

Message From the President



Welcome to Patrick & Henry Community College! We are thrilled that you have made the decision to continue your educational journey with us.

For more than 60 years, P&HCC has been changing lives and lifting students and their families into a better life. Whether you are attending for a short-term certification, a career and technical education associates degree, or a credential that allows you to transfer to a four-year university, you are in the best place to help you reach your goals. In every office, you will find dedicated faculty and staff ready to assist you from your first step onto our campus until your last step as you walk off the stage with your degree in hand.

P&HCC is much more than just a place to learn. Here, you will find clubs, service organizations, and other activities that will help you grow, feel connected, and have a valuable college experience. Inside the classroom, our innovative team of nationally recognized educators are utilizing the latest instructional techniques and technology to help you master course content. Outside of the classroom, you will find resources like our Byrd Math Lab, Writing Center, Student Support Services, Patriot Pantry, Student Success Center, Career Center, and a host of other wrap-around supports that can provide the assistance you need to be successful.

We recognize that our work does not stop once you graduate. P&HCC partners with numerous community organizations that provide students the opportunity to network with potential future employers even before program completion. Our community is in the midst of an economic renaissance, and we want to make sure we provide students with every opportunity to realize the many employment opportunities in our region.

We know you have a bright future ahead of you, and Patrick & Henry Community College is the perfect place for you to launch that next step.

All of us at Patrick & Henry Community College are delighted to welcome you to our PHamily!

J. Gregory Hodges, PhD
President

Academic Calendar

- Summer Session 2022
- Fall Semester 2022
- Spring Semester 2023

Summer Session 2022

Registration for Summer & Fall 2022 Begins

Tuesday, March 29

First day for Bookstore purchases utilizing financial aid

Monday, May 16

Open Advising & Registration for Summer 2022

Thursday-Friday, May 19-20

Classes Begin

Monday, May 23

Students may openly add a course for which pre-reqs are met

Monday-Friday, May 23-27

Students may drop a course; students may swap a section of the same class (face-to-face, web, etc)

Monday, May 23-Thursday, June 2

Holiday (college closed)

Monday, May 30

Students may add a course with faculty permission

Tuesday, May 31-Thursday, June 2

Last day to drop a course to receive a refund

Friday, June 3

Last day for Bookstore purchases/refunds utilizing financial aid

Friday, June 3

Holiday (college closed)

Monday, June 20

Holiday (college closed)

Monday, July 4

Student Holidays (no classes)

Monday-Friday, July 4-8

Last day to drop a course without grade penalty or to change from credit to audit

Monday, July 11

Last day of classes

Monday, August 8

Exam Days

Tuesday-Wednesday, August 9-10

Grades due

9:00 a.m., Friday, August 12

Fall Semester 2022

Registration for Fall 2022 Begins**Tuesday, March 29**

First day for Bookstore purchases utilizing financial aid

Monday, August 15

College Wide In-Service & Planning

Tuesday-Wednesday, August 16-17

Open Advising & Registration for Fall 2022**Wednesday-Friday, August 17-19**

Classes Begin

Monday, August 22

Students may openly add a course for which pre-reqs are met

Monday-Friday, August 22-26

Students may drop a course; student may swap a section of the same class (face-to-face, web, etc.)

Monday-Wednesday, August 22-31

Students may add a course with faculty permission

Monday-Wednesday, August 29-31

Holiday (college closed)

Monday, September 5

Last day to drop a course to receive a refund

Thursday, September 8

Last day for Bookstore purchases/refunds utilizing financial aid

Thursday, September 8

College-Wide In-Service (no classes)

Monday, October 3

Registration for Spring 2023 Begins**Tuesday, November 1**

Last day to drop a course without grade penalty or to change from credit to audit

Tuesday, November 1

Election Day (college closed)

Tuesday, November 8

Faculty Research

Wednesday, November 23

Holiday (college closed)

Thursday-Friday, November 24-25

Last day of classes

Monday, December 12

Exams

Tuesday-Friday; Monday, December 13-16; 19

Faculty Research

Tuesday-Friday, December 20-23

Grades due

9:00 a.m., Wednesday, December 21

Spring Semester 2023

Registration for Spring 2023 Begins**Tuesday, November 1, 2022**

First day for Bookstore purchases utilizing financial aid	Tuesday, January 3
College Opens/Faculty & Staff Return to Campus	Tuesday, January 3
College Wide In-service & Planning	Wednesday, January 4
Open Advising and Registration for Spring 2023	Thursday-Friday, January 5-6
Classes Begin	Monday, January 9
Students may openly add a course for which pre-reqs are met	Monday-Friday, January 9-13
Holiday (college closed)	Monday, January 16
Last day to drop a course to receive a refund	Thursday, January 26
Last day for Bookstore purchases/refunds utilizing financial aid	Thursday, January 26
Spring Break (no classes)	Monday-Friday, March 6-10
Last day to drop a course without grade penalty or to change from credit to audit	Friday, March 24
Registration for Summer and Fall 2023 Begins	Tuesday, April 4
Last day of classes	Tuesday, May 2
Exams	Wednesday-Friday; Monday-Tuesday, May 3-5; 8-9
Faculty Research	Wednesday-Friday; Monday, May 10-12;15
Grades due	9:00 a.m., Thursday, May 11
Graduation	10:00 a.m., Saturday, May 13

The College

Patrick & Henry Community College (P&HCC) is one of 23 community colleges in Virginia. Patrick & Henry was founded in 1962 as a two-year branch of the University of Virginia's School of General Studies and became an autonomous two-year college of the university two years later. The college enrolled its first students in the old Northside Elementary School in Martinsville and moved to its present campus in the fall of 1969 with the completion of the administration building. The Learning Resource Center was completed in the spring of 1971, and the college became part of the Virginia Community College System on July 1, 1971.

As a community college, P&HCC has continued to grow. New programs have been added and programs have expanded. William F. Stone Hall, the health, physical education, and wellness center, was completed in the spring of 1974 and dedicated to the memory of the late Senator William F. Stone. A division offering occupational and technical programs and courses was established in 1976. In the spring of 1985, A. L. Philpott Hall was completed in order to better serve growing programs to train a competent workforce. An addition to A.L. Philpott Hall was completed in the fall of 1995. The Walker Fine Arts/Student Center was completed in 1990 and dedicated to the memory of Robert Lee Walker and Samuel Stanhope Walker. In 1999, the administration building was named Francis T. West Hall, and the J.

Burness Frith Economic Development Center was completed and dedicated to the memory of the late J. Burness Frith. In 2017, P&HCC renovated one of their existing off-campus sites to become the Manufacturing and Engineering Technology Complex. The Complex provides P&HCC's many applied and technical education programs a modern facility where they will have room to grow.

In order to improve accessibility to college classes, P&HCC also offers classes at the IDEA Center in Uptown Martinsville, the Manufacturing and Engineering Technology Complex off of King's Mountain Road, and in Patrick County. Students can also take courses through distance education.

By responding rapidly and effectively to meet community needs and through continuous growth, P&HCC seeks to fulfill the purposes assigned to it by the 1966 General Assembly that established the Virginia Community College System.

Accreditation and Recognition

Patrick & Henry Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097, Telephone number 404-679-4501) to award the associate degree.

As a member of the Virginia Community College System, Patrick & Henry Community College is approved by the State Board for Community Colleges; the associate degree curricula offered in the college have also been approved by the State Council of Higher Education for Virginia. The college is a member of the American Association of Community Colleges and is an Achieving the Dream Leader College. The associate degree nursing program and practical nursing certificate program have conditional approval with terms and conditions by the Virginia State Board of Nursing and the nurse aide training program is approved by the Virginia State Board of Nursing. The associate degree nursing program is accredited by the Accreditation Commission for Education in Nursing, the most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree program is continuing accreditation with conditions. The EMS-Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). The Physical Therapist Assistant Program at Patrick & Henry Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE).

Mission

P&HCC is committed to promoting diversity, equity, and inclusion and to enriching the quality of life in our service region through academic excellence, educational affordability, student success, workforce development, and community engagement.

Vision

P&HCC will be the educational catalyst that provides access to economic prosperity for our diverse community.

Core Values

P&HCC values excellence, innovation, diversity, inclusion, and continuous improvement. We demonstrate these values in the following ways:

Teaching and Learning. As teaching and learning are paramount at P&HCC, we employ innovative faculty who utilize high-impact practices and state-of-the-art equipment in educating our students.

Integrity and Respect. To promote a culture of integrity, equity, and respect, we develop, nurture, and sustain an engaged, diverse, and talented workforce.

Communication and Collaboration. Through effective communication, we foster relationships and build partnerships that enhance the success and quality of life for our constituents.

P&HCC values excellence, innovation, diversity, and continuous improvement. We demonstrate these values in the following ways:

1. Teaching and Learning. Teaching and learning are paramount at P&HCC and simply the heart of everything we do.
2. Integrity and Respect. Our people are our most valuable asset. To promote a culture of integrity and respect for students and employees, P&HCC develops, nurtures, and sustains an engaged, diverse, and talented workforce.
3. Communication and Collaboration. We effectively communicate and collaborate with both internal and external stakeholders. Furthermore, we seek to foster relationships and build partnerships that enhance the success and quality of life of all constituents.

Types of Programs Offered

In order to fulfill the mission and vision, the college offers a program of instruction in:

Occupational/Technical Education. The occupational and technical programs are designed to meet the increasing demand for technicians, semi-professional workers and skilled craftsmen for employment in industry, business, the professions, and government. The curricula are planned primarily to provide workers for the region served by the college.

College Transfer Education. College transfer programs include college freshman and sophomore courses in the arts and sciences and in pre-professional education designed to meet standards acceptable for transfer to baccalaureate degree programs in four-year colleges and universities.

Developmental Education. A developmental education program is offered to prepare individuals for admission to an applied science and engineering technology curriculum or to a college transfer curriculum. The program is designed to assist the individual with the development of the basic skills and understandings necessary to succeed in other college programs.

Middle College. Middle College is a college transition program offered to individuals aged 18 - 26 who need to attain a General Education Equivalency Diploma (GED) and have a desire to pursue college coursework at P&HCC. Students receive academic and career readiness training. Those who complete Middle College will earn a GED, National Career Readiness Certificate (NCRC), and one college credit for SDV 100 . Students are assisted with the transition process to college upon the completion of the Middle College program. Middle College is FREE to all participants.

Specialized Community Services. The facilities and personnel of the college are available for specialized services to meet the cultural and educational needs of the region. These services include special programs, cultural events, workshops, meetings, lectures, conferences, seminars and community projects designed to provide a variety of cultural and educational opportunities.

General Education. General education encompasses the common knowledge, skills, and attitudes required by each individual to be more effective as a person, a worker, a consumer and a citizen. VCCS degree graduates will demonstrate competency in the following general education areas:

Critical Thinking

Critical thinking is the ability to use information, ideas, and arguments from relevant perspectives to make sense of complex issues and solve problems. This may include identifying relevant and irrelevant information utilizing adaptive questioning and flexible thought processes to make new connections and enhance self-awareness to facilitate changes. Degree graduates will locate, evaluate, interpret, and combine information, to reach well-reasoned conclusions or solutions.

Critical Thinking Outcomes

1. **Locate information utilizing a variety of resources (to include electronic or online means)**
2. **Evaluate information to determine whether it is credible or not**
3. **Interpret information as a means of supporting a logical argument**
4. **Synthesize all information to reach a well-reasoned conclusion or solution**

Written Communication

Written Communication is the development and expression of ideas in writing, involving many genres, styles, and audiences. Degree graduates will be able to express themselves effectively in a variety of written forms including write to a specific content, purpose, and audience. The student will use relevant and compelling content to convey an understanding of the subject, to clearly identify the purpose, and to deliver to a specific audience.

Written Communication Outcomes

1. Write to a specific structure: the student will organize and support the main idea in a logical, well-developed arrangement necessary for the intended genre
2. Write to a specific style: the student will use graceful, skillful language with clarity and fluency to deliver writing that is virtually free of grammatical errors
3. Write to offer evidence and support: the student will demonstrate skillful use of high-quality, credible sources that are relevant and appropriate to the purpose
4. Write for publication: the student will write with the intention of sharing with an intended audience in real-world settings, such as the classroom, clinical site, or workplace

Quantitative Literacy

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

Quantitative Literacy Outcomes

1. Identify valid and reliable information (to include electronic or online means)
2. Calculate by accurately solving mathematical problems
3. Interpret mathematical representations by accurately explaining its relevance in context
4. Represent information as mathematical forms to support an argument or conclusion

Civic Engagement

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

Civic Engagement Outcomes

1. Demonstrate civic knowledge by summarizing fundamental principles and debates about democracy and citizenship, both within the United States and in other countries
2. Demonstrate civic identity by reflecting on personal social/civic identity and how that identity differs from others in their communities (to include diverse feelings, perspectives, and life experiences)
3. Demonstrate civic discourse by deliberating on issues and problems to advance or achieve a civic aim through lenses such as ethical implications, civic actions, or social challenges at the local, national, or global levels
4. Demonstrate social justice by identifying personal and collective actions that could be taken to address injustices in society

Scientific Literacy

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

Scientific Literacy Outcomes

1. Explain the scientific method of inquiry that leads to evidence-based knowledge
2. Identify elements of research design
3. Plan, design, and conduct scientific investigations in a collaborative environment
4. Test hypotheses and communicate procedures and results, based on scientific evidence

Professional Readiness

Professional Readiness is the ability to work well with others and display situationally and culturally appropriate demeanor and behavior. Degree graduates will be able to demonstrate skills important for a successful transition into the workplace and/or pursuit of further education by way of professionalism and self-management practices and behaviors.

Professional Readiness Outcomes

1. Demonstrate commitment to the company or team
2. Demonstrate ethical behavior and respond to unethical behavior
3. Adapt to changes
4. Demonstrate a positive attitude
5. Demonstrate reliability
6. Demonstrate professional etiquette
7. Demonstrate dependability and punctuality
8. Define time management practices
9. Identify time management pitfalls
10. Identify health maintenance skills
11. Identify stress management skills
12. Identify workplace stressors

P&HCC Foundation

The Patrick & Henry Community College Foundation is a not-for-profit foundation organized under Virginia law and is fiscally and organizationally separate from the college. Its purposes are to enhance community awareness of Patrick & Henry Community College; to secure private contributions, bequests, and donations; and to account for, manage, and help appreciate monies or property submitted to the foundation.

The Foundation Board of Directors is composed of people from the college service area who represent positive leadership and community influence and who have expressed an interest and desire to use their influence on behalf of the college through the foundation.

Purpose

The goals and objectives of the foundation:

- Support the programs of P&HCC;
- Help to foster better understanding of the college and secure wide participation in cultural and community activities ;
- Encourage potential students to attend the community's college ;
- Raise support needed for students that cannot be funded by public money ;
- Provide a means of a perpetual trusteeship of capital funds donated or to be donated to the college by individuals or organizations for programs or activities of benefit to the college and its community ;
- Enhance the quality of education through acquisition of state-of-the-art equipment in academic and occupational- technical programs ;
- Recognize and promote outstanding teaching and leadership in college activities ;
- Develop special capital projects and facilities ;
- Raise support for special projects relating to the college which cannot be funded by public money;
- Undertake any other activities that may be to the benefit of P&HCC and its community.

Learning Resource Center

The Learning Resource Center embraces the mission of the college and strives to support and strengthen the art of teaching and the process of learning as they affect students, faculty, staff, and the community. To this end, the Learning Resource Center (LRC) provides library, and instructional media services and a comprehensive learning assistance program for students, faculty, and staff. Many of the services and functions of the LRC are open to community patrons. The LRC provides a broad base of services and materials reflective of user needs. Wireless Internet access is available throughout the library and Learning Resource Center. LRC staff members assist patrons in finding needed information, services, or equipment. The LRC has designed its functions to help students learn and teachers teach.

Lester Library

The Lester Library provides a diverse collection of print and non-print resources, including books, periodicals, microforms, videos, DVDs, and e-books, as well as access to over 100 full-text and bibliographic databases. Trained library staff is available to provide bibliographic instruction and research assistance both to students and community users. Registered students are able to access online resources from off-campus via a proxy server.

Students needing research assistance off-campus can request help by email, phone, or through our LibChat service. It can be found on the library information page of our website and on each LibGuide.

Loan Policy. The current loan policy is four weeks for books and 48 hours for videotapes and DVDs. In most cases, items may be renewed once, prior to the due date, either by phone or in person. Renewals are not allowed on overdue material or material on hold. Periodicals, reserve materials, and reference books are for in-library use only.

Photocopy and Microfilm Printer Machines. A coin-operated copy machine and a microfilm/microfiche reader are located on the second floor of the LRC. Photocopier charges are 10 cents per page. The library cannot provide change.

Library Card. All patrons must present a library card in order to check out materials. The first card is issued free. However, a \$1 fee is charged for replacement of a lost or damaged card. To replace a card, the student must pay at the business office and bring a receipt to the library circulation desk.

Overdue Policy. Although the library does not charge fines for overdue material, patrons are encouraged to return library material on or before the due date. Patrons who have library material checked out beyond a specified due date are notified in writing or through e-mail by staff. Students with overdue material are not allowed to check out additional material, receive transcripts, certificates, diplomas, or degrees; nor will they be allowed to re-register. Community patrons with overdue material are not allowed to check out additional library materials until overdue materials are returned. All patrons with overdue materials may be subject to action taken by the business office in accordance with VA Code§ 42.1-74. Habitual abuse of library policies may result in library privileges being suspended.

Lost or Damaged Materials. The cost for lost, stolen, or damaged library material will be assessed based on replacement value of the same or like materials.

Virtual Library of Virginia (VIVA). VIVA is a consortium of the 39 state-assisted, colleges and universities, the 32 independent Virginia institutions, and the Library of Virginia. VIVA's mission is to provide enhanced access to library and information resources and facilitate cooperation among institutes of higher learning. Through its VIVA membership, the Lester Library makes available a variety of full-text and bibliographic databases, free to students, faculty, staff and community researchers.

Details about VIVA and a list of its current database titles are available at <http://www.vivalib.org>.

Interlibrary Loans. As a member of the OCLC interlibrary loan network, the library can borrow materials from other OCLC member libraries within the state at no charge. Request for out-of-state materials are honored, where possible, although fees and restrictions may apply. For additional information regarding library policies and resources, please see the Lester Library Web page.

LRC Testing Center

The LRC Testing Center provides testing for local P&HCC students enrolled in distance learning courses as well as legitimate make-up testing for students in face-to-face classes as instructed by individual faculty members. Local students taking classes at other community colleges and senior institutions may contact the Testing Center if they need tests proctored.

Students who live within P&HCC's service region (Martinsville, Henry County, and Patrick County) are required to take proctored tests at either P&HCC's main campus Testing Center or at the P&HCC's Patrick County site. Students living outside the Martinsville and Henry County area must find an acceptable proctor, fill out a Student-Proctor form (located on the College website's Testing Center page), and submit to the Testing Center for approval at least one week prior to their test.

Appointments are not necessary for students taking tests in the Testing Center; however, it is the student's responsibility to allow an adequate amount of time to complete a test before closing time. Current semester hours are posted on the college website. A picture ID (Student ID card or Driver's License) is required before any test will be

given. Students must provide their EMPLID, course number, instructor's name, and test information. Belongings are not allowed in the testing room and need to be left in the assigned area: lockers are provided. Cell phones and smart watches are prohibited in the testing room. Having a cell phone, smart watch, or any portable electronic device while in the Testing Room will be considered a violation of the Honor Code and will be reported to the instructor.

Learning Laboratory

A Learning Lab is provided for the convenience of students to be able to work on coursework. Computers in the Learning Lab have Microsoft Office programs installed as well as other programs used in their classes.

Tutoring

Individual, group, and on-line tutoring is provided for most subjects free of charge to P&HCC students. Tutoring services are located on the first floor of the Learning Resource Center. Certified tutors are available for support, encouragement, and enhancing the quality of education.

Writing Center

The Writing Center offers individual as well as group tutoring sessions for students seeking guidance in their writing skills. The goal of the Writing Center is to aid in the development of the individual writer, teaching skills to help the writer become more self-sufficient. Trained tutors are available during lab hours. This service is offered at no cost to the student.

