career Studies Certificate

Description: Students completing this program will have skills needed to provide IT Support services and expertise to a wide variety of organizations. Students in this program will be provided the opportunity to gain valuable skills in the field of IT Support in a relatively short time period. Graduates of this program will demonstrate problem solving skills implementing and troubleshooting computer systems as well as demonstrate fundamental information technology skills required to provide user support in a business setting.

Coursework includes both theory and practical, hands-on laboratory experiences. Those courses include PC Repair and Advanced PC Repair, Principles of Information Systems, Mobile Computing, Internet and Networking and User Support/Helpdesk.

Career Opportunity – Graduates of the Information Systems Management program will be provided the opportunity to gain valuable skills in the field of IT Support in a relatively short time period. These skills will enable the certificate holder to provide IT Support services and expertise to a wide variety of organizations.

Length: A student can complete this program in 1 or 3 semesters.

Program Integration: Students completing the Information Systems Technician CSC will have completed 16 credits toward the Information Systems Project Management A.A.S.

Admission Requirements: General requirements for admission to the college.

Program Outcomes: Graduates of the Information Systems Technician program will be able to:
1. Demonstrate problem solving skills implementing and troubleshooting computer systems.
2. Demonstrate proficiency in the fundamental information technology skills required to provide user support in a business setting.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
ETR 149	PC Repair	3	0	3	3
ETR 295	Topics in Advanced PC Repair	3	0	3	3
ITE 120	Principles of Information Systems	3	0	3	3
ITE 182	User Support/Helpdesk Principles	3	0	3	3
ITE 2xx	Mobile Computing Support	3	0	3	3
ITN 109	Internet and Network Foundations	3	0	3	3
	Total	18	0	18	18

Total Minimum Credits for the Career Studies Certificate in Information Systems Technician………18

Information Systems Technology –
Gaming and Mobile Applications Specialization
Associate in Applied Science

Description: Game (Simulation) and mobile application development Specialist AAS degree students will gain program design knowledge, game level design skills, simulation design, and problem solving skills. Courses will include lessons on approaches to game/simulation design, developing and building mobile applications for the google market, writing code, testing solutions/programs, project management, production aspects, and level design. Students will also learn core development skills and how to use integrated development environments currently used on the market today. This program includes courses focusing on designing, creating, and maintaining video game software and computer simulations in addition to apps for popular mobile devices. Students will have access to development software in college computer labs for a "hands-on" approach.

Career Opportunity: After graduation, students typically seek Career Opportunity or advance their education to transfer into a BS degree with an accredited institution using our current articulation agreements in information technology.

Graduates beginning Career Opportunity in this field usually start at an entry level position with capability to advance within the company. They will start learning what types of programming packages the companies currently have and what needs to be either created or updated. The other graduates that seek a transfer option fit well within the University setting and complete the course work required for the BS degree.

Length: A student can complete this program in 4 semesters.

Admission Requirements: Students should have a strong math, problem solving skills, and computer skills to be successful in this program.

In addition to the admission requirements established for the College, entry into this program requires completion of four units of high school English and one unit of college preparatory high school algebra. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in your academic preparation in the College's Developmental Studies program.

Program Outcomes: Upon successful completion of the Information Technology programs at DCC, the student will:

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.

Course Specialization	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
AST 114	1Keyboarding for Computer Usage	2	0	2	2
ITE 115	Introduction to Computer Applications & Concepts	3	0	3	3
ITP 100	Software Design	3	0	3	3
ITP 160	Intro. to Game Design & Dev.	3	0	3	3
MTH 121	Fundamentals of Math I or Approved Math Elective	3	0	3	3
SDV 100	College Success Skills	1	0	1	1
	Total	15	0	15	15
Second Semester					
ART 180	Intro. to Computer Graphics or approved graphics course	3	0	3	3
ECO 120	Survey of Economics	3	0	3	3
ITP 224	Mobile Java ME – Programming	4	0	4	4
ITN 102	Intro to Networked Client OS	3	2	5	4
ITP 165	Gaming and Simulation	3	0	3	3
	Total	16	2	18	17
Third Semester					
ENG 131	Technical Report Writing	3	0	3	3
HLT/PED	Elective	0	2	2	1
ITE 150	Desktop Database Software	4	0	4	4
ITP 120	Java Programming I	4	0	4	4
HUM	Humanities Elective	3	0	3	3
	Total	14	2	16	15
Fourth Semester					
BUS 100	Introduction to Business	3	0	3	3
BUS 236	Communication in Management	3	0	3	3
ITD 120	Design Concepts for Mobile Applications	4	0	4	4
ITP 214	Windows Mobile Development	4	0	4	4
ITP 265	App. of Modeling & Simulation	4	0	4	4
	Total	18	0	18	18

Total Minimum Credits for the Associate of Applied Science Degree

Information Systems Technology – Software Development Specialization
Associate in Applied Science

Description: Software Development Specialist AAS students will gain program design knowledge and problem solving skills. Courses will include lessons on analyzing problems, creating solutions, writing code, testing solutions/programs, project management, production aspects, and updating projects. Students will also learn core problem solving skills, known as the six steps to program problem solving and how to use integrated development environments currently used on the market today. This program contains courses focusing on designing, creating, and maintaining desktop software. Courses provide instruction on theoretical concepts and practical applications. Students will have access to development software in college computer labs for a "hands-on" approach.

Career Opportunity: After graduation, students typically seek Career Opportunity or advance their education to transfer into a BS degree with an accredited institution using our current articulation agreements in information technology. Graduates beginning Career Opportunity in this field usually start at an entry level position with capability to advance within the company. They will start learning what types of programming packages the companies currently have and what needs to be either created or updated. The other graduates that seek a transfer option fit well within the University setting and complete the course work required for the BS degree.

Length: A student can complete this program in 4 semesters.

Admission Requirements: Students should have a strong math, problem solving skills, and computer skills to be successful in this program.
In addition to the admission requirements established for the College, entry into this program requires completion of four units of high school English and one unit of college preparatory high school algebra. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in your academic preparation in the College's Developmental Studies program.

Program Outcomes: Upon successful completion of the Information Technology programs at DCC, the student will:
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.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
AST 114	1Keyboarding for Computer Usage	2	0	2	2
ENG 131	Technical Report Writing	3	0	3	3
HLT/PED	Elective	0	2	2	1
ITE 120	Principles of Information Systems	3	0	3	3

Course	Title				
ITP 100	Software Design	3	0	3	3
ITP 120	Java Programming I	4	0	4	4
SDV 100	College Success Skills	1	0	1	1
	Total	**18**	**0**	**18**	**18**

Second Semester

Course	Title				
ECO 120	Survey of Economics	3	0	3	3
BUS	Business Elective	3	0	3	3
ITP 220	Java Programming II	4	0	4	4
ITP 258	Systems Development Project	3	0	3	3
MTH 121	Fundamentals of Math I or				
	Approved Math elective	3	0	3	3
	Total	**16**	**0**	**16**	**16**

Third Semester

Course	Title				
ITP 136	C# Programming I	4	0	4	4
ITD 132	Structured Query Language	3	0	3	3
ITE 150	Desktop Database Software	4	0	4	4
ITP 246	Server Side Java Programming	4	0	4	4
BUS 204	Project Management	4	0	4	4
	Total	**16**	**0**	**16**	**16**

Fourth Semester

Course	Title				
BUS 236	Communications in Management	3	0	3	3
HUM	Humanities Elective	3	0	3	3
ITP 244	ASP.NET Programming	4	0	4	4
ITN 109	Internet and Network Foundation	3	0	3	3
ITP 170	Project Management	3	0	3	3
	Total	**16**	**0**	**16**	**16**

Total Minimum Credits for the Associate of Applied Science Degree in Information Systems Technology – Computer Programming Specialization 66

1Students having prior keyboarding may request testing out.

Information Systems Technology Networking
Associate in Applied Science

Description: The Networking Specialization Program includes courses which provide an emphasis on designing, creating and maintain local area networks and wide area networks. These courses provide instruction in Software Management, Voice Telephony Services, Switches, Firewalls, Routers, Servers, Workstations, and Virtualization Technologies. The Virtualization courses include VMware ICM, O&S, Virtual Desktop Infrastructure, Hyper-V, and SAN and NAS Storage Technologies all of which are an integral part of the curriculum and designed for student success. Through all of these courses, students will learn how to operate the newest networking equipment and software available today that will prepare them for numerous Career Opportunity opportunities in the field of information technology.

Career Opportunity: Graduates of the Information Systems Technology Network Engineer program will learn how to operate the newest networking equipment and software available today that will prepare them for numerous Career Opportunity opportunities in the field of information technology. Career Opportunity opportunities include: Network Administrator, Network Engineer, Network Support Specialist.

Length: A student can complete this program in 4 semesters.

Admission Requirements: In addition to the admission requirements established for the College, entry into this program requires completion of four units of high school English and one unit of college preparatory high school algebra. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in your academic preparation in the College's Developmental Studies program.

Program Outcomes: Upon successful completion of the Information Technology programs at DCC, the student will:
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.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
AST 114	Keyboarding for Computer Usage	2	0	2	2
BUS 100	Introduction to Business	3	0	3	3
ITE 221	OS Architecture and Design	3	0	3	3
ITN 154	CISCO I	3	2	5	4
MTH 121	Fundamentals of Math I or Approved Math Elective	3	0	3	3
SDV 100	College Success Skills	1	0	1	1
	Total	15	2	17	16
Second Semester					
ACC 111	Accounting I	3	0	3	3
BUS 236	Comm. in Management	3	0	3	3
ECO 120	Survey of Economics	3	0	3	3
ITN 102	Introduction to Networked Client OS	3	2	5	4
ITN 155	CISCO II	3	2	5	4
	Total	15	4	19	17
Third Semester					
ENG 131	Technical Report Writing	3	0	3	3
ETR 149	PC Hardware Repair	3	0	3	3
HLT/PED	Elective	0	2	2	1
HUM	Elective	3	0	3	3

Course		Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
ITN	103	Administration of Networked Servers	4	0	4	4
ITN	156	CISCO III	3	2	5	4
		Total	16	4	20	18

Fourth Semester

Course		Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
ITN	254	Virtual Infrastructure (VMware ICM)	4	0	4	4
ITN	104	Maintaining Servers in the Networked Infrastructure	4	0	4	4
ITN	157	CISCO IV	3	2	5	4
ITN	209	Voice Over IP/Digital Communications	3	0	3	3
		Total	14	2	16	15

Total Minimum Credits for the Associate of Applied Science Degree in Information Systems Technology – Networking 66

Network Technology
Career Studies Certificate

Description: This program is designed for individuals employed in the field of information systems who wish to upgrade their skills, or individuals with previous occupational or academic experience relating to computing systems who may be contemplating a career change.

Career Opportunity: The Network Technology program is designed for individuals employed in the field of information systems who wish to upgrade their skills, or individuals with previous occupational or academic experience relating to computing systems who may be contemplating a career change. Possible industry certifications that can be obtained through this CSC include Cisco CCENT and Microsoft MTA/MCSA.

Length: A student can complete this program in 2 to 4 semesters.

Program Integration: The courses included in this CSC are directly transferable into the Networking A.A.S. Degree program as well as allowing for stacking into other networking CSC programs.

Admission Requirements: General requirements for admission to the college.

Program Outcomes: Graduates of the Network Technology Career Studies program will:
1. Demonstrate proficiency in the fundamental information technology skills required to provide user support in business;
2. Implement and maintain computer-based information systems to support the decision-making function of management;
3. Apply analytical and problem solving skills for typical computer system designs, planning, implementation and support;
4. Design, code, test, debug, and document code for programs or software needed for computer system implementation and maintenance; and
   5. Apply current industry standards, protocols, and techniques to keep up with evolving technology to maintain professional proficiency.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours

ITN 154 Networking Fundamentals - Cisco Semester I	3	2	5	4
ITN 155 Introductory Routing - Cisco Semester II	3	2	5	4
ETR 149 Computer Troubleshooting and Repair	3	0	3	3
ITN 102 Intro. Networked Client OS	3	2	5	4
ITN 103 Administration of Networked Servers	3	2	5	4
ITN 104 Maintaining Servers-Networked Infrastructure	3	2	5	4
Total	**18**	**10**	**28**	**23**

Note: Advanced standing credit may be awarded to those persons with a demonstrated proficiency/ certification in Microsoft Windows or Linux Desktop Operating Systems.

Total Minimum Credits for the Career Studies Certificate in Network Technology………………23

Network Technology Fundamentals
Career Studies Certificate

Description: The Network Technology Fundamentals program allows students in both high school and those entering into the field of IT Networking through the college to obtain the basic skills in routing, switching, basic PC software installation and hardware repair. The industry certifications covered in this CSC include the CompTIA A+ and Cisco CCENT Certifications. It is also designed for individuals with previous occupational or academic experience relating to computing systems who may be contemplating a career change.

Career Opportunity: The Networking Technology Fundamentals Career Studies Certificate Program includes training in CompTIA A+ and Cisco Networking Academy Certifications. The skills obtained in this program can lead to entry level positions in the field of IT Networking or provide a pathway to promotion. The Networking Technology Fundamentals Career Studies Certificate program includes training in CompTIA A+ Certification and Cisco Certified Entry Networking Technician Certification (CCENT). Enrollment criteria will be left to the discretion of the faculty.

Length: A student can complete this program in 1 to 2 semesters.

Program Integration: The courses included are also directly transferrable into the Networking A.A.S. Degree program as well as allowing for stacking into other networking CSCs like the Networking Technologies CSC.

Admission Requirements: General requirements for admission to the college

Program Outcomes: Completers of the Networking Technology Fundamentals career studies certificate will have the knowledge:
- To take and obtain the VMware VCA Certification
- To take and obtain the VMware VCP Certification
- To take and obtain the NetApp Storage Certification
- An understanding of IT Certifications and their importance to a career in IT
- Needed to obtain Career Opportunity in the field of IT

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
ITN-106 CompTIA A+ Software		3	0	3	3
ITN-107 CompTIA A+ Hardware		3	0	3	3
ITN-154 Networking Fundamentals - Cisco Semester I		3	2	5	4
ITN-155 Introductory Routing - Cisco Semester II		3	2	5	4
ITN-ELE Elective		0	2	2	2
	Total	12	6	18	16

Total Minimum Credits for the Career Studies Certificate in Network Technology Fundamentals...18

Networking Virtualization Technologies
Career Studies Certificate

Description: The Network Virtualization Career Studies Certificate Program is designed for individuals employed in the field of information systems who wish to upgrade their skills. It is also designed for individuals with previous occupational or academic experience relating to computing systems who may be contemplating a career change. Due to the level of knowledge needed for this program admission requires the student have completed ITN-103 or provide industry certification relative to the material contained within the course. Enrollment criteria will be left to the discretion of the faculty.

Career Opportunity The Networking Virtualization Technologies program allows students to advance their IT Networking career to include the latest technologies using virtualization. With the training the student receives they will be able to extend their opportunities for Career Opportunity to include datacenters and cyber security roles.

Length: A student can complete this program in 2 to 4 semesters.

Admission Requirements: General requirements for admission to the college.

Program Outcomes:

- Possibility of obtaining the VMware VCA Certification

- Possibility of obtaining the VMware VCP Certification

- Possibility of obtaining the NetApp Storage Certification

- Prepare IT students with an understanding of IT Certifications and their importance to a career in IT

- Prepare IT students with the knowledge needed to obtain Career Opportunity in the field of IT

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
ITN 254 Virtual Infrastructure: Installation and Configuration		4	0	4	4

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
ITN 213	Information Storage and Management	4	0	4	4
	Total	8	0	8	8

Second Semester

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
ITN 255	Virtual Infrastructure: Deployment and Analysis	4	0	4	4
ITN 231	Desktop Virtualization	4	0	4	4
	Total	8	0	8	8

Total Minimum Credits for the Career Studies Certificate in Network Virtualization..............16

Networking with CISCO/CNNA
Career Studies Certificate

Description: The Networking with Cisco Career Studies Certificate Program is designed to give an understanding of the various components of CISCO networking through the four levels of the CICSO courses. Graduates can use these courses to complete the CICSO Network Administrator (CCNA) examination, update their skills or open new areas of expertise with networking through the use of CISCO.

Career Opportunity: Graduates of this program typically find Career Opportunity as a Network Support Analyst or Network Administrator.

Length: A student can complete this program in 1 to 2 semesters.

Admission Requirements: General requirements for admission to the college.

Program Outcomes: Graduates of the Networking with CISCO/CCNA Career Studies Certificate will:
1. Demonstrate proficiency in the fundamental information technology skills required to provide user support in business;
2. Implement and maintain computer-based information systems to support the decision-making function of management;
3. Apply analytical and problem solving skills for typical computer system designs, planning, implementation and support;
4. Design, code, test, debug, and document code for programs or software needed for computer system implementation and maintenance; and
5. Apply current industry standards, protocols, and techniques to keep up with evolving technology to maintain professional proficiency.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
ITN 154	Networking Fundamentals (CISCO)	3	2	5	4
ITN 155	Introductory Routing (CISCO)	3	2	5	4
ITN 156	Basic Switching & Routing (CISCO)	3	2	5	4
ITN 157	WAN Technologies (CISCO)	3	2	6	4
	Total	**12**	**6**	**18**	**16**

Total Minimum Credits for the Career Studies Certificate in Networking with Cisco/CNA…………16

Science – Computer Science Specialization
Associate in Arts and Sciences

Description: The program is similar to the AA&S in Science in its core course sequence. Only three natural sciences are required, in addition to three computer science courses, and the specific requirement of MTH 166. Students should consider the requirements of the four-year institution to which they wish to transfer when considering which natural sciences to take.

Career Opportunity: The Associate in Arts Science with Computer Science specialization program is designed for students who plan to transfer to a four-year college or university to complete a baccalaureate degree in computer science, information technology or computer security.

Length: A student can complete this program in 4 semesters.

Admission Requirements: In addition to the admission requirements established for the College, entry into this curriculum requires completion of four units of high school English, three units of college preparatory mathematics, one unit of laboratory science, and one unit of social studies. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Outcomes: Upon successful completion of this program, students will be able to:
1.   Understand how the disciplines of Science and Math differ from other disciplines.
2.   Demonstrate proficiency in conducting experiments and recording and interpreting data.
3.   Demonstrate an understanding of the significance of math to all areas of Science.
4.   Communicate appropriately within the respective disciplines of math and Science.
5.   Work independently and collaboratively in the acquisition of scientific knowledge.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
SDV 100	College Success Skills	1	0	1	1
ENG 111	College Composition I	3	0	3	3
MTH 166	Precalculus with Trigonometry	4	0	4	4
HIS 101-102 or	History of Western Civilization I-II				
HIS 111-112 or	History of World Civilizations II				
HIS 121-122	United States History I-II	3	0	3	3
NAS	1Natural Lab Science	3	3	6	4
	Total	14	3	17	15
Second Semester					
CSC 201	Computer Science I	4	0	4	4
ENG 112	College Composition	3	0	3	3
HIS 101-102 or	History of Western Civilization I-II				

HIS 111-112	History of World Civilizations II				
or					
HIS 121-122	United States History I-II	3	0	3	3
NAS	1Natural Lab Science	4	0	4	4
MTH 286	Discrete Mathematics	4	0	4	4
	Total	18	0	18	18

Third Semester

CSC 202	Computer Science II	4	0	4	4
HLT/PED	2Health or Physical Education	1	0	1	1
LIT	3Literature I	3	0	3	3
NAS	1Natural Lab Science	4	0	4	4
EEE	4Social Science Elective	3	0	3	3
	Total	15	0	15	15

Fourth Semester

CSC 205	Computer Organization	4	0	4	4
EEE	4Social Science Elective	3	0	3	3
EEE	Approved Elective	3	0	3	3
LIT	3Literature II	3	0	3	3
	Total	13	0	13	13

Total Minimum Credits for the Associate of Arts and Science Degree in Science with a Computer Science Specialization 61

1Students must complete 12 credit hours of lab science coursework. Acceptable science courses are:
CHM 111-112 College Chemistry I-II
BIO 101-102 General Biology I-II
BIO 141-142 Human Anatomy and Physiology I-II
GOL 105 Physical Geology & GOL 106 Historical Geology

Acceptable 200 level laboratory science sequences are:
BIO 231-232 Human Anatomy and Physiology I-II
CHM 241-242 Organic Chemistry I-II with lab
PHY 201-202 General College Physics I-II
PHY 241-242 University Physics I-II
2This credit can be satisfied by a single 1 or more credit courses in Health, Physical Education, or Recreation.

3Acceptable literature sequences are:
ENG 241-242 	Survey of American Literature I-II
ENG 243-244 Survey of English Literature I-II
ENG 251-252 Survey of World Literature I-II

4Students must complete a full-year of social science course-work by taking one of the following:
ECO 201 or ECO 202, or PLS 211 and PLS 212, or SOC 201 and SOC 202, or
SOC 200 and 1 sophomore level sociology course excluding SOC 202, or
PSY 201 and PSY 202, or
PSY 200 and 1 sophomore level psychology course excluding PSY 202

Software Development
Career Studies Certificate

Description: Software Development career studies certificate students will gain program design knowledge and problem solving skills for various programs. Courses will include lessons on analyzing problems, creating solutions, writing code, testing solutions/programs, project management, production aspects, and updating projects. Students will also learn core problem solving skills, known as the six steps to program problem solving and how to use integrated development environments currently used on the market today. Students will have access to development software in college computer labs for a "hands-on" approach. After graduation, students have the opportunity to sit for the Java certification.

Career Opportunity: Graduates beginning Career Opportunity in this field usually start at an entry level position with capability to advance within the company. They will start learning what types of programming packages the companies currently have and what needs to be either created or updated. Graduates can use these courses to update their skills or open new areas of programming expertise.

Length: A student can complete this program in 1 to 3 semesters.

Admission Requirements: General requirements for admission to the college. Also, students should have a strong math, problem solving skills, and computer skills to be successful in this program.

Program Outcomes: Graduates of the Software Development Career Studies Certificate program will:
1. Demonstrate proficiency in the fundamental information technology skills required to provide user support in business;
2. Implement and maintain computer-based information systems to support the decision-making function of management;
3. Apply analytical and problem solving skills for typical computer system designs, planning, implementation and support;
4. Design, code, test, debug, and document code for programs or software needed for computer system implementation and maintenance; and
5. Apply current industry standards, protocols, and techniques to keep up with evolving technology to maintain professional proficiency.

Course		Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
ITP	100	Software Design	3	0	3	3
ITP	120	Java Programming I	4	0	4	4
ITP	220	Java Programming II	4	0	4	4
ITD	132	Structured Query Language	3	0	3	3
ITP	246	Server Side Java Programming	4	0	4	4
		Total	18	0	18	18

Total Minimum Credits for the Career Studies Certificate in Software Development………………18

Website Design
Career Studies Certificate

Description The Website Design Career Studies Certificate is designed to give a basic understanding of designing, creating, and deploying webpages and websites. Students in this program will be provided the opportunity to gain valuable skills in website design in a relatively short time period. Graduates of this program will implement 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; and use instructional applications and material which could lead to industry certifications.

Coursework includes both theory and practical, hands-on laboratory experiences. Course topics include basic, intermediate and advanced webpage design; designing webpage graphics; website management; principles of internet marketing; and a final seminar/project.

Industry Certifications: CIW Site Development Associate, CIW Advanced HTML5 and CSS3 Specialist

Career Opportunity: Graduates of the Website Design CSC typically find Career Opportunity as a Web Designer, Web Developer, or Graphic Designer.

Length: A student can complete this program in 2 semesters.

Admission Requirements: General requirements for admission to the college.

Program Outcomes: Graduates of this program will:
1. Demonstrate proficiency in the fundamental information technology skills required to provide user support in business.
2. Implement and maintain computer-based information systems to support the decision-making function of management.
3. Apply analytical and problem solving skills for typical computer system designs, planning, implementation and support.
4. Design, code, test, debug, and document code for programs and other software needed for computer system implementation and maintenance.
5. Apply current industry standards, protocols, and techniques; and keep up with evolving technology to maintain professional proficiency.
6. User vendor supplied instructional material and testing tools leading towards certification.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
ITD 110	Web Page Design I (Programming with HTML)	3	0	3	3
ITD 112	Designing Web Page Graphics	3	0	3	3
MKT 281	Principles of Internet Marketing	3	0	3	3
	Total	**9**	**0**	**9**	**9**
ITD 115	Web Page Design & Site Mgt.	3	0	3	3
ITD 210	Web Page Design II	3	0	3	3

		Lec Hours	Lab Hours	Contact Hours	Credit Hours
ITD 198	Seminar and Project	1	0	1	1
	Total	16	0	16	16

Total Minimum Credits for the Career Studies Certificate in Website Design…………….16

Website Programming
Career Studies Certificate

Description: The Website Programming Career Studies Certificate is designed to provide students a basic understanding of designing, creating, and deploying interactive, data-driven webpages and websites. Students in this program will be provided the opportunity to gain valuable skills in website programming in a relatively short time period. Graduates of this program will implement 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; and use instructional applications and material which could lead to industry certifications.

Coursework includes both theory and practical, hands-on laboratory experiences. Course topics include webpage design, software design, structured query language, client side scripting, web scripting, and a final seminar/project.

Industry Certifications: CIW Site Development Associate, CIW Database Specialist, CIW Javascript Specialist

Career Opportunity: The Website Programming Career Studies Certificate Career Opportunity opportunities include positions in the areas of Web Design, Web Developing, New & Social Media and Interactive Design.

Length: A student can complete this program in 2 semesters.

Admission Requirements: General requirements for admission to the college.

