DCC

Danville Community College

2017-18 Catalog

DANVILLE COMMUNITY COLLEGE · DANVILLE, VIRGINIA
VIRGINIA · DIGNITY · COMMITMENT · COURAGE
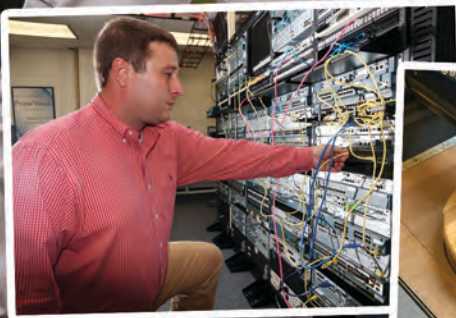
Who do you want to be tomorrow?

WELCOME to DCC!

Vision:

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

Mission:

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.

DCC
Danville Community College

Table of Contents

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Abbreviations:
CSC: Career Studies Certificate (A career-centered credential between 9 and 29 credit hours) • **D: Diploma** (A two-year program with an emphasis on a career/technical area)
C: Certificate (Minimum of 30 credit hours) • **A.A.S.: Associate of Applied Science** (Generally a two-year terminal degree program intended for immediate employment after graduation) • **A.A. & S.: Associate of Arts & Science** (Generally a two-year degree program intended for transfer to a four-year college/university)

NOTE: The printed catalog is provided as a guide and may not be a comprehensive and accurate listing of all available programs, course sequences, requirements, etc. after printing. Please check **www.danville.edu/catalog** for the most up-to-date information.

Campus/Area Maps

(P) Parking

Key to campus map

1. Taylor Building
2. Temple Building
3. Whittington W. Clement Learning Resources Center
4. Student Center
5. Charles R. Hawkins Engineering and Industrial Technologies Building
6. John H. Zechman Facilities Support Center
7. Hill Building
8. Foundation Hall
9. Carrington Child Development Center
10. Wyatt Building
11. Womack Hall

★ **Main Campus**
1008 South Main Street

▲ **RCATT**
121 Slayton Ave.
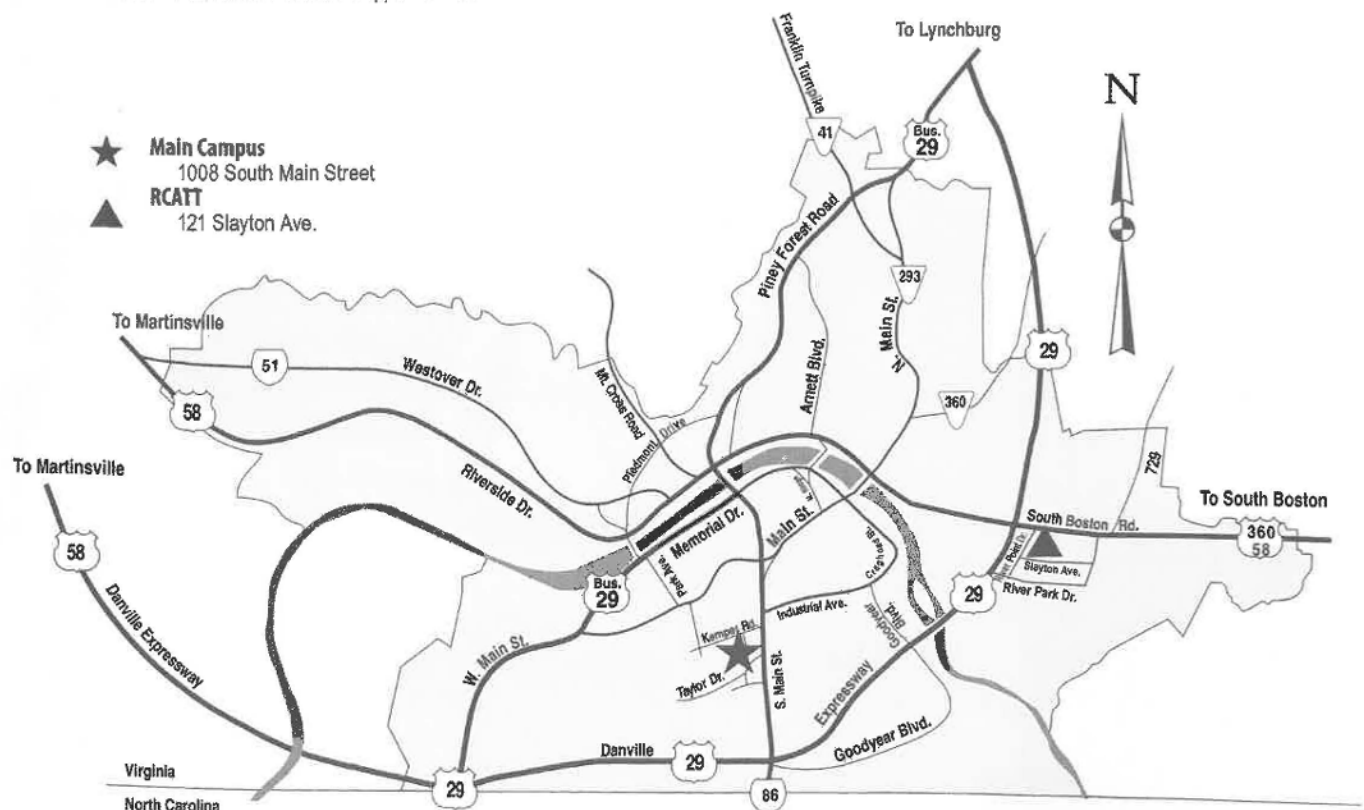
Locations & Office Hours

Administrative Office Hours
8 a.m. to 5 p.m. Mon-Fri
Email: info@dcc.vccs.edu
www.danville.edu

Danville Main Campus
1008 South Main St., Danville, VA 24541
434.797.2222 • Toll Free: 800.560.4291
434.688.0136 (vp) • FAX: 434.797.8514

Whittington W. Clement Learning Resources Center (Main Campus)
Mary M. Barksdale Library Hours
(During Full-Session Classes)
Mon - Thurs: 8 a.m. - 9 p.m.
Fri: 8 a.m. - noon • Sat: Closed • Sun: 1 - 5 p.m.
(Fall and Spring Semesters only)
Learning Assistance Center Hours
Mon - Thurs: 7:30 a.m. - 6:30 p.m.
Fri: 8 a.m. - noon • Sat: Closed • Sun: 1 - 5 p.m.
(Fall and Spring Semesters only)

Regional Center for Advanced Technology & Training (RCATT)
121 Slayton Ave., Danville, VA 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

2017-18 Academic Calendar

FALL 2017

Advising by Appointment and Registration for Fall Semester	April 1-August 18
Final Week for Fall 2017 Registration	August 16-18
Last Day for New Student Registrations	August 18
Payment of Tuition*	June 1-August 18
Faculty Planning and Preparation Days	August 16-18
Classes Begin	August 21
Swaps/Drops *(Classes cannot be added without the approval of the instructor)*	August 21-25
Holiday - No Classes (Labor Day)	September 4
Last Day to Withdraw With Full Tuition Refund	September 6
Institutional Effectiveness Day	October 5
No Classes - Faculty Planning and Preparation Day	October 17
Mid-term Grades Posted	October 16-22
Last Day to Withdraw w/o Mitigating Circumstances ("W" Grade Issued)	October 30
Advising by Appointment and Registration for Spring Semester	Nov. 1-Dec. 8, 2017 and Jan. 2-5, 2018
No Classes - Faculty Research Day	November 22
Holiday No Classes (Thanksgiving)	College closes at noon November 22; Closed November 23-24
Classes End	December 8
Final Exams	December 11-15
Faculty Planning and Preparation Days (Noon Dismissal Dec. 21)	December 18-21
College Closed	December 22-29

SPRING 2018

Holiday - College Closed	January 1
Advising by Appointment and Registration for Spring Semester	Nov. 1-Dec. 8, 2017 and Jan. 2-5, 2018
Final Week for Spring 2018 Registration	January 2-5
Last Day for New Student Registrations	January 5
Payment of Tuition*	November 1, 2017 – January 5
Faculty Planning and Preparation Days	January 2-5
Classes Begin	January 8
Swaps/Drops *(Classes cannot be added without the approval of the instructor)*	January 8-12
Holiday - No Classes (Martin Luther King, Jr.)	January 15
Last Day to Withdraw with Full Tuition Refund	January 24
Institutional Effectiveness Day	February 28
Mid-term Grades Posted	March 5-9

SPRING 2018 continued...

No Classes - Spring Break	March 12-16
Last Day to Withdraw Without Mitigating Circumstances ("W" Grade Issued)	March 20
Advising by Appointment & Registration for Summer	April 2 until summer semester classes begin
Advising by Appointment & Registration for Fall	April 2 until fall semester classes begin
Classes End	April 30
Exams	May 1-4; 7
Faculty Planning and Preparation Days	May 8-11; 14-15
Graduation	**Saturday**, May 12

SUMMER 2018	Full Session (10 Weeks)	1st Session (5 Weeks)	2nd Session (5 Weeks)
Advising by Appointment	April 2-May 11	April 2-May 11	April 2-May 11; May 21-June 22
Registration and Payment of Tuition for Summer Session*	April 2-May 18	April 2-May 18	April 2-June 22
Final Week for Registration	May 14-May 18	May 14-May 18	June 18-22
Last Day to Add Class(es)	May 19	May 19	June 23
Classes Begin	May 21	May 21	June 25
Swaps/Drops Only+	May 21-23	May 22	June 25
+Swaps cannot be processed without the approval of the instructor			
Holiday - No Classes (Mem. Day)	May 29	May 29	
Last Day to Withdraw with Full Tuition Refund	May 31	May 25	June 29
Last Day to Withdraw w/o Mitigating Circumstances^ ^("W" Grade Issued)	July 2	June 8	July 13
Holiday - No Classes (Indep. Day)	July 4	July 4	
Classes End	July 27	June 22	July 27

***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** r**egistration**: 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.*

College Information

General Information

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

DCC promotes and maintains educational and employment opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors. DCC prohibits sexual harassment, including sexual violence. Inquiries related to the college's nondiscrimination

policies should be directed to: Title IX Coordinator/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); or 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.

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.

DCC was one of the original four colleges to join the Virginia Community College System in 1966. DCC celebrated its 50th anniversary in the VCCS during the 2016-17 school year.

The Castle, built in 1890 for Virginia Military Institute, was a distinctive part of DCC's campus until its demolition in 1970.

Programs

Occupational-Technical Education

These programs are designed to meet the increasing workforce demand for technicians, semiprofessional workers, and skilled crafts persons in the college's service region.

College Transfer Education:

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 addresses the knowledge, skills, attitudes, and values characteristic of educated persons. It is cross-disciplinary 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 through both degree credit and non-degree credit work offered on- and off-campus.

Special Training

Special training is provided where specific job opportunities are available for new or expanding industries, coordinated with Virginia's economic expansion efforts and employer needs.

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 & 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 college's service region. This includes 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.

College Goals

1. Educational Programs: The college will provide quality credit and non-credit educational programs and instruction.

2. Faculty and Staff: The college will have an excellent and diverse faculty and staff.

3. Academic and Student Services: The college will provide quality services to assist students in achieving their academic and personal goals.

4. Educational Environment: The college will have facilities, equipment, and technology that enhance an effective learning environment.

5. Outreach Programs: The college will have a comprehensive outreach program.

6. Community Relations: The college will foster effective partnerships.

7. Resources: The college will obtain and use resources to achieve its mission and goals.

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.

For more information, visit
www.dcc.vccs.edu/foundation/foundation.htm

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.)

Pictured: DCC Educational Foundation Executive Director Mr. Shannon Hair presents scholarship awards to DCC business students who won a small business idea competition.

Enrollment Information

WHO DO YOU WANT TO BE TOMORROW?

Whatever your dreams, DCC can help you reach them. Start your journey with our easy online application process:

www.danville.edu/BecomeAStudent

Admission Information

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

The college has an open admissions policy. 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. However, students may be required to participate in developmental studies before beginning coursework in the particular field of study they have chosen.

Minimum scores are noted in the chart below:

	Virginia Placement Test (VPT)	Compass	Asset
Reading	ENF 1	62	35
Writing	ENF 1	32	35
Math	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.

Curricular Admission
(Applies to program-placed students):

1. Complete an application at www.danville.edu/BecomeAStudent. High school transcripts may be required for admission to the college and certain programs. Home school graduates must provide a graduation date and may be required to provide documentation of coursework.

2. Demonstrate readiness for program placement.

  A. Take the Virginia Placement Test.
    Call 434.797.8460 or email
    dcc_placement@dcc.vccs.edu to make an appointment. Students are strongly encouraged to complete the online practice test at
    www.dcc.vccs.edu/studentServices/ Admissions/PlacementTesting

  B. Request a Placement Waiver. Options:
    In determining students' readiness for college-level English and math courses, DCC will use the following means and measures. Transcripts and test scores should be sent to the Student Support Services Office for review.

- Any student who has earned an associate degree or higher, or who has earned a C or better in college-level courses in math and/or English at a regionally accredited institution, will be exempt from placement testing, provided they meet the prerequisites for the respective courses in their chosen program of study. Students must provide transcripts for approval.
- Any student who has successfully completed current developmental courses at a VCCS institution will be exempt from placement testing in those areas.
- Any student who has successfully completed developmental courses at a non-VCCS institution will have the coursework evaluated for placement. Students must provide transcripts for approval.
- Students enrolling in Career Studies Certificate programs may be waived from placement testing, unless a course in the program requires a reading, writing, or math prerequisite.
- A recent (within past 5 years) high school or homeschool graduate may submit a high school/home school transcript or an approved test score for placement evaluation.

Math placement will be determined using one of the following measures:

Math Placement Measures #	HSGPA or Score Range	Placement
HSGPA and Algebra II and One Algebra Intensive Course* *Algebra Intensive Courses above Algebra II: Trigonometry, Math Analysis, Pre-Calculus, Calculus,	3.0 or higher	MTE 1-9 Satisfied
HSGPA and Algebra II	3.0 or higher	MTE 1-5 Satisfied
HSGPA and Algebra I	3.0 or higher	MTE 1-3 Satisfied
SAT – Math	530 or above	MTE 1-9 Satisfied
	510-520 range	MTE 1-5 Satisfied
ACT – Subject Area Test Math	22 or above	MTE 1-9 Satisfied
	19-21 range	MTE 1-5 Satisfied
GED – Math	165 or above	MTE 1-5 Satisfied
	155-165 range	MTE 1-3 Satisfied

 # = Students may complete the VPT – Calculus for placement into Pre-Calculus II, Calculus, and 200-level Statistics. Placement directly into Pre-Calculus II, Calculus, and 200-level Statistics based on HSGPA and highest level courses taken will be at the discretion of the college.

English placement will be determined using one of the following measures:

English Placement Measures	HSGPA or Score Range	Placement
HSGPA	3.0 or higher	ENG 111
	2.7-2.9	ENF3/ENG 111
SAT-ERW (Evidence-Based Reading and Writing)	480 or above	ENG 111
	460-470 range	ENF3/ENG 111
ACT-Subject Area Tests English and Reading	18 or above	ENG 111
	15-17 range	ENF3/ENG 111
GED-English	165 or above	ENG 111

High school GPA (HSGPA) is valid for five (5) years after the date of high school graduation. SAT, ACT and GED Test scores are valid for five (5) years after the date of the test. Virginia Placement Test-English and Math scores are valid for five (5) years after the date of the test. Previously taken developmental courses will be valid for five (5) years after term taken.

Placement Testing Policy

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

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

1. Complete an application for admission, including the Domicile Determination Form, at **www.danville.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 meet with a DCC counselor to review course options.

Admissions to Specific Curricula

In addition to the general admission requirements above, specific requirements are listed for each program of the college. Among items generally considered in determining students' eligibility for admission to a curriculum are their educational/occupational experiences and other reasonable standards to ensure that they can successfully complete the program requirements. Students who do not meet the requirements for a specific program or course may improve chances of eligibility by completing developmental 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 DCC Admissions for more information regarding residency requirements. It is the student's responsibility to submit documentation and provide clear and convincing evidence regarding their domicile.

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, he/she 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 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 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.

Admission For High School Students

Although high school and home-schooled students are not normally qualified for general admission, DCC offers admission to students who demonstrate readiness for college by meeting the criteria in the table below. Students enrolling in a dual enrollment course must meet all course pre-requisites.

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 VCCS 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.* Documentation of parental permission is required for all dual enrollment students. Interested students should contact their high school guidance department or DCC Admissions.

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 high school principal, and be approved by the DCC Admissions Committee. Students interested in concurrent enrollment should contact DCC Admissions.

Homeschooled Students

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.

Admission Criteria		VPT	PSAT	SAT	ACT	SOL
Transfer Courses	English/writing	ENG 111	n/a	n/a	18	n/a
	Reading	ENG 111	n/a	n/a	18	n/a
	Writing/reading	ENG 111	390	480	n/a	n/a
	Mathematics	MTE 1 500	530	22	Algebra 1 - pass	
Career & Technical Education Courses	English/writing	ENF 111	n/a	n/a	18	n/a
	Reading	ENF 111	n/a	n/a	18	n/a
	Writing/reading	ENF 111	390	480	n/a	n/a
	Mathematics	MTE 1 500	530	22	Algebra 1 - pass	

Admission for High School Students...

Admission of younger students: 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. Students requesting to take concurrent enrollment courses at the freshman and sophomore level will be restricted to enrolling in a maximum of one credit course per session.

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.

Interested senior citizens should contact the DCC Admissions Office. Any person meeting the above criteria will be admitted to a course only after all tuition-paying students have been accommodated.

International Students

DCC is a two-year, nonresidential, commuter college that welcomes applications from qualified international students who meet the college's academic, financial, and language requirements. Before processing a request for admission 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 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.

Contract/Memorandum of Agreement

Under certain circumstances, DCC 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.

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 at **www.danville.edu/BecomeAStudent**

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 State Police determine that a DCC applicant 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.

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

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 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. 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.

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 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 (AP) program 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 DCC are consistent with the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) principles and VCCS policy.

To be eligible to apply for advanced standing credit, a student must be admitted to DCC 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 advanced standing credit or who wish to take a locally developed departmental exam should contact the appropriate division office.
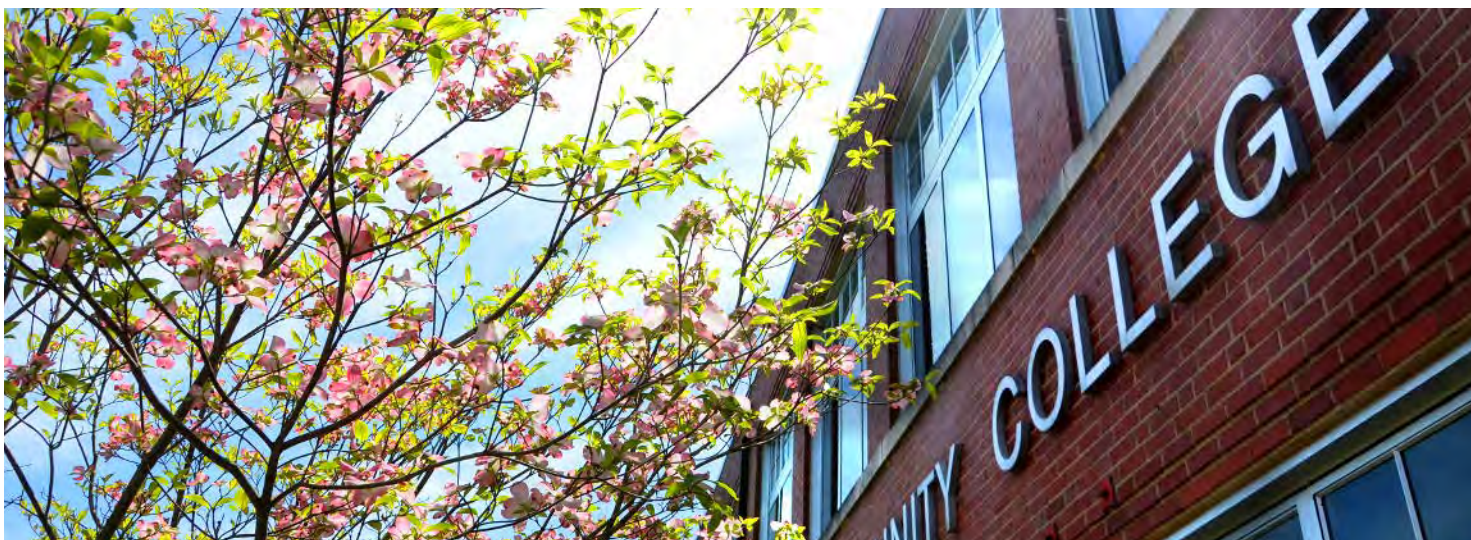
NEW! DCC Expressway

Work at your own pace • Get credit for job experience or prior learning • DCC Expressway programs provide the same learning opportunities as traditionally structured classes but provide the flexibility for students to work at their own pace and to show competencies through prior learning credit and/or satisfactory completion of assessments meeting certain benchmarks. Students interested in the DCC Expressway program should make their intentions known when applying DCC. The student will then be directed to the appropriate program advisor. If a student decides the DCC Expressway program is not a good fit, he/she will have the option to matriculate into the traditional program at any time before or after beginning the program.

Participating students and their program advisor will develop an individualized and specific Personal Education Plan outlining the path to completion. Some programs will require that students work through the competencies in a specific order for the skills to build on previously earned skills and others will allow flexibility in the order of competency completion.

There are currently two Career Studies Certificates in the DCC Expressway program as of spring 2017 – **Basic Welding and Software Development** - with more options expected to be added in the future.

Policies & Procedures

- Students adhere to the same admissions policies & procedures as traditional students.
- Students must complete at least **25% of the degree** through direct learning experiences at DCC.
- DCC Expressway students enroll for a **subscription term equivalent to eight weeks**. 2017-2018 Academic Year Subscription Terms start August 21, October 17, January 8, March 6, May 2, and June 28.
- Students and their advisors will determine at the beginning of each subscription term how many competencies the student will strive to complete during that term based on the Personal Education Plan. The number of planned competencies will determine full-time status.
- Students may register for full-time status during the **first four weeks** of a subscription term. Any registration after the first four weeks of the term should be part-time and agreed upon by the student and the advisor.
- **Tuition for a full-time subscription period is $1256**. Students registering for part-time status during the last four weeks of a subscription period will have their tuition prorated by the number of weeks remaining in the subscription period. **College fees are included** in that amount. *($1256 is estimated at the time of the catalog printing and subject to change based on college and State Board approval.)*
- The **last day for a full tuition refund** is the **14th day** of the subscription term.

(Policies & Procedures continued...)

DCC Expressway Policies & Procedures, continued...

- Competencies not completed during the PEP time period can be carried over into the next subscription term. Likewise, **if planned competencies are completed early**, the student may begin working on the next set of competencies under advisement from their program advisor.

- Credit for prior learning experience can be earned by:

  o Completing the assessment at or above the benchmark for designated competency;

  o Producing proof of having earned an industry certification tied to the competency;

  o Providing a transcript from an accredited institution designating the skills earned or courses with credit awarded.

  o Providing a military transcript for evaluation to receive credit for prior learning.

- Credit for prior learning will be listed on the transcript as **"CR" for credit**. The other grade options are "A" for 90% or 93% mastery, depending on the instructor, "B" for 80% mastery, or "R" for the need to repeat a skill that is assessed at less than 80%.

Other ways to earn Advanced Standing Credit for Non-Expressway Programs

Danville Community College may award credit for the following competencies:

AP (Advanced Placement)

Many area high schools offer AP or honors courses to their students, giving them the opportunity to complete college-level work while attending high school. A minimum AP 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 DCC.

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)

Students who have completed the Standard Level certificate with a score of 5 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 IBO 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), DCC 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. Credit may be granted for prior learning for non-collegiate education, training, and/or occupational experiences as recommended by college faculty, ACE, the National College Credit Recommendation Service, or another college-approved organization.

1. In addition to the above, DCC may award academic credit to any enrolled student who has successfully completed a military training course or program as part of the student's military service that is applicable to the certificate or degree requirements and is:

    a) Recommended for academic credit by a national higher education association that provides academic credit recommendations for military training courses or programs;

    b) Noted on the student's military transcript issued by any of the armed forces of the United States; or

    c) Otherwise documented in writing by any of the U.S. Armed Forces.

Advanced Standing Credit for military service, continued...

In order to receive credit for 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 VCCS and the Virginia Dept. of Criminal Justice Services, students who have satisfactorily documented successful completion of the VA State Police Academy or a Regional and Independent Certified Training Academy shall be awarded the following credit. Appropriate documentation is required and must be submitted to the Dean of Arts and Science.

Previous Completion Credit (Experiential Learning/Work Experience Credit)

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

The following shall apply 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 program administrator responsible for 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 that have had significant technological changes in recent years (e.g., 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 non-acceptance of his/her coursework may do so by demonstrating his/her competencies in an appropriate manner to the administrator or appropriate faculty member.

5. Because of the diversity of courses offered and the differences in changes that occur over a given time, no specific time frame can be established for courses whose content may have become obsolete. However, it is recommended that all 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/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

Registration is held prior to the beginning of each semester or term. Specific registration dates are listed in the college's academic calendar in this catalog and on the college's website (**www.danville.edu**). Students must 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 through MyDCC. Curricular (program-placed) students should contact their assigned academic advisor to register for classes. For more information, contact Admissions at 434.797.8467 or **admissions@dcc.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

Course Offerings

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

Tuition & Fees

Tuition rates are established annually by the State Board for Community Colleges. Current rates can be verified at **www.danville.edu**. DCC has an extensive financial assistance program. We encourage you to review that section of this catalog, and to visit the Financial Aid webpage for additional information.

Payment of Tuition and Fees

Fall Semester: Students wishing to enroll for Fall classes may do so on the published dates. Students are expected to pay tuition and 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 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).

Note: Fees are subject to change.
*Contact the Business Office at 434.797.8418 or visit **www.danville.edu** for the current costs.*

Student Activity Fee

The Student Activity Fee is currently $1.50 per credit hour. Monies are used for social, cultural and student activities.

Maintenance Fee

All students enrolled for classes on the main DCC campus pay a Maintenance Fee of $1.00 per credit hour for classes taken on campus in order to maintain college parking lots.

VCCS Technology Fee

All students on and off campus will be charged a technology fee of $8.50 for each credit hour for which they enroll. This fee will be shown separately on the payment receipt. Monies support acquisition of technology for academic purposes. Fees are subject to change by the State Board for Community Colleges.

Capital Fee

Students with out-of-state residences are charged $18.00 per credit hour. 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 that 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 DCC 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, DCC may initiate disciplinary action in accordance with the Code of Student Conduct and Discipline Policy. Bad Check/Dishonored Payment Fees: DCC assesses a $35 service charge for handling returned checks or dishonored credit card or debit card payments for accounts not in past due collection status, or $50 when the account is in past-due collection status.

Waived Tuition

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: 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 enrollment. 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/fees.

Children, Step-Children, or Spouse of Deceased Law Enforcement / Fire Fighter / Rescue Squad Personnel: In Virginia, any person between the ages of 16 and 25 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 U.S. 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 & Grading

Official Transcripts

Students and alumni can request official transcripts online, via MyDCC, by mail (Admissions Office, Wyatt Building, 1008 South Main St., Danville, VA 24541), or by fax (434.797.8451). In order to release transcripts the student must provide the following:

- Student name at time of enrollment
- Student ID number (EMPLID #) or Social Security Number
- Date of enrollment (if prior to 1984)
- Student signature (Transcripts will not be released to third parties without written permission from the student.)

Unofficial Transcripts

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

Grading System

The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor. **Note:** The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted.

Grades denote the character of study and are assigned points as follows:

A Excellent - 4 grade points per credit

B Good - 3 grade points per credit

C Average - 2 grade points per credit

D Poor - 1 grade point per credit

F Failure - 0 grade point per credit

P Pass - No grade point credit (applies to special courses. P/U Option: No more than 7 credits can count toward graduation.)

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

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

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

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

(continued...)

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 VP for Academic and Student Services.

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

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

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Grading – Developmental Studies Courses

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

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

"U" (Unsatisfactory) shall be assigned to a student not making satisfactory progress. The Developmental Studies academic advisors, with the concurrence of the Dean of 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 is indicated after the title in the course description. One credit is equivalent to one collegiate semester-hour credit. Each semester hour of credit given for a course is based on the "academic hour," which is 50 minutes of formalized, structured instructional time in a particular course weekly for fifteen weeks. This is a total of 750 minutes of instruction.

In addition to instructional time, appropriate evaluation will be required. If this evaluation is a final examination, a minimum of one hour will be scheduled for each semester hour of credit generated by the course, not to exceed three academic hours (150 minutes). Credits may be assigned to the activities as follows:

1. **Lecture** – One academic hour of lecture (including lecture, seminar, discussion, or other similar activities) per week, generally for 15 weeks, plus the evaluation or examination period, equals one collegiate semester-hour credit.

2. **Laboratory** – Two to five academic hours, depending on the discipline, of laboratory, clinical training, supervised work experience, coordinated internship, or other similar activities per week, generally for 15 weeks, plus the evaluation or examination period, equals one collegiate semester-hour credit.

3. **Asynchronous Distance Learning Courses** – In the case of asynchronous distance learning course offerings or hybrid courses that employ a mix of traditional contact hours and learning activities, with students and faculty separated by time and place, colleges must demonstrate through faculty peer review that content and competency coverage and student outcomes are equivalent to those of traditional sections of the same class. In the event that the only section of the course being taught in the VCCS is an asynchronous or hybrid course, faculty peer review will be employed to confirm that content and competency coverage and student outcomes are appropriate for the course credits awarded.

4. **General Usage Courses** – Variable academic hours from one to five credits.

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

Withdrawal & Tuition Refund Policy
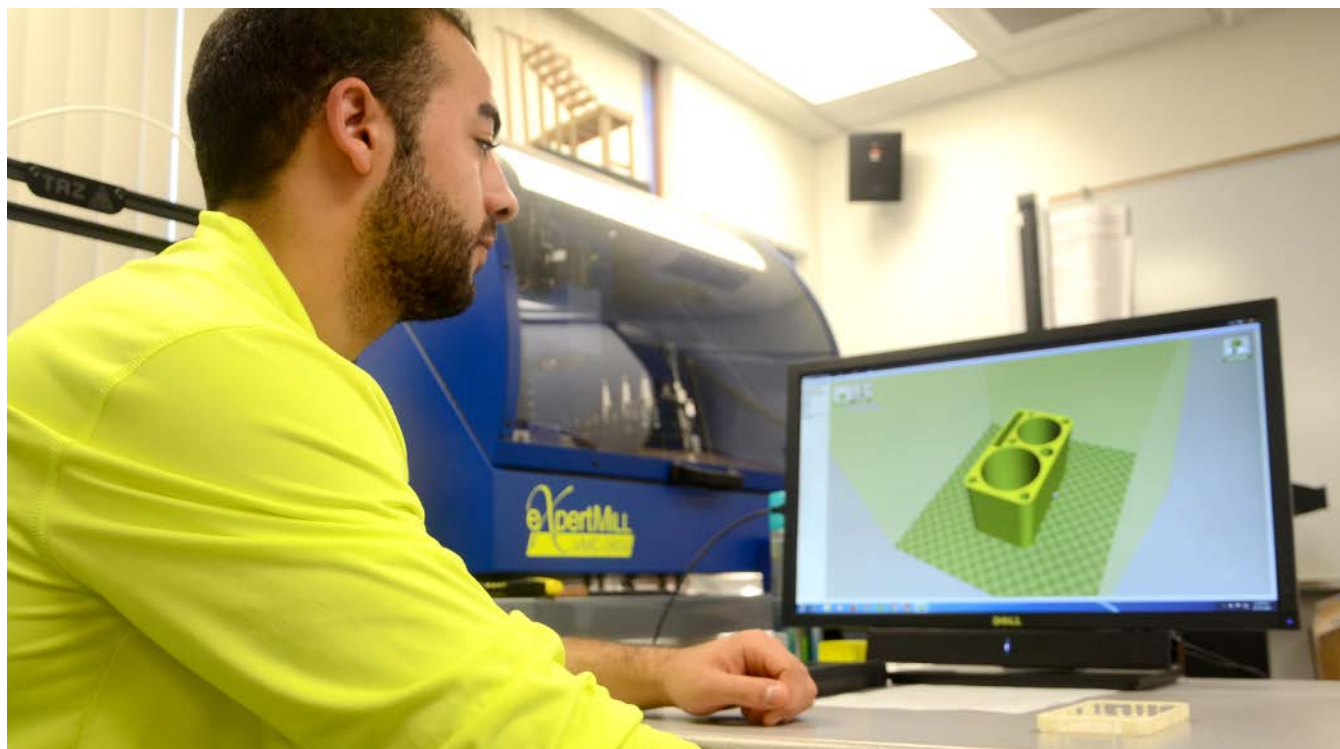
Please note: Withdrawal from a course may negatively affect your financial aid award. Students are encouraged to check with the Financial Aid Office to determine the impact of a course withdrawal on financial aid eligibility.

Withdrawals can be completed by telephone, online, or in person. If a student withdraws from a class prior to the refund date of the term, the student is removed from the class roll and no grade is awarded. After the add/drop period, but prior to the completion of 60 percent of a session (nine weeks for regular session), a student who withdraws or is withdrawn from a course will be assigned a grade of "W." A student who withdraws after the last day to receive a tuition refund will receive a "W" grade and will not receive a tuition refund. If the student is receiving Financial Aid, a Return to Title IV calculation will be completed in the PeopleSoft SIS system, to determine the percent of aid earned by the student based on the withdraw or last date of attendance. The unearned portion of aid will be returned to the Department of Education, and the student will be responsible for any remaining tuition and/or bookstore charges.

After the 60% point, if a student withdraws or is withdrawn from a course(s) or the college, a grade of "F" will be assigned. Exceptions to this policy may be made under mitigating circumstances, which must be documented and a copy of the documentation placed in the student's academic file. If mitigating circumstances cause the withdrawal, and 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 DCC **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 the Academic Calendar in the catalog and on the website with dates during which a student may be eligible for tuition refunds. lasses of shorter duration may have a different withdrawal deadline. Please contact the Admissions Office if you have questions. DCC 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 & Student Services, and then to the Vice President of Financial & Administrative Services. The tuition refund policy and the deadline dates are established by state policy.