Byrd Math Lab

The goal of the Byrd Math Lab is to provide math assistance to students in all levels of math offered by P&HCC. The lab provides free individual and group tutoring. Walk-ins during regularly scheduled hours are the primary means of receiving math tutoring and are always welcomed; no appointment is necessary. Scheduled appointments may be available for certain math classes upon request. Math assistance is guaranteed during the open lab hours. The college attempts to offer math tutoring during both day and evening hours to accommodate student schedules. Students should check the college webpage for current semester hours of operation.

Distance Learning

P&HCC offers a wide variety of distance learning courses as well as a number of programs offered in a distance learning format. The majority of distance learning courses are web-based; however, the college delivers a few courses via compressed video or video conferencing. The compressed video courses are delivered to the college's off-campus sites and to other institutions within the Virginia Community College System. Web courses allow students to access the course using the Internet. Distance learning courses maintain the same integrity as traditional courses, but provide the course instruction in an alternate format. Distance learning courses are coordinated through the Division of Technology. Students are encouraged to complete an orientation to distance learning prior to beginning any of the college's web-based courses.

EAB Navigate Progress Report (Alert) System

The Navigate Campaign System allows instructors to identify, communicate with, and provide guidance to students demonstrating interactive performance and characteristics that correlate with the failure to academically succeed. Navigate gives instructors a quick way to keep track of their students' academic performance by creating a "case" when student behavioral or academic patterns cause concern. The instructor can also create positive reports to acknowledge academic success. Once the case is developed on a student, email notifications are sent to the Navigate case managers who will make numerous attempts to contact students.

Students who receive feedback early in the semester regarding their progress are more likely to seek assistance and support when needed.

Student Support Services

Student Support Services is a federally funded grant program (TRIO Program) through the U.S. Department of Education. The Student Support Services office is located on the first floor of the Learning Resource Center, Room 109. Students must apply to participate in the program and meet eligibility criteria. Eligible participants include first generation, low income, and/or students with a disability. Free services for program participants include: tutoring; academic advising; financial aid assistance; study skills assistance; cultural and social activities; assistance with transferring to a four-year college or university, including campus visits; and support services and accommodations for a disability.

Resources for Students with disAbilities

disAbility Resources, including academic adjustments and accommodations, are available to allow the full participation of students with disabilities in all programs and services of the college. disAbility Resources may include, but are not limited to, the following:

- facilitating physical accessibility on campus;
- academic degree or course requirements may be modified in certain instances to ensure full participation;
- alternate methods of testing and evaluation are available for students whose disability require such methods; and
- auxiliary aids and services are available for students with impaired sensory, manual, speaking, or processing skills.

Student Support Services is responsible for coordinating all disAbility Resources. Students with disabilities are encouraged to contact a counselor in Student Support Services as early as possible to arrange for and receive accommodations. In addition, Student Support Services will facilitate a student's communication with instructors regarding disclosure of his or her disability and accommodations needed.

Accessible parking is available in all visitor and student parking lots on campus. An appropriate vehicle tag or permit from the Department of Motor Vehicles is required for these spaces. Inquiries about the college's and student's rights and responsibilities regarding persons with disabilities may be directed to the 504/ADA Coordinator located on the first floor of the Learning Resource Center, (276) 656-0257. Additional information regarding the college's disability policies and procedures may be found at the P&HCC college web site.

Student Services

The Student Services Division exists to help meet the needs of students. College staff assist students in making informed decisions regarding their educational, vocational and personal plans.

Orientation. New students should initiate a meeting with a college advisor in the Student Services Office to discuss interests, results of the direct enrollment survey and curriculum choices. All students are required to participate in a New Student Orientation session, which is offered multiple times before classes begin each semester.

Pre-college counseling. Student Services staff cooperate with local high schools to schedule appropriate activities for students and counselors to inform them of the programs available. All youth and adults in the service region are invited to visit and/or request information concerning P&HCC through the Student Services office.

College Success Skills. The SDV 100 course offers each student an opportunity to meet individual needs and receive academic credit toward graduation. SDV 100 provides an orientation to the college, introduces study skills, career and life planning, and offers an opportunity to engage in activities aimed at self-discovery. Students enrolled in developmental courses should take SDV 100 in their first semester of enrollment.

The Career Center. The Career Center provides assistance with personal career development for all students. Successful career choices should be based on students' interests, values, skills, and personality. The Career Center offers guidance in choosing career objectives, pursuing internships and volunteer opportunities, initiating job searches and preparing for job application and interviews.

Services include:

- Assistance with the application process for internships or job placement;
- Career advising using the Virginia Wizard Career and Course Planner, or the CareerScop Interest and Aptitude Assessment;
- Career and job fairs, both on and off campus, for networking with potential employers;
- College Central Network online career development program; Resume and job postings to help with your job search and career development;
- Guidance through the pre-employment process including resume and cover letter formatting and reviews, as well as mock interviews;
- Pre-employment testing services including ACT WorkKeys and Manufacturing Skill Standards Council (MSSC) assessments (may be related to specific classes or employers only);
- Resources for the job search.

Transfer preparation. College transfer programs are designed to allow students to transfer to four-year colleges and universities. In addition, Patrick & Henry has formal articulation agreements with several institutions to make transfer easier for the student. For information about the Guaranteed Admissions Agreements and other transfer agreements, see the Student Handbook.

Student activities. A student activities program adds to the instructional program by providing a variety of meaningful educational, cultural, social, and civic experiences. The student fee supports this program. The college encourages student participation in extracurricular activities on campus. Students should consult the Student Handbook section of the college catalog on all student organizations and contact the Student Activities office in the Walker Building to find out how to become an active member of a campus group.

Faculty advisors. Faculty advisors are appointed to help students complete programs and work through other problems that can affect student performance. Faculty advisors are assigned to all students according to the area of study. See the Student Handbook for detailed information about the role of faculty advisors. Students who wish to change their major should visit with their advisor and then complete the online form. Students may only submit a Student Academic Program Change Form to change curriculum two times per semester, and students must be admitted with an eligible curriculum prior to the semester beginning in order to receive financial aid.

MHC After 3. MHC After 3 is a collaborative of many youth-serving community partners dedicated to providing exemplary youth development services. MHC After 3 programs serve middle and high school youth in the Martinsville Henry County community during out of school time hours. Students benefit from daily professionally mentored arts, academics, athletics, and personal development programs. MHC After 3 funders includes 21 Century Community

Learning Centers, National Science Foundation via Educational Equity Centers, Martinsville Area Community Foundation, The Harvest Foundation, private donors, and in-kind contributions from community partners, Patrick & Henry Community College, Martinsville City Public Schools, and Henry County Public Schools.

Upward Bound. Upward Bound and Upward Bound Math and Science provide free high quality year-round programming to 130 area high school students in preparation for college entrance and success. Advisors provide weekly sessions to build student capacity for academic, career, financial, and career success. In addition to college, cultural and career exploration activities, students hone leadership, academic, and student success skills throughout the academic year and a six-week intensive summer discovery institute. These programs are funded through competitive grants funded through the United States Department of Education, each in the amount of \$262,500 annually.

The Student Success Center

The Student Success Center is located on the first floor of the Learning Resource Center (LRC). The purpose of the Student Success Center is to assist students in navigating the personal, financial, and family challenges that often cause roadblocks in a student's educational journey. The following programs are all housed within the Student Success Center:

- Great Expectations
- Middle College
- College Success Coaching
- Rural Virginia Horseshoe Initiative (RVHI)
- Shared Services Distance Learning (SSDL)
- Patriot Pantry

A wide array of coaches and assistants are available to help students navigate P&HCC and reach their academic goals.

Great Expectations - Great Expectations is a college transition program designed to help young adults (17-24 years old) who are or were affiliated with the foster care system. The program offers individual support to young adults transitioning into college by increasing awareness of the value and availability of a college education, and assisting students and service providers with accessing and successfully navigating the community college system. These services are offered free of charge to those students who qualify and are ready to make a commitment to their future.

Middle College - Middle College is a college transition program offered to individuals who need to attain a GED and have a desire to pursue college coursework at P&HCC. In addition, students receive academic and career readiness training. Those who successfully complete all requirements of Middle College will earn the following: GED, National Career Readiness Certificate (NCRC), and one college credit for SDV 100 . Students are assisted with the transition process to college upon the completion of the Middle College program. Middle College is FREE to all participants.

College Success Coaching Program - The College Success Coaching program is a grant-funded initiative with the Virginia Community College System (VCCS) and seeks to use the "coaching" model in an academic setting. Three college success coaches maintain a case-load of 100 students each and assist them in all aspects of successfully navigating from first course enrollment to graduation or credential attainment. College Success Coaches are located in the Learning Resource Center.

Rural Virginia Horseshoe Initiative - The Rural Virginia Horseshoe Initiative (RVHI) awards incentives to GED recipients and low-income high school graduates to encourage the continuation of education in workforce and other programs of study. In addition, some of the funding is used to expand the availability of coaches, scholarships, and mentoring opportunities for the youth throughout the Rural Horseshoe communities. Each student may receive up to \$1,000 (funding pending) to cover the costs of tuition, books, registration fees, workforce training programs, state licensures, industry-recognized certifications, and the National Career Readiness Certificate.

Shared Services Distance Learning - Shared Services Distance Learning (SSDL) offers an online option for many courses, in addition to previously scheduled courses, at P&HCC. All SSDL courses are online through the VCCS

Learning Management System with instructors who work for a partnering community college. P&HCC students now have distance learning options for courses in foreign languages, ethics, accounting, and much more. Online options allow students to work part- or full-time jobs while pursuing higher educational goals. All SSDL courses comply with VCCS accreditation requirements, and in most cases, provide transferrable credits.

Patriot Pantry - The Patriot Pantry is open and free to all students. Hunger is a common problem on campus and our staff is here to provide students with food insecurities with the opportunity to lighten the financial hardship. Students may visit every two weeks to obtain non-perishable food and hygiene items. The Patriot Pantry is located in the LRC.

Admission Procedures

Individuals are eligible for admission to the community college if they are high school graduates or the equivalent, or if they are eighteen years of age or older and able to benefit academically from study at the community college, as demonstrated by assessment in reading, writing, and mathematics. Minimum scores are noted in the chart below. Colleges may allow students who are in their final semester of high school or home school to enroll in summers courses. These students must provide documentation of graduation in order to enroll in subsequent semesters.

VPT	
Reading	EDE 10
Writing	EDE 10
Math	MDE 10

Patrick & Henry College promotes nondiscrimination. A lack of English skills is not a barrier to participation in any course.

Patrick & Henry Community 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 a college. The colleges also reserve the right to refuse admission for applicants that have been expelled or suspended from, or determined to be a threat, potential danger, or significantly disruptive by another college. Students whose admission is revoked after enrollment must be given due process.

When enrollments must be limited for any curriculum or course, priority must be given to qualified students who apply for admission to the program within a reasonable length of time before registration. Admission priorities are: (1) Virginia residents-legal domiciliaries, (2) out-of-state, and (3) foreign students.

Military Service Member Recruitment Policy

This policy relates to restrictions on misrepresentation, recruitment, and payment of incentivized compensation in the recruitment of service members. This policy applies to the college and its agents including third party lead generators, marketing firms, or companies that act on behalf of the educational institution.

As part of efforts to eliminate unfair, deceptive, and abusive marketing aimed at service members, the College will hereby:

(1) Ban inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other items having a monetary value of more than a de minimis amount to any individual or entity, or its agents including third party lead generators or marketing firms;

(This provision excludes salaries paid to employees or fees paid to contractors in conformity with all applicable laws for the purpose of securing enrollments of service members or obtaining access to Military Tuition Assistance [TA] funds. In addition, college-sponsored scholarships or grants and tuition reductions available to military students are permissible under this policy.)

(2) Refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including TA funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance; and

(3) Refrain from high-pressure recruitment tactics such as making multiple unsolicited contacts (three or more), including contacts by phone, email, or in-person, and from engaging in same-day recruitment and registration for the purpose of securing service member enrollments.

Admission to Specific Curricula or Courses

In addition to general admission requirements, other specific requirements may be prescribed for any curriculum. Among the criteria generally considered in determining student eligibility for admission to a curriculum are the student's educational and occupational experiences and other reasonable standards to ensure that the student has the potential to meet program requirements. Specific requirements for each curriculum are listed in the Curricula of Study section of this catalog. People who do not initially meet the requirements for a specific course or curriculum may be eligible for entrance after developmental prerequisites have been completed.

Admission of Students on the Sexual Offender Registry Section 23 - 2.2:1 of the Code of Virginia requires that the VCCS send enrollment information to the Virginia State Police concerning students to institutions of higher education. This information is transmitted electronically and compared against the Virginia Criminal Information Network Crime Information Center Convicted Sexual Offender Registry. Language on the web application informs students that their information is being transmitted to the State Police. In the event that the State Police determine that an applicant to Patrick & Henry Community College is listed on the Sex Offender Registry, the State Police will notify P&HCC. When the college receives such a notification, the following procedures apply:

- a. The College reserves the right to evaluate special cases and to refuse admission to students when considered advisable in the best interest of the college. The applicant or withdrawn student may receive a written letter from the Dean of Student Success & Enrollment Services stating his/her denial of admission.
- b. If the applicant registers for classes and becomes a student before the college receives notification from the State Police, the student will be notified immediately of his/her potential administrative drop from classes. A letter for reconsideration of admission status must be made to the Dean of Student Success and Enrollment Services within seven (7) calendar days.
- c. If the letter is not received within seven (7) days, he/she will be dropped from classes immediately and will receive a refund.

Appeal Process for Denial of Admission or Withdrawal for Convicted Sex Offender

When a convicted sex offender is denied initial admission to or is administratively dropped from classes at Patrick & Henry Community College, the applicant or withdrawn student will receive a written notification from the Dean of Student Success & Enrollment Services stating his/her denial of admission or potential administrative drop from

classes. He/she may invoke the following appeal process within seven (7) calendar days of the denial of admission or administrative drop:

The applicant/student may write a letter of appeal to the Vice President of Academic and Student Success Services in which he/she provides the following information:

1. Disclosure of the nature of the offense for which he/ she has been convicted
2. Justification for consideration of admission/ reinstatement
3. 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.
- d. The Vice President of Academic and Student Success Services will review the information submitted and make a decision within fourteen (14) calendar days of receiving the letter of appeal
- e. The Vice President of Academic and Student Success Services will inform the applicant/dropped student in writing of the decision of the appeal. The decision of the Vice President shall be final

Curricular Admission

Application. Before final action may be taken on an application, a student seeking admission to any curriculum of the college must submit:

1. **A completed Application for Admission** with social security number requested;
2. **Official high school transcripts or GED** certificate if you plan to enter the program in either Nursing, EMT-Intermediate, Paramedic, or Licensed Practical Nursing. There are no exceptions.
 - a. Applicants for financial aid should be aware that some financial aid programs may require that the high school transcript/GED certificate be submitted without exception before an award may be made.
 - b. Students must be admitted into an eligible curriculum prior to the semester start date.
3. **Official College Transcripts** for all previous institutions if:
 - a. You plan to enter the degree program in either Nursing or EMT-Paramedic or the certificate in Licensed Practical Nursing;
 - b. You wish to receive transfer credit. The VCCS Student Information System academic records will be sufficient for colleges within the Virginia Community College System. Please fill out the Transcript Evaluation Form online under students/student forms.
NOTE: The SDV 100 requirement may be waived for students who hold an Associate degree or Bachelor's degree from a regionally accredited institution. Other requests for a waiver may be considered on a case-by-case basis. Students must still successfully complete the required number of credits for their degree.
4. **Other material when applicable.**
 - a. Nursing (RN and LPN) and EMT-Paramedic applicants need to consult specifics in the Nursing, LPN, or EMT- Paramedic section of the college catalog.
 - b. Additional information as stated by the college for admission to specific programs or curricula.
5. **International students.** Patrick & Henry Community College is a two-year, non-residential, commuter college. We welcome applications from qualified international students who meet our academic, financial, and language requirements. Before we are able to process a request for admission to the college and issue a form I-20 for the F-1 Visa, the following documents must be submitted by July 1 for fall semester attendance and November 1 for spring semester attendance:
 1. Completed P&HCC Application for Admission.
 2. Proof of the equivalent of an American high school diploma
 3. Official Internet-based (IBT) TOEFL scores of at least 61, Duolingo 100, IELTS 6.0, or iTEP 3.7.

4. Verification of financial support sufficient to enroll as a full-time student without the need to work off-campus,
5. Proof of health insurance coverage and
6. Photocopy of your passport

After the student's I-20 is issued, the student must complete the direct enrollment survey for mathematics and English unless exempted from the English portion by a TOEFL Score (76 or higher), enroll in a minimum of 12 credit hours in a transfer program, and file a copy of the student's passport and I-94 card with the Admissions Office.

Students are allowed to attend Patrick & Henry for two years. Please keep in mind that P&HCC does not offer international student scholarships. Nor do we offer on-campus employment opportunities for F-1 visa students. In addition, typically, F-1 visa students are not eligible for off-campus employment due to Federal regulations.

Please do not send or bring foreign transcripts directly to the Admissions and Records Office. Please note that the college does not endorse any specific company. The information below is provided for your convenience only. For a full list of approved agencies, please visit National Association of Credential Evaluation Services, <http://naces.org> (NACES)

Global Credential Evaluators, Inc. <http://www.usces.org>

Spantran - <http://www.spantran.com>

World Education Services, Inc. - <http://www.wes.org>

After application materials have been submitted, you should speak with a Designated School Official (DSO) about next steps.

Non-Curricular Application

Applicants for non-curricular admission must submit a completed Application for Admission.

Classification of Students

Students are classified according to their educational goals, the time devoted to their education, and the number of credits completed.

Curricular student - A student who has been officially admitted to one of the college associate degree, certificate, or career studies certificate programs is classified as a curricular student.

Non-curricular student - A student, who is not enrolled in a curriculum, either by individual choice or in accordance with college policy, is classified as a non-curricular student. Non-curricular students are not eligible for financial aid, AND students must be admitted into an eligible curriculum prior to the beginning of the semester in order to receive financial aid.

Full-time student - Students are considered full-time students if they are enrolled in 12 or more credits of course work.

Part-time student - Students are considered part-time students if they are enrolled in fewer than 12 credits of course work.

Freshman - Students are classified as freshmen until they have completed 30 credits of study in a designated curriculum. Transferred credits are included if they apply toward meeting requirements of the curriculum.

Sophomore - Students are classified as sophomores when they have completed 30 or more credits of course work in a designated curriculum. Transferred credits are included if they apply toward meeting requirements of the curriculum.

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

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

1. "Senior citizen" shall mean any person who, before the beginning of any semester in which such person claims entitlement to senior citizen benefits, (1) has reached 60 years of age, and (2) has had legal domicile in Virginia for one year.
2. A senior citizen shall be entitled:
 - a. to register for and enroll in courses as a full-time or part-time student for academic credit if such senior citizen had a taxable individual income not exceeding \$23,850 for Virginia income tax purposes for the year preceding the year in which enrollment is sought;
 - b. to register for and audit courses offered for academic credit regardless of income level; and
 - c. to register for and enroll in courses not offered for academic credit regardless of income level.

Such senior citizen shall pay no tuition or fees for courses offered for academic credit or for courses not offered for academic credit, except fees established for the purpose of paying for course materials, such as laboratory fees, subject to a determination by the institution of its ability to offer the course or courses for which the senior citizen registers.

The Council of Higher Education shall establish procedures to ensure that tuition-paying students are accommodated in courses before senior citizens participating in this program are enrolled. However, the state institutions of higher education may make individual exceptions to these procedures when the senior citizen has completed 75% of the requirements for a degree.

Interested senior citizens should contact the Office of the Registrar for information and required application materials.

Transfer Students

Usually, a student transferring from another college who is eligible for return to the last college will be eligible for admission to P&HCC. If a student is ineligible to return to a curriculum at a previously attended college, special conditions may be imposed for admission.

Students transferring from other colleges must submit official transcripts for ALL previous college or high school work as outlined above (Admissions Procedures). If possible, transfer credits will be evaluated to determine the student's standing before registering for classes, but not before ALL transcripts are received. Please see the Transfer Evaluation and Credit for Prior Learning Handbook for more information.

Transfer between Curricula - During the course of study, a student may desire to change to another curriculum. The student should discuss the intended change with the faculty advisor or a counselor, who will advise the student about the requirements and effects of the change.