Program Outcomes: Upon successful completion of the Website Programming Career Studies Certificate, students will:
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.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
ITD 110	Web Page Design I	3	0	3	3
ITP 100	Software Design	3	0	3	3
ITD 132	Structured Query Language	3	0	3	3

	Total	9	0	9	9

Second Semester

ITP 140	Client Side Scripting	3	0	3	3
ITP 225	Web Scripting Languages	3	0	3	3
ITD 198	Seminar and Project	1	0	1	1
	Total	**7**	**0**	**7**	**7**

Total Minimum Credits for the Career Studies Certificate in Website Programming……………….16

Criminal Justice, Social Work, and Public Safety

DCC's Criminal Justice, Social Work, and Public Safety programs are designed for persons who are in the public service fields or desire to work in public service. Persons choosing these careers desire to help others and will become government employees.

Liberal Arts-Social Science Specialization
Associate of Arts and Sciences

Description: This curriculum requires a broad range of general education requirements in mathematics, social science, natural science and humanities. Like the Humanities Specialization, it is designed to give the student maximum flexibility in the selection of courses to meet both the interests of the student and the demands of the institution to which the student intends to transfer. It is important for students to identify their preferred transfer institution as soon as possible and to work closely with their academic advisor to ensure transferability of their selected courses. In order to prepare for junior class standing at a four-year college or university, you must ensure that the curriculum completed in the first two years at Danville Community College is comparable to the first two years of study at the four-year institution.

Career Opportunity: This degree is designed for students who plan to transfer to a four-year college or university and who intend to complete a Bachelor's degree in a social science discipline such as sociology, criminology, anthropology, psychology, history, political science, and economics. Degrees in these areas can lead to Law Enforcement, Education, Social Work, Economist, Anthropologist, and Public Administration, among others.

Length: A student attending full-time can complete this degree in 4 semesters.

Admission Requirements: A high school diploma or GED is required. In addition to the admission requirements established by the College, entry into this curriculum requires proficiency in English, mathematics, and reading. If you do not meet entry requirements or your placement test scores indicate a need for further preparation, you will be placed in the appropriate developmental studies courses in English, mathematics, and/or reading. These developmental course credits do not apply toward degrees or certificates. Students required to take two or more developmental courses may need additional semesters to complete the program.

Program Outcomes: All Liberal Arts programs, including specializations, are designed to prepare students to transfer to a four-year institution or enter the workforce. To this end, liberal arts graduates 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. An awareness and understanding of ethics, cultures, and society.
4. An understanding of individual and group development and behavior; and
5. An understanding of and competence in research methods and scientific inquiry.

Social Science Requirements and Electives: The distinguishing feature of this program is the requirement that a student complete a year-long sequence in three social science areas: history, sociology and psychology. Students also must select two social science electives that may include courses in the above areas or in different social sciences such as political science or economics. Two additional liberal arts electives allow the student to pursue more depth in a social science discipline,

though 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.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
SDV 100	College Success Skills	1	0	1	1
ENG 111	College Composition I	3	0	3	3
BUS 147	Business Information Systems or Transfer Computer class	3	0	3	3
MTH 151	Mathematics for Liberal Arts I or higher (excluding MTH 158)	3	0	3	3
Natural Science w/Lab	Biology, Chemistry, Physics, or Geology	3	3	6	4
[1]History I	His 101 History of Western Civilization I or HIS 111 History of World Civilizations or HIS 121 United States History I	3	0	3	3
Total		**16**	**3**	**19**	**17**
Second Semester					
ENG 112	College Composition II	3	0	3	3
[1]History II	His 102 History of Western Civilization II or HIS 112 History of World Civilizations or HIS 122 United States History II	3	0	3	3
Humanities or Fine Arts	Religion, Philosophy, Art, CST, Literature Music	3	0	3	3
Natural Science w/Lab	Biology, Chemistry, Physics, or Geology	3	3	6	4
Statistics	MTH 157 Elementary Statistics or MTH 240 Statistics or MTH 241 Statistics I	3	0	3	3
Total		**15**	**3**	**18**	**16**
Third Semester					
[2]Sociology I	SOC 200 Principles of Sociology Or SOC 201 Introduction to Sociology I	3	0	3	3
[3]Psychology	PSY 200 Principles of Psychology or PSY 201 Introduction to Psychology	3	0	3	3
Social Science Elective I	History, Economics, Political Science, So or Psychology	3	0	3	3
Liberal Arts Elective I	Social Science Elective II	3	0	3	3

Humanities or Fine Arts Elective II	Religion, Philosophy, Art, Speech, Theat Literature or Music	3	0	3	3
Total		**15**	**0**	**15**	**15**

Fourth Semester

[2]Sociology II	SOC 202 or sophomore level sociology su SOC 215 or SOC 268	3	0	3	3
[3]Psychology II	PSY 202 or sophomore level psychology as PSY 230 or PSY 215	3	0	3	3
Social Science Elective II	Any transfer level social science	3	0	3	3
Liberal Arts Elective II		3	0	3	3
HLT or PED	Any transfer level health or physical edu class	1-2	0-3	1-6	1-2
Total		**13-14**	**0-3**	**13-18**	**13-14**

Total Minimum Credits for the Associate of Arts and Science in Liberal Arts-Humanities Specialization……………………………………………………………………..   **61**

Administration of Justice
Associate of Applied Science

Choose a specialization in
Corrections
Law Enforcement
Special Security

Description: The Administration of Justice (ADJ) program programs are designed to prepare individuals for careers in corrections. The curriculum serves the interests of career-oriented students and provides courses to meet the needs of in-service personnel. 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. Transferability of ADJ coursework to four-year colleges or universities is contingent on the academic credit transfer policies of those institutions. The ADJ Program Coordinator and/or Counseling personnel will facilitate inquiries of ADJ majors, including possible transfer limitations of DCC ADJ coursework, regarding four-year programs in Administration of Justice/Criminal Justice, or related academic programs.

More than one-half of the curriculum includes courses in administration of justice. Remaining courses are considered general education classes to be taken from disciplines such as natural science (or math), sociology, psychology and so on. Instruction includes both the theoretical concepts and practical applications needed for future success in public safety. Students who plan to transfer DCC courses into a four-year program in criminal justice/administration of justice are strongly urged to consult with the ADJ Program Coordinator and the Counseling Office as the student may be advised to substitute coursework for some classes listed in the suggested four-semester ADJ Program.

Admission Requirements: In addition to the College's general admission requirements, applicants must also consult with the ADJ Program Coordinator to learn if he or she would meet the specialized requirements set by criminal justice agencies. Minimal criminal justice agency requirements 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 all criminal justice agencies;
- U.S. citizenship.

Note: An extensive background investigation will be conducted by the criminal justice agency to confirm the foregoing. Any student who has been convicted of a felony or any offense involving moral turpitude or violence should consult with the ADJ faculty advisor to determine if this degree is appropriate.

College Credit for Academy Training: After an ADJ student completes 35 or more credits required for graduation, 21 and 15 credits respectively will be awarded to the ADJ major, as follows:

Virginia State Police Academy
3 credits - ADJ 100, Survey of Criminal Justice
3 credits - ADJ 130, Criminal Law
3 credits - ADJ 236, 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, Criminal Law
3 credits - ADJ 236, Criminal Investigation
3 credits - ADJ coursework*****
      3 credits - Wellness Elective   **Total: 15 credits**

*Possible ADJ coursework could include:
ADJ 116, Special Enforcement Topics
ADJ 227, Constitutional Law
ADJ 215, Report Writing

Career Opportunity: These programs are designed to prepare individuals for careers in corrections and also provides courses to meet the needs of in-service personnel. Possible careers include: Air Force Office of Special Investigations (AFOSI); Air Force Security Forces; Commercial and Industrial Security Officer; Correctional Officer; Deputy Sheriff; Dispatcher; Insurance Investigator; Jail Deputy; Loss Prevention Manager; Military Police; Military Intelligence; Police Officer; Security Supervisor Virginia State Trooper; and Youth Care Worker.

Length: A student attending full-time can complete an Administration of Justice degree in 4 semesters.

Program Outcomes: Students who successfully complete this program will demonstrate:
1. An in-depth knowledge of various sources of crime data (e.g. FBI-based Uniform Crime Reporting system) and analytical skills necessary to evaluate "strengths" and "weaknesses" of crime data reporting

2. Assessment skills applied to community-police programs and evaluative measures to be applied to the merits of police-sponsored community crime prevention efforts
3. Knowledge of each component of the criminal justice system – police, judiciary, corrections and protective services (private security) – and articulation of various sub-components of the criminal justice system ranging from prosecutor, defense attorney and probation – parole duties to functions performed by public safety offices such as the public defender and sheriff
4. Knowledge of the role diversity plays in decision-making at all levels of America's criminal justice system
5. Knowledge of the global nature of crime to include the impact of crime and the prosecution of criminal offenders who utilize not only the United States, but also international destinations from Europe to Asia to further a terrorist goal, commit cybercrime, or reap huge profits associated with criminal enterprises
6. Knowledge of stress reduction techniques including a meaningful and consistent physical fitness conditioning program
7. Knowledge of the importance of volunteering one's talents for the overall improvement of one's community
8. Knowledge of the need for uncompromising ethical and moral standards
9. Exemplary written and oral communications skills
10. Excellent information literacy skills

Administration of Justice-Corrections Specialization
(Associate of Applied Science)

Course		Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester						
SDV 100		College Success Skills	1	0	1	1
ENG 111		English Composition I	3	0	3	3
SOC 200		Principles of Sociology				
or						
SOC 201		3Intro to Sociology I	3	0	3	3
ADJ	100	Survey of Criminal Justice	3	0	3	3
ADJ	130	Intro. to Criminal Law	3	0	3	3
ADJ	140	Intro. to Corrections	3	0	3	3
		Total	16	0	16	16
Second Semester						
NAS 105		4Natural Science Topics for Modern Society or				
		4Other approved Lab or Math course	3-4	0	3-4	3-4
ENG 112		College Composition II	3	0	3	3
SOC 202		Intro to Sociology II or				
		Approved Sophomore-Level Sociology	3	0	3	3
ADJ	131	Legal Evidence	3	0	3	3
ADJ	227	Constitutional Law for Justice Personnel	3	0	3	3
ADJ	145	Corrections and Community	3	0	3	3
		Total	18-19	0	18-19	18-19
Third Semester						
PSY 200		Principles of Psychology				
or						
PSY 201		Intro. to Psychology I	3	0	3	3
EEE		Elective Non-ADJ Elective	3	0	3	3

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
SPA 103	Basic Spoken Spanish				
or					
SPA	1Appr. Spanish Course	3-4	0	3-4	3-4
SOC 235	Juvenile Delinquency	3	0	3	3
PSY 215	Abnormal Psychology	3	0	3	3
	Total	**15-16**	**0**	**15-16**	**15-16**

Fourth Semester

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
HUM 165	Controversial Issues in American Society				
or					
CST 100	2Principles of Public Speaking	3	0	3	3
	5Approved Computer Elective	3	0	3	3
ADJ 296	Internship	3	0	3	3
SOC 236	Criminology	3	0	3	3
ADJ 215	Report Writing	3	0	3	3
PED/HLT	Approved Wellness Elective	3	0	3	3
	Total	**18**	**0**	**18**	**18**

Total Minimum Credits for the Associate of Applied Science Degree in Administration of Justice (Corrections Specialization) 67

1Such as SPA 150, Spanish for Law Enforcement

2Students may substitute CST 100 here if it is required by the transfer school.

3SOC 200 includes material covered in both SOC 201 and SOC 202. The student must enroll in either SOC 201 and SOC 202 as a series, or enroll in SOC 200. SOC 200 will fulfill the general sociology requirement at the four-year college/university level. Students must check the academic transfer policy of the four-year school regarding transferability of SOC 201 to fulfill the general sociology requirement.

4Students intending to transfer should take a lab science and at least MTH 151 (Mathematics for the Liberal Arts I).

5BUS 147 (Intro to Business Information Systems) is recommended if the student intends to transfer to a four-year college or university.

Administration of Justice-Law Enforcement Specialization
Associate of Applied Science

Course		Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
SDV 100		College Success Skills	1	0	1	1
ENG 111		English Composition I	3	0	3	3
SOC 200		Principles of Sociology				
or						
SOC 201		3Intro to Sociology I	3	0	3	3
ADJ	100	Survey of Criminal Justice	3	0	3	3
ADJ	130	Intro. to Criminal Law	3	0	3	3
ADJ	116	Special Enforcement Topics	3	0	3	3
		Total	**16**	**0**	**16**	**16**

Second Semester

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
NAS 105	Natural Science Topics for Modern Society or				
	4Other approved Lab or Math course	3-4	0	3-4	3-4
ENG 112 College Composition II		3	0	3	3
SOC 202	Intro to Sociology II or				
	Approved Sophomore-Level Sociology	3	0	3	3

Course		Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
ADJ	131	Legal Evidence	3	0	3	3
ADJ	227	Constitutional Law for Justice Personnel	3	0	3	3
ADJ	236	Prin. of Criminal Investigation	3	0	3	3
		Total	**18-19**	**0**	**18-19**	**18-19**

Third Semester

Course		Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
PSY 200		Principles of Psychology				
or						
PSY 201		Intro. to Psychology I	3	0	3	3
		Elective Non-ADJ Elective	3	0	3	3
SPA 103		Basic Spoken Spanish				
or						
SPA		1Appr. Spanish Course	3-4	0	3-4	3-4
SOC 235		Juvenile Delinquency	3	0	3	3
ADJ	171	Forensic Science I	3	3	6	4
		Total	**15-16**	**3**	**18-19**	**16-17**

Fourth Semester

Course		Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
HUM 165		Controversial Issues in American Society				
or						
CST 100		2Principles of Public Speaking	3	0	3	3
		5Approved Computer Elective	3	0	3	3
ADJ	296	Internship	3	0	3	3
SOC 236		Criminology	3	0	3	3
ADJ	215	Report Writing	3	0	3	3
PED/HLT		Approved Wellness Elective	3	0	3	3
		Total	**18**	**0**	**18**	**18**

Total Minimum Credits for the Associate of Applied Science Degree in Administration of Justice (Law Enforcement Specialization) 68

Administration of Justice-Protective Services Specialization
Associate of Applied Science

Course		Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester			**Hours**	**Hours**	**Credits**	
SDV	100	College Success Skills	1	0	1	1
ENG	111	English Composition I	3	0	3	3
SOC	200	Principles of Sociology or				
SOC	201	Intro to Sociology I	3	0	3	3
ADJ	100	Survey of Criminal Justice	3	0	3	3
ADJ	130	Intro. to Criminal Law	3	0	3	3
ADJ	150	Introduction to Security Administration	3	0	3	3

		Total	16	0	16	16

Second Semester

NAS	105	Natural Science Topics for Modern Society or				
		Other approved Lab or 4Math course	3-4	0	3-4	3-4
ENG	112	College Composition II	3	0	3	3
SOC	202	Intro to Sociology II or				
		Approved Sophomore-Level Sociology	3	0	3	3
ADJ	131	Legal Evidence	3	0	3	3
ADJ	227	Constitutional Law for Justice Personnel	3	0	3	3
ADJ	257	Loss Prevention	3	0	3	3
		Total	18-19	0	18-19	18-19

Third Semester

PSY	200	*Principles of Psychology*				
or						
PSY	201	*Intro. to Psychology I*	3	0	3	3
EEE		*Elective Non-ADJ Elective*	3	0	3	3
SPA	103	*Basic Spoken Spanish or*				
		Appr. Spanish Course	3-4	0	3-4	3-4
SOC	235	*Juvenile Delinquency*	3	0	3	3
ADJ	234	*Terrorism and Counter-Terrorism*	3	0	3	3
		Total	15-16	0	15-16	15-16

Fourth Semester

HUM	165	Controversial Issues in American Society				
or						
CST	100	Principles of Public Speaking	3	0	3	3
EEE		5Approved Computer Elective	3	0	3	3
ADJ	296	Internship	3	0	3	3
SOC	236	Criminology	3	0	3	3
ADJ	215	Report Writing	3	0	3	3
PED/HLT		Approved Wellness Elective	3	0	3	3
		Total	18	0	18	18

Total Minimum Credits for the Associate of Applied Science Degree in Administration of Justice Protective Services Specialization (Private Security) 67

Corrections (Corrections Science)

Certificate

Description: The Certificate in Corrections is designed for practitioners in corrections and associated fields who desire to take only those courses which relate directly to their Career Opportunity

needs. It may also be the first step to an associate degree in Corrections. You will be advised as to which courses are most applicable in your field of interest.

Career Opportunity: The Certificate in Corrections is designed for practitioners in corrections and associated fields who desire to take only those courses which relate directly to their Career Opportunity needs in the following occupational titles: Jailer, or Corrections Officer. It may also be the first step to an associate degree in Corrections.

Length: A student attending full-time can complete this degree in 4 semesters.

Admission Requirements: A high school diploma or GED is required. In addition to the admission requirements established by the College, entry into this curriculum requires proficiency in English, mathematics, and reading. If you do not meet entry requirements or your placement test scores indicate a need for further preparation, you will be placed in the appropriate developmental studies courses in English, mathematics, and/or reading. These developmental course credits do not apply toward degrees or certificates. Students required to take two or more developmental courses may need additional semesters to complete the program.

Program Outcomes: Students who successfully complete the Corrections Certificate will demonstrate:

1. an in-depth knowledge of various sources of crime data (e.g. FBI-based Uniform Crime Reporting system) and analytical skills necessary to evaluate "strengths" and "weaknesses" of crime data reporting

2. assessment skills applied to community-police programs and evaluative measures to be applied to the merits of police-sponsored community crime prevention efforts

3. knowledge of each component of the criminal justice system—police, judiciary, corrections and protective services (private security)—and articulation of various sub-components of the criminal justice system ranging from prosecutor, defense attorney and probation-parole duties to functions performed by public safety offices such as the public defender and sheriff

4. knowledge of the role diversity plays in decision-making at all levels of America's criminal justice system

5. a knowledge of the global nature of crime to include the impact of crime and the prosecution of criminal offenders who utilize not only the United States, but also international destinations from Europe to Asia to further a terrorist goal, commit cybercrime, or reap huge profits associated with criminal enterprises

6. a knowledge of stress reduction techniques including a meaningful and consistent physical fitness conditioning program

7. knowledge of the importance of volunteering one's talents for the overall improvement of one's community

8. a knowledge of the need for uncompromising ethical and moral standards

9. exemplary written and oral communication skills

10. excellent information literacy skills

Course		Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester						
ENG	111	College Composition I	3	0	3	3
ADJ	100	Survey of Criminal Justice	3	0	3	3
SOC	200	Principles of Sociology	3	0	3	3
SDV	100	College Success Skills	1	0	1	1
		Total	**10**	**0**	**10**	**10**
Second Semester						
ADJ	130	Introduction to Criminal Law	3	0	3	3
SOC	235	Juvenile Delinquency	3	0	3	3
ENG	112	College Composition II	3	0	3	3
SOC or	215	Sociology of the Family				
SOC	268	Social Problems	3	0	3	3
		Total	**12**	**0**	**12**	**12**
Third Semester						
ADJ	140	Introduction to Corrections	3	0	3	3
PSY	200	Principles of Psychology	3	0	3	3
ITE	115	Introduction to Computer Applications and Concepts	3	0	3	3
		Total	**9**	**0**	**9**	**9**
Fourth Semester						
ADJ	227	Constitutional Law	3	0	3	3
ADJ	145	Corrections & the Community	3	0	3	3
SOC	236	Criminology	3	0	3	3
HLT	116	Personal Wellness	3	0	3	3
		Total	**12**	**0**	**12**	**12**

Total Minimum Credits for the Certificate in Corrections………………… 43

Note: All courses must be approved by the Administration of Justice Program Advisor. Graduates of Corrections Officer's and Jailer's Training Academy Programs may receive advanced standing credit for some program requirements. Additional course credits may be received for relevant and qualified in-service corrections officer's/jailer's training courses. Students must be enrolled in the Administration of Justice Program in order to have previous corrections officer/jailer training evaluated

Cybercrime Investigation
Certificate

Description: The Cybercrime Investigation Certificate is designed to improve the job-related skills of individuals engaged in law enforcement and/ or security duties. Students are advised as to which courses are applicable in their field of interest.

Graduates of the "Law Enforcement Officers Training Standards Course" and the Virginia State Police "Basic Training Academy" may receive advanced standing credit for some program requirements. Additional course credits may be received for relevant and qualified in-service criminal justice seminars and training courses. The Administration of Justice Program Lead Faculty Member is available to answer specific questions regarding application to DCC and/or cybercrime investigation prerequisites and course requirements.

Career Opportunity: Various law enforcement occupations who need to understand cybercrime.

Length: A student attending part-time can complete this degree in 4 semesters.

Admission Requirements: A high school diploma or GED is required. In addition to the admission requirements established by the College, entry into this curriculum requires proficiency in English, mathematics, and reading. If you do not meet entry requirements or your placement test scores indicate a need for further preparation, you will be placed in the appropriate developmental studies courses in English, mathematics, and/or reading. These developmental course credits do not apply toward degrees or certificates. Students required to take two or more developmental courses may need additional semesters to complete the program.

Program Outcomes: Students who successfully complete the cybercrime investigation certificate program will know how to:

1. Investigate computer crimes and incidents and accurately analyze and report findings

2. Prepare written computer-forensics investigation reports that are admissible in court

3. Describe network components, protocols, architectures, and the application of current communication and networking technologies

4. Acquire, recover, document and analyze information contained within and created by computer systems, including different operating systems and networks, computer devices, and digital devices including cellular telephones and digital cameras

5. Identify the specifics of computer and network security exposures and vulnerabilities and the countermeasures available to prevent breaches and other system intrusions

6. Help organizations increase awareness of security policies and procedures

7. Collect, analyze and evaluate evidence data using industry-standard computer forensic software and hardware

8. Collaborate with others to conduct a proper computer-forensics investigation

9. Discuss and apply the rules of evidence and court procedures and apply the legal and ethical issues related to the acquisition and analysis of digital evidence

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
ENG 111	College Composition I	3	0	3	3
ADJ 100	Survey of Criminal Justice	3	0	3	3
SDV 100	College Success Skills	1	0	1	1
PSY 200	Principles of Psychology	3	0	3	3
ITE 116	Survey of Computer Software Applications	2	0	2	2
	Total	**12**	**0**	**12**	**12**
Second Semester					
ADJ 130	Introduction to Criminal Law	3	0	3	3
SOC 200	Principles of Sociology	3	0	3	3
ITN 276	Computer Forensics I	3	2	5	4
	Total	**9**	**2**	**11**	**10**
Third Semester (Summer)					
ADJ 161	Introduction to Computer Crime	3	0	3	3
ITN 277	Computer Forensics II	3	0	3	3
	Total	**6**	**0**	**6**	**6**
Fourth Semester					
ADJ 227	Constitutional Law	3	0	3	3
SOC 236	Criminology	3	0	3	3
ITN 260	Network Security Basics	3	2	5	4
	Total	**9**	**2**	**11**	**10**

Total Minimum Credits for the Certificate in Cybercrime 38

Law Enforcement
Certificate

Description: The Certificate in Law Enforcement is designed for practitioners in law enforcement and associated fields who desire to take only those courses which relate directly to their Career Opportunity needs. It may also be the first step to an associate degree in Law Enforcement. You will be advised as to which courses are most applicable in your field of interest. All courses must be approved by the Administration of Justice Program Advisor. Graduates of Law Enforcement Training Programs may receive advanced standing credit for some program requirements. Additional course credits may be received for relevant and qualified in-service law enforcement training courses. Students must be enrolled in the Administration of Justice Program in order to have previous law enforcement training experiences evaluated

Career Opportunity: The Certificate in Law Enforcement is designed for practitioners in law enforcement and associated fields who desire to take only those courses which relate directly to their Career Opportunity needs. The following titles represent examples of possible Career Opportunity opportunities: Police Officer, Deputy Sheriff, Game Warden, Virginia State Trooper. This degree may also be the first step to an associate degree in Law Enforcement.

Length: A student attending part-time can complete this degree in 4 semesters.

Admission Requirements: A high school diploma or GED is required. In addition to the admission requirements established by the College, entry into this curriculum requires proficiency in English, mathematics, and reading. If you do not meet entry requirements or your placement test scores indicate a need for further preparation, you will be placed in the appropriate developmental studies courses in English, mathematics, and/or reading. These developmental course credits do not apply toward degrees or certificates. Students required to take two or more developmental courses may need additional semesters to complete the program.