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

Effective May 21, 2015, the State Board of Community Colleges approved a revision to the VCCS Tuition Refund Policy as listed in the VCCS *Policy Manual* Section 4.3.2. The revision to the VCCS policy 4.3.2 directs that course registrations shall not be deleted for students

who receive a tuition refund for extenuating circumstances after the end of the add/drop period, but a grade of "W" would be assigned instead. Students who request to be withdrawn with a tuition refund, after the stated refund date, must submit a request to the Vice President of Academic Services, with supporting documentation. If approved, 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. DCC will not consider tuition refunds after that date unless you meet 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,
- 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. In some cases, certain information such as tax returns, bill copies, foreclosure documents and/or employment termination documentation may be required prior to determination.

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

Mitigating Circumstance 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 & Student Services within 30 days after the official withdrawal date. This request should include a typed letter and supporting documentation.

3. The VP will notify the student of the decision.

4. The VP 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 VP. Partial tuition of 25%, 50%, or 75% will be refunded based on the amount of time the student has remained in the class.

Policy on Refunds, Credits & Reinstatement due to 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 Misc. 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 exams 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. *(continued...)*

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.

3. An Associate of Science Degree (AS) is awarded to students majoring in Engineering and who plan to transfer to a baccalaureate program at a university.

4. A Diploma is awarded to students who complete one of the two-year non-degree occupational curricula.

5. A Certificate is awarded to students who complete one of the approved non-degree curricula that are usually less than two years in length. DCC also offers Career Studies Certificates for programs that can be completed in less than one year.

See the Programs of Study section of this catalog for more information, or contact 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 2017, Fall 2017, or Spring 2018 will be placed in the 2017-2018 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.

Double Majors

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

1. Entering students must be placed in college-level courses (no developmental requirements) or complete at least 12 credit hours earning a 2.5 or higher; or

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

Requirements for Graduation

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

a) Fulfill all of the course and credit-hour requirements of the curriculum with at least 25% of credit semester hours acquired at the college granting the award;

b) Be certified by an appropriate college official for graduation;

c) Earn a grade point average of at least 2.0 in all studies attempted which are applicable toward graduation in their curricula;

d) Meet any other competency requirements established by the college;

e) Meet any graduation application requirements established by the college; and

f) Resolve all financial obligations to the college and return all library and college materials.

Graduation Honors and Awards

Appropriate honors, based upon scholastic achievement at DCC, are recorded on diplomas, certificates, or degrees.

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 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 of honors work and achieving an overall a GPA of 3.0 or greater. All honors work must be completed one week prior to the end of the semester.

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

1. Completed all developmental coursework (if required)

2. A 3.25 or higher high school GPA

3. A 3.0 or greater overall GPA in non-honors courses

4. Satisfied prerequisites of each Honors Community course

5. Endorsement of two DCC faculty members

Honors projects are 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.

For more information, contact the Honors Institute Chair, 434.797.8497.

Academic Honors

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

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

Academic Warning

Students who fail to attain a minimum GPA of 2.00 for any semester shall 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 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 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. 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 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 DCC after a separation of five years or more may petition for academic renewal. The request must be in writing on the Academic Renewal Selection Form available in the Admissions Office. The purpose of this policy shall be to adjust the cumulative GPA of eligible students who have enrollments from 1984 and forward. If a student is determined to be eligible for academic renewal, "D" and "F" grades earned prior to re-enrollment will be deleted from the cumulative and curriculum GPA, subject to the following conditions:

1. Prior to petitioning for academic renewal the student must demonstrate a renewed academic interest and effort by earning at least a 2.5 GPA in the first 12 semester hours completed after re-enrollment.

2. All grades received at DCC will be part of the student's official transcript.

3. Students will receive degree credit only for courses in which grades of "C" or better were earned prior to academic renewal, providing that such courses meet current curriculum requirements.

4. Total hours for graduation will be based on all coursework taken at DCC after readmission, as well as former coursework for which a grade of "C" or better was earned, and credits transferred from other colleges or universities.

5. The academic renewal policy may be used only once and cannot be revoked once approved. All students should be warned about the pitfalls of "Academic Renewal." (Example: A student may have a "D" in a course that is needed for graduation, but cannot get credit for the course if it is part of Academic Renewal. The course will have to be repeated.)

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

Prerequisites and Corequisites

Many courses at DCC are associated with other courses referred to as prerequisites and corequisites. The idea is that in order to be successful in a certain course, the student must have acquired or be in the process of acquiring certain other skills or knowledge.

A **prerequisite** is a course that a student must take **before enrolling in a particular course**. - Example: Biology 102 has Biology 101 as a prerequisite. Students must successfully complete Biology 101 before taking 102.

A **corequisite** is a course which a student must take **while they are taking another course** if they have not already completed that course. - Example: 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 already.

Prerequisites for each course are included in the programs of study section of this catalog where applicable.

GPA for Repeat Courses

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

Attendance

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

Examinations

Students are expected to take all examinations, including final examinations, at the regularly scheduled time. Exceptions cannot be made without 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. All requests for third enrollments into classes must be submitted and acted upon before the first day of classes for the term of enrollment. After reviewing the request, the committee will notify the student in writing of the decision.

Academic Honesty

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

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

a. Copying from another student's test paper or other academic work.

b. Using materials not authorized by the person giving the test.

c. Collaborating, without authorization, with another student during an exam or in preparing academic work.

d. Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an un-administered test.

e. Substitution for another student, or permitting another student to substitute for oneself, to take a test or prepare other academic work.

f. Bribing another person to obtain an un-administered test or information about an un-administered test.

g. The appropriation of another's work without acknowledging the incorporation of another's work in one's own written work (plagiarism).

2. A student who receives a failing grade ("F") in a course as a result of academic dishonesty (such as plagiarism) may not withdraw from that course with a "W" or receive a refund. This policy applies to any student in a particular course deemed to have committed an act of academic dishonesty during any part of a semester, and regardless of whether he/she has turned in any graded work. Mitigating circumstances do not apply in such cases. A student may follow the appeal process outlined in the DCC Student Handbook to appeal the failing grade.

3. Discipline procedures for academic dishonesty are found in the Student Handbook.

Workforce Services

DCC plays a vital role in regional economic development. Through its Workforce Services division, DCC provides a wide variety of educational opportunities designed to meet occupational, professional, and personal interests and needs. Programs begin at various times throughout the year and vary in length.

Services include custom training programs; short workshops and seminars; high-tech training using state-of-the-art equipment; management and supervisory development; basic career skills; teleconferencing; and use of college facilities for company-sponsored training. The Regional Center for Advanced Technology and Training (RCATT) houses many of the workforce programs. For more information, contact 434.797.6437.

Apprenticeship

Apprenticeship training is coordinated through DCC in partnership with the Virginia Dept. of Labor and Industry. Apprenticeship is a training system that assists businesses and employees with skills development. 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 434.797.8565.

Workforce Education

Workforce 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 include non-credit activities for which Continuing Education Units (CEUs) are not awarded. They include courses in crafts, leisure activities, and special projects. For more information, call 434.797.8430.

Career Pathways

Career Pathways offers a seamless secondary/postsecondary educational career path with integrated options for work-based learning in high school and continuing through college. Graduates may either enter the workforce after completing a DCC technical program or transfer to pursue a four-year degree. Career Pathways links academic and technical studies and uses input from business, industry, government, and the community to build a curriculum leading to successful employment. Students may be eligible to earn credit for work completed in high school under existing articulation agreements. Students should consult their high school counselors and/or the Career Pathways Coordinator at 434.797.8520.

Accelerated and Competency-Based Programs and Courses

DCC offers a limited number of programs and courses in an accelerated learning format. Selected courses are available in Workforce Services, Project Management, and Information Technology. Please see advisors in those programs for details. The following definitions are for clarity in accelerated higher education programs:

- Prior Learning Assessment – Test taken to demonstrate competence in the program area and earn credit for their prior experiences.

- Competency-Based Education – Self-paced learning based on mastery of skills rather than time spent in class.
- Limited Direct Assessment - Courses and programs that mix direct assessment and credit or clock-hour coursework in the same program.

Middle College

The Middle College offers individuals aged 18-24 years old who do not have a high school credential the opportunity to obtain a GED and workforce preparation, including earning a Career Readiness Certificate (CRC). Middle College also helps students with the financial aid process; career counseling; selecting a program of study at DCC; and earning a certificate, diploma or associate degree. For additional information, call 434.797.6433.

Southern Piedmont Educational Opportunity Center (EOC)

The EOC provides services aimed at low-income and first-generation college students throughout southern Virginia. Headquartered at DCC, the EOC offers assistance completing admission and financial aid applications to any college or university, information on GED programs, scholarship information, career counseling and assessments, and academic advising. For more information, call 434.797.8577 or stop by the office on the first floor of the Wyatt Building.

TRiO Upward Bound

TRiO Upward Bound at DCC is a federal pre-college program designed to assist economically disadvantaged and/or first-generation college students in completing high school and to enter and succeed in postsecondary education. TRiO Upward Bound offers extensive academic instruction as well as counseling, mentoring, tutoring, a summer bridge program, summer residential program, and other support services. Interested students should consult their high school counselor or TRiO staff at 434.797.8562.

Library Services

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 or visit the LRC website at **http://danville.edu/lrc/library/Library.htm**

The Mary M. Barksdale Library houses a collection of more than 58,000 items in support of DCC instructional programs, including books, non-print media, periodicals, government documents, and other materials. 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 and Kanopy, a free online video streaming service, are recent additions to the 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 these services, please call 434.797.8555.

The **Learning Assistance Center (LAC)** is located on the upper level of the LRC. 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 placement testing, 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 more information, call 434.797.8454.

Distance Learning: Coordinated through the Learning Resources Center, DCC'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 centers on the degree of 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.

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 LRC, the college's instructional design specialist works directly with 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.

DCC's **Tutoring Center,** which is nationally certified by the College Reading and Learning Association, provides free tutoring to currently enrolled DCC students to support their DCC coursework. Tutoring is provided by trained professional and peer tutors. Both one-on-one peer tutoring and small group tutoring are available. The Tutoring Center is located on the upper level of the LRC. For more information on tutoring services, call 434.797.6432. Students may also access **Smarthinking**, on or off-campus, for tutoring assistance through Blackboard. Smarthinking offers online tutoring in various subjects, some available 24/7, with a staff of more than 2000 tutors worldwide.

Student Support Services

Counseling

DCC's counselors and faculty advisors are committed to helping current and prospective students with their academic, personal, and vocational plans. Academic counselors review placement test scores with students in addition to placing them in a program of study. Counseling staff can help students with general concerns such as developing educational plans, lifestyle transitions related to education, and problems that are interfering with progress in college. For more information, please visit the Counseling office on the first floor of the Wyatt Building or call 434.797.8460.

Accessibility Services

DCC believes in creating an inclusive and welcoming community for all students, where all qualified students with disabilities have the opportunity to take part in educational programs and services on an equitable basis. The ADA/Accessibility Services office provides students with comprehensive and ongoing support, advocacy efforts, and assistance with the transition to the college environment.

Accommodations available to qualifying students will depend on the nature of their documented disability and will be determined on a case-by-case basis by the ADA Counselor. Accommodations include but are not limited to: Alternative testing, assistive technology, counseling, interpreter services, note-taking assistance, tutoring, preferential seating, or taped lectures. For more information on accessing these services, contact the ADA/Accessibility Counselor at 434.797.8572.

DCC ROCKS (Student Orientation)

DCC ROCKS (Registration, Orientation, Computer Knowledge and Support) sessions are offered to orient new students prior to the start of classes. Usually held on Fridays, DCC ROCKS is an opportunity to meet other students, faculty and staff, and take care of the following all in one day:

- Meet with an advisor and get your class schedule
- Workshop on using myDCC
- Campus tours
- Get your DCC Student ID card and parking permit

After submitting DCC's online application, sign up for DCC ROCKS at
www.danville.edu/DCCROCKS

Academic Support (SAILS)

DCC 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.

Alliance for Excellence

The Alliance for Excellence supports the academic endeavors of African-American college students. The Alliance is a partnership between the African-American churches and regional community colleges including Danville, Central Virginia, Patrick Henry, and Virginia Western. This effort promotes an awareness of higher education opportunities and stresses the importance of academic excellence.

Financial Aid

DCC is committed in its belief that qualified students should have an opportunity to pursue higher education, regardless of their financial situation. To be considered for financial assistance, students must first complete the Free Application for Federal Student Aid (FAFSA) at **www.fafsa.ed.gov** and submit it to DCC by entering **003758** for the federal school code. Computers are available for completing the FAFSA in the Financial Aid Office in the Wyatt 101 during business hours. To be eligible, the student must enroll in an eligible curriculum and make satisfactory academic progress in the program of study.

For more information, visit the Financial Aid website:
http://danville.edu/studentservices/ FinancialAid/financial_aid.htm

Have questions about financial aid or your student account?

DCC's Financial Aid hotline is available 24 hours a day, 7 days a week to help you!

855-844-3634

Did you know? In a student survey, **96% of users** reported that calling the hotline answered their questions, and **90%** were satisfied with the experience.
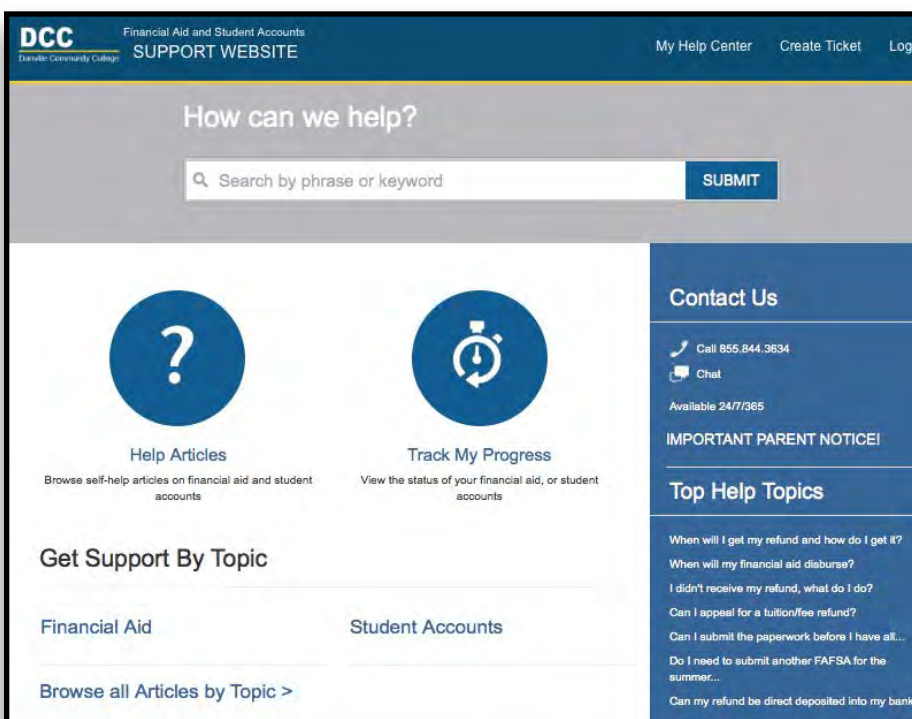
Pictured at left: Visit DCC's self-help portal, available online 24/7, for helpful articles, frequently asked questions, online chat with a member of the support team, or to check the status of your financial aid.
https://mysupport. dcc.vccs.edu

> **Think you can't afford college? Think again.**
>
> In 2015, DCC students received:
>
> **$7 million** in federal and state financial aid.
> Average: $1,900 per student.
>
> **$600,000** in DCC scholarships.
> Average: $2,400 per student.

Types of Financial Aid

Federal Work-Study Program

Students who show sufficient financial need may be employed as work-study employees on campus while attending college. Students who are enrolled at least half time and not working outside of campus may work an average of 12-15 hours per week. For information or to apply, visit the Financial Aid office in Wyatt 101.

Federal Pell Grant Program

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

Federal Supplemental Educational Opportunity Grant Program

Students who show sufficient financial need may qualify for this non-repayable grant.

Direct Federal Student Loan Program

Students who do not receive sufficient grant aid to attend college may request a student loan. Forms are available in the Financial Aid Office or online.

Local Scholarships

More than 100 scholarships are awarded through the college and the DCC Educational Foundation. The DCC Educational Foundation reserves the right to limit the amount of each award to the endowment's annual return from investments. For more information, contact the Educational Foundation Office at 434.797.8495 or 434.797.8437. Full details about individual scholarships and the online scholarship application are available on the DCC Educational Foundation's website:

www.danvillecc.edu/Foundation/foundation.htm

State Grants

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

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

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

Return to Title IV Funds Policy For Financial Aid Recipients

Federal regulations require DCC 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 or are dismissed from DCC, 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 DCC following official withdrawal procedures outlined in this catalog. Financial aid students must notify the Financial Aid Office before withdrawing.

Veterans

Programs and courses of study (including Career Studies Certificates) at DCC are approved by the Virginia Department of Education and the Veterans Administration for payment of veteran's educational benefits. Programs include the Montgomery GI Bill, Vocational Rehabilitation, and the Educational Benefits for Dependents and Spouses and Active Duty Tuition Assistance. For information about VA educational benefits, contact the DCC Veteran's Affairs Specialist at 434.797.8489 or the Veteran's Administration in Roanoke (1.800.827.1000). Free tuition is available for dependents of certain disabled or deceased (service-related) veterans through the Virginia War Veterans Department.

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

Post 9/11 GI Bill (Chapter 33)

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

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

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

Academic Residency Requirement for Active Duty Service Members:

DCC limits academic residency to no more than 25 percent of the degree requirements for all associate degrees for active-duty service members. Academic residency can be completed at any time while active-duty service members are enrolled. Reservists and National Guardsmen on active-duty are covered in the same manner.

Career Services

The GOAL Center, located in the Admissions/Counseling Office, offers a variety of career-oriented services to students and DCC alumni, including résumé assistance, job interview techniques, financial coaching, professional clothing donations, and an annual career fair. For more information, visit **www.dcc.vccs.edu/CareerCenter/ career_center.htm**, follow The DCC GOAL Center on Facebook, or call 434.797.8520.

Career Coaches

High school career coaches work within local 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, call 434.797.8520.

Student Activities

Student activities are designed to provide meaningful educational, cultural, and social experiences. Clubs and organizations include:

- African-American Culture Club
- Alpha Beta Gamma (International Business Honor Society)
- Baseball
- National Technical Honor Society
- Nursing Club
- Omega Alpha Omicron (Justice Club)
- Phi Theta Kappa (International Honor Society)
- Student American Dental Hygienist Association
- Student Government Association
- Student Senate
- Student Veterans Organization (SVO)
- TEACH Club (To Educate Always Creates Hope)
- Volleyball

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

Student Handbook

The student handbook describes student activities and organizations, student rights and responsibilities, and college rules and regulations. Students are bound by the policies set forth therein. The handbook is widely distributed across campus and is available in the Admissions Office and on the website.

Student Conduct

It is assumed that persons of college age are responsible adults and will maintain standards of conduct appropriate to membership in the college community. Failure to meet standards of conduct may result in disciplinary probation, depending upon the nature of the offense. The Student Handbook includes the complete College Initiated Code of Student Conduct and Discipline and explains the channels of communication available to students.

Parking and Traffic

All student, faculty, and staff vehicles parked on campus must bear a current DCC parking sticker. Reserved spaces for faculty and staff are clearly marked with yellow lines. Student parking spaces are marked with white lines. Designated parking areas marked with blue lines are provided at every campus building to accommodate disabled students. Disabled parking permits are issued in the office of the Vice President of Academic and Student Services. **Parking permits are issued to students in the Wyatt Building, Room 103.**

DCC has a 20 mph speed limit in parking lots and a 25 mph speed limit on Neathery Lane, which are strictly enforced. Anyone violating campus speed limits will have parking privileges revoked. Security personnel issue tickets for parking violations. Students who receive more than one ticket will be subject to the college-initiated Code of Student Conduct & Discipline, which includes towing.

Information Technology Resources

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

Drug and Alcohol Abuse Policy

DCC is committed to providing a drug-free environment for its employees and students. It is a violation of college rules for students to manufacture, distribute, dispense, or use controlled substances while participating in college-related activities, on or off campus. Students who are using or dealing drugs are subject to disciplinary procedures. Students convicted of drug-related offenses are required to notify the Vice President of Academic and Student Services within five days of such conviction. Students who are involved with drugs or who have drug-related problems are encouraged to contact the Dean of Student Success and Academic Advancement for assistance in obtaining treatment. (All such contacts will remain confidential.) For more information, see the Student Handbook 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), DCC annually provides the following information to students, faculty, staff, the College Board, and the community: • Procedures for Reporting Crimes and Other Emergencies • Access to the Campus, Facilities, and Campus Security • Campus Awareness Programs Relative to Safety and Security • Vital Statistics • College Policy on Alcohol and Illegal Drugs • College Policy on Sexual Misconduct • College Policy on Firearms and Other Weapons • Emergency Response and Communication. The information is published in the DCC 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 available online 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 DCC. DCC shall not tolerate any verbal or physical conduct of this nature. As a recipient of federal funds, DCC is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct, sexual harassment, and similar conduct constitute sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the college's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights.

DCC's Title IX Coordinator is Cheryl Terry, whose office is located in Wyatt Room 111, and may be contacted by phone at 434.797.8524 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. All DCC students, employees and visitors to the campus are covered by this policy. The official college policy, incident report form and community resources are available on the DCC website at

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.

DCC Castle Bookstore

Currently located in the Student Center, the DCC bookstore offers a variety of products including books, school supplies, clothing, and computer items. Students can access course material information, including ISBN, prices, and the ability to order online, by visiting http://dccbookstore.dcc.vccs.edu/home.aspx.

Return and Refund Policy

Cash register receipts must be submitted for a refund for state audit purposes. All refunds are made by check and will be mailed within 4-6 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. If no receipt, exchanges may be permitted for equal value.

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 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, 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 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

Merchandise other than the above is non-refundable. Defective items may be exchanged for like items.

Used Books

The bookstore buys 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.

Programs of Study

How to use this section:

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

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

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

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

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

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

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

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

Accounting, Business, & Marketing programs

Accounting, Business, and Marketing programs prepare students for a variety of careers working in office environments, starting their own businesses, or transferring to a four-year college or university.

For the Business Management - Graphic Imaging Specialization A.A.S. degree, please see the Arts, Humanities, & General Education section - pp. 112-113.

ACCOUNTING - Associate of Applied Science

PROGRAM INFO

Minimum credits: 67

Length: 2 years, if the suggested course sequence is followed.

Career opportunities: Positions in private, government, & non-profit industries may include:
Bookkeeper: $37,250
Payroll clerk: $41,000
Financial clerk: $37,040
Tax preparer: $36,450

Median salaries nationwide as of 2015. Source: BLS.gov

Additional employment opportunities and higher salaries are available with a bachelor's degree, such as Accountant, Budget Analyst, or Loan Officer.

Division: Business, Engineering, & Industrial Technologies.

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

Program Outcomes

Graduates of this program will be able to:

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.

About one-third of classes in the program are available online.

ACCOUNTING - A.A.S.

Suggested course sequence

		Lecture Hours	Lab Hours	Hours in Class	Credits
First Semester					
ACC 111	Accounting	3	0	3	3
BUS 100	Introduction to Business	3	0	3	3
ITE 115	Computer Applications & Concepts	3	0	3	3
ENG 111	English Composition I	3	0	3	3
PLS/PSY	Elective	3	0	3	3
SDV 100	College Success Skills	1	0	1	1
Second Semester					
ACC 112	Accounting II	3	0	3	3
ACC 110	Intro 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 Appns & Integration	4	0	4	4
ECO 120	Survey of Economics	3	0	3	3
ENG 112	College Composition II	3	0	3	3
Third Semester					
ACC 221	Intermediate Accounting I	4	0	4	4
ACC 261	Principles of Federal Taxation	3	0	3	3
BIO/NAS/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
Fourth Semester					
ACC 222	Intermediate Accounting II	4	0	4	4
ELE	Elective	3	0	3	3
Select 3 of the 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

ADMINISTRATIVE SUPPORT TECHNOLOGY - GENERAL OFFICE - Associate of Applied Science

PROGRAM INFO

Minimum credits: 66

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

Career opportunities:
Administrative Assistant:
$36,910
Job growth:
3% through 2024

Office Manager/
Clerical Supervisor:
$52,630
Job growth:
8% through 2024

Executive Assistant:
$53,370
Job growth:
5% through 2024

Median salaries & job growth nationwide as of 2015. Source: BLS.gov

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

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

Program Coordination:

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

Industry Credentials:

Microsoft Office Specialist (MOS) certification Office Proficiency Assessment Certification (OPAC)

Program Outcomes

Graduates of this program will be able to:

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

ADMINISTRATIVE SUPPORT TECHNOLOGY - GENERAL OFFICE - A.A.S.

Course Sequence

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
First Semester					
AST 101/103	Keyboarding I + Lab	2	2	4	4
AST 243	Office Administration I	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 of Computer Applications	2	0	2	2
SDV 100	College Success Skills	1	0	1	1
	Total	**14**	**2**	**16**	**15**
Second Semester					
AST 113	Keyboarding for Speed & Accuracy	0	2	2	1
AST 102/104	Keyboarding II + Lab	2	2	4	3
AST 234	Records & Database Management	3	0	3	3
ENG 135	Applied Grammar	3	0	3	3
AST 244	Office Administration II	3	0	3	3
ECO 100	Elementary Economics	3	0	3	3
	Total	**14**	**4**	**18**	**16**
Third Semester					
ACC 111	Accounting I	3	0	3	3
AST 238/239	MS Word + Lab	2	2	4	3
ITD 115	Web Page Design & Site Management	2	2	4	3
ITE 140	ITE Spreadsheet Software	3	0	3	3
ITE 150	Database Software	3	2	5	4
HLT/PED	Health/Physical Ed.	0	2	2	1
	Total	**13**	**8**	**21**	**17**
Fourth Semester					
ACC 110	Intro to Computerized Accting. - Peachtree	2	0	2	2
BUS 235	Business Letter Writing	3	0	3	3
AST 205	Business Communications	3	0	3	3
AST 253/255	Desktop Publishing + Lab	2	2	4	3
SPA 103	Basic Spoken Spanish	3	0	3	3
SDV 106	Job Search Strategies	1	0	1	1
BIO/NAS/MTH	Science or Math Elective	3	0	3	3
	Total	**17**	**2**	**19**	**18**

*ADMINISTRATIVE SUPPORT TECHNOLOGY MEDICAL OFFICE ADMINISTRATION - Associate of Applied Science

PROGRAM INFO

Minimum credits: 65

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

Career opportunities:
Medical Secretary:
$34,006
Job Growth: **21%**
from 2014 to 2024

Office Manager/
Clerical Supervisor
$52,630
Job Growth: **8%**

Executive Assistant:
$53,370
Job Growth: **5%**
Median salaries & job growth nationwide as of 2015. Source: BLS.gov

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

*Pending approval for Fall 2017

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

Industry Credentials:

Microsoft Office Specialist (MOS) certification
Office Proficiency Assessment Certification (OPAC)

Program Outcomes

Graduates of this program will be able to:

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

ADMINISTRATIVE SUPPORT TECHNOLOGY - MEDICAL OFFICE ADMIN - A.A.S.

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
First Semester					
AST 101/103	Keyboarding I + Lab	2	2	4	4
BIO 100	Basic Human Biology	3	0	3	3
ENG 134	Grammar for Writing and Speaking	3	0	3	3
HLT 143	Medical Terminology I	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					
HIM 143	Managing Electronic Billing - Med. Practice	3	0	3	3
AST 102/104	Keyboarding II + Lab	2	2	4	3
AST 234	Records & Database Management	3	0	3	3
ENG 135	Applied Grammar	3	0	3	3
HLT 144	Medical Terminology II	3	0	3	3
	Total	**14**	**2**	**16**	**15**
Third Semester					
HIM 130	Health Information Systems	3	0	3	3
AST 238/239	MS Word + Lab	2	2	4	3
	Total	**5**	**2**	**7**	**6**
Fourth Semester					
ITD 115	Web Page Design & Site Management	2	2	4	3
AST 243	Office Administration I	3	0	3	3
ITE 150	Database Software	3	2	5	4
BUS 121	Business Math I	3	0	3	3
HIM 226	Legal Aspects of Health Records Documents	2	0	2	2
	Total	**13**	**4**	**17**	**15**
Fifth Semester					
AST 244	Office Administration II	3	0	3	3
HLT/PED	Health/Physical Ed	0	2	2	1
ECO 100	Elementary Economics	3	0	3	3
ITE 140	Spreadsheet Software	3	0	3	3
SPA 103	Basic Spoken Spanish	3	0	3	3
SDV 106	Job Search Strategies	1	0	1	1
	Total	**13**	**2**	**15**	**14**

ADMINISTRATIVE SUPPORT TECHNOLOGY MEDICAL OFFICE CODING SPECIALIZATION - Associate of Applied Science

PROGRAM INFO

Minimum credits: 65

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

Career opportunities:
Medical Secretary:
$34,006
Job Growth: **21%**
from 2014 to 2024

Medical Coder:
$36,630
Job Growth: **15%**

Office Manager/
Clerical Supervisor
$52,630
Job Growth: **8%**

Median salaries & job growth nationwide as of 2015. Source: BLS.gov

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

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

Industry Credentials:

Medical Billing & Coding Certification
Microsoft Office Specialist (MOS) certification
Office Proficiency Assessment Certification (OPAC)

Program Outcomes
Graduates of this program will be able to:

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

ADMINISTRATIVE SUPPORT TECHNOLOGY - MED OFFICE CODING - A.A.S.

Course Sequence

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
First Semester					
AST 101/103	Keyboarding I + Lab	2	2	4	4
BIO 100	Basic Human Biology	3	0	3	3
ENG 134	Grammar for Writing and Speaking	3	0	3	3
HLT 143	Medical Terminology I	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					
HIM 143	Managing Electronic Billing - Med. Practice	3	0	3	3
AST 102/104	Keyboarding II + Lab	2	2	4	3
AST 234	Records & Database Management	3	0	3	3
ENG 135	Applied Grammar	3	0	3	3
HLT 144	Medical Terminology II	3	0	3	3
HIM 106	ICD-10-CM Coding I	2	0	2	2
	Total	**16**	**2**	**18**	**17**
Third Semester					
HIM 130	Health Information Systems	3	0	3	3
AST 238/239	MS Word + Lab	2	2	4	3
HIM 107	ICD-10-CM Coding II	3	0	3	3
	Total	**8**	**2**	**10**	**9**
Fourth Semester					
AST 243	Office Administration I	3	0	3	3
HIM 105	CPT Coding	2	0	2	2
HIM 253	Health Records Coding	3	0	3	3
HIM 226	Legal Aspects of Health Records Documents	2	0	2	2
	Total	**13**	**4**	**17**	**15**
Fifth Semester					
AST 244	Office Administration II	3	0	3	3
BUS 121	Business Math I	3	0	3	3
HLT/PED	Health/Physical Ed	0	2	2	1
ECO 100	Elementary Economics	3	0	3	3
SPA 103	Basic Spoken Spanish	3	0	3	3
SDV 106	Job Search Strategies	1	0	1	1
	Total	**13**	**2**	**15**	**14**

BUSINESS ADMINISTRATION - Associate of Arts & Science

This degree is designed for students planning to transfer to a four-year university to study Business Administration, Accounting, Business Information Systems, Economics, Finance, Marketing, or Management. Students have sufficient flexibility to select courses appropriate to the requirements of their intended transfer institution. Students should complete a DCC program comparable to the first two years of the program at the transfer institution.

DCC is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related disciplines. For more information, refer to http://www.abg.org.

Program Outcomes

Graduates will be able to:

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

BUSINESS ADMINISTRATION - Associate of Arts & Science

Course Sequence

First Semester

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
BIO 101/	General Biology I **OR**				
or CHM 101/	General Chemistry I **OR**				
or CHM 111/	College Chemistry I **OR**				
or GOL 105	Physical Geology	3	3	6	4
ENG 111	College Composition I	3	0	3	3
HIS 101/	History of Western Civilization I **OR**				
or HIS 121	U.S. History I	3	0	3	3
MTH 163	Precalculus I	3	0	3	3
SDV 100	College Success Skills	1	0	1	1
	Total	**13**	**3**	**16**	**14**

Second Semester

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
BIO 102/	General Biology II **OR**				
or CHM 102/	General Chemistry II **OR**				
or CHM 112/	College Chemistry II **OR**				
or GOL 106	Historical Geology	3	3	6	4
ENG 112	College Composition II	3	0	3	3
HIS 102	History of Western Civilization II **OR**				
Or HIS 122	U.S. History II (or approved elective)	3	0	3	3
MTH 271	Applied Calculus	3	0	3	3
BUS 147	Intro. to Business Information Systems	2	2	4	3
	Total	**14**	**5**	**19**	**16**

Third Semester

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
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
	Humanities Elective	3	0	3	3
	Social Science Elective	3	0	3	3
PED/HLT	Physical Ed/Health	0	2	2	1
	Total	**15**	**2**	**17**	**16**

Fourth Semester

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
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
	Humanities Elective	3	0	3	3
	Elective	3	0	3	3
	Total	**15**	**0**	**15**	**15**

BUSINESS MANAGEMENT - AUTOMOTIVE MANAGEMENT - Associate of Applied Science

PROGRAM INFO

Minimum credits: 66

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

Career opportunities:
Automotive Insurance Claims Adjuster:
$63,060

Automotive Sales:
$41,640

Small Business Owner/Manager:
Salaries will vary.

Median salaries nationwide as of 2015. Source: BLS.gov

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

The Automotive Management Program is designed for students seeking careers in management and support areas of automotive sales, repair, parts and manufacturing businesses. The program includes courses in automotive technology, general education and electives.

Program Outcomes

Graduates of this program will be able to:

1. Utilize industry-standard computer software in business communication media, e.g. written reports and business plans using word processing software and presentations using presentation software.
2. Perform and interpret basic business math, accounting, and business statistical calculations;
3. Understand 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 used to successfully interrelate with customers, associates, employees, & 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. Evaluate marketing strategies for successful products and services;
8. Discuss the principles of alternative fuels and hybrid vehicle design;
9. Understand elementary principles of automotive electrical, fuel, and braking systems; and
10. Apply customer service skills in an automotive business setting.

BUSINESS MANAGEMENT - AUTOMOTIVE MANAGEMENT - A.A.S.