The student's academic history will be evaluated by the appropriate college official to determine what courses can be applied to the new curriculum. No change in curriculum is official until a "Student Information Change Form" has been submitted to, and approved by, appropriate Admissions Office personnel. Students may only submit a Student Academic Program Change Form to change curriculum two times a semester, AND students must be admitted into an eligible curriculum prior to the semester beginning in order to receive financial aid.

High School Students

Students attending high school who wish to attend college concurrently to take credit classes outside of current dual enrollment controls must coordinate consideration with the school and the Director of Dual Enrollment. Each case will be evaluated individually.

Dual Enrollment. Although high school and home school students are normally not qualified for general admission, colleges may offer admission to those students who meet additional criteria. Dual enrollment is restricted to high school juniors and seniors and home school students studying at the high school junior or senior levels. Home school students must also 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. Documentation of parental permission is required for all dual enrollment students.

Because admitting freshmen and sophomores is considered exceptional, the college-ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis. Formal approval by the college president is required for admitting freshmen or sophomores.

All students admitted under this section must demonstrate readiness for college by meeting the current Virginia Plan for Dual enrollment. Students enrolling in a dual enrollment course must meet all course pre-requisites.

Readmission after Suspension or Dismissal

Students desiring readmission after suspension or dismissal should complete the Reinstatement/Petition for Admissions form located under students/student forms on the homepage. Such applications should be submitted well in advance of the beginning of the college semester.

Academic Renewal Policy

Students who return to the college after a separation of five (5) full years or more may petition for academic renewal. The request must be submitted to the Office of the Registrar by completion of the Academic Renewal Petition Form.

If a student is awarded academic renewal, "D" and "F" grades earned prior to re-enrollment will remain on the student's official record and transcript but be deleted from the cumulative and curriculum grade point average (GPA), subject to the following conditions:

1. prior to petitioning for academic renewal the student must demonstrate a renewed academic interest and effort by earning at least a 2.5 GPA in the first twelve (12) semester hours (graded A, B, C, D, F) completed after re-enrollment
2. all grades received at the college will be a part of the student's official transcript
3. students will receive degree credit only for courses in which grades of C or better were earned prior to academic renewal, providing that such courses meet current curriculum requirements
4. total hours for graduation will be based on all course work taken at the college after readmission, as well as former course work for which a grade of "C" or better was earned, credits transferred from other colleges or universities, or awarded at P&HCC by other approved methods
5. the academic renewal policy may be used only once and cannot be revoked once approved
6. an "Academic Renewal" notation will be made on the permanent record
7. the granting of Academic Renewal does not affect any previous academic, financial, or administrative determination made by the college
8. other institutions/ agencies may not utilize this policy in evaluating the student's record

A thorough explanation of the academic renewal policy and analysis of an individual student's situation and eligibility may be obtained from the Office of the Registrar. If a student disagrees with the decision of the coordinator in administering the policy, an appeal may be filed by following the grievance procedure outlined in the student handbook.

Cancellation of Classes Due to Insufficient Enrollment

The college may cancel any class that is deemed to have insufficient enrollment (as determined by college policy) at the beginning of each semester.

Domicile Determination and Appeal Procedures

The Virginia Community College System is guided by the Code of Virginia and the regulations of the State Council for Higher Education on determining domicile. For the purposes of in-state tuition, a Virginia resident is defined by state law as one who has lived in Virginia, with the intent to remain a Virginian, for a period of at least one year prior to the first official day of class for the semester in which he or she is enrolling. The intent of domicile is evidenced through the filing of state income tax, voter registration, automobile registration, and driver's license. All applicants to the college who are claiming entitlement to Virginia in-state tuition rates must complete the domicile items on the application for admission. The burden of proving eligibility for in-state tuition rests with the applicant.

The college makes an initial determination of an applicant's eligibility for in-state tuition rates (or domiciliary status) based on the information supplied by the applicant and/or the applicant's parent, legal guardian, or spouse in the Domicile Information portion of the Application for Admission. This determination is made under provisions of Section 23.1-500 of the Code of Virginia. Additional information, clarification, or supporting evidence may be required.

If the student does not agree with the determination, an appeal may be filed with the Coordinator of Admissions and Records within 30 days of the determination by completing and submitting the "*Application for Re-Classification of Student's Domicile Status*" packet. This appeal must include copies of the applicant's driver's license, motor vehicle registration, income tax returns for the previous tax year, and any other relevant documents that may support the claim of eligibility for in-state tuition rates. The coordinator may require more information, clarification, or supporting evidence in order to review the applicant's case. Once all required information is received, the coordinator will review the case and notify the student of the decision within ten (10) days.

If the student does not agree with the decision of the coordinator, an appeal may be filed with the Domiciliary Status Appeal Committee within ten (10) days. This appeal must be submitted in writing. The committee may require more information, clarification or supporting evidence. Once all required information is received, the committee will issue a decision, in writing, within 20 days. The decision of the Domicile Appeals Committee represents the final administrative review. If the student is denied in-state tuition privileges by the final administrative decision of the committee, the student may appeal the decision to the Circuit Court within 30 days of receipt of the committee's decision.

Any student classified as out-of-state who believes they will be eligible for in-state tuition rates for a future term or enrollment must submit an updated "Domicile Application" form. The college is not responsible for monitoring possible eligibility changes.

The "*Application for Re-Classification of Student's Domicile Status*" can be obtained by emailing admissions@patrickhenry.edu.

Tuition and Financial Aid

Veterans Benefits

Most programs of study at P&HCC are approved for Veterans Administration educational benefits by the State's Veteran Department of Education. The Financial Aid Office serves veteran students, completes their certification process, and maintains accurate enrollment and student status records. All veterans receiving educational benefits must be enrolled in an official curriculum leading to a certificate or degree. Veterans are reminded that changes in course load (add/drop, cancellations, etc.), may affect their educational benefits. Veterans who are enrolled in non- standard classes (dynamic or accelerated classes) must note that their pay rate will be adjusted with the Department of Veteran Affairs when the classes begin or end. This change must also be reported on the monthly verification for Chapter 1606, and Chapter 30. In addition to these certification requirements, veterans are cautioned that only those courses applying toward graduation requirements in their curriculum and only classroom instruction refresher courses will be certified to the Veterans Administration Regional Office for payment of educational benefits.

Educational benefits are suspended when the veteran fails to maintain minimum standards of academic progress or to submit the required information.

Virginia Military Survivors and Dependents Education Program - Tuition Waiver

The Virginia Military Survivors and Dependents Education Program provides educational assistance to children of certain armed forces veterans. The program provides free tuition and required fees. To be eligible for assistance under this program, an applicant must meet the following basic eligibility requirements:

1. The applicant must be between the ages of 16 and 29.
2. The applicant's parent must have served in a branch of the armed forces of the United States, and the parent must have been killed or permanently disabled due to injury or disease, a prisoner of war, or missing in action during a time of war or armed conflict; and
3. The applicant's parent on which eligibility is based must have been a resident of the Commonwealth of Virginia at the time of entry into active military duty; or
4. The applicant's parent on whom eligibility is based must have been a resident of the Commonwealth of Virginia for at least five consecutive years immediately prior to the date of application.
5. The applicant must provide written verification to the Department of Veterans' Affairs attesting to his/her acceptance as a student at a state-supported educational institution.
6. Approval from the Department of Veterans' Affairs must be provided to the state-supported educational institution.
7. The applicant must maintain satisfactory academic progress for continued eligibility.
8. Dependents eligible for the VMSDEP will be considered in-state and the in-state rate will be waived.

Surviving Spouse and Any Child of Those Killed in the Line of Duty - Tuition Waiver

Children and spouses of law enforcement officers, campus police, firefighters, correctional and jail personnel, special forest warden, special agents of the Department of Alcohol Beverage Control, members of the Virginia State Defense Force, sheriff, deputy sheriff, Virginia National Guard members or rescue squad members who have been killed in the line of duty are entitled to free tuition and required fees. To be eligible for assistance under this program, an applicant must meet the following eligibility criteria:

1. The children must be between the ages of 16 and 25.

2. The chief administrative office of the law enforcement agency or other appropriate agency must certify that the deceased parent was employed or serving in the required capacity and was killed in the line of duty while serving or living in the Commonwealth.
3. The surviving spouse or child is admitted to, enrolled at and is attending a public institution of higher education.
4. The certification must be submitted to the college Financial Aid office.
5. The applicant must maintain satisfactory academic progress for the continuation of eligibility.

Veterans' Choice Act

In 2014, Congress passed the Veterans Access, Choice and Accountability Act of 2014 (Veterans Choice Act), which was codified in 38 U.S.C. 3679(c). Under Section 702 of this law, certain veterans and their dependents utilizing military education benefits would be eligible for in-state tuition at public institutions.

The following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition purposes:

- All public institutions understand that Chapters 30, 31, 33, and 35 students can only be charged in-state tuition and fees according to the Veteran Access, Choice and Accountability Act of 2014 and the Colonel John M. McHugh Tuition Fairness Act of 2021, effective August 1, 2022, with amendments as required under 38 USC 3679:
- PL 116-315 Section 1005 updated to require in-state tuition regardless of when the covered individual transitioned from service. This replaces the three-year requirement.
- A veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill - Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of Title 38, United States Code, who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of their formal state of residence).
- Anyone using transferred Post-9/11 GI Bill benefits who lives in the state where the IHL is located, and the transferor is a member of the uniformed service serving on active duty.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) or chapter 35 (Survivors' and Dependents' Education Assistance) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of their formal state of residence).
- An individual using educational assistance under chapter 31, Veteran Readiness and Employment (VR&E) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of their formal state of residence) effective for courses, semesters, or terms beginning after March 1, 2019
- Anyone described above remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The described person must be enrolled in the institution and use educational benefits under either chapter 30, chapter 31, chapter 33 or chapter 35 of Title 38, United States Code.

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

Pursuant to 23-9.6:2 of the Code of Virginia, and corresponding SCHEV Guidelines, each community college shall have a policy statement providing for the tuition relief, refund, and reinstatement of students whose service in the uniformed services has required their sudden withdrawal or prolonged absence from their enrollment. Military services is defined as service (whether voluntary or involuntary) on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, 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:

1. **Tuition and Required Fees** - Should a student be ordered to active duty (for reservists) or be mobilized (active military) as described in the Code of Virginia, Section 23-9.6:2 and the State Council's Virginia Tuition Relief, Refund, and Reinstatement Guidelines, he/she requests to be withdrawn from the college after the census date, the student may elect either to be deleted from the registration file and be awarded a full refund or to be administratively withdrawn with no refund and assigned a grade of "W". Each community college shall also have a policy statement regarding the granting of refunds of Miscellaneous Education, General Program, Auxiliary Services, and Student Activity fees to students. The college shall provide, at the option of the student, for such refunds to be retained and to be applicable to tuition and fees charged in the semester or term in which the student returns to study.
2. **Deposits** - Each community college shall have a policy statement regarding the granting of refunds of deposits to military or military-dependent students.
3. **Textbooks** - Each community college shall process refunds for textbooks for military or military-dependent students according to contractual arrangement with bookstore vendors.
4. **Academic Credits and Grades** - Military students who are called to active duty or are mobilized, meaning serving in the uniformed services, as described in Virginia Tuition Relief, Refund, and Reinstatement Guidelines, and military-dependent students should have the opportunity to receive an incomplete grade ("I") instead of receiving a tuition refund and a grade of "W" (withdrew). All course requirements shall be completed within one year from the date of release from active duty or mobilization. Students may be given the option of taking their examinations prior to regularly scheduled exams.
5. **Reinstatement** - Military or military-dependent students who are called to active duty or are mobilized 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.
6. **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 for military and military-dependent students 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. Moreover, the college shall designate an administrative unit to ensure that these policies are properly disseminated and administered.

GI Delayed Payment Policy

On December 31, 2018, the President signed into law the Veterans Benefits and Transition Act of 2018. It contains a provision (Section 103) that takes effect on August 1, 2019.

Beginning August 1, 2019, any student using Ch.33 Post 9/11 GI Bill or Ch. 31 VocRehab benefits, even though VA has not yet paid tuition and fees, Patrick & Henry Community College policy does not in effect:

- prevent enrolling,
- assess a late penalty fee,
- require securing alternative or additional funding, or
- deny access to any school resources (access to classes, libraries, or other institutional facilities) that are available to other students that have paid.

GI Bill and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) are allowed to attend a course of education or training for up to 90 days from the date the beneficiary provides a certificate of eligibility or valid VAF 28-1905. This allows a student to attend the course until VA provides payment to the institution.

However, Patrick & Henry Community College can and does require that such students be required to:

- produce the VA's Certificate of Eligibility by the first day of class,
- provide written request to be certified, and
- provide additional information needed to properly certify (many of you have your own form that must be completed each term and that's still allowed).

Grievance Policy:

All veteran students are covered under the Student Grievance Policy in the Student Handbook contained in this catalog. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact the Virginia State Approving Agency at ssa@dvs.virginia.gov

College Programs

Associate Degree Programs

P&HCC awards associate degrees in arts and sciences and in applied science. Associate of Arts and Science (AA&S) degrees provide the first two years of instruction in major fields that prepare students for transfer to colleges and universities to complete baccalaureate degrees. Students are encouraged to investigate the requirements of the institution to which transfer is anticipated. Associate of Applied Science degrees (AAS) provide knowledge and skills leading to employment in specialized fields.

Diploma Programs

The college may offer two-year diploma programs designed to prepare the student for employment immediately after completion of the program. However, there are no active diploma programs as of the publication of this catalog.

Certificate Programs

Certificate programs are less than two years in length with a major in an occupational area; career studies certificates (CSC) require less than a full year of study in an occupational area. Certificate programs (CERT) differ from associate degree programs because they are presented at a different educational level and are developed in response to employment needs identified by local curriculum advisory committees. Several of these programs are offered on a part-time, day or night basis for students who are already employed.

Computer Competency Requirement

P&HCC believes that all students should experience a teaching- learning environment that espouses computer and information literacy in accessing electronic resources and applying knowledge through technology. P&HCC endorses the principle of computer competency for all students intent on completing a curriculum in excess of 45 semester credits. Students may demonstrate their computer competence by successfully passing ITE 152 depending on program requirements, by passing a proficiency test, or by demonstration of program outcomes.

Entry Placement Requirement

All students planning to enter one of the degree or certificate programs are direct enrollment survey before they can begin their college courses. Students who need developmental work to obtain the appropriate skills and competencies will be advised of the requirements and availability of the courses.

Developmental courses are offered in a variety of formats including an accelerated pace. It is extremely important students meet with an advisor prior to enrolling in any developmental course. Students who are required to take developmental courses must satisfactorily complete the developmental requirements prior to taking certain on-level courses. A description of each developmental course is included under the course description section of the catalog. Students requiring developmental courses must enroll in the appropriate course in their first semester. Students requiring developmental courses may not enroll after classes begin.

Measures for Math Placement - Math placement will be determined using one of the following measures:

***Placement directly into Calculus, based on HSGPA and highest-level math courses taken will be at the discretion of each college.**

Measures for English Placement - English placement will be determined using one of the following measures:

Registration

To receive credit for a course, students must register for the course through established procedures. Each student is assigned an advisor to help the student develop a schedule. The student will either complete an official student registration card, have it approved by his/her advisor and have data entry completed by college staff before paying fees or self-registering via the college webpage. Registration is not complete until all tuition and fees are paid.

Complete procedures for class registration and drop/add can change during an academic year. Published directions can be found on the college web page.

Advising and Registration

First-time students new to Patrick & Henry Community College and students with fewer than 15 credits can schedule an advising session with a Student Enrollment Services advisor located in the Student Success & Enrollment Services Office in the Walker Building. Students who have completed 16 or more credit hours meet with their assigned faculty advisor. This faculty advisor is listed in your MyP&HCC's SIS account.

Prepare for your meeting with an advisor

Review the requirements for your academic program found in our online college catalog. You can also access and print your academic (requirements) advising report, which is found in your electronic student center by way of "MyP&HCC".

Write down or memorize your student identification number (EMPL ID).

Bring any additional information that may be useful during the advising session such as unofficial transcripts from previously attended schools.

Realistically assess work, family, and outside obligation for the upcoming semester.

Begin to think about your occupational and educational goals.

In addition to curricular advising, P&HCC provides transfer and career advising for students that intend to transfer to a four-year college or university, and/or that may need assistance with career exploration.

Changes of Registration

Students must follow the correct methods of making any change in their class schedule after registration. Failure to do so could place the students' record at risk.

Add/Drop Policy. A student may add or register for courses up until the date stated in the academic calendar. Students should refer to the current Academic Calendar for add/drop dates. Students may not register for a class after the stated dates. Exceptions to this policy will be considered on the merits of the individual case. During the first 15% of a session (usually 14 days), students may drop a course without financial penalty. Weekend classes and special session classes have shorter periods for adding or dropping. Students should consult the college calendar or instructor for specific dates.

Withdrawal from a Course. No grade-point credit. A grade of "W" is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60% of the session. After that time, the students shall receive a grade of "F" except under mitigating circumstances which must be documented and a copy of the documentation must be placed in the student's academic file.

For purposes of enrollment reporting, the following procedures shall apply:

1. If a student withdraws from a class prior to the termination of the add/drop period for the session, the student is removed from the class roster and no grade is awarded.
2. After the add/drop period, but prior to completion of 60% of a session, a student shall be assigned a grade of "W" who withdraws or is withdrawn from a course.
3. After that time, if a student withdraws or is withdrawn from a course, a grade of "F" shall be assigned.
4. Exceptions to this policy may be made under mitigating circumstances; such circumstances must be documented and a copy of the documentation placed in the student's academic file. Only the chief academic officer of the campus or his/her designee can approve an exception to this policy under mitigating circumstances.

Late Addition of a Course. A student may not enter a new course after the add deadline of the semester. Any request for entry after that period must be approved by the Vice President of Academic and Student Success Services. The student must complete an official P&HCC Late Add Request form. This form must be approved by an advisor, the instructor, and the Vice President for Academic and Student Success Services and recorded in the registrar's office.

Withdrawal from the College. A student who wishes to withdraw from the college should contact the Coordinator of Admissions to determine the appropriate procedure. Failure to follow established procedures to formally withdraw from college will result in the grade of "F" for each course of enrollment for the semester.

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 a 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.

Course Credit

Credits are assigned to each course based on the time required to complete its requirements. This may consist of lectures, out- of-class study, laboratory and shop study, or combinations as follows:

One hour of lecture (including lecture, seminar, discussion or other similar experiences) per week for 16 weeks including the examination period = 1 collegiate semester hour credit.

Two or three hours, depending on the academic discipline, of laboratory (including laboratory, shop, clinical training, supervised work experience, coordinated internship, or other similar experiences) per week for 16 weeks including the examination period = 1 collegiate semester hour credit.

One to five credits with variable hours for the general usage courses: coordinated internship, cooperative education, seminar and project, and supervised study.

Transfer Credit

Provided certain criteria are met, the college routinely accepts credit from similarly accredited institutions. Credits earned at institutions not accredited can be evaluated provided detailed information regarding course content, texts, evaluation methods, faculty credentials, etc. are provided. Transfer credit evaluations are based on official transcripts from the previous institutions. No credit is given for courses with grades lower than "C."

A transfer student may be advised to repeat a course if it is clearly to the student's advantage in order to make satisfactory progress in the curriculum. Students with a minimum of 20 semester hours of transferred credit from a four-year college or university may be exempt from SDV 100 .

Students with educational credentials from foreign countries who wish to receive transfer credit for any of that work must have a credit evaluation provided to the admissions office from a college-approved foreign credential evaluation service (see Admission Procedures). The student must absorb all costs. P&HCC faculty makes the final decisions on the granting of credit at P&HCC.

Questions about any of these policies may be referred to the Coordinator of Admissions and Records.

Evaluation of Military Transcripts

A student's military training, courses, and occupational specialty may all be considered for college credit. As a participating member of Service-members Opportunity Colleges (SOC), Patrick & Henry Community College follows the American Council on Education's (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services in determining the value of learning acquired in military service when applicable to the service member's program of study. Military service credit in the occupational/ technical areas (i.e., Engineering, Health Technology) may require approval by the appropriate school dean prior to award.

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 P&HCC Records.

NOTE: If the student submits only the DD214 and no military transcript, only credit for PED/HLT EEE (elective) will be awarded. Students who have completed basic training, regardless of the date of military experience, and have been honorably discharged may receive up to three credits for HLT 110.