Program Outcomes: Students who successfully complete this program will demonstrate:
1. An in-depth knowledge of various sources of crime data (e.g. FBI-based Uniform Crime Reporting system) and analytical skills necessary to evaluate "strengths" and "weaknesses" of crime data reporting
2. Assessment skills applied to community-police programs and evaluative measures to be applied to the merits of police-sponsored community crime prevention efforts
3. Knowledge of each component of the criminal justice system – police, judiciary, corrections and protective services (private security) – and articulation of various sub-components of the criminal justice system ranging from prosecutor, defense attorney and probation – parole duties to functions performed by public safety offices such as the public defender and sheriff
4. Knowledge of the role diversity plays in decision-making at all levels of America's criminal justice system
5. Knowledge of the global nature of crime to include the impact of crime and the prosecution of criminal offenders who utilize not only the United States, but also international destinations from Europe to Asia to further a terrorist goal, commit cybercrime, or reap huge profits associated with criminal enterprises
6. Knowledge of stress reduction techniques including a meaningful and consistent physical fitness conditioning program
7. Knowledge of the importance of volunteering one's talents for the overall improvement of one's community

8. A knowledge of the need for uncompromising ethical and moral standards

9. Exemplary written and oral communication skills

10. Excellent information literacy skills

Course		Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester						
SDV	100	College Success Skills	1	0	1	1

ENG	111	English Composition I	3	0	3	3
SOC	200	Principles of Sociology				
or						
SOC	201	Intro to Sociology I	3	0	3	3
ADJ	100	Survey of Criminal Justice	3	0	3	3
		Total	**10**	**0**	**10**	**10**

Second Semester

ENG	112	College Composition II	3	0	3	3
ADJ	130	Introduction to Criminal Law	3	0	3	3
SOC	235	Juvenile Delinquency	3	0	3	3
SOC	215	Sociology of the Family or				
SOC	268	Social Problems	3	0	3	3
		Total	**12**	**0**	**12**	**12**

Third Semester

PSY	200	Principles of Psychology				
or						
PSY	201	Intro. to Psychology I	3	0	3	3
ADJ	236	Principles of Criminal Investigation	3	0	3	3
ITE	115	Intro to Computer Applications	3	0	3	3
		Total	**9**	**0**	**9**	**9**

Fourth Semester

SOC	236	Criminology	3	0	3	3
HLT	116	Personal Wellness	3	0	3	3
ADJ	227	Constitutional Law	3	0	3	3
ADJ	171	Forensic Science I	3	3	6	4
		Total	**12**	**3**	**15**	**13**

Total Minimum Credits for the Certificate in Law Enforcement…………………..44

Protective Services (Private Security)
Certificate

Description: The Certificate in Protective Services is designed for practitioners in protective services and associated fields who desire to take only those courses which relate directly to their Career Opportunity needs. It may also be the first step to an associate degree in Protective Services. You will be advised as to which courses are most applicable in your field of interest. All courses must be approved by the Administration of Justice Program Advisor. Graduates of Protective Services and Private Security Training Programs may receive advanced standing credit for some program requirements. Additional course credits may be received for relevant and qualified in-service protective services training courses. Students must be enrolled in the Administration of Justice Program in order to have previous protective services/private security training experiences evaluated.

Career Opportunity: The Certificate in Protective Services is designed for practitioners in protective services and associated fields who desire to take only those courses which relate directly to their

Career Opportunity needs. The following occupational titles represent examples of possible Career Opportunity opportunities: Security Officer, Private Investigator, and Insurance Investigator. This degree may also be the first step to an associate degree in Protective Services.

Length: A full-time student can complete this degree in 4 semesters.

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

Program Outcomes: Students who successfully complete the Corrections Certificate will demonstrate:

1. an in-depth knowledge of various sources of crime data (e.g. FBI-based Uniform Crime Reporting system) and analytical skills necessary to evaluate "strengths" and "weaknesses" of crime data reporting
2. assessment skills applied to community-police programs and evaluative measures to be applied to the merits of police-sponsored community crime prevention efforts
3. knowledge of each component of the criminal justice system—police, judiciary, corrections and protective services (private security)—and articulation of various sub-components of the criminal justice system ranging from prosecutor, defense attorney and probation-parole duties to functions performed by public safety offices such as the public defender and sheriff
4. knowledge of the role diversity plays in decision-making at all levels of America's criminal justice system
5. a knowledge of the global nature of crime to include the impact of crime and the prosecution of criminal offenders who utilize not only the United States, but also international destinations from Europe to Asia to further a terrorist goal, commit cybercrime, or reap huge profits associated with criminal enterprises
6. a knowledge of stress reduction techniques including a meaningful and consistent physical fitness conditioning program
7. knowledge of the importance of volunteering one's talents for the overall improvement of one's community
8. a knowledge of the need for uncompromising ethical and moral standards
9. exemplary written and oral communication skills
10. excellent information literacy skills

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
SDV 100	College Success Skills	1	0	1	1
ENG 111	College Composition I	3	0	3	3
SOC 200	Intro to Sociology I*				
or					
SOC 201	Principles of Sociology	3	0	3	3
ADJ 100	Survey of Criminal Justice	3	0	3	3
	Total	**10**	**0**	**10**	**10**
Second Semester					
ENG 112	College Composition II	3	0	3	3

ADJ 130 Introduction to Criminal Law	3	0	3	3
SOC 235 Juvenile Delinquency	3	0	3	3
SOC 215 Sociology of the Family or				
SOC 268 Social Problems	3	0	3	3
Total	**12**	**0**	**12**	**12**

Third Semester

PSY 200 Principles of Psychology				
or				
PSY 201 Intro. to Psychology	3	0	3	3
ADJ 150 Introduction to Security Administration	3	0	3	3
ITE 115 Introduction to Computer Applications	3	0	3	3
Total	**9**	**0**	**9**	**9**

Fourth Semester

SOC 236 Criminology	3	0	3	3
ADJ 227 Constitutional Law	3	0	3	3
ADJ 257 Loss Prevention	3	0	3	3
HLT 116 Personal Wellness	3	0	3	3
Total	**12**	**0**	**12**	**12**

Total Minimum Credits for Certificate in Protective Services…………………… 43

Emergency Medical Services
Career Studies Certificate

See Science, Health Science, and Health Related Careers

Description: Job opportunities may be available with ambulance services, nursing homes, and home-health care sales and service. This program meets the educational requirements to sit for the Emergency Medical Technician Examination for State (Virginia) Certification.

Career Opportunity: The Career Studies Certificate in Emergency Medical Services – Basic is designed to prepare individuals to work in a variety of job entry-leave positions in the broad field of health services.

Length: A student can complete this program in 2 semesters.

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

Program Outcomes: Upon completion of this program, students will:

1. Be familiar with Emergency Medical Care, the well-being of the EMT-B, Medico-legal and Ethical Issues, The Human Body, Vital Signs and Patient History, and Lifting and Moving Patients.

2. Know the provisions for initial care for an illness or injury until definitive medical treatment can be accessed and may include life-saving techniques.
3. Be able to recognize cardiac arrest and provide basic life support.
4. Be able to describe unique needs for assessing a patient.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
EMS 112	Emergency Medical Technician-Basic I	2	2	4	4
EMS 113	Emergency Medical Technician – Basic II	2	2	4	3
EMS 120	Emergency Medical Technician – Basic Clinical	2	2	4	1
PSY 126	Psychology for Business and Industry	3	0	3	3
	Total	9	6	15	11

Total Minimum Credits needed for the Career Studies Certificate in Emergency Medical Services …….11

Emergency Medical Technician-Intermediate
Career Studies Certificate

See Science, Health Science, and Health Related Careers

Description: This program is designed to produce competent entry-level Emergency Medical Technicians (EMS) Intermediate who can service the community with advanced life support care via the EMS infrastructure. Upon completion of the program, students will be eligible for National Registry testing certification in Virginia.

Career Opportunity: Career Opportunity opportunities for EMT-I's are available with Ambulance, Fire and Rescue Services, Hospitals, Government Departments, Sales, and Humanitarian Relief organizations.

Length: A student can complete this program in 3 semesters.

Admission Requirements: The student is required to have a GED or high school diploma and meet the general education requirements of the College. In addition, admission requires current credentialing as an EMT-Basic or Enhanced or Basic Life Support Provider Certification. Admission is on a selective basis. For more information, contact the Workforce Services Office.

In addition, students may not have been convicted of a crime as mandated by the Virginia Office of EMS. This program requires extensive walking, stooping, bending, pushing, pulling, climbing stairs, and lifting. Students should be able to lift at least 125 lbs.

Program Outcomes: Graduates of this program will:
1. Understand the roles and responsibilities of an EMT-Intermediate within an EMS System, apply the basic concepts of anatomy and physiology to the assessment and management of emergency patients, and safety use and administer emergency medication medications.
2. Be able to establish and/or maintain a patient airway, oxygenate, and ventilate a patient.

3. Be able to take a proper history and perform an advanced physical assessment on an emergency patient, and communicate the findings to others.
4. Be able to utilize the assessment findings to formulate a field impression and implement the treatment plan for the patient with respiratory emergencies.
5. Be able to utilize the assessment findings to formulate a field impression and implement a treatment plan for the patient with an allergic or anaphylactic reaction.
6. Be able to integrate the principles of assessment based management to perform an appropriate assessment and implement the management plan for patients with common complaints.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
EMS 151	Introduction to ALS	3	2	5	4
EMS 153	Basic EKG Recognition	2	0	2	2
EMS 155	ALS Medical Care	3	2	5	4
EMS 157	ALS Trauma Care	2	2	4	3
EMS 159	Special Populations	2	3	5	3
EMS 170	ALS Internship I	3	3	6	1
EMS 172	ALS Internship II	3	3	6	2
EMS 173	ALS Internship III	0	3	3	1
EMS 213	ALS Skills Development	1	1	2	1
	Total	**19**	**19**	**38**	**21**

Total Minimum Credits needed for the Career Studies Certificate in Emergency Medical Technician Intermediate …….21

Drafting, Design, and Engineering

DCC's Drafting, Design, and Engineering programs train people to be involved in the variety of stages in the design to implementation process of various types of projects from construction to machinery to parts. Depending on the program chosen, students can be involved in the design of the product or in the implementation of the design. The Engineering – Associate of Science degree provides students with the first two years of the four year degree and is designed to transfer to the four-year university in Engineering.

Drafting, Design, and Engineering Programs of Study

Advanced Product Design and Development
Career Studies Certificate

Program Description: Advanced Product Design and Development Career Studies Certificate* is designed to prepare students with the knowledge, skills, and foundational concepts necessary to design, engineer, and produce a product utilizing wood as a primary design medium and incorporating CAD/CAM/CNC technology. These skills include critical thinking, project planning, managing creativity and design, form and function, product management through customer-focused innovation. Completion of this certificate will prepare the student for work in various positions in the design and manufacturing sectors.

Career Opportunity - The Career Studies Certificate in Advanced Product Design and Development* is designed to provide students the necessary skills to be gainfully employed in various design and manufacturing sectors.

Length: A student can complete this program in 2 semesters.

Admission Requirements: Admission to the Advanced Product Design and Development Career Studies Certificate Program* is based upon the general admission requirements to the College. If a student meets the general admission requirements, a counselor will discuss the student's academic strengths and weaknesses. Placement recommendation for MTH 2 and Basic Arithmetic or equivalent is required.

Program Outcomes: Graduates of the Advanced Product Design and Development Career Studies Certificate program will:
1. Apply various manufacturing concepts in technologies and automation used in today's manufacturing.
2. Demonstrate the ability to use CAD/CAM/CNC in manufacturing design and development.
3. Demonstrate the ability to program and operate different types of equipment related to modern day manufacturing.
4. Demonstrate the use of different types of tools and materials used in modern day manufacturing.
5. Demonstrate various problem solving techniques in product design and development.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
IND 161	Product Design & Development	1	12	13	5
IND 162	Product Design & Development II	1	12	13	5
CAD 200	Survey of Computer Aided Drafting	2	2	4	3

CAD 233 Computer Aided Drafting III*		2	3	5	3
IND 137 Team Concepts & Problem Solving		3	0	3	3
Total		9	29	38	19

A prior drafting course, such as DRF 114, CAD 120, DRF 160 or equivalent, is recommended before enrolling in CAD 233.

Total Minimum Credits for Career Studies Certificate in Drafting, Design, and Engineering................19

Applied Engineering Technology
(Formerly General Engineering Technology)
Associate of Applied Science

Description: General Engineering Technology is a two-year curriculum combining a basic core of engineering courses. These courses are drawn from the field of Mechanical, Industrial, and Electronic Engineering. The first year includes studies in science, math, English, drafting, and general education courses. Although the first year is composed almost exclusively of engineering technology courses, these courses will prepare the student to enter the engineering field as an engineering technician upon graduation.

Career Opportunity – Possible Career Opportunity opportunities for graduates of this program include the following titles: Engineering Technician, Quality Control Technician, Industrial Engineering Technician, Material Testing Technician, and Technical Salesperson.

Length: A student can complete this program in 5 semesters. Part-time students determine their own pace.

Admission Requirements: In addition to the admission requirements established for the College, this curriculum requires successful completion of four units of high school English; three units of high school mathematics (Algebra I, Algebra II and Geometry); two units of high school social studies; one unit of laboratory science, and one unit of Technical Drafting. If a student meets the general admission requirements, a counselor will discuss the student's academic strengths and weaknesses. Any academic deficiencies may be corrected in the College's Developmental Studies program.

Program Outcomes: Upon successful completion of this program, students will be able to:
1. design, draw and build a model bridge then test the structural strength with the departments' structure tester.
2. develop, design, create a drawing package, and fabricate a 3 dimensional working model of a functioning mechanical system.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
SDV 100	College Success Skills	1	0	1	1
SDV 198	Electronic Portfolio	1	0	1	1
DRF 114	DraftingI	1	6	7	3
MAC 131	Machine Technology	1	3	4	2

MEC 100	Intro to Engineering Technology	1	2	3	2
MTH 166	Precalculus w/Trig.	4	0	4	4
	Total	**9**	**11**	**20**	**13**

Second Semester

ENG 111	English Composition I	3	0	3	3
CAD 201	Comp. Aided Drafting & Design I	2	2	4	3
MTH 271	Applied Calculus	3	0	3	3
MEC 111	Materials for Industry	3	0	3	3
ITE 140	Spreadsheets	3	2	5	4
	Total	**14**	**4**	**18**	**16**

Third/Summer Semester

MAC 126	Introduction to CNC/FeatureCam	2	3	5	3
MEC 131	Mechanics I	3	0	3	3
PHY 130	Technical Physics	2	2	4	3
CAD 233	Computer Aided Design III/ SolidWorks	2	2	4	3
	Total	**9**	**7**	**16**	**12**

Fourth Semester

ETR 115	DC and AC Fundamentals	3	0	3	3
MEC 126	Computer Programming	1	2	3	2
MEC 132	Mechanics II	3	0	3	3
MEC 265	Fluid Mechanics	3	0	3	3
HLT/PED	Physical Ed. Elective	0	2	2	1
	Total	**12**	**3**	**15**	**13**

Fifth Semester

HUM	Humanities Elective	3	0	3	3
PSY/SOC/HUM	Elective	3	0	3	3
CST 100	Principles of Public Speaking	3	0	3	3
MEC 211	Machine Design I	3	3	6	4
	Total	**12**	**3**	**15**	**13**

Minimum Credits for the Associates of Applied Science Degree in General Engineering Technology------------------------------------66

Computer Aided Drafting and Design
Diploma

Description: The Computer-Aided Drafting and Design program offers instruction in the drafting procedures, materials, manufacturing processes, and science and mathematics that is needed by the technician or engineering assistant in the field. You will receive theoretical and practical experiences in drafting principles, drafting skills, CAD Drafting (AUTOCAD, SolidWorks, Chief Architect, FeatureCAM) manufacturing processes, and machine and tool design. The program contains general education

courses to assist you in social and business communications and to prepare you to meet the obligations of a citizen in the American democratic society.

Career Opportunity – The Computer-Aided Drafting and Design curriculum is designed to train persons for Career Opportunity in the many occupations available in the field of drafting and design. Students can be employed as a Drafting Technician, Truss Designer, Fixture Design Technician, Machine Design Technician, Engineering Assistant, Piping Designer, and Entry Level Supervisor.

Length: A full-time student may complete this program in 5 semesters.

Admission Requirements: In addition to the admission requirements established for this College, this curriculum requires completion of four units of high school English and two units of high school mathematics. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Outcomes: Upon successful completion of this program, students will:

1. Design, draw, and fabricate a prototype of a design project using drafting equipment.
2. Develop, design, create CAD a drawing package, and fabricate a three dimensional working model of a functioning mechanical system.
3. Design, draw, and fabricate a prototype of several design projects using a CAD program.
4. Work in teams to survey a traverse and create a plat from field data.
5. Design, graphically represent, and present their plan of a mechanical system created in a CAD program to the drafting advisory committee.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
SDV 100	College Success Skills	1	0	1	1
DRF 114	Drafting I	1	6	7	3
MEC 100	Intro. to Engineering	1	2	3	2
MAC 131	Machining Technology	1	3	4	2
SDV 198	Seminar/ Project Electronic Portfolios	1	0	1	1
MEC 126	Programming/Visual Basic	1	2	3	2
MTH 121	Fundamentals of Math	3	0	3	3
ENG 111	College Composition	3	0	3	3
	Total	**12**	**13**	**25**	**18**
Second Semester					
MEC 111	Materials for Industry	3	0	3	3
CAD 201	CAD 1/autocad	2	2	4	3
CIV 171	Surveying	2	3	5	3
ARC 121	Architectural Drafting	2	2	4	3
MTH 163	Precalculus w/ Trig	3	0	3	3
	Total	**14**	**7**	**19**	**15**

Third Summer Term I

CAD 233 CAD3/Solidworks		2	2	4	3
MAC 126 Into to CNC/featurecam		2	2	4	3
MEC 131 Mechanics I		3	0	3	3
PHY 130 Technical Physics		2	2	4	3
	Total	**9**	**4**	**13**	**12**

Fourth Semester

CAD 116 Drafting III		1	4	5	3
MEC 132 Mechanics II		3	0	3	3
MEC 265 Fluid Mechanics		3	0	3	3
TECH ELE Elective		2	0	2	2
ECO 11/120/201		3	0	3	3
	Total	**12**	**4**	**16**	**14**

Fifth Semester

CAD 210 AD Tech DRF		1	6	7	4
MEC 211 Machine Design I		3	3	6	4
CAD 298 Seminar Project		1	2	3	2
CAD 202 CAD II/Solidworks		2	2	4	3
	Total	**7**	**13**	**20**	**13**

Total Minimum Credits for a Diploma in Computer- Aided Drafting and Design.....................................72

Drafting and Surveying *Pending for Fall 2016 Startup*
Career Studies Certificate
(Requested by specific population)

Description: The Drafting / Surveying program is designed for beginning draftsmen. This one-year program could also be beneficial to those in the drafting field looking to update their skills by gaining experience with new software and 3D printing technologies. It provides computer application training including experience with 2D/3D computer drafting (AutoCAD & Solidworks) and 3D printing procedures. Students will also be introduced to computer drafting applications related to land surveying (AutoCAD).

It is recommended (not required) that students complete dual credit classes while in high school that will apply to this program. Courses that are covered by dual credit high school classes that transfer into this program are: SDV 100, DRF 114, CAD 233, CAD 201.

Drafting students will have the ability to install AutoCAD and Solidworks software at home for no cost. These programs may be used for educational purposes only.

This degree requires a total of 15 credit hours, 11 of which utilize CAD software to generate 2D and 3D drawings and parts.

Career Opportunity– The Drafting / Surveying program is designed for beginning draftsmen. This one-year program could also be beneficial to those in the drafting field looking to update their skills by gaining experience with new software and 3D printing technologies.

Length: A student can complete this program in 2 semesters.

Admission Requirements: Entry into this curriculum may be attained by meeting the general admission requirements established for the College. Students should have moderate math and strong computer skills to be successful in this program.

Program Outcomes: Students in the Drafting and Surveying program will:
1. learn to apply drafting software to 2D/3D technologies.
2. be able to install AutoCAD.
3. apply computer drafting skills to land surveying.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
SDV 106	Preparation for Career Opportunity		1	0	1
	1				
CAD 201	CAD I / AUTOCAD	3	0	3	3
CAD 233	CAD III / SOLIDWORKS	2	2	4	3
DRF 114	Drafting I	2	2	4	3
DRF 115	Drafting II	2	2	4	3
CIV 171	Surveying I	3	0	1	3
	Total	13	6	17	16

Total Minimum Credits for the Career Studies Certificate in Drafting and Surveying…………..............16

Drafting Technology
Certificate

Description: The Drafting Technology Certificate program is designed for both beginning draftsmen and those with drafting dual credit from local high schools. It could also be beneficial to those in the drafting field looking to gain experience with new software and new fabrication technologies. It provides extensive computer application training, instruction in the areas of board and computer drafting techniques, and an introduction to surveying. The student will receive specialized training in the use of 2D and 3D mechanical design software and will be exposed to 3D residential design software. Students will complete a variety of lab exercises which are designed to focus on mechanical design and construction-related applications.

Career Opportunity – The following occupational titles represent examples of possible Career Opportunity opportunities: Draftsman and Surveying Assistant.

Length: A student can complete this program in 3 semesters.

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

Program Outcomes: Successful graduates of this program will:
1. Demonstrate competency in graphically describing the shape and size of a design project using traditional and CAD drafting methods.
2. Demonstrate competency in designing, graphically representing, and fabricating solid models of mechanical parts.

3. Demonstrate proficiency in surveying the boundaries of a property.
4. Demonstrate proficiency in solving a unique design problem.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
SDV 100	College Success Skills	1	0	1	1
DRF 114	Drafting I	1	9	10	4
MEC 100	Introduction to Engineering Technology	1	2	3	2
MAC 131	Machine Lab I	1	3	4	2
SDV 198	Seminar/Project Electronic Portfolios	1	0	1	1
MTH 121	Fundamentals of Math	4	0	4	3
ENG 111	English Composition	3	0	3	3
	Total	**12**	**11**	**23**	**16**
Second Semester					
MEC 111	Materials for Industry	3	0	3	3
CAD 201	Computer Aided Design I/AutoCad	2	2	4	3
CIV 171	Surveying I	2	3	5	3
ARC 121	Architectural Drafting	2	2	4	3
TECH ELE	Elective	2	0	2	2
	Total	**11**	**6**	**17**	**14**
Third Semester (Summer Term)					
CAD 233	Computer Aided Design III/Solidworks	2	2	4	3
CAD 199	Supervised Study	1	2	3	2
	Total	**3**	**4**	**7**	**5**

Total Minimum Credits for the Diploma in Drafting Technology.................................35

Engineering
Associate of Science

Description: The Associate of Science Degree in Engineering is a transfer degree designed to prepare students for upper level engineering courses. This curriculum ensures that students possess a firm foundation in the areas of mathematics and natural science which is essential for success in virtually every area of engineering. Students who plan on becoming professional engineers, regardless of their area of specialization or major, are required to apply principles of mathematics and science, to solve problems, create new systems, and envision new processes to meet the demands and resolve issues of a continually evolving global economy. Students who have a strong interest in math and science and who wish to have rewarding careers in industry and government that directly confront these problems should consider this degree as their first step in the engineering profession.

Career Opportunity – This program was also designed as part of the University of Virginia's "Produced in Virginia" initiative which aims to increase the number of engineers graduated in the Commonwealth.   The Virginia Community College System has guaranteed admission agreements with both the University of Virginia and Virginia Tech for students who are successful in this program.

Length: A student can complete this program in 4 semesters.

Admission Requirements: In addition to the admission requirements established for the College, entry into this curriculum requires completion of four units of high school English, three units of college preparatory mathematics, one unit of laboratory science, and one unit of social studies. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background. You may correct any weaknesses in academic preparation in the College's Developmental Studies program. While not required, it is recommended that students have taken chemistry and/or physics in their high school curriculum along with intermediate algebra and trigonometry.

This program is rigorous. Students must either enjoy mathematics and natural science, or at least feel comfortable doing the level of work in these areas that this program demands. This level of knowledge and skill is essential in electrical, chemical, mechanical, civil and other engineering sciences that may be the focus of one's junior and senior level courses. Students who are not prepared in mathematics in particular are encouraged to take preparatory courses first and to proceed at a slower pace in order to increase their likelihood of success in these courses.

Program Outcomes: The Danville Community College Engineering program is designed to prepare students to transfer to a four-year institution. To this end, engineering graduates will demonstrate:
1. The ability to apply engineering problem-solving methodology
2. The ability to apply knowledge of math, sciences and engineering principles to engineering problems
3. The ability to conduct experiments and analyze and interpret data
4. The ability to function in a team and to communicate effectively and professionally
5. The ability to understand professional and ethical responsibility

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
ENG 111	College Composition I	3	0	3	3
1MTH 173	Calculus w/Analytic Geometry I	4	0	4	4
EGR 120	Introduction to Engineering	2	0	2	2
CHM 111	College Chemistry I	3	3	6	4
EGR 126	Comp. Programming for Engineers	3	0	3	3
SDV 101	Orientation to Engineering	1	0	1	1
	Total	**16**	**3**	**19**	**17**
Second Semester					
PHY 241	General University Physics I	3	3	6	4
ENG 112	College Composition II	3	0	3	3
MTH 174	Calculus w/Analytic Geometry II	4	0	4	4
CHM 112	College Chemistry II	3	3	6	4
PED/HLT	Approved Wellness Elective	1	0	1	1
	Total	**14**	**6**	**20**	**16**

Third Semester

MTH 277	Vector Calculus	4	0	4	4
PHY 242	General University Physics II	3	3	6	4
EGR 140	Engineering Mechanics – Statics	3	0	3	3
SS EEE	Social Science Elective I	3	0	3	3
HUM EEE	Humanities Elective I	3	0	3	3
	Total	16	3	19	17

Fourth Semester

MTH 279	Ordinary Differential Equations	4	0	4	4
2EGR 245	Engineering Mechanics – Dynamics	3	0	3	3
2EGR 246	Mechanics of Materials	3	0	3	3
SS EEE	Social Science Elective II	3	0	3	3
HUM EEE	Humanities Elective II	3	0	3	3
	Total	16	0	16	16

[1] *Students who are not prepared for Calculus should begin with Precalculus with Trigonometry (MTH 166). These students should also consider following a three- or four-year sequence to complete this program.*

[1] *Students may substitute college-level engineering or supportive discipline courses for engineering disciplines such as electrical engineering to meet these requirements. These substitutions must be approved by the Dean of the Arts and Sciences Division and Engineering faculty.*

Total Minimum Credits for the Associate of Science Degree in Engineering…………….…... 66

Product Design and Development
Career Studies Certificate

Description: This Product Design and Development Career Studies Certificate is designed to prepare students with the knowledge, skills, and foundational concepts necessary to design, engineer, and produce a product utilizing wood as a primary design medium and incorporating CAD/CAM/CNC technology. These skills include critical thinking, project planning, managing creativity and design, form and function, product management through customer-focused innovation. Completion of this certificate will prepare the student for work in various positions in the design and manufacturing sectors.