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
First Semester					
AST 117	Keyboarding for computer usage	1	0	1	1
BIO 100	Basic Human Biology	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	Intro to Computer Applications & 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	Automotive 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 (Summer)					
AUT 230	Intro to Alternative Fuels & Hybrid Vehicles	**3**	**0**	**3**	**3**
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	2
HUM 198	Seminar & Project in Humanities	3	0	3	3
	Total	**12**	**2**	**14**	**14**
Fifth Semester					
ACC 110	Introduction to Computerized Accounting	2	0	2	2
AUT 122	Fuel Systems I	3	3	6	4
BUS 205	Human Resource Management	3	0	3	3
BUS 149	Workplace Ethics	1	0	1	1
MKT 170	Customer Service	1	0	1	1
BUS 108	Business Etiquette	1	0	1	1
BUS 200	Principles of Management	3	0	3	3
	Total	**14**	**3**	**17**	**15**

BUSINESS MANAGEMENT - MANAGEMENT SPECIALIZATION - Associate of Applied Science

PROGRAM INFO

Minimum credits: 66

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

Career opportunities:
Management Trainee: **$36,600**

Retail supervisor: **$39,040**

Small Business Owner/Manager: Salaries will vary.

Median salaries nationwide as of 2015. Source: BLS.gov

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

The first two semesters of the program are similar to other business curricula, with the second year focusing on the Business Management specialization.

DCC is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related disciplines. For more information, refer to http://www.abg.org.

Program Outcomes

Graduates of this program will be able to:

1. Utilize industry-standard computer software in business communication media, e.g. written reports and business plans using word processing software and presentations using presentation software.
2. Perform and interpret basic business math, accounting, and business statistical calculations;
3. Understand 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 used to successfully interrelate with customers, associates, employees, & 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 (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.

BUSINESS MANAGEMENT - MANAGEMENT SPECIALIZATION - A.A.S.

Course Sequence

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
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	Intro to Computer Applications & Concepts	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 200	Principles of Management	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					
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	1	0	1	1
HUM 198	Seminar & Project in Humanities	3	0	3	3
	Total	**15**	**2**	**17**	**16**
Fourth Semester					
ACC 110	Introduction to Computerized Accounting	2	0	2	2
BIO 100	Basic Human Biology	3	0	3	3
BUS 205	Human Resource Management	3	0	3	3
BUS 298	Seminar and Project in Business	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 108	Business Etiquette	1	0	1	1
	Total	**17**	**0**	**17**	**17**

*BUSINESS MANAGEMENT - PROJECT MANAGEMENT - Technical Studies A.A.S.

*Pending approval for Fall 2017 start-up

Project Management is a rapidly growing field relevant to many business areas, including information technology, engineering, contracting, and the nonprofit sector. The first two semesters of the A.A.S. degree program are similar to other business curricula, with the exception of four courses specifically associated with Project Management. Degree completers will also be awarded the Career Studies Certificate in Project Management.

DCC is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related disciplines. For more information, refer to http://www.abg.org.

Program Outcomes

Graduates will be able to:

1. Utilize industry-standard computer software in business communication media, e.g. written reports and business plans using word processing software and presentations using presentation software;
2. Perform and interpret 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 principles of human relationship skills used to successfully interrelate with customers, associates, employees, and superiors in a project management setting;
5. Understand standard methods for training, motivating, and managing people in a team-based environment;
6. Plan, execute, and control projects according to Project Management Institute (PMI) Project Management Body of Knowledge (PMBOK) processes, tools, and techniques.

*BUSINESS MANAGEMENT - PROJECT MANAGEMENT - TS A.A.S.

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
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	Intro to Computer Applications & Concepts	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 200	Principles of Management	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
BUS 204	Project Management	3	0	3	3
	Total	**15**	**0**	**15**	**15**
Third Semester					
ACC 111	Accounting I	3	0	3	3
ITP 170	Project Management (IT)	3	0	3	3
BUS 206	Advanced Project Management	4	0	4	4
BUS 220	Introduction to Business Statistics	3	0	3	3
HLT/PED	Elective	0	2	2	1
HUM 198	Seminar & Project in Humanities	3	0	3	3
	Total	**16**	**2**	**18**	**17**
Fourth Semester					
ACC 110	Introduction to Computerized Accounting	2	0	2	2
BIO 100	Basic Human Biology	3	0	3	3
BUS 298	Seminar and Project in Business	3	0	3	3
BUS 298	Topics in CAPM Exam Preparation	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 108	Business Etiquette	1	0	1	1
	Total	**17**	**0**	**17**	**17**

LOGISTICS MANAGEMENT - Career Studies Certificate

PROGRAM INFO

Minimum credits: 15

Length: 2 semesters (1 year) **part-time**

Career opportunities:
Shipping, Receiving, and Traffic Clerks :
$18,450-33,150

Transportation and Material Moving Occupations:
$17,180-30,090

First-Line Supervisors of Transportation:
$29,650-52,727

Production, Planning, and Expediting Clerks:
$32,510-46,760

Median salaries nationwide as of 2015. Source: BLS.gov.

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

Logistics is a rapidly-growing field encompassing the care and management of inventory while at rest and in motion. The DCC Logistics Management CSC is **offered completely online** and meant to be completed **on a part-time basis** to accommodate the schedules of working professionals. The program is primarily designed to provide formal training for individuals already employed in logistics-related jobs, such as: Inventory management, care and control; dispatching and shipping of goods and materials; and assembling bulk orders for distribution. This program is suitable for students seeking career advancement or an entry-level position in warehousing and distribution.

Course topics include essentials of distribution and transportation management; inventory management; the role of retailing and wholesaling in the supply chain; people-management skills necessary for supervising warehouse and transportation employees; and warehouse organization and management.

Admission Requirements:

In addition to general college admission requiremetns, as an online program, it is expected that applicants will be proficient with Internet navigation, e-mail, Microsoft Word, and Microsoft Excel.

Program Integration:

The courses in the Logistics Management Career Studies Certificate will transfer to the Marketing – Warehousing and Distribution Specialization Associate of Applied Science Degree program.

LOGISTICS MANAGEMENT - CSC

Program Outcomes Graduates will be able to:

1. Demonstrate competency in presentation skills including organization, eye-contact, volume, pacing, and visual aids, utilizing a wide variety of computer software tools to enhance business communication media including written reports and business plans;
2. Perform and interpret basic business math calculations (e.g., mark-ups, interest rates, ratios, etc.), business accounting principles, basic financial reports and bookkeeping fundamentals;
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 basic economics, various economic systems, legal and regulatory requirements for business and industry and their impact on business;
6. Think logically and analytically in proposing plans and creating strategies including layout, material handling, communications, shipping utilities, and building design that may be considered in complex warehousing and logistics issues facing organizations; and
7. Understand the concepts necessary to address warehouse and logistics tradeoffs 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 Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
BUS 223	Distribution & Transportation	3	0	3	3
MKT 216	Retail Organization & Management	3	0	3	3
BUS 200	Principles of Management	3	0	3	3
BUS 255	Inventory & Warehouse Management	3	0	3	3
	Marketing or Business Elective	3	0	3	3
	Total	**15**	**0**	**15**	**15**

MARKETING - ELECTRONIC COMMERCE SPECIALIZATION - Associate of Applied Science

PROGRAM INFO

Minimum credits: 66

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

Career opportunities:
E-commerce Specialists:
$47,000

Web Developers:
$34,770-64,970

Arts, Design, & Media:
$17,210-43,950

Internet Entrepreneurs:
Salaries vary

Median salaries nationwide as of 2015. Source: BLS.gov

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

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

Program Outcomes Graduates will be able to:

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

MARKETING - ELECTRONIC COMMERCE SPECIALIZATION - A.A.S.

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
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	Intro to Computer Applications & 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 200	Principles of Management	3	0	3	3
ITD 110	Web Design I	3	0	3	3
MKT 281	Principles of Internet Marketing	3	0	3	3
ECO 120	Survey of Economics	3	0	3	3
HLT/PED	Elective	0	2	2	1
	E-commerce Elective	3	0	3	3
	Total	**15**	**2**	**17**	**16**
Third Semester					
ACC 111	Accounting I	3	0	3	3
BIO 100	Basic Human Biology	3	0	3	3
	E-commerce Elective	3	0	3	3
	E-commerce Elective	3	0	3	3
MKT 216	Retail Organization & Management	3	0	3	3
MKT 228	Promotion	3	0	3	3
	Total	**18**	**0**	**18**	**18**
Fourth Semester					
BUS 108	Business Etiquette	1	0	1	1
BUS 149	Workplace Ethics	1	0	1	1
	E-commerce Elective	3	0	3	3
HUM 198	Seminar and Project in Humanities	3	0	3	3
MKT 170	Customer Service	1	0	1	1
MKT 298	Seminar and Project in Marketing **OR**				
MKT 297	Cooperative Education	3	0	3	3
MKT 110	Principles of Selling	3	0	3	3
	Total	**15**	**0**	**15**	**15**

MARKETING - ELECTRONIC COMMERCE SPECIALIZATION - A.A.S.

E-Commerce Elective Options

With approval of their advisor, students will select from the following classes as long as the prerequisite course(s) have already been taken:

- ENG 123 - Writing for the Web *(Prereq: ENG 111 or 115)*
- ITD 112 - Designing Web Page Graphics *(Prereq: ITD 110)*
- ITD 210 - Web Page Design II *(Prereq: ITD 110)*
- ITD 212 - Interactive Web Design *(Prereq: ITD 110)*
- ITE 130 - Intro to Internet Services
- ITE 150 - Desktop Database Software *(Prereq: ITE 115)*
- ITE 182 - User Support / Help Desk Principles *(Prereq: ITE 115)*
- ITP 100 - Software Design *(Prereq: ITE 115)*
- ITP 140 - Client Side Scripting *(Prereq: ITP 100)*
- MKT 282 - Principles of E-Commerce *(Prereq: MKT 100)*
- ITP 120 - Java Programming *(Prereq: ITP 100)*
- ITP 100 - Software Design *(Prereq: ITD 115)*
- ITD 115 - Web Page Design and Site Management
- PHT 100 - Intro to Photography
- PHT 101 - Photography I

MARKETING - MARKETING SPECIALIZATION - Associate of Applied Science

The Marketing A.A.S. prepares students for employment in merchandising, retailing, and related careers. The program closely mirrors coursework required of other Marketing A.A.S. specializations (Electronic Commerce, Warehousing & Distribution) and the A.A.S. in Business Management-Management Specialization. As such, a student may earn a second A.A.S. degree by taking 15 additional credits (five 3-credit courses).

DCC is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related disciplines. For more information, refer to **http://www.abg.org**.

Program Outcomes Graduates will be able to:

1. Show competency in presentation skills (organization, eye-contact, volume, pacing, & visual aids), using a wide variety of computer software tools to enhance communication media (written reports, business plans);
2. Perform & interpret basic business math calculations (e.g., mark-ups, interest rates, ratios, etc.), business accounting principles, basic financial reports, & bookkeeping fundamentals;
3. Understand basic concepts associated with business ethics & the importance of developing and adhering to a strong set of generally-accepted ethical principles;
4. Show basic principles of human relationship skills used to successfully interrelate with customers, associates, employees, & superiors in a business setting;
5. Understand basic economics, various economic systems, legal & regulatory requirements for business & industry, & their impact on business;
6. Understand the role & practice of marketing, including theoretical & applied aspects & its basic legal & regulatory standards within an organization; and
7. Analyze marketing problems & issues facing companies/organizations in order to conceptualize possible alternative solution action plans.

PROGRAM INFO

Minimum credits: 66

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

Career opportunities:
Merchandise Displayers: **$17,900-25,000**

Marketing Specialists: **$19,000-43,250**

Sales Representatives: **$21,970-41,650**

Procurement Clerks: **$26,980-41,280**

Sales Rep. Wholesale & Manufacturing: **$26,500-53,580**

Median salaries nationwide as of 2015. Source: BLS.gov

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

MARKETING - MARKETING SPECIALIZATION - Associate of Applied Science

Course Sequence

First semester

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
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	Intro to Computer Applications & 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

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
BUS 200	Principles of Management	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	Adv. Computer Applications & Integration	4	0	4	4
	Total	**16**	**0**	**16**	**16**

Third Semester

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
ACC 111	Accounting I	3	0	3	3
BIO 100	Basic Human Biology	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

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
ACC 110	Introduction to Computerized Accounting	2	0	2	2
BUS 108	Business Etiquette	1	0	1	1
BUS 149	Workplace Ethics	1	0	1	1
HUM 198	Seminar and Project in Humanities	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 in Marketing **OR**				
MKT 297	Cooperative Education	3	0	3	3
MKT 281	Principles of Internet Marketing	1	0	1	1
	Total	**15**	**0**	**15**	**15**

MARKETING - WAREHOUSING & DISTRIBUTION - Associate of Applied Science

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

Program Outcomes Graduates will be able to:

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

MARKETING - WAREHOUSING & DISTRIBUTION - A.A.S.

Course Sequence

First semester

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
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	Intro to Computer Applications & 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

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
BUS 200	Principles of Management	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	Adv. Computer Applications & Integration	4	0	4	4
	Total	**16**	**0**	**16**	**16**

Third Semester

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
ACC 111	Accounting I	3	0	3	3
BIO 100	Basic Human Biology	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 & Transportation	3	0	3	3
	Total	**15**	**2**	**17**	**16**

Fourth Semester

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
ACC 110	Introduction to Computerized Accounting	2	0	2	2
BUS 108	Business Etiquette	1	0	1	1
BUS 149	Workplace Ethics	1	0	1	1
HUM 198	Seminar and Project in Humanities	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 in Marketing **OR**				
MKT 297	Cooperative Education	3	0	3	3
BUS 255	Inventory & Warehouse Management	3	0	3	3
	Total	**17**	**0**	**17**	**17**

MEDICAL CODING - CSC

This program provides career options and opportunities for advancement in the area of administrative support in the medical field.

Program Requirements:

Students must receive a grade of "C" or better in HIM classes in order to complete the program. Students who receive a "D" or "F" grade must repeat that course before continuing to the HIM course sequence.

Program Coordination:

This certificate is part of the career pathway for the Administrative Support Technology program. Students completing this certificate will have 29 credits toward the Associate of Applied Science degree in Administrative Support Technology – Medical Office Coding specialization.

Program Outcomes

Graduates of this program 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 systems.
3. Competence with industry standard software (word processing, spreadsheet, and database) used in a medical office environment.
4. Knowledge of alphabetic and numeric filing rules to efficiently file and retrieve documents.

PROGRAM INFO

Minimum credits: 29

Length: 4 semesters **part-time**. Classes are offered in the evening to accommodate students who work during the day.

Career opportunities:
Medical Coder:
$36,630
Job Growth: **15%** from 2014 to 2024

Health Records Technician:
$32,080
Job Growth: **15%**

Information Clerk:
$31,000

Billing Clerk:
$34,180

Median salaries nationwide as of 2015. Source: BLS.gov

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

MEDICAL CODING - CSC

Course Sequence

First Semester

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
BIO 100	Basic Human Biology	3	0	3	3
HLT 143	Medical Terminology I	3	0	3	3
ITE 116	Survey of Computer Software Applns.	2	0	2	2
	Total	**8**	**0**	**8**	**8**

Second Semester

AST 234	Records & Database Management	3	0	3	3
HLT 144	Medical Terminology II	3	0	3	3
HIM 106	ICD-10-CM Coding I	2	0	2	2
	Total	**8**	**0**	**8**	**8**

Third Semester

HIM 130	Health Information Systems	3	0	3	3
HIM 107	ICD-10-CM Coding II	3	0	3	3
	Total	**6**	**0**	**6**	**6**

Fourth Semester

HIM 105	CPT Coding	2	0	2	2
HIM 253	Health Records Coding	3	0	3	3
HIM 226	Legals Aspects of Health Records Documentation	2	0	2	2
	Total	**7**	**0**	**7**	**7**

OFFICE INFORMATION PROCESSING - Certificate

The Office Information Processing Certificate program is designed for persons who are seeking career opportunities in the information processing field.

Program Coordination:

The certificate in Office Information Processing is part of the career pathway for the Administrative Support Technology program. **Students completing this certificate will have 40 credits toward the Associate of Applied Science degree in Administrative Support Technology – General Office specialization and are strongly encouraged to complete the associate degree program.**

Program Outcomes

Graduates of this program will be able to:

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.
5. Demonstrate knowledge of alphabetic and numeric filing rules to efficiently file and retrieve business correspondence.

PROGRAM INFO

Minimum credits: 40

Length: 3 semesters, if full-time suggested course sequence is followed

Career opportunities:
Customer Service Representative:
$31,720
Job Growth:
10% from 2014-2024

Human Resources Assistant: **$34,160**
Job Growth:
3% from 2014-2024

Financial Clerk: **$33,200**
Job Growth:
6% from 2014-2024

Median salaries & job growth nationwide as of 2015. Source: BLS.gov

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

OFFICE INFORMATION PROCESSING - Certificate

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
First Semester					
AST 101/103	Keyboarding I + Lab	2	2	4	4
AST 243	Office Administration I	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 of Computer Applications	2	0	2	2
SDV 100	College Success Skills	1	0	1	1
	Total	**14**	**2**	**16**	**15**
Second Semester					
AST 102/104	Keyboarding II + Lab	2	2	4	3
AST 234	Records & Database Management	3	0	3	3
ENG 135	Applied Grammar	3	0	3	3
AST 244	Office Administration II	3	0	3	3
AST 253/255	Desktop Publishing + Lab	2	2	4	3
	Total	**13**	**4**	**17**	**15**
Third Semester					
ACC 111	Accounting I	3	0	3	3
AST 238/239	MS Word + Lab	2	2	4	3
ITE 140	Spreadsheet Software	3	0	3	3
SDV 106	Job Search Strategies	1	0	1	1
	Total	**8**	**2**	**11**	**10**

*PROJECT MANAGEMENT - Career Studies Certificate

*Pending approval for Fall 2017 start-up

Project Management is a rapidly growing field relevant to many business areas, including information technology, engineering, contracting, or the nonprofit sector. The CSC is a **completely online, self-paced program** for individuals who have already obtained a degree and wish to add to their credentials, or students who are concurrently pursuing an associate degree.

The Project Management CSC feeds directly into the Business Management degree with a specialization in Project Management.

Course Sequence		Lecture Hours	Lab Hours	Hours in Class	Credits
BUS 204	Project Management	3	0	3	3
ITP 170	Project Management (IT)	3	0	3	3
BUS 298	Seminar & Project	4	0	4	4
BUS 206	Adv. Project Management	3	0	3	3
BUS 295	Topics in CAPM Exam Preparation	3	0	3	3
		16	**0**	**16**	**16**

*SMALL BUSINESS MANAGEMENT - Career Studies Certificate

PROGRAM INFO

Minimum credits: 20

Length: 1-2 semesters

Career opportunities: Earnings for small business owners will vary based on the type of business, location, and other factors.

The top five industries of high-growth firms in 2015 were: 1) IT Services, 2) Advertising & Marketing, 3) Business Products & Services, 4) Health, and 5) Software. *(Source: Kauffman Foundation)*

Since the recession of 2009-11, small businesses have accounted for **67% of net new jobs**. *(Source: US Small Business Association)*

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

*Pending approval for Fall 2017 startup

Students will be exposed to the following: essentials of small business accounting; people-management skills necessary for hiring, motivating, and supervising employees; business planning and financial forecasting skills; fundamentals of obtaining small business start-up funding; laws and regulations associated with small business ownership; customer service techniques; and small business marketing techniques with a possible emphasis on internet marketing, including social networking and basic web design. When seeking to launch a business venture, the more expertise and skill one can obtain in a marketable profession (air conditioning, photography, web design, etc.), the odds of success increase. The CSC is primarily designed for individuals who have already obtained a skill that can be turned into a business venture.

Program Outcomes

Graduates of this program will be able to:

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

*SMALL BUSINESS MANAGEMENT - Career Studies Certificate

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
BUS 165	Small Business Management	3	0	3	3
ACC 220/	Accounting for Small Business **OR**				
ACC 111/	Accounting 1 **OR**				
FIN 215	Finance	3	0	3	3
MKT 110/	Selling **OR**				
MKT 216/	Retailing **OR**				
MKT 228/	Promotion **OR**				
MKT 281	Internet Marketing	3	0	3	3
ITE 115/	Intro to Computer Applications **OR**				
ITD 115	Web Page Design & Site Mgmt.	2-3	0-2	3-4	3
BUS 236/	Business Communication **OR**				
CST 100	Public Speaking	3	0	3	3
BUS 298/	Seminar & Project **OR**				
BUS 297	Cooperative Education[1]	3	0	3-15	3
BUS 199	Supervised Study[2]	1	0	1	1
BUS 299	Supervised Study[3]	1	0	1	1
	Total	**19-20**	**0-2**	**20-21[1]**	**20**

[1] *If a student participates in BUS 297, Cooperative Education, contact hours would equate to 15 hours of internship-style work per week for the duration of the semester.*

[2] *Create thorough business plan in BUS 165; participate in the Barkhouser Free Enterprise Center Small Business Idea Fair; work with mentors already in a similar business.*

[3] *Enhance business plan initially developed in BUS 165; participate in business counseling with the Launch Place and/or the Longwood SBDC; visit with funding sources; and possibly launch business venture.*

*VENTURE CREATION & MANAGEMENT ("BUILD YOUR BUSINESS") - Technical Studies A.A.S.

PROGRAM INFO

Minimum credits: 67

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

Career opportunities: Earnings for small business owners will vary based on location, type of business, etc. The top five high-growth businesses 2015 were: IT, Advertising & Marketing, Business Products & Services, Health, and Software.
(Source: Kauffman Foundation)

Since the recession of 2009-11, small businesses have accounted for **67% of net new jobs**.
(Source: US Small Business Association)

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

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*Pending approval for Fall 2017 startup

The Venture Creation degree program teaches students the skills to launch and manage their own viable small business venture. The program consists of a 20-credit core curriculum of financial, marketing, management, and IT courses and a customized menu of courses in specialty skill areas, such as Hospitality, Air Conditioning, Auto Body, Drafting, Welding, Cosmetology, Child Care, Digital Art & Design, Digital Photography, Website Design, etc. Additional electives may include courses to enhance the student's entrepreneurial skills, such as Buying, Retailing, Internet Marketing, Professional Selling, Supervision, Business Law, Web Design, etc. Students must select electives with approval of the program advisor to develop a true skill set associated with operating an independent business venture.

Program Outcomes

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

*VENTURE CREATION & MANAGEMENT ("BUILD YOUR BUSINESS") - Technical Studies

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
First Semester					
ITE 115/	Intro to Computer Applications **OR**				
ITD 115	Web Page Design & Site Mgmt.	2-3	0-2	3-4	3
ENG 111/115/	College Composition **OR** Technical Writing				
ENG 131	**OR** Technical Report Writing	3	0	3	3
	3 - Skill or entrepreneurship electives *(3 credits each)*				9
SDV 100	College Success Skills	1	0	1	1
	Total	**15-16**	**0-2**	**16-17**	**16**
Second Semester					
ACC 220/	Accounting for Small Business **OR**				
ACC 111/ FIN 215	Accounting 1 **OR** Finance	3	0	3	3
ECO 120/	Survey of Economics **OR**				
PSY 126	Psychology for Business	3	0	3	3
	4 - Skill or entrepreneurship electives *(3 credits each)*				12
	Total	**18**	**0**	**18**	**18**
Third Semester					
BUS 165	Small Business Management	3	0	3	3
HLT/PED	Health/Physical Ed.	0	2	2	1
MKT 110/216/	Selling **OR** Retailing **OR**				
MKT 228/281	Promotion **OR** Internet Marketing	3	0	3	3
BUS 199	Supervised Study	1	0	1	1
HUM 198	Sem. & Proj. in Humanities *(or approved sub)*	3	0	3	3
	2 - Skill or entrepreneurship electives *(3 credits each)*				6
	Total	**16**	**2**	**18**	**17**
Fourth Semester					
BIO 100	Basic Human Biology *(or approved sub)*	3	0	3	3
BUS 236/CST 100	Business Commun. **OR** Public Speaking	3	0	3	3
BUS 299	Supervised Study	1	0	1	1
BUS 298/BUS 297	Seminar & Project **OR** Coop. Education*	3	0	3*	3
	2 - Skill or entrepreneurship electives *(3 credits each)*				6
	Total	**16**	**0**	**16***	**16**

*If a student participates in BUS 297, Cooperative Education, contact hours would equate to 15 hours of internship-style work per week for the duration of the semester.

Advanced Manufacturing

Advanced Manufacturing in the United States has changed dramatically. Today's workers require high-tech precision machining skills to operate leading-edge technology in clean, well-lit manufacturing environments. DCC graduates enjoy high job placement rates at companies both locally and nationally. Programs range from 9 months to two years. For more information, visit **www.machiningindanville.com**.

Special scholarship funding is available to students in DCC's advanced manufacturing programs:

- **Gene Haas Foundation**
- **James R. Meissner Memorial Endowed Scholarship**
- **Rosalie C. Mead Women in Manufacturing Scholarship**

Visit our new website at www.machiningindanville.com for information on scholarships, programs, careers, and contact info for faculty & staff.

CNC FLOW CELL MACHINING - Career Studies Certificate

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.

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

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

Program Outcomes Graduates will be able 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, 5axis 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.

PROGRAM INFO

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

Minimum credits: 29

Length: 7 months

Career opportunities:
CNC Programmer:
$48,990
Job growth:
19% from 2014-2024

Machinists, Tool & Die Makers: **$43,160**
Job growth: **6%**

CMM Programmer:
$57,860
Median salaries & job growth nationwide as of 2015. Source: BLS.gov

Division: Workforce Services (Haas Center)

Contact: 434.766.6607

For course descriptions, visit danville.edu/catalog

CNC FLOW CELL MACHINING - CSC

Course Sequence		Lecture Hours	Lab Hours	Hours in Class	Credits
IND 123	Intro to Lean Manufacturing & Six Sigma	1	0	1	1
IND 138	Industrial Leadership & Career Development	1	0	1	1
MAC 108	Computer Numerically Controlled (CNC) Grinding	1	3	4	2
MAC 130	Intro to Electric Discharge Machining (EDM)	1	3	4	2
MAC 253	Advanced CMM Operation & Programming	1	6	7	3
MAC 251	Advanced CAM Modeling & 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 255	Intro to Supply Chain Strategies for Industry	1	6	7	3
MAC 258	Tool Inspection, Validation, & Presetting	1	3	4	2
MAC 254	Machining Flow Cell IT Integration	1	3	4	2
MAC 257	Capstone: Precision Machining Flow Cell	1	9	10	4
	Total	**14**	**45**	**59**	**29**

DIMENSIONAL INSPECTION (METROLOGY) - Career Studies Certificate

Program Outcomes

Graduates of this program will be able to:

1. Qualify for careers 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

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
CST 100	Principles of Public Speaking	3	0	3	3
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
ITE 116	Survey of Computer Software Applications	2	0	2	2
MAC 134	CMM Operation & Programming	1	2	3	2
MAC 146	Metals & Heat Treatment	1	3	4	2
MAC 195	Topics in Dimensional Inspection I	1	6	7	3
MAC 209	Standards, Measurements, & Calculations	3	0	3	3
MAC 195	Intro to Geometrical Dimensioning & Tolerancing	3	0	3	3
MAC 295	Topics in Dimensional Inspection II	1	6	7	3
MAC 295	Topics in CMM Operation & Programming II	1	3	4	2

FACTORY AUTOMATION & ROBOTICS - CSC

Program Outcomes

Graduates of this program will demonstrate:

1. Knowledge of how modern manufacturers use people, technologies and materials to make highly engineered products at a competitive cost.
2. Ability to communicate technical concepts and ideas effectively.
3. Knowledge of basic automation and robotics used by manufacturers in the production of products.
4. The operation or maintenance of at least one type of automated production equipment or component.

Industry Certifications

- National Career Readiness Certification (NCRC)
- Fanuc Robotics Material Handling
- Bennett Mechanical Score
- Manufacturing Specialist (MS)

Course Sequence

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
IND 195	Introduction to Automation & Robotics	2	2	4	2
ETR 115	DC and AC Fundamentals	2	2	4	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	2	3	3	3
ETR 286	Principles & Applications of Robotics	1	2	3	3
IND 199	Supervised Study	2	0	2	2

INTEGRATED MACHINING TECHNOLOGY - Associate of Applied Science

Students will be exposed to advanced level CNC training, CAD/CAM instruction, and inspection training in addition to coursework in dimensional metrology, advanced tooling applications, and career/personal development.

Program Integration:

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

Admission Requirements:

1. All students must have completed MAC 223 and MAC 127 (or equivalents) with a C or higher.

2. All students must have completed a two-year precision machining program or have equivalent work experience, which instructors will evaluate on a case-by-case basis.

Program Outcomes

Graduates of this program will be able to:

1. Act as high performance team members and cultivate the knowledge required of mid-level machinists or entry-level managers.
2. Apply concepts of Lean and Six Sigma.
3. Understand basic economic principles as they apply to industry and the impact of those principles specifically to manufacturing.
4. Operate 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 ancillary processes associated with machining in a high-precision environment.

PROGRAM INFO

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

Minimum credits: 65

Length: 2 years

Career opportunities:
CNC Programmer:
$48,990
Job growth:
19% from 2014-2024

Machinists, Tool & Die Makers: **$43,160**
Job growth: **6%**

CMM Programmer:
$57,860
Median salaries & job growth nationwide as of 2015. Source: BLS.gov

Division: Workforce Services (Haas Center)

Contact: 434.766.6607

For course descriptions, visit danville.edu/catalog

INTEGRATED MACHINING TECHNOLOGY - Associate of Applied Science

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
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	3	0	3	3
MAC 150	Intro 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	Intro to Supply Chain Strategies for Industry	1	6	7	3
IND 123	Intro 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	Adv. CMM Operation & Programming	1	6	7	3
MAC 251	Advanced CAM Modeling & Simulation	2	3	5	3
MAC 256	Multi-Axis Machine Tool Set-Up, Programming & Operation	1	6	7	3
MAC 224	Advanced Tooling Applications	2	3	5	3
MAC 258	Tool Inspection, Validation, & 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

MANUFACTURING TECHNICIAN - CSC

Program Outcomes

Graduates of this program will be able to:

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 Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
BUS 149	Workplace Ethics	1	0	1	1
IND 137	Team Concepts & Problem Solving	3	0	3	3
IND 181	World Class Manufacturing	3	0	3	3
IND 195	Appns. in Factory Automation	2	0	2	2
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
MEC 154	Mechanical Maintenance I	2	1	3	3
ETR 115	DC & AC Circuits	3	0	3	3
MEC 266	Appns. of Fluid Mechanics	3	0	3	3
MTH 103	Technical Math	3	0	3	3
		26	**3**	**29**	**28**

PRECISION MACHINING - Diploma

Students will be prepared for careers as skilled machinists, with coursework including the care and use of tools and machines, working to proper tolerances, technical drafting, computer numerical control programming, CAD-CAM training, metallurgy, tool making, jig & fixture design, precision measurements, and leadership development.

Program Outcomes

Graduates of this program will demonstrate:

1. Competency in their ability to operate machine shop equipment: Lathes, mills, grinders, and drills.
2. Competency in their ability to read and interpret blueprints per industry standards.
3. 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.

Industry Certifications:

- NIMS

Program Integration:

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

PRECISION MACHINING - Diploma

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
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 Technical 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 Representation	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 Technical Math. II	3	0	3	3
ITE 116	Survey of Computer Software Applns.	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	Advanced CNC Programming	3	0	3	3
	Total	**7**	**9**	**16**	**10**
Fourth Semester					
ECO 100	Elementary 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**	**25**	**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	Princ. of Public Speaking *(or approved sub)*	3	0	3	3
	Total	**12**	**14**	**26**	**17**

Arts, Humanities, & General Education programs

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

AMERICAN SIGN LANGUAGE - Career Studies Certificate

PROGRAM INFO

Minimum credits: 18

Length: 1-3 semesters

Career opportunities: The ASL CSC Program prepares students, parents, educators, social workers, etc. to serve people who are Deaf or hard of hearing in the workforce.

Division: Arts & Sciences

Contact: 434.797.8462 or 434.797.8402

For course descriptions, visit danville.edu/catalog

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.

Program Outcomes: Graduates will 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 Sequence		Lecture Hours	Lab Hours	Hours in Class	Credits
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 US Deaf Community	3	0	3	3
ASL 115	Finger-spelling & Number Use in ASL	2	0	2	2
	Total	**18**	**0**	**18**	**18**

ASSOCIATE OF FINE ARTS

Program overview

The AFA program contains 33 credits of fine arts electives as well as a broad range of general education requirements in English, history, mathematics, social science, natural science and health. Students have sufficient flexibility to select courses appropriate to the requirements of their intended transfer institution. Students should complete a DCC program comparable to the first two years of the program at the transfer institution.

Program Outcomes

Graduates of this program will demonstrate:

1. The ability to communicate effectively by means of listening, speaking, reading and writing.
2. Critical thinking skills of synthesizing and analyzing complex ideas in various fields of study.
3. An understanding of and competence in research methods and scientific inquiry.
4. How to utilize the elements and principles of art and design in the creation of works of art.
5. Analyze works of art, including their own, using formal art terminology verbally and in writing.
6. How to identify a range of basic art historical periods and styles.

ASSOCIATE OF FINE ARTS

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
First Semester					
SDV 100	College Success Skills	1	0	1	1
ENG 111	College Composition I	3	0	3	3
	1Fine Arts Elective	1	4	5	3
	1Fine Arts Elective	1	4	5	3
ART 101	History and Appreciation of Art I	3	0	3	3
	Approved HLT/PED Elective	1	0	1	1
	Total	**10**	**8**	**18**	**14**
Second Semester					
ENG 112	College Composition II	3	0	3	3
	1Fine Arts Elective	1	4	5	3
	1Fine Arts Elective	1	4	5	3
	2History I	3	0	3	3
	2Social Science Elective I	3	0	3	3
	Total	**11**	**8**	**19**	**15**
Third Semester					
	1Fine Arts Elective	1	4	5	3
	2Literature I	3	0	3	3
	2Natural Science Course with Lab	3	3	6	4
	1Fine Arts Elective	1	4	5	3
	1Fine Arts Elective	1	4	5	3
	Total	**9**	**15**	**24**	**16**
Fourth Semester					
	1Fine Arts Elective	1	4	5	3
MTH 151	2Math for Liberal Arts I or higher	3	0	3	3
	1Fine Arts Elective	1	4	5	3
	1Fine Arts Elective	1	4	5	3
	1Fine Arts Elective	1	4	5	3
	Total	**7**	**16**	**23**	**15**

1 Fine arts electives should be selected based upon the requirements of the transfer institution. Students should talk to their advisor and the transfer coordinator before selection of electives.
2 Additional general education courses may be required for specific transfer institutions.