Army, Coast Guard, Marines and Navy. Patrick & Henry Community College receives official Joint Services Transcripts (JST) electronically from the DoD Joint Services Transcript System. The JST is used by the Army, Navy, Marines, and Coast Guard. Requests received by the JST System are processed and sent electronically to P&HCC within one business day. To request this transcript, please do the following:

- complete a JST request available at this website: <https://jst.doded.mil/official.html>;
NOTE: If you need to have an AARTS or Coast Guard Institute Transcript sent to us, please see the links below and be sure to complete and submit our on-line Request to Evaluate Previous Educational Experiences form as well.

Air Force. Air Force members should request an official Community College of the Air Force/Air University transcript from the following web site: www.au.af.mil/au/ccaf/transcripts.asp then complete the P&HCC on-line Request to Evaluate Previous Educational Experiences form and submit electronically to the Admissions and Records Office.

Additional questions or concerns regarding the evaluation of military transcripts should be directed to the office of Admissions and Records.

Credit for Prior Experience and Training

A student who believes that previous educational studies, training programs, work experience, or acceptable nationally recognized proficiency examination scores may justify an adjustment in the course work required in a particular curriculum should contact the Registrar to determine the required procedures for credit evaluation before registering for classes.

Course credit may be granted for completion of proficiency exams including but not limited to College Level Examination Program (CLEP), DANTES Subject Standardized Test (DSST) of the Defense Activity for Non-Traditional Education Support (DANTES), Excelsior Credit by Exam (ECE), the College Entrance Examination Board (CEEB), Advanced Placement (AP) program, and the International Baccalaureate (IB) program. Official documentation must be provided to the Coordinator of Admissions and Records, 276-656-0312.

Credit by examination is an internal method of achieving advanced standing in a course through satisfactorily demonstrating mastery of a course's objectives by means of either a comprehensive examination and/or a summative assignment administered by the college. The student must attain a grade of C or higher on the examination and/or assignment to gain credit. The comprehensive exam and/or summative assignment may be obtained by completing the required application and submitting it to the division dean for approval.

If approved, students must pay **\$50** prior to testing or submission of the assignment for every course for which credit by examination is undertaken. A student who earns credit through a comprehensive examination and/or summative assignment will only receive credit and will not receive a course grade.

Credit for training provided by non-collegiate institutions and for professional certification will be considered on an individual basis. Students must contact their division dean and provide official documentation of training and certification.

Students who have successfully completed the Certified Professional Secretary (CPS) or the Professional Legal Secretary (PLS) exams may be awarded credit for certain related courses in appropriate programs subject to current statewide articulations.

Students who have completed the Virginia State Police Academy Basic Course, or the Law Enforcement Officers, Corrections Officers, or Jailers programs certified by the Virginia Department of Criminal Justice Services may be awarded credit for certain related courses in appropriate programs subject to current statewide articulations.

Licensed Practical Nurses enrolling in the Nursing Program may receive partial credit for their prior training under conditions outlined in the Nursing Program section of this catalog.

Students entering the Emergency Medical Services- Paramedic or Intermediate program may receive credit for current Virginia or National Registry EMT certifications as outlined in the EMS program section of this catalog.

Students entering the Emergency Medical Services-Paramedic or Intermediate program may receive credit for Virginia or National Registry EMT certifications as outlined in the EMS program section of this catalog.

It is important to remember that a minimum of 25% of curriculum credit requirements must be earned through instruction by P&HCC in order to receive a degree, diploma, or certificate from P&HCC.

Questions about any of these policies may be referred to the Coordinator of Admissions and Records.

[Link to P&HCC Credit for Prior Learning Handbook.](#)

Waiver of Curricular Requirements

Under certain conditions, students may receive a waiver of a specific curriculum course requirement. In such cases, credits are not awarded; the student is certified as having the requirements waived and is required to substitute other course work for the requirement. To complete a curriculum, the student still needs to complete the minimum number of required credits. Application for granting a waiver should be made well in advance of the beginning of the semester by contacting the division dean responsible for the curriculum.

Student Exceptions

In some instances, courses required in the program outline may not be available or a different course may be appropriate as an exception for the required course. To use a different course for one ordinarily required, the faculty advisor must complete an "Authorized Student Exception" form and have it approved by both the dean and chief academic officer. Any deviation from the requirements outlined in this catalog must be approved by the advisor, division dean and the Academic Vice President, and recorded by the Registrar before the student exception course is officially approved.

Normal Academic Load

The normal academic load for a student is 15 to 17 credits. The minimum full-time load is 12 credits, and the normal maximum full-time load is 18 credits excluding SDV 100 . A student wishing to enroll for more than 18 credits must have the approval of the Vice President of Academic and Student Success Services. Students on academic warning or academic probation may be required to take less than the normal semester course load.

Class Attendance

It is extremely important for students to attend classes and laboratory sessions. When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence. Each instructor will establish an attendance policy. The student is responsible for making up all work missed during an absence.

In the event that a student has not reported to class (or logged into the VCCS Learning Management System and completed the syllabus assignment for a web course) by the Census Date for the course, the instructor may submit the proper form to administratively drop the student from the course. The Census Date is the point at which enrollment in the course is locked for financial aid purposes. For regular semester courses, it typically coincides with the last date you can drop classes for a full tuition refund.

Tests and Examinations

Students are expected to take tests and examinations when scheduled. Students may arrange with the instructor to postpone or reschedule a test; such arrangements must be made prior to the day or time of the test.

Grading System

The quality of performance in any academic course is reported by a letter grade assigned by the course instructor. The significance and value of each grade is:

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
U	(Unsatisfactory)	No credit; applies only to developmental education courses, ESL courses numbered 11-29, and specialized courses and seminars at the discretion of the college.

No grade point credit.

A grade of "W" is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60% of the session. After that time, the students shall receive a grade of "F" except under mitigating circumstances which must be documented and a copy of the documentation must be placed in the student's academic file.

For purposes of enrollment reporting, the following procedures shall apply:

W	(Withdrawal)	<ol style="list-style-type: none">1. If a student withdraws from a class prior to the census date for the session, the student is removed from the class roster and no grade is awarded.2. After the add/drop period, but prior to completion of 60% of a session, a student who withdraws or is withdrawn from a course shall be assigned a grade of "W".<ol style="list-style-type: none">1. After that time, if a student withdraws or is withdrawn from a course, a grade of "F" shall be assigned. Exceptions to this policy may be made under mitigating circumstances; such circumstances must be documented and a copy of the documentation placed in the student's academic file. Only the chief academic officer of the campus or his/her designee can approve an exception to this policy under mitigating circumstances.
----------	---------------------	---

No grade point credit.

I	(Incomplete)	<p>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 60% of the course requirements and attendance 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.</p>
----------	---------------------	---

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 (B, C, D, F, P, R, or U) based upon course work already completed. Completion dates may not be set beyond the last day of 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 Chief Academic Officer of the campus.

X (Audit)	No credit
R (Re-enroll)	The "R" grade may be used as an option, interim in nature, in courses which employ a mode of instruction characterized by explicit terminal objectives covering the various content areas in such a way that specific determination of student progress toward total course completion can be made (e.g., individualized, self-paced instruction; modularized, group-paced instruction). The "R" grade may be given only in courses which will be offered in any semester and which will employ a mode of instruction described above. The courses in which this methodology will be used will be designated by their applicability to the established procedures for the "R" grade and will be identified by the division dean and approved by the vice president.
P (Pass)	No grade point credit The "P" applies only to specialized courses and seminars at the discretion of the college. Does not apply to developmental education courses.
S (Satisfactory)	No grade point credit Used only for developmental education and ESL courses.

Grading for Developmental Education

A grade of "S" (Satisfactory) will be assigned for satisfactory completion of each course in developmental education (courses numbered 01-09). Students making satisfactory progress but not completing all of the instructional objectives for courses in developmental education courses will be graded with an "R" (Re-Enroll) and must re-enroll in the course to complete the instructional objectives. Students not making satisfactory progress in developmental education courses will be graded "U" (Unsatisfactory). Grades "S", "R" and "U" have no credit value and are not computed in the student's grade point average.

Grade Point Average (GPA)

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.

Semester Grade Point Average: Semester GPA is determined by dividing the total number of grade points earned in courses attempted for the semester by the total number of credits attempted.

Cumulative Grade Point Average: Cumulative GPA, which includes all courses attempted, is computed each semester and is maintained on a continuing basis as a record of the student's academic standing. When students repeat a course taken summer 1988 or later, generally only the last grade earned is counted in the computation of the cumulative GPA. Grades of "W", "X", and "I" do not count as first or subsequent attempts in this instance. See "Repeated Course Policy" below for full description of criteria which apply.

Curriculum Grade Point Average: A curriculum GPA, which includes only those courses applicable to the student's curriculum, is computed in order to ensure that the student satisfies the graduation requirement for that curriculum. When students repeat a course, only the last grade earned is counted in the computation of the curriculum GPA.

Policy for Repeating Courses

Students are normally limited to two (2) enrollments in the same course. Exceptions to this policy must be approved by the Vice President for Academic and Student Success Services.

Some courses are exempt from normal limitations as repeats and may be repeated without specific approval. Exempted courses are those numbered in the 90's, 95's, 97's, 98's and 99's, courses identified as "may be repeated for credit," and selected other courses.

Questions about this policy should be referred to the Coordinator of Admissions and Records.

Repeated Course Grade Forgiveness Policy

Students should consult with a faculty advisor before repeating a course. All grades earned for all courses taken one or more times are shown on the student's permanent academic record, but only the best grade/attempt is used in calculating the students' cumulative grade point average and for satisfying curricular requirements for graduation. This policy applies only to courses taken and repeated fall 2021 and later.

Some courses are exempt from consideration as repeats and an adjustment to the GPA is NOT made. Exempted courses are those numbered in the 90's, 95's, 97's, 98's and 99's, developmental education courses, courses identified as "may be repeated for credit," and selected other courses.

Periodically, the VCCS will rename or renumber courses but they remain equivalent to the previous named and numbered courses. Completion of a renamed or renumbered course may be determined to be a repeat of a course completed previously under another department and/or course number. Determinations are made on a campus-wide basis, and exceptions cannot be made for an individual student.

Implementation of this policy does not affect any GPA calculations for prior terms or any academic, financial, or administrative events that have occurred in the past. Additionally, adjustments made as a part of "academic renewal" (see Admission Procedures) is not affected. As always, only the latest attempt is used in determining if graduation requirements are met.

Any questions should be directed to the Coordinator of Admissions and Records. Repeating VCCS courses may negatively affect financial aid eligibility.

Grade Reporting

Final grades are provided by data entry at the end of each semester or as reported to the Registrar by faculty. Grades can be reviewed and printed by students using their individual access to their academic record. This access is provided via myP&HCC options on the college website, www.patrickhenry.edu. Students should examine the recorded grades

carefully and immediately upon completion. Students who discover an error should contact the faculty member immediately for the opportunity to correct their records. See the Grade Appeal Procedures in the Student Handbook.

Honor's and Dean's Lists

Those students who have attained a cumulative grade point average of 3.5 or higher, and who have completed 30 or more credits and who are enrolled for 12 or more college credits are recognized by being placed on the Honor's List. Students who have earned a grade-point average of 3.2 or higher for the semester and who are enrolled for 12 or more college credits are recognized by being placed on the Dean's List. Names of students who meet the requirements for each list will be released for publication to local newspapers and radio stations.

Developmental courses do not count towards the credit total requirements.

Students who have fulfilled the requirements of degree, diploma, or certificate programs (with the exception of career studies certificates), are eligible for graduation honors.

Cumulative Grade Point Average	Honor
---	--------------

3.2	Cum laude (with honor)
3.5	Magna cum laude (with high honor)
3.8	Summa cum laude (with highest honor)

Academic Warning

Students who fail to attain a minimum GPA of 2.00 for any semester shall receive a notification of academic warning to inform them they are at risk of incurring negative academic standings in subsequent terms. Academic warning is not an official standing.

Academic Probation

Students who fail to maintain a cumulative GPA of 1.50 shall be on academic probation until such time as their cumulative average is 1.75 or better. The statement "Academic Probation" shall be placed on their permanent records but shall not be placed on the students' official transcripts. Students may be required to carry less than a normal load the following semester and are required to consult with their advisor. Students shall be placed on probation only after they have attempted 12 semester credits.

Academic Suspension

Students on academic probation who fail to attain a semester GPA of 1.50 or better shall be placed on suspension only after they have attempted 24 semester credits. Academic suspension shall be for one semester.

The statement "Academic Suspension" shall be placed on the student's permanent records but shall not be placed on the students' official transcripts.

Students who are placed on academic suspension and wish to appeal must complete the Reinstatement/Petition for Admission Form. If approved, reinstatement shall be at the conclusion of the suspension period.

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 student's permanent record. Academic dismissal is normally permanent. In exceptional circumstances, students may appeal and be reinstated, after being separated from the college for at least one year. 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.

Requirement Term (Catalog Year) for Graduation

The Requirement Term (Catalog Year) used to determine graduation requirements is the one in effect at the time the student declares their major. Students who wish to graduate under current catalog requirements may do so by completing the academic program change form. Students may not meet graduation requirements based on any catalog that is prior to their initial enrollment in a declared major.

Graduation requirements for students who remain actively enrolled in a program of study will be determined by the catalog current upon initial enrollment in a declared major. Students who have not enrolled for a calendar year or longer must meet the requirements of the catalog current at the time the student re-enrolls unless otherwise approved by the Vice President of Academic and Student Success Services.

Students intending to receive a degree, diploma, certificate, or career studies certificate must file an "Application to Graduate" via the Student Information Center (SIS) prior to the established deadline. Students who do not submit an application for graduation may be awarded the degree or certificate at the college's discretion unless a graduation opt-out form is completed in the Office of the Registrar by the end of the term for which the student will satisfy program requirements.

To be awarded an Associate degree, Certificate, or Career Studies Certificate at P&HCC, a student must have been admitted to a curriculum; *and*

- have fulfilled all of the course and credit hour requirements of the program as set forth in the college catalog
- have acquired at least 25% of program requirements for an associate degree or diploma through course completion at P&HCC
- have demonstrated computer competency skills as defined by the college
- have acquired at least 25% of the credits in a specialized course for a certificate through course completion at P&HCC
- have been recommended for graduation by the appropriate instructional authority in the program of study
- have earned a grade point average of at least 2.0 in all course attempted which are applicable toward graduation in the program of study
- have filed an application for graduation through myP&HCC Student Center by the established deadline
- have resolved all financial obligations to the college and returned all library and other college materials

Multiple Degrees

Students may be eligible to graduate with multiple degrees or certificates, provided the content of the curricula differ by at least twenty-five percent. However, students **are not eligible to earn more than one degree within the same curriculum**. The following is a list of curricula not eligible for multiple degrees.

- Administrative Support Technology: Administrative Support-Medical Office
- General Studies: Human Services Specialization
- General Studies: Information Technology Specialization
- General Studies: Performing Arts Specialization
- General Studies: Teacher Education Preparation Specialization
- General Studies: Visual Arts Specialization
- Science: Health Science Specialization
- Science: Pre-BSN Specialization
- Information Systems Technology: Accounting Information Systems Specialization
- Information Systems Technology: Game Design & Development Specialization
- Information Systems Technology: Internet Services Specialization
- Management: Culinary & Hospitality Specialization
- Management: Entrepreneurship/Small Business Specialization

Replacement Degrees

P&HCC will issue replacement degrees, diplomas, certificates, and career studies certificates previously awarded to students for a \$10 fee provided the graduate does not have an outstanding debt to the college.

Official Transcripts

All of the information required to identify a student and describe the student's academic progress is recorded on a permanent record, including courses failed and repeated and courses not applicable to the curriculum of graduation. When a transcript is issued, all of this information is included and accompanied by explanation, if necessary. Official transcripts must be requested by visiting www.parchment.com.

A student file folder apart from the permanent record may be kept for each student. The folder shall be developed cooperatively by college staff members and may include the following information: college achievement and experience; results of standardized tests; health records; in-school and out-of-school activities; and educational and vocational plans.

Retention of records and specific records retained are outlined in the VCCS Policy Manual, Section 6.2.6.

Privacy of Information

Privacy of Information

P&HCC abides by the Family Educational Rights and Privacy Act of 1974 as amended, and the U. S. Department of Education's regulations implementing this act. Student records are treated as confidential information available only for the student's personal inspection and upon the student's personally authorized release, with very limited lawful exceptions.

"Directory Information" includes student's name, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, major field of study, dates of attendance, grade level, the most recent educational agency or institution attended, and course credit load. Students must provide official notification to the office of the college's registrar to prevent the disclosure of directory information.

The college shall not disclose the address, telephone number, or email address of a student as directory information or pursuant to a Freedom of Information Act (FOIA) request without the prior written consent of the student. Students must provide official notification to the office of the college's registrar to opt-in to the disclosure of such information without prior written consent.

Use and disclosure of student records shall be limited to those officials within the College who have access, consistent with the Family Educational Rights and Privacy Act, to such information and only in conjunction with an official purpose. The College, however, may disclose such information in response to a properly-served subpoena.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- Inspect and review their educational records;
- Request an amendment to records that are believed to be inaccurate;
- Require the school to obtain written consent prior to the disclosure of personally identifiable information, except those items noted herein;
- File a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with FERPA.

"Educational information" refers to any record maintained by an educational institution, including files, documents, and materials of any type which contain information directly related to students, and which allows a student to be identified. What is not included in the Educational Information is:

- Sole possession records or private notes held by educational personnel which are not accessible or released to other personnel;
- Law enforcement or campus security records which enforcement purposes are solely for the law
- Records related to individuals who are employed by the institution
- Records related to treatment provided by a physician, psychiatrist, psychologist, or other recognized professional
- Records of an institution which contain only information about an individual obtained after that person is no longer a student at the institution (i.e., alumni records)

Students who are protected under FERPA are those students who are currently enrolled or formerly enrolled, regardless of their age or status in regard to parental dependency. Students who have applied but have not attended an institution and deceased students do not come under FERPA guidelines.

Information about college policy, rights of students under the Act, and procedure for handling alleged violations of the Act and/or regulations may be obtained from the Coordinator of Admissions and Records.

Parents' Rights Under FERPA

Parents lose their FERPA rights when their child turns 18 or starts attending or taking classes in college (or any post-secondary institution), whichever happens first.

Under 20 U.S.C. § 1232g (d) all rights of parents (including the right to inspect educational records and to consent to the disclosure of personally identifiable information) "transfers to the student when he or she reaches the age of 18 or attends a school beyond the high school level."

Parents of a financially dependent student (defined by the IRS) may obtain their child's records but must submit proof of the student's dependency (via most recent tax form) prior to receiving the requested information. As far as FERPA is concerned, a student's spouse is an "unrelated third party," and therefore, has no rights under FERPA. While there is an exception that allows a college to disclose educational information to parents of a financially dependent student in the absence of consent, there is no such exception for spouses, even if the spouse is supporting the student.

Student Permanent Record

This includes:

- credits transferred from other institutions, including the number of credit hours given
- semester in which the student is currently enrolled
- student social security number or ID number
- curriculum code
- course number, the course title, the hours attempted, the hours completed, and grade for each course
- grade point average for each semester attended
- cumulative grade point average of the student
- academic action taken against the student including academic probation, suspension, and dismissal. This does not require notation on the student's official transcript.

Disciplinary probation and disciplinary dismissal are not placed on student permanent records except in instances of Title IX Sexual Misconduct (see Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking). If students request that transcripts of their records be sent to another college during the period in which they are involved in disciplinary action, statements may be placed on the transcripts stating "additional information available upon request from the Vice President of Academic and Student Success Services."

Student Academic File. A student academic file, apart from the permanent record, may be kept for each student. The file may include, but is not limited to, the following information: college application; course substitution forms; results of standardized tests and college placement tests; demographic information; and changes in curriculum.