Career Opportunity – The Career Studies Certificate in Product Design and Development is designed to provide students the necessary skills to be gainfully employed in the design and manufacturing sectors. This certificate is primarily targeted to dual enrollment students, but other students may enroll.

Length: A student can complete this program in 2 semesters.

Admission Requirements: Admission to the Product Design and Development
Career Studies Certificate Program is based upon the general admission requirements to the College. If a student meets the general admission requirements, a counselor will discuss the student's academic strengths and weaknesses. Placement recommendation for MTE1 and MTE2 or equivalent is required.

Program Outcomes: Upon successful completion of this program, students will:

1. Apply various manufacturing concepts in technologies and automation used in today's manufacturing.
2. Demonstrate the ability to use CAD/CAM/CNC in manufacturing design and development.
3. Demonstrate the ability to program and operate different types of equipment related to modern day manufacturing.
4. Demonstrate the use of different types of tools and materials used in modern day manufacturing.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
IND 161	Product Design & Development I	1	12	13	5
IND 162	Product Design & Development II	1	12	13	5
CAD 233	Computer Aided Drafting III**	2	3	5	3
	Total	**4**	**27**	**31**	**13**

**A prior drafting course, such as DRF 114, CAD 120, DRF 160 or equivalent, is recommended before enrolling in CAD 233.*

Total Minimum Credits for the Career Studies Certificate in Product Design and Development…………….............13

Education

DCC's education programs span a wide range of age groups and careers. The Associate in Applied Science and the Career Studies Certificate are designed for students desiring to work in daycare or elementary school settings immediately after graduation. The Associate in Arts and Science is designed for students desiring to continue to the four year university in teacher education.

Education Programs of Study

Early Childhood Development
Career Studies Certificate

Program Description: The Early Childhood Development Career Studies Certificate is designed for students who plan to work with children from birth through age eight years using developmentally appropriate practices. This curriculum provides the student with skills in areas documented by Virginia Competencies for Early Childhood Professionals. The Certificate program is primarily designed to benefit persons interested in Career Opportunity in the care and education of young children immediately after the certificate program completion but would also benefit someone with prior education or experience who is a "career switcher." Additional coursework in Early Childhood Education also leads to the Associate of Applied Science degree in Early Childhood Education should a student wish to further his/her education.

Career Opportunity: Students in the Early Childhood Development Career Studies Certificate may choose careers as a Child Care Center Teacher Assistant, Recreation Leader or Aide, Substitute Teacher, or other early childhood supportive education role.

Length: A student can complete this program in 2 semesters.

Program Integration: Students desiring to continue their education and achieve the Associate of Applied Science in Early Childhood Education may use these courses toward the Associate of Applied Science Degree at any Virginia Community College. Students completing this certificate to satisfy Head Start regulations must take CHD 167 (CDA Theories and Applications: Portfolio) as their approved elective.

Admission Requirements: In addition to the admission requirements established by the College, entry into this curriculum requires a high school diploma or the equivalent. Students with academic weaknesses, as determined by the college's placement test, can correct these weaknesses by enrolling in Developmental Studies. Entry into the Certificate program in Early Childhood Development also requires the following:

A personal interview with a representative of the Early Childhood Education Department.
1. Special Requirement: Students who wish to enroll in the Early Childhood Development Program with the objective of obtaining Career Opportunity in early childhood education settings are advised that excellent moral character is generally considered prerequisite to such Career Opportunity. Background investigations will be conducted by the college laboratory school to confirm that students have not been convicted of a crime involving moral turpitude or any felony.
2. Program-placed students must present documentation of a negative Tuberculosis screening.
3. The students must assume the cost of both the TB test and the Criminal Background Checks upon entry into the Early Childhood Program.

4. Students must possess sufficient physical strength, flexibility and dexterity to perform education and care routines for children.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
SDV 100	College Success Skills	1	0	1	1
CHD 120	Intro to Early Childhood Education	3	0	3	3
CHD 145	Methods in Art, Music & Movement	2	2	5	3
CHD 205	Guiding Behavior of Young Children	3	0	3	3
EDU 235	Health, Safety, & Nutrition for Children	3	0	3	3
EE	Elective (approved by EC advisor)	3	0	3	3
CHD 165	Observation & Part. Early Child/Prim Settings	1	6	7	3
Total		**16**	**8**	**24**	**19**

Total Minimum Credits for Career Studies Certificate in Early Childhood Development 19

Early Childhood Education
Associate in Applied Science

Description: The Early Childhood Education curriculum is designed for students who plan to work with children from birth through age eight years using developmentally appropriate practices. This curriculum provides the student with skills in areas documented by Virginia Competencies for Early Childhood Professionals. The Associate of Applied Science Degree program is primarily designed to benefit persons interested in Career Opportunity in the care and education of young children immediately after completion of community college studies. 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.

Career Opportunity: Students in the Early Childhood Education Associate in Applied Science may choose Career Opportunity as Child Care Center Director, Child Care Center Teacher, Teacher Aide/Assistant, Child Care Center Teacher Assistant, Recreation Aide or Program Leader, or Substitute Teacher.

Length: A student can complete this program in 4 semesters.

Program Integration: Students can apply the courses and course credits earned in the Early Childhood Development Career Studies Certificate to this A.A.S. degree.

Admission Requirements: In addition to the admission requirements established by the College, entry into this curriculum requires a high school diploma or the equivalent. Students with academic weaknesses, as determined by the College's placement test, can correct these weaknesses by enrolling in Developmental Studies. Entry into the Associate of Applied Science Degree program in Early Childhood Education also requires the following:
1. A personal interview with a representative of the Early Childhood Education Department.

2. Special Requirement: Students who wish to enroll in the Early Childhood Education Certificate Program with the objective of obtaining Career Opportunity in early childhood education settings are advised that excellent moral character is generally considered prerequisite to such Career Opportunity. Background investigations will be conducted by the college laboratory school to confirm that students have not been convicted of a crime involving moral turpitude or any felony.
3. Program placed students must present documentation of a negative Tuberculosis (TB) screening.
4. The student must assume the cost of both the TB test and the Criminal Background Checks upon entry into the Early Childhood Program.

5.Students must possess sufficient physical strength, flexibility, and dexterity to perform education and care routines for children.

Program Description: The Early Childhood Education curriculum prepares individuals to work in services for children from birth through age eight years. The program includes courses in child education, behavior management, methods of teaching children, general education and electives. Instruction will include both theoretical concepts and practical applications needed for success in providing high quality services for children. Upon successful completion of the four-semester program, you will be awarded the Associate of Applied Science Degree (AAS) in Early Childhood Education.

Program Outcomes: Upon successful completion of this program, students will be able to:
1. Communicate effectively and appropriately with children and families from all backgrounds to build respectful, reciprocal relationships and use appropriate positive guidance strategies with children in their care.
2. Complete a plan for the educational, physical, fiscal and human resources needed to operate a program for children.
3. 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.
4. Assess children's progress using formal and informal observation and assessment tools and methods.
5. Plan, implement and evaluate curriculum plans and learning environments for children based on developmental appropriateness and a thorough knowledge of child development.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
SDV 100	College Success Skills	1	0	1	1
ENG 111	College Composition I	3	0	3	3
CHD 120	Intro. Early Childhood Education	3	0	3	3
CST 100	Principles of Public Speaking	3	0	3	3
CHD 145	Methods in Art, Music, & Movement	2	2	4	3
CHD 165	Obs. And Part. In Early Childhood/				
	Primary Settings	1	6	7	3
	Total	13	8	21	16
Second Semester					
ENG 112	College Composition II	3	0	3	3
SOC 215	Sociology of the Family				
	Or Approved Elective	3	0	3	3
CHD 118	Language Arts for Young Children	2	2	4	3
CHD 165	Infant and Toddler Programs	3	0	3	3
PSY 235	Child Psychology	3	0	3	3
	Total	14	2	16	15
Third Semester					
CHD 146	Math, Science and Social				

	Lecture	Lab	Contact	Credits
Studies for Children	2	2	4	3
CHD 119 Intro. To Reading Methods	2	2	4	3
EDU 235 Health, Safety, & Nutrition				
For Children	3	0	3	3
CHD 210 Intro. To Exceptional Children	3	0	3	3
CHD 205 Guiding the Behavior of Children	3	0	3	3
CHD 216 Early Childhood Program,				
Schools and Social Change	3	0	3	3
Total	16	4	20	18

Fourth Semester				
CHD 215 Models of Early Childhood Programs	3	0	3	3
CHD 270 Adm. Of Early Childhood Programs	3	0	3	3
CHD 265 Adv. Obs. And Part. In Early				
Childhood/Primary Settings	1	6	7	3
CHD 298 Portfolio Development	1	0	1	1
HLT 106 First Aid Safety	2	0	2	2
BUS 121 Business Mathematics	3	0	3	3
ENG 250 Children's Literature				
Or HUM/FA Elective	3	0	3	3
Total	16	6	22	18

Total Minimum Credits for Associate in Applied Science in Early Childhood Education...................67

The addition of BIO 101 General Biology is recommended for students planning to transfer to four-year institutions.

The addition of PSY 200 Principles of Psychology is recommended for students planning to transfer to four-year institutions.

The addition of ITE 115 (Introduction to Computer Applications and Concepts) is recommended for students planning to transfer to four-year institutions.

The addition of EDU 200 (Introduction to Teaching as a Profession) is recommended for students planning to transfer to four-year institutions.

Liberal Arts- Pre-Teacher Education Track

Description: Danville Community College is a participant in the Virginia Community College System Chancellor's Pre-Teacher Education Program. This program consists of courses which have been agreed to by many four year colleges and universities within the Commonwealth as being adequate preparation for their teacher education programs.

The pre-teacher education program provides students with a number of benefits. First, students can be assured that their course of study in the program is approved by the transfer institution. Second, students' access to housing, communications and financial aid will be weighed equally with the institution's own students. Third, students may be able to participate in an institution's early registration. Fourth, admission of a VCCS graduate to an institution's teacher education program will

be given equal consideration with native students. Fifth, SAT and ACT requirements will be waived. Sixth, students will enjoy a seamless transition to the transfer school and will be eligible for special tuition scholarships. Students at DCC who are interested in participating in this program will register in the AA&S Liberal Arts-Humanities Specialization degree program. While in that program, they must complete the courses below.

Students must complete the courses with a 2.5 grade point average or better and pass the Praxis I examination in order to secure the benefits mentioned above. Students must also complete and sign a letter of intent to pursue the Pre-Teacher Education program which specifies the school to which they intend to transfer. This letter is signed by the transfer school's representative, the DCC Advisor (Dewitt Drinkard, Temple Building, Room 112, 434.797.8485), and the student. This announces to the transfer school your engagement in the program.

The following colleges are current participants in this program:
  George Mason University
  James Madison University
   Liberty University
  Longwood University
   Mary Baldwin College
  Norfolk State University
  Old Dominion University
   Radford University
  University of Virginia -Wise
 Virginia Commonwealth University
  Virginia State University
  Virginia Union University

Career Opportunity: The Associate of Arts and Science Degree program in Liberal Arts is designed for students who plan to transfer to a four-year college or university to complete a Bachelor of Arts degree program in any of the liberal arts. This Associate 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 planning on pursuing an education degree should choose the courses in the Pre-Teacher Education Track in order to be best prepared for the four-year education plan of study.

Length: A student can complete this program in 4 semesters.

Admission Requirements: In addition to the admission requirements established for the College, entry into this curriculum requires completion of four units of high school English; two units of college preparatory algebra; one unit of college preparatory geometry; one unit of laboratory science; and one unit of history. If the student meets the general education requirements, a counselor will discuss the student's academic strengths and weaknesses as revealed by the appropriate placement test. Students may correct academic deficits through the College's Developmental Studies program.

Program Outcomes: All Liberal Arts programs, including specializations, are designed to prepare students to transfer to a four-year institution or enter the workforce. To this end, liberal arts graduates 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. An awareness and understanding of ethics, cultures, and society.

4. An understanding of individual and group development and behavior; and

5. an understanding of and competence in research methods and scientific inquiry.

Students should follow the Liberal Arts A.A. & S. program of study ensuring credits in the following courses:

	Course Credits

1. ENG 111 College Composition I — 3
2. ENG 112 College Composition II — 3
3. CST 110 Intro. to Speech Communication (Focus1) — 3
4. One sophomore literature class selected from the list below: — 3
   ENG 241 Survey of American Literature I
   ENG 242 Survey of American Literature II
   ENG 234 Survey of English Literature I
   ENG 244 Survey of English Literature II
   ENG 251 Survey of World Literature I
   ENG 252 Survey of World Literature II
5. One humanities class selected from the list below: — 3
   ART 101
   ART 102
   ART 105
   ART 201
   ART 202
   MUS 121
   MUS 122
6. One of the below pairs of Math courses: — 6
   MTH 163 and MTH 240 or MTH 151 and MTH 152
7. GEO 210 People and the Land: Intro to Cultural Geography (Focus 2) — 3
8. One of the below pairs of history courses: — 6
   HIS 121 and HIS 122 or HIS 101 and HIS 102
9. PLS 135 American National Politics (Social Science) — 3
10. One of the below economics courses as the Social Science elective: — 3
    ECO 201 Principles of Macroeconomics or
    ECO 202 Principles of Microeconomics
10. Approved Computer Course — 3
11. BIO 101 General Biology I — 4
12. BIO 102 General Biology II — 4
13. Approved health course — 2
14. SDV 100 College Success Skills — 1
15. EDU 200 Introduction to Teaching as a Profession (Focus Course III) 3

The Pre-teacher Education Track includes 53 required credits. Students should also complete a fourth Focus course (3), a second Social Science requirement (3), and a second Literature requirement (3).

Total Minimum Credits for the Associate of Arts and Science in Liberal Arts 62

160

Science, Health Science, and Health Related Careers

DCC's health-related programs span a wide range of careers. Students can choose from options in nursing, nursing assistant, phlebotomy, medical laboratory, dental hygiene, or pharmacy technician. Students choosing to transfer to a four year college or university will want to choose the Associate degree in Science. Also included in this section are the business related programs for students desiring to work in the business office of a medical establishment.

Science, Health Science, and Health Related Careers

Basic Dental Assisting
Career Studies Certificate

Description: Upon completion of the program, students will be eligible to sit for Dental Assisting National Board in Infection Control and Radiation Safety for graduates who choose to take the boards. Students will also learn how 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; perform basic office procedures to manage the business operation of a dental practice.

Career Opportunity: The Basic Dental Assisting Certificate is designed to prepare students for Career Opportunity as dental assistants in the Commonwealth of Virginia

Length: A student can complete this program in 2- 3 semesters.

Admission Requirements: Students wishing to enter this program must take the College placement test and demonstrate skills in writing, reading, and basic mathematics. Students who do not demonstrate college readiness will be expected to take appropriate developmental classes.

Program Outcomes: Program Outcomes: Upon successful completion of this program, students will be able to:
1. Assist with the delivery of dental care as an integral team member.
2. Provide basic and expanded function skills with a variety of dental materials.

3. Expose, process, and mount dental radiographs including safety and digital applications.

4. Meet industry standards for asepsis, disinfection and sterilization to ensure a safe working environment.

5. Show communication skills demonstrating knowledge of dental ethics and jurisprudence.

6. Use clinical externships to integrate classroom and laboratory skills in an office setting.

7.   Perform basic office procedures to manage the business operation of a dental practice.

8.   Pass the Dental Assisting National Board in Infection Control and Radiation Safety for graduates who choose to take the boards.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
DNA 100	Intro to Oral Health Professions	1	0	1	1
DNA 103	Intro to Oral Health	0	0	1	1
DNA 109	Practical Infection Control	2	3	5	3
DNA 110	Dental Materials	2	3	5	3
DNA 113	Chairside Assisting	2	3	5	3
DNA 134	Dental Radiology & Practicum	2	3	5	3
DNA 190	Coordination Internship	1	9	10	4
HLT 105	Cardiopulmonary Resuscitation	1	0	1	1
	Total	11	21	32	19

Total Minimum Credits Required for the Career Studies Certificate in Basic Dental Assisting…………19

Dental Hygiene Associate in Applied Science

*Awarded by Virginia Western Community College

Courses taken at DCC

Description: The curriculum is designed to prepare students as primary preventive oral health professionals licensed to practice dental hygiene. 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).

Note: Individuals who have 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 Virginia Board of Dentistry (804.367.4538).

Accreditation Status: The program has been accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the United States Department of Education.

Career Opportunity: The curriculum is designed to prepare students as primary preventive oral health professionals licensed to practice dental hygiene. 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). A dental hygienist may practice in any of the following settings:
Dental offices and dental clinics; Federal, state, and local health departments; Hospitals and nursing homes/home health organizations; School districts or departments of education; Educational programs for dental, dental hygiene, and dental assisting students; Correctional facilities; Private and public facilities for pediatric, geriatric, and other individuals/groups with special needs; Health maintenance organizations/managed care organizations

Length: A student can complete this program in 5 semesters.

Admission Requirements: Applicants to the Dental Hygiene program must have completed the following:

1. One unit each of high school or college biology and chemistry.
2. Completion of BIO 141-142, Anatomy and Physiology with grade of "C" or better.
3. Developmental Requirements: Students who do not place into college level English on the placement test will be required to take developmental courses. Students who do not demonstrate proficiency on the placement test in the following mathematical units will be required to complete developmental courses: MTE 1, 2, 3, 4, 5, 6, 7, 8 and 9.
4. A grade of "C" or better is necessary in required high school/college units of math and science.

Prerequisites must be completed prior to the summer immediately preceding the fall entry semester. DCC students may register in its First Year Studies certificate in order to meet prerequisite requirements. The applicant's high school or college (if applicable) cumulative grade point average (GPA) must be at least 2.5 and is based on at least 12 credit hours of college credit in a 12-month timeframe. The GPA is determined at the end of 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 HOBET Test.

Admission Procedures: The Dental Hygiene program is open to qualified male or female applicants. Admission to the dental hygiene program is offered to qualified applicants on an annual basis at the Roanoke campus. 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; and to the VWCC-Lord Fairfax joint venture distance program site in Middletown on a biennial basis during even-numbered years. Deadline for submitting complete application materials is February 15 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. The catalog can be accessed through the VWCC website (http://www.virginiawestern.edu/).

Program Outcomes (from VWCC):
1. Students will demonstrate a thorough understanding of infection control.
2. Students will demonstrate the ability to gather the appropriate medical history information from clients.
3. Students will demonstrate the ability to use dental hygiene skills to provide patient care to treat complex dental issues

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester (Fall)					
BIO 141	[3]Human Anat. & Phys. I	3	2	5	4
DNH 111	Oral Anatomy	2	0	2	2
DNH 115	Hist./Head & Neck Anatomy	3	0	3	3
DNH 120	Management of Emergencies				
DNH 130	Oral Radiography for the Dental				
	Hygienest	1	3	4	2
DNH 141	Dental Hygiene I	3	6	9	5
SDV 108	[3]College Survival Skills (or SDV100)	1	0	1	1

		Lecture	Lab	Total	Credits
	Total	13	11	24	19

Second Semester (Spring)

		Lecture	Lab	Total	Credits
DNH 142	Dental Hygiene II	2	9	11	5
DNH 145	General & Oral Pathology	2	0	2	2
DNH 146	Periodontics for the Dental Hygienist	2	0	2	2
DNH 216	Pharmacology	2	0	2	2
NAS 185	[3]Microbiology	3	2	5	4
	Total	11	11	22	15

Summer Semester

		Lecture	Lab	Total	Credits
BIO 142	[3]Human Anatomy & Physiology II	3	2	5	4
ENG 111	College Composition	3	0	3	3
DNH 150	[1]Nutrition	2	0	2	2
DNH 143	Dental Hygiene III	2	3	5	3
DNH 235	Management of Dental Pain & Anxiety	1	2	3	2
	Total	11	7	18	14

Third Semester (Fall)

		Lecture	Lab	Total	Credits
DNH 214	[2]Practical Materials for Dental Hygiene	1	2	3	2
DNH 226	Public Health Dental Hygiene I	2	0	2	2
DNH 244	Dental Hygiene IV	1	12	13	5
PSY 230	[3]Developmental Psychology	3	0	3	3
	Total	7	14	21	12

Fourth Semester (Spring)

		Lecture	Lab	Total	Credits
DNH 227	Public Health Dental Hygiene II	0	3	3	1
DNH 230	Office Practices and Ethics	1	0	1	1
DNH 245	Dental Hygiene V	1	12	13	5
HUN EEE	[3]Humanities or Fine Arts Elective	3	0	3	3
	Total	**5**	**15**	**20**	**10**

Total Minimum Credits for the Associate of Applied Science Degree in Dental Hygiene
....70

NOTE: BIO 141 and 142 must be completed by the spring semester prior to program entry. Support courses (non-DNH courses) may be taken prior to entry. BIO 141, BIO 142, and NAS 185 must be repeated if they were completed more than five years prior to the date of admission into the program.

[1]*Health and Wellness are emphasized throughout the Dental Hygiene Program, but specifically in DNH 150.*

[2]*Includes instruction in fundamental mathematical skills.*

[3]*Courses may be taken at Danville Community College prior to admission to the AAS Dental Hygiene program. DCC and Virginia Western Community College have agreed to a sequence of courses that will satisfy all non-DNH coursework requirements. This sequence may be taken through DCC's First Year Studies program.*

Emergency Medical Services
Career Studies Certificate

Description: The Career Studies Certificate in Emergency Medical Services – Basic is designed to prepare individuals to work in a variety of job entry-leave positions in the broad field of health services. Typically EMS services provide care for patients who are in need to be transferred to a hospital or other facilities for more serious medical treatment and focus. The levels of services provided are basic life support, advanced life support, traditional health care professions, and in some cases, intermediate life support.

Career Opportunity – This program meets the educational requirements to sit for the Emergency Medical Technician Examination for State (Virginia) Certification. Job opportunities may be available with ambulance services, nursing homes, and home-health care sales and service.

Length: A student can complete this program in 2 semesters.

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

Program Outcomes: Upon completion of this program, students will:

1. Be familiar with Emergency Medical Care, the well-being of the EMT-B, Medico-legal and Ethical Issues, The Human Body, Vital Signs and Patient History, and Lifting and Moving Patients.
2. Know the provisions for initial care for an illness or injury until definitive medical treatment can be accessed and may include life-saving techniques.
3. Be able to recognize cardiac arrest and provide basic life support.
4. Be able to describe unique needs for assessing a patient.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
EMS 112	Emergency Medical Technician-Basic I	2	2	4	4
EMS 113	Emergency Medical Technician – Basic II	2	2	4	3
EMS 120	Emergency Medical Technician – Basic Clinical	2	2	4	1
PSY 126	Psychology for Business and Industry	3	0	3	3
	Total	**9**	**6**	**15**	**11**

Total Minimum Credits needed for the Career Studies Certificate in Emergency Medical Services 11

Emergency Medical Technician – Intermediate
Career Studies Certificate

Description: This Career Studies Certificate is designed to produce competent entry-level Emergency Medical Technicians (EMS) Intermediates who can service the community with advanced life support care via the EMS infrastructure. Upon completion of the program, students will be eligible for National Registry testing certification in Virginia.

Career Opportunity - This Career Studies Certificate is designed to produce competent entry-level Emergency Medical Technicians (EMS) Intermediates who can service the community with advanced life support care via the EMS infrastructure. Upon completion of the program, students will be eligible for National Registry testing certification in Virginia Career Opportunity opportunities for EMT-I's are available with Ambulance, Fire and Rescue Services, Hospitals, Government Departments, Sales, and Humanitarian Relief organizations.

Length: A student can complete this program in 3 semesters.

Admissions Requirements: The student is required to have a GED or high school diploma and meet the general education requirements of the College. In addition, admission requires current credentialing as an EMT-Basic or Enhanced or Basic Life Support Provider Certification. Admission is on a selective basis. For more information, contact the Workforce Services Office.

In addition, students may not have been convicted of a crime as mandated by the Virginia Office of EMS. This program requires extensive walking, stooping, bending, pushing, pulling, climbing stairs, and lifting. Students should be able to lift at least 125 lbs.

Program Outcomes: Graduates of this program will:
1. Understand the roles and responsibilities of an EMT-Intermediate within an EMS System, apply the basic concepts of anatomy and physiology to the assessment and management of emergency patients, and safety use and administer emergency medication medications.
2. Be able to establish and/or maintain a patient airway, oxygenate, and ventilate a patient.
3. Be able to take a proper history and perform an advanced physical assessment on an emergency patient, and communicate the findings to others.
4. Be able to utilize the assessment findings to formulate a field impression and implement the treatment plan for the patient with respiratory emergencies.
5. Be able to utilize the assessment findings to formulate a field impression and implement a treatment plan for the patient with an allergic or anaphylactic reaction.
6. Be able to integrate the principles of assessment based management to perform an appropriate assessment and implement the management plan for patients with common complaints.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
EMS 151	Introduction to ALS	3	2	5	4
EMS 153	Basic EKG Recognition	2	0	2	2
EMS 155	ALS Medical Care	3	2	5	4
EMS 157	ALS Trauma Care	2	2	4	3
EMS 159	Special Populations	2	3	5	3
EMS 170	ALS Internship I	3	3	6	1
EMS 172	ALS Internship II	3	3	6	2
EMS 173	ALS Internship III	0	3	3	1
EMS 213	ALS Skills Development	1	1	2	1
	Total	19	19	38	21

Total Minimum Credits needed for the Career Studies Certificate in Emergency Medical Technician …….21

Health Science-Practical Nursing Specialization
Associate of Applied Science

Description: This program is academically rigorous and there are more applicants than available seats. Therefore, admission is on a selective, not first-come, first- served basis. The selection process will focus on the student's past academic performance and the results of the entrance examination. In addition, this program requires students to develop a firmer foundation in positive practices, anatomy and physiology, and

applied mathematics than is required in typical practical nursing certificates. This degree should be chosen by students who wish to develop professionally in directions of health care education, community health, or more advanced nursing training and supervision. Upon successful completion of the program, students will be eligible to take the National Council Licensure Examination, leading to licensure as a Licensed Practical Nurse (LPN).