BUSINESS MANAGEMENT - GRAPHIC IMAGING
Associate of Applied Science

Program Outcomes

Graduates of this program will be able to:

1. Utilize industry-standard computer software in business communication media such as written reports and business plans using word processing software (i.e., Microsoft Word) and business presentations using presentation software (i.e., Microsoft PowerPoint);
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; discuss the concepts of color separation and lithographic chemistry; and
9. Perform basic graphic imaging industry production planning and estimating tasks.

BUSINESS MANAGEMENT - GRAPHIC IMAGING
Associate of Applied Science

Course Sequence

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
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	Intro to Computer Applications & Concepts	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 200	Principles of Management	3	0	3	3
ECO 120	Survey of Economics	3	0	3	3
ENG 115	Technical Writing	3	0	3	3
PNT 211	Electronic Publishing I	2	2	4	3
PNT 221	Layout and Design I	2	2	4	3
	Total	**13**	**4**	**17**	**15**
Third Semester					
PNT 260	Color Separation	**2**	**3**	**5**	**3**
Fourth Semester					
ACC 111	Accounting I	3	0	3	3
BUS 240	Business Law	3	0	3	3
ITE 215	Adv. Computer Applications & Integration	4	0	4	4
HLT/PED	Wellness Elective	0	2	2	1
HUM 198	Seminar & Project in Humanities	3	0	3	3
	Total	**13**	**2**	**15**	**14**
Fifth Semester					
ACC 110	Introduction to Computerized Accounting	2	0	2	2
BIO 100	Basic Human Biology	3	0	3	3
PNT 231	Lithographic Chemistry	2	0	2	2
PNT 245	Production Planning and Estimating	3	3	6	4
BUS 298	Seminar and Project in Business	3	0	3	3
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**

COMMERCIAL ART - Career Studies Certificate

Program Outcomes

Graduates of this program will be able to:

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

		Lecture Hours	Lab Hours	Hours in Class	Credits
PNT 110	Survey of Processes	2	3	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	2	4	6	4
PNT 142	Printing Applications	2	2	4	3
	Total	**10**	**14**	**24**	**16**

DIGITAL ART & DESIGN - Career Studies Certificate

Program Outcomes

Graduates of this program will be able to:

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 Sequence

		Lecture Hours	Lab Hours	Hours in Class	Credits
HUM 246	Creative Thinking	3	0	3	3
ART 130	Intro to Multimedia	2	4	6	4
ART 116	Design for the Web	2	2	4	3
ART 180	Intro to Computer Graphics	2	3	5	3
ART 208	Video Techniques	2	4	6	4
	Total	**11**	**13**	**24**	**17**

DIGITAL IMAGING & PHOTOGRAPHY - Career Studies Certificate

PROGRAM INFO

Students will learn the secrets of taking better pictures, as well as how to edit, enhance, print, and publish photos online.

Minimum credits: 16

Length: 1-3 semesters

Career opportunities:

Photographer:
$40,280

Art & Design Worker:
$43,950

Median salaries nationwide as of 2015. Source: BLS.gov

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

Program Outcomes

Graduates of this program will demonstrate:

1. 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, and lines perspective.
4. The ability to edit photos using basic digital photo editing tools, to create black and white, crop, straighten, color adjust, burn and dodge.

		Lecture Hours	Lab Hours	Hours in Class	Credits
PHT 100	Intro to Photography	2	2	4	3
PHT 101	Photography I	1	4	5	3
ART 283	Computer Graphics I	2	4	6	4
ITD 110	Web Design	3	0	3	3
ART 180	Intro to Computer Graphics	2	3	5	3
	Total	**10**	**13**	**22**	**16**

GENERAL EDUCATION - Certificate

Program Outcomes

Graduates of this program will demonstrate:

1. The ability to communicate effectively by means of writing, speaking, listening & reading;
2. Proficiency in conducting experiments & recording & interpreting data;
3. Awareness & understanding of ethics, cultures & society;
4. The critical thinking skills of synthesizing & analyzing complex ideas; and
5. Awareness of the role of arts & humanities in society.

Note: Only transfer-level college courses may be counted.

Course Sequence

First Semester		Lecture Hours	Lab Hours	Hours in Class	Credits
SDV 100	College Success Skills	1	0	1	1
ENG 111	College Composition I	3	0	3	3
MTH	MTH 151 or higher	3	0	3	3
	MTH, HUM, or Fine Arts Elective	3	0	3	3
	Transfer-level science	3	3	6	4
	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 Elective	3	0	3	3
	MTH, HUM, or Fine Arts Elective	3	0	3	3
	Transfer-level science	3	3	6	4
	Total	**15**	**3**	**18**	**16**

History Electives: 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

PROGRAM INFO

This program is designed for students preparing to transfer to a four-year institution after one year of study at DCC. It may also be attractive to students who intend to transition into one of DCC's transfer degrees.

Minimum credits: 33

Length: 2 semesters, if suggested full-time course sequence is followed.

Transfer Opportunities: Admission requirements vary by college. Students are urged to familiarize themselves with the requirements of the school to which they intend to transfer and plan course selections with their DCC advisor. To learn more, visit **danville.edu/transfer**

Division: Arts & Sciences

Contact: 434.797.8402 or 434.797.8462

For course descriptions, visit **danville.edu/catalog**

GRAPHIC COMMUNICATIONS - Career Studies Certificate

Program Outcomes

Graduates of this program will be able to:

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

Course Sequence

		Lecture Hours	Lab Hours	Hours in Class	Credits
PNT 110	Survey of Processes	2	3	5	3
PNT 211	Electronic Publishing I	2	2	4	3
PNT 135	Print Imaging	1	3	4	2
PNT 221	Layout & Design I	2	3	5	3
PNT 298	Safety & Health Issues	2	0	2	2
ART 180	Intro to Computer Graphics	2	3	5	3
	Total	**11**	**14**	**25**	**16**

GRAPHIC IMAGING TECHNOLOGY - Diploma

The program is designed to provide the student with an effective working knowledge of the various processes of graphics and printing. Courses include the basics of drawing and illustration, both by hand and with the use of the computer or a tablet, extensive use of the iMac with the Creative Suite software (Adobe InDesign, Illustrator, and Photoshop) to prepare original designs and manipulate images, creating 3D package designs, utilizing digital printing equipment to output posters and banners, textile image design with heat transfer and screen printing, and utilizing machinery to produce quality printed products on a wide variety of materials.

Program Outcomes

Graduates of this program will be able to:

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

PROGRAM INFO

Minimum credits: 72

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

Career opportunities:
Graphic Designer:
$46,900

Photographer:
$40,200

Art & Design Worker:
$43,950

Median salaries nationwide as of 2015. Source: BLS.gov

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

GRAPHIC IMAGING TECHNOLOGY - Diploma

Course Sequence

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
First Semester					
ART 180	Intro to Computer Graphics	2	3	5	3
PNT 110	Survey of Reproductive Processes	2	3	5	3
PNT 130	Applied Math for Graphics	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 Report Writing (or approved sub.)	3	0	3	3
ART 283	Computer graphics I	2	4	6	4
PNT 141	Printing Applications I	1	4	5	3
PNT 211	Electronic Publishing	2	2	4	3
PNT 221	Layout & Design I	2	3	5	3
	Total	**10**	**13**	**23**	**16**
Third Semester (Summer Term I)					
PNT 142	Printing Applications	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	2	4	3
PNT 251	Offset Press Operations I	1.5	1.5	3	2
PNT 251	Offset Press Operations I	1.5	1.5	3	2
PNT 265	Digital Imaging Applications	3	3	6	4
	Total	**10**	**10**	**20**	**14**
Fifth Semester					
ECO 100	Elementary Economics (or approved sub)	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 & Estimating	3	3	6	4
	Total	**9**	**7**	**16**	**12**

*INSTRUMENT (GUITAR) BUILDING CRAFT - Career Studies Certificate

***Pending approval for Fall 2017 startup**

Learn to design, build, and produce custom acoustic and electric guitars. Students will learn about fundamental woodworking skills, material choice and handling, creativity and design, form and function, harmonics, CAD design, inlay, laser engraving, and finishing techniques. The CSC is designed to stack into the Build Your Business - Venture Creation Technical Studies degree and will include 3-4 elective credit hours as recommended by the instructor; i.e. students in the acoustic pathway would have the option to build an electric guitar and vice versa.

Students will build two guitars (either acoustic or electric), one in each of the two semesters.

Program Outcomes

Graduates will gain knowledge and skills in the following areas:

1. Use and care of hand and power tools used in the industry

2. Materials used in various forms of acoustic and electric guitars

3. CAD technology as used in guitar design

4. Aesthetic principles for inlay and design

5. Various finishing techniques used in guitar production

6. Instrument construction fundamentals and techniques such as bracing and "voicing" of the top and back, neck angle, bridge placement, fret installation

7. Understanding of the techniques and requirements to build an instrument from scratch

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PROGRAM INFO

Minimum credits: 23-25

Length: 2 semesters (1 year) if full-time suggested course sequence is followed

Career opportunities: This program is suitable for students interested in working in a guitar construction and/or repair business, usually through self-employment. Salaries and opportunities will vary by location.

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

*INSTRUMENT (GUITAR) BUILDING CRAFT - Career Studies Certificate

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
First semester					
IND195	Inlay 1	1	2	3	2
MUS 195	Intro to Lutherie Tools	1	2	3	2
IND195	Finishing 1	1	2	3	2
MUS195	Electric Guitar 1 **OR**				
MUS195	Acoustic Guitar 1	1	6-8	7-9	4-5
ART131	Fundamentals of Design	1	4	5	3
	Total	**4**	**12-14**	**16-18**	**10-11**
Second semester					
IND 195	Inlay 2	1	2	3	2
IND 195	Finishing 2	1	2	3	2
MUS 195	Electric Guitar 2 **OR**				
MUS 195	Acoustic Guitar 2	1	6-8	7-9	4-5
CAD 233	Computer Aided Drafting 3	2	2	4	3
MKT 195	Product Photography	1	2	3	2
	Total	**6**	**14-16**	**20-22**	**13-14**

LIBERAL ARTS - Associate in Arts & Science

Program overview

This curriculum includes courses in a variety of disciplines, including the humanities, natural sciences, mathematics, social sciences, and health and physical education. This degree may also be appropriate for students who plan to complete a baccalaureate degree program with certification to teach elementary or secondary English, humanities, or social sciences. Students have sufficient flexibility to select courses appropriate to the requirements of their intended transfer institution. Students should complete a DCC program comparable to the first two years of the program at the transfer institution.

Program Outcomes

Graduates of this program will be able to:

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. Awareness and understanding of ethics, cultures, and society.

4. Understanding of individual and group development and behavior; and

5. Understanding of and competence in research methods and scientific inquiry.

[1]A sequence of four Focus Courses must be selected by the student and approved by the academic advisor. Focus Courses should be related to each other and should also be accepted in transfer to the four-year program of the student's choice. Examples of Focus Course sequences include: *ART 101-102, 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*

LIBERAL ARTS - Associate of A. & S.

Course Sequence

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
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
	[1]Focus Course I	3	0	3	3
	Natural Science course with lab	3	3	6	4
	Approved Computer Elective	3	0	3	3
	Total	**16**	**3**	**19**	**17**
Second Semester					
ENG 112	College Composition II	3	0	3	3
MTH	Approved Mathematics Course	3	0	3	3
	[1]Focus Course II	3	0	3	3
	Natural Science course with lab	3	3	6	4
	Humanities or Social Science Elective	3	0	3	3
	Total	**15**	**3**	**18**	**16**
Third Semester					
ENG 241/243/253	Literature I	3	0	3	3
HIS	History Elective	3	0	3	3
SOC	[2]Social Science Requirement	3	0	3	3
	[1]Focus Course III	3	0	3	3
	Humanities or Social Science Elective	3	0	3	3
	Total	**15**	**0**	**15**	**15**
Fourth Semester					
ENG 242/244/254	Literature II	3	0	3	3
HIS	History Elective	3	0	3	3
SOC	[2]Social Science Requirement	3	0	3	3
	[1]Focus Course IV	3	0	3	3
HLT/PED	[3]Approved Wellness Elective	1	0	1	1
	Total	**13**	**10**	**13**	**13**

2 *Students must complete a full year of social science courses by taking one of the following sequences: ECO 201 & ECO 202; PLS 211 & PLS 212; SOC 201 & SOC 202; SOC 200 & one sophomore-level sociology course excluding SOC 201 & 202; PSY 201 & PSY 202; or PSY 200 & one sophomore-level psychology course excluding PSY 201 & 202. Courses used to complete the social science requirement will not count as Focus Courses. (PLS 241 & PLS 242 may substitute for PLS 211 & PLS 212).* **3** *This credit can be satisfied by a single 1 or more credit course in Health, Physical Education, or Recreation.*

LIBERAL ARTS - HUMANITIES
Associate in Arts & Science

Program overview

This curriculum requires a broad range of general education requirements in mathematics, social science, natural science and humanities. 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 theater, music, and creative writing. Students have sufficient flexibility to select courses appropriate to the requirements of their intended transfer institution. Students should complete a DCC program comparable to the first two years of the program at the transfer institution.

Program Outcomes

Graduates of this program will be able to:

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. Awareness and understanding of ethics, cultures, and society.

4. Understanding of individual and group development and behavior; and

5. Understanding of and competence in research methods and scientific inquiry.

1 *History I and II. Students must complete a full-year sequence of U.S. History (HIS 121 & HIS 122), or Western Civilization (HIS 101 & HIS 102), or World Civilizations (HIS 111 & HIS 112).*

PROGRAM INFO

Minimum credits: 61

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

Transfer opportunities: This degree is designed for students planning to transfer to a four-year university. Humanities disciplines include English, philosophy, foreign languages, drama, religion, and speech.

Admission requirements vary by institution. Students are urged to familiarize themselves with the requirements of the college to which they intend to transfer and plan course selections with their DCC advisor. To learn more, visit **danville.edu/transfer**

Division: Arts & Sciences

Contact: 434.797.8402 or 434.797.8462

For course descriptions, visit **danville.edu/catalog**

LIBERAL ARTS - HUMANITIES
Associate in Arts & Science

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
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
	Natural Science course with lab	3	3	6	4
	Approved Computer Elective	3	0	3	3
HLT/PED	Approved Wellness Elective	1	0	1	1
	Total	**14**	**3**	**17**	**15**
Second Semester					
ENG 112	College Composition II	3	0	3	3
MTH	Approved Transfer Mathematics Course	3	0	3	3
	Natural Science course with lab	3	3	6	4
	Social Science Elective	3	0	3	3
HIS	[1] History Requirement I	3	0	3	3
	Total	**15**	**3**	**18**	**16**
Third Semester					
	Humanities Requirement I	3	0	3	3
	Literature Requirement I	3	0	3	3
	Liberal Arts Requirement I	3	0	3	3
	Social Studies Elective II	3	0	3	3
HIS	[1] History Requirement II	3	0	3	3
	Total	**15**	**0**	**15**	**15**
Fourth Semester					
	Humanities Requirement II	3	0	3	3
	Literature Requirement II	3	0	3	3
	Liberal Arts Elective II	3	0	3	3
	Fine Arts Elective I	3	0	3	3
	Fine Arts Elective II	3	0	3	3
	Total	**15**	**0**	**15**	**15**

2. *Humanities & Fine Arts Electives: Students must complete at least two humanities courses plus two sophomore literature courses & at least two courses in fine arts. Students may use the liberal arts elective requirement of six credit hours to pursue greater depth in the fine arts or humanities. Again, selection of courses should be based on the student's interest and the demands of their intended transfer institution.*

LIBERAL ARTS - SOCIAL SCIENCE
Associate in Arts & Science

Program overview

This curriculum requires a broad range of general education in mathematics, social science, natural science and humanities. This program is appropriate for students intending to pursue a social science discipline such as sociology, criminology, anthropology, psychology, history, political science, or economics. Degrees in these areas can lead to careers in Law Enforcement, Education, Social Work, Economist, Anthropologist, and Public Administration, among others. Students have sufficient flexibility to select courses appropriate to the requirements of their intended transfer institution. Students should complete a DCC program comparable to the first two years of the program at the transfer institution.

Program Outcomes

Graduates of this program will demonstrate:
1. The ability to communicate effectively by means of listening, speaking, reading & writing.
2. The critical thinking skills of synthesizing & analyzing complex ideas.
3. Awareness & understanding of ethics, cultures, & society.
4. Understanding of individual & group development & behavior; and
5. Understanding of & competence in research methods & scientific inquiry.

Course sequence note: Students must complete a year-long sequence in history, sociology, & psychology; and also must select two electives that may include courses in the above areas or in different social sciences such as political science or economics. These electives and humanities electives should be used to meet the demands of a transfer institution and to achieve breadth of exposure to other disciplines.

PROGRAM INFO

Minimum credits: 61

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

Transfer opportunities: This degree is designed for students planning to transfer to a four-year university in a social science discipline.

Admission requirements vary by institution. Students are urged to familiarize themselves with the requirements of the college to which they intend to transfer and plan course selections with their DCC advisor.

To learn more, visit **danville.edu/transfer**

Division: Arts & Sciences

Contact: 434.797.8402 or 434.797.8462

For course descriptions, visit **danville.edu/catalog**

LIBERAL ARTS - SOCIAL SCIENCE
Associate in Arts & Science

Course Sequence

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
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 or higher *(excludes MTH 158)*	3	0	3	3
BUS 147	Business Information Systems				
	(or approved transfer computer class)	3	0	3	3
	Natural Science course with lab	3	3	6	4
HIS	History Elective	3	0	3	3
	Total	**16**	**3**	**19**	**17**
Second Semester					
ENG 112	College Composition II	3	0	3	3
HIS	History Elective II	3	0	3	3
MTH	Math Elective	3	0	3	3
	Natural Science course with lab II	3	3	6	4
	Humanities/Arts I	3	0	3	3
	Total	**15**	**3**	**18**	**16**
Third Semester					
SOC	[1] Sociology Elective I	3	0	3	3
PSY	[2] Psychology Elective I	3	0	3	3
	Liberal Arts Elective I	3	0	3	3
	Social Science Elective II	3	0	3	3
	Humanities or Fine Arts Elective II	3	0	3	3
	Total	**15**	**0**	**15**	**15**
Fourth Semester					
SOC	Sociology Elective II	3	0	3	3
PSY	Psychology Elective II	3	0	3	3
	Liberal Arts Elective II	3	0	3	3
	Social Science Elective II	3	0	3	3
HLT/PED	Approved Wellness Elective	1	0	1	1
	Total	**13**	**0**	**13**	**13**

1 *Students must complete a full-year of sociology coursework by taking one of the following sequences: SOC 201 and SOC 202, or SOC 200 and one sophomore-level sociology course excluding SOC 201 and 202*

2 *Students must complete a full-year of psychology coursework by taking one of the following sequences: PSY 201 and PSY 202, or PSY 200 and one sophomore-level psychology course excluding PSY 201 and 202.*

METAL ARTS - Career Studies Certificate

Program Outcomes

Graduates of this program will demonstrate:

1. Knowledge of various welding techniques
2. Knowledge of the history of metal arts
3. Knowledge of various metal manipulation techniques such as casting, forging, and welding
4. Knowledge of 2d and 3d design principles

Course Sequence

First Semester

		Lecture Hours	Lab Hours	Hours in Class	Credits
WEL 116	Welding I (Oxyacetylene)	1	3	4	2
WEL 121	Arc Welding	1	3	4	2
ART 95	Topics in – Appreciation of Sculpture	1	0	1	1
ART 121	Drawing 1	1	4	5	3
ART 295	Topics in Metal Sculpture 1	2	7	9	5
	Total	**6**	**17**	**23**	**13**

Second Semester

		Lecture Hours	Lab Hours	Hours in Class	Credits
ART 295	Topics in Metal Sculpture 2	2	7	9	5
WEL 135	Inert Gas Welding	1	3	4	2
ART 298	Capstone Project	0	10	10	5
	Total	**3**	**20**	**23**	**12**

PRINTING TECHNOLOGY -
Career Studies Certificate

Program Outcomes

Graduates of this program will demonstrate:

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

Course Sequence		Lecture Hours	Lab Hours	Hours in Class	Credits
ART 180	Intro to Computer Graphics	2	3	5	3
PNT 110	Survey of Processes	2	3	5	3
PNT 131	Principles of Lithography	3	3	6	4
PNT 298	Health & Safety Issues	2	0	2	2
PNT 265	Digital Imaging Applications	3	3	6	4
	Total	**12**	**12**	**24**	**16**

Computer Science & Information Technology programs

DCC Computer Science and IT programs prepare graduates for well-paying and in-demand careers in cyber security, database administration, software and mobile app development, network architecture, computer support, and more. DCC offers pathways suitable for high school students, first-time college students, or existing IT employees seeking to upgrade their skills for professional advancement.

Note: For the Cyber Crime Investigation Certificate, please see the Criminal Justice & Public Safety section, pp. 174-175.

PROGRAM INFO

This program is designed for students who have already completed a two-year software development program or have equivalent work experience. Admission criteria will be at the discretion of the instructor.

Minimum credits: 18

Length: 2 semesters

Career opportunities: Database Administrator **$33,000-42,930**

Job growth: **11%** from 2014 to 2024

With a bachelor's degree, median salary: $84,950

Median salaries & job growth nationwide as of 2015. Source: BLS.gov.

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

*Pending approval for Fall 2017 start-up

Program Outcomes

Graduates of this program will be able to:

1. Implement Information Technology skills required by software applications.
2. Apply methodologies to stay current in IT offerings, trends, and certifications.
3. Apply analytical and problem-solving skills for computer system designs, planning, and support.
4. Design, code, test, debug, and document software needed for computer system implementation and maintenance.
5. Apply current IT industry standards, protocols, and techniques.
6. Use instructional applications and material which could lead to industry certifications.

Course Sequence	Lecture Hours	Lab Hours	Hours in Class	Credits
First Semester				
ITP 200 Data Structure & Algorithms	3	0	3	3
ITD 256 Advanced Database Mgmt	3	0	3	3
ITD 260 Data Modeling & Design	3	0	3	3
Second Semester				
ITD 258 Database Performance & Tuning	3	0	3	3
ITD 250 Database Architecture & Administration	3	0	3	3
ITP 258 Systems Development Project	3	0	3	3
Total	**18**	**0**	**18**	**18**

CYBER SECURITY - Certificate

Admission Requirements:

The Cyber Security program is designed for individuals with prior work and/or educational experience relevant to the field. Candidates must meet one or more of the following criteria, as determined by the Cyber Center Director, before entering the program:

1. Professional background in IT Networking. Individual may be required to demonstrate required skills.
2. 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.
3. Completion of courses in Cisco CCNA Networking and Microsoft Server Operating Systems.

A student with a criminal history will not be able to find employment in cyber security. Students must complete a background check prior to entering the program.

Program Outcomes

Graduates of this program will be able to:

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

CYBER SECURITY - Certificate

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
First Semester					
ADJ 161	Introduction to Computer Crime	3	0	3	3
ITE 221	PC Hardware and OS Architecture	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					
	General Education Elective	3	0	3	3
ITN 261	Network Attacks, Computer Crime, & 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 & E-Commerce 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 & Configuration	4	0	4	4
ITN 267	Legal Topics in Network Security	3	0	3	3
ITN 277	Computer Forensics II	3	0	3	3
	Total	**10**	**0**	**10**	**10**

CYBER SECURITY at DCC

In fall 2016, Danville Community College became the first **rural community college in Virginia** to achieve elite status as a **National Center of Academic Excellence in Cyber Defense Two-Year Education (CAE2Y)**, a designation awarded jointly by the **Department of Homeland Security** and the **National Security Agency.** Virginia Gov. Terry McAuliffe visited DCC in January 2017 to make the announcement and recognize the college's Cyber Security and Cyber Crime programs for helping to prepare students to fill 36,000+ open cyber jobs in Virginia.

The Cyber Security Certificate provides comprehensive knowledge and extensive hands-on training in the implementation, management, and development of security measures to protect IT resources from unauthorized access or attack. Courses are aligned with DHS and NSA curriculum standards. For more information, visit **www.danville.edu/cybercenter**.

*CYBER SECURITY TECHNICIAN - CSC

*Pending approval for Fall 2017 start-up

The Cyber Security Technician CSC is a condensed version of the Cyber Security Certificate. The program is designed for individuals with prior work and/or educational experience relevant to the cyber security field. Individuals may be required to demonstrate required skills or provide evidence of completion of relevant industry certifications. Enrollment eligibility will be at the discretion of the Cyber Center Director.

Those with a criminal history will not be able to find employment in the cyber security field. Students must complete a background check prior to entering the program.

Program Coordination:

Credits earned in this CSC may be applied towards earning the following credentials at DCC: Networking with Cisco CCNA (CSC), Networking Technology Fundamentals (CSC), Networking Technologies (CSC), Cybercrime Investigation (Certificate), Cyber Security (Certificate), Networking A.A.S. Degree.
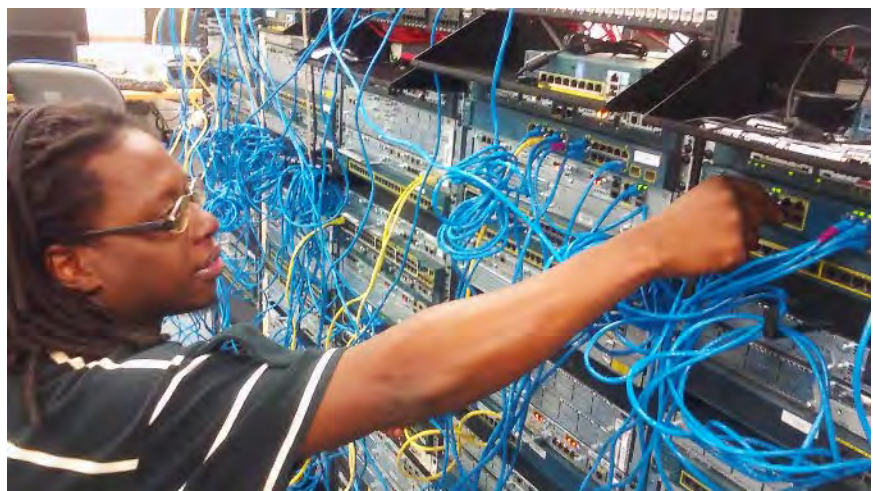
CYBER SECURITY TECHNICIAN - CSC

Program Outcomes

Graduates of this program will demonstrate knowledge and skills in the following areas:

1. Cisco Systems Academy Program, including basic knowledge of routers, switches, and other networking devices; and their uses and applications.
2. Microsoft desktop and server operating systems, including installation, configuration, and management.
3. Linux desktop operating systems, and their basic management and configuration.
4. VMware Virtualization environments, including installation, configuration and management of the application.
5. Security basics, including network attacks, computer crime, and hacking fundamentals.
6. Introductory computer forensics techniques and skills.

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
ITN 154	Networking Fundamentals & Introductory Routing - Cisco	4	0	4	4
ITE 221	PC Hardware and OS Architecture	3	0	3	3
ITN 103	Administration of Networked Servers	3	2	4	4
ITN 254	Virtual Infrastructure Installation, Configuration, & Management	3	2	4	4
ITN 260	Networking Security Basics	4	0	4	4
ITN 261	Networking Attacks, Computer Crime, & Hacking	3	0	3	3
ITN 276	Computer Forensics I	4	0	4	4
	Total	**24**	**4**	**26**	**26**

DESKTOP APPLICATIONS - Certificate

Program provides the fundamental information technology skills required to provide software services and implement current industry standards and techniques in a business setting.

Program Outcomes

Graduates of this program will be able to:

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 Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
AST 253	Advanced Desktop Publishing I	2	0	2	2
AST 238/239	Word Processing for Windows	2	2	4	3
AST 255	Desktop Publishing Lab	0	1	1	1
ITD 115	Webpage Design & Site Mgmt.	3	0	3	3
ITE 115	Intro to Computer Applications & Concepts				
	OR				
BUS 147	Intro to Business Info. 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**	**19**

*INFORMATION SYSTEMS DATA ANALYST - CSC

*Pending approval for Fall 2017 start-up

Computer Science and IT CSCs provide an opportunity to add specialization within an A.A.S. degree or for existing IT professionals to expand their skills.

Program Outcomes

Graduates of this program will be able to:

1. Apply analytical and problem solving skills for computer system designs, planning, and support.
2. Apply current IT industry standards, protocols, and techniques.

Course Sequence		Lecture Hours	Lab Hours	Hours in Class	Credits
ITE 120	Principles of Info. Systems	3	0	3	3
ITE 140	Spreadsheets	3	0	3	3
ITD 132	Structured Query Language	3	0	3	3
ITP 136	C# Programming	4	0	4	4
ITP 244	ASP.NET Programming I	4	0	4	4
	Total	**17**	**0**	**17**	**17**

PROGRAM INFO

Minimum credits: 17

Length: 2 semesters

Career opportunities: Database Administrator **$33,000-42,930**

Job growth: **11%** from 2014 to 2024

With a bachelor's degree, median salary: $84,950

*Median salaries & job growth nationwide as of 2015. Source: BLS.gov

Industry Certifications: Students may sit for the MTA: Database certification; MTA: Software Development; and MOS certification in Word, Excel & Powerpoint.

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

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. 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.

Program Integration:

This CSC completes 16 of the credits required in the Information Systems Project Management A.A.S**.**

Program Outcomes

Graduates of this program will demonstrate:

1. Proficiency in the fundamental information technology skills required to provide user support in a business setting;
2. Ability to design and plan the deployment of new technology systems; and
3. Ability to design, plan, and manage updates to technology systems.

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
BUS 204	Project Management	3	0	3	3
ITE 120	Principles of Info Systems	3	0	3	3
ITE 182	User Support/Helpdesk Principles	3	0	3	3
ITP 170	Project Management (IT)	3	0	3	3
ITP 251	Systems Analysis and Design	4	0	4	4
	Total	**16**	**0**	**16**	**16**

*INFORMATION SYSTEMS PROJECT MANAGEMENT - Technical Studies A.A.S.

*Pending approval for Fall 2017 start-up

Project Management is a fast-growing, emerging career field. The DCC Project Management A.A.S. is comprised of three Career Studies Certificates, electives, and general education courses. With an emphasis on information systems technology, CSCs 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 complete a significant project plan and engage in a comprehensive review that will prepare them to sit for PMI's Certified Associate in Project Management (CAPM) national industry certification exam.

Courses are offered as **online, competency-based, open-entry/open-exit courses**, which allow students to progress through the program as quickly as they master the skills and competencies.

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. Qualify for careers as a project manager or project team member.

PROGRAM INFO

Minimum credits: 68

Length: A full-time student can complete this program in five semesters. Eleven of the courses (or 48% of the degree program) 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.

Career opportunities: Project Manager: **$75,280** *(National median salary, according to Project Management Institute)*

Job Growth: 12% through 2020

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

*INFORMATION SYSTEMS PROJECT MANAGEMENT - Technical Studies A.A.S.

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
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 Info Systems	3	0	3	3
ITN 109	Internet & Network Foundation	3	0	3	3
SDV 100	College Success Skills	1	0	1	1
	Total	**14**	**0**	**14**	**14**
Second Semester					
ETR 295	Topics in Advanced PC Repair	3	0	3	3
ITE 182	User Support/Helpdesk	3	0	3	3
ITE 225	Mobile Computing	3	0	3	3
BUS 204	Project Management	3	0	3	3
MTH 121	Fundamentals of Math 1	3	0	3	3
	Total	**15**	**0**	**15**	**15**
Third Semester (Summer)					
BUS 209	Advanced Project Management	3	0	3	3
ECO 120	Survey of Economics **OR**				
PSY 126	Psychology for Business & Industry	3	0	3	3
HLT/PED	Elective	0	2	2	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	3 - IT electives (3 credits each)	9	0	9	9
	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	2 - IT electives (3 credits each)	3	0	3	3
	Total	**16**	**0**	**16**	**16**

Students planning to transfer to a 4-year university should take ENG 111.

INFORMATION SYSTEMS TECHNICIAN - CSC

In this program, students will learn problem-solving skills in implementing and troubleshooting computer systems as well as demonstrating fundamental IT skills required to provide user support in a business setting.

Program Integration:

Completing this CSC provides 18 credits toward the Information Systems Project Management A.A.S.

Program Outcomes

Graduates of this program will demonstrate:

1. Problem-solving skills implementing and troubleshooting computer systems.
2. Proficiency in the fundamental information technology skills required to provide user support in a business setting.

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
ETR 149	PC Repair	3	0	3	3
ETR 295	Advanced PC Repair	3	0	3	3
ITE 120	Principles of Info Systems	3	0	3	3
ITE 182	User Support/Helpdesk Principles	3	0	3	3
ITE 225	Mobile Computing Support	3	0	3	3
ITN 109	Internet and Network Foundations	3	0	3	3
	Total	**18**	**0**	**18**	**18**

PROGRAM INFO

Minimum credits: 18

Length: 2 semesters

Career opportunities: Computer Support Specialist: **$52,160**

Job growth: **12%** from 2014 to 2024

Median salaries & job growth nationwide as of 2015. Source: BLS.gov

Industry Certifications: Students may sit for CompTIA A+ certification in software after ETR 149 and ETR 295 are completed. Students may also sit for the MOS certification in Word, Excel and Powerpoint.

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

INFORMATION SYSTEMS TECHNOLOGY – GAMING & MOBILE APPLICATIONS - A.A.S.

PROGRAM INFO

Minimum credits: 65

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

Career opportunities: Graduates may enter the job market immediately or increase their earning potential by transferring to a four-year university to earn a bachelor's in information technology.

Software Developer:
$52,000-63,204
Job growth:
17% from 2014 to 2024

Multimedia Artist or Animator:
$38,520-65,300
Job growth: **6%**
Median salaries & job growth nationwide as of 2015. BLS.gov

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

Program focuses on designing, creating, and maintaining video game software and computer simulations, in addition to apps for popular mobile devices. Courses include approaches to game and simulation design, developing and building mobile applications for the Google market, writing code, testing solutions/programs, project management, production aspects, and level design.

Program Outcomes

Graduates of this program will be able to:

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.

INFORMATION SYSTEMS TECHNOLOGY – GAMING & MOBILE APPS - A.A.S.