Retention of Student Records

Academic records shall be retained either on a paper copy or electronically for permanent, three-year, and one-year periods at least as indicated below:

- **Permanent Retention** - from date of student graduation or transfer from the college.
- **Student Permanent Record** - the record is retained electronically and the original may be destroyed afterward.
- **Three-Year Retention** - from the date of student graduation or withdrawal from the college. These documents, which generally comprise the Student Admissions files, shall not be microfilmed.
 1. Application forms (Matriculated students)
 2. Letter(s) of acceptance
 3. Relevant admission correspondence
 4. Transcripts - other colleges
 5. Transcripts - high schools

6. Immigration and Naturalization Service forms
7. Advanced Placement information
8. Readmission forms
9. Withdrawal from college forms
10. Residency classification forms
11. Requests and disclosures of information (only transactions without student's permission)
 - **Three-Year Retention** - From the date of origination. These documents shall not be microfilmed.
 1. Registration/Identification forms (hard copy)
 2. Add/Drop forms (hard copy)
 3. Withdrawal from class forms (hard copy)
 4. Faculty grade reports (Registrar's copy)
 5. Educational placement tests results
 - **One-Year Retention** - From date of origination. These documents shall not be microfilmed.
 1. Transcript request forms
 2. Graduation request forms
 3. Application forms (Non-matriculated students)
 4. Change of Grade forms
 5. Curriculum acceptance/change forms
 6. Graduation certifications
 7. Graduation checklists
 8. Name change requests and authorizations

Disposal/destruction of original records will be done by shredding, burning, pulping, or any combination thereof. The Student Permanent Record shall be the only official document of a student's academic history and for records reconciliation.

General Information Concerning Academic Programs

Associate Degree Programs: P&HCC awards associate degrees in arts and sciences and in applied science. Associate of Arts and Science (AA&S) degrees provide the first two years of instruction in major fields that prepare students for transfer to colleges and universities to complete baccalaureate degrees. Students are encouraged to investigate the requirements of the institution to which transfer is anticipated. Associate of Applied Science degrees (AAS) provide knowledge and skills leading to employment in specialized fields.

Certificate Programs: Certificate programs (CERT) are less than two years in length with a major in an occupational area; career studies certificates (CSC) require less than a full year of study in an occupational area. Certificate programs differ from associate degree programs because they are presented at a different educational level and are developed in response to employment needs identified by local curriculum advisory committees. Several of these programs are offered on a part-time, day or night basis for students who are already employed.

Career Studies Certificate Programs: Many students seek post-secondary career programs of study that are less than the conventional one-or two-year programs. The Career Studies Certificate (CSC) program is a response to the needs of many adults within P&HCC's service region and is intended to represent the minimum amount of college course work needed in these fields of study. Each of the program options is designed as a distinct "mini-curriculum" within a broader range of adult educational possibilities. Career Studies Certificates vary in length and normally amount to the minimum equivalent of one semester of full-time community college work and not more than the equivalent of a year (9-29) credits.

Admission Requirements: Unless special admission requirements are noted under program information, students must meet the general admission requirements established by the college. Students who are not college ready in English or mathematics may be required to complete appropriate developmental education courses.

Other Information: Students planning ahead for transfer curriculums will find it most helpful to have completed college preparatory curriculum courses in high school in areas such as English, mathematics (two units of algebra and one of plane geometry), laboratory science, social studies, and foreign language.

Transfer Information: Any student who plans to transfer should become familiar with the requirements of the major department in the college or university to which the student is considering transfer and also consult the assigned academic advisor before planning a program of study. In order to prepare for junior class standing at a four-year college or university, the student must complete a program that is comparable in length and course content to the first two years of the program at the four-year institution.

Advisors have access to transfer guides from many institutions to assist in selection of courses. Every institution has unique requirements, so the student should investigate the programs of each institution under consideration for transfer. **Students should be particularly careful to select electives that correspond to requirements of the transfer institution.**

Curriculum Requirements: Students must successfully complete all of the requirements (general education and program requirements) listed under the program information to be awarded the specified credential (associate degree, certificate, or career studies certificate) for that program.

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Awarding of Degrees and Credentials: Students intending to receive a degree, diploma, certificate, or career studies certificate should submit an "Application to Graduate" to the Registrar's office. Degrees and credentials may be automatically awarded to students who successfully meet the requirements for a credential, award, or degree. An Award Opt Out form is available in the Office of the Registrar for students who do not want the award assigned to their academic record.

Graduation Requirements: In order to meet Patrick & Henry Community College graduation requirements, all associates degree students must complete Virginia Community College Core Competency testing. Testing is an ongoing process and will be primarily administered during the capstone course (or other designated course) associated with a given degree. Please see the program advisor to determine and schedule appropriate times to complete Core Competency tests.

Instruction Delivery Agreement: The institution agrees that in cases where the institution cannot fully deliver the instruction for which a student has contracted, to provide a reasonable alternative for delivering the instruction or reasonable financial compensation for the education the student did not receive. This may include tuition assurance funds, surety bonds, irrevocable letter of credit, assistance with transfer, teach-out provisions or other practices deemed sufficient to protect consumers.

Special Note for Out of State Online Students (non-Virginia) State Authorization and Student Complaint Process:

State Authorization is a legal issue dealing with an institution's adherence to state requirements for colleges to secure authorization to offer instruction in that state. Patrick & Henry Community College has been approved by Virginia to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of post-secondary distance education.

Prospective students living outside Virginia interested in degree or certificate programs that require internships, clinicals, or licensure upon graduation should check with their individual states regarding any special limitations on allowable online courses.

- A student who resides outside of Virginia and plans to apply for certification as a **nurse aide** subsequent to completion of this education program may not meet the requirements of certification for the student's state of residence.

- A student who resides outside of Virginia and plans to apply for licensure as a **practical nurse** subsequent to completion of this education program must comply with the licensure requirements mandated by the student's state of residence.
- A student who resides outside of Virginia and plans to apply for licensure as a **registered nurse** subsequent to completion of this education program must comply with the licensure requirements mandated by the student's state of residence.
- A student who resides outside of Virginia and plans to apply for licensure as a **massage therapist** subsequent to completion of this education program must comply with the licensure requirements for the student's state of residence. This education program may not meet the requirements for licensing or certification for the student's state of residence.
- A student who graduates from the **physical therapy assistant** program must comply with the licensure and National Physical Therapy Exam (NPTE) requirements for the state in which the student intends to practice.
- A student who resides outside of Virginia and plans to apply for certification as an **Emergency Medical Technician (EMT)** subsequent to completion of this education program may not meet the requirements for certification in the state of residence.
- A student who resides outside of Virginia and plans to apply for certification as an **Advanced Emergency Medical Technician (AEMT)** subsequent to completion of this education program may not meet the requirements for certification in the state of residence.
- A student who resides outside of Virginia and plans to apply for certification as a **Paramedic** subsequent to completion of this education program may not meet the requirements for certification in the state of residence.

If you have any questions in regards to the information above, please contact our Director of Nursing and Allied Health, Amy Webster, (276) 656-0248 or awebster@patrickhenry.edu.

Programs of Study

Advanced Manufacturing and Skilled Trades

General Engineering Technologies, AAS

Length: 68 credits

Purpose: Provides the knowledge and skills leading to immediate employment in the field of engineering technologies and manufacturing related fields. People who wish to prepare for industry certification or qualify for promotion in a present position to another field may benefit from this program. Students may use their 18 credits of technical electives to explore a variety of technical electives but are strongly urged to pursue a concentration in one of four pathways:

Potential Industry Certifications:

A student may elect to take an industry specific certification/ license exam. Examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following exams:

- CADD Certification pathway: **Autodesk Certified User for Inventor, Autodesk Certified User for Revit;**
- Advanced Manufacturing pathway: **Certified Production Technician;**
- Mechatronics preparation pathway:
 - Level 1: **Siemens Certified Mechatronic Systems Assistant**
 - Level 2: **Siemens Certified Mechatronic Systems Associate**
 - **Festo - NC3 - Introduction to Robotics**
 - **Festo - NC3 - Introduction to Sensor Technology**

- **Festo - NC3 - DC Electricity**

Occupational Objectives:

The associate degree in engineering technology qualifies graduates for an entry-level position as a technician.

Concentration in one of the three pathways will prepare a graduate for more specific roles such as engineer's assistant, supervisor trainee, manufacturing specialist, quality assurance auditor, CAD technician, maintenance lead person, team leader, and computer controlled process technician.

Advancement Options:

Program specializations offer Siemens Mechatronic System Certification. Old Dominion University offers graduates of this program advanced credit transfer options for completing a baccalaureate degree.

Core Program Learning Outcomes: A student will be able to:

- apply basic principles of engineering design
- demonstrate effective engineering communication skills in geometric analysis and spatial relationships of fundamental geometric elements; points, lines, planes and solids
- demonstrate proficiency in mathematical skills to calculate static equilibrium and perform structural analysis on rigid bodies
- demonstrate proficiency in scientific reasoning to understand the engineering design process through the basics of hydraulic, electrical, computer, and mechanical systems
- demonstrate advanced level experience in using a computer as a tool for solving technical problems and performing office functions

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **MTH 111 - Basic Technical Mathematics Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 15

Core Program Requirements

- **SAF 130 - Industrial Safety - OSHA 10 Credits: 1**
- **EGR 110 - Engineering Graphics Credits: 3**
- **IND 160 - Introduction to Robotics Credits: 3**
- **MEC 140 - Introduction to Mechatronics Credits: 3**
- **EGR 216 - Computer Methods In Engineering and Technology Credits: 3**
- **MEC 119 - Introduction to Basic CNC and CAM Credits: 3**
- **MEC 155 - Mechanisms Credits: 3**
- **MEC 165 - Applied Hydraulics, Pneumatics and Hydrostatics Credits: 3**
- **MEC 112 - Processes of Industry Credits: 3**
- **ETR 156 - Digital Circuits and Microprocessor Fundamentals Credits: 4**
- **ELE 246 - Industrial Robotics Programming Credits: 3**
- **IND 243 - Principles and Applications of Mechatronics Credits: 3**

- **EGR 298 - Seminar and Project Credits: 1**
- **ELE 233 - Programmable Logic Controller Systems I Credits: 3**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**
- **TEC EEE - Technical Electives Credits: 12**

Total Credits: 53

Technical Electives: 12 Credits

Students may choose from ANY of these 12 technical electives OR may choose to complete one of the three pathways to a certification. Some prerequisites may be required.

CADD Certification

- **CAD 201 - Computer Aided Drafting and Design I Credits: 3**
- **CAD 243 - Parametric Solid Modeling III Credits: 3**
- **CAD 202 - Computer Aided Drafting and Design II Credits: 3**
- **CAD 203 - Computer Aided Drafting and Design III Credits: 3**
- **CAD 241 - Parametric Solid Modeling I Credits: 3**
- **CAD 232 - Computer Aided Drafting II Credits: 3**
- **CAD 233 - Computer Aided Drafting III Credits: 3**
- **CAD 242 - Parametric Solid Modeling II Credits: 3**

Advanced Manufacturing

- **IND 195 - Introduction to Manufacturing and Advanced Films Technology Credits: 3**
- **IND 101 - Quality Assurance Technology I Credits: 3**
- **MEC 112 - Processes of Industry Credits: 3**
- **IND 125 - Installation and Preventive Maintenance Credits: 3**
- **IND 295 - Topics In Advanced Films Technology Credits: 3**
- **IND 290 - Coordinated Internship Credits: 3**

Minimum required for degree: 68 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **SAF 130 - Industrial Safety - OSHA 10 Credits: 1**

- **MTH 111 - Basic Technical Mathematics Credits: 3**
- **EGR 110 - Engineering Graphics Credits: 3**
- **IND 160 - Introduction to Robotics Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **MEC 140 - Introduction to Mechatronics Credits: 3**

Total Credits: 14

Spring Semester Courses

- **EGR 216 - Computer Methods In Engineering and Technology Credits: 3**
- **TEC EEE - Technical Elective Credits: 3**
- **MEC 119 - Introduction to Basic CNC and CAM Credits: 3**
- **MEC 155 - Mechanisms Credits: 3**
- **MEC 165 - Applied Hydraulics, Pneumatics and Hydrostatics Credits: 3**

Total Credits: 15

Summer Semester Courses

- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **ENG 111 - College Composition I Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 10

Fall Semester Courses

- **TEC EEE - Technical Elective Credits: 3**
- **MEC 112 - Processes of Industry Credits: 3**
- **ETR 156 - Digital Circuits and Microprocessor Fundamentals Credits: 4**
- **ELE 246 - Industrial Robotics Programming Credits: 3**

Total Credits: 13

Spring Semester Courses

- **IND 243 - Principles and Applications of Mechatronics Credits: 3**
- **EGR 298 - Seminar and Project Credits: 1**
- **TEC EEE - Technical Elective Credits: 6**
- **CST 110 - Introduction to Communication Credits: 3**
- **ELE 233 - Programmable Logic Controller Systems I Credits: 3**

Total Credits: 16

Industrial Electronics Technology, AAS

Length: 67 credits

Purpose: The focus of this program is to provide highly skilled industrial technicians for a regional workforce. Qualified electronic technicians are needed in ever increasing numbers to assist local business and industry in taking full advantage of computerized systems, automation, and controls. The manufacturing environment of the 21st century integrates several advanced technologies including sensors, transducers, automated controls, programmable logic controls, motor control circuits, motor drives, pneumatics, microprocessors, computer hardware, and software applications. A strong educational background is required to install, maintain, troubleshoot, and repair such advanced systems.

Program Learning Outcomes: A student will be able to:

- demonstrate proficiency in oral communication
- demonstrate effective written communication skills
- demonstrate proficiency in mathematical skills to solve problems
- demonstrate proficiency in scientific reasoning
- demonstrate proficiency in information technology
- demonstrate the ability to reason critically and apply logic to solve problems
- demonstrate the ability to write a ladder program with two inputs and one output
- learn schematic symbols that apply to building a circuit with electronic devices on a bread board from a schematic diagram
- three phase motor structure and function will be emphasized to enable students to wire a single start-stop control station with a motor starter from a line diagram

Potential Certifications: Students will have the opportunity to earn a number of industry recognized certifications designed to enhance their abilities and ultimately improve their performance in specialized areas. All certifications listed below are offered through Siemens, the industry leader in automation.

NOTE: Students will be responsible for testing fees.

- *Siemens Certification in Level 1 Mechatronics
- *Siemens Certification in Level 2 Mechatronics
- *Siemens Certification in Programmable Logic Controllers
- *Siemens Certification in Variable Frequency Drives

Occupational Objectives: Employment opportunities for graduates of this program include positions as electronics technician, industrial electronics technician or service technician.

General Education Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **MTH 111 - Basic Technical Mathematics Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **ENG 115 - Technical Writing Credits: 3**

Total Credits: 15

Program Requirements

- EGR 216 - Computer Methods In Engineering and Technology Credits: 3
- ELE 110 - Home Electric Power Credits: 3
- ELE 113 - Electricity I Credits: 3
- ELE 156 - Electrical Control Systems Credits: 3
- ETR 150 - Machine Control Using Relay & Programmable Logic Credits: 3
- ETR 230 - Mechatronic Process Control Credits: 3
- HLT 105 - Cardiopulmonary Resuscitation Credits: 1
- IND 243 - Principles and Applications of Mechatronics Credits: 3
- MEC 140 - Introduction to Mechatronics Credits: 3
- MEC 155 - Mechanisms Credits: 3
- MEC 165 - Applied Hydraulics, Pneumatics and Hydrostatics Credits: 3
- TEC EEE - Technical Elective Credits: 6
- SDV 100 - College Success Skills Credits: 1
- ELE 246 - Industrial Robotics Programming Credits: 3
- ETR 156 - Digital Circuits and Microprocessor Fundamentals Credits: 4
- INS 210 - Principles of Instrumentation Credits: 3
- ELE 233 - Programmable Logic Controller Systems I Credits: 3
- EGR 298 - Seminar and Project Credits: 1

Total Credits: 52

Minimum Required for Degree: 67 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- ELE 113 - Electricity I Credits: 3
- ELE 156 - Electrical Control Systems Credits: 3
- MEC 140 - Introduction to Mechatronics Credits: 3
- MEC 155 - Mechanisms Credits: 3
- ETR 156 - Digital Circuits and Microprocessor Fundamentals Credits: 4
- SDV 100 - College Success Skills Credits: 1

Total Credits: 17

Spring Semester Courses

- IND 243 - Principles and Applications of Mechatronics Credits: 3
- ELE 246 - Industrial Robotics Programming Credits: 3

- **ETR 150 - Machine Control Using Relay & Programmable Logic Credits: 3**
- **INS 210 - Principles of Instrumentation Credits: 3**
- **MEC 165 - Applied Hydraulics, Pneumatics and Hydrostatics Credits: 3**
- **TEC EEE - Technical Elective Credits: 3**

Total Credits: 18

Fall Semester Courses

- **EGR 216 - Computer Methods In Engineering and Technology Credits: 3**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **ELE 110 - Home Electric Power Credits: 3**
- **ETR 230 - Mechatronic Process Control Credits: 3**
- **TEC EEE - Technical Elective Credits: 3**
- **ELE 233 - Programmable Logic Controller Systems I Credits: 3**

Total Credits: 16

Spring Semester Courses

- **CST 110 - Introduction to Communication Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **ENG 115 - Technical Writing Credits: 3**
- **MTH 111 - Basic Technical Mathematics Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **EGR 298 - Seminar and Project Credits: 1**

Total Credits: 16

Technical Studies Specialization: Motorsports Technology, AAS

Length:

68 credits

Purpose: To provide a rapid response to an anticipated workforce shortage for the motorsports industry within the mid-Atlantic region. The student will be engaged in mastering the academic and technical skill sets required for employment.

Program Learning Outcomes: A student will be able to:

- demonstrate knowledge of auto racing and race vehicles, their characteristics, specifications, rules, regulations, systems, current technology, and testing methods
- demonstrate knowledge about components, systems, configuration, classification, terminology, and principles of functioning of high performance engines used in race competitions

- using codes and specifications, demonstrate the ability to assemble, test, and apply corrective methods to resolve technical issues related to maximum power performance of race engines
- demonstrate knowledge of aerodynamics, stability, and control of race vehicles, and the ability to design, model, and fabricate structures and bodies of race vehicles using blueprints and safety specifications
- demonstrate knowledge of engineering materials, manufacturing processes, testing techniques, fabricate and/or assemble suspension, traction, steering and braking systems of race vehicles

Occupational Objectives: Employment opportunities for graduates of this program include chassis technician, set-up assistant, crew member, block assembly assistant, engine builder, or engine machine technician in racing environments.

General Education Requirements

- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **MTH 111 - Basic Technical Mathematics Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 115 - Technical Writing Credits: 3**

Total Credits: 15

Program Requirements

- **MTS 130 - Motorsports Structural Technology I Credits: 3**
- **MTS 131 - Motorsports Structural Technology II Credits: 3**
- **MTS 132 - Motorsports Structural Technology III Credits: 3**
- **MTS 135 - Sheet Metal Fabrication Credits: 3**
- **MTS 140 - Stock Car Engines I Credits: 3**
- **MTS 210 - Race Car Setup I Credits: 3**
- **MTS 211 - Race Car Setup II Credits: 3**
- **MTS 240 - Stock Car Engines II Credits: 3**
- **MAC 161 - Machine Shop Practices I Credits: 3**
- **MTS 298 - Dyno Engine Performance Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **WEL 135 - Inert Gas Welding Credits: 2**
- **MTS 120 - Introduction to Motorsports Technology Credits: 3**
- **MTS 125 - Motorsports Technology I Credits: 3**
- **MTS 150 - Engine Machining Processes I Credits: 4**
- **MTS 250 - Engine Machining Processes II Credits: 3**
- **MAC 121 - Numerical Control I Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **MTS 295 - Introduction to Pit Stop Credits: 2**

Total Credits: 53

Minimum Required for Degree: 68 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **MTH 111 - Basic Technical Mathematics Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **WEL 135 - Inert Gas Welding Credits: 2**
- **MTS 120 - Introduction to Motorsports Technology Credits: 3**
- **MTS 125 - Motorsports Technology I Credits: 3**
- **MAC 161 - Machine Shop Practices I Credits: 3**
- **ENG 115 - Technical Writing Credits: 3**

Total Credits: 18

Spring Semester Courses

- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **MTS 131 - Motorsports Structural Technology II Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **MTS 130 - Motorsports Structural Technology I Credits: 3**
- **MTS 135 - Sheet Metal Fabrication Credits: 3**
- **MTS 210 - Race Car Setup I Credits: 3**

Total Credits: 18

Fall Semester Courses

- **PED 111 - Weight Training I Credits: 1**
- **MTS 140 - Stock Car Engines I Credits: 3**
- **MTS 150 - Engine Machining Processes I Credits: 4**
- **MTS 132 - Motorsports Structural Technology III Credits: 3**
- **MTS 211 - Race Car Setup II Credits: 3**
- **MAC 121 - Numerical Control I Credits: 3**

Total Credits: 17

Spring Semester Courses

- **SOC EEE - Social Sciences Elective Credits: 3**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **MTS 240 - Stock Car Engines II Credits: 3**
- **MTS 250 - Engine Machining Processes II Credits: 3**
- **MTS 295 - Introduction to Pit Stop Credits: 2**
- **MTS 298 - Project In Motorsports Marketing Credits: 3**

Total Credits: 15

Computer Aided Drafting and Design (CADD) Certificate

Career Information

Current Job Opportunities

Gainful Employment Information

Length: 40 credits

Purpose: Students learn to use advanced computer workstations with various CADD software applications. Students will receive instruction and practice in the planning, design, and preparation of high-quality technical drawings for a variety of projects. In addition to technical courses, there are supporting courses in communications, mathematics, and social sciences. These courses serve to broaden the student's general education background and thus better prepare students for employment and advancement in the career field.