Note: The program will be transitioning to a Virginia Community College System common nursing curriculum in fall 2017 or 2018. The revised curriculum may: (1) result in changes in general education course requirements; (2) result in changes to the application process and criteria; and (3) eliminate any summer nursing course offerings. It is critical that prospective students monitor the program changes through the DCC website.

Career Opportunity: This program prepares students for careers as practical nurses. Upon successful completion of the program, students will be eligible to take the National Council Licensure Examination, leading to licensure as a Licensed Practical Nurse (LPN). Opportunities for the LPN include Career Opportunity in hospitals, nursing homes, clinics, day care centers, doctor's offices, industry, hospice, and private duty nursing.

Length: A student can complete this program in 4 semesters.

Admission Requirements: It is recommended that students enroll initially in the First Year Studies program and then apply to this degree.

Prerequisites/Admission Requirements:

1. High School diploma or GED
2. Non-developmental placement in English (writing and reading) and strong competence in basic arithmetic.
3. Successful completion of the Nursing Entrance examination
4. Current C.P.R. certification at the American Heart Association professional rescuer level.
5. 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.
6. The First Year Studies Certificate for LPNs is beneficial for certain students but not required.
7. ENG 111 successfully completed with a grade of "C" or better.
8. MTH 126 successfully completed with a grade of "C" or better.
9. MTH 126 completed within the last year.
10. BIO 141 and BIO 142 successfully completed with a grade of "C" or better.
11. No student will be considered for admission who has previously failed to complete any allied health programs two or more times for academic reasons.
12. If accepted into the program, the student will be responsible for obtaining a physical exam, malpractice insurance and a criminal background check, all expenses to be incurred by the student.
13. Certain criminal convictions may prevent licensure as a nurse or certification as a nurse aide in Virginia. Criminal convictions may also prohibit Career Opportunity in certain health care settings. Students convicted of any felony or any misdemeanor involving moral turpitude/barrier crimes do not qualify for the Nursing Program at DCC. The clinical facilities will not allow students to complete clinical hours and students will not be able to meet the Virginia Board of Nursing requirements of direct clinical hours, nor meet the credit requirement for graduation. Any student entering the program who has committed illegal offenses other than minor traffic violations should discuss these matters with the program head for clarification.

Note: This program is academically rigorous and there are more applicants than available seats. Therefore, admission is on a selective, not first-come, first served basis. The selection process will focus on the student's past academic performance and the results of the entrance examination. It is recommended that students enroll initially in the First Year Studies program and then apply to this degree.

Individuals who are currently licensed as practical nurses may register for this program without applying for admission by contacting the Admissions Office. Transcripts from the institution where the student graduated in a practical nursing program are required.

Readmission Requirements: Students desiring to be readmitted to the program will follow the same procedures outlined above. Once a student is readmitted, there are additional requirements regarding repetition of previous coursework. A copy of these additional requirements may be obtained from the Practical Nursing Department following readmission. Students are allowed readmission once.

Program Outcomes: Within the scope of Nursing and utilizing the nursing process, the graduate will:
1. Participate in the assessment of the patient's physical and mental health.
2. Contribute to the development and implementation of the health care plan.
3. Communicate with patients, families, and other members of the health care team.
4. Identify legal-ethical issues, and self-limitations in the provision of patient care.
5. Identify ways to become an involved citizen within the community.
6. Engage in additional educational opportunities offered that will enhance growth.
7. Care for and respect patients regardless of cultural, racial, and socioeconomic differences.
8. Display dependability, cooperativeness, and initiative with peers, instructors and clinical staff.
9. Demonstrate safety, competence, and achievement in the discipline of Practical Nursing.
10. Demonstrate the necessary knowledge and skills to function as a novice in the care of all patients across the life span

In order to advance to the next semester, you must earn a grade of "C" or better in all course work. You must also demonstrate satisfactory attendance and performance in nursing clinical areas.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester (Fall)					
NUR100	Introduction to Nursing	2	0	2	2
ENG 111	College Composition	3	0	3	3
PNE 161	Nursing in Health Changes I	4	6	10	6
HLT 141	Terminology	2	0	2	2
PNE 173	Pharmacology for PN	2	0	2	2
BIO 141	Human Anatomy & Physiology I	3	3	6	4
	Total	16	9	25	18
Second Semester (Spring)					
PNE 162	Nursing in Health Changes II	5	15	20	10
PNE 174	Applied Pharmacology	0	6	8	2
BIO 142	Human Anat. & Phys. II	3	3	6	4
PNE 158	Mental Health & Psy. Nursing	1	0	1	1
	Total	9	24	35	17
Third Semester (Fall)					
PNE 163	Nursing in Health Changes III	4	15	19	9
PNE 135	Maternal Child	4	3	7	5
PNE 145	Trends	1	0	1	1
EEE	Approved Elective	3	0	3	3
	Total	12	18	30	18
Fourth Semester (Spring)					
HUM	Humanities Elective	3	0	3	3

PSY 230	Developmental Psychology	3	0	3	3
HLT 130	Nutrition and Diet Therapy				
Or					
HLR 230	Principles of Nutrition and Human				
	Development	2-3	0	2-3	2-3
ENG 111	College Composition I	3	0	3	3
	Total	11-12	0	11-12	11-12

Total Minimum Credits for the Associate of Applied Science Degree in Health Science -– Practical Nursing Specialization... 64-65

Medical Coding
Career Studies Certificate

Please see the section for Accounting, Business, Marketing, & Paralegal programs.

Description: This business-related program is designed for students desiring pursue Career Opportunity in hospitals, doctors' offices, nursing facilities, and other health career facilities. Classes will be offered in the evening to accommodate students who are employed during the day. Students must earn a grade of "C" or better in all HIM classes in order to complete the program.

Medical Laboratory Technology
Associate of Applied Science
(*Awarded by J.Sargeant Reynolds)

Description: Danville Community College is a cooperating institution for the J. Sargeant Reynolds Community College (JSRCC) program in Medical Laboratory Technology. A student may complete this Associate of Applied Science Degree without moving from the Danville area. Like other Allied Health programs, students are admitted to this program after completing certain prerequisite courses and maintaining a grade point average of 2.5.

The J. Sargeant Reynolds Community College Associate of Applied Science Degree in Medical Laboratory Technology is as follows. Please contact the Division of Arts and Sciences at 434.797.8402 for more information about this program and its requirements.

Career Opportunity: A student may complete this Associate of Applied Science Degree without moving from the Danville area. Positions for Medical Laboratory Technicians are available in hospitals, private laboratories, physicians' offices, health departments, and industrial medical laboratories.

Length: A student can complete this program in 5semesters.

Admission Requirements: Danville area residents should first enroll in the First Year Studies certificate to obtain the prerequisites needed for the program. J. Sargeant Reynolds maintains a list of prerequisite classes for this program on its website (www.jsr.vccs.edu). Please go to the Pre-Nursing and Allied Health Certificate page.

Program Outcomes: The educational experiences in the JSRCC 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 career entry, the MLT will be proficient in performing a wide range of tests in areas such as hematology, clinical chemistry, immunohematology, microbiology, serology/ immunology, coagulation and urinalysis. At the completion of the JSRCC program, students will be able to:

1. Comply with all standard safety regulations and monitor changes in safety regulations.
2. Perform and evaluate pre-analytical, analytical, and post-analytical procedures to ensure the quality of laboratory results.
3. Perform laboratory tests, analyze and verify results, and resolve common problems in all the major areas of the clinical laboratories.
4. Obtain acceptable blood and body fluid samples for laboratory tests using standard phlebotomy and collection procedures.
5. Use quality assurance principles and practices to ensure the accuracy and reliability of laboratory information.
6. Perform preventative and corrective maintenance of equipment and instruments.
7. Communicate effectively, both orally and in writing, with laboratory personnel, other health care professionals, patients and the public.
8. Demonstrate professional conduct and interpersonal skills with patients, laboratory personnel, other health care professionals and the public.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
*SDV 100	College Success Skills	1	0	1	1
*MTH 120 or	[1]Intro. to Mathematics				
*MTH 163	[1]Precalculus	3	0	3	3
*CHM 101 Or	[2]General Chemistry I				
*CHM 111	[2]College Chemistry I	3	3	6	4
*BIO 101	General Biology I	3	3	6	4
*ENG 111	College Composition I	3	0	3	3
*SOC EEE	[3]Social/Behavioral Science Elective	3	0	3	3
	Total	16	6	22	18
Second Semester					
*ITE 115	Introduction to Computer Applications & Concepts	3	0	3	3
*ENG 112	College Composition II	3	0	3	3
MDL 101	Intro to Med. Lab. Techniques	2	3	5	3
*HUM EEE	[3]Humanities/Fine Arts Elective	3	0	3	3
*HLT EEE	[3]Personal Wellness Elective	0-2	0-4	0-6	2
MDL 110	Urinalysis and Body Fluids	2	3	5	2
	Total	13-15	6-10	19-25	16
Third Semester					
MDL 125	[4]Clinical Hematology I	2	3	5	3
MDL 190	Coordinated Internship I-MLT Phlebotomy	0	8	8	2
MDL 210	Immunology & Serology	2	3	5	3
MDL 251	4Clinical Microbiology I	2	4	6	3
	Total	6	18	24	11
Fourth Semester					
MDL 216	[5]Blood Banking	2	6	8	4
MDL 225	[6]Clinical Hematology II	2	3	5	3
MDL 252	[6]Clinical Microbiology II	2	3	5	3
MDL 262	[7]Clinical Chemistry & Instrumentation II	3	3	6	4
	Total	9	15	24	14

Fifth Semester

MDL 190	[8]Coordinated Internship II	0	12	12	3
MDL 290	[8]Coordinated Internship IV	0	12	12	3
MDL 282	[8]Clinical Laboratory Techniques - Coordinated Internship III	0	12	12	3
MDL 281	Clinical Correlations (online course)	1	0	1	1
	Total	1	36	37	10

Total Minimum Credits for the Associate of Applied Science Degree in Medical Laboratory Technology 70

*This course may be taken through DCC's First Year Studies program.

[1]MTH 120 meets the graduation requirement for the AAS degree in Medical Laboratory Technology.

Students planning to pursue a four-year degree should take MTH 163.

[2]CHM 101 meets the graduation requirement for the AAS degree in Medical Laboratory Technology.

Students planning to pursue a four-year degree should take CHM 111.

[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.

[4]This course is offered only in the spring term.

[5]MDL 210 is a prerequisite or co-requisite for MDL 216.

[6]This course is offered only in the fall term.

[7]CHM 101 or CHM 111 is a prerequisite or co-requisite for MDL 262.

[8]The last semester is a 13-16 week clinical rotation at a local hospital or clinic.

Medical Terminology Career Studies Certificate

Please see the section for Accounting, Business, Marketing, & Paralegal programs.

The Career Studies Certificate in Medical Terminology is a Career Opportunity option for clerk-typists and stenographers planning to seek Career Opportunity as a medical records specialist in a medical facility, such as a hospital, medical clinic, or physician's office. Those entering the program should be proficient in typing and general secretarial skills or in the process of acquiring these skills.

Nurse Aide

Career Studies Certificate

Description: The Nurse Aide Career Studies Certificate includes training in the following areas:
1. Orientation
2. Social, emotional, and spiritual needs
3. Communications and interpersonal relationships
4. Anatomy and physiology
5. Personal care
6. Nutrition and patient feeding
7. Activity and exercise
8. Safety and infection control
9. Admission, transfer, and discharge
10. Observation, charting, and reporting
11. Death and dying

Industry Credentials: CNA

Career Opportunity: The Nurse Aide is capable of working under the supervision of a licensed nurse in caring for residents of a long-term health care facility or to work under limited supervision in the home. In either situation, the Nurse Aide will use basic skills in observation, communication, reporting, and assisting in maintaining a safe, clean environment for the patient.

Length: Students can complete this CSC in one semester.

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

Program Outcomes: Graduates of the Nurse Aide Career Studies Certificate program will:
1. Demonstrate recognizing changes in body functioning and the importance of reporting such changes to a supervisor.
2. Demonstrate measuring and recording routine vital signs.
3. Demonstrate measuring and recording height and weight.
4. Demonstrate caring for the clients' environment.
5. Demonstrate measuring and recording fluid and food intake and output.
6. Demonstrate performing basic emergency measures.
7. Demonstrate caring for a client when death is imminent.
8. Demonstrate bathing, grooming, and oral hygiene.
9. Demonstrate grooming, dressing, and toileting.
10. Demonstrate assisting with eating and hydration, including proper feeding techniques.
11. Demonstrate caring for skin, to include prevention of pressure ulcers.
12. Demonstrate transfer, positioning and turning.
13. Apply skills learned in individual client's needs, including mental health and social service needs.
14. Demonstrating skills supporting age-appropriate behavior by allowing the client to make personal choices, and by providing and reinforcing other behavior consistent with the client's dignity.
15. Demonstrate providing appropriate clinical care to the aged and disabled.
16. Demonstrate using techniques for addressing the unique needs and behaviors of individuals with dementia (Alzheimer's and others).
17. Demonstrate the use of assistive devices in transferring, ambulation, eating and dressing.
18. Demonstrate maintaining range of motion, turning & positioning.
19. Demonstrate caring for and using prosthetic and orthotic devices.
20. Apply skills in dealing with clients' rights
21. Apply skills used in maintaining legal and regulatory aspects of practice as a certified nurse aide, including, but not limited to, consequences of abuse, neglect, misappropriation of client property and unprofessional conduct.
22. Demonstrate occupational health and safety measures.
23. Apply skills used in the appropriate management of conflict.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
NUR 25	Nursing Assistant	2	4	6	3
NUR 27	Nursing Assistant Advanced	2	3	5	3
NUR 98	Seminar and Project	2	2	4	3
HLT 105	Cardiopulminary Resuscitation	1	0	1	1
HLT 106	First Aid and Safety	2	0	2	2
NUR 193	Studies in Medication Aide	4	0	4	4
	Total	13	9	21	16

Total Minimum Credits for Career Studies Certificate in Nurse Aide...... 16

**Nurse Aide Extended Care
Career Studies Certificate**

Program Description: The Advanced Nurse Aid Career Studies Certificate differs from the Nurse Aide Career Studies Certificate in that it contains additional courses in first aid and safety, CPR, and medication aide. Both programs prepare students to take the Virginia State Board of Nursing Certified Nurse Aide (CNA) test. Nurse Aides, under supervision, use basic skills in observation, communication, reporting, and assisting in maintaining a safe, clean environment for the patients in long-term health care facilities or home health care.

The Nurse Aide Extended Care Career Studies Certificate includes training in the following areas:
1. Orientation
2. Social, emotional, and spiritual needs
3. Communications and interpersonal relationships
4. Anatomy and physiology
5. Personal care
6. Nutrition and patient feeding
7. Activity and exercise
8. Safety and infection control
9. Admission, transfer, and discharge
10. Observation, charting, and reporting
11. Death and dying
12. Cardiopulmonary Resuscitation
13. Basic First Aid and Safety
14. Medication Aid Techniques

Career Opportunity: This program prepares students to take the Virginia State Board of Nursing Certified Nurse Aide (CNA) test and contains additional courses in first aid, CPR and medication aide. Graduates will be capable of working under the supervision of a licensed nurse in caring for residents of a long-term health care facility or to work under limited supervision in the home.

Length: A student can complete this program in 5 semesters.

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

Program Outcomes: Graduates of the Extended Nurse Aide Career Studies Certificate program will:
1. Demonstrate recognizing changes in body functioning and the importance of reporting such changes to a supervisor.
2. Demonstrate measuring and recording routine vital signs.
3. Demonstrate measuring and recording height and weight.
4. Demonstrate caring for the clients' environment.

5. Demonstrate measuring and recording fluid and food intake and output.

6. Demonstrate performing basic emergency measures.

7. Demonstrate caring for a client when death is imminent Occupational Objectives:

8. Demonstrate bathing, grooming and oral hygiene.

9. Demonstrate dressing and toileting.

10. Demonstrate assisting with eating and hydration, including proper feeding techniques.

11. Demonstrate caring for skin, to include prevention of pressure ulcers.

12. Demonstrate transfer, positioning and turning.

13. Apply skills learned in individual client's needs, including mental health and social service needs.

14. Demonstrating skills supporting age-appropriate behavior by allowing the client to make personal choices, and by providing and reinforcing other behavior consistent with the client's dignity.

15. Demonstrate providing appropriate clinical care to the aged and disabled.

16. Demonstrate using techniques for addressing the unique needs and behaviors of individuals with dementia (Alzheimer's and others).

17. Demonstrate the use of assistive devices in transferring, ambulation, eating and dressing.

18. Demonstrate maintaining range of motion, turning & positioning.

19. Demonstrate caring for and using prosthetic and orthotic devices.

20. Apply skills in dealing with clients' rights

21. Apply skills used in maintaining legal and regulatory aspects of practice as a certified nurse aide, including, but not limited to, consequences of abuse, neglect, misappropriation of client property and unprofessional conduct.

22. Demonstrate occupational health and safety measures.

23. Apply skills used in the appropriate management of conflict.

24. Demonstrate CPR procedures for adults and children.

25. Demonstrate first aid procedure.

26. Demonstrate CPR techniques.

27. Demonstrate Basic First Aid and Safety techniques.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
NUR 25	Nursing Assistant	2	4	6	3
NUR 27	Nurse Aide I	2	4	6	3
NUR 98	Seminar and Project	2	2	4	3
HLT 105	Cardiopulmonary Resuscitation	1	0	1	1
HTL 106	First Aid and Safety	2	0	2	2
NUR 193	Studies in Medication Aide	4	2	6	4
	Total	13	12	25	16

Total Minimum Credits Required for the Career Studies Certificate in Nurse Aide Extended Care …………16

Nursing
Associate of Applied Science

Description: The nursing program at DCC 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).

Note: The program will be transitioning to a Virginia Community College System common nursing curriculum in fall 2017 or 2018. The revised curriculum may: (1) result in changes in general education course requirements; (2) result in changes to the application process and criteria; and (3) eliminate any summer nursing course offerings. It is critical that prospective students monitor the program changes through the DCC website.

Career Opportunities: Opportunities for the RN Career Opportunity include as clinicians, supervisors or educators, hospitals, clinics, industry, adult homes, day care centers and schools, doctor's offices, and home health companies.

Length: A student can complete this program in 5 semesters.

Admission Requirements: This program is academically rigorous and there are more applicants than available seats. Therefore, admission is on a selective, not first-come, first- served basis. The selection process will focus on the student's past academic performance and the results of the entrance examination. It is recommended that students enroll initially in the First Year Studies program and then apply to this degree.

Prerequisites/Admission   Requirements for full admission to the Nursing Program:
1. High School diploma or GED
2. Non-developmental placement in English (writing and reading) and strong competence in basic arithmetic.
3. Successful completion of the Nursing Entrance examination
4. Current C.P.R. certification at the American Heart Association professional rescuer level.
5. 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.
6. The First Year Studies Certificate for RNs is beneficial for certain students but not required.
7. ENG 111 successfully completed with a grade of "C" or better.
8. MTH 126 successfully completed with a grade of "C" or better.
9. MTH 126 completed within the last year.
10. BIO 231 and BIO 232 successfully completed with a grade of "C" or better.
11. No student will be considered for admission who has previously failed to complete any allied health programs two or more times for academic reasons.
12. If accepted into the program, the student will be responsible for obtaining a physical exam, malpractice insurance and a criminal background check, all expenses to be incurred by the student.
13. Certain criminal convictions may prevent licensure as a nurse or certification as a nurse aide in Virginia. Criminal convictions may also prohibit Career Opportunity in certain health care settings. Students convicted of any felony or any misdemeanor involving moral turpitude/barrier crimes do not qualify for the Nursing Program at DCC. The clinical facilities will not allow students to complete clinical hours and students will not be able to meet the Virginia Board of Nursing requirements of direct clinical hours, nor meet the credit requirement for graduation. Any student entering the program who has committed illegal offenses other than minor traffic violations should discuss these matters with the program head for clarification.

Program Outcomes: The graduate will:
1. Incorporate values and principles obtained from the nursing curriculum to provide competent care to clients across the lifespan as a novice nurse.
2. Assess, plan, implement and evaluate individualized care plans.
3. Integrate physical, spiritual, cultural and ethnically sensitive care in the role as a nurse.
4. Use current and emerging technology in providing patient care.
5. Demonstrate critical thinking skills through the nursing process.

6. Use cognitive, psychomotor, and affective skills in providing patient care.
7. Pass the National Council of State Boards of Nursing NCLEX-RN exam to practice as a novice nurse.

Program Requirements: To receive the Associate of Applied Science Degree in Nursing, students must complete 69 credit hours with a 2.50 GPA or better. In addition, students must pass all courses with at least a C. Attendance and satisfactory performance in clinical portions of each class is mandatory.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
NUR 111	Nursing I	6	6	12	8
NUR 100	Introduction to Nursing	2	0	2	2
NUR 226	Health Assessment	2	3	5	3
BIO 231	Human Anatomy & Physiology I*	3	3	6	4
MTH 126	Mathematics for Allied Health	3	0	3	3
	Total	15	12	27	20
Second Semester					
NUR 112	Nursing II	4	12	16	8
NUR 230	Pharmacology	3	0	3	3
BIO 232	Human Anatomy & Physiology	3	3	6	4
ENG 111	College Composition I	3	0	3	3
	Total	13	15	28	18
Third Semester (Summer)					
NUR 202	Medical/Surgical Nursing I	2	6	8	4
	Total	2	6	8	4
Fourth Semester					
NUR 245	Maternal/Newborn Nursing	2	3	5	3
NUR 246	Parent/Child Nursing	2	3	5	3
PSY 230	Developmental Psychology	3	0	3	3
HLT EEE	Approved Health Elective	2	0	2	2
	Total	9	6	15	11
Fifth Semester					
NUR 208	Acute Medical Surgical Nursing	3	6	9	5
NUR 247	Psychiatric/Mental Health Nursing	2	3	5	3
NUR 254	Dimensions of Professional Nursing	2	0	2	2
HUM EEE	Humanities Elective	3	0	3	3
SOC EEE	Approved Sociology Elective	3	0	3	3
	Total	13	9	22	16

*BIO 101 General Biology I needs to be taken as a prerequisite if the student is unable to pas the BIO 231.

Total Minimum credits for the Associate of Applied Science in Nursing………………69

Readmission Requirements and Bridge Students: Students seeking readmission should contact Cathy Barrett, Program Coordinator for Nursing, at 434.797.8422 or 434.797.8512.

Any student entering the nursing program who has committed illegal offenses other than minor traffic violations should discuss these matters with the program head for clarification.

**Pharmacy Technician
Career Studies Certificate**

Description: The Pharmacy Technician program is designed to prepare students to assist and support licensed pharmacists in providing health care and medications to patients. Students will obtain a broad knowledge of pharmacy practice and be skilled in the techniques required to order, stock, package, prepare, and dispense medications under the supervision of a licensed pharmacist.

Career Opportunity: Phlebotomists work in laboratory settings in health care facilities including hospitals, clinics, doctor's offices, laboratories, and nursing homes.

Length: A student can complete this program in 2 semesters.

Admission Requirements: In addition to the general admission requirements established for the College, entry into this program requires:
1. A high school diploma or a State approved equivalent education.
2. Acceptable admissions test scores and/or satisfactory completion of required developmental studies courses.
3. A drug test (6 panel) screening must be obtained two weeks prior to the HLT 290 Clinical Practice/Internship class
4. A physician's report of good physical and mental health. (The required health certificate form will be provided by the College and may be completed by a physician of your choice.)

Note: The Pharmacy Technician program is an academically rigorous program and there are more applicants than available seats in the program. Therefore, admission is on a selective basis, not first-come, first-served. The selection process considers the student's academic background as well as the timely and successful completion of Developmental Studies requirements. Approximately one-half of the class will be selected by August of each year from those applicants meeting the second admissions requirement before January 1 and interviewed during February or March. The remaining spots in the class will be filled during June from those applicants meeting the second requirement before May 16.

Re-admission Requirements: Students wishing to be re-admitted to the program will follow the same procedures outlined above. Once a student is readmitted, there are additional requirements regarding repetition of previous coursework. A copy of these additional requirements may be obtained from the Workforce Services Office following readmission. **Program Outcomes:** Graduates of this program will:
1. Be able to assist and support licensed pharmacists in providing health care and medications to patients
2. Have a broad knowledge of pharmacy practice

3. Be skilled in the techniques require to order, stock, package, prepare, and dispense medications under the supervision of a licensed pharmacist **Program Requirements:** To receive the Pharmacy Technician Career Studies.