Course Sequence

First Semester

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
AST 114	[1]Keyboarding for Computer Usage	2	0	2	2
ITE 115	Intro to Computer Applns & Concepts	3	0	3	3
ITP 100	Software Design	3	0	3	3
ITP 160	Intro Game Design & Development	3	0	3	3
MTH 121	Fundamentals of Math I *(or approved sub)*	3	0	3	3
SDV 100	College Success Skills	1	0	1	1
	Total	**15**	**0**	**15**	**15**

Second Semester

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
ART 180	Intro to Computer Graphics *(or approved graphics course)*	3	0	3	3
ECO 120	Survey of Economics	3	0	3	3
ITP 136	C# 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

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
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

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
BUS 100	Introduction to Business	3	0	3	3
BUS 236	Communication in Management	3	0	3	3
ITD 120	Design Concepts for Mobile Apps	4	0	4	4
ITP 214	Windows Mobile Development	4	0	4	4
ITP 265	Application of Modeling & Simulation	4	0	4	4
	Total	**18**	**0**	**18**	**18**

1 Students having prior keyboarding experience may request testing out.

INFORMATION SYSTEMS TECHNOLOGY – NETWORK ENGINEER - A.A.S.

PROGRAM INFO

Minimum credits: 66

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

Career opportunities: Computer Support Specialist: **$28,990-81,260** Job growth: **12%** from 2014 to 2024

Network Systems Administrator: **$47,460-124,090** Job growth: **8%**

Data Communications Specialist: **$31,700-81,430** Job growth: **8%**

Network Administrator: **$46,280-62,450** Job growth: **8%**
Median salaries & job growth nationwide as of 2015. BLS.gov

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

Program emphasizes designing, creating, and maintaining local area networks and wide area networks, including topics in Software Management, Voice Telephony Services, Switches, Firewalls, Routers, Servers, Workstations, and Virtualization Technologies. Virtualization courses include VMware ICM, O&S, Virtual Desktop Infrastructure, Hyper-V, and SAN and NAS Storage Technologies.

Program Outcomes

Graduates of this program will be able to:

1. Implement Information Technology skills required by software applications.
2. Apply methodologies to stay current in IT offerings, trends, and certifications.
3. Apply analytical and problem solving skills for computer system designs, planning, and support.
4. Design, code, test, debug, and document software needed for computer system implementation and maintenance.
5. Apply current IT industry standards, protocols, and techniques.
6. Use instructional applications and material which could lead to industry certifications.

Industry Certifications:

- Cisco Certified Entry Technician (CCENT)
- Cisco Certified Network Associate (CCNA)
- Microsoft Technology Associate (MTA) Networking & Server
- CompTIA A+ Hardware & Software
- Microsoft Certified Professional (MCP)
- Microsoft Certified Solutions Associate (MCSA) Windows Server
- VMware Certified Associate (VCA)

INFORMATION SYSTEMS TECHNOLOGY – NETWORK ENGINEER - A.A.S.

Course Sequence

First Semester

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
AST 114	[1]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 sub)*	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	Communications in Management	3	0	3	3
ECO 120	Survey of Economics	3	0	3	3
ITN 102	Intro 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	Humanities Elective	3	0	3	3
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

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	Voiceover IP/Digital Communications	3	0	3	3
	Total	**14**	**2**	**16**	**15**

1 Students having prior keyboarding experience may request testing out.

INFORMATION SYSTEMS TECHNOLOGY – SOFTWARE DEVELOPMENT - A.A.S.

PROGRAM INFO

Minimum credits: 68

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

Career opportunities: Graduates may enter the job market immediately or increase their earning potential by transferring to a four-year university to earn a bachelor's in information technology.

Software Developer:
$52,000-63,204
Job growth:
17% from 2014 to 2024

Computer Programmer:
$39,798-79,840
Median salaries & job growth nationwide as of 2015. BLS.gov

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

Program focuses on designing, creating, and maintaining desktop software. Coursework includes analyzing problems, creating solutions, writing code, testing solutions/programs, project management, production aspects, and updating projects. Students will learn core problem-solving skills, known as the "six steps to program problem-solving," and how to use integrated development environments in today's market.

Program Outcomes

Graduates of this program will be able to:

1. Implement Information Technology skills required by software applications.
2. Apply methodologies to stay current in IT offerings, trends, and certifications.
3. Apply analytical and problem-solving skills for computer system designs, planning, and support.
4. Design, code, test, debug, and document software needed for computer system implementation and maintenance.
5. Apply current IT industry standards, protocols, and techniques.
6. Use instructional applications and material which could lead to industry certifications.

Industry Certifications:

Students can sit for the Java Foundations certification after the first semester and the Java SE 7 Programmer (1Z0-803) after the second semester.

INFORMATION SYSTEMS TECHNOLOGY – SOFTWARE DEV. - A.A.S.

Course Sequence

First Semester

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
AST 114	[1]Keyboarding 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
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	**16**	**2**	**18**	**17**

Second Semester

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 sub)*	3	0	3	3
	Total	**16**	**0**	**16**	**16**

Third Semester

ITP 136	C# Programming	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	**19**	**0**	**19**	**19**

Fourth Semester

BUS 236	Communication in Management	3	0	3	3
ITP 244	ASP.NET Programming	4	0	4	4
ITN 109	Internet and Network Foundations	3	0	3	3
ITP 170	Project Management	3	0	3	3
HUM	Humanities Elective	3	0	3	3
	Total	**16**	**0**	**16**	**16**

1 *Students having prior keyboarding experience may request testing out.*

INFORMATION TECHNOLOGY SUPPORT SPECIALIST - Career Studies Certificate

PROGRAM INFO

Minimum credits: 18

Length: 2 semesters

Career opportunities:
Computer Support Specialist: **$28,990-81,260**
Job growth: **12%** from 2014 to 2024

Network Systems Admin: **$47,460-124,090**
Job growth: **8%**

Data Communications Specialist: **$31,700-81,430**
Job growth: **8%**

Network Administrator: **$46,280-62,450**
Job growth: **8%**
Median salaries & job growth nationwide as of 2015. BLS.gov

Industry Certifications:

- CompTIA A+
- CompTIA Network+
- CompTIA Server+
- CompTIA Cloud+
- CompTIA Security+

Division: BEIT
Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

Program is designed for existing information system employees who wish to upgrade their skills to include CompTIA industry certifications, or for individuals with previous computing systems-related experience contemplating a career change. Due to the level of knowledge required for the courses in this CSC, candidates must have previous knowledge, either through workforce experience or college courses, to be determined by the instructor.

Program Outcomes

Graduates will demonstrate competency in:

1. Fundamentals of PC hardware & peripherals, mobile device hardware, networking & trouble-shooting hardware & network connectivity issues.
2. How to install & configure operating systems including Windows, iOS, Android, Apple OS X & Linux; security; the fundamentals of cloud computing; & operational procedures.

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
ITN 106	Microcomputer Operating Sys.	3	0	3	3
ITN 107	Personal Computer Hardware & Troubleshooting	3	0	3	3
ITN 201	Administration & Mgmt 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**

*MOBILE APPLICATION DEVELOPMENT - CSC

*Pending approval for Fall 2017 start-up

Program Outcomes

Graduates of this program will be able to:

1. Apply analytical and problem-solving skills for mobile system design, planning, and support.
2. Design, code, test, debug, and document software needed for mobile system implementation and maintenance.

Course Sequence	Lecture Hrs	Lab Hours	Hrs in Class	Credits
ITP 100 Software Design	3	0	3	3
ITP 120 Java Programming **OR**				
ITP 136 C# Programming I	4	0	4	4
lTD 120 Design Concepts for Mobile App **OR**				
ITP 214 Windows Mobile Development	4	0	4	4
ITP 224 Mobile Java ME **OR**				
ITP 215 XML Web Services	4	0	4	4
ITP 226 Mobile Java Android Development **OR**				
ITP 236 C# Programming II	4	0	4	4
Total	**19**	**0**	**19**	**19**

*Students who wish to concentrate on **Java programming** language will take ITP 100, ITP 120, ITD 120, ITP 224, and ITP 226, and will have the opportunity to sit for the Android Application Development exam.

*Students who wish to concentrate on **C# programming** language will take ITP 100, ITP136, ITP 214, ITP 215, and ITP 236. The students will have the opportunity to sit for the C# Microsoft Technology Associate exam.

PROGRAM INFO

Minimum credits: 19

Length: 2 semesters

Career opportunities:
Software Developer:
$52,000-63,204
Job growth:
17% from 2014 to 2024

Multimedia Artist or Animator:
$38,520-65,300
Job growth: **6%**
Median salaries & job growth nationwide as of 2015. Source: BLS.gov

Industry Certifications:
Students may sit sit for the Java SE 7 Programmer (1Z0-803) and others depending on the track chosen (Java or C#).

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

NETWORK TECHNOLOGY - CSC

Program Integration: Courses directly transfer into the Networking A.A.S. degree or into other networking CSCs.

Program Outcomes

Graduates of this program will be able to:

1. Implement Information Technology skills required by software applications.
2. Apply methodologies to stay current in IT offerings, trends, and certifications.
3. Apply analytical and problem-solving skills for computer system designs, planning, and support.
4. Design, code, test, debug, and document software needed for computer system implementation and maintenance.
5. Apply current IT industry standards, protocols, and techniques.
6. Use instructional applications and material which could lead to industry certifications.

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
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 & Repair	3	0	3	3
ITN 102	Intro to Networked Client OS	3	2	5	4
ITN 103	Admin. of Networked Servers	3	2	5	4
ITN 104	Maintaining Servers - Network Infrastructure	3	2	5	4
	Total	**18**	**10**	**28**	**23**

Advanced standing credit may be awarded to students who demonstrate proficiency or prior certification in Microsoft Windows or Linux Desktop Operating Systems.

NETWORKING TECHNOLOGY FUNDAMENTALS - CSC

Program allows dual enrollment high school students or adults entering the IT Networking field to develop basic skills in routing, switching, basic PC software installation and hardware repair.

Program Integration:

This program provides credits towards the A.A.S. Networking Degree, the Networking with Cisco CSC, and the IT Support Specialist CSC.

Program Outcomes

Graduates of this program will demonstrate:

1. Preparation to earn the Cisco Certified Entry Networking Technician Certification
2. Preparation to earn the CompTIA A+ Certification
3. An understanding of IT Certifications and their role in their career
4. Preparation for entry-level employment in the field of IT

Course Sequence		Lecture Hours	Lab Hours	Hours in Class	Credits
ITN 106	Microcomputer Operating Systems	3	0	3	3
ITN 154	Network Fundamentals - Cisco Semester I	3	2	5	4
ITN	Elective	2	0	2	2
ITN 155	Introductory Routing - Cisco Semester II	3	2	5	4
ITN 107	Troubleshooting	3	0	3	3
	Total	**14**	**4**	**18**	**16**

NETWORK VIRTUALIZATION TECHNOLOGIES - CSC

PROGRAM INFO

Minimum credits: 16

Length: 2 semesters (1 year), based on a part-time schedule.

Career opportunities:
Computer Network Architect:
$56,230-155,250
Job growth: **9%** from 2014-2024

Network Systems Admin:
$47,460-124,090
Job growth: **8%**

Computer Support Specialist:
$28,990-81,260
Job growth: **12%**

Median salaries nationwide as of 2015. Source: BLS.gov

Industry Certifications:
VMware VCA and VCP, NetApp Storage.

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

Program is designed for employees in the information systems field who wish to learn how virtualization works and how it can benefit their organization. Due to the level of knowledge needed, students must have completed ITN-103 or provide industry certification relative to the material contained within the course, as determined by the program instructor.

Program Integration:

This CSC provides credits towards the A.A.S. Networking Degree and Cyber Security Certificate.

Program Outcomes

Graduates of this program will demonstrate:

1. Preparation to earn the VMware VCA and VCP certifications
2. Preparation to earn the NetApp Storage certification
3. An understanding of IT certifications and their role in a successful career
4. Preparation for employment in the IT field

Course Sequence	Lecture Hrs	Lab Hours	Hrs in Class	Credits
First Semester				
ITN 254 Virtual Infrastructure: Installation & Configuration	4	0	4	4
ITN 213 Information Storage & Mgmt	4	0	4	4
Total	**8**	**0**	**8**	**8**
Second Semester				
ITN 255 Virtual Infrastructure: Deployment & Analysis	4	0	4	4
ITN 231 Desktop Virtualization	4	0	4	4
Total	**8**	**0**	**8**	**8**

NETWORKING WITH CISCO/CCNA - CSC

Program gives an understanding of the various components of CISCO networking through four levels of CICSO courses. Coursework prepares graduates to earn industry certification and gain additional expertise in networking through the use of CISCO.

Program Outcomes

Graduates of this program will be able to:

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 Sequence

(All courses are CISCO-based)

Course Sequence	Lecture Hrs	Lab Hours	Hrs in Class	Credits
ITN 154 Network Fundamentals	3	2	5	4
ITN 155 Introductory Routing	3	2	5	4
ITN 156 Basic Switching & Routing	3	2	5	4
ITN 157 WAN Technologies	3	2	5	4
Total	**12**	**8**	**20**	**16**

SCIENCE - COMPUTER SCIENCE
Associate in Arts & Science

This transfer program is similar to the A.A.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 have sufficient flexibility to select courses appropriate to the requirements of their intended transfer institution. Students should complete a DCC program comparable to the first two years of the program at the transfer institution.

Program Outcomes

Graduates of this program will be able to:
1. Understand how the disciplines of science and math differ from other disciplines.
2. Conduct experiments, record and interpret data.
3. Understand 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.

1 Students 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 & GOL106 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.

2. Acceptable 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; ENG 253-254 Survey of African-American Literature I-II.

SCIENCE - COMPUTER SCIENCE
Associate in Arts & Science

Suggested course sequence

		Lecture Hours	Lab Hours	Hours in Class	Credits
First Semester					
ENG 111	College Composition I	3	0	3	3
SDV 100	College Success Skills	1	0	1	1
MTH 166	Precalculus with Trigonometry	4	0	4	4
CSC 205	Computer Organization	4	0	4	4
	[1] Natural Lab Science	3	3	6	4
	Total	**15**	**3**	**18**	**16**
Second semester					
ENG 112	College Composition II	3	0	3	3
HIS	History Elective I	3	0	3	3
	[1]Natural Lab Science II	3	3	6	4
	[2] LIterature Elective I	3	0	3	3
	[3] Social Science Elective I	3	0	3	3
	Total	**15**	**3**	**19**	**16**
Third Semester					
CSC 201	Computer Science I	4	0	4	4
MTH 173	Calculus I	4	0	4	4
	[1]Natural Lab Science II	3	3	6	4
HIS	History Elective II	3	0	3	3
	Total	**14**	**3**	**17**	**15**
Fourth Semester					
CSC 202	Computer Science II	4	0	4	4
MTH 174	Calculus II	4	0	4	4
	[2] Literature II	3	0	3	3
	[3] Social Science Elective II	3	0	3	3
	Total	**14**	**0**	**14**	**14**

3. Students must complete a full year of social science coursework 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 201 and SOC 202, or PSY 200 and 1 sophomore-level psychology course excluding PSY 201 and PSY 202

SOFTWARE DEVELOPMENT - CSC

Program focuses on designing, creating, & maintaining desktop software. Topics include analyzing problems, creating solutions, writing code, testing solutions & programs, project management, production aspects, and updating projects.

Program Integration:

Credits earned in this CSC may be counted towards the IST Software Development A.A.S. degree.

Program Outcomes

Graduates of this program will be able to:

1. Implement Information Technology skills required by software applications.
2. Apply methodologies to stay current in IT offerings, trends, and certifications.
3. Apply analytical and problem-solving skills for computer system designs, planning, and support.
4. Design, code, test, debug, and document software needed for computer system implementation and maintenance.
5. Apply current IT industry standards, protocols, and techniques.
6. Use instructional applications and material which could lead to industry certifications.

Course Sequence	Lecture Hrs	Lab Hours	Hrs in Class	Credits
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**

WEBSITE DESIGN - CSC

Program Outcomes

Graduates of this program will be able to:

1. Design, code, test, debug, and document software needed for computer system implementation and maintenance.
2. Use instructional applications and material which could lead to industry certifications.

Industry Certifications:

- CIW Site Development Associate
- CIW Advanced HTML5
- CSS3 Specialist certifications

Course Sequence	Lecture Hrs	Lab Hours	Hrs in Class	Credits
First Semester				
ITD 110 Web Page Design I (HTML)	3	0	3	3
ITP 112 Designing Web Page Graphics	3	0	3	3
MKT 281 Princ. of Internet Marketing	3	0	3	3
Total	**9**	**0**	**9**	**9**
Second Semester				
ITD 115 Web Page Design & Site Mgmt	3	0	3	3
ITD 210 Web Page Design II	3	0	3	3
ITD 198 Seminar and Project	1	0	1	1
Total	**7**	**0**	**7**	**7**

PROGRAM INFO

Gain valuable skills in website design, creation, & deployment in a relatively short time period. Topics include design of websites & web graphics; website management; principles of internet marketing; & a final seminar/project.

Minimum credits: 16

Length: 2 semesters part-time

Career opportunities: Website Designer/ Developer: **$66,130**

Job growth: **27%** from 2014 to 2024

Median salaries & job growth nationwide as of 2015. BLS.gov

Division: BEIT

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

WEBSITE PROGRAMMING - CSC

Program Outcomes

Graduates of this program will be able to:

1. Design, code, test, debug, and document software needed for computer system implementation and maintenance.
2. Use instructional applications and material which could lead to industry certifications.

Industry Certifications:

- CIW Site Development Associate
- CIW Database Specialist
- CIW Javascript Specialist

| Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
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**

Criminal Justice & Public Safety programs

These programs prepare graduates to work in law enforcement, corrections, public safety, or in private security/investigations firms.

DCC's Cyber Crime Investigation program has been recognized by the **Department of Homeland Security** and **National Security Agency.** DCC was designated as a **National Center of Academic Excellence in Cyber Defense Two-Year Education (CAE2Y)** in 2016, **the first rural community college in Virginia** to achieve this honor!
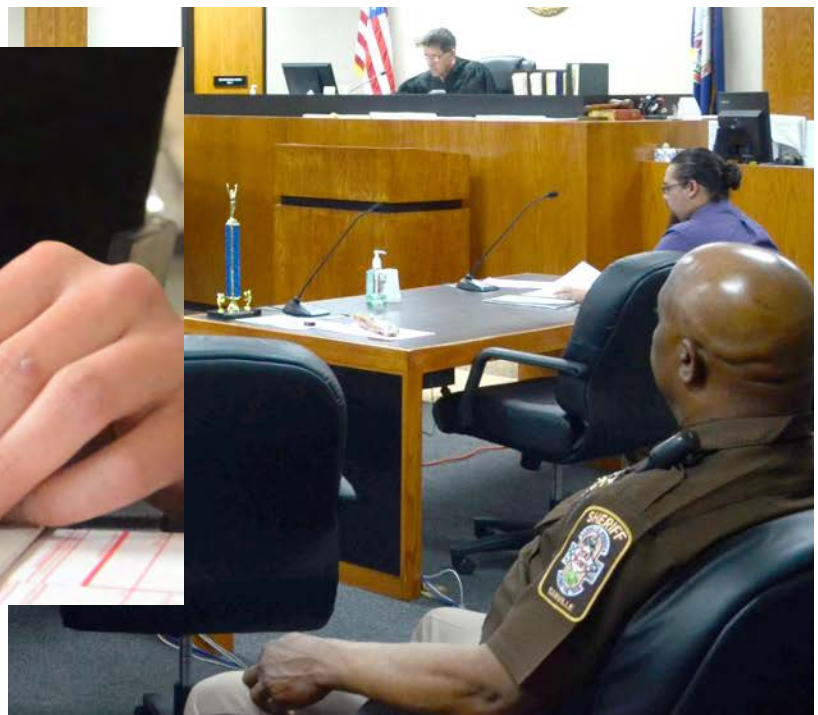
ADMINISTRATION OF JUSTICE - Associate of Applied Science

PROGRAM INFO

Choose one of three degree specializations:

Corrections

Law Enforcement

Private Security (Protective Services)

Minimum credits: 67-68

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

Division: Arts & Sciences

Contact: 434.797.8462 or 434.797.8402

For course descriptions, visit danville.edu/catalog

NOTE: An extensive background investigation will be conducted by criminal justice agencies before hiring. Anyone who has been convicted of a felony or any offense involving moral turpitude or violence should consult with the faculty advisor to determine if enrollment in this program is appropriate.

Administration of Justice (ADJ) programs are designed to prepare individuals for careers in public safety. The A.A.S. degree does not substitute for attendance at a basic police academy required by Virginia's local and state law enforcement agencies.

Students who plan to transfer DCC courses into a four-year program in criminal justice/administration of justice are strongly urged to consult with their faculty advisor and the counseling office for course selection. Transferability of ADJ coursework to four-year colleges or universities is contingent on the academic credit transfer policies of those institutions.

Admission Requirements: In addition to general college admission requirements, requirements for employment at criminal justice agencies may include:

- Excellent physical and mental health;
- Normal hearing and color vision. Eye functions must be normal (visual acuity must not be less than 20/40 in either eye without correction);
- Weight should be in proportion to height;
- Excellent moral character;
- No conviction of any crime involving moral turpitude or conviction of any felony;
- An excessive number of traffic citations would be cause to exclude an applicant from consideration by most agencies;
- U.S. citizenship.

ADMINISTRATION OF JUSTICE - Associate of Applied Science

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

Instructional delivery:

Certain courses are available online, including ADJ 100 (Survey of Criminal Justice), ADJ 116 (Special Enforcement Topics), ADJ 130 (Criminal Law), ADJ 140 (Introduction to Corrections), ADJ 145 (Corrections and the Community), ADJ 150 (Introduction to Security Administration), ADJ 161 (Introduction to Computer Crime), ADJ 215 (Report Writing), ADJ 227 (Constitutional Law), ADJ 234 (Terrorism and Counter-Terrorism), ADJ 257 (Loss Prevention).

CAREER OPPORTUNITIES BY SPECIALIZATION:

Corrections

Corrections Officer/Jailer:
$34,610
Job growth: **4%**
between 2014-2024

Law Enforcement

Police/Sheriff's Patrol Officer:
$40,600
Job growth: **4%**

Detective/Criminal Investigator:
$51,670
Job growth: **4%**

Protective Services

Private Detective:
$45,610
Job growth: **5%**

Security Guard:
$32,780
Job growth: **5%**

*2015 Median salaries & job growth nationwide. Source: BLS.gov

ADMINISTRATION OF JUSTICE - Associate of Applied Science

Program Outcomes

Graduates 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 the 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 profits associated with criminal enterprises;

6. Knowledge of stress reduction techniques including a 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 communication skills; and

10. Excellent information literacy skills.

Course Sequence notes:

1 e.g. SPA 150, Spanish for Law Enforcement
2 Students may substitute CST 100 here if required by the transfer school.
3 SOC 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.
4 Students intending to transfer should take a lab science and at least MTH 151 (Mathematics for Liberal Arts I).
5 BUS 147 (Intro to Business Information Systems) is recommended if the student intends to transfer to a four-year college or university.

ADMINISTRATION OF JUSTICE - Associate of Applied Science

CORRECTIONS SPECIALIZATION Course Sequence

		Lecture Hours	Lab Hours	Hours in Class	Credits
First semester					
SDV 100	College Success Skills	1	0	1	1
ENG 111	English Composition I	3	0	3	3
SOC 200/201	Principles of Sociology **OR** [3]Intro to Sociology I	3	0	3	3
ADJ 100	Survey of Criminal Justice	3	0	3	3
ADJ 130	Introduction to Criminal Law	3	0	3	3
ADJ 140	Introduction to Corrections	3	0	3	3
	Total	**16**	**0**	**16**	**16**
Second Semester					
NAS 105	[4]Natural Science Topics for Modern Society **OR** [4]Other approved Lab or Math course	3-4	0-3	3-7	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**	**0-3**	**18-22**	**18-19**
Third Semester					
PSY 200/201	Principles of Psych. **OR** Intro to Psychology I	3	0	3	3
	Non-ADJ Elective	3	0	3	3
SPA 103	Basic Spoken Spanish **OR** 1 Approved 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					
HUM 165	Controversial Issues				
CST 100	**OR** [2]Principles of Public Speaking	3	0	3	3
	[5]Approved 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**

ADMINISTRATION OF JUSTICE - Associate of Applied Science

LAW ENFORCEMENT SPECIALIZATION Course Sequence

		Lecture Hours	Lab Hours	Hours in Class	Credits
First semester					
SDV 100	College Success Skills	1	0	1	1
ENG 111	English Composition I	3	0	3	3
SOC 200/201	Principles of Sociology **OR** [3]Intro to Sociology I	3	0	3	3
ADJ 100	Survey of Criminal Justice	3	0	3	3
ADJ 130	Introduction to Criminal Law	3	0	3	3
ADJ 116	Special Enforcement Topics	3	0	3	3
	Total	**16**	**0**	**16**	**16**
Second Semester					
NAS 105	[4]Natural Science Topics for Modern Society				
	OR [4]Other approved Lab or Math course	3-4	0-3	3-7	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 236	Principles of Criminal Investigation	3	0	3	3
	Total	**18-19**	**0-3**	**18-22**	**18-19**
Third Semester					
PSY 200/201	Principles of Psych. **OR** Intro to Psychology I	3	0	3	3
	Non-ADJ Elective	3	0	3	3
SPA 103	Basic Spoken Spanish				
	OR 1 Approved 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					
HUM 165	Controversial Issues				
CST 100	**OR** [2]Principles of Public Speaking	3	0	3	3
	[5]Approved 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**

ADMINISTRATION OF JUSTICE - Associate of Applied Science

PROTECTIVE SERVICES SPECIALIZATION Course Sequence

		Lecture Hours	Lab Hours	Hours in Class	Credits
First semester					
SDV 100	College Success Skills	1	0	1	1
ENG 111	English Composition I	3	0	3	3
SOC 200/201	Principles of Sociology **OR** [3]Intro to Sociology I	3	0	3	3
ADJ 100	Survey of Criminal Justice	3	0	3	3
ADJ 130	Introduction 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	[4]Natural Science Topics for Modern Society				
	OR [4]Other approved Lab or Math course	3-4	0-3	3-7	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**	**0-3**	**18-22**	**18-19**
Third Semester					
PSY 200/201	Principles of Psych. **OR** Intro to Psychology I	3	0	3	3
	Non-ADJ Elective	3	0	3	3
SPA 103	Basic Spoken Spanish				
	OR 1 Approved 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				
CST 100	**OR** [2]Principles of Public Speaking	3	0	3	3
	[5]Approved 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**

LAW ENFORCEMENT - Certificate

PROGRAM INFO

This certificate is designed to meet the short-term training needs of existing employees in law enforcement and associated fields.

Minimum credits: 44

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

Division: Arts & Sciences

Contact: 434.797.8462 or 434.797.8402

For course descriptions, visit danville.edu/catalog

NOTE: All courses must be approved by the division Program Advisor. Graduates of law enforcement training programs may receive advanced standing credit for some requirements. Students must be enrolled in the ADJ program to have previous law enforcement training evaluated.

Program Outcomes: Graduates 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 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 communication skills; and

10. Excellent information literacy skills.

LAW ENFORCEMENT - Certificate

Course Sequence		Lecture Hours	Lab Hours	Hours in Class	Credits
First semester					
SDV 100	College Success Skills	1	0	1	1
ENG 111	College 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					
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 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	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 171	Forensic Science I	3	3	6	4
SOC 236	Criminology	3	0	3	3
HLT 116	Personal Wellness	3	0	3	3
	Total	**12**	**3**	**15**	**13**

PROTECTIVE SERVICES - Certificate

Program Outcomes: Graduates 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 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 communication skills; and

10. Excellent information literacy skills.

PROGRAM INFO

This certificate is designed to meet the short-term training needs of existing employees in private security and protective services.

Minimum credits: 43

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

Division: Arts & Sciences

Contact: 434.797.8462 or 434.797.8402

For course descriptions, visit danville.edu/catalog

NOTE: All courses must be approved by the division Program Advisor. Graduates of protective services and private security programs may receive advanced standing credit for some requirements. Additional course credits may be received for relevant and qualified in-service training courses. Students must be enrolled in the ADJ program to have previous corrections officer/jailer training evaluated.

PROTECTIVE SERVICES - Certificate

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
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					
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 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	Introduction to Psychology	3	0	3	3
ADJ 150	Introduction to Security Administration	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 257	Loss Prevention	3	0	3	3
SOC 236	Criminology	3	0	3	3
HLT 116	Personal Wellness	3	0	3	3
	Total	**12**	**0**	**12**	**12**

CORRECTIONS - Certificate

Program Outcomes: Graduates 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 cyber crime, or reap huge profits associated with criminal enterprises;

6. Knowledge of stress reduction techniques including a 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 communication skills; and

10. Excellent information literacy skills.

CORRECTIONS - Certificate

CORRECTIONS SPECIALIZATION Course Sequence

	Lecture Hours	Lab Hours	Hours in Class	Credits
First semester				
SDV 100 College Success Skills	1	0	1	1
ENG 111 College Composition I	3	0	3	3
SOC 200 Principles of Sociology	3	0	3	3
ADJ 100 Survey of Criminal Justice	3	0	3	3
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 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	3	0	3	3
ADJ 140 Introduction to Corrections	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 and 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**

CYBER CRIME INVESTIGATION - Certificate

PROGRAM INFO

The Cyber Crime Investigation Certificate is designed to improve the career skills of existing law enforcement and security employees.

Minimum credits: 38

Length: 4 semesters part-time.

Division: Arts & Sciences

Contact: 434.797.8462 or 434.797.8402

For course descriptions, visit danville.edu/catalog

Note: 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.

Program Outcomes:

Graduates will demonstrate the ability 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.
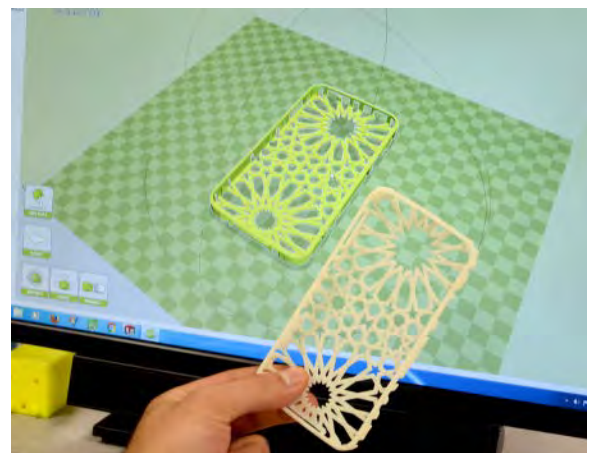
CYBER CRIME INVESTIGATION - Certificate

Course Sequence

		Lecture Hours	Lab Hours	Hours in Class	Credits
First semester					
SDV 100	College Success Skills	1	0	1	1
ENG 111	College Composition I	3	0	3	3
PSY 200	Principles of Psychology	3	0	3	3
ADJ 100	Survey of Criminal Justice	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**

Drafting, Design, & Engineering programs

DCC's Drafting and Engineering programs offer training in variety of stages in the design to implementation process of various types of projects, from construction to machinery to parts. The Engineering – Associate of Science degree provides students with the first two years of a bachelor's degree and is designed to transfer to a four-year university.

ADVANCED PRODUCT DESIGN & DEVELOPMENT - CSC

This CSC is designed to prepare students to design, engineer, and produce a product utilizing wood as a primary design medium and incorporating CAD/CAM/CNC technology. Students will learn the basics of hand tool usage & maintenance, functional & aesthetic design, computer-aided drafting, problem-solving, managing materials, & product design & production.

Program Outcomes

Graduates of this program will demonstrate knowledge of the following:

1. Knowledge of use and care of hand and power tools used in the industry
2. Knowledge of materials used in various forms of manufacturing
3. Knowledge of CAD/CAM/CNC technology as used in product design and manufacturing
4. Knowledge of problem solving techniques
5. Knowledge of functional and aesthetic design skills used in consumer targeted manufacturing .

Note: MTE 1,2,3 prerequisite required for CAD 233.

Course Sequence

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
IND 137	Team Concepts & Problem Solving	3	0	3	3
BLD 105	Shop Practices & Procedures	1	2	3	2
IND 161	Product Design & Dev. 1	1	8	9	5
IND 162	Product Design & Dev. 2	1	8	9	5
CAD 233	Computer Aided Drafting 3	2	2	4	3
ART 131	Fundamentals of Design	2	4	6	3
		10	**24**	**34**	**21**

APPLIED ENGINEERING TECHNOLOGY - Associate of Applied Science

Applied Engineering Technology is a two-year curriculum combining a basic core of engineering courses drawn from 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.

Program integration:

Students earning the Applied Engineering Technology A.A.S. can complete the Computer Aided Drafting and Design Technology diploma by completing seven additional courses.

Industry Certifications:

Solidworks CSWA - Academic

Program Outcomes

Graduates of this program will be able to:

1. Design, draw and build a model bridge then test the structural strength with the department's structure tester.
2. Develop, design, create a drawing package, and fabricate a 3-dimensional working model of a functioning mechanical system.

APPLIED ENGINEERING TECHNOLOGY - Associate of Applied Science

Course Sequence

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
First semester					
SDV 100	COLLEGE SUCCESS SKILLS	1	0	1	1
DRF 114	DRAFTING I	1	9	10	4
MEC 100	INTRO ENGINEERING	1	2	3	2
MAC 131	MACHINING TECHNOLOGY	1	3	4	2
SDV 198	ELECTRONIC PORTFOLIOS	1	0	1	1
MTH 166	PRECALCULUS W/TRIGONOMETRY	4	0	4	4
	Total	**9**	**14**	**23**	**14**
Second Semester					
MEC 111	MATERIALS FOR INDUSTRY	3	0	3	3
CAD 201	CAD I /AUTOCAD	2	2	4	3
MTH 271	APPLIED CALCULUS	3	0	3	3
ITE 140	SPREADSHEETS	3	0	3	3
ENG 111	COLLEGE COMPOSITION	3	0	3	3
	Total	**14**	**2**	**16**	**15**
Third Semester					
CAD 233	CAD 3/SOLIDWORKS	2	2	4	3
MAC 126	INTRO TO CNC / FEATURECAM	2	2	4	3
PHY 130	TECHNICAL PHYSICS	2	2	4	3
MEC 131	MECHANICS I	3	0	3	3
	Total	**9**	**6**	**15**	**12**
Fourth Semester					
MEC 132	MECHANICS II	3	0	3	3
MEC 265	FLUID MECHANICS	3	0	3	3
MEC 126	PROGRAMMING / VISUAL BASIC	1	2	3	2
PHYS ED	ELECTIVE	1	0	1	1
ETR 115	AC/DC FUNDAMENTALS	3	0	3	3
	Total	**11**	**2**	**13**	**12**
Fifth Semester					
MEC 211	MACHINE DESIGN I	3	2	5	4
PSY/SOC/HUM	ELECTIVE	3	0	3	3
HUM	ELECTIVE	3	0	3	3
CST 100	PUBLIC SPEAKING	3	0	3	3
	Total	**12**	**2**	**14**	**13**

COMPUTER AIDED DRAFTING & DESIGN TECHNOLOGY - Diploma

The Computer Aided Drafting and Design program takes students from entry-level computer aided design through complex 3D mechanical and residential design and fabrication. Students will become proficient in the use of several top design software programs including AutoCAD, Solidworks, Chief Architect, and FeatureCAM. Students will apply math, physics, and reverse engineering in the design process, gain fabrication experience with industrial materials, and build physical design models of their designs using several different 3D printers.