Program Learning Outcomes: Program graduates have generic and specific occupational skills to be competitive in technical drawing creation and manipulation positions (CADD positions) in a variety of manufacturing, engineering, architectural and civil settings. Graduates demonstrate proficiency in 21st Century skills and use of current technological tools of the profession.

Occupational Objectives: Graduates may seek immediate employment or continue their education in the General Engineering Technology Degree program at P&HCC. The curriculum is designed to provide educational background and skills training that would be required for students seeking employment in entry-level architectural and industrial drafting such as architectural drafting technician, engineering drafting technician, engineering assistant, CAD operator or CAD drafter.

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **MTH 111 - Basic Technical Mathematics Credits: 3**

Total Credits: 6

Program Requirements

- **CAD 201 - Computer Aided Drafting and Design I Credits: 3**
- **CAD 202 - Computer Aided Drafting and Design II Credits: 3**
- **MEC 119 - Introduction to Basic CNC and CAM Credits: 3**

- CAD 241 - Parametric Solid Modeling I Credits: 3
- CAD 242 - Parametric Solid Modeling II Credits: 3
- EGR 110 - Engineering Graphics Credits: 3
- EGR 216 - Computer Methods In Engineering and Technology Credits: 3
- SDV 100 - College Success Skills Credits: 1
- CAD 203 - Computer Aided Drafting and Design III Credits: 3
- CAD 232 - Computer Aided Drafting II Credits: 3
- CAD 243 - Parametric Solid Modeling III Credits: 3
- IND 160 - Introduction to Robotics Credits: 3

Total Credits: 34

Minimum Required for Certificate: 40 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- ENG 111 - College Composition I Credits: 3
- MTH 111 - Basic Technical Mathematics Credits: 3
- CAD 201 - Computer Aided Drafting and Design I Credits: 3
- CAD 241 - Parametric Solid Modeling I Credits: 3
- SDV 100 - College Success Skills Credits: 1

Total Credits: 13

Spring Semester Courses

- CAD 242 - Parametric Solid Modeling II Credits: 3
- CAD 202 - Computer Aided Drafting and Design II Credits: 3
- EGR 216 - Computer Methods In Engineering and Technology Credits: 3
- CAD 232 - Computer Aided Drafting II Credits: 3
- MEC 119 - Introduction to Basic CNC and CAM Credits: 3

Total Credits: 15

Fall Semester Courses

- CAD 243 - Parametric Solid Modeling III Credits: 3
- CAD 203 - Computer Aided Drafting and Design III Credits: 3

- **EGR 110 - Engineering Graphics Credits: 3**
- **IND 160 - Introduction to Robotics Credits: 3**

Total Credits: 12

Industrial Welding Certificate

Career Information

Current Job Opportunities

Gainful Employment Information

Length: 39 credits

Purpose: The curriculum is designed to provide skills and knowledge in general and specialized welding.

Program Learning Outcomes:

- Demonstrates ability of Skills in FCAW (Flux Core Arc Welding);
- Demonstrates ability of Skills in GMAW (Gas Metal Arc Welding);
- Demonstrates ability of Skills in SMAW (Shielded Metal Arc Welding).

Potential Certification: A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examination:

- American Welding Society FCAW D1.1 Structural Welding Code;
- American Welding Society SMAW D1.1 Structural Welding Code;
- American Welding Society GMAW D1.1 Structural Welding Code.

Occupational Objectives: Employment opportunities for graduates of this program might include welding specialist, welding assistant, self-employment and industrial maintenance.

General Education Requirements

- **MTH 111 - Basic Technical Mathematics Credits: 3**
- **ENG 115 - Technical Writing Credits: 3**

Total Credits: 6

Program Requirements

- **HLT 100 - First Aid and CardioPulmonary Resuscitation Credits: 2**
- **SDV 100 - College Success Skills Credits: 1**
- **WEL 120 - Introduction to Welding Credits: 3**
- **WEL 123 - Shielded Metal Arc Welding (Basic) Credits: 3**
- **WEL 126 - Pipe Welding I Credits: 3**
- **WEL 145 - Welding Metallurgy Credits: 3**

- **WEL 150 - Welding Drawing and Interpretation Credits: 3**
- **WEL 160 - Gas Metal Arc Welding Credits: 4**
- **WEL 161 - Flux Cored Arc Welding (FCAW) Credits: 3**
- **WEL 164 - Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG) Credits: 3**
- **WEL 237 - Applied Welding Process Credits: 3**
- **WEL 247 - Welding Layout and Fabrication Credits: 2**

Total Credits: 33

Minimum Required for Certificate: 39 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Note: * These Classes meet the requirements for the Career Studies Certificate in Welding.

Fall Semester Courses

- **HLT 100 - First Aid and CardioPulmonary Resuscitation Credits: 2**
- **SDV 100 - College Success Skills Credits: 1**
- **WEL 120 - Introduction to Welding Credits: 3 ***
- **WEL 123 - Shielded Metal Arc Welding (Basic) Credits: 3 ***
- **WEL 150 - Welding Drawing and Interpretation Credits: 3 ***
- **MTH 111 - Basic Technical Mathematics Credits: 3**

Total Credits: 15

Spring Semester Courses

- **WEL 160 - Gas Metal Arc Welding Credits: 4 ***
- **WEL 161 - Flux Cored Arc Welding (FCAW) Credits: 3 ***
- **WEL 145 - Welding Metallurgy Credits: 3**
- **WEL 164 - Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG) Credits: 3 ***
- **ENG 115 - Technical Writing Credits: 3**

Total Credits: 16

Fall Semester Courses

- **WEL 126 - Pipe Welding I Credits: 3**
- **WEL 237 - Applied Welding Process Credits: 3**

- **WEL 247 - Welding Layout and Fabrication Credits: 2**

Total Credits: 8

Advanced Manufacturing Technician, CSC

Length: 22 credits

Purpose: According to VEC labor market information, the manufacturing industry accounts for approximately 20% of employment in the region served by Patrick & Henry Community College. Through its work with employers on Business and Industry Leadership Teams (BILTs), P&HCC's division of Workforce, Economic, and Community Development has identified a core set of knowledge, skills, and abilities required across the advanced manufacturing industry sector, including safety, applied mathematics, quality, processes, basic maintenance and machine operation (mechatronics), computer technology, and career intelligence. In addition, employers have identified the need for internship or apprenticeship opportunities to provide hands-on, workplace experiences for students. The career studies certificate presented below provides instruction for these core skills, as well as internship opportunities. In addition to the career studies certificate, students will have an opportunity to earn the Certified Production Technician (CPT) national industry certification from the Manufacturing Skills Standards Council (MSSC). This career studies certificate will allow P&HCC to not only produce an advanced manufacturing workforce with strong general manufacturing skills, but also to quickly add on courses to develop training for specific industries. For example, the proposed career studies certificate stacks fully into the Center for Advanced Film Manufacturing (CAFM) program developed in partnership with Eastman so students completing the advanced manufacturing technician certificate will only need to take two advanced film specific courses to complete the CAFM program. The proposed career studies certificate is also fully stackable to the Associate degree in General Engineering Technologies, becoming another step on the advanced manufacturing/engineering technologies career pathway.

Requirements

- **EGR 216 - Computer Methods In Engineering and Technology Credits: 3**
- **IND 101 - Quality Assurance Technology I Credits: 3**
- **IND 125 - Installation and Preventive Maintenance Credits: 3**
- **IND 290 - Coordinated Internship Credits: 3**
- **MEC 112 - Processes of Industry Credits: 3**
- **MEC 140 - Introduction to Mechatronics Credits: 3**
- **SAF 126 - Principles of Industrial Safety Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Career Studies Certificate: 22 credits

Advanced Manufacturing: Advanced Films Technology, CSC

Length: 28 credits

Purpose: This program is provided to meet the demands for an emerging technical workforce and is a direct response to local workforce and industry demand. Therefore, implementation of this program will expand employment and educational opportunities for area citizens.

Program Learning Outcomes: A student will be able to:

- demonstrate knowledge of safety, quality practices
- processes and procedures, and preventive maintenance within the manufacturing production environment
- demonstrate proficiency in applied mathematics, reading for information, and locating information
- demonstrate understanding of and proficiency in machine operations especially those relevant to advanced films manufacturing, including coating, laminating, and web handling

Minimum Required for Career Studies Certificate: 28 Credits

- **SDV 100 - College Success Skills Credits: 1**
- **EGR 216 - Computer Methods In Engineering and Technology Credits: 3**
- **MEC 140 - Introduction to Mechatronics Credits: 3**
- **SAF 126 - Principles of Industrial Safety Credits: 3**
- **IND 101 - Quality Assurance Technology I Credits: 3**
- **IND 125 - Installation and Preventive Maintenance Credits: 3**
- **IND 195 - Introduction to Manufacturing and Advanced Films Technology Credits: 3**
- **IND 290 - Coordinated Internship Credits: 3**
- **IND 295 - Topics In Advanced Films Technology Credits: 3**
- **MEC 112 - Processes of Industry Credits: 3**

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **IND 101 - Quality Assurance Technology I Credits: 3**
- **SAF 126 - Principles of Industrial Safety Credits: 3**
- **MEC 140 - Introduction to Mechatronics Credits: 3**
- **IND 195 - Introduction to Manufacturing and Advanced Films Technology Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 13

Spring Semester Courses

- **MEC 112 - Processes of Industry Credits: 3**
- **IND 125 - Installation and Preventive Maintenance Credits: 3**
- **IND 295 - Topics In Advanced Films Technology Credits: 3**
- **EGR 216 - Computer Methods In Engineering and Technology Credits: 3**

Total Credits: 12

Fall Semester Courses

- **IND 290 - Coordinated Internship Credits: 3**

Total Credits: 3

Applied Mechatronics, CSC

Length: 17 credits

Purpose: This program is designed to prepare students for Siemens Mechatronics certification.

Employment Objective: Employment opportunities for graduates of this program include positions as electronics technician.

Program Learning Outcomes: A student will be able to:

- demonstrate the ability to write a ladder program with two inputs and one output
- learn schematic symbols that apply to building a circuit with electronic devices on a bread board from a schematic diagram

Requirements

- **IND 243 - Principles and Applications of Mechatronics Credits: 3**
- **MEC 140 - Introduction to Mechatronics Credits: 3**
- **MEC 155 - Mechanisms Credits: 3**
- **MEC 165 - Applied Hydraulics, Pneumatics and Hydrostatics Credits: 3**
- **ETR 156 - Digital Circuits and Microprocessor Fundamentals Credits: 4**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Career Studies Certificate: 17 Credits

CNC Lathe Operator, CSC

Length: 21

Purpose: The purpose of the CNC Lathe Operator Career Studies Certificate is to help entry-level employees in the precision machining related trades to obtain skills with emphasis on manual lathe, mill work, and an introduction to CNC lathe programming and operation.

Occupational Objective: Graduates of this program will have:

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

Industrial Credentials: Students will have an opportunity to earn:

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

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

Feeder Program: This certificate feeds into Danville Community College's Precision Machine Technology, and Integrated Machining Technology.

Program Outcomes: Graduates of the CNC Lathe Operator Career Studies Certificate will be able to:

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

Program Requirements

- **CAD 231 - Computer Aided Drafting I Credits: 3**
- **ENG 115 - Technical Writing Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **MAC 121 - Numerical Control I Credits: 3**
- **MAC 126 - Introductory CNC Programming Credits: 3**
- **MAC 164 - Machine Shop Practices IV Credits: 3**
- **MAC 231 - Advanced Precision Machining I Credits: 3**

Total Credits: 21

Culinary and Hospitality Management, CSC

Length: 28 credits

Purpose: This program prepares graduates to fulfill mid-to upper-level responsibilities in the hospitality industry.

Program Requirement: Non-slip shoes are required for lab classes

Program Learning Outcomes: Upon completion, each student has the knowledge base in food production, dining and managing food service tasks to work as lead cook in the food service field.

Requirements

- **BUS 111 - Principles of Supervision I Credits: 3**
- **BUS 200 - Principles of Management Credits: 3**
- **FIN 107 - Personal Finance Credits: 3**
- **HRI 106 - Principles of Culinary Arts I-II Credits: 3**
- **HRI 128 - Principles of Baking Credits: 3**
- **HRI 158 - Sanitation and Safety Credits: 3**

- **HRI 218 - Fruit, Vegetable, and Starch Preparation Credits: 3**
- **HRI 220 - Meat, Seafood, and Poultry Preparation Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for the Career Studies Certificate: 28 Credits

Culinary Arts, CSC

Length: 28 credits

Purpose: This program prepares graduates for entry-level responsibilities in the hospitality industry.

Program Requirement: Non-slip shoes are required for the program

Potential Certification: ServSafe Manager Certification

Program Learning Outcomes: A student will be able to:

- outline the decision making process for managers using various decision making techniques
- demonstrate acceptable workplace skills, attitudes, and behaviors
- demonstrate knowledge of food production and dining

Requirements

- **HRI 106 - Principles of Culinary Arts I-II Credits: 3**
- **HRI 128 - Principles of Baking Credits: 3**
- **HRI 145 - Garde Manger Credits: 3**
- **HRI 158 - Sanitation and Safety Credits: 3**
- **HRI 190 - Coordinated Internship Credits: 3**
- **HRI 218 - Fruit, Vegetable, and Starch Preparation Credits: 3**
- **HRI 219 - Stock, Soup, and Sauce Preparation Credits: 3**
- **HRI 220 - Meat, Seafood, and Poultry Preparation Credits: 3**
- **HRI 251 - Food and Beverage Cost Control I Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for the Career Studies Certificate: 28 Credits

High-Demand Occupational Programs for Employment (HOPE): Customer Service, CSC

Length: 21 credits

Purpose: This program prepares graduates to fulfill entry-level responsibilities in the customer service industry.

Program Learning Outcomes: Upon completion, graduates will demonstrate the fundamental knowledge, skill and ability related to contact center operations, keyboarding and computer tasks, and work-ready skills necessary to work in an entry-level position in the customer service field.

Requirements

- **AST 117 - Keyboarding For Computer Usage Credits: 1**
- **AST 171 - Introduction to Call Center Services Credits: 3**
- **BUS 110 - Business Protocol Credits: 3**
- **BUS 149 - Workplace Ethics Credits: 1**
- **BUS 190 - Coordinated Internship Credits: 3**
- **ENG 105 - Communication in Business and Industry Credits: 2**
- **MKT 170 - Customer Service Credits: 2**
- **SDV 106 - Preparation For Employment Credits: 1**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **ITE 55 - Certification Preparation Credits: 1**

Minimum Required for the Career Studies Certificate: 21 Credits

High-Demand Occupational Programs for Employment (HOPE): Food Service, CSC

Length: 19 credits

Purpose: This program prepares graduates to fulfill entry-level responsibilities in the food service industry.

Program Learning Outcomes: Upon completion, graduates will demonstrate the fundamental knowledge, skill and ability related to food production, dining, serving, and work ready skills necessary to work as potentially certified ServSafe Manager in the food service field.

Requirements

- **BUS 110 - Business Protocol Credits: 3**
- **BUS 149 - Workplace Ethics Credits: 1**
- **HRI 106 - Principles of Culinary Arts I-II Credits: 3**
- **HRI 158 - Sanitation and Safety Credits: 3**
- **SDV 106 - Preparation For Employment Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**
- **ITE 55 - Certification Preparation Credits: 1**
- **MKT 170 - Customer Service Credits: 2**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **HRI 190 - Coordinated Internship Credits: 1**

Minimum Required for the Career Studies Certificate: 19 Credits

High-Demand Occupational Programs for Employment (HOPE): Logistics Supervision, CSC

Length: 10 credits

Purpose: To prepare individuals with the leadership and supervisory skills necessary to successfully lead this emerging technical workforce in the logistics industry.

Program Learning Outcomes: Upon completion, graduates will demonstrate the skills and abilities to supervise front-line material handling or fulfillment personnel, utilize computer skills and possess broad skills in both the application of theories and hands-on experience in a variety of logistics/eCommerce related disciplines.

Requirements

- **BUS 111 - Principles of Supervision I Credits: 3**
- **IND 181 - World Class Manufacturing Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **BUS 290 - Coordinated Internship Credits: 1**

Minimum Required for the Career Studies Certificate: 10 Credits

High-Demand Occupational Programs for Employment (HOPE): Logistics, CSC

Length: 21 credits

Purpose: This program prepares graduates to meet the demands for an emerging technical workforce and is a direct response to local workforce and industry demand.

Program Learning Outcomes: Upon completion, graduates will demonstrate the fundamental knowledge, skill and ability related to front-line material handling, fulfillment, computer tasks, and work-ready skills necessary to work in an entry-level position in the logistics/eCommerce field.

Requirements

- **BUS 110 - Business Protocol Credits: 3**
- **BUS 149 - Workplace Ethics Credits: 1**
- **BUS 234 - Supply Chain Management Credits: 3**
- **BUS 255 - Inventory and Warehouse Management Credits: 3**
- **BUS 290 - Coordinated Internship Credits: 3**
- **ITE 55 - Certification Preparation Credits: 1**
- **MKT 170 - Customer Service Credits: 2**
- **SDV 106 - Preparation For Employment Credits: 1**

- **SDV 100 - College Success Skills Credits: 1**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**

Minimum Required for the Career Studies Certificate: 21 Credits

Industrial Controls, CSC

Length: 18 credits

Purpose: This program is designed to prepare students for Siemens PLC certification. Students will also receive skills needed for installation, maintenance and repair of advanced technology production equipment.

Program Learning Outcomes: Graduates will have fundamental skills for installation and repair of electrical control systems. Graduates will demonstrate proficiency in programmable logic controllers and mechatronic process controls.

Requirements

- **ELE 113 - Electricity I Credits: 3**
- **ELE 156 - Electrical Control Systems Credits: 3**
- **ELE 233 - Programmable Logic Controller Systems I Credits: 3 ***
- **ETR 150 - Machine Control Using Relay & Programmable Logic Credits: 3**
- **ELE 246 - Industrial Robotics Programming Credits: 3**
- **ETR 246 - Electronic Motor Drives Systems Credits: 3**

Note

* Students will be responsible for testing fees.

Minimum Required for Career Studies Certificate: 18 Credits

Industrial Maintenance Electronics, CSC

Length: 25 credits

Purpose: This program is designed to prepare students for Siemens VFD certification. Students will also receive skills and knowledge needed for maintenance and repair of modern production equipment.

Program Learning Outcomes: Graduates will have fundamental skills for installation and repair of electrical systems. Graduates will demonstrate proficiency in machine technology and mechanical systems maintenance.

Requirements

- **EGR 216 - Computer Methods In Engineering and Technology Credits: 3**
- **ELE 156 - Electrical Control Systems Credits: 3**
- **ELE 233 - Programmable Logic Controller Systems I Credits: 3**
- **ETR 156 - Digital Circuits and Microprocessor Fundamentals Credits: 4**

- **MEC 140 - Introduction to Mechatronics Credits: 3**
- **MEC 155 - Mechanisms Credits: 3 ***
- **MEC 165 - Applied Hydraulics, Pneumatics and Hydrostatics Credits: 3**
- **IND 243 - Principles and Applications of Mechatronics Credits: 3**

Note

* Students will be responsible for testing fees.