Program Outcomes: Graduates of the Pharmacy Technology Career Studies Certificate will be able to:

1. Act ethically and maintain the confidentiality of patient records;
2. Demonstrate knowledge and skills of the sciences as applied to pharmaceutical principles;
3. Perform mathematical calculations essential to the duties of a pharmacy technician;
4. Receive and screen prescriptions and medication orders for completeness, accuracy, and authenticity;
5. Assist pharmacists in preparing, storing, and distributing medication products requiring special handing and documentation;
6. Prepare medications requiring compounding for sterile and non-sterile products and chemotherapy/hazardous products;
7. Pass either state or national certification exams on first attempt.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
MTH 126	Math for Allied Health	3	0	3	3
HLT 143	Medical Terminology I	3	0	3	3
HLT 250	General Pharmacology	3	0	3	3
HLT 261	Basic Pharmacy I	3	0	3	3
HLT 263	Basic Pharmacy Lab.	0	2	2	1
	Total	**12**	**2**	**14**	**13**

Total Minimum Credits for Career Studies Certificate in Pharmacy Technology……..16

Phlebotomy
Career Studies Certificate

Description: The Phlebotomy Career Studies Certificate is designed to prepare students to become certified Phlebotomists. Upon successful completion of the didactic and clinical course work, students may be eligible to sit for nationally recognized certification or registration exams.
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 the certification agencies such as CLSI and ASCP. The 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). To be eligible to sit for national certification exams the student must complete 120-150 hours of clinical time with 100-150 successful collections. Passing a national exam is an additional Career Opportunity asset; sitting for an exam is not required for completion of the college's program, therefore preparedness for the exam will be stressed. The certificate awarded by the

College will note successful completion of the college's program and does not guarantee that the student will pass the national exams.

Students who have a felony conviction, or a conviction for assault, will not be allowed into clinical facilities in allied health programs. They are thus advised to choose a non-allied health field.

Career Opportunity: Phlebotomists work in laboratory settings in health care facilities including hospitals, clinics, doctor's offices, laboratories, and nursing homes.

Length: Students can complete this CSC in 1-2 semesters.

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

Program Outcomes:

1. Perform duties safely and effectively within their scope of practice as a phlebotomy technician.
2. To prepare students to perform within the ethical and legal boundaries of the phlebotomy technician's scope of practice.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
HLT 141	Introduction to Medical Terminology	2	0	2	2
BIO 100	Basic Human Biology	3	0	3	3
MDL 105	Phlebotomy	2	6	8	4
MDL 106	Clinical Phlebotomy	2	6	8	4
HLT 100	First Aid and CPR	3	0	3	3
	Total	12	12	24	16

Total Minimum Credits for Career Studies Certificate in Phlebotomy...... 16

**Respiratory Therapy
Associate of Applied Science**
(*Awarded by J.Sargeant Reynolds)

Danville Community College is a cooperating institution for the J. Sargeant Reynolds Community College program in Respiratory Therapy.

Description:
A student may complete this Associate of Applied Science Degree without moving from the Danville area. Approximately 30 credits in specified DCC courses must be completed prior to acceptance by JSRCC in the Respiratory Therapy program. After a student is accepted by JSRCC into the program, core courses in RTH are offered in the Danville area via distance learning technology, while clinical experiences are coordinated through area hospitals.

Below is the J. Sargeant Reynolds Community College curriculum for the Associate of Applied Science Degree in Respiratory Therapy. For more details about this program, please call DCC's Division of Arts and Sciences at 434.797.8402.

Career Opportunities: This degree is designed for students who plan to transfer to a four-year college or university to complete a baccalaureate degree program in any of the sciences or related pre-professional programs such as pharmacy, medicine or veterinary science.

Length: A student can complete this degree in 4 semesters.

Program Outcomes: Graduates of the Respiratory Therapy Program will become contributing members of the modern health care team concerned with the treatment, management, and care of patients with breathing, cardiovascular and sleep abnormalities. Graduates of this program will be able to:
1.   Obtain and analyze physiologic specimens
2.   Interpret physiologic data
3.   Perform test and studies of the cardiopulmonary system
4.   Administer and monitor mechanical ventilator support
5.   Establish and monitor artificial airway care
6.   Perform and monitor bronchopulmonary hygiene techniques
7.   Administer and monitor pharmacological agents
8.   Prescribe and monitor cardiopulmonary rehabilitation
9.   Monitor hemodynamic cardiovascular support
10.   Administer gas, humidity, aerosol and hyperinflation therapies
11.   Demonstrate the ability to comprehend, apply and evaluate critical   information relevant to the role of an entry level and advanced practice therapist
12.   Demonstrate the technical proficiency in all skills necessary to fulfill the   role of an entry-level and advanced practice therapist
13.   Demonstrate professional behavior consistent with employer expectations as an entry-level and advanced practice therapist

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
RTH 102	Integrated Sciences for Respiratory Care	3	0	3	3
RTH 110	Fundamental Theory & Procedures for Respiratory Care	2	6	8	4
RTH 121	Cardiopulmonary Science I	3	0	3	3
RTH 135	Diagnostic Therapeutic Procedures I	1	3	4	2
RTH 145	Pharmacology for Respiratory Care I	1	0	1	1
ENG 111	*College Composition I	3	0	3	3
SDV 100	*College Success Skills	1	0	1	1
	*Health or Physical Ed.	0	2	2	1
	Total	**14**	**9**	**23**	**18**
Second Semester					
RTH 113	Pathophysiology of the Cardiopulmonary System	3	3	6	4
RTH 131	Respiratory Care Theory & Procedures I	3	3	6	4
RTH 190	Coordinated Practice in Respiratory Care	0	20	20	6
RTH 199	Supervised Study in Respiratory Care	1	0	1	1
ENG 112	*College Composition I	3	0	3	3
	Total	10	26	36	18
Third Semester					
RTH 132	Respiratory Care Theory & Procedures II	3	3	6	4
RTH 222	Cardiopulmonary Science II	3	0	3	3
RTH 190	Coordinated Practice in Respiratory Care	0	10	10	3

RTH 215 Pulmonary Rehabilitation	1	0	1	1
RTH 265 Current Issues in Respiratory Care	2	0	2	2
NAS 161 Health Science I	3	3	6	4
Total	12	16	28	17
Fourth Semester				
RTH 290 Coordinated Practice in Respiratory Care	0	20	20	6
RTH 299 Supervised Study in Respiratory Care	1	0	1	1
NAS 162 Health Science II	3	3	6	4
EEE *Social Science Elective	3	0	3	3
EEE Humanities/Fine Arts Elective	3	0	3	3
HLT/PED *Health or Physical Education	0	2	2	1
Total	10	23	33	18

Total Minimum Credits for the Associate of
Applied Science Degree in Respiratory Therapy 71

Note: Students may prepare for the above program by taking this course while registered in DCC's First Year Studies program. Please contact an academic advisor in the Arts and Sciences Division to discuss this program, 434.797.8402.

Science
Associate in Arts and Science

Program Description: Although the major emphasis in this curriculum is on mathematics, and the biological and physical sciences, the curriculum also includes a range of courses in humanities and social sciences. You have sufficient flexibility to select appropriate courses to correspond to the requirements of the senior college or university to which you plan to transfer. You are urged to familiarize yourself with the requirements of the college or university to which transfer is contemplated. A DCC counselor will assist you in the initial planning of your program. In addition, an academic advisor in the Division of Arts and Sciences will assist you on a regular basis with your program plan. In order to prepare for upper division (junior class) standing at a senior college or university, you should complete a program at the community college that is comparable to the first two years of the program at the senior college or university. Upon satisfactory completion of this program, you will be awarded the Associate of Arts and Science Degree.

Career Opportunity: The Science - Associate in Arts and Science Degree is designed for students planning to transfer to a four year university for medical and other science related degrees.

Length: A full-time student can complete this program in 4 semesters.

Admission Requirements: In addition to the admission requirements established for the College, entry into this curriculum requires completion of four units of high school English; two units of college preparatory algebra; one unit of college preparatory geometry; one unit of laboratory science; and one unit of history. If the student meets the general education requirements, a counselor will discuss the student's academic strengths and

weaknesses as revealed by the appropriate placement test. Students may correct academic deficits through the College's Developmental Studies program.

Program Outcomes: Upon successful completion of this program, students will be able to:
1. Demonstrate an understanding of scientific and mathematic principles in everyday life.
2. Demonstrate proficiency in conducting experiments and recording and interpreting data.
3. Demonstrate an understanding of the significance of mathematics to all areas of science.
4. Communicate appropriately within the respective disciplines of mathematics and science.
5. Work independently and collaboratively in the acquisition of scientific knowledge.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
ENG 111	College Composition I	3	0	3	3
SDV 100	College Success Skills	1	0	1	1
HIS 101	History of Western Civ. I				
or					
HIS 121	United States History I	3	0	3	3
MTH 163	[1] Precalculus I				
or					
MTH 166	[1]Precalculus with Trig.	3-4	0	3-4	3-4
NAS	Natural Lab Science	3	3	6	4
HLT/PED	[3]Approved "Wellness" Elective	1	1-2	2-3	1
	Total	16-17	4-5	16-17	15-16
Second Semester					
ENG 112	College Composition II	3	0	3	3
HIS 102	Hist. of Western Civ. II				
or					
HIS 122	United States History II	3	0	3	3
MTH 240	[1]Statistics Requirement	3	0	3	3
NAS	Natural Lab Science	3	3	6	4
EEE	Approved Elective	3	0	3	3
	Total	15	3	18	16
Third Semester					
ENG	[4]Literature I	3	0	3	3
SS	[5]Social Science Requirement	3	0	3	3
NAS	[2]Natural Lab Science	3	3	6	4
EEE	Approved Elective	3	0	3	3
NAS	[2]Natural Lab Science	3	3	6	4
	Total	15	6	21	17
Fourth Semester					
ENG	[4]Literature II	3	0	3	3
SS	[5]Social Science Requirement II	3	0	3	3
NAS	[2]Natural Lab Science	3	3	6	4
EEE	Approved Elective or Field Requirements	2-4	0	2-4	2-4
	Total	11-13	3	14-16	12-14

Total Minimum Credits for the Associate of Arts and Science Degree in Science 60

1Other math courses are acceptable here. The MTH 173 -MTH 174Calculus sequence may be elected by students. In addition, students can take MTH 271 in place of statistics or take a calculus course to meet the second semester math requirement. As with all transfer degrees, students should select the math sequence which will be most helpful in transferring to their four year college.

2Students must complete 20 credit hours of lab science coursework. This work must include 8 credit hours taken at the sophomore level and must include at least one full year lab sequence. Acceptable 100-level sequences are:

CHM 111-112 College Chemistry I-II

BIO 101-102 General Biology I-II

BIO 141-142 Human Anatomy and Physiology I-II GOL 105 Physical Geology and GOL 106 Historical Geology Acceptable 200-level laboratory science sequences are:

BIO 231-232 Human Anatomy and Physiology I-II

BIO 256 General Genetics and BIO 205 General Microbiology

CHM 241-242 Organic Chemistry I-II with lab

PHY 201-202 General College Physics I-II

PHY 241-242 University Physics I-II

3This credit can be satisfied by a single 1 or more credit course in Health, Physical Education, or Recreation.

4Acceptable literature sequences are:

ENG 241-242 Survey of American Literature I-II

ENG 243-244 Survey of English Literature I-II

ENG 251-252 Survey of World Literature I-II

5Students must complete a full year of social science coursework by taking one of the following sequences:

Trades

Skilled trades programs provide students with the skills necessary for immediate Career Opportunity in careers that require specific training. Students in the trades programs enjoy working with their hands as most of the skills require manual labor. Students will enjoy careers in public or private settings and many choose to be self-employed.

Trades Programs of Study

Air Conditioning and Refrigeration Diploma

Description: The Air Conditioning & Refrigeration program is designed to provide both the practical experience and technical knowledge required for competence as a technician in the air conditioning industry. Laboratory experience, field trips and specialized seminars give you the skill and know-how you need in order to plan, install and service air conditioning equipment. The program contains general education courses to assist you in social and business communications and to prepare you to meet the obligations of a citizen in the American democratic society.

Career Opportunity: The following occupational titles represent examples of possible Career Opportunity opportunities: Air Conditioning/Heating Technician, Sales Engineer, Installation and Service, Sales and Design Engineer.

Industry Certifications: Students will have the ability to earn OSHA-10.

Length: A full-time student may complete this program in 5 semesters.

Admission Requirements: Entry into this curriculum may be attained by meeting the general admission requirements established for the College. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background and your strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program.

Program Outcomes: Upon completion of the Air Conditioning and Refrigeration Program, students will be able to:
1. Demonstrate mathematical skills to solve problems in electrical, heating, air conditioning, and refrigeration systems.
2. Apply troubleshooting skills to diagnose and repair the following: air flow, electrical, heating systems and refrigeration systems.
3. Apply theory and knowledge learned to design and fabricate projects dealing with HVAC.
4. Sit for the EPA Certification.

Course		Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester						
AIR	117	Metal Layout I	1	4	5	3
AIR	134	Circuits & Controls I	2	3	5	3
AIR	154	Heating Systems I	2	2	4	3
AIR	161	Heating, Air Cond. & Refrigeration Calculations I or approved substitute	3	0	3	3
AIR	121	Refrigeration 1	2	2	4	3

SDV	100	College Success Skills	1	0	1	1
		Total	11	11	22	16

Second Semester

AIR	118	Metal Layout II	1	4	5	3
AIR	122	Air Conditioning & Refrigeration II	2	2	4	3
AIR	135	Circuits & Controls II	2	3	5	3
AIR	155	Heating Systems II	2	2	4	3
ENG	131	Technical Report Writing I	3	0	3	3
		Total	10	11	21	15

Third Semester

AIR	273	Air Conditioning & Refrigeration III	2	3	5	3
AIR	136	Circuits & Controls III	2	3	5	3
AIR	165	Air Conditioning Systems I	2	3	5	3
AIR	254	Air Conditioning Systems IV	2	3	5	3
		Total	8	12	20	12

Fourth Semester

AIR	137	Air Conditioning Electronics Survey	1	3	4	2
AIR	167	Air Conditioning Systems III	3	3	6	4
AIR	231	Circuits and Controls IV	3	3	6	4
ECO	100	Elementary Economics	3	0	3	3
ITE	116	Survey of Computer Software Application	2	0	2	2
		Total	12	9	21	15

Fifth Semester

AIR	156	Heating Systems III	2	2	4	3
AIR	195	EPA Certification	1	0	1	1
AIR	232	Circuits and Controls V	2	3	5	3
AIR	255	Air Conditioning Systems V	2	3	5	3
AIR	295	Green Technology	1	1	2	1
SAF	130	Industrial Safety – OSHA 10	1	0	1	1
HUM	165	Controversial Issues or Approved Substitute	3	0	3	3
		Total	11	10	21	15

Total Minimum Credits for the Diploma in Air Conditioning and Refrigeration.................73

Air Conditioning and Refrigeration Fundamentals *Pending for Fall 2016 startup*
Career Studies Certificate
(Requested for Specific Population)

Description: The purpose of the Air Conditioning and Refrigeration Foundations Program is to help entry-level employees in the air conditioning and refrigeration related trades to obtain job-specific knowledge and skills to improve their work performance and career status within the HVAC professions.

Listed below are the possible industry certifications that can be earned with this CSC:
Basic Principles for Construction
OSHA 10
HVAC-Level 1

Career Opportunity: Completers will have entry level skills in the following occupational areas: AC Installer Helper, AC Mechanic Helper, Refrigeration Mechanic Helper, HVAC Mechanic Helper.

Length: A student can complete this program in 2-3 semesters.

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

Program Outcomes: Upon completion of the Air Conditioning and Refrigeration Fundamentals Career Studies Certificate, students will have:
1. Knowledge of air conditioning and refrigeration tools, terminology and systems
2. Interpret HVAC system drawings and symbols
3. Use HVAC systems tools, mechanical and testing equipment
4. Know and apply safety requirements for construction trades
5. Know and apply requirements for Environmental Protection Agency (EPA) refrigerant usage.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
SDV 100	Preparation for Career Opportunity 1		1	0	1
BLD 110	Industrial Safety OSHA 10	3	0	3	3
AIR 111	Air Conditioning & Refrigeration Controls	2	2	4	3
AIR 121	Air Conditioning and Refrigeration I	2	2	4	3
AIR 122	Air Conditioning and Refrigeration II	2	2	4	3
ELE 115	Basic Electricity	3	0	3	3
AIR 276	Refrigerant Usage EPA Certification	1	0	1	1
	Total	**15**	**6**	**21**	**18**

Total Minimum Credits for the Certificate in Air Conditioning & Refrigeration Fundamentals.............18

Air Conditioning and Refrigeration Servicing Certificate

Description: The Air Conditioning & Refrigeration Servicing Certificate program is designed to train persons to service equipment currently in the field and to give them a background that will enable them to cope with new developments as they occur. The program is designed for both beginners and persons presently employed in the air conditioning and refrigeration field. It provides the practical experience and the technical knowledge required for competence as a service technician in the air conditioning and refrigeration field. The student will receive specialized seminars, theoretical and practical training in basic electricity, circuits and controls (electric and electronic), combustion devices (oil burners and gas burners), refrigeration and air conditioning (residential and commercial).

Listed below are the possible industry certifications that can be earned with this CSC:
EPA Certification

Career Opportunity: Career Opportunity opportunities may include the following: Air Conditioning Technician, Circuits & Controls Service Technician, Air Conditioning/Heating Technician, Installation and Service Technician, Refrigeration Service Technician.

Length: A student can complete this program in 3 semesters.

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

Program Outcomes: Upon completion of the Air Conditioning and Refrigeration Servicing Certificate, students will be able to:
1. Demonstrate mathematical skills to solve problems in electrical, refrigeration, and air conditioning systems, gas heating systems, and oil heating systems.
2. Apply troubleshooting skills to diagnose and repair the following: refrigeration, heating, and electrical systems.
3. Apply knowledge learned to install heating, air conditioning, and refrigeration systems.
4. Sit for the EPA Certification.

Course		Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester						
AIR	111	Air Conditioning & Refrigeration Controls	2	2	4	3
AIR	121	Air Conditioning & Refrigeration I	2	2	4	3
AIR	161	Heating, Air Conditioning & Refrigeration Calculations I or Approved Substitute	3	0	3	3
AIR	154	Heating Systems I	2	2	4	3
SDV	100	College Success Skills	1	0	1	1
		Total	**10**	**6**	**16**	**13**
Second Semester						
AIR	135	Circuits II	2	3	5	3
AIR	122	Air Conditioning & Refrigeration II	2	2	4	3
AIR	155	Heating Systems II	2	2	4	3
ENG	131	Technical Writing or Approved Substitute	3	0	3	3
HUM	165	Controversial Issues	3	0	3	3
		Total	**12**	**7**	**19**	**15**
Third Semester						
AIR	273	Refrigeration III	2	3	5	3
AIR	156	Heating Systems III	2	2	4	3
AIR	136	Circuits III	2	3	5	3
AIR	195	EPA Certification	1	0	1	1
MKT	170	Customer Relations	1	0	1	1
ITE	116	Survey of Computer Software Appl.	2	0	2	2
		Total	**10**	**8**	**18**	**13**

Total Minimum Credits for the Certificate in Air Conditioning & Refrigeration Servicing..............41

Alternative Energy Technologies
Career Studies Certificate

Description: The Career Studies Certificate in Alternative Energy Technology provides an understanding of the elements and practices of alternative energy technologies (solar photovoltaic, wind, geothermal, biomass, solar thermal and battery storage).

Career Opportunity: Possible careers in alternative energy-related fields include manufacturing, installation or sales. Persons that would benefit from this program include, but are not limited to those who are seeking initial Career Opportunity, those currently employed seeking advancement, those wanting to improve or update their skill set and those seeking career change.

Length: A student can complete this program in 1 or 2 semesters.

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

Program Outcomes: Graduates of the Alternative Energy Technology I Career Studies Certificate will:
1. Demonstrate ability to produce or store energy using at least one nontraditional energy technology.
2. Demonstrate the ability to communicate technical concepts and ideas effectively.
3. Demonstrate knowledge of basic technologies needed to produce and use energy from solar and wind sources.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
ELE 115	Basic AC/DC Electric Circuits	2	2	4	3
ENV 170	Fundamentals of Energy Technology	2	0	2	2
ENE 100	Conventional and Alternate Energy Applications	3	3	6	4
ENE 195	Intro to Battery Technology	2	2	4	3
Elective	**One of the following courses:**				
ENE 110	Solar Power Installations or	3	3	6	4
ENE 105	Solar Thermal Active and Passive Technology	3	3	6	4
	Total	**12**	**10**	**24**	**16**

Total Minimum Credits for the Career Studies Certificate in Alternative Energies Technology........ 16

Auto Body Mechanics Certificate
(Requested for Specific Population)

Description: The program in Auto Body Mechanics is designed to provide the student with the knowledge and skill necessary to obtain full-time Career Opportunity in auto body repair upon completion of the program of studies. Emphasis is placed on the solution of everyday problems that arise in auto body repair, such as blistering, chipping, cracking, blushing, pin holes, panel replacement, and the use of plastics. You will be taught to use up-to-date equipment and materials that are being constantly developed, as well as new methods for detecting and

repairing damage. The program contains general education courses to assist students with social and business communications.

Career Opportunity: The following occupational titles represent examples of possible Career Opportunity opportunities: Auto Body Mechanic, Painter, Service Manager, and Insurance Adjuster.

Length: A student can complete this program in 3 semesters.

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

Program Outcomes: : Upon successful completion of this program students will be able to:
1. Identify the tools and equipment in auto body repair.
2. Straighten sheet metal.
3. Use plastic fillers.
4. Prepare and prime a panel for painting.
5. Paint a panel.
6. Use the frame machine and measuring equipment.
7. Compute cost estimates for completing repairs.
8. Work safely in the shop.

Course		Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester						
AUB	111	Automobile Body Theory & Shop Practices I	5	9	14	8
AUB	116	Auto Body Repair	3	3	6	4
ENG	131	Technical Report Writing I	3	0	3	3
SDV	100	College Success Skills	1	0	1	1
WEL	120	Fundamentals of Welding	1	3	4	2
		Total	**13**	**15**	**28**	**18**
Second Semester						
AUB	112	Automobile Body Theory & Shop Practices II	5	9	14	8
AUB or	198	Seminar & Project				
AUB	190	Coordinated Internship	0	1	1	2
AUB	206	Automotive Body Component Service	1	3	4	2
ECO	100	Elementary Economics	3	0	3	3
		Total	**12**	**13**	**25**	**15**
Third Semester						
AUB	113	Automobile Body Theory & Shop Practices III	3	9	12	6
AUB	115	Damage Repair Estimating	1	3	4	2
AUB or	298	Adv. Seminar & Project				
AUB	290	Coordinated Internship	1	5	6	4

Total	5	17	22	12

Total Minimum Credits for a Certificate in Auto Body Mechanics 45

Automotive Analysis and Repair Fundamentals
Career Studies Certificate

Description: The program is designed to develop a general foundation of knowledge in automotive analysis and repair occupations with an emphasis on basic engines, brakes and lubrication systems. Students will also get an introduction to general automotive safety, and employability skills.

Industry Based Certifications may include: NATEF Certification in Brakes; Lubrication; Engine Repair and S/P 2 Automotive Safety.

Career Opportunity: Completers will have entry level skills in the following occupational areas: auto parts sales, automotive repair assistant, lubrication & cooling systems assistant, brake system assistant.

Length: A student can complete this program in 2-3 semesters.

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

Program Outcomes: Graduates of the Automotive Analysis and Repair Fundamentals Career Studies Certificate will:
1. know automotive terminology.
2. practice automotive safety practices.
3. properly use hand and power tools in the automotive trade.
4. acquire the basic skills and understanding of brakes, engines, lubrication, and cooling systems.
5. acquire the basic occupational skills for automotive analysis and repair fundamentals.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
SDV 100	College Success Skills	1	0	1	1
AUT 130	Introduction to Auto Mechanics	3	0	3	3
AUT 111	Automotive Engines I	2	3	5	3
AUT 121	Automotive Fuel Systems I	3	3	6	4
AUT 127	Auto Lubrication and Cooling Systems	2	3	5	3
AUT 265	Automotive Braking Systems	2	3	5	3
	Total	13	12	25	17

Total Minimum Credits for a Career Studies Certificate in Automotive Analysis and Repair Fundamentals...........17

Automotive Analysis and Repair
Diploma

Description: The Automotive Analysis and Repair Technology Program is designed to provide students with the skills necessary to enter the motor vehicle repair industry. The Automotive Analysis and Repair student will study the theory of repair and actually perform projects within each of the following areas 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. A Virginia State Inspection course is offered and students can to prepare students to test for their Virginia State Inspection License upon graduation.

The students will work in a controlled, safe environment and have hands-on training in well-equipped shop 10 bay shop with all types equipment including: vehicle lifts, wheel alignment machines, powertrain hoists and jacks, parts and assembly cleaning equipment, electrical theory simulators and testing equipment, air conditioning refrigerant machines, computer controlled diagnostic testing and repair equipment for all types off electrical, safety and fuel control systems.

The program is accredited by the National Automotive Training Education Foundation (NATEF) at the Master Level.

Career Opportunity: Graduates of this program will satisfy the tasks of automotive repair as described by NATEF to pass the Automotive Service Excellence (ASE) tests for industry certification. The industry need for well-educated and technically-trained, certified people. Typical positions available in the automotive repair industry include: Automotive Repair Technician, Engine Performance Technician, Automotive Quick Service and Lube Technician, Automotive Parts Sales, Automobile Service Advisor, Shop Manager, Sales Representative, Automotive Manufacturer Service Representative.

Length: A student can complete this program in 4 semesters.

Admission Requirements: Students should have an interest in automobiles and a good mechanical aptitude to be successful in this program.