Program Outcomes

Graduates of this program will be able to:

1. Design, draw, and fabricate a prototype of a design project using drafting equipment.

2. Develop, design, create a CAD drawing package, and fabricate a 3D working model of a functioning mechanical system.

3. Design, draw, and fabricate a prototype of several design projects using CAD programs.

4. Work in teams to survey a traverse and create a plat from field data.

5. Design, graphically represent, and present a plan of a mechanical system created in a CAD program to the Drafting/Applied Engineering Advisory Committee.

COMPUTER AIDED DRAFTING & DESIGN TECHNOLOGY - Diploma

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
First semester					
SDV 100	COLLEGE SUCCESS SKILLS	1	0	1	1
DRF 114	DRAFTING I	1	9	10	4
MEC 100	INTRO ENGINEERING	1	2	3	2
MAC 131	MACHINING TECHNOLOGY	1	3	4	2
SDV 198	ELECTRONIC PORTFOLIOS	1	0	1	1
MTH 121	FUNDAMENTALS OF MATH	3	0	3	3
MEC 126	PROGRAMMING / VISUAL BASIC	1	2	3	2
ENG 111	COLLEGE COMPOSITION	3	0	3	3
	Total	**12**	**16**	**28**	**18**
Second Semester					
MEC 111	MATERIALS FOR INDUSTRY	3	0	3	3
CAD 201	CAD I /AUTOCAD	2	2	4	3
MTH 163	PRECALCULUS W/TRIG	3	0	3	3
CIV 171	SURVEYING	2	3	5	3
ARC 121	ARCHITECTURAL DRAFTING	2	2	4	3
	Total	**12**	**7**	**19**	**15**
Third Semester (SUMMER)					
CAD 233	CAD 3/SOLIDWORKS	2	2	4	3
MAC 126	INTRO TO CNC / FEATURECAM	2	2	4	3
PHY 130	TECHNICAL PHYSICS	2	2	4	3
MEC 131	MECHANICS I	3	0	3	3
	Total	**9**	**6**	**15**	**12**
Fourth Semester					
MEC 132	MECHANICS II	3	0	3	3
MEC 265	FLUID MECHANICS	3	0	3	3
CAD 116	DRAFT III	1	4	5	3
	TECH ELECTIVE	2	0	2	2
ECO 100/120/201	ECONOMICS	3	0	3	3
	Total	**12**	**4**	**16**	**14**
Fifth Semester					
MEC 211	MACHINE DESIGN I	3	2	5	4
CAD 202	CAD II / SOLIDWORKS	2	2	4	3
CAD 210	AD TECH DRF	1	6	7	4
CAD 298	SEMINAR PROJECT	1	2	3	2
	Total	**7**	**12**	**19**	**13**

DRAFTING TECHNOLOGY - Certificate

Students will apply math, physics, and reverse engineering in the design process, gain fabrication experience with industrial materials, and build physical design models of their designs using 3D printers.

Program Outcomes

Graduates of this program will be able to:

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 Sequence

		Lecture Hours	Lab Hours	Hours in Class	Credits
First semester					
SDV 100	COLLEGE SUCCESS SKILLS	1	0	1	1
DRF 114	DRAFTING I	1	9	10	4
ENG 111	COLLEGE COMPOSITION	3	0	3	3
MTH 121	FUNDAMENTALS OF MATH	4	0	4	4
SDV 198	ELECTRONIC PORTFOLIOS	1	0	1	1
MEC 100	INTRO ENGINEERING	1	2	3	2
MAC 131	MACHINING TECHNOLOGY	1	3	4	2
		12	**14**	**26**	**16**
Second Semester					
MEC 111	MATERIALS FOR INDUSTRY	3	0	3	3
CAD 201	CAD I /autocad	2	2	4	3
CIV 171	SURVEYING	2	3	5	3
ARC 121	ARCHITECTURAL DRAFTING	2	2	4	3
	TECH ELECTIVE				2
		9	**7**	**16**	**14**
Third Semester					
CAD 233	CAD 3/Solidworks	2	2	4	3
CAD 199	SUPERVISED STUDY	1	2	3	2
		3	**4**	**7**	**5**

ENGINEERING - Associate of Science

This transfer degree is designed to prepare students for upper-level engineering courses at a four-year college or university. It was 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 curriculum offers a firm foundation in mathematics and natural science. Regardless of their area of specialization, engineers are required to apply principles of math and science, solve problems, create new systems, and envision new processes to meet the demands of a continually evolving global economy.

Program notes:

This program is rigorous. Students must enjoy math and natural science, or at least feel comfortable doing a high level of work in these areas. This is essential in electrical, chemical, mechanical, civil and other engineering sciences that may be the focus of junior and senior level courses. Students who are not prepared in math, in particular, are encouraged to take preparatory courses first and to proceed at a slower pace to increase their likelihood of success.

Program Outcomes: Graduates will demonstrate

1. The ability to apply engineering problem-solving methodology.
2. The ability to apply knowledge of math, sciences & engineering principles to engineering problems.
3. The ability to conduct experiments, & analyze & interpret data.
4. The ability to function in a team & to communicate effectively and professionally.
5. The ability to understand professional & ethical responsibility.

PROGRAM INFO

Minimum credits: 66

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

Transfer opportunities: The Virginia Community College System has guaranteed admission agreements with both UVA and Virginia Tech for successful program graduates. Program courses are also accepted by other Virginia institutions.

Admission requirements vary by institution. Students are urged to familiarize themselves with the requirements of the college to which they intend to transfer and plan course selections with their DCC advisor.

To learn more, visit **danville.edu/transfer**

Division: Arts & Sciences

Contact: 434.797.8402 or 434.797.8462

For course descriptions, visit **danville.edu/catalog**

ENGINEERING - Associate of Science

Course Sequence		Lecture Hours	Lab Hours	Hours in Class	Credits
First Semester					
ENG 111	College Composition I	3	0	3	3
MTH 173*	Calculus w/Analytic Geometry I	4	0	4	4
EGR 120	Introduction to Engineering	1	3	4	2
CHM 111	College Chemistry I	3	3	6	4
EGR 126	Computer Programming for Engineers	3	0	3	3
SDV 101	Orientation to Engineering	1	0	1	1
	Total	**15**	**6**	**21**	**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
	Social Science Elective I	3	0	3	3
	Humanities Elective I	3	0	3	3
	Total	**16**	**3**	**19**	**17**
Fourth Semester					
MTH 279	Ordinary Differential Equations	4	0	4	4
EGR 245**	Engineering Mechanics – Dynamics	3	0	3	3
EGR 246**	Mechanics of Materials	3	0	3	3
	Social Science Elective II	3	0	3	3
	Humanities Elective II	3	0	3	3
	Total	**16**	**0**	**16**	**16**

 *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.
**Students may substitute college-level engineering or supportive discipline courses for engineering disciplines such as electrical engineering to meet requirements. Substitutions must be approved by the division dean and engineering faculty.

Education programs

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 as a teacher's aide immediately after graduation. The Associate in Arts and Science is designed for students who wish to transfer to a four-year university to become a K-12 school teacher. Special scholarship funds are available to childcare providers who wish to further their education at DCC, thanks to a generous donation from the Davenports.

EARLY CHILDHOOD DEVELOPMENT - Career Studies Certificate

This program prepares students to work with children from birth to age 8 using developmentally appropriate practices documented by Virginia Competencies for Early Childhood Professionals. **Scholarships** are available for this program, including the Virginia Child Care Providers scholarship and Project Pathfinders Scholarship (available for working professionals).

Program Integration:

Students desiring to pursue the Associate of Applied Science in Early Childhood Education may use these courses toward the A.A.S. 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 regular college admission requirements, program entry requires a personal interview with the Early Childhood Education Department, as well as meeting the following criteria:

1. Excellent moral character is generally considered prerequisite for employment. Background investigations will be conducted by the college to confirm that students have not been convicted of a crime involving moral turpitude or any felony.

2. Upon program entrance, the student will be responsible for obtaining **and paying for** a criminal background check, fingerprinting, and show a negative TB test.

3. Students must possess sufficient physical strength, flexibility and dexterity to perform education and care routines for children.

EARLY CHILDHOOD DEVELOPMENT - Career Studies Certificate

Program Outcomes:

Graduates will be able to

1. Plan, implement, & evaluate curriculum plans & learning environments for children based on developmental appropriateness & a thorough knowledge of child development.

2. Adhere to Virginia's Standards for Licensed Child Day Centers in the planning & evaluation of classroom & learning environments to ensure the health, safety & nutrition of children.

3. Use appropriate positive guidance strategies with children in their care.

4. Choose project & elective courses, with the help of the program advisor, to tailor learning towards possible career options in early childhood.

Course Sequence		Lecture Hours	Lab Hours	Hours in Class	Credits
SDV 100	College Success Skills	1	0	1	1
CHD 120	Intro to Early Childhood Education	3	0	3	3
CHD 145	Teaching Art, Music & Movement to Children	2	2	4	3
CHD 205	Guiding Behavior of Young Children	3	0	3	3
EDU 235	Health, Safety, & Nutrition for Children	3	0	3	3
CHD 165	Observation & Participation in Early Childhood Settings	1	6	7	3
	Total	**13**	**8**	**21**	**16**

EARLY CHILDHOOD EDUCATION - Associate of Applied Science

PROGRAM INFO

Minimum credits: 67

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

Career opportunities:
Child Care Center Director:
$24,960-41,600
Job growth:
7% from 2014 to 2024

Public School Teacher
Assistant: **$24,900**
Job growth:
7% from 2014 to 2024

Preschool Teacher:
$16,640-27,040
Job growth:
6% from 2014 to 2024

Median salaries & job growth nationwide as of 2015. Source: BLS.gov

Division: Arts and Science

Contact: 434.797.8462 or 434.797.8402

For course descriptions, visit danville.edu/catalog

This program prepares students to work with children from birth to age 8 using developmentally appropriate practices documented by Virginia Competencies for Early Childhood Professionals. Coursework includes child education, behavior management, methods of teaching children, general education and electives. Instruction will include both theoretical concepts and practical applications needed to provide high-quality services for children.

The degree is primarily designed to prepare graduates for immediate employment after completion of DCC studies. 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.

Scholarships are available for this program, including the Virginia Child Care Providers scholarship and Project Pathfinders Scholarship (available for working professionals).

Program Integration:

Students desiring to pursue the Associate of Applied Science in Early Childhood Education may use these courses toward the A.A.S. 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.

Instructional delivery:

About 2/3 of program courses are offered online or as hybrid courses to accommodate working professionals.

EARLY CHILDHOOD EDUCATION - Associate of Applied Science

Admission Requirements:

In addition to regular college admission requirements, program entry requires a personal interview with the Early Childhood Education Department, as well as meeting the following criteria:

1. Excellent moral character is generally considered prerequisite for employment. Background investigations will be conducted by the college to confirm that students have not been convicted of a crime involving moral turpitude or any felony.

2. Upon program entrance, the student will be responsible for obtaining **and paying for** a criminal background check, fingerprinting, and show a negative TB test.

3. Students must possess sufficient physical strength, flexibility and dexterity to perform education and care routines for children.

Program Outcomes:
Graduates 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 Sequence Note: *The addition of BIO 101 – General Biology; PSY 200 – Principles of Psychology; ITE 115 – Introduction to Computer Applications and Concepts; and EDU 200 – Introduction to Teaching as a Profession are recommended for students planning to transfer to four-year institutions.*

EARLY CHILDHOOD EDUCATION - Associate of Applied Science

Course Sequence

	Lecture Hours	Lab Hours	Hours in Class	Credits
First Semester				
SDV 100 College Success Skills	1	0	1	1
CHD 120 Intro to Early Childhood Education	3	0	3	3
ENG 111 College Composition II	3	0	3	3
CST 100 Principles of Public Speaking	3	0	3	3
CHD 145 Teaching Art, Music & Movement to Children	2	2	4	3
CHD 165 Observation & Participation in Early Childhood 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 166 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, & Social Studies for Young Children	2	2	4	3
CHD 119 Introduction to Reading Methods	2	2	4	3
CHD 205 Guiding Behavior of Young Children	3	0	3	3
EDU 235 Health, Safety, & Nutrition for Children	3	0	3	3
CHD 210 Introduction to Exceptional Children	3	0	3	3
CHD 216 Early Childhood Progs., Schools, & 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 Administration of Early Childhood Programs	3	0	3	3
CHD 265 Adv. Observ. & Part. in Early Childhood 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 Approved HUM/FA Elective	3	0	3	3
Total	**16**	**6**	**22**	**18**

LIBERAL ARTS - Pre-Teacher Education Track

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 in Virginia 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 GPA 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.

Length: 4 semesters, when suggested full-time course sequence is followed.

Program Outcomes: 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.

LIBERAL ARTS - Pre-Teacher Education Track

Students should follow the Liberal Arts A.A. & S. program of study ensuring credits in the following courses:

1. ENG 111 College Composition I (3 cred.)

2. ENG 112 College Composition II (3 cred.)

3. CST 110 Intro to Speech Communication (Focus 1) (3 cred.)

4. One sophomore literature class selected from the list below (3 credits):

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 credits):

ART 101

ART 102

ART 105

ART 201

ART 202

MUS 121

MUS 122

6. One of the below pairs of math courses (6 credits):

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 cred.)

8. One of the below pairs of history courses (6 credits):

HIS 121 and HIS 122 **OR**

HIS 101 and HIS 102

9. PLS 135 American National Politics (Social Science) (3 cred.)

10. One of the below economics courses as the Social Science elective (3 cred.):

ECO 201 Principles of Macroeconomics

OR

ECO 202 Principles of Microeconomics

11. Approved Computer Course (3 cred.)

12. BIO 101 General Biology I (4 cred.)

13. BIO 102 General Biology II (4 cred.)

14. Approved health course (2 cred.)

15. SDV 100 College Success Skills (1 cred.)

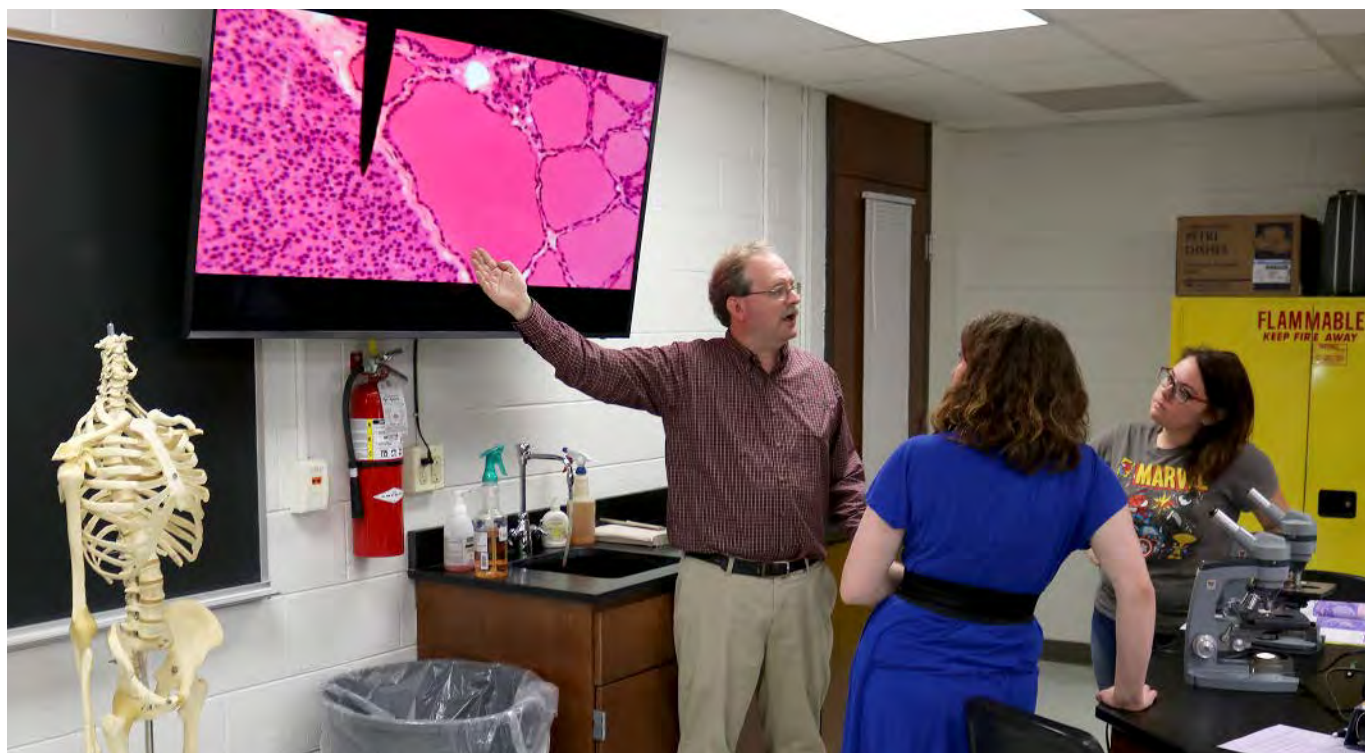16. EDU 200 Introduction to Teaching as a Profession (Focus Course III) (3 cred.)

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

Science & Allied Health programs

These programs, which range in length from one semester to two years, prepare graduates to fill health care jobs that continue to see high growth across the country. Different programs are designed for immediate employment after graduation, or transfer to a four-year college or university.

BASIC DENTAL ASSISTING - CSC

Program Requirements:

Students must earn grades of "C" or higher in all basic dental assisting courses to remain active in program. Students must possess the physical strength and dexterity to perform necessary job duties. There are no exclusions for a criminal record.

Admission Requirements:

1. Satisfactory completion of ENF 1 and/or ENF 2 (if a need for developmental English is indicated by VPT scores. Students whose VPT scores indicate placement in ENF 3/ENG111 are not *required* to complete the ENF 3 developmental English course.

2. Satisfactory completion of MTE 1, 2, and 3 if a need for developmental math units is indicated by VPT scores.

Industry Certifications:

Graduates are eligible to take the Dental Assisting National Board exams for certification in Infection Control and Radiation Safety. However, students are not required to seek certification.

Program Integration:

Dental assisting courses do not transfer into any of DCC's other programs. However, students who plan on applying to DCC's **dental hygiene** program frequently elect to complete the dental assisting program first. While completion of the dental assisting program has no direct effect on a student's chances of being accepted into dental hygiene, students who have completed dental assisting typically have more knowledge and experience in the dental field. Thus, former dental assisting students may be seen as more knowledgeable and experienced candidates when applying.

BASIC DENTAL ASSISTING - CSC

Program Outcomes Graduates 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. Have the opportunity to pass the Dental Assisting National Board in Infection Control and Radiation Safety for graduates who choose to take the boards.

Suggested course sequence
Fall Semester

		Lecture Hours	Lab Hours	Hours in Class	Credits
DNA 100	Intro to Oral Health Professions	1	0	1	1
DNA 103	Intro to Oral Health	1	0	1	1
DNA 109	Practical Infection Control	2	3	5	3
	Total	**4**	**3**	**7**	**5**

Spring Semester

DNA 110	Dental Materials	2	3	5	3
DNA 113	Chairside Assisting 1	2	3	5	3
DNA 134	Dental Radiology & Practicum	2	3	5	3
	Total	**6**	**9**	**15**	**9**

Summer Semester

DNA 190	Coordination Internship	1	9	10	4
HLT 105	Cardiopulmonary Resuscitation	1	0	1	1
	Total	**2**	**9**	**11**	**5**

DENTAL HYGIENE - Associate of Applied Science

PROGRAM INFO

The curriculum is designed to prepare students as primary preventive oral health professionals licensed to practice dental hygiene.

Minimum credits: 72

Length: 5 semesters, including 10 weeks of summer school in year 1.

Career opportunities: Dental hygienists: **$72,330** Job growth: **19%** from 2014-2024.

Median salary nationwide as of 2015. Source: BLS.gov

Division: Arts & Sciences

Contact: 434.797.8462 or 434.797.8402

For course descriptions, visit danville.edu/catalog

Degree awarded by Virginia Western Community College - Courses held at DCC

Dental hygienists clean teeth, examine patients for signs of oral diseases such as gingivitis, and provide other preventive dental care. They also educate patients on ways to improve and maintain good oral health. Upon successful completion of the program, graduates will be eligible to take national, regional, and state board examinations leading to licensure as a registered dental hygienist (RDH).

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 the VBD at 804.367.4538. Clinical agencies may require that students have periodic background checks and drug screenings completed at the student's expense before beginning enrichment rotations. VWCC requires a clear background and drug test prior to admission.

The program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the U.S. Department of Education.

DENTAL HYGIENE - Associate of Applied Science

Admission Requirements:

In addition to general college admission requirements, applicants must complete the prerequisites listed below with a grade of "C" or higher by the end of the spring semester prior to beginning the program:

1. One unit of high school or college biology

2. One unit of high school or college chemistry

3. Completion of BIO 141-142, Anatomy and Physiology I-II (Must be completed before applying to program)

4. Completion of Algebra I-II or MTE 1-9 (Must be completed before applying to program)

The applicant's high school or college (if applicable) cumulative grade point average (GPA) must be at least 2.5. College GPA is based on at least 12 credit hours in a 12-month time frame. The GPA is determined at the end of the fall semester prior to admission. Priority consideration will be given to applicants with a cumulative high school and/or college grade point average of 3.0 or above. All qualified applicants must take the HOBET Test.

Admission Procedures:

Admission to the VWCC-DCC joint venture distance program site in Danville is offered to qualified applicants on a biennial basis during odd-numbered years. Deadline for submitting complete application materials is **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, which can be accessed at www.virginiawestern.edu. Students who have begun a dental hygiene program at an accredited institution other than Virginia Western may be considered for admission by transfer if there is class availability and if certain conditions are met. Students interested in transfer should consult the VWCC Dental Hygiene program page for transfer criteria.

DENTAL HYGIENE - Associate of Applied Science

Retention Policy:

Satisfactory progress is demonstrated by achieving a grade of C or better in required Dental Hygiene and Natural Science courses. Students must satisfactorily complete BIO 205 with a grade of C or above before progressing to the second year of the program. Because curricular components build upon each other over the five semesters, students must complete required Dental Hygiene courses in sequence.

Program Outcomes (from VWCC):

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 sequence **Prior to First Year:**		Lecture Hours	Lab Hours	Hours in Class	Credits
BIO 141	Human Anatomy and Physiology I	3	3	6	4
BIO 142	Human Anatomy and Physiology II	3	3	6	4
FIRST YEAR **Fall Semester**					
DNH 111	Oral Anatomy	2	0	2	2
DNH 115	Histology/Head and Neck Anatomy	3	0	3	3
DNH 120	Management of Emergencies	2	0	2	2
DNH 130	Oral Radiography for the Dental Hygienist	2	3	5	3
DNH 141	Dental Hygiene I	3	6	9	5
SDV 100	College Success Skills (or SDV 108)	1	0	1	1
SDV101	Orientation to Health Professions	1	0	1	1
	Total	**14**	**9**	**23**	**17**

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 BIO 205/NAS 185 must be repeated if they were completed more than five years prior to the date of admission into the program.

DENTAL HYGIENE - A.A.S.

Spring Semester

		Lecture Hours	Lab Hours	Hours in Class	Credits
DNH 142*	Dental Hygiene II	2	9	11	5
DNH 145*	General and Oral Pathology	2	0	2	2
DNH 146	Periodontics for the Dental Hygienist	2	0	2	2
DNH 216	Pharmacology	2	0	2	2
BIO 205*	General Microbiology	3	3	6	4
	Total	**11**	**12**	**23**	**15**

Summer Semester

		Lecture Hours	Lab Hours	Hours in Class	Credits
DNH 150	[1]Nutrition	2	0	2	2
DNH 143	Dental Hygiene III	2	6	8	3
DNH 235*	Management of Dental Pain and Anxiety	1	2	3	2
ENG 111	College Composition	3	0	3	3
	Total	**8**	**8**	**16**	**10**

SECOND YEAR
Fall Semester

		Lecture Hours	Lab Hours	Hours in Class	Credits
DNH 214	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*	Developmental Psychology	3	0	3	3
	Total	**7**	**14**	**21**	**12**

Spring Semester

		Lecture Hours	Lab Hours	Hours in Class	Credits
DNH 227*	Public Health Dental Hygiene II	0	3	3	1
DNH 230	Office Practice and Ethics	1	0	1	1
DNH 245*	Dental Hygiene V	1	12	13	5
PHI 226	[2]Social Ethics	3	0	3	3
	Total	**5**	**15**	**20**	**10**

1 Health and Wellness are emphasized throughout the Dental Hygiene Program, but specifically in DNH 150 Nutrition.
2 DCC students should complete PHI 226 for this requirement. PHI 220 may be substituted for this course.
* This course has a requisite. Requisites for all courses are listed in the course descriptions at
www.danville.edu/catalog

EMERGENCY MEDICAL SERVICES - BASIC
Career Studies Certificate

This program prepares graduates to sit for the Emergency Medical Technician exam for state (Virginia) certification. Job opportunities may be available with ambulance services, nursing homes, and home-health care sales and service.

Program Outcomes

Graduates of this program will be able to:

1. Be familiar with Emergency Medical Care, the well-being of the EMT-B, medico-legal and ethical issues, the human body, vital signs & patient history, & lifting & moving patients.
2. Know the provisions for initial care for an illness or injury until definitive medical treatment can be accessed, which may include life-saving techniques.
3. Recognize cardiac arrest & provide basic life support.
4. Describe unique needs for assessing a patient.

Course Sequence	Lecture Hrs	Lab Hours	Hrs in Class	Credits
EMS 112 Emergency Medical Technician - Basic I	3	2	5	4
EMS 113 Emergency Medical Technician – Basic II	2	2	4	3
EMS 120 Emergency Medical Technician – Basic Clinical	0	2	2	1
EMS 100 CPR for Health Care Providers	1	0	1	1
Total	**6**	**6**	**12**	**9**

EMERGENCY MEDICAL SERVICES - INTERMEDIATE - Career Studies Certificate

Admission Requirements:

Admission is on a selective basis. In addition to the general college admission requirements, the program requires current credentialing as an EMT-Basic or Enhanced or Basic Life Support Provider Certification. 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 be able to:

1. Understand roles & responsibilities of an EMT-Intermediate within an EMS system, apply basic concepts of anatomy & physiology to the assessment & management of emergency patients, & safely use & administer emergency medication.
2. Establish and/or maintain a patient airway, oxygenate, & ventilate a patient.
3. Take a proper history & perform an advanced physical assessment on an emergency patient, & communicate the findings to others.
4. Utilize assessment findings to formulate a field impression & implement a treatment plan for a patient with respiratory emergencies.
5. Utilize assessment findings to formulate a field impression & implement a treatment plan for a patient with an allergic or anaphylactic reaction.
6. Integrate the principles of assessment-based management to perform an appropriate assessment & implement the management plan for patients with common complaints.

PROGRAM INFO

This program prepares graduates to provide advanced life support care via the EMS infrastructure. Upon completion of the program, graduates will be eligible for National Registry testing certification in Virginia.

Minimum credits: 21

Length: 3 semesters

Career opportunities:
Paramedic:
$40,000

Job growth:
24% from 2014 to 2024

Median salaries & job growth nationwide as of 2015. Source: BLS.gov

Division: Workforce Services

Contact: 434.797.6437

For course descriptions, visit danville.edu/catalog

EMERGENCY MEDICAL SERVICES - INTERMEDIATE - Career Studies Certificate

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
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	2	5	3
EMS 170	ALS Internship I	3	3	6	1
EMS 172	ALS Clinical Internship II	3	3	6	2
EMS 173	ALS Field Internship III	0	3	3	1
EMS 213	ALS Skills Development	1	1	2	1
	Total	**19**	**19**	**38**	**21**

HEALTH SCIENCE - PRACTICAL NURSING
Associate of Applied Science

Admission Requirements:

DCC's practical nursing program is academically rigorous, with more applicants than available seats. Admission is on a **selective** (not first-come, first-served) basis, focusing on the student's past academic performance and results of the entrance exam. 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 completion of the program, students will be eligible to take the National Council Licensure Examination, leading to licensure as a Licensed Practical Nurse (LPN).

Required for full admission:

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 exam.

4. Current C.P.R. certification at the American Heart Association BLS provider level.

5. Priority consideration will be given to students who have completed a sequence of preparatory college-level courses with grades of B or better in 3 attempts or less.

6. ENG 111 completed with a grade of C or better.

7. MTH 126 completed with a grade of C or better (NUR 135 may be substituted for MTH 126 if taken at DCC).

8. BIO 141 and BIO 142 completed with a grade of C or better.

HEALTH SCIENCE - PRACTICAL NURSING Associate of Applied Science

Admission Requirements continued...

9. 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.

10. Certain criminal convictions may prevent licensure as a nurse in Virginia. Criminal convictions may also prohibit employment in certain health care settings. Students convicted of any felony or any misdemeanor involving moral turpitude/barrier crimes **do not** qualify for the 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.

Readmission Requirements:

Students desiring to be readmitted to the program will follow the same procedures and submit a readmission application. Once a student is readmitted, there are additional requirements regarding repetition of previous coursework, which may be obtained from the Nursing Department following readmission.

Individuals who are currently licensed as practical nurses may register for this program without applying by contacting the Nursing dept. Transcripts from the institution where the student graduated in a practical nursing program are required.

DCC's LPN graduates have maintained a perfect 100% passing rate on the NCLEX since 2012 - the only school in Virginia to do so!
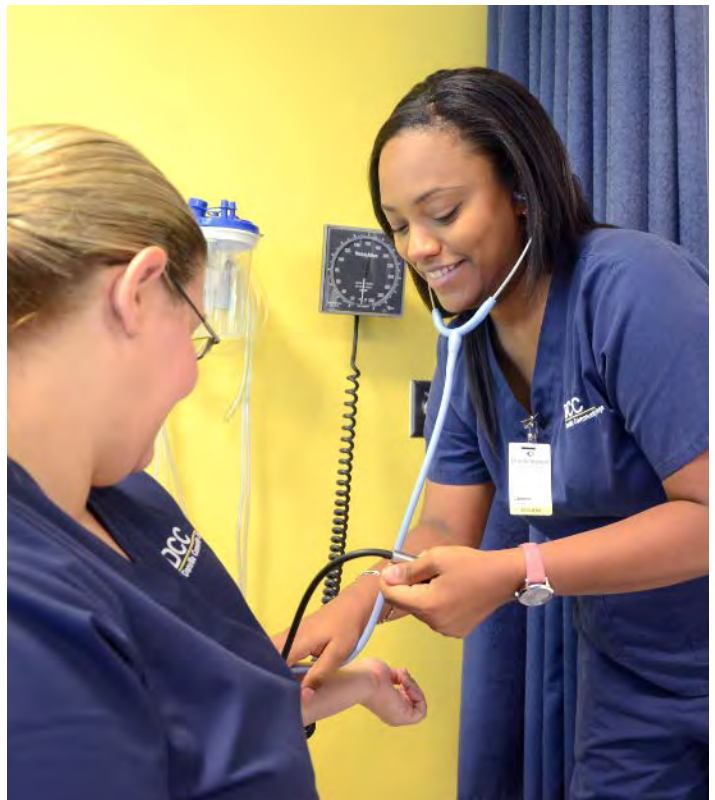
HEALTH SCIENCE - PRACTICAL NURSING
Associate of Applied Science

Program Outcomes:

Graduates will be able to

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 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.

Visit the DCC Nursing website for program details, FAQs, and more!

http://www.danville.edu/departments/A&S/Nursing/RN&LPN.html

HEALTH SCIENCE - PRACTICAL NURSING
Associate of Applied Science

Course sequence

First Semester (Fall)

		Lecture Hours	Lab Hours	Hours in Class	Credits
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**	**19**

Second Semester (Spring)

PNE 162	Nursing in Health Changes II	5	15	20	10
PNE 174	Applied Pharmacology	0	2	2	2
BIO 142 *	Human Anatomy & Physiology II	3	3	6	4
	Total	**8**	**20**	**28**	**16**

Third Semester (Fall)

PNE 163	Nursing in Health Changes III	4	15	19	9
PNE 135	Maternal & Child Health Nursing	4	3	7	5
PNE 145	Trends in Practical Nursing	1	0	1	1
PNE 158	Mental Health & Psychiatric Nursing	1	0	1	1
	Approved Elective	3	0	3	3
	Total	**13**	**18**	**31**	**19**

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 & Human Dev.	2-3	0	2-3	2-3
MTH 126*	Math for Allied Health	3	0	3	3
	Total	**11-12**	**0**	**11-12**	**11-12**

*Pre-requisites – must be completed prior to entry into the nursing program.

MEDICAL LABORATORY TECHNOLOGY - Associate of Applied Science

Degree awarded by J. Sargeant Reynolds Community College - Courses held at DCC

Admission Requirements:

J. Sargeant Reynolds maintains a list of prerequisites for this program at **www.reynolds.edu** on the Pre-Nursing and Allied Health Certificate page. Students must submit an application to the program director for consideration prior to the deadline for acceptance in the corresponding semester. Students should first enroll in the Pre-Medical Laboratory Technology (MDL) Career Studies Certificate (CSC) to complete the prerequisite courses. Admission to the MDL program is competitive, and only a limited number of students will be accepted. Fully-qualified students will be ranked according to GPA, prior degrees achieved, and a completed application packet. (See the program application packet for full explanation.) A minimum GPA of 2.5 is required for consideration. Completion of the Pre-Medical Laboratory Technology CSC does not guarantee admission to the A.A.S. degree.

Medical Laboratory Technology Application packet: **reynolds.edu/_onlinecatalog/documents/MDL-Application-Packet.pdf**

Medical Laboratory Technology Student Handbook 2015-2016: **reynolds.edu/_onlinecatalog/documents/MLT-Student-Handbook-2015-2016.pdf**

Industry Credentials:

Graduates are eligible to sit for the American Society for Clinical Pathology Board of Certification Exam.

PROGRAM INFO

Minimum credits: 70

Length: 5 semesters, once accepted into the program.