Minimum Required for Career Studies Certificate: 25 Credits

Machining Technician, CSC

Length: 18 credits

Purpose: The purpose of the Machining Technician Career Studies Certificate is to help entry-level employees in the precision machining related trades obtain skills with emphasis on manual lathe and mill work. Student's meeting the CSC requirements will have entry level skills in the following occupational areas: Manual Lathe Machinist, Manual Mill Machinist.

Occupational Objective: Graduates of this program will have:

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

Industrial Credentials: Students will have an opportunity to earn: NIMS Measurement, Material, and Safety

Feeder Program: This certificate feeds into Danville Community College's Precision Machine Technology, and Integrated Machining Technology Programs.

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

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

Program Requirements

- **DRF 160 - Machine Blueprint Reading Credits: 3**
- **MAC 116 - Machinist Handbook Credits: 2**
- **MAC 161 - Machine Shop Practices I Credits: 3**
- **MAC 162 - Machine Shop Practices II Credits: 3**
- **MAC 163 - Machine Shop Practices III Credits: 3**
- **MTH 111 - Basic Technical Mathematics Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for the Career Studies Certificate: 18 Credits

Motorsports Advanced Racecar Setup, CSC

Length: 25 credits

Purpose: To provide students the opportunity to develop advanced skills in racecar set up. This includes race day set-up, engine tuning using a dyno, and preparation for pit-stops.

Requirements

- **MAC 121 - Numerical Control I Credits: 3**
- **MTS 132 - Motorsports Structural Technology III Credits: 3**
- **MTS 210 - Race Car Setup I Credits: 3**
- **MTS 211 - Race Car Setup II Credits: 3**
- **MTS 240 - Stock Car Engines II Credits: 3**
- **MTS 250 - Engine Machining Processes II Credits: 3**
- **MTS 295 - Introduction to Pit Stop Credits: 2**
- **MTS 298 - Dyno Engine Performance Credits: 3**
- **WEL 135 - Inert Gas Welding Credits: 2**

Minimum Required for Career Studies Certificate: 25 Credits

Motorsports Technician, CSC

Length: 26 credits

Purpose: This program is designed to provide fundamental skills for an entry-level technician in a high-performance race shop.

Admission Requirements: Students may be required to complete a Motorsports Program Application, entrance test and interview. Students deficient in computer skills and/or fundamental motorsports terminology must complete additional coursework. Tools and daily uniforms for the program are required.

Requirements

- **SDV 100 - College Success Skills Credits: 1**
- **MAC 161 - Machine Shop Practices I Credits: 3**
- **MTS 120 - Introduction to Motorsports Technology Credits: 3**
- **MTS 125 - Motorsports Technology I Credits: 3**
- **MTS 130 - Motorsports Structural Technology I Credits: 3**
- **MTS 131 - Motorsports Structural Technology II Credits: 3**
- **MTS 135 - Sheet Metal Fabrication Credits: 3**
- **MTS 140 - Stock Car Engines I Credits: 3**
- **MTS 150 - Engine Machining Processes I Credits: 4**

Minimum Required for the Career Studies Certificate: 26 Credits

Residential/Commercial/Industrial Electrician, CSC

Length: 22 credits

Purpose: This program is designed to provide skills for entry-level positions in the practice of electrical servicing and preparation of the National Electrical Code Examination.

Program Learning Outcomes: Graduates will have fundamental skills for entry-level electrical installation and repair. Graduates will demonstrate proficiency in electrical codes, OSHA safety criteria, wiring circuits and mechatronic system troubleshooting.

Requirements

- **ELE 110 - Home Electric Power Credits: 3**
- **ELE 113 - Electricity I Credits: 3**
- **ELE 156 - Electrical Control Systems Credits: 3**
- **ELE 138 - National Electric Code Review I Credits: 3**
- **ETR 150 - Machine Control Using Relay & Programmable Logic Credits: 3**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **MEC 140 - Introduction to Mechatronics Credits: 3**
- **INS 210 - Principles of Instrumentation Credits: 3**

Minimum Required for Career Studies Certificate: 22 Credits

Robotic Welding, CSC

Length: 21 credits

Purpose: This career studies certificate is designed for students who are looking to learn how to safely and effectively program and operate robotic welders.

Program Learning Outcomes: Graduates will demonstrate fundamental skills in robotic programming and operation including troubleshooting of robotic welds.

Requirements

- **WEL 120 - Introduction to Welding Credits: 3**
- **WEL 126 - Pipe Welding I Credits: 3**
- **WEL 150 - Welding Drawing and Interpretation Credits: 3**
- **WEL 160 - Gas Metal Arc Welding Credits: 4**
- **WEL 198 - Seminar and Project Credits: 4**
- **WEL 241 - Robotic Programming Credits: 2**
- **WEL 242 - Robotic Welding Credits: 2**

Minimum Required for Career Studies Certificate: 21 credits

Robotics and Automation Technology, CSC

Length: 18 credits

Purpose: The Robotics and Automation Technology program provides an introduction to industrial robotics and explains how they are used in automated systems. The primary focus of the program is on automated processes, the role of robots within those processes and all related support equipment. Successful completer of this program will have an advanced understanding of robot operations, programming, material handling techniques and technical system components.

Requirements

- **MEC 140 - Introduction to Mechatronics Credits: 3**
- **IND 160 - Introduction to Robotics Credits: 3**
- **SAF 126 - Principles of Industrial Safety Credits: 3**
- **ELE 233 - Programmable Logic Controller Systems I Credits: 3**
- **IND 250 - Introduction to Basic Computer Integrated Manufacturing Credits: 3**
- **ELE 246 - Industrial Robotics Programming Credits: 3**

Total Credits: 18

Welding, CSC

Length: 20 credits

Purpose: This program is designed to provide the layman and practitioner fundamental skills and knowledge in metal trades.

Career Information

Current Job Opportunities

Gainful Employment Information

Program Learning Outcomes: Graduates will have fundamental skills for entry-level weld installations. Graduates will demonstrate proficiency in oxyacetylene processes, arc and MIG welding procedures.

Requirements

- **WEL 120 - Introduction to Welding Credits: 3**
- **WEL 123 - Shielded Metal Arc Welding (Basic) Credits: 3**
- **WEL 150 - Welding Drawing and Interpretation Credits: 3**
- **WEL 160 - Gas Metal Arc Welding Credits: 4**
- **WEL 161 - Flux Cored Arc Welding (FCAW) Credits: 3**
- **WEL 164 - Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG) Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for the Career Studies Certificate: 20 Credits

The Arts

General Studies Specialization: Visual Arts, AA&S

Length: 60 credits

Purpose: The curriculum is designed for the student who plans to complete a baccalaureate degree program in the study of visual arts. The intended transfer institution's catalog and transfer guide are the best sources of information for planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution. Contact the division dean or an advisor for additional information.

Program Outcomes: A student will be able to:

- locate, evaluate, interpret, and combine information to reach well-reasoned conclusions or solutions
- express themselves effectively in a variety of written forms
- calculate, interpret, and use numerical and quantitative information in a variety of settings
- demonstrate the knowledge and values necessary to become informed and contributing participants in a democratic society
- recognize and know how to apply the scientific method, and evaluate empirical information
- demonstrate skills important for successful transition into the workplace and/or pursuit of further education by way of professionalism and self-management practices and behaviors
- create a portfolio of artwork demonstrating proficiency in specified concepts and techniques

General Education Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3** and
- **ENG 112 - College Composition II Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3** and
- **HIS 122 - United States History Since 1865 Credits: 3**
or
- **HIS 111 - World Civilizations Pre-1500 CE Credits: 3** and
- **HIS 112 - World Civilizations Post-1500 CE Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **NAS EEE - Natural Sciences Electives Credits: 8**
- **SOC EEE - Social Sciences Electives Credits: 6**

Total Credits: 38

Program Requirements

- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **PED/HLT EEE - Wellness Electives Credits: 2**

ART Electives

Select 15 credits from the following:

- **ART 101 - History of Art: Prehistoric to Gothic Credits: 3**
- **ART 102 - History of Art: Renaissance to Modern Credits: 3**
- **ART 121 - Drawing I Credits: 3**
- **ART 223 - Life Drawing Credits: 3**
- **ART 241 - Painting I Credits: 3**
- **ART 242 - Painting II Credits: 3**

Total Credits: 22

Minimum Required for Degree: 60 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

NOTE: * These classes meet the requirements of the Career Studies Certificate in Art Studies

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **SDV 100 - College Success Skills Credits: 1 ***
- **ART EEE - Art Electives (2 classes) Credits: 6** (ART 101 and ART 121 used for certificate) *

Total Credits: 16

Spring Semester Courses

- **ENG 112 - College Composition II Credits: 3**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **ART EEE - Art Electives (2 classes) Credits: 6** (ART 102 and ART 223 used for certificate) *

- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 15

Fall Semester Courses

- **CST 110 - Introduction to Communication Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- **ART EEE - Art Elective Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 16

Spring Semester Courses

- **HIS 122 - United States History Since 1865 Credits: 3**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **ENG EEE - English Literature Elective Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **PED/HLT EEE - Wellness Electives Credits: 2**

Total Credits: 13

Art Studies, CSC

Length: 13 credits

Purpose: This program is designed to provide skills for the individual pursuing a vocational or other artistic interest.

Program Learning Outcomes: A student will be able to:

- demonstrate an appreciation for the arts
- create a portfolio of artwork demonstrating proficiency in specified concepts and techniques

Requirements

- **ART 101 - History of Art: Prehistoric to Gothic Credits: 3**
- **ART 102 - History of Art: Renaissance to Modern Credits: 3**
- **ART 121 - Drawing I Credits: 3**
- **ART 223 - Life Drawing Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Certificate: 13 Credits

* ART 241, ART 242 may be substituted with division approval.

Business

Administrative Support Technology, AAS

Length: 62 credits

Purpose: Individuals who are seeking their first employment or those who wish to qualify for promotion in a present position or to another field, including self-employment, may benefit from this program. This program prepares a student for work in a general office setting as well as offering skills in the legal and medical office areas. The program enables the student to become proficient in administrative duties and skills in a variety of companies -- including manufacturing, service-oriented, and government--or as a virtual assistant.

Employment Objectives: Completion of this program may lead to employment or career advancement in any of a wide variety of positions such as administrative assistant, administrative secretary, executive secretary, medical secretary, medical transcriptionist, customer service representative, legal secretary, office services specialist, and clerical supervisor.

Potential Certification: A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Microsoft Office Specialist (MOS) - Word, Excel, PowerPoint
- Certified Administrative Professional (CAP) and Certified Professional Secretary (CPS) - sponsored by the International Association of Administrative Professionals (IAAP) (requires related work experience)

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking
- demonstrate the supervisory role of the administrative professional including ethical behaviors and appropriate interpersonal skills
- demonstrate proficiency with computer software, business application, and information literacy

General Education Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**
- or
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **ENG 115 - Technical Writing Credits: 3**

Total Credits: 15

Program Requirements

- **ACC 124 - Payroll Accounting Credits: 3**

or

- **ACC 211 - Principles of Accounting I Credits: 3**
- **AST 101 - Keyboarding I Credits: 3**
- **AST 102 - Keyboarding II Credits: 3**
- **AST 107 - Editing/Proofreading Skills Credits: 3**
- **AST 136 - Office Record Keeping Credits: 3**
- **AST 137 - Records Management Credits: 3**
- **AST 141 - Word Processing (Specify Software) Credits: 3**
- **AST 154 - Voice Recognition Applications (Dragon Naturally Speaking) Credits: 1**
- **AST 205 - Business Communications Credits: 3**
- **AST 243 - Office Administration I Credits: 3**
- **AST 260 - Presentation Software (Microsoft PowerPoint) Credits: 3**
- **AST 290 - Coordinated Internship Credits: 3**
- **AST 299 - Supervised Study Credits: 1**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **MKT 260 - Customer Service Management Credits: 3**
- **PED/HLT EEE - Wellness Electives Credits: 2**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 47

Minimum Required for Degree: 62 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

NOTE: * These classes meet the requirements of the Certificate in Clerical Studies.

Classes marked with a + meet the requirements of the *Career Studies Certificate for Office Assisting*.

Fall Semester Courses

- **AST 101 - Keyboarding I Credits: 3 * +**
- **MTH 130 - Fundamentals of Reasoning Credits: 3 ***
- **SDV 100 - College Success Skills Credits: 1 * +**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3 * +**
- **ENG 115 - Technical Writing Credits: 3 * +**
- **AST 107 - Editing/Proofreading Skills Credits: 3 * +**

Total Credits: 16

Spring Semester Courses

- **AST 102 - Keyboarding II Credits: 3 * +**
- **AST 154 - Voice Recognition Applications (Dragon Naturally Speaking) Credits: 1 * +**
- **AST 141 - Word Processing (Specify Software) Credits: 3 * +**
- **ACC 124 - Payroll Accounting Credits: 3 ***
- **ITE 140 - Spreadsheet Software Credits: 3 ***
- **AST 136 - Office Record Keeping Credits: 3 ***

Total Credits: 16

Fall Semester Courses

- **AST 243 - Office Administration I Credits: 3 ***
- **AST 260 - Presentation Software (Microsoft PowerPoint) Credits: 3 ***
- **PED/HLT EEE - Wellness Electives Credits: 2**
- **CST 110 - Introduction to Communication Credits: 3**
- **AST 137 - Records Management Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**

Total Credits: 17

Spring Semester Courses

- **AST 290 - Coordinated Internship Credits: 3**
- **AST 299 - Supervised Study Credits: 1**
- **MKT 260 - Customer Service Management Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **AST 205 - Business Communications Credits: 3**

Total Credits: 13

Administrative Support Technology: Medical Office Specialization, AAS

Length: 65 credits

Purpose: Individuals who are seeking their first employment or those who wish to qualify for promotion in a present position or to another field, including self-employment, may benefit from this program. This program prepares a student for work in a general office setting with specialized training in various medical office areas. The program enables the student to become proficient in administrative duties and provides additional skills in a medical setting.

Employment Objectives: Completion of this program may lead to employment or career advancement in any of a wide variety of positions such as administrative assistant, administrative secretary, executive secretary, medical secretary, medical transcriptionist, customer service representative, office services specialist, and clerical supervisor.

Potential Certification: A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Microsoft Office Specialist (MOS) - Word, PowerPoint, Excel;
- **Certified Administrative Professional (CAP) and Certified Professional Secretary (CPS) - sponsored by the International Association of Administrative Professionals (IAAP) (requires related work experience).**

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking
- demonstrate the management of health information through the use of filing system and electronic health records
- apply mathematical reasoning skills to formulate and solve problems as applied to electronic billing
- demonstrate proficiency with computer software, business application, and information literacy
- demonstrate acceptable workplace skills, attitudes, and behaviors

General Education Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 115 - Technical Writing Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**
or
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 15

Program Requirements

- **AST 101 - Keyboarding I Credits: 3**
- **AST 102 - Keyboarding II Credits: 3**
- **AST 107 - Editing/Proofreading Skills Credits: 3**
- **AST 136 - Office Record Keeping Credits: 3**
- **AST 141 - Word Processing (Specify Software) Credits: 3**
- **AST 154 - Voice Recognition Applications (Dragon Naturally Speaking) Credits: 1**
- **AST 243 - Office Administration I Credits: 3**
- **AST 245 - Medical Machine Transcription Credits: 3**
- **AST 260 - Presentation Software (Microsoft PowerPoint) Credits: 3**
- **AST 271 - Medical Office Procedures I Credits: 3**
- **AST 290 - Coordinated Internship Credits: 3**
- **AST 299 - Supervised Study Credits: 1**
- **HIM 143 - Managing Electronic Billing In A Medical Practice Credits: 3**
- **HLT 143 - Medical Terminology I Credits: 3**

- ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3
- ITE 140 - Spreadsheet Software Credits: 3
- MKT 260 - Customer Service Management Credits: 3
- PED/HLT EEE - Wellness Electives Credits: 2
- SDV 100 - College Success Skills Credits: 1

Total Credits: 50

Minimum Required for Degree: 65 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

NOTE: *These classes meet the requirements of the Career Studies Certificate in Medical Transcription.

Classes marked with a + meet the requirements for the *Career Studies Certificate in Office Assisting*

Fall Semester Courses

- AST 101 - Keyboarding I Credits: 3 * +
- AST 107 - Editing/Proofreading Skills Credits: 3 * +
- ENG 115 - Technical Writing Credits: 3 * +
- HLT 143 - Medical Terminology I Credits: 3 *
- ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3 + *
- SDV 100 - College Success Skills Credits: 1 + *

Total Credits: 16

Spring Semester Courses

- AST 102 - Keyboarding II Credits: 3 * +
- AST 136 - Office Record Keeping Credits: 3
- AST 141 - Word Processing (Specify Software) Credits: 3 * +
- AST 154 - Voice Recognition Applications (Dragon Naturally Speaking) Credits: 1 * +
- HIM 143 - Managing Electronic Billing In A Medical Practice Credits: 3 *
- MTH 130 - Fundamentals of Reasoning Credits: 3

Total Credits: 16

Fall Semester Courses

- **AST 243 - Office Administration I Credits: 3**
- **AST 245 - Medical Machine Transcription Credits: 3 ***
- **AST 260 - Presentation Software (Microsoft PowerPoint) Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **PED/HLT EEE - Wellness Electives Credits: 2**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 17

Spring Semester Courses

- **AST 271 - Medical Office Procedures I Credits: 3**
- **AST 290 - Coordinated Internship Credits: 3**
- **AST 299 - Supervised Study Credits: 1**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **MKT 260 - Customer Service Management Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**

Total Credits: 16

Business Technology: Major: Accounting, AAS

Length: 62 credits

Purpose: This program provides knowledge and skills leading to immediate employment in the field of accounting. People who wish to qualify for promotion in a present position to another field may benefit from this program. Students are strongly urged to consult their faculty advisor in planning programs.

Employment Objectives: Some of the occupations and positions for which graduates of this program may qualify are accounting technician, junior accountant or accountant.

Potential Certification: A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Microsoft Office Specialist (MOS) - Excel
- American Institute of Professional Bookkeepers - Certified Bookkeeper (CB) (requires related work experience and code of ethics agreement)
- QuickBooks

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking
- demonstrate the ability to perform payroll
- demonstrate the ability to prepare a complex tax return
- demonstrate a mastery of QuickBooks Accounting Software
- demonstrate acceptable workplace skills, attitudes, and behaviors

General Education Requirements

- **ECO 202 - Principles of Microeconomics Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**

- **MTH 130 - Fundamentals of Reasoning Credits: 3**
or
- **MTH 154 - Quantitative Reasoning Credits: 3**

- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**

Total Credits: 16

Program Requirements

- **ACC 124 - Payroll Accounting Credits: 3**
- **ACC 211 - Principles of Accounting I Credits: 3**
- **ACC 212 - Principles of Accounting II Credits: 3**
- **ACC 215 - Computerized Accounting Credits: 3**
- **ACC 219 - Gov't. and Non-Profit Accounting Credits: 3**
- **ACC 221 - Intermediate Accounting I Credits: 3**
- **ACC 222 - Intermediate Accounting II Credits: 3**
- **ACC 261 - Principles of Federal Taxation I Credits: 3**

- **ACC 290 - Coordinated Internship Credits: 3**
Or
- **ACC 297 - Cooperative Education Credits: 3**

- **BUS 241 - Business Law I Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **BUS 100 - Introduction to Business Credits: 3**
- **BUS 205 - Human Resource Management Credits: 3**
- **FIN 107 - Personal Finance Credits: 3**
- **MKT 100 - Principles of Marketing Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 46

Minimum Required for Degree: 62 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

NOTE: * These classes meet the requirements of the Certificate in Bookkeeping.

Fall Semester Courses

- **ACC 211 - Principles of Accounting I Credits: 3**
- **BUS 100 - Introduction to Business Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 16

Spring Semester Courses

- **ACC 212 - Principles of Accounting II Credits: 3**
- **ECO 202 - Principles of Microeconomics Credits: 3**
- **MKT 100 - Principles of Marketing Credits: 3**
- **BUS 205 - Human Resource Management Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**

Total Credits: 15

Fall Semester Courses

- **ACC 221 - Intermediate Accounting I Credits: 3**
- **ACC 215 - Computerized Accounting Credits: 3**
- **ACC 261 - Principles of Federal Taxation I Credits: 3**
- **BUS 241 - Business Law I Credits: 3**
- **FIN 107 - Personal Finance Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**

Total Credits: 16

Spring Semester Courses

- **ACC 219 - Gov't. and Non-Profit Accounting Credits: 3**
- **ACC 222 - Intermediate Accounting II Credits: 3**
- **ACC 290 - Coordinated Internship Credits: 3**
- **ACC 124 - Payroll Accounting Credits: 3**

- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**

Total Credits: 15

Business Technology: Major: Management, AAS

Length: 62 credits

Purpose: This program provides knowledge and skills leading to immediate employment in the area of management within a small to mid-size business or retail setting. People who are seeking their first employment or wish to qualify for promotion in a present position or to another field may benefit from this program.