In addition to the general admission requirements, Automotive Analysis and Repair Technology applicants should be aware of the following criteria:
1. Basic skills in English are required as tested by the school entrance test
2. Basic math skills are recommended.
3. A basic automotive tool kit is required. The tool list is provided by the instructor and approximate cost is $300 to $600
4. Books along with online access estimated cost is $500
5. A clean, valid driver's license is normally required for Career Opportunity in the automotive repair industry..

Program Outcomes: Upon successful completion of this program, students will:
1. Demonstrate the ability to use an automotive scan tool and a multi-meter to retrieve information and diagnose a modern automobile.
2. Work in teams to complete the disassembly and reassembly of an automatic transmission.
3. Demonstrate the use of precision measurement tools such an outside micrometer and a torque wrench.
4. Complete a four wheel brake job on a modern automobile.
5. Successfully complete a Shop Safety Course.

Course		Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester						
AUT	111	Automotive Engines I	2	3	5	3
AUT	112	Automotive Engines II	2	3	5	3
AUT	127	Auto. Lubrication & Cooling Systems	2	3	5	3
AUT	130	Intro. to Auto Mechanics	2	3	5	3
ENG	131	Technical Report Writing I	3	0	3	3
SDV	100	College Success Skills	1	0	1	1
		Total	**12**	**12**	**24**	**16**
Second Semester						
AUT	121	Automotive Fuel Systems	3	3	6	4
AUT	236	Auto. Climate Control	3	3	6	4
AUT	241	Automotive Electricity I	3	3	6	4
AUT	265	Automotive Braking Systems	2	3	5	3
		Total	**11**	**12**	**23**	**15**
Summer Term I						
AUT	230	Intro. to Alternative Fuels & Hybrid Vehicles	3	0	3	3
AUT	242	Electricity II	3	3	6	4
AUT	266	Auto Alignment, Suspension & Steering	3	3	6	4
		Total	**9**	**6**	**15**	**11**
Third Semester						
AUT	122	Auto Fuel Systems II	3	3	6	4
AUT	136	Auto. Vehicle Inspection	1	2	3	2
AUT	211	Automotive Systems III	3	3	6	4
AUT	237	Automotive Accessories	2	0	2	2
		Total	**13**	**8**	**21**	**15**
Fourth Semester						
AUT	178	Auto. Final Drive & Manual Trans. Systems	3	3	6	4
AUT	212	Automotive Systems IV	3	3	6	4
AUT	251	Automatic Trans. I	2	6	8	4
ECO	100	Elementary Economics	3	0	3	3
		Total	**11**	**12**	**23**	**15**

Total Minimum Credits for a Diploma in Automotive Analysis and Repair 72

Basic Welding
Career Studies Certificate

Description: The purpose of this program is to provide people with no welding experience the opportunity to prepare themselves for entry level work in industry where advanced welding skills are not needed. Students may be eligible for American Welding Society certification.

Industry Certifications: Opportunity for AWS certification

Career Opportunity: The student should be prepared to work in industry as an entry level welder capable of basic welding and fabricating jobs.

Length: A student can complete this program in 1 – 2 semesters.

Admissions Requirements: Students must meet the general admission requirements established by the college.

Program Outcomes: Upon successful completion of this program, students will:
1. have the opportunity to earn AWS certification.
2. have basic knowledge of welding terms and definitions.
3. gain basic Shielded Metal Arc skills.
4. gain layout and fabrication skills.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
SAF 130	Industrial Safety OSHA 10	1	0	1	1
WEL 120	Intro to Welding	1	3	4	2
WEL 121	Arc Welding	1	5	6	2
WEL 124	Shielded Arc Welding (ADV)	2	4	6	4
WEL 160	Intro to Gas Metal Arc Welding	1	5	6	4
MTH 130	Applied Technical Math	2	2	4	3
WEL 247	Welding Layout and Fabrication 1	1	3	4	2
WEL 199	Supervised Study AWS Cert	0	6	6	3
	Total	9	28	37	21

Total Minimum Credits for a Career Studies Certificate in Basic Welding ……… …………21

Business Management -Automotive Management
Associate of Applied Science

Description: The Automotive Management Program is designed for students who wish to pursue Career Opportunity in management and support areas of automotive sales, repair, parts and manufacturing businesses. The program includes courses in automotive technology, general education and electives, including the following courses: Introduction to Business, Principles of Supervision, Accounting, Principles of Marketing, Computer Applications, Survey of Economics, Business Law, Automotive Braking Systems, Automotive Electricity, Automotive Fuel Systems, and several other business management and automotive management specialty courses. Instruction will include both the theoretical concepts and practical applications needed for success in automotive management. You are urged to consult with the Counseling Office and your faculty advisor in planning your program and selecting electives.

The Automotive Management program includes courses in automotive technology, business management, general education and electives. Some of the courses include: Introduction to Business, Principles of Supervision, Accounting, Principles of Marketing, Computer Applications, Survey of Economics, Business Law, Automotive Braking Systems, Automotive Electricity, Automotive Fuel Systems, and several other business management and automotive management specialty courses.

Instruction will include both the theoretical concepts and practical applications needed for success in automotive management.

Career Opportunity: The following occupational titles represent examples of possible Career Opportunity opportunities: Automotive Management/Support, Service Advisor, Service Manager, Automotive Parts Sales, Automotive Manufacturer Representative, Automotive Sales, and Automotive Warranty Claims.

Length: A full-time student may complete this program in 5 semesters.

Admission Requirements: In addition to the general admission requirements established for the College, entry into this program requires completion of four units of high school English and one unit of high school mathematics. If you meet the general admission requirements, a counselor will discuss with you the strengths and weaknesses of your academic background as revealed by an appropriate placement test. You may correct any deficiencies in the College's Developmental Studies program.

Program Outcomes: DCC Business Management—Automotive Management
Specialization graduates will demonstrate the ability to:
1. utilize industry standard computer software products 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);
2. perform and interpret basic business math, accounting, and business statistical calculations;
3. understand the basic concepts associated with business ethics and the importance of developing and adhering to a strong set of generally accepted ethical principles;
4. demonstrate basic principles of human relationship skills which can be used to successfully interrelate with customers, associates, employees, and superiors in a business setting; understand how the principles of basic economics (e.g., supply and demand, the American free enterprise system, etc.) apply to successful business management practices;
5. understand basic legal and regulatory requirements for business and industry;
6. evaluate marketing strategies for successful products and services;
7. discuss the principles of alternative fuels and hybrid vehicle design;
8. understand elementary principles of automotive electrical, fuel, and braking systems; and
9. apply customer service skills in an automotive business setting.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
AST 117 BIO/NAS or	Keyboarding for Computer Usage	0	2	2	1
MTH Science or Math Elective		3	0	3	3
BUS 100	Introduction to Business	3	0	3	3
BUS 121	Business Mathematics I	3	0	3	3
ENG 111	College Composition I	3	0	3	3
ITE 115	Introduction to Computer Applications and Concepts	3	0	3	3
SDV 100	College Success Skills	1	0	1	1
	Total	**16**	**2**	**18**	**17**
Second Semester					
AUT 241	Automotive Electricity I*	3	3	6	4
AUT 265	Auto. Braking Systems*	2	3	6	3

ECO 120	Survey of Economics	3	0	3	3
ENG 115	Technical Writing	3	0	3	3
ITE 215	Advanced Computer Applications and Integration	4	0	4	4
	Total	**15**	**6**	**21**	**17**

Third Semester (Summer)

AUT 230	Introduction to Alternative Fuels and Hybrid Vehicles	3	3	6	4
	Total	**3**	**3**	**6**	**4**

Fourth Semester

ACC 111	Accounting I	3	0	3	3
BUS 240	Business Law	3	0	3	3
MKT 100	Principles of Marketing	3	0	3	3
HLT/PED	Elective	0	2	2	1
HUM	Humanities Elective	3	0	3	3
	Total	**12**	**2**	**14**	**13**

Fifth Semester

BUS 149	Workplace Ethics	1	0	1	1
ACC 110	Introduction to Computerized Accounting	2	0	2	2
AUT 122	Fuel Systems I	3	3	6	4
BUS 111	Principles of Supervision	3	0	3	3
BUS 205	Human Resource Management	3	0	3	3
BUS 108	Business Etiquette	1	0	1	1
MKT 170	Customer Service	1	0	1	1
	Total	**14**	**3**	**17**	**15**

Total Minimum Credits for the Associate of Applied Science Degree in Business Management (Automotive Management Specialization) 66

Building Construction Trades
Career Studies Certificate

Description: The Career Studies program in Building Construction Trades is designed to help entry-level employees in construction-related trades obtain job-specific knowledge and skills to improve their work performance and career status within the industry. The curriculum provides an understanding of the common principles and practices of the modern construction industry, as well as specific knowledge and skills in a trade area selected by the student. Five specializations are available: Electrical, HVAC, Plumbing, Carpentry and Masonry.

Career Opportunity: Opportunities for Career Opportunity and license as a Journeyman or Master's Level Tradesman in the areas of Electrical, HVAC, Plumbing, Carpentry and Masonry fields.

Length: A student may complete this program in 2-3 semesters.

Admission Requirements: Admission is based upon the general requirements for admission to the college. Deficiencies in general education may require enrollment in Developmental Studies. The student is expected to select one of the available program options during admission and registration.

. Program Outcomes: Graduates of the Building Construction Trades program will:
1. Understand construction terminology within a specific trade
2. Practice construction safety
3. Demonstrate the proper use of hand and power tools
4. Interpret construction drawings within a specific trade
5. Demonstrate the correct use and understanding of measurement tools

Students entering any of the options must complete the three required general education core courses as listed and all courses included in each option.

<u>**Required**</u>

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
MTH 103	Applied Technical Math	3	0	3	3
BLD 111	Blueprint Reading	2	2	4	3
SAF 120	Safety & Health Standard Regulations & Codes	3	0	3	3

<u>**Carpentry Option**</u>

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
BLD 131	Carpentry Framing I	3	4	7	5
BLD 132	Carpentry Framing II	3	4	7	5
BLD 133	Carpentry Framing III	3	4	7	5
BLD 134	Carpentry Framing IV	3	4	7	5
	Total	**20**	**18**	**38**	**29**

<u>**Electrical Option**</u>

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
ELE 110	Home Electric Power	2	2	4	2
ELE 133	Practical Electricity	2	2	4	3
ELE 134	Practical Electricity	2	2	4	3
ELE 131	National Electric Code	3	0	3	3
ELE 216	Industrial Electricity	2	2	4	3
ELE 156	Electrical Control System	2	2	4	3
	Total	**21**	**12**	**33**	**26**

<u>**HVAC Option**</u>

Course		Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
AIR	121	A/C & Refrigeration I	2	2	4	3
AIR	122	A/C & Refrigeration I	2	2	4	3
AIR	123	A/C & Refrigeration III	2	2	4	3
AIR	154	Heating System	2	2	4	3
AIR	158	Mechanical	2	0	2	2
AIR	117	Metal Layout	1	6	7	3
		Total	**19**	**16**	**35**	**26**

<u>**Plumbing Option**</u>

196

		Lec	Lab	Contact	Credit
BLD 20	Introduction to Plumbing	1	2	3	2
BLD 295	Analysis & Troubleshooting in Plumbing	2	2	4	3
BLD 195	Plumbing I	3	0	3	3
BLD 195	Plumbing II	3	0	3	3
BLD 195	Plumbing III	3	0	3	3
BLD 195	Plumbing IV	3	0	3	3
BLD 195	Plumbing V	3	0	3	3
	Total	**26**	**6**	**32**	**29**

Masonry Option

		Lec	Lab	Contact	Credit
BLD 126	Basic Carpentry Principles	2	2	4	3
BLD 146	Form Work & Concrete Theory	2	2	4	3
BLD 147	Principles of Block and Bricklaying	1	2	3	3
BLD 181	Intro to Concrete Constr.	2	2	4	3
BLD 295	Reinforcing Concrete and Patented Forms	3	0	3	3
	Total	**18**	**10**	**28**	**24**

Building Trades Technology
Certificate

Description: The program is designed to develop a general foundation in residential construction with an emphasis on carpentry. Students will also be given an introduction to plumbing, electrical, HVAC (Heating, Ventilation and Air Conditioning), and the skills required to build a residential building.

Career Opportunity: Building trade workers are employed in the construction, maintenance, repair, and alteration of residential and commercial buildings, highways, airports, and similar structures.

Length: A student can complete this program in 3 semesters.

Admission Requirements: To enter this curriculum requires that an individual meet the general admission requirements of the College.

Program Outcomes: Graduates of this program will have:
• Basic carpentry skills including framing, exterior siding and trim, interior trim
• A familiarity with plumbing for light construction
• An understanding of job site safety training
• An introduction to HVAC systems found in residential housing
• Basic math skills required in the building trades industry
• An introduction to home electrical wiring

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
BLD 103	Principles of Residential Construction	3	0	3	3
BLD 110	Introduction to Construction	3	0	3	3
BLD 120	Applied Construction Mathematics	3	0	3	3
BLD 131	Carpentry I	3	4	7	5
SAF 195	Shop Safety	1	0	1	1

SDV	100	*College Success Skills	1	0		1	1
		Total	**14**	**4**		**18**	**16**

Second Semester

BLD	20	Introduction to Plumbing	1	2		3	2
BLD	132	Carpentry II	3	4		7	5
BLD	184	Interior and Exterior Finishes	3	0		3	3
ELE	110	Home Electric Power	2	2		4	3
ENG	131	Technical Report Writing	3	0		3	3
		Total	**12**	**8**		**20**	**16**

Third Semester

AIR	121	Air Conditioning & Refrigeration I	2	3		5	3
BLD	195	Topics in Communication Skills/Work Ethics/Green Construction	3	0		3	3
BLD	196	On-Site Training	0	15		15	3
ECO	100	Elementary Economics	3	0		3	3
		Total	**8**	**18**		**26**	**12**

Total Minimum Credits for the Certificate in Building Trades Technology 44

Building Trades Technology-Building Maintenance Floors *Pending for Fall 2016 startup*
Career Studies Certificate
(Requested for Specific Population)

Description: The Building Trades Technology-Building Maintenance Floors Program is designed to develop a general foundation in building trades technology with an emphasis on building maintenance of floors. Students will also be given an introduction to general construction trades, construction safety, and employability skills.

Industry Certifications: Students will gain the skills to take the CORE – Basic Principles of Construction, OSHA 10.

Career Opportunity: Graduates of this program will have: (1) basic occupational skills for the building trade technology-building maintenance floors; (2) basic skills, understanding, and terminology of building maintenance floors; (3) occupational preparation skills for Career Opportunity. Most likely Career Opportunity will be as a Building Maintenance Helper.

Length: A student can complete this program in 2-3 semesters.

Admission Requirements: To enter this curriculum requires that an individual meet the general admission requirements of the College.

Program Outcomes: Building Trades Technology-Building Maintenance Floors graduates will:
1. know and demonstrate an understanding of building trades and maintenance of floors terminology at the 80% proficiency level.
2. qualify for the OSHA 10 construction safety industry certification.

3. properly demonstrate the use of hand and power tools in the building maintenance profession.
4. practice building maintenance skills in the upkeep of building floors.
5. know and practice skills in the building maintenance of floors occupation and obtain industry credentials in their specialized areas.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
BLD 110	Introduction to Construction	3	0	3	3
BUS 100	Introduction to Business	3	0	3	3
BLD 195	Topics in Building Maintenance-Floors 1	2	4	6	4
BLD 295	Topics in Building Maintenance-Floors II	2	4	6	4
SAF 130	Safety for Construction Trades (OSHA 10)	1	0	1	1
SDV 106	Preparation for Career Opportunity	1	0	1	1
	Total	**12**	**8**	**20**	**16**

Total Minimum Credits for a Career Studies Certificate in Building Trades Technology-Building Maintenance Floors 16

Building Trades Technology-Custodial Building Maintenance *Pending for Fall 2016 Startup*
Career Studies Certificate
(Requested for Specific Population)

Description: The purpose of the Building Trades Technology – Custodial Building Maintenance / Sanitation Program is to help entry-level employees in the building trade custodial maintenance and related trades to obtain job-specific knowledge and skills to improve their work performance and career status within the building trades – custodial maintenance / sanitation program.

Industry Certifications: Students will gain the skills to take the CORE – Introduction to construction Trades, OSHA 10.

Career Opportunity: Completers of this program will have entry level skills for employability in the following occupational areas: Wall Cleaner, Floor Waxer, Window Cleaner, and Commercial and Institutional Cleaner.

Length: A student can complete this program in 2-3 semesters.

Admission Requirements: To enter this curriculum requires that an individual meet the general admission requirements of the College.

Program Outcomes: Building Trades Technology-Building Maintenance Floors graduates will:
6. know and demonstrate an understanding of custodial building maintenance terminology at the 80% proficiency level.
7. qualify for the OSHA 10 construction safety industry certification.
8. properly demonstrate the use of hand and power tools in the building maintenance profession.
9. practice building maintenance skills in the upkeep of buildings.
10. know and practice skills in the custodial building maintenance occupation and obtain industry credentials in their specialized areas.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
BLD 110	Introduction to Construction	3	0	3	3
BUS 100	Introduction to Business	3	0	3	3
BLD 195	Topics in Custodial Building Maintenance I	2	4	6	4
BLD 295	Topics in Custodial Building Maintenance II	2	4	6	4
SAF 130	Safety for Construction Trades (OSHA 10)	1	0	1	1
SDV 106	Preparation for Career Opportunity	1	0	1	1
	Total	**12**	**8**	**20**	**16**

Total Minimum Credits for a Career Studies Certificate in Building Trades Technology-Custodial Building Maintenance............16

Building Trades Technology-Electrical Pending for Fall 2016 Startup
Career Studies Certificate
(Requested for Specific Population)

Description: The Building Trades Technology-Electrical program is to provide skills for entry-level employees in the building trade electrical and related trades to obtain job-specific knowledge and skills to improve their work performance and career status within the building trades electrical program. Graduates of this program will have: (1) basic occupational skills for the building trade technology-electrical profession; (2) basic skills and understanding of electricity and residential wiring; (3) occupational preparation skills for Career Opportunity.

Career Opportunity: Completers will have entry level skills to become employed as an Electrician Helper or Electrical Parts Sales.

Industry Certifications: Students will gain the skills to take the CORE – Basic Principles of Construction, OSHA 10, Electricity Level 1.

Length: A student can complete this program in 2-3 semesters.

Program Outcomes: Graduates of the Building Trades Technology – Electricity program will:
1. Know building trades and electrical terminology.
2. Practice building trades and electrical safety.
3. Properly use hand and power tools in the electrical trade.
4. Interpret electrical building drawings.
5. Use mathematics for electrical trades.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
SDV 106	Preparation for Career Opportunity	1	0	1	1
BLD 110	CORE – Intro. To Construction Trades	3	0	3	3
ELE 110	Home Electric Power	2	2	4	3
ELE 113	Electricity I	2	2	4	3
ELE 156	Electrical Control Systems	2	2	4	3
ELE 195	Topics in National Electrical Code	3	0	3	3
SAF 130	Safety for Construction Trades (OSHA 10)	1	0	1	1
	Total	**14**	**6**	**20**	**17**

Cosmetology
Career Studies Certificate

Description: The Cosmetology program provides individuals with no experience the opportunity to prepare themselves for entry level work in the personal services industry where hairstyling and skin care skills are needed.

Career Opportunity: The Career Studies Certificate in Cosmetology is designed to prepare individuals to be competent in the field of Cosmetology, to be successful in passing the State Board of Cosmetology Examination, and to gain Career Opportunity in the field of cosmetology and/or business ownership.

Length: A student can complete this program in 3 semesters. The third semester is Part I of the Summer terms.

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

Program Outcomes:
1. To gain basic knowledge of hair and skin care.
2. To understand manicuring and pedicuring.
3. To gain a Cosmetology License.
4. To understand salon management.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
COS 081	Cosmetology Theory I	4	0	4	4
COS 190	Coordinated Internship	4	10	14	4
COS 196	On-Site Training	4	20	24	4
Second Semester					
COS 082	Cosmetology Theory II	5	0	5	5
COS 290	Coordinated Internship	4	15	19	4
COS 198	Seminar and Project	3	10	13	3
Third/Summer Session					
COS 296	On-Site Training	5	15	20	5
	Total	**29**	**60**	**89**	**29**

Total Minimum Credits for a Career Studies Certificate in Cosmetology 29

Electrical Concepts
Career Studies Certificate

Description: The Electrical Concepts Career Studies Program is designed for the investigation of career possibilities, retraining for a career change, upgrading occupational skills and/or to provide entry level skills in the electrical field.

Career Opportunity: Graduates of this program will be eligible for further specialized training in the electrical field or to become more productive in their present occupation. Other opportunities for the graduate are available in sales and installation of electrical components and equipment.

Length: A student can complete this program in 2 semesters.

Admission Requirements: To enter this curriculum requires that an individual meet the general admission requirements of the College.

Program Outcomes: Graduates of the Electrical Concepts Career Studies Certificate will,

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.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
ELE 199	Supervised Study in Electrical Calculations I	3	0	3	3
ELE 113	Electricity I	3	0	3	3
ELE 123	Electrical Applications I	1	2	3	2
ELE 199	Supervised Study in Electrical Calculations II	3	0	3	3
ELE 114	Electricity II	3	0	3	3
ELE 124	Electrical Applications II	1	2	3	2
ELE	Approved Tech. Elective	-	-		3
	Total	**15-17**	**4**	**19-21**	**19**

Total Minimum Credits for a Career Studies Certificate in Electrical Concepts 19

Electrical/Electronics Equipment Servicing
Diploma

Description: The Electrical/Electronic Equipment Servicing program is a specialized and concentrated work-study program including specialized field trips and seminars. The program has been designed for the full- or part-time student and provides maximum flexibility for the business and industrial worker. The first year includes common core courses. These courses provide for a general foundation in electrical-electronic concepts, devices, networks and fundamental circuits/systems. Technical electives are provided to reinforce the career objectives and must be approved by the student's faculty advisor. Students working in related areas may receive 2 to 4 credits per semester by choosing the Coordinated Internship electives.

Career Opportunity: The following occupational titles represent examples of possible Career Opportunity opportunities: Electronic Equipment Technician, Equipment Service Technician, Instrument Technician, Laboratory Technician.

Admission Requirements: To enter this curriculum requires that an individual meet the general admission requirements of the college. If you meet the general admissions requirements, a counselor will discuss with you the strengths and weaknesses as revealed by an appropriate placement test. You may correct any deficiencies in academic preparation in the College's Developmental Studies program. A student may enroll in sophomore-level courses only after completing all freshman courses or with the permission of the instructor of each course.

Length: A student can complete this program in 6 semesters.

Program Outcomes: Upon successful completion of this program, students will be able to:
1. Design, draw, construct, analyze, and troubleshoot basic series and parallel AC and DC electrical circuits including all typical circuit elements and explain the function of each.
2. Design, draw, construct, analyze, and troubleshoot basic analog and digital electronic circuits.
3. Demonstrate an understanding of electronic digital and analog stages, devices, systems and equipment.
4. Identify, select, set up and operate basic electronic test and measuring equipment including ammeters, ohmmeters, voltmeters, clamp-on ammeters, multi-meters, power supplies, function generators, RF generators, logic probes, curve tracers and oscilloscopes and explain the application of each.
5. Connect, configure, install, program and modify Programmable Logic Controllers.
6. Build, configure, analyze, maintain, upgrade and troubleshoot personal computers.
7. Plan, construct, repair, operate and test custom designed basic robotic devices.
8. Program microcontrollers and explain the function of each command and demonstrate an understanding of program flow. Construct and analyze the function of microcontroller interface circuits.
9. Connect, configure, install and commission process control devices and systems.
10. Identify, explain, and utilize safety measures and equipment in the lab and the workplace required by NFPA, NEC and OSHA.
11. Explain the characteristics and theories of operation of DC and AC single and multi-phase electric motors and motor control devices and circuits.
12. Identify, select and properly use tools that are used in the electrical and electronics industry.
13. Demonstrate an understanding of commercial 3-phase electric power generation, transmission, distribution and control, including three-phase power generation, delta and wye connections, transformers and all associated calculations.
14. Demonstrate an understanding of alternative energy sources and how they relate to the generation, distribution and control of residential, commercial, and industrial power.
15. Demonstrate a basic familiarity with fluid mechanics concepts and equipment.
16. Identify, select and install residential, commercial and industrial electrical devices and equipment.
17. Demonstrate experience in the field of Electrical Electronic Equipment Servicing or equivalent coursework.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Year (Fall Semester)					
SDV 100	College Success Skills	1	0	1	1
ELE 113	Basic Electricity I	3	0	3	3
ELE 123	Electrical Applications I	1	2	3	2
ELE 152	Calculations I	3	0	3	3
ENG 131	Technical Report Writing I	3	0	3	3

		Total	**11**	**2**	**13**	**12**

First Year (Spring Semester)

		L	L	C	Cr
ELE 114	Basic Electricity II	3	0	3	3
ELE 124	Electrical Applications II	1	2	3	2
ETR 141	Electronics I	1	2	3	2
ETR 123	Electronics Applications I	1	2	3	2
ETR 151	Electronic Circuits and Troubleshooting	2	0	2	2
ECO 100	Elementary Economics	3	0	3	3
	Total	**11**	**6**	**17**	**14**

First Year (Summer Term)

ELE 156	Electrical Control Systems	2	2	4	3
ETR 142	Electronics II	3	0	3	3
ETR 152	Electronic Circuits & Troubleshooting II	2	0	2	2
ETR 124	ETR Applications II	1	2	3	2
	Total	**8**	**4**	**12**	**10**

Second Year (Fall Semester)

ELE 216	Industrial Electricity	2	3	5	3
ETR 282	Digital Systems I	2	3	5	3
ELE 131	National Electric Code I	3	0	3	3
ETR 149	PC Upgrade and Repair	3	0	3	3
	Total	**10**	**6**	**16**	**12**

Second Year (Spring Semester)

ELE 239	Programmable Controllers	2	3	5	3
ELE 132	National Electric Code II	3	0	3	3
ELE 190	Coordinated Internship	3	0	3	3
HUM 165	Controversial Issues	3	0	3	3
ETR 295	Topics in E/E (Schematic Reading)	1	0	1	1
	Total	**12**	**3**	**15**	**13**

Second Year (Summer Term)

ETR 136	Industrial Electronic Systems	2	3	5	3
ELE 240	Advanced PLCs	2	3	5	3
ITE 116	Survey of Computer Software Application	2	0	2	2
PSY 126	Psychology for Business & Industry	3	0	3	3
	Total	**9**	**6**	**15**	**11**

Total Minimum Credits required for a Diploma in Electrical/Electronic Equipment Servicing 72

Electrical/Electronics Engineering Technology
Diploma

Description: The purpose of the Electrical/Electronics Engineering Technology program is to train persons for Career Opportunity in the technical positions available in business and industry related to

electricity and electronics. The program is designed to develop a general foundation in electricity, electronics, theorems, networks, and fundamental circuits. The first three semesters of the Electrical/Electronics Engineering Technology curriculum includes common core courses.