Career opportunities: Medical Laboratory Technicians work in hospitals, private laboratories, medical offices, health departments, and industrial medical laboratories.

Medical Lab Technician: **$50,500** Job growth: **16%** from 2014-2024.

Median salary nationwide as of 2015. Source: BLS.gov

Division: Arts & Sciences

Contact: 434.797.8462 or 434.797.8402

For course descriptions, visit danville.edu/catalog

MEDICAL LABORATORY TECHNOLOGY - Associate of Applied Science

Program Notes:

Students admitted to this program will be approved for entry into major/clinical courses (MDL 101 and higher) when they have satisfied the following:

- Students must meet all Essential Skills Requirements.
- Completion (or near completion) of the Pre-Medical Laboratory Technology CSC is required. Transfer students must declare the Pre-Medical Laboratory Technology CSC as their major.
- A criminal background check, drug screen, and documentation of immunizations are required prior to placement for clinical rotations.
- Official transcripts from all previously attended colleges must be submitted to Central Admissions and Records.
- The program application form must be submitted.
- The program is open to qualified students who provide evidence of interest, aptitude, and motivation in the areas of both medical laboratory science and direct patient contact.
- A criminal background check, drug screen, and documentation of immunizations are required prior to placement for clinical rotations.

Program Outcomes:

The MLT will be proficient in performing a wide range of tests in areas such as hematology, clinical chemistry, immuno-hematology, microbiology, serology/immunology, coagulation and urinalysis. Graduates will be able to:

1. Comply with all standard safety regulations and monitor changes in safety regulations.
2. Perform & 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.

MEDICAL LABORATORY TECHNOLOGY - Associate of Applied Science

Course sequence		Lecture Hours	Lab Hours	Hours in Class	Credits
First semester					
SDV 100*	College Success Skills	1	0	1	1
MTH 126/163*	[1]Math for Allied Health **OR** [1]Precalculus	3	0	3	3
CHM 101/111*	[2]Gen. Chemistry I **OR** [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
MDL 101	Intro to Medical Laboratory Techniques	2	3	5	3
	Total	**15**	**9**	**24**	**18**
Second Semester					
ITE 115*	Intro to Computer Applications & Concepts	3	0	3	3
ENG 112*	College Composition II	3	0	3	3
	[3]Social/Behavioral Science Elective	3	0	3	3
MDL 125	[4]Clinical Hematology I	2	3	5	3
MDL 251	[4]Clinical Microbiology I	2	4	6	3
	[3]Personal Wellness Elective	0-2	0-4	0-6	2
	Total	**13-15**	**7-11**	**20-26**	**17**
Third Semester					
MDL 190	[5]Coordinated Practice in Phlebotomy	0	8	8	2
MDL 210	Immunology and Serology	2	3	5	3
	[3]*Humanities/Fine Arts Elective	3	0	3	3
MDL 110	Urinalysis and Body Fluids	2	3	5	3
	Total	**7**	**14**	**21**	**11**

MEDICAL LABORATORY TECHNOLOGY - Associate of Applied Science

		Lecture Hours	Lab Hours	Hours in Class	Credits
Fourth Semester					
MDL 216	[6]Blood Banking	2	5	7	4
MDL 225	[7]Clinical Hematology II	2	3	5	3
MDL 252	[7]Clinical Microbiology II	2	3	5	3
MDL 262	[8]Clinical Chemistry & Instrumentation II	3	3	6	4
	Total	**9**	**14**	**23**	**14**
Fifth Semester					
MDL 281	[8]Clinical Correlations (online)	1	0	1	1
MDL 290	[5,9]Coordinated Practice in Blood Bank/ Transfusion Medicine	0	8	8	2
MDL 290	[5,9]Coord. Practice in Clinical Chemistry	0	8	8	2
MDL 290	[5,9]Coord. Practice in Hematology	0	8	8	2
MDL 290	[5,9]Coord. Practice in Microbiology	0	8	8	2
MDL 290	[5,9]Coord. Practice in Urinalysis/ Serology/Coagulation	0	3	3	1
	Total	**1**	**35**	**37**	**10**

*This course is included in the Pre-Medical Laboratory Technology Career Studies Certificate.

1. MTH 126 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** For actual student contact laboratory hours per week for MDL 190 and MDL 290 courses, please refer to the course descriptions.

6 MDL 210 is a prerequisite or co-requisite for MDL 216.

7 This course is offered only in the fall term.

8 CHM 101 or CHM 111 is a prerequisite or co-requisite for MDL 262.

9 The final semester consists of clinical rotations with area hospitals or clinics.

NURSING - Associate of Applied Science

Admission Requirements: DCC's nursing program is academically rigorous, with more applicants than available seats. Admission is on a **selective** (not first-come, first-served) basis, focusing on the student's past academic performance and results of the entrance exam. Requirements for full admission:

1. High School diploma or GED

2. Non-developmental placement in English (writing & reading) & strong competence in basic arithmetic.

3. Successful completion of Nursing Entrance exam.

4. Current C.P.R. certification at the American Heart Association BLS provider 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. ENG 111 completed with grade of C or better.

7. MTH 126 completed with grade of C or better. (NUR 135 may be substituted if taken at DCC.)

8. BIO 231 & 232 completed with grade of C or better.

9. If accepted into the program, the student will be responsible for obtaining **and paying for** a physical exam, required immunizations, drug screening, background check, and malpractice insurance.

Readmission Process:

Students seeking readmission will follow the same procedures outlined above and submit a readmission application. Contact Cathy Barrett, Program Coordinator for Nursing, at 434.797.8422 or 434.797.8512.

PROGRAM INFO

Minimum credits: 69

Length: 5 semesters once accepted into the program.

The Registered Nursing program is **full-time**.

Career opportunities: Nurses are in high demand across the U.S.

Job growth:
16% through 2024

Registered nurse:
$44,000-67,499
Median salary nationwide as of 2015. Source: BLS.gov

Division: Arts & Sciences

Contact: 434.797.8512

The DCC Nursing program **does not** accept credits for nursing courses from other institutions.

NURSING - A.A.S.

Program Outcomes

Graduates of this program will be able to:

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 & 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:

Students must complete 69 credits with a 2.5 GPA or better and must pass all courses with at least a C. Attendance and satisfactory performance in clinical portions of each class are mandatory.

*Certain criminal convictions may prevent licensure as a nurse in Virginia and may prohibit employment in certain health care settings. Students convicted of any felony or misdemeanor involving moral turpitude or barrier crimes do not qualify for the Nursing Program at DCC. Any student entering the program who has committed illegal offenses other than minor traffic violations should discuss with the program coordinator.

Note: The program will transition to a Virginia Community College System common nursing curriculum in fall 2018. This may result in: (1) Changes in general education course requirements; (2) 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.*

Visit the DCC Nursing website for details, FAQs, and more!

http://www.danville.edu/departments/A&S/Nursing/RN&LPN.html

NURSING - A. A.S.

Course sequence

		Lecture Hours	Lab Hours	Hours in Class	Credits
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	**16**	**12**	**28**	**20**
Second Semester					
NUR 112	Nursing II	4	12	16	8
NUR 230	Pharmacology	3	0	3	3
BIO 232**	Human Anatomy & Physiology II	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**
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	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	Approved Humanities Elective	3	0	3	3
SOC	Approved Sociology Elective	3	0	3	3
	Total	**13**	**9**	**22**	**16**

BIO 101 Gen. Biology I must be taken as a prerequisite if student is unable to pass the BIO 231 entrance test.

**Prerequisites must be completed prior to entry into the nursing program.*

NURSE AIDE & NURSE AIDE EXTENDED CARE
Career Studies Certificates

The Nurse Aide Extended Care CSC contains additional courses in first aid & safety, CPR, & medication aide. Both programs prepare students to take the Virginia State Board of Nursing Certified Nurse Aide (CNA) test.

Program Outcomes Graduates will demonstrate:

1. Recognizing changes in body functioning & the importance of reporting such changes to a supervisor.
2. Measuring & recording routine vital signs.
3. Measuring & recording height & weight.
4. Caring for the clients' environment.
5. Measuring & recording fluid & food intake/output.
6. Performing basic emergency measures.
7. Caring for a client when death is imminent
8. Bathing, grooming & oral hygiene
9. Dressing & toileting
10. Assisting with eating & hydration, including proper feeding techniques.
11. Caring for skin, including prevention of pressure ulcers.
12. Transfer, positioning & turning
13. Applying skills learned in individual client's needs, including mental health & social service needs.
14. Skills supporting age-appropriate behavior by allowing the client to make personal choices, & by providing and reinforcing other behavior consistent with the client's dignity.
15. Providing appropriate clinical care to the aged & disabled.
16. Techniques for addressing the unique needs & behaviors of clients with dementia (Alzheimer's, etc).
17. Use of assistive devices in transferring, ambulation, eating & dressing.
18. Maintaining range of motion, turning & positioning.
19. Caring for & using prosthetic & orthotic devices.
20. Application of skills in dealing with clients' rights

NURSE AIDE & NURSE AIDE EXTENDED CARE
Career Studies Certificates

Program Outcomes, continued...

21. Application of skills used in maintaining legal & regulatory aspects of practice as a certified nurse aide, including, but not limited to, consequences of abuse, neglect, misappropriation of client property & unprofessional conduct
22. Occupational health & safety measures
23. Applcation of skills used in the appropriate management of conflict

Additional outcomes for Nurse Aide Extended Care CSC:
24. CPR procedures for adults & children
25. Basic first aid & safety techniques

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
Nurse Aide & Nurse Aide Extended Care CSCs:					
NUR 25	Nursing Assistant	2	4	6	3
NUR 27	Nurse Aide I	2	4	6	3
NUR 98	Seminar & Project	2	2	4	3
HLT 105	Cardiopulmonary Resuscitation	1	0	1	1
Additional courses in Nurse Aide Extended Care CSC:					
HTL 106	First Aid & Safety	2	0	2	2
NUR 193	Studies in Medication Aide	4	2	6	4
	Total	**13**	**12**	**25**	**16**

PHARMACY TECHNICIAN - Career Studies Certificate

PROGRAM INFO

Pharmacy Technicians assist and support licensed pharmacists to order, stock, package, prepare, and dispense medications to patients.

Minimum credits: 25

Length: 2 semesters

Career opportunities: Pharmacy Technician: **$30,410**

Job growth: **9%** from 2014 to 2024

Median salaries & job growth nationwide as of 2015. Source: BLS.gov

Division: Workforce Services

Contact: 434.797.6437

For course descriptions, visit danville.edu/catalog

The Pharmacy Technician program is academically rigorous, with more applicants than available seats in the program. Therefore, admission is on a **selective basis**, not first-come, first-served, based upon 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 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.

Admission Requirements:

In addition to the general college admission requirements, entry into this program requires:

- A drug test (6 panel) screening and background check must be obtained two weeks prior to the HLT 290 Clinical Practice/Internship class
- A physician's report of good physical and mental health. (The required health certificate form will be provided by DCC and may be completed by a physician of your choice.)

Re-admission Requirements:

Students wishing to be re-admitted to the program will follow the same procedures outlined above, with additional requirements regarding repetition of previous coursework that may be obtained from the Workforce Services Office.

PHARMACY TECHNICIAN - Career Studies Certificate

Program Outcomes Graduates 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; and
7. Pass either state or national certification exams on first attempt.

Course Sequence

First Semester		Lecture Hours	Lab Hours	Hours in Class	Credits
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	3	3	1
	Total	**12**	**3**	**15**	**13**

Second Semester					
HLT 144	Medical Terminology II	3	0	3	3
CST 126	Interpersonal Communication	3	0	3	3
HLT 290	Pharmacy Technician Lab/ Clinical Practice	1	15	16	4
AST 114	Keyboarding for Information Processing	1	0	1	1
AST 115	Keyboarding for Info. Processing Lab	0	2	2	1
	Total	**8**	**17**	**25**	**12**

PHLEBOTOMY - Career Studies Certificate

PROGRAM INFO

Phlebotomists work drawing blood from patients in health care facilities including hospitals, clinics, doctor's offices, laboratories, and nursing homes.

Minimum credits: 16

Length: 1-2 semesters

Career opportunities:
Phlebotomy Technician:
$31,630
Job growth:
25% from 2014-2024.

Median salary nationwide as of 2015. Source: BLS.gov

Division: Arts & Sciences

Contact: 434.797.8462 or 434.797.8402

For course descriptions, visit danville.edu/catalog

NOTE: 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.

The art of drawing blood will be taught through intensive supervised hands-on practice using artificial arms and volunteers. Students will collect venous and capillary specimens. The skill level of the student will be assessed using competency standards utilized by certification agencies such as CLSI and ASCP. Clinical hours (MDL 106) will begin ONLY after the student has acquired the appropriate skill level and has satisfactorily passed the didactic portion of the program (MDL 105). To be eligible to sit for national certification exams, the student must complete 120-150 hours of clinical time with 100-150 successful collections. The CSC award will note successful completion of the program and does not guarantee that the student will pass the national exams.

Program Outcomes: Graduates will be able to

1. Perform duties safely and effectively within their scope of practice as a phlebotomy technician.

2. Perform within the ethical and legal boundaries of the phlebotomy technician's scope of practice.

Course Sequence		Lecture Hours	Lab Hours	Hours in Class	Credits
HLT 141	Intro 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**

RESPIRATORY THERAPY -
Associate of Applied Science

Degree awarded by J. Sargeant Reynolds Community College - Courses held at DCC

Approximately 21 credits in specified DCC courses must be completed prior to acceptance into the program. After a student is accepted, core courses in RTH are offered in Danville via distance learning technology, while clinical experiences are coordinated through area hospitals.

Functional Skills Requirements:

Students must possess the following functional skills:

- Sufficient eyesight, including color vision, to observe patients, perform & visualize patient assessments, manipulate equipment, & visually read patient records, graphs, and test results.
- Sufficient hearing to communicate with patients & members of the health care delivery team, monitor patients using electronic equipment, & hear necessary sounds during operation of equipment.
- Satisfactory speaking, reading, & writing skills to effectively communicate in English in a timely manner.
- Sufficient gross & fine motor coordination to exhibit excellent eye-hand coordination and dexterity to manipulate equipment, lift, stoop, & bend in the delivery of safe patient care.
- Satisfactory physical strength & endurance to be on one's feet for extended periods & move heavy equipment, patients, and supplies. Sitting, walking, bending, & reaching motions are job requirements.
- Satisfactory intellectual, emotional, & psychological health & functioning to ensure patient safety & to exercise independent judgment & discretion in performing assigned tasks.
- Time management of multiple priorities, multiple stimuli, & fast-paced environments.
- Analysis and critical-thinking skills.

RESPIRATORY THERAPY - Associate of Applied Science

Admission Requirements:

1. Fulfill all prerequisite courses included in the J. Sargeant Reynolds Pre-Respiratory Therapy CSC by the end of the spring semester in the year the student is applying for acceptance into the associate degree.

2. Submit a portfolio by February 1 to include a completed Respiratory Therapy program application and official transcript.

3. Complete the HESI Admissions Assessment by April 1.

4. Meet with the program director or director of clinical education.

Acceptance Process:

Students are accepted into the Respiratory Therapy AAS degree based on completion of the prerequisite courses with a minimum GPA of 2.5 or higher (not to include SDV 100, ITE 115, or math as part of the GPA calculation), competitive ranking of their prerequisite courses GPAs, and minimum score of 65% on the HESI admissions assessment. The program director will notify students by the middle of June regarding acceptance.

Acceptance into Clinical Courses:

Students who have been accepted into the program must secure transportation to and from facilities used for clinical experiences. Students enrolled in programmatic clinical rotations shall not receive any form of remuneration in exchange for their work. In addition, students shall not be substituted for paid staff and/or used simply as back-ups in the absence of appropriate paid staff during clinical rotations. Students will be placed in clinical courses (RTH 190 or higher) when they have submitted the following (at the student's expense):

- Completed physical examination form provided by the program, which includes a yearly PPD and flu vaccination, as well as an immunization schedule.
- Documentation of a current CPR Basic Life Support Certification (American Heart Association), with biennial recertification.
- Certified background check and drug screening. (Applicants who do not pass the background check and/or drug screening will not be allowed to enroll in any Respiratory Therapy clinical course. Without completing the clinical component of the program, students will not be eligible for employment as a student or RCP, or for curriculum completion.)

RESPIRATORY THERAPY -
Associate of Applied Science

Program Outcomes:

Graduates will be able to:

1. Demonstrate competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs) through the NBRC Self-Assessment Exams and program clinical evaluations;
2. Apply critical thinking to the practice of respiratory care as measured by the NBRC Therapist Multiple-Choice Self-Assessment Exam with a score of 94 or higher;
3. Synthesize theory and clinical practice as measured by the NBRC Clinical Simulation Self-Assessment Exam with a combined score of 274 or higher on decision-making and information gathering; and
4. Demonstrate awareness of credentialing, job placement, interviewing, licensure, and professionalism within the field of respiratory care by completing RTH 227-Integrated Respiratory Therapy Skills II.

Industry Credentials:

Students will have the opportunity to sit for the National Board for Respiratory Care's CRT credential.

Course Sequence		Lecture Hours	Lab Hours	Hours in Class	Credits
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
	Total	**14**	**9**	**23**	**17**

RESPIRATORY THERAPY - Associate of Applied Science

Second Semester

		Lecture Hours	Lab Hours	Hours in Class	Credits
RTH 112	Pathophysiology of the Cardiopulmonary System	3	0	3	3
RTH 131	Respiratory Care Theory & Procedures I	3	3	6	4
RTH 190	Coord. Practice in Respiratory Therapy NCC I	0	10	10	2
RTH 190	Coord. Practice in Respiratory Therapy - NCC II	0	10	10	2
BIO 141	Human Anatomy and Physiology I	3	3	6	4
	Total	**9**	**26**	**35**	**15**

Third Semester

		Lecture Hours	Lab Hours	Hours in Class	Credits
RTH 132	Respiratory Care Theory & Procedures II	3	3	6	4
RTH 222	Cardiopulmonary Science II	3	0	3	3
RTH 190	Coord. Practice in Resp. Therapy - NCC Internship	0	10	10	2
RTH 215	Pulmonary Rehabilitation	1	0	1	1
BIO 142	Human Anatomy and Physiology II	3	3	6	4
	Total	**10**	**16**	**26**	**14**

Fourth Semester

		Lecture Hours	Lab Hours	Hours in Class	Credits
RTH 265	Current Issues in Respiratory Care	2	0	2	2
RTH 290	Coord. Practice in Resp. Therapy- ACC/NPCC I	0	10	10	2
RTH 290	Coord. Practice in Resp. Therapy- ACC/NPCC II	0	10	10	2
RTH 223	Cardiopulmonary Science III	2	0	2	2
RTH 226	Theory of Neonatal & Pediatric Respiratory Care	2	0	2	2
	Social Science Elective	3	0	3	3
	Humanities/Fine Arts Elective	3	0	3	3
	Total	**12**	**20**	**32**	**16**

Fifth Semester

		Lecture Hours	Lab Hours	Hours in Class	Credits
RTH 236	Critical Care Monitoring	2	3	5	3
RTH 290	Coord. Practice in Resp. Therapy - ACC/NPCC III	0	10	10	2
RTH 290	Coord. Practice in Resp. Therapy- ACC/NPCC IV	0	5	5	1
	Total	**2**	**18**	**20**	**6**

Sixth Semester

		Lecture Hours	Lab Hours	Hours in Class	Credits
RTH 227	Integrated Respiratory Therapy Skills II	2	0	2	2
RTH 290	Coord. Practice in Resp. Therapy - ACC/NPCC Internship	0	10	10	2
	Total	**2**	**10**	**12**	**4**

SCIENCE - Associate in Arts & Science

Program overview

This curriculum emphasizes mathematics and the biological and physical sciences. It also includes a range of courses in humanities and social sciences. Students have sufficient flexibility to select courses appropriate to the requirements of their intended transfer institution. Students should complete a DCC program comparable to the first two years of the program at the transfer institution.

Program Outcomes

Graduates of this program will be able to:

1. Demonstrate an understanding of scientific and mathematical principles in everyday life.
2. Demonstrate proficiency in conducting experiments, and recording and interpreting data.
3. Demonstrate 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.

1 The MTH 173 -MTH 174 Calculus 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.

2 Students must complete 20 credits of lab science, including 8 credits taken at the sophomore level and 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 & GOL 106 Historical Geology. Acceptable 200-level lab 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; or PHY 241-242 University Physics I-II.

PROGRAM INFO

Minimum credits: 60-63

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

Transfer opportunities: This degree is designed for students planning to transfer to a four-year university for medical or other science-related programs of study.

Admission requirements vary by institution. Students are urged to familiarize themselves with the requirements of the college to which they intend to transfer and plan course selections with their DCC advisor.

To learn more, visit **danville.edu/transfer**

Division: Arts & Sciences

Contact: 434.797.8402 or 434.797.8462

For course descriptions, visit **danville.edu/catalog**

SCIENCE - Associate of A. & S.

Suggested course sequence

		Lecture Hours	Lab Hours	Hours in Class	Credits
First Semester					
ENG 111	College Composition I	3	0	3	3
SDV 100	College Success Skills	1	0	1	1
HIS	History elective	3	0	3	3
MTH	[1] Math requirement	3-4	0	3-4	3-4
	[2] Natural Lab Science	3	3	6	4
HLT/PED	[3] Approved Wellness Elective	1	1-2	2-3	1
	Total	**14-15**	**4-5**	**18-19**	**15-16**
Second semester					
ENG 112	College Composition II	3	0	3	3
HIS	History Elective	3	0	3	3
MTH	[1] Math Requirement	3	0	3	3
	[2] Natural Lab Science	3	3	6	4
	Approved Elective	3	0	3	3
	Total	**15**	**3**	**18**	**16**
Third Semester					
ENG	[4] Literature I	3	0	3	3
	[5] Social Science Requirement	3	0	3	3
	[2] Natural Lab Science	3	3	6	4
	Approved Elective	3	0	3	3
	[2] Natural Lab Science	3	3	6	4
	Total	**15**	**6**	**21**	**17**
Fourth Semester					
ENG	[4] Literature II	3	0	3	3
	[5] Social Science Requirement II	3	0	3	3
	[2] Natural Lab Science	3	3	6	4
	Approved Elective	2-4	0	2-4	2-4
	Total	**11-13**	**3**	**14-16**	**12-14**

3 *This can be satisfied by a single 1 or more credit course in Health, Physical Education, or Recreation.*

4 *Acceptable literature sequences are: ENG 241-242 Survey of American Literature I-II; ENG 243-244 Survey of English Literature I-II; or ENG 251-252 Survey of World Literature I-II.*

5 *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.*

Technical & Workforce programs

Technical & Workforce programs are designed to prepare graduates fro immediate employment. These areas of study are a good fit for students who enjoy working with their hands, problem-solving, and applying practical techniques. Many certificate programs are short-term and provide the opportunity to earn valuable industry credentials to make graduates more competitive in the workplace..

ADVANCED WELDING - CSC

PROGRAM INFO

The Advanced Welding CSC offers those who either already possess a welding certificate or have prior welding experience to advance their skills & expand career options.

Enrollment eligibility will be left to the discretion of the instructor.

Minimum credits: 16

Length: 1-3 semesters

Career opportunities:
Advanced welder:
$43,980

Projected job growth:
4% through 2024

Median salaries & job growth nationwide as of 2015. Source: BLS.gov

Division: Workforce Services

Contact: 434.797.6437

For course descriptions, visit danville.edu/catalog

Career Requirements:

Good motor skills are critical in welding careers. Welding employers look for good hand-eye coordination and vision. Strength and stamina are also necessary qualities. Welders must lift as much as 100 pounds and carry 50 pounds, and may spend hours stooping, kneeling, crawling, walking, and standing. In addition, welding may require work outside, in bad weather, or in confined spaces.

Program Outcomes

Graduates of this program will be able to:

1. Sit for 4 additional American Welding society welding certifications
2. Understand the different types and benefits of welding certifications.
3. Better prepare welding coupons for more successful testing
4. Apply welding procedures and fabricating skills to building projects similar to industry.

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
WEL 138	Pipe and Tube Welding	1	3	4	2
WEL 195	Gas Metal Arc Welding (GMAW) - Aluminum	1	3	4	2
WEL 295	Gas Tungsten Arc Welding (GTAW) - Aluminum	1	3	4	2
WEL 237	Applied Welding Processes	2	4	6	4
WEL 244	Weld Testing and Codes	1	6	7	3
WEL 235	Adv. Gas Metal Arc Welding	1	6	7	3
		7	**25**	**32**	**16**

AIR CONDITIONING & REFRIGERATION - Diploma

This program provides the practical experience and technical knowledge required for competence as a technician in the air conditioning industry. Technical coursework prepares students to plan, install and service air conditioning equipment, as well as general education courses to assist students in social and business communications.

Career Requirements:

Upon completion, the graduate will need to work 2 years in the field and have the ability to take their HVAC Journeyman licensure through the state of Virginia. Once the journeyman license is obtained, the individual must hold this license for one year and then has the ability to take the Master licensure through the state of Virginia. To own your own business, a Master license must be obtained or held by someone within the company.

Industry Certifications:

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

Program Outcomes

Graduates of this program will be able to:

1. Demonstrate mathematical skills to solve problems in electrical, refrigeration, and air conditioning systems.
2. Apply troubleshooting skills to diagnose and repair 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.

PROGRAM INFO

Minimum credits: 73

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

Career opportunities: Heating, air conditioning, & refrigeration mechanic: **$27,789-$45,110** Job growth: **14%** through 2024

Heating, air conditioning, & refrigeration installer: **$27,789 -$45,110** Job growth: **14%**

General Maintenance & Repair: **$36,630** Job growth: **6%**

Median salaries & job growth nationwide as of 2015. Source: BLS.gov

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

AIR CONDITIONING & REFRIGERATION - Diploma

Course Sequence

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
First Semester					
AIR 117	Metal Layout I	1	6	7	3
AIR 134	Circuits I	2	3	5	3
AIR 154	Heating Systems I	2	2	4	3
AIR 161	A.C. Calculations	3	0	3	3
ENG 131	Technical Report Writing	3	0	3	3
SDV 100	Student Success Skills	1	0	1	1
SAF 130	OSHA 10 Safety Course	1	0	1	1
	Total	**13**	**11**	**24**	**17**
Second Semester					
AIR 118	Metal Layout II	1	4	5	3
AIR 121	Refrigeration I	2	2	4	3
AIR 135	Circuits II	2	3	5	3
AIR 155	Heating Systems II	2	2	4	3
AIR 165	A.C. Systems I	2	3	5	3
	Total	**9**	**14**	**23**	**15**
Third Semester					
AIR 122	Refrigeration II	2	2	4	3
AIR 136	Circuits III	2	3	5	3
AIR 156	Heating Systems III	2	2	4	3
AIR 254	A.C. System IV	2	3	5	3
	Total	**9**	**10**	**18**	**12**
Fourth Semester					
Air 137	Electronic Survey	1	3	4	2
Air 167	A.C. Systems III	3	3	6	4
Air 231	Circuits IV	3	3	6	4
ITE 116	Survey of Computer Applications	2	0	2	2
Air 273	Refrigeration III	2	3	5	3
	Total	**11**	**12**	**23**	**15**
Fifth Semester					
ECO 100	Economics	3	0	3	3
AIR 276	EPA Certification	1	0	1	1
AIR 232	Circuits V	2	3	5	3
AIR 255	A.C. Systems V	2	3	5	3
AIR 295	Green Technology	1	1	2	1
HUM 165	Controversial Issues	3	0	3	3
	Total	**12**	**8**	**20**	**14**

AIR CONDITIONING & REFRIGERATION SERVICING - Certificate

This program provides the practical experience and technical knowledge required for competence as a service technician in air conditioning and refrigeration. Topics include basic electricity, circuits and controls (electric and electronic), combustion devices (oil burners and gas burners), refrigeration and air conditioning (residential and commercial).

Career Requirements:

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

Industry Certifications:

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

Program Outcomes

Graduates of this program 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 refrigeration, heating, & electrical systems.
3. Apply knowledge to install heating, air conditioning, and refrigeration systems.
4. Sit for the EPA Certification.

PROGRAM INFO

Minimum credits: 41

Length: 3 semesters (if full-time course sequence is followed)

Career opportunities: Helper-Installation, Maintenance, Repair: $18,325-$25,650 Job growth: 14% through 2024

General Maintenance & Repair: $36,630 Job growth: 6% through 2024

Parts Sales: $22,040 Job growth: 7% through 2024

Median salaries & job growth nationwide as of 2015. Source: BLS.gov

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

AIR CONDITIONING & REFRIGERATION SERVICING - Certificate

Course Sequence First semester		Lecture Hours	Lab Hours	Hours in Class	Credits
AIR 134	AC & Refrigeration Controls	3	2	5	3
AIR 121	Refrigeration I	2	2	4	3
AIR 161	Heating, AC & Refrigeration Calculations I *(or approved substitute)*	3	0	3	3
AIR 154	Heating Systems I	2	2	4	3
SAF 130	OSHA 10 Safety	1	0	1	1
SDV 100	College Success Skills	1	0	1	1
	Total	**12**	**6**	**18**	**14**

Second semester

AIR 135	Circuits II	2	3	5	3
AIR 122	Refrigeration II	2	2	4	3
AIR 155	Heating Systems II	2	2	4	3
AIR 276	EPA Certification	1	0	1	1
ENG 131	Technical Report Writing *(or approved substitute)*	3	0	3	3
HUM 165	Controversial Issues	3	0	3	3
	Total	**12**	**10**	**22**	**16**

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
MKT 170	Customer Relations	1	0	1	1
ITE 116	Survey of Computer Software Applications	2	0	2	2
	Total	**9**	**7**	**16**	**12**

ALTERNATIVE ENERGY TECHNOLOGY - CSC

The Alternative Energy Technology program provides an understanding of the elements and practices of alternative energy technologies (solar photovoltaic, wind, geothermal, biomass, solar thermal and battery storage).

Program Outcomes

Graduates of this program will demonstrate:

1. Ability to produce or store energy using at least one nontraditional energy technology;
2. Ability to communicate technical concepts and ideas effectively; and
3. Knowledge of basic technologies needed to produce and use energy from solar and wind sources.

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
ELE 115	Basic AC/DC Electric Circuits	2	2	4	3
ENV 170	Fundamentals of Energy Technology	2	0	2	2
ENE 100	Conventional & Alternate Energy Applications	3	3	6	4
ENE 195	Intro to Battery Technology	2	2	4	3
Elective - Choose one of the following courses:					
ENE 110	Solar Power Installations **OR**				
ENE 105	Solar Thermal Active & Passive Technology	3	3	6	4
	Total	**12**	**10**	**22**	**16**

AUTOMOTIVE ANALYSIS & REPAIR - DIPLOMA

PROGRAM INFO

Minimum credits: 72

Length: 5 semesters

Career opportunities:
Automotive Technician:
$37,900- 40,000
Job growth:
5-8% from 2014-2024

Automotive Machinist:
$43,600
Job growth: **10%**

Farm Equipment Mechanic & Service Tech: **$37,050**
Job growth: **2.5%**

Parts salesperson: **$30,500**
Job growth: **7%**
Median salary & job growth nationwide as of 2015. BLS.gov

Industry Certifications:
ASE/NATEF, Mobile Air Conditioning, Virginia Vehicle Safety Inspection License , Snap-On Meter Training, S/P2 Safety Training

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

Students will learn the theory of repair & perform projects in the areas of automotive powertrain, including engines, transmissions, final drive systems, fuel & electrical systems, suspension repair & alignment, climate control systems, & computerized engine control diagnostics & repair. Students work in a well-equipped 10-bay shop with industry-standard equipment, including vehicle lifts, wheel alignment machines, powertrain hoists & jacks, parts & assembly cleaning equipment, electrical theory simulators & testing equipment, air conditioning refrigerant machines, computer controlled diagnostic testing & repair equipment for all types of electrical, safety & fuel control systems.

The program is accredited by the National Automotive Training Education Foundation (NATEF) at the Master Level.

Admission Requirements:

Students should have an interest in automobiles and a good mechanical aptitude to be successful. Applicants should also be aware of the following:

1. A basic automotive tool kit is required. Instructor will provide a tool list. Estimated cost: $300-600.

2. Books and online access cost an estimated $500.

3. A clean, valid driver's license is normally required for careers in the automotive repair industry.

Program Outcomes Graduates will be able to:
1. Use an automotive scan tool and a multi-meter to retrieve information and diagnose a modern automobile.

2. Work in teams to complete disassembly & reassembly of an automatic transmission.

3. Use precision measurement tools such as an outside micrometer & a torque wrench.

4. Complete a four-wheel brake job on a modern auto.

5. Successfully complete a Shop Safety Course.

AUTOMOTIVE ANALYSIS & REPAIR - DIPLOMA

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
Fall 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 241	Automotive Electricity I	3	3	6	4
AUT 242	Automotive Electricity II	3	3	6	4
AUT 265	Automotive Braking Systems	2	3	5	3
	Total	**11**	**12**	**23**	**15**
Third Semester (Summer)					
AUT 230	Intro to Alternative Fuels	3	0	3	3
AUT 236	Auto Climate Control	3	3	6	4
AUT 266	Auto Alignment, Suspension & Steering	3	3	6	4
	Total	**9**	**6**	**15**	**11**
Fourth 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
HUM 165	Controversial Issues	3	0	3	3
	Total	**13**	**8**	**21**	**15**
Fifth Semester					
AUT 178	Auto. Final Drive & Manual Transmission Sys.	3	3	6	4
AUT 212	Automotive Systems IV	3	3	6	4
AUT 251	Automatic Transmissions I	2	6	8	4
ECO 100	Elementary Economics	3	0	3	3
	Total	**11**	**12**	**23**	**15**

BASIC WELDING - CSC

Career Requirements:

Good motor skills are critical in welding careers. Welding employers look for good hand-eye coordination and vision. Strength and stamina are also necessary qualities. Welders must lift as much as 100 pounds and carry 50 pounds, and may spend hours stooping, kneeling, crawling, walking, and standing. In addition, welding may require work outside, in bad weather, or in confined spaces.

Program Outcomes

Graduates of this program will be able to:

1. Have the opportunity to earn AWS certification.
2. Demonstrate basic knowledge of welding terms and definitions.
3. Demonstrate basic Shielded Metal Arc skills.
4. Demonstrate layout and fabrication skills.