Career Opportunity: The following occupational titles represent examples of possible Career Opportunity opportunities: Automation Control Engineering, Biomedical Electronics Technician, Communications Technician, Computer Technician, Electrical/Electronics Technician, Electric Power Utility Technician, Laboratory Technician, Maintenance Technician, Robotics Technician, Service Technician, and Telecommunications Technician.

Length: A student can complete this program in 6 semesters.

Admission Requirements: To enter this curriculum requires that an individual meet the general admission requirements of the College.

Program Outcomes: Upon successful completion of this program, students will be able to:
1. Design, draw, construct, analyze, and troubleshoot basic series and parallel AC and DC electrical circuits including all typical circuit elements including switches, fuses, resistors, lamps and other loads and explain the function of each component.
2. Design, draw, construct, analyze, and troubleshoot basic analog and digital electronic circuits.
3. Demonstrate an understanding of digital and analog RF communications techniques, stages, devices, systems and equipment.
4. Identify, select, set up and operate basic electronic test and measuring equipment including ammeters, ohmmeters, voltmeters, clamp-on ammeters, multimeters, power supplies, function generators, RF generators, logic probes, curve tracers and oscilloscopes and explain the application of each.
5. Connect, configure, install, program and modify Programmable Logic Controllers.
6. Build, configure, analyze, maintain, upgrade and troubleshoot personal computers
7. Install, solder, inspect, and test circuit components including conventional and surface mounted devices
8. Plan, construct, repair, operate and test custom designed basic robotic devices.
9. Program microcontrollers and explain the function of each command and demonstrate an understanding of program flow. Construct and analyze the function of microcontroller interface circuits.
10. Connect, configure, install and commission process control devices and systems.
11. Identify, explain, and utilize safety measures and equipment in the lab and the workplace required by NFPA, NEC and OSHA.
12. Explain the characteristics and theories of operation of DC and AC single and multi-phase electric motors and motor control devices and circuits.
13. Research and learn unfamiliar devices, circuits and systems and explain these to others unfamiliar with them using oral and written presentations.
14. Identify, select and properly use tools that are used in the electrical and electronics industry.
15. Demonstrate an understanding of commercial 3-phase electric power generation, distribution and control including three-phase power generation, delta and wye connections and transformers.
16. Demonstrate an understanding of alternative energy sources and how they relate to the generation, distribution and control of residential, commercial, and industrial power.
17. Identify, select and install residential, commercial and industrial electrical devices and equipment.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours

First Year (Fall Semester)

Course		Lecture	Lab	Contact	Credits
SDV 100	College Success Skills	1	0	1	1
ITE 116	Survey of Computer Software Applications	2	0	2	2
ELE 113	Basic Electricity I	3	0	3	3
ELE 123	Electrical Applications I	1	2	3	2
ELE 152	Calculations I	3	0	3	3
PED	Physical Ed Elective	0	1-2	1-2	2
	Total	**10**	**3-4**	**13-14**	**13**

First Year (Spring Semester)

Course		Lecture	Lab	Contact	Credits
ELE 114	Basic Electricity II	3	0	3	3
ELE 124	Electrical Applications II	1	2	3	2
ETR 123	Electronics Applications I	1	2	3	2
ELE 153	Calculations II	3	0	3	3
ETR 141	Electronics I	3	0	3	3
ETR 151	Electronic Circuits Troubleshooting I	2	0	2	2
ENG 131	Technical Writing	3	0	3	3
	Total	**16**	**4**	**20**	**18**

First Year (Summer Term)

Course		Lecture	Lab	Contact	Credits
ELE 156	Electrical Control Systems	2	2	4	3
ETR 152	Electronic Circuits Troubleshooting II	2	0	2	2
ETR 142	Electronics II	3	0	3	3
ETR 124	Electronic Applications II	1	2	3	2
	Total	**8**	**4**	**12**	**10**

Second Year (Fall Semester)

Course		Lecture	Lab	Contact	Credits
ECO 100	Elementary Economics	3	0	3	3
ETR 255	Active Devices & Circuits	2	3	5	3
ELE 216	Industrial Electricity	2	3	5	3
ETR 282	Digital Systems I	2	3	5	3
ELE 158	Surface Mount Soldering	0	3	3	1
	Total	**9**	**12**	**21**	**13**

Second Year (Spring Semester)

Course		Lecture	Lab	Contact	Credits
ETR 243	Digital, Analog & Data Communications	3	3	6	4
CST 100	Principles of Public Speaking	3	0	3	3
ELE 239	Programmable Logic Controllers (PLCs)	2	3	5	3
ELE 217	Electric Power Utilities	1	2	3	2
ETR 295	Topics in E/E (Schematic Reading)	1	0	1	1
	Total	**10**	**8**	**18**	**13**

Second Year (Summer Term)

Course		Lecture	Lab	Contact	Credits
ETR 136	Industrial Electronic Systems	2	3	5	3
ETR 241	Electronics Communications I	2	3	5	3
	Total	**4**	**6**	**10**	**6**

Total Minimum Credits for a Diploma in Electrical/Electronics Engineering Technology 73

Electronic Concepts
Career Studies Certificate

Description: The Electronics Concepts Career Studies program is designed for the investigation of career possibilities, retraining for a career change, upgrading occupational skills and/or to provide entry-level skills in the electrical field for those students who are proficient in electrical concepts.

Career Opportunity: Graduates of this program will be eligible for further specialized training in the electrical field or to become more productive in their present occupation. Other opportunities for the graduate are available in sales and installation of electrical/ electronic components and equipment.

Length: A student can complete this program in 2 semesters.

Admission Requirements: To enter this curriculum requires that an individual meet the general admission requirements of the College.

Program Outcomes: Upon completion of the Electronics Concepts Career Studies Certificates, students will:
1. gain knowledge of electronic devices as applied to basic circuits and systems.
2. apply knowledge of electronics and circuits in a shop experience with an emphasis on measurement.

Course		Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
ETR	141	Electronics I	3	0	3	3
ETR	123	Electronic Applications I	1	2	3	2
ETR	142	Electronics II	3	0	3	3
ETR	124	Electronic Applications II	1	2	3	2
ELE/ETR		Approved Tech. Electives	-	-		9
		Total	8-11	4-7	12-18	19

Total Minimum Credits for a Career Studies Certificate in Electronics Concepts………………19

Hospitality and Food Service Management
Career Studies Certificate

Description: The Hospitality and Food Service Career Studies Certificate program is designed to provide training in hotel/restaurant organization and management fundamentals and principles of the hospitality industry, sanitation, and food safety, as well as workplace ethics. The program is designed to prepare students for a career in the Hospitality and Food Service business/industry. Individuals already employed in the hospitality field may take the program to upgrade their skills, develop a specialization, and/or expand their career options.

Industry credentials: Student in this program will earn their Serv-Safe certification.

Career Opportunity: The program is designed to provide participants with the practical skills to be

gainfully employed in the hotel/restaurant/food service industry. Students completing the program may seek Career Opportunity in a variety of tourism, lodging, food, and guest services.

Length: A student can complete this program in 2 semesters.

Admission Requirements: To enter this curriculum requires that an individual meet the general admission requirements of the College.

Program Outcomes: Upon successful completion of the program, students will have an understanding of and learned the skills in:
1. hotel/restaurant organization and management.
2. fundamentals of quality for the hospitality industry.
3. food safety/sanitation.
4. work ethics.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
SDV 100	College Success Skills	1	0	1	1
HRI 101	Hotel/Restaurant Organization and Management	3	0	3	3
HRI 140	Fundamentals of Quality for the hospitality industry	3	0	3	3
HRI 154	Principles of Hospitality management	3	0	3	3
HRI 158	Sanitation & Safety + ServSafe Food Class	3	0	3	3
MKT 170	Customer Service	1	0	1	1
HRI 190	Coordinated Internships	2	0	2	2
	Total	**16**	**0**	**16**	**16**

Total Minimum Credits for a Career Studies Certificate in Hospitality and Food Service Management………………13

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Integrated Systems Technology Electrical *Pending for Fall 2016 Startup*
Associate of Applied Science

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Description: The Integrated Systems Technology Electrical Associate of Applied Science degree provides individuals with the skills, knowledge and project-based learning components are specific to the required needs of an industrial electrician. This program combines the concepts, theory and practices associated with electrical processes found in modern automated industries. Students develop skills to install, test and troubleshoot, program and calibrate a variety of electrical and electronic equipment including motors, robots and programmable logic controllers (PLCs). Coursework also provides opportunities to learn teamwork and lean manufacturing concepts through simulated work experiences. This degree is a two-year program of study that is comprised of general and technical foundational courses, specific skills and knowledge, and project-based learning.

Industry Certifications: Students have the opportunity to earn the following industry certifications: OSHA 10; NCCER Core; NCCER Electrical.

Career Opportunity: The following occupational titles represent examples of possible Career Opportunity opportunities: Industrial Integrated Systems Technician; Industrial Electrical Technician; Industrial Controls Technician; Instrument Technician; Mechatronics Technician; and Robotics Technician.

Length: This program is intended for the full-time or part-time student. The time to completion is nominally four semesters.

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.

Program Outcomes: Following completion of the program, students will:
- Demonstrate knowledge of modern production systems and how electrical, mechanical and information systems technologies are used to automate processes.
- Demonstrate ability to communicate concepts of mechatronics effectively.
- Demonstrate analytical ability as it applies to troubleshooting of complex automated industrial equipment.
- Demonstrate the ability to use tools and test procedures commonly used in maintenance of production equipment.
- Demonstrate knowledge of operational concepts such as lean manufacturing, teamwork, problem solving, and other "soft" skills used in day-to-day interaction in a professional industrial work setting.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
SDV 100	College Success Skills	1	0	1	1
ITE 115	Computer Software Applications	3	0	3	3
IND 137	Teamwork and Problem Solving	3	0	3	3
ETR 115	DC & AC Circuits	3	0	3	3
Equivalent to: ELE 147's pre req. ELE 134					
	Practical Electricity II	3	0	3	3
MEC 154	Mechanical Maintenance I	2	2	4	3
MTH 103	Applied Tech Math	3	0	3	3
	Total	**18**	**2**	**20**	**16**
Second Semester					
ENG 131	Technical Report Writing	3	0	3	3
ECO 100	Elementary Economics	3	0	3	3
MEC 162	Applied Hydraulics & Pneumatics	2	2	4	3
SAF 130	Industrial Safety - OSHA 10	1	0	1	1
ELE 147	Electrical Power & Controls Systems	2	2	4	3
Use ETR 115 Equiv. for Pre req.ELE 134					
	Practical Electricity II	3	0	3	3
HLT 116	Personal Wellness	3	0	3	3
	Total	**17**	**2**	**19**	**16**
Third Semester					
HUM 165	Controversial Issues	3	0	3	3
ETR 141	Electronics I	3	0	3	3
IND 181	World Class Manufacturing	3	0	3	3
ELE 239	Programmable Logic Controllers	2	2	4	3
INS 230	Instrumentation I	2	2	4	3
ETR 246	Electronic Motor Drives Systems	2	2	4	3
	Total	**15**	**6**	**21**	**18**

Fourth Semester

ELE 237	Human Machine Interface Systems	1	2	3	2
IND 243	Mechatronics	2	2	4	3
ETR 150	Machine Control Using Relay & Pgble Logic	3	0	3	3
IND 298	Seminar and Project	2	2	4	2
ELE 240	Advanced Programmable Logic Controllers	2	2	4	3
ETR 177	Industrial Robotics and Robotics Programming	2	2	4	3
	Total	**12**	**10**	**22**	**16**

Total Minimum Credits for an Associate of Applied Science Degree in Integrated Systems Technology Electrical ………… 66

Integrated Systems Technology Mechanical *Pending for Fall 2016 Startup*
Associate of Applied Science

Description: The Integrated Systems Technology Mechanical Associate of Applied Science provides individuals with the skills, knowledge and project-based learning components are specific to the required needs of an industrial mechanic. Students develop skills to assemble, install, troubleshoot and service pneumatic, hydraulic and mechanical systems. Coursework also provides opportunities for students to learn through teamwork and lean manufacturing through simulated work experience. This degree is a two-year program of study that is comprised of general and technical foundational courses, specific skills and knowledge, and project-based learning.

Industry Certifications: Students have the opportunity to earn the following industry certifications: OSHA 10; NCCER Core; NCCER Mechanical.

Career Opportunity: The following occupational titles represent examples of possible Career Opportunity opportunities: Industrial Integrated Systems Technician; Industrial Mechanical Technician; Mechatronics Technician; and Process Technician.

Length: This program is intended for the full-time or part-time student. The time to completion is nominally four semesters.

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.

Program Outcomes: Following completion of the program, students will:
- Demonstrate knowledge of modern production systems and how electrical, mechanical and information systems technologies are used to automate processes.
- Demonstrate ability to communicate concepts of mechatronics effectively.
- Demonstrate analytical ability as it applies to troubleshooting of complex automated industrial equipment.
- Demonstrate the ability to use tools and test procedures commonly used in maintenance of production equipment.
- Demonstrate knowledge of operational concepts such as lean manufacturing, teamwork, problem solving, and other "soft" skills used in day-to-day interaction in a professional industrial work setting.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
SDV 100	College Success Skills	1	1	0	1
ITE 115	Computer Software Applications	3	0	3	3
IND 137	Teamwork and Problem Solving	3	0	3	3
ETR 115	DC & AC Circuits	3	0	3	3
MEC 154	Mechanical Maintenance I	2	2	4	3
MTH 103	Applied Tech Math	3	0	3	3
	Total	**15**	**3**	**18**	**16**
Second Semester					
ENG 131	Technical Report Writing	3	0	3	3
ECO 100	Elementary Economics	3	0	3	3
MEC 162	Applied Hydraulics & Pneumatics	2	2	4	3
SAF 130	Industrial Safety OSHA 10	1	0	1	1
ELE 147	Electrical Power & Controls Systems	2	2	4	3
HLT 116	Personal Wellness	3	0	3	3
	Total	**14**	**4**	**18**	**16**
Third Semester					
HUM 165	Controversial Issues	3	0	3	3
MEC 168	Pump System	1	2	3	2
MEC 148	Industrial Pipefitting	1	2	3	2
IND 181	World-class Manufacturing	3	0	3	3
MEC254	Mechanical Maintenance II	2	2	4	3
WEL 120	Fundamentals of Welding	1	2	3	2
DRF 160	Machine Blueprint Reading	3	0	3	3
	Total	**14**	**8**	**22**	**18**
Fourth Semester					
ELE 233	PLC Systems I	2	3	5	3
MEC 269	Fluid Power – Pneumatic Systems	1	2	3	2
IND 243	Principles and Applications of Mechatronics	2	2	4	3
MEC 268	Fluid Power – Hydraulic Systems	1	2	3	2
IND 298	Seminar and Project	2	2	4	2
MEC 169	Steam Systems	1	2	3	2
WEL 135	Inert Gas Welding	1	3	4	2
	Total	**10**	**16**	**26**	**16**

Total Minimum Credits for an Associate of Applied Science Degree in Integrated Systems Technology Mechanical………...66

Introduction to Integrated Systems Technology
Career Studies Certificate
(Requested for a specific population)

Description: The purpose of this program is to provide individuals with the fundamentals of industrial maintenance (electrical or mechanical) in order for them to seek entry level

employment in the field of Integrated Systems Technology or the ability to pursue an AAS degree in Integrated Systems Technology.

Industry Certifications: Students will have the opportunity for earning the Siemens Level 1 or MSSC Certified Production Technician or AMTEC.

Career Opportunity: Completers of this program should be prepared to work in industry as an entry level maintenance employee or helper.

Length: A student can complete this program in 1-2 semesters.

Admissions Requirements: Students must meet the general admissions requirements established by the college.

Program Outcomes: Following completion of the CSC, students will:
1. Demonstrate the ability to communicate integrated systems concepts effectively.
2. Demonstrate analytical ability to perform basic machine troubleshooting on simple integrated systems.
3. Demonstrate the use of different types of tools and test equipment that are commonly used to maintain integrated systems in industry.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours

Industrial Electronics Principles
Certificate

Description: The Industrial Electronic Principles curriculum is designed for full-time or part-time students and allow flexibility for the industrial worker. This program offers a variety of field trips and seminars. You must complete the Industrial Electrical Principles Certificate requirements or have had equivalent courses and/or occupational experience prior to entering the Industrial Electronics program. A full-time student may complete either program in three semesters, which includes one summer term.

Career Opportunity: The following occupational titles represent examples of possible employment opportunities: Assembler, Electrical Helper, Electrician, Electrical-Electronic Tester, and Salesperson/or Serviceperson.

Length: A full-time student may complete either program in three semesters, which includes one summer term.

Admission Requirements: To enter these curricula require that an individual meet the general admission requirements for the College.

Program Outcomes – Industrial Electronic Principles: Upon successful completion of this program,

students will be able to:
1. **Design, draw, construct, analyze, and troubleshoot basic series and parallel AC and DC electrical circuits including all typical circuit elements and explain the function of each.**
2. **Design, draw, construct, analyze, and troubleshoot basic analog electronic circuits.**
3. **Identify, select, set up and operate basic electronic test and measuring equipment including ammeters, ohmmeters, voltmeters, clamp-on ammeters, multi-meters, power supplies, function generators, and oscilloscopes and explain the application of each.**
4. **Demonstrate an understanding of commercial 3-phase electric power generation.**

Course		Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester						
SDV	100	College Success Skills	1	0	1	
ETR	141	Electronics I	3	0	3	
ETR	190	Coordinated Internship (2-4)	2	0	2	
ENG	131	Technical Report Writing	3	0	3	
ELE	152	E/E Calculations I	3	0	3	
Total			**12**	**0**	**12**	

Course		Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
Second Semester						
ETR	142	Electronics II	3	0	3	
ELE/ETR		Approved Elective (4-6)	6	0	6	
ETR	190	Coordinated Internship (2-4)	2	0	2	
ELE	153	E/E Calculations II	3	0	3	
ETR	151	Electronic Circuits & Troubleshooting I	2	0	2	
Total			**16**	**0**	**16**	

Course		Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
Third Semester						
ETR	136	Industrial Electronics Systems	2	3	3	
ETR	190	Coordinated Internship	3	0	3	
ETR	152	Electronic Circuits & Troubleshooting II	2	0	2	
ECO	100	Elementary Economics	3	0	3	
ELE/ETR		Approved Elective	3	0	3	
Total			**13**	**3**	**14**	

Total Minimum Credits for the Certificate in Industrial Electronic Principles….42

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Metal Processing
Career Studies Certificate

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Description: The Metal Processing Career Studies Certificate Program is both broad and detailed enough to permit the graduate to fill a number of jobs in a company's machine shop maintenance department, yet detailed enough to ensure that the student fully understands different types of metal processing. Layout procedures and processes on the lathe, drill press, grinding machines, and milling machines are covered in both theory and practice.

Career Opportunity: Metal processors typically work in the construction or manufacturing industries performing installation, manufacturing, or repairs in a variety of public and private industries.

Length: Variable for part-time students. The options available represent the equivalent of one or more semesters of full-time community college work.

Admission Requirements: To enter this curriculum requires that an individual meet the general admission requirements of the College.

Program Outcomes:
1. Understand the fundamentals of metal fabrication safety.
2. Be able to apply mathematical principles to metal fabrication practices.
3. Be able to read blueprints for metal fabrication.
4. Understand the different types of metals and their properties.
5. Be able to perform the arc, gas, MIG, and/or TIG welder and metal fabrication.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
DRF 160	Machine Blueprint Reading	3	0	3	3
MAC 161	Machine Shop Practices I	2	3	5	3
MAC 162	Machine Shop Practices II	2	3	5	3
MAC 163	Machine Shop Practices III	2	3	5	3
MAC 164	Machine Shop Practices IV	2	3	5	3
WEL 120	Fundamentals of Welding	1	3	4	2
	Total	12	15	27	17

Maintenance Mechanics
Certificate

Description: The curriculum is designed to assist students in entering technical careers in industrial maintenance. Academic and technical instruction and hands-on laboratory experiences provide a balance between theory and practice. The program contains general education courses to assist you in social and business communications.

Career Opportunity: The Maintenance Mechanics program prepares individuals for Career Opportunity in entry level positions such as Industrial Maintenance Mechanic and Industrial Maintenance Assistant.

Length: A full-time student can complete this program in 3 semesters.

Admission Requirements: To enter this curriculum requires that an individual meet the general admission requirements of the College.

Program Outcomes: Upon completion of the Maintenance Mechanics Program, students will be able to:
1. Demonstrate competency in reading and basic drawings and symbols.
2. The student will be able to stick weld, and demonstrate the ability to choose and use basic welding tools materials.
3. Demonstrate proficiency in wiring basic electrical circuits and understand basic wiring symbols.
4. Demonstrate proficiency in troubleshooting basic control circuits.
5. Demonstrate proficiency choosing and using basic tools and equipment.

6. Demonstrate proficiency in troubleshooting and repairing basic mechanical and electrical equipment.

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
First Semester					
ETR 115	DC/AC Circuits	3	0	3	
ITE 116	Survey of Computer Software	2	0	2	
MTH 103	Basic Technical Math I	3	0	3	
MEC 154	Mechanical Maintenance I	2	1	3	
SDV 100	College Success Skills	1	0	1	
Total		**11**	**1**	**12**	

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
Second Semester					
ELE 147	Electrical Power & Controls Systems	2	2	3	
IND 103	Industrial Methods	0	2		
ITE 131	Survey of Internet Services	0	1		
MEC 162	Applications in Hydraulics & Pneumatics	3	3		
SAF 130	OSHA 10	0	1		
WEL 120	Fundamentals of Welding	3	2		
Total		**8**	**12**		

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
Third Semester					
ELE 233	Programmable Logic Controller Systems I	2	3	3	
IND 243	Mechatronics	2	3		
ENG 131	Technical Report Writing I	0	3		
PSY 126	Psychology for Business/Industry	3	0	3	
	Total				

Motorsports Technology
Career Studies Certificate
(Requested for Specific Population)

Description:

Career Opportunity:
Length:

Admissions Requirements:

Program Outcomes:

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours

Welding

Career Studies Certificate

Description: The Welding Career Studies Certificate is a response to the short-term training needs of many adults in our service region. It is designed to provide students with the knowledge and skills needed to obtain Career Opportunity in the welding field. The fundamental objective of the program is to teach students how to weld. Individuals trained in this program must be able to meet welding performance demands of industry; consequently, a minimum amount of time is spent on book and classroom study with most of the time used on supervised welding practice.

Career Opportunity:

Length: Students may complete this Career Studies Certificate in 1 - 3 semesters.

Admissions Requirements: To enter this curriculum requires that an individual meet the general admission requirements of the College.

Program Outcomes: Graduates of the Welding Career Studies Certificate program will:
1. Understand and follow industry practices.
2. Successfully complete projects in a given time.
3. Weld in the flat vertical and horizontal position using the basic welding processes SMAW, GMAW ,GTAW.
4. Cut metals using the oxyfuel and plasma arc cutting process

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours
MAC 161	Machine Shop Practices I	2	3	3	
WEL 145	Welding Metallurgy	3	0	3	
WEL 120	Fundamentals of Welding	1	3	2	
WEL 121	Arc Welding I	1	3	2	
WEL 122	Arc Welding II	1	3	2	
WEL 135	Inert Gas Welding I	1	3	2	
WEL 136	Inert Gas Welding II	1	3	2	
WEL 150	Drawing and Interpretation	3	0	3	
Total		**13**	**18**	**19**	

Welding Technology
Certificate

Description: The program is designed to develop a general foundation in welding.

Career Opportunity:

Length: Students may complete this Career Studies Certificate in 1 - 3 semesters.

Admissions Requirements: To enter this curriculum requires that an individual meet the general admission requirements of the College.

Program Outcomes: Graduates of the Welding Certificate program will:
1. Understand and follow industry safety practices.
2. Display manipulative skills with various welding processes to assure adequate weld integrity and appearance.
3. Be able to weld in flat vertical and horizontal positions using the SMAW,GMAW, GTAW processes.
4. Be able to cut metals using the oxyfuel and plasma arc cutting process.
5. Be capable of entering an entry level welding position with advancements.

Welding

Description:

Career Opportunity:

Length:

Admissions Requirements:

Program Outcomes:

Course	Course Title	Lec Hours	Lab Hours	Contact Hours	Credit Hours