Course Sequence		Lecture Hours	Lab Hours	Hours in Class	Credits
SAF 130	Industrial Safety OSHA 10	1	0	1	1
WEL 120	Intro to Welding	1	3	4	2
WEL 124	Shielded Arc Welding (ADV)	2	4	6	4
WEL 160	Intro Gas Metal Arc Welding	1	5	6	4
MTH 130	Applied Technical Math	2	2	4	3
WEL 247	Welding Layout & Fabrication	1	3	4	2
WEL 199	Supervised Study – AWS Cert	0	6	6	3
		8	**23**	**31**	**19**

*BREWING, DISTILLATION, & FERMENTATION - Career Studies Certificate

***Pending approval for Fall 2017 startup**

This program is intended to tap into the emerging brewing industry in the Danville-Pittsylvania County region and across the U.S.

- Sales of domestic craft beer **grew 6.2% in 2016**
- The craft beer industry contributed **$55.7 billion** to the U.S. economy in 2014 and **more than 424,000 jobs**.
- Beer tourism on the rise: In 2014, **more than 10 million people** toured small, independent craft breweries in the U.S.

Source: The Brewers Association

Topics covered in the program include production of fermented products; cultivating; marketing; management; legal issues; inspection; maintenance, service and repair of equipment; facility operations; packaging; sanitation; and welding.

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

- Be at least 21 years old by the start of classes.
- Be able to work in a physically demanding environment, including but not limited to standing in a hot and wet work area for extended lengths of time; climbing stairs; repeatedly lifting equipment and product weighing up to 55 lbs., and safely maneuvering by hand equipment that weighs up to 170 lbs.
- Brewing and distillation facilities may require a criminal background check and/or drug testing prior to employment.

PROGRAM INFO

This is set to be the first community college program of its kind in the region! Learn from local craft brewers while earning college credit.

Minimum credits: 16

Length: 2 semesters part-time

Career opportunities: Graduates may find employment in distilling and brewing operations, or by starting their own craft brewing business when this program is combined with DCC's Small Business Management CSC or Venture Creation & Management A.A.S. degree in technical studies. Salaries and job growth for business owners will vary.

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

*BREWING, DISTILLATION, & FERMENTATION - Career Studies Certificate

Program Outcomes

Graduates of this program will be able to:

1. Describe & implement proper sanitation, handling, & safety procedures with fermentation products & facilities.
2. Create a craft beverage using their knowledge of microbiology, recipe development, sensory fundamentals, lab techniques, & equipment operations.
3. Demonstrate an understanding of the processes associated with filtration, carbonation, & finishing, & their impact on the end product.

Course Sequence	Lecture Hours	Lab Hours	Hours in Class	Credits
First Semester				
Sanitation & Safety	1	2	3	2
Applied Craft Beverage Microbiology	2	3	5	4
Beverage Technology and Calculations	3	1	4	2
Total	**6**	**6**	**12**	**8**
Second Semester				
Craft Beer Brewing	1	3	4	2
Sensory Evaluation	1	3	4	3
Filtration and Finishing	0	4	4	3
Total	**2**	**10**	**12**	**8**

BUILDING CONSTRUCTION TRADES - CSC

The program provides a basic knowledge of the modern construction industry, as well as specific knowledge and skills in a trade area selected by the student: Electrical, HVAC, Plumbing, Carpentry, or Masonry.

Program Outcomes

Graduates of this program will be able to:

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 listed below and all courses included in each option:

Required courses:

		Lecture Hours	Lab Hours	Hours in Class	Credits
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

Course Sequences based on specialization area:

Carpentry

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**

BUILDING CONSTRUCTION TRADES - CSC

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
Electrical					
ELE 110	Home Electric Power	2	2	4	2
ELE 133	Practical Electricity	2	2	4	2
ELE 134	Practical Electricity	2	2	4	2
ELE 131	National Electric Code	3	0	3	3
ELE 216	Industrial Electricity	2	2	4	2
ELE 156	Electrical Control System	2	2	4	2
	Total	**21**	**12**	**33**	**26**
HVAC					
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**
Plumbing Option					
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					
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 Construction	2	2	4	3
BLD 295	Reinforcing Concrete & Patented Forms	3	0	3	3
	Total	**18**	**10**	**28**	**24**

COSMETOLOGY - Career Studies Certificate

Program Outcomes

Graduates of this program will be able to:

1. Demonstrate knowledge of hair & skin care
2. Understand manicuring and pedicuring
3. Be prepared to gain a cosmetology license
4. Understand salon management

Classes are conducted at Artistic Beauty College, 158 Arnett Blvd.

Course Sequence

First Semester

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
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
	Total	**12**	**30**	**42**	**12**

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
	Total	**12**	**25**	**37**	**12**

Third/Summer Session

COS 296	On-Site Training	**5**	**15**	**20**	**5**

PROGRAM INFO

This program prepares students for entry-level work in the personal services industry. Graduates are prepared to sit for the state board exam in cosmetology, after which they may work as a hairstylist, beautician, or nail technician in a salon setting, or start their own businesses.

Minimum credits: 29

Length: 3 semesters, including a summer term

Career opportunities:
Hairstylist/Cosmetologist: **$23,710 - 36,060**
Job growth:
10% from 2014 to 2024

Manicurist/Pedicurist: **$22,980 - 27,110**

Skincare Specialist: **$30,090**

Median salaries & job growth nationwide as of 2015. Source: BLS.gov

Division: Workforce Services

Contact: 434.797.6437

CULINARY ARTS - Certificate

This program provides a foundation in food production to prepare graduates for owning or seeking employment in a restaurant, bakery, hospital, or other food preparation-related businesses.

Industry Certifications: Serv-Safe

Program Outcomes

Graduates of this program will be able to:

1. Apply fundamental cooking techniques to a wide variety of fruits, vegetables, meats, and seafood;

2. Identify the fundamentals of flavor profiles and apply them to the creation of classic and modern cuisines;

3. Demonstrate *ServSafe* standards for proper food safety and sanitation procedures and personal hygiene;

4. Apply sustainability principles relating to energy conservation and restaurant operations; and

5. Demonstrate basic measuring, conversion, food costing and yield management practices.

CULINARY ARTS - Certificate

Course Sequence		Lecture Hours	Lab Hours	Hours in Class	Credits
First Semester					
HRI 106	Principles of Culinary Arts I	2	3	5	3
HRI 128	Principles of Baking	2	3	5	3
HRI 158	Sanitation and Safety	3	0	3	3
SDV 100	College Success Skills	1	0	1	1
	Total	**8**	**6**	**14**	**10**
Second Semester					
HRI 119	Applied Nutrition for Food Service	3	0	3	3
HRI 218	Fruit, Vegetable, Starch Preparation	2	3	5	3
HRI 190	Coordinated Internship	0	2	2	2
	Social Science Elective	3	0	3	3
	Total	**8**	**5**	**10**	**11**
Third Semester					
ENG 111 / 131	English Composition OR Technical Writing	3	0	3	3
HRI 219	Stock, Soup and Sauce Preparation	2	3	5	3
HRI 220	Meat, Seafood, Poultry Preparation	2	3	5	3
HRI 298	Seminar and Project	3	0	3	3
	Total	**10**	**6**	**16**	**12**

ELECTRICAL CONCEPTS - CSC

Program Outcomes

Graduates of this program will be able to:

1. Understand the fundamentals, devices and components in both DC and AC circuits.
2. Apply knowledge of electrical principles in a laboratory setting with an emphasis on measurement and evaluation.

Course Sequence		Lecture Hours	Lab Hours	Hours in Class	Credits
ELE 152	E/E Calculations I	3	0	3	3
ELE 113	Basic Electricity I	3	0	3	3
ELE 123	Electrical Applications I	1	2	3	2
ELE 153	E/E Calculations II	3	0	3	3
ELE 114	Basic Electricity II	3	0	3	3
ELE 124	Electrical Applications II	1	2	3	2
ELE	Approved Tech. Elective				3
Total		**14-17**	**4-7**	**21-25**	**19**

ELECTRONICS CONCEPTS - CSC

Program Outcomes

Graduates of this program will demonstrate:

1. Knowledge of electronic devices as applied to basic circuits and systems.
2. Applied knowledge of electronics and circuits in a shop experience with an emphasis on measurements.

Course Sequence		Lecture Hours	Lab Hours	Hours in Class	Credits
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**

ELECTRICAL/ELECTRONICS EQUIPMENT SERVICING - DIPLOMA

The diploma's first year includes core courses that provide a general foundation in electrical/electronic concepts, devices, networks and fundamental circuits and systems. Technical electives reinforce 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.

Program Coordination

Typically, students who have graduated from the Electrical Electronics Engineering Technology Diploma Program (EEE Tech) will take additional coursework and complete the coordinated internship required to satisfy the requirements of the Electrical Electronics Equipment Servicing Program (EEE Servicing).

Program Outcomes

Graduates of this program will be able to:

1. Design, draw, construct, analyze, & troubleshoot basic series and parallel AC and DC electrical circuits, including all typical circuit elements, & explain the function of each.
2. Design, draw, construct, analyze, & troubleshoot basic analog & digital electronic circuits.
3. Understand electronic digital & analog stages, devices, systems & equipment.
4. Identify, select, set up & 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, & explain the application of each.

ELECTRICAL/ELECTRONICS EQUIPMENT SERVICING - DIPLOMA

Program Outcomes, continued...

5. Connect, configure, install, program and modify Programmable Logic Controllers.
6. Build, configure, analyze, maintain, upgrade & troubleshoot personal computers.
7. Plan, construct, repair, operate & test custom-designed basic robotic devices.
8. Program microcontrollers, explain the function of each command, & demonstrate understanding of program flow.
9. Construct & analyze the function of microcontroller interface circuits.
10. Connect, configure, install & commission process control devices and systems.
11. Identify, explain, & utilize safety measures & equipment in the lab & workplace required by NFPA, NEC and OSHA.
12. Explain the characteristics & theories of operation of DC & AC single & multi-phase electric motors & motor control devices and circuits.
13. Identify, select, & properly use tools used in the electrical/electronics industry.
14. Demonstrate an understanding of commercial 3-phase electric power generation, transmission, distribution, & control, including 3-phase power generation, delta & wye connections, transformers & all associated calculations.
15. Demonstrate an understanding of alternative energy sources & how they relate to the generation, distribution, & control of residential, commercial, & industrial power.
16. Demonstrate a basic familiarity with fluid mechanics concepts & equipment.
17. Identify, select & install residential, commercial & industrial electrical devices & equipment.
18. Demonstrate experience in the field of Electrical Electronic Equipment Servicing or equivalent coursework.

Course Sequence

First semester (Fall)		Lecture Hrs	Lab Hours	Hrs in Class	Credits
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**

ELECTRICAL/ELECTRONICS EQUIPMENT SERVICING - DIPLOMA

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
Second Semester (Spring)					
ELE 114	Basic Electricity II	3	0	3	3
ELE 124	Electrical Applications II	1	2	3	2
ETR 141	Electronics I	3	0	3	3
ETR 123	Electronics Applications I	1	2	3	2
ETR 151	Electronic Circuits & Troubleshooting	2	0	2	2
ECO 100	Elementary Economics	3	0	3	3
	Total	**13**	**4**	**17**	**15**
Third Semester (Summer)					
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	Electronics Applications II	1	2	3	2
	Total	**8**	**4**	**12**	**10**
Fourth Semester (Fall)					
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**
Fifth Semester (Spring)					
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**
Sixth Semester (Summer)					
ETR 136	Industrial Electronic Systems	2	3	5	3
ELE 240	Advanced PLCs	2	3	5	3
ITE 116	Survey of Computer Software Applications	2	0	2	2
PSY 126	Psychology for Business & Industry	3	0	3	3
	Total	**9**	**6**	**15**	**11**

ELECTRICAL/ELECTRONICS ENGINEERING TECHNOLOGY - DIPLOMA

Program Coordination

Typically, Electrical Electronics Engineering Technology Diploma (EEE Tech) students concurrently enroll in the Industrial Electrical Principles & Industrial Electronics Principles Certificate programs. After two full years, students will graduate with a diploma and two certificates.

Students who have graduated from the Electrical Electronics Engineering Technology Diploma Program (EEE Tech) may take additional coursework and complete the coordinated internship required to satisfy the requirements of the Electrical Electronics Equipment Servicing Program (EEE Servicing).

Program Outcomes

Graduates of this program will be able to:

1. Design, draw, construct, analyze, & troubleshoot basic series & parallel AC & DC electrical circuits including all typical circuit elements e.g. switches, fuses, resistors, lamps, & other loads, & explain the function of each component.
2. Design, draw, construct, analyze, & troubleshoot basic analog & digital electronic circuits.
3. Demonstrate an understanding of digital & analog RF communications techniques, stages, devices, systems & equipment.
4. Identify, select, set up & operate basic electronic test & measuring equipment, including ammeters, ohmmeters, voltmeters, clamp-on ammeters, multimeters, power supplies, function generators, RF generators, logic probes, curve tracers, & oscilloscopes, and explain the application of each.

PROGRAM INFO

Program provides a general foundation in electricity, electronics, theorems, networks, and fundamental circuits. The first three semesters include core courses.

Minimum credits: 73

Length: 6 semesters (2 years), including two summers.

Career opportunities:
Electrical/Electronics Engineering Technician: **$61,130**

Electrical/Electronics Installer and Repairer: **$55,160**

Electrical/Electronics Repairers, Power House, Substation, & Relay Technicians: **$72,450**

Median salaries nationwide as of 2015. Source: BLS.gov

Division: Workforce

Contact: 434.797.6437

For course descriptions, visit danville.edu/catalog

ELECTRICAL/ELECTRONICS ENGINEERING TECHNOLOGY - DIPLOMA

Program Outcomes, continued...

5. Connect, configure, install, program & modify Programmable Logic Controllers.

6. Build, configure, analyze, maintain, upgrade & troubleshoot personal computers.

7. Install, solder, inspect, & test circuit components, including conventional & surface-mounted devices.

8. Plan, construct, repair, operate & test custom-designed basic robotic devices.

9. Program microcontrollers, explain the function of each command, & demonstrate understanding of program flow.

10. Construct & analyze the function of microcontroller interface circuits.

11. Connect, configure, install & commission process control devices and systems.

12. Identify, explain, & utilize safety measures & equipment in the lab & workplace required by NFPA, NEC and OSHA.

13. Explain the characteristics & theories of operation of DC & AC single & multi-phase electric motors & motor control devices and circuits.

14. Identify, select, & properly use tools used in the electrical/electronics industry.

15. Research & learn unfamiliar devices, circuits, & systems, & explain these to others unfamiliar with them using oral & written presentations.

16. Demonstrate an understanding of commercial 3-phase electric power generation, transmission, distribution, & control, including 3-phase power generation, delta & wye connections, transformers & all associated calculations.

17. Demonstrate an understanding of alternative energy sources & how they relate to the generation, distribution, & control of residential, commercial, & industrial power.

18. Identify, select & install residential, commercial & industrial electrical devices & equipment.

Course Sequence

First semester (Fall)

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
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
ITE 116	Survey - Computer Software Applications	2	0	2	2
	Health/Physical Education Elective	0	1-2	1-2	2
	Total	**10**	**3-4**	**13-14**	**13**

ELECTRICAL/ELECTRONICS ENGINEERING TECHNOLOGY - DIPLOMA

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
Second Semester (Spring)					
ELE 114	Basic Electricity II	3	0	3	3
ELE 124	Electrical Applications II	1	2	3	2
ETR 141	Electronics I	3	0	3	3
ETR 123	Electronics Applications I	1	2	3	2
ETR 151	Electronic Circuits Troubleshooting I	2	0	2	2
ELE 153	Calculations II	3	0	3	3
ENG 131	Technical Writing	3	0	3	3
	Total	**16**	**4**	**20**	**18**
Third Semester (Summer)					
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	Electronic Applications II	1	2	3	2
	Total	**8**	**4**	**12**	**10**
Fourth Semester (Fall)					
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**
Fifth Semester (Spring)					
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	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**
Sixth Semester (Summer)					
ETR 136	Industrial Electronic Systems	2	3	5	3
ETR 241	Electronics Communications I	2	3	5	3
	Total	**4**	**6**	**10**	**6**

FOOD SERVICE MANAGEMENT TRAINEE-
Career Studies Certificate

The Food Service Management Trainee program provides a foundation for kitchen line employees with the concepts and skills to upgrade or cross-train in a career in the hotel and restaurant management industry. Coursework covers general areas of food service management in nutrition, food and beverage cost, and recipe and menu management, catering, hospitality, management, and an internship.

Industry Certifications: Serv-Safe

Course Sequence	Lecture Hrs	Lab Hours	Hrs in Class	Credits
HRI 119/ Applied Nutrition for Food Service **OR**				
HRI 257 Catering Management	3	0	3	3
HRI 215 Food Purchasing	3	0	3	3
HRI 224 Recipe & Menu Mgmt	3	0	3	3
HRI 241 Supervision in the Hospitality Industry	3	0	3	3
HRI 251 Food & Beverage Cost Control I	3	0	3	3
HRI 290 Internship in Hospitality Management	3	0	3	3
SDV 100 College Success Skills	1	0	1	1
	19	**0**	**19**	**19**

HOSPITALITY & FOOD SERVICE MANAGEMENT - Career Studies Certificate

This program provides training in principles of the hospitality industry, sanitation, and food safety needed for employment in a variety of tourism, lodging, food, and guest services careers.

Industry Certifications: Serv-Safe

Program Outcomes

Graduates of this program will demonstrate understanding and skills in:

1. Hotel/restaurant organization and management;
2. Fundamentals of quality for the industry;
3. Food safety/sanitation; and
4. Workplace ethics.

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
SDV 100	College Success Skills	1	0	1	1
HRI 101	Hotel/Restaurant Organization & Management	3	0	3	3
HRI 140	Fundamentals of Quality for Hospitality Industry	3	0	3	3
HRI 154	Principles of Hospitality Mgmt.	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 Internship	2	0	2	2
		16	**0**	**16**	**16**

PROGRAM INFO

Minimum credits: 16

Length: 1-2 semesters

Career opportunities:
Food Managers:
$28,780-50,820
Job growth:
5% from 2014 to 2024

Lodging Managers:
$28,780-49,720
Job growth:
8% through 2024

First-line Supervisors
in Housekeeping:
$17.360-27,980
Job growth:
5% through 2024

Median salaries & job growth nationwide as of 2015. Source: BLS.gov

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

INDUSTRIAL ELECTRICAL PRINCIPLES and INDUSTRIAL ELECTRONICS PRINCIPLES - Certificates

PROGRAM INFO

These two certificate programs are generally not taken alone, but rather are usually pursued concurrently with either the EEE Technology Diploma or EEE Servicing Diploma, with several overlapping courses and requirements.

Minimum credits: 42 per certificate

Length: 3 semesters per certificate, including one summer term, when suggested full-time course sequence is followed

Career opportunities:
Electrician's Helper:
$30,980
Median salaries nationwide as of 2015. Source: BLS.gov

Division: Workforce Services

Contact: 434.797.6437

For course descriptions, visit danville.edu/catalog

Program Outcomes

Graduates of the Industrial Electrical Principles Certificate and Industrial Electronics Principles Certificate programs will be able to:

1. Design, draw, construct, analyze, & troubleshoot basic series & parallel AC & DC electrical circuits, including all typical circuit elements, & explain the function of each.
2. Design, draw, construct, analyze, & troubleshoot basic analog electronic circuits.
3. Identify, select, set up & operate basic electronic test and measuring equipment including ammeters, ohmmeters, voltmeters, clamp-on ammeters, multi-meters, power supplies, function generators, & oscilloscopes & explain the application of each.
4. Demonstrate an understanding of commercial 3-phase electric power generation.

INDUSTRIAL ELECTRICAL & ELECTRONICS PRINCIPLES - Certificates

Course Sequences

INDUSTRIAL ELECTRICAL PRINCIPLES

First Semester

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
SDV 100	College Success Skills	1	0	1	1
ENG 131	Technical Report Writing	3	0	3	3
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
ELE/ETR	Approved Elective				3
	Total	**11-14**	**2-4**	**13-18**	**15**

Second Semester

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
ELE 114	Basic Electricity II	3	0	3	3
ELE 124	Electrical Applications II	1	2	3	2
ELE 153	Calculations II	3	0	3	3
ELE 190	Coordinated Internship	-			3
ELE/ETR	Approved Elective	-			3
	Total	**7**	**2**	**9**	**14**

Third Semester

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
ELE 156	Electrical Control Systems	2	2	4	3
ECO 100	Elementary Economics	3	0	3	3
ELE/ETR	Approved Elective	-			3
ITE 116	Computer Software Applications	2	0	2	2
ELE 217	Power Utilities	1	2	3	2
	Total	**8**	**4**	**12**	**13**

INDUSTRIAL ELECTRICAL & ELECTRONICS PRINCIPLES - Certificates

Course Sequences

INDUSTRIAL ELECTRONICS PRINCIPLES

First Semester		Lecture Hrs	Lab Hours	Hrs in Class	Credits
SDV 100	College Success Skills	1	0	1	1
ETR 141	Electronics I	3	0	3	3
ETR 190	Coordinated Internship (2-4)	-			2-4
ENG 131	Technical Report Writing	3	0	3	3
ELE 152	E/E Calculations I	3	0	3	3
	Total	**10**	**0**	**10**	**10-12**

Second Semester					
ETR 142	Electronics II	3	0	3	3
ELE/ETR	Approved Elective (4-6)	4-6	0	4-6	4-6
ETR 190	Coordinated Internship (2-4)	-			2-4
ELE 153	E/E Calculations II	3	0	3	3
ETR 151	Electronic Circuits & Troubleshooting I	2	0	2	2
	Total	**15-16**	**0**	**14-18**	**14-18**

Third Semester					
ETR 136	Industrial Electronics Systems	2	3	5	3
ETR 190	Coordinated Internship	3	0	3	3
ETR 152	Electronic Circuits & Troubleshooting II	2	0	2	2
ECO 100	Elementary Economics	3	0	3	3
ELE/ETR	Approved Elective	3	0	3	3
	Total	**13**	**3**	**17**	**14**

INTEGRATED SYSTEMS TECHNOLOGY - ELECTRICAL - Associate of Applied Science

This degree program provides the skills, knowledge and project-based learning components to prepare for employment as an industrial electrician, combining the concepts, theory and practices associated with electrical technologies 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.

To find employment in this field, applicants generally must be able to physically lift 50 lbs, have good hand dexterity, and the ability to crawl into cramped spaces.

Program Outcomes

Graduates of this program will be able to:

1. Demonstrate knowledge of modern production systems and how electrical, mechanical and information systems technologies are used to automate processes.
2. Communicate concepts of mechatronics effectively.
3. Demonstrate analytical ability as it applies to troubleshooting of complex automated industrial equipment.
4. Use tools & test procedures commonly used in maintenance of production equipment.
5. Demonstrate knowledge of operational concepts such as lean manufacturing, teamwork, problem solving, & other "soft" skills used in day-to-day interaction in a professional industrial work setting.

PROGRAM INFO

Minimum credits: 67

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

Career opportunities: Industrial Electrician: **$33,280-51,880**

Job growth: **14%** from 2014 to 2024

Median salaries & job growth nationwide as of 2015. Source: BLS.gov

Industry Certifications: OSHA 10, NCCER Core, NIMS Electrical Control Systems, NIMS Process Control

Division: Workforce Services

Contact: 434.797.6437

For course descriptions, visit danville.edu/catalog

INTEGRATED SYSTEMS TECHNOLOGY - ELECTRICAL - A.A.S.

Course Sequence

First Semester

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
SDV 100	College Success Skills	1	0	1	1
ITE 115	Computer Software Applications	3	0	3	3
IND 137	Teamwork & 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 Technical Math	3	0	3	3
	Total	**15**	**2**	**17**	**16**

Second Semester

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
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	**17**	**2**	**19**	**16**

Third Semester

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
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

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
ELE 237	Human Machine Interface Systems	1	2	3	2
IND 243	Mechatronics	2	2	4	3
ETR 150	Machine Control Using Relay & Programmable Logic	3	0	3	3
IND 298	Seminar and Project	2	2	4	3
ELE 240	Adv. Programmable Logic Controllers	2	2	4	3
ETR 177	Industrial Robotics & Robotics Programming	2	2	4	3
	Total	**12**	**10**	**22**	**17**

INTEGRATED SYSTEMS TECHNOLOGY - MECHANICAL - Associate of Applied Science

This two-year degree program provides the skills, knowledge and project-based learning components to prepare for employment as an industrial mechanic. Students develop skills to assemble, install, troubleshoot and service pneumatic, hydraulic and mechanical systems. In addition, students learn electrical technologies also found in modern industry, so that graduates can function in an entry level multi-craft environment. Coursework also provides opportunities for students to learn teamwork and lean manufacturing through simulated work experience.

To find employment in this field, applicants generally must be able to physically lift 50 lbs, have good hand dexterity, and the ability to crawl into cramped spaces.

Program Outcomes

Graduates of this program will be able to:

1. Demonstrate knowledge of modern production systems and how electrical, mechanical and information systems technologies are used to automate processes.
2. Communicate concepts of mechatronics effectively.
3. Demonstrate analytical ability as it applies to troubleshooting of complex automated industrial equipment.
4. Use tools & test procedures commonly used in maintenance of production equipment.
5. Demonstrate knowledge of operational concepts such as lean manufacturing, teamwork, problem solving, & other "soft" skills used in day-to-day interaction in a professional industrial work setting.

PROGRAM INFO

Minimum credits: 67

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

Career opportunities: Industrial Mechanic **$31,200-48,410**

Job growth: **16%** from 2014 to 2024

Median salaries & job growth nationwide as of 2015. Source: BLS.gov

Industry Certifications: OSHA 10, NCCER Core, NIMS Basic Mechanical Systems, NIMS Basic Hydraulic Systems, NIMS Basic Pneumatic Systems, and NCCER Mechanical

Division: Workforce Services

Contact: 434.797.6437

For course descriptions, visit danville.edu/catalog

INTEGRATED SYSTEMS TECHNOLOGY - ELECTRICAL - A.A.S.

Course Sequence

First Semester

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
SDV 100	College Success Skills	1	0	1	1
ITE 115	Computer Software Applications	3	0	3	3
IND 137	Teamwork & 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 Technical Math	3	0	3	3
	Total	**15**	**2**	**17**	**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
MEC 254	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 & 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	3
MEC 169	Steam Systems	1	2	3	2
WEL 135	Inert Gas Welding	1	3	4	2
	Total	**10**	**16**	**26**	**17**

MAINTENANCE MECHANICS - Certificate

Program Outcomes

Graduates of this program will demonstrate:

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

Course Sequence

First Semester

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
ETR 115	DC/AC Circuits	3	0	3	3
ITE 116	Survey of Computer Software	2	0	2	2
MTH 103	Basic Technical Math I	3	0	3	3
MEC 154	Mechanical Maintenance I	2	1	3	3
SDV 100	College Success Skills	1	0	1	1
	Total	**11**	**1**	**12**	**12**

Second Semester

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
ELE 147	Electrical Power & Controls Systems	2	2	4	3
IND 103	Industrial Methods	2	0	2	2
ITE 131	Survey of Internet Services	1	0	1	1
MEC 162	Applications in Hydraulics & Pneumatics	1	2	3	3
SAF 130	OSHA 10	1	0	1	1
WEL 120	Fundamentals of Welding	1	3	4	2
	Total	**8**	**7**	**15**	**12**

Third Semester

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
ELE 233	Programmable Logic Controller Systems I	2	3	5	3
IND 243	Mechatronics	2	2	4	3
ENG 131	Technical Report Writing I	3	0	3	3
PSY 126	Psychology for Business & Industry	3	0	3	3
	Total	**10**	**5**	**15**	**12**

PROGRAM INFO

Program prepares graduates for entry-level careers in industrial maintenance. To find employment, applicants generally must be able to physically lift 50 lbs, have good hand dexterity, and the ability to crawl into cramped spaces.

Minimum credits: 36

Length: 3 semesters, if suggested full-time course sequence is followed.

Career opportunities: Industrial Mechanic or Mechanic's Helper: **$24,960-48,410**

Job growth: **16%** from 2014 to 2024

Median salaries & job growth nationwide as of 2015. BLS.gov

Industry Certifications: OSHA 10

Division: Workforce Services

Contact: 434.797.6437

For course descriptions, visit danville.edu/catalog

METALS PROCESSING - CSC

This program is broad enough to allow the graduate to fill a variety 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.

Program Outcomes

Graduates of this program will be able to:

1. Understand the fundamentals of metal fabrication safety.
2. Apply mathematical principles to metal fabrication practices.
3. Read blueprints for metal fabrication.
4. Understand the different types of metals and their properties.
5. Perform the arc, gas, MIG, and/or TIG welder and metal fabrication.

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
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**

WELDING - CSC

Career Requirements:

Good motor skills are critical in welding careers. Welding employers look for good hand-eye coordination and vision. Strength and stamina are also necessary qualities. Welders must lift as much as 100 pounds and carry 50 pounds, and may spend hours stooping, kneeling, crawling, walking, and standing. In addition, welding may require work outside, in bad weather, or in confined spaces.

Program Outcomes

Graduates of this program will be able to:

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 Sequence

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
MAC 161	Machine Shop Practices I	2	3	5	3
WEL 145	Welding Metallurgy	3	0	3	3
WEL 120	Fundamentals of Welding	1	3	4	2
WEL 121	Arc Welding I	1	3	4	2
WEL 122	Arc Welding II	1	3	4	2
WEL 135	Inert Gas Welding I	1	3	4	2
WEL 136	Inert Gas Welding II	1	3	4	2
WEL 150	Drawing & Interpretation	3	0	3	3
		13	**18**	**31**	**19**

WELDING TECHNOLOGY - Certificate

Program provides a general foundation in welding, including principles of welding & advanced welding skills; different welding techniques used in industry; workplace safety; and an intro to expected performance and demand of welders in the industry.

Career Requirements:

Good motor skills are critical in welding careers. Welding employers look for good hand-eye coordination and vision. Strength and stamina are also necessary qualities. Welders must lift as much as 100 pounds and carry 50 pounds, and may spend hours stooping, kneeling, crawling, walking, and standing. In addition, welding may require work outside, in bad weather, or in confined spaces.

Program Outcomes

Graduates of this program will be able to:

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

WELDING TECHNOLOGY - Certificate

Course Sequence First semester		Lecture Hrs	Lab Hours	Hrs in Class	Credits
AIR 117	Metal Layout	1	4	5	3
MTH 103	Applied Technical Math	3	0	3	3
SAF 126	Principles of Industrial Safety	3	0	3	3
ITE 116	Survey of Computer Software Appns	2	0	2	2
WEL 120	Fundamentals of Welding	1	3	4	2
WEL 121	Arc Welding I	1	3	4	2
SDV 100	College Success Skills	1	0	1	1
	Total	**12**	**10**	**22**	**16**

Second semester

WEL 150	Welding, Drawing and Interpretation	3	0	3	3
HUM 165	Controversial Issues	3	0	3	3
WEL 122	Arc Welding II	1	3	4	2
WEL 135	Inert Gas Welding I	1	3	4	2
WEL 136	Inert Gas Welding II	1	3	4	2
	Total	**9**	**9**	**18**	**12**

Third semester

ENG 131	Technical Report Writing I	3	0	3	3
MAC 161	Machine Shop Practices I	2	3	5	3
WEL 126	Pipe Welding I	2	3	5	3
WEL 145	Welding Metallurgy	3	0	3	3
	Total	**10**	**6**	**15**	**12**

WELDING - Diploma

Career Requirements:

Good motor skills are critical in welding careers. Welding employers look for good hand-eye coordination and vision. Strength and stamina are also necessary qualities. Welders must lift as much as 100 pounds and carry 50 pounds, and may spend hours stooping, kneeling, crawling, walking, and standing. In addition, welding may require work outside, in bad weather, or in confined spaces.

Program Coordination:

Credits earned in other DCC Welding CSCs and certificate programs may be applied to this diploma.

Industry Certifications:

Students will have the opportunity to earn American Welding Society certifications in GTAW & GMAW mild steel, aluminum, & stainless steel; & forklift operations.

Program Outcomes

Graduates will be able to:

1. Be prepared to obtain American Welding Society certifications in Gas Tungsten Arc Welding pipe, stainless steel & aluminum; and Gas Metal Arc Welding pipe, stainless steel, & aluminum.
2. Program and complete welds using robotic welding processes.
3. Complete welding projects using available hydraulic metal shaping equipment.
4. Utilize purchasing and billing practices used in the welding industry.
5. Prepare welded coupons and visual and destructive test for quality.
6. Examine basic welding codes and their effect on quality control.

WELDING - Diploma

Course Sequence

		Lecture Hrs	Lab Hours	Hrs in Class	Credits
First Semester					
SAF 130	Industrial Safety OSHA 10	1	0	1	1
WEL 120	Fundamentals of Welding	1	3	4	2
WEL 150	Welding Drawing & Interpretation	2	0	2	2
WEL 121	Arc Welding	1	3	4	2
ITE 116	Survey of Computer Software Applications	2	0	2	2
SDV 100	College Success Skills	1	0	1	1
MTH 103	Applied Technical Mathematics I	3	0	3	3
	TOTAL	**13**	**9**	**22**	**7**
Second Semester					
ENG 131	Technical Report Writing I	3	0	3	3
WEL 235	Advanced Gas Metal Arc Welding	1	6	7	3
WEL 122	Shielded Metal Arc Welding (Adv.)	2	3	5	5
WEL 31	Intro. Gas Tungsten Arc Welding	2	3	5	3
WEL 247	Welding Layout and Fabrication 1	1	3	4	2
	TOTAL	**9**	**18**	**26**	**15**
Third Semester (Summer)					
WEL 126	Pipe Welding I	3	3	6	3
MEC 208	Materials Handling & Forklift Operator	1	3	4	2
WEL 145	Welding Metallurgy	2	2	4	3
	TOTAL	**6**	**8**	**14**	**8**
Fourth Semester					
CAD 120	Intro to Graphic Representation	2	3	5	3
WEL 138	Pipe and Tube Welding	1	3	4	2
WEL 241	Robotic Welding 1	1	3	4	2
WEL 233	Gas Metal Arc Welding- Aluminum	1	3	4	2
WEL 295	Applied Welding Processes	2	4	6	4
WEL 244	Weld Testing and Codes	1	2	3	2
	TOTAL	**9**	**18**	**26**	**15**
Fifth Semester					
WEL 248	Welding Layout and Fabrication II	1	6	7	3
WEL 242	Robotic Welding II	1	3	4	2
WEL 238	Gas Tungsten Arc Welding- Aluminum	1	3	4	2
BUS 215	Purchasing and Materials	3	0	3	3
ECO 100	Elementary Economics	3	0	3	3
	TOTAL	**9**	**12**	**21**	**13**

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