Occupational Objectives: Graduates of this program may qualify for positions in general management, manufacturing or industrial management, customer service, sales management or retail management.

Potential Certification: A student may elect to take an industry-specific certification exam. Examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following exam:

- Microsoft Office Specialist (MOS) - Excel.

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking;
- outline the decision making process for managers using various decision making techniques;
- demonstrate the ability to gather, interpret, and disseminate financial information; and
- demonstrate acceptable workplace skills, attitudes, and behaviors.

General Education Requirements

- **ECO 202 - Principles of Microeconomics Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**
or
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**

Total Credits: 15

Program Requirements

- **ACC 211 - Principles of Accounting I Credits: 3**
- **BUS 100 - Introduction to Business Credits: 3**
- **BUS 111 - Principles of Supervision I Credits: 3**

- **BUS 112 - Principles of Supervision II Credits: 3**
- **BUS 200 - Principles of Management Credits: 3**
- **BUS 204 - Project Management Credits: 3**
- **BUS 205 - Human Resource Management Credits: 3**
- **BUS 241 - Business Law I Credits: 3**
- **BUS 290 - Coordinated Internship Credits: 3**
- **ACC 212 - Principles of Accounting II Credits: 3**
- **FIN 107 - Personal Finance Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **ACC 124 - Payroll Accounting Credits: 3**
- **BUS 106 - Security Awareness for Managers Credits: 3**
- **MKT 100 - Principles of Marketing Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 47

Minimum Required for Degree: 62 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

NOTE: * These classes meet the requirements of the Certificate in General Business.

Classes marked with an (M) meet the requirements of the Career Studies Certificate in Management Assistant.

Class marked with an (S) meet the requirements of the Career Studies Certificate in Supervision.

Fall Semester Courses

- **BUS 100 - Introduction to Business Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **ACC 211 - Principles of Accounting I Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 16

Spring Semester Courses

- **ACC 212 - Principles of Accounting II Credits: 3**
- **ECO 202 - Principles of Microeconomics Credits: 3**

- **MKT 100 - Principles of Marketing Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **BUS 205 - Human Resource Management Credits: 3**

Total Credits: 15

Fall Semester Courses

- **PED/HLT EEE - Wellness Elective Credits: 1**
- **BUS 241 - Business Law I Credits: 3**
- **FIN 107 - Personal Finance Credits: 3**
- **BUS 111 - Principles of Supervision I Credits: 3**
- **BUS 200 - Principles of Management Credits: 3**
- **BUS 106 - Security Awareness for Managers Credits: 3**

Total Credits: 16

Spring Semester Courses

- **ACC 124 - Payroll Accounting Credits: 3**
- **BUS 112 - Principles of Supervision II Credits: 3**
- **BUS 204 - Project Management Credits: 3**
- **BUS 290 - Coordinated Internship Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**

Total Credits: 15

Business Technology: Management Specialization Culinary and Hospitality Management, AAS

Length: 62 credits

Purpose: To provide a response to current and anticipated workforce shortage in the hospitality industry. Individuals who are interested in owning or seeking employment in managing a restaurant, bakery, or other related fields may benefit from this program. The Culinary and Hospitality Management program will prepare the student to enter the rapidly changing areas of hospitality and the challenges that are currently facing today's hospitality industry.

Occupational Objectives: Graduates of this program may qualify for positions in restaurant management, general hospitality management, customer service, or kitchen management positions.

Potential Certification: A student may elect to take an industry-specific certification/license exam. After completion of this program, a student will be academically prepared to take the following exams:

- ServSafe Manager Certification;
- ManageFirst Program Certification in Controlling Food Service Costs;
- ManageFirst National Management Credential.

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy and critical thinking;
- outline the decision making process for managers using various decision making techniques;
- demonstrate the ability to gather, interpret, and disseminate financial information;
- demonstrate acceptable workplace skills, attitudes, and behaviors;
- demonstrate a working knowledge of food production, and quality control practices;
- demonstrate skills to manage food service tasks and services; and
- demonstrate knowledge of food production and dining.

General Education Requirements

- **ECO 202 - Principles of Microeconomics Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**
- or
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**

Total Credits: 15

Program Requirements

- **ACC 211 - Principles of Accounting I Credits: 3**
- **BUS 100 - Introduction to Business Credits: 3**
- **BUS 111 - Principles of Supervision I Credits: 3**
- **BUS 205 - Human Resource Management Credits: 3**
- **BUS 241 - Business Law I Credits: 3**
- **HRI 158 - Sanitation and Safety Credits: 3**
- **HRI 218 - Fruit, Vegetable, and Starch Preparation Credits: 3**
- **HRI 220 - Meat, Seafood, and Poultry Preparation Credits: 3**
- **ACC 212 - Principles of Accounting II Credits: 3**
- **BUS 200 - Principles of Management Credits: 3**
- **FIN 107 - Personal Finance Credits: 3**
- **HRI 106 - Principles of Culinary Arts I-II Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **HRI 128 - Principles of Baking Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **MKT 100 - Principles of Marketing Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 47

Minimum Required for Degree: 62 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **BUS 100 - Introduction to Business Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **ACC 211 - Principles of Accounting I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 16

Spring Semester Courses

- **ITE 140 - Spreadsheet Software Credits: 3**
- **ACC 212 - Principles of Accounting II Credits: 3**
- **ECO 202 - Principles of Microeconomics Credits: 3**
- **MKT 100 - Principles of Marketing Credits: 3**
- **BUS 205 - Human Resource Management Credits: 3**

Total Credits: 15

Fall Semester Courses

- **BUS 241 - Business Law I Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **FIN 107 - Personal Finance Credits: 3**
- **BUS 111 - Principles of Supervision I Credits: 3**
- **BUS 200 - Principles of Management Credits: 3**
- **HRI 106 - Principles of Culinary Arts I-II Credits: 3**

Total Credits: 16

Spring Semester Courses

- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **HRI 128 - Principles of Baking Credits: 3**
- **HRI 218 - Fruit, Vegetable, and Starch Preparation Credits: 3**

- **HRI 220 - Meat, Seafood, and Poultry Preparation Credits: 3**
- **HRI 158 - Sanitation and Safety Credits: 3**

Total Credits: 15

Business Technology: Management Specialization Entrepreneurship/Small Business, AAS

Length: 62 credits

Purpose: Individuals, who are seeking their first job or those who wish to qualify for promotion in a present position or to another field, including self-employment, may benefit from this program. Students will be provided knowledge, skills, and training necessary to start a business and manage the functional areas of the business to become a successful entrepreneur.

Occupational Objectives: Completion of this program may lead to employment or career advancement in a wide variety of positions such as entrepreneur, small business owner, small business advisor, small business partner, proprietor, owner-operator, or consultant for small business.

Potential Certification: A student may elect to take an industry- specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Microsoft Office Specialist (MOS) - Excel.

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking;
- outline the decision making process for managers using various decision making techniques;
- demonstrate the ability to gather, interpret, and disseminate financial information;
- demonstrate acceptable workplace skills, attitudes, and behaviors;
- explain the importance of entrepreneurial qualities and describe the characteristics of successful entrepreneurs; and
- create a business plan necessary to initiate and open a small business.

General Education Requirements

- **ECO 202 - Principles of Microeconomics Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**

Total Credits: 15

Program Requirements

- **ACC 211 - Principles of Accounting I Credits: 3**
- **BUS 100 - Introduction to Business Credits: 3**
- **BUS 111 - Principles of Supervision I Credits: 3**
- **FIN 107 - Personal Finance Credits: 3**
- **BUS 165 - Small Business Management Credits: 3**
- **BUS 241 - Business Law I Credits: 3**
- **BUS 290 - Coordinated Internship Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **BUS 116 - Entrepreneurship Credits: 3**
- **ACC 212 - Principles of Accounting II Credits: 3**
- **MKT 100 - Principles of Marketing Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **BUS 205 - Human Resource Management Credits: 3**
- **BUS 280 - Introduction to International Business I Credits: 3**
- **BUS 106 - Security Awareness for Managers Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **BUS 200 - Principles of Management Credits: 3**

Total Credits: 47

Minimum Required for Degree: 62

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

NOTE: * These classes meet the requirements of the Career Studies Certificate in Entrepreneurial and Small Business Management.

Fall Semester Courses

- **ACC 211 - Principles of Accounting I Credits: 3**
- **BUS 100 - Introduction to Business Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 16

Spring Semester Courses:

- **ACC 212 - Principles of Accounting II Credits: 3**
- **BUS 205 - Human Resource Management Credits: 3**
- **ECO 202 - Principles of Microeconomics Credits: 3**
- **MKT 100 - Principles of Marketing Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**

Total Credits: 15

Fall Semester Courses

- **FIN 107 - Personal Finance Credits: 3**
- **BUS 241 - Business Law I Credits: 3**
- **BUS 111 - Principles of Supervision I Credits: 3**
- **BUS 200 - Principles of Management Credits: 3**
- **BUS 106 - Security Awareness for Managers Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**

Total Credits: 16

Spring Semester Courses

- **BUS 290 - Coordinated Internship Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **BUS 165 - Small Business Management Credits: 3**
- **BUS 280 - Introduction to International Business I Credits: 3**
- **BUS 116 - Entrepreneurship Credits: 3**

Total Credits: 15

Legal Assisting, AAS

Length: 64 credits

Purpose: The curriculum provides knowledge and skills leading to employment in the field of paraprofessionals in the legal setting.

Occupational Objectives: A graduate of this program may work as a paralegal or legal assistant in law offices, law enforcement agencies, court systems, municipal offices, corporate office - contract/legal department, banks, real estate offices, insurance agencies, and contracting agencies.

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking;
- produce a variety of legal documents using correct grammar, punctuation, and spelling in a format acceptable for the modern business environment; and
- demonstrate acceptable workplace skills, attitudes, and behaviors.

General Education Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 115 - Technical Writing Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**
- **PLS 135 - U.S. Government and Politics Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 18

Program Requirements

- **AST 107 - Editing/Proofreading Skills Credits: 3**
- **AST 136 - Office Record Keeping Credits: 3**
- **LGL 110 - Introduction to Law and The Legal Assistant Credits: 3**
- **LGL 115 - Real Estate Law For Legal Assistants Credits: 3**
- **LGL 117 - Family Law Credits: 3**
- **LGL 125 - Legal Research Credits: 3**
- **LGL 126 - Legal Writing Credits: 3**
- **LGL 200 - Ethics For The Legal Assistant Credits: 1**
- **LGL 215 - Torts Credits: 3**
- **LGL 218 - Criminal Law Credits: 3**
- **LGL 219 - Basics of Litigation Support Credits: 3**
- **LGL 225 - Estate Planning and Probate Credits: 3**
- **LGL 230 - Legal Transactions Credits: 3**
- **LGL 290 - Coordinated Internship Credits: 2**
- **LGL 299 - Supervised Study Credits: 1**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **PED/HLT EEE - Wellness Electives Credits: 2**

Total Credits: 46

Minimum Required for Degree: 64 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **ENG 115 - Technical Writing Credits: 3**
- **LGL 110 - Introduction to Law and The Legal Assistant Credits: 3**
- **LGL 125 - Legal Research Credits: 3**
- **LGL 200 - Ethics For The Legal Assistant Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **AST 107 - Editing/Proofreading Skills Credits: 3**

Total Credits: 17

Spring Semester Courses

- **AST 136 - Office Record Keeping Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **LGL 126 - Legal Writing Credits: 3**
- **LGL 215 - Torts Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 18

Fall Semester Courses

- **PED/HLT EEE - Wellness Electives Credits: 2**
- **LGL 115 - Real Estate Law For Legal Assistants Credits: 3**
- **LGL 117 - Family Law Credits: 3**
- **LGL 230 - Legal Transactions Credits: 3**
- **PLS 135 - U.S. Government and Politics Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**

Total Credits: 17

Spring Semester Courses

- **LGL 218 - Criminal Law Credits: 3**
- **LGL 219 - Basics of Litigation Support Credits: 3**
- **LGL 225 - Estate Planning and Probate Credits: 3**
- **LGL 290 - Coordinated Internship Credits: 2**
- **LGL 299 - Supervised Study Credits: 1**

Total Credits: 12

Business Administration, AA&S

Length: 60-62 credits

Purpose: The curriculum is designed for the student who plans to complete a baccalaureate degree program. The transfer institution's catalog and transfer guide are the best sources of information for planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution.

Program Outcomes: A student will be able to:

- locate, evaluate, interpret, and combine information to reach well-reasoned conclusions or solutions
- express themselves effectively in a variety of written forms
- calculate, interpret, and use numerical and quantitative information in a variety of settings
- demonstrate the knowledge and values necessary to become informed and contributing participants in a democratic society
- recognize and know how to apply the scientific method, and evaluate empirical information
- demonstrate skills important for successful transition into the workplace and/or pursuit of further education by way of professionalism and self-management practices and behaviors
- apply the principles of financial accounting
- define key terminology associated with microeconomics
- apply the key principles associated with macroeconomics

General Education Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3** and
- **ENG 112 - College Composition II Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3** and
- **HIS 122 - United States History Since 1865 Credits: 3**
or
- **HIS 111 - World Civilizations Pre-1500 CE Credits: 3**
- **HIS 112 - World Civilizations Post-1500 CE Credits: 3**
- **MTH 161 - Precalculus I Credits: 3**
or
- **MTH 167 - Precalculus With Trigonometry Credits: 5**
- **MTH 245 - Statistics I Credits: 3**
- **MTH 261 - Applied Calculus I Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **NAS EEE - Natural Sciences Electives Credits: 8**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 41-43

Program Requirements

- **ACC 211 - Principles of Accounting I Credits: 3** and

- **ACC 212 - Principles of Accounting II Credits: 3**
- **ECO 201 - Principles of Macroeconomics Credits: 3**
- **ECO 202 - Principles of Microeconomics Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **PED/HLT EEE - Wellness Electives Credits: 2**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 19

Minimum Required for Degree: 60-62 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- **MTH 161 - Precalculus I Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 16

Spring Semester Courses

- **ENG 112 - College Composition II Credits: 3**
- **HIS 122 - United States History Since 1865 Credits: 3**
- **MTH 261 - Applied Calculus I Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**

Total Credits: 16

Fall Semester Courses

- **MTH 245 - Statistics I Credits: 3**
- **ACC 211 - Principles of Accounting I Credits: 3**
- **ECO 201 - Principles of Macroeconomics Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**

Total Credits: 16

Spring Semester Courses

- **NAS EEE - Natural Sciences Elective Credits: 4**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **ECO 202 - Principles of Microeconomics Credits: 3**
- **ACC 212 - Principles of Accounting II Credits: 3**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**

Total Credits: 12

Bookkeeping Certificate

Length: 31 credits

Purpose: The purpose of this program is to provide additional knowledge and skill in basic accounting and bookkeeping for persons seeking immediate employment in the field, for those already employed who want to upgrade skills or for small business owners.

Employment Objectives: Employment opportunities might include accountant's assistant, bookkeeper, financial records manager, office manager or small business operator.

Potential Certification: A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Microsoft Office Specialist (MOS) - Excel;
- QuickBooks Certification.

Program Learning Outcomes: A student will be able to:

- demonstrate ability to reason critically and problem-solve;
- describe and use general business knowledge and skills;
- apply the principles of financial accounting, managerial accounting, tax accounting, and payroll accounting;
- prepare and interpret financial statements;
- demonstrate proficiency in personal computer operations and applications;
- demonstrate effective written communication skills in a business setting.

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**

Total Credits: 6

Program Requirements

- **ACC 124 - Payroll Accounting Credits: 3**
- **ACC 211 - Principles of Accounting I Credits: 3 and**
- **ACC 212 - Principles of Accounting II Credits: 3**
- **ACC 215 - Computerized Accounting Credits: 3**
- **ACC 261 - Principles of Federal Taxation I Credits: 3**
- **BUS 100 - Introduction to Business Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 25

Minimum Required for Certificate: 31 Credits

Clerical Studies Certificate

Career Information

Current Job Opportunities

Gainful Employment Information

Length: 38 credits

Purpose: To provide competent entry-level office support personnel for immediate employment in business, industry, the professions, and government.

Employment Objectives: Completion of this program may lead to employment or career advancement in any of a wide variety of positions such as clerk typist, data entry keyer, file clerk, general clerk, clerk stenographer, shipping/receiving clerk, bank teller, information clerk, and switchboard operator/receptionist.

Potential Certification: A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examination:

Microsoft Office Specialist (MOS) - Word, Excel, PowerPoint.

Program Learning Outcomes: A student will be able to:

- demonstrate effective written communication skills in a business setting;

- produce a variety of business documents using correct grammar, punctuation and spelling in a form acceptable in today's business environment;
- demonstrate proficiency in personal computer operations and applications;
- demonstrate various methods of filing in storing and retrieving documents both manually and electronically.

General Education Requirements

- **ENG 115 - Technical Writing Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**
or
- **MTH 154 - Quantitative Reasoning Credits: 3**

Total Credits: 6

Program Requirements

- **ACC 124 - Payroll Accounting Credits: 3**
or
- **ACC 211 - Principles of Accounting I Credits: 3**
- **AST 101 - Keyboarding I Credits: 3**
- **AST 102 - Keyboarding II Credits: 3**
- **AST 107 - Editing/Proofreading Skills Credits: 3**
- **AST 136 - Office Record Keeping Credits: 3**
- **AST 141 - Word Processing (Specify Software) Credits: 3**
- **AST 154 - Voice Recognition Applications (Dragon Naturally Speaking) Credits: 1**
- **AST 243 - Office Administration I Credits: 3**
- **AST 260 - Presentation Software (Microsoft PowerPoint) Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 32

Minimum Required for Certificate: 38 Credits

General Business Certificate

Length: 31 credits

Purpose: This program is designed to provide additional knowledge and skills for persons seeking immediate employment in local business and those who wish to become better prepared to operate their own small business.

Occupational Objectives: Employment opportunities might include assistant department head, office manager, small business manager or assistant manager.

Admission Requirements: Students must meet the general admission requirements established by the college. Students with deficiencies in English or mathematics must complete appropriate developmental education courses. Students with deficiencies in computer skills will complete additional coursework.

Curriculum Requirements: Students must satisfactorily complete each of the requirements listed below in order to be awarded this certificate.

Program Learning Outcomes: A student will be able to:

- demonstrate effective written communication skills in a business setting;
- apply mathematical reasoning skills to formulate and solve problems;
- describe and use general business knowledge and skills, including managerial and supervisory concepts;
- apply the principles of financial accounting;
- demonstrate proficiency in personal computer operations and applications;
- demonstrate accepted ethical behaviors and interpersonal skills that reflect an understanding of diversity and teamwork; and
- describe contemporary approaches to management and methods to create a positive work environment.

General Education Requirements

- **ECO 202 - Principles of Microeconomics Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**

Total Credits: 9

Program Requirements

- **ACC 211 - Principles of Accounting I Credits: 3**
- **BUS 100 - Introduction to Business Credits: 3**
- **MKT 100 - Principles of Marketing Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **BUS 204 - Project Management Credits: 3**
- **BUS 205 - Human Resource Management Credits: 3**

Total Credits: 22

Minimum Required for Certificate: 31 Credits

Entrepreneurial and Small Business Management, CSC

Length: 28 credits

Purpose: This program is designed to provide an entrepreneur with skills in establishing and maintaining a successful small business.

Program Learning Outcomes: A student will be able to:

- explain the importance of entrepreneurial qualities and describe the characteristics of successful entrepreneurs; and
- create a business plan necessary to initiate and open a small business.

Requirements

- **ACC 211 - Principles of Accounting I Credits: 3**
- **BUS 106 - Security Awareness for Managers Credits: 3**
- **BUS 116 - Entrepreneurship Credits: 3**
- **BUS 165 - Small Business Management Credits: 3**
- **BUS 204 - Project Management Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **FIN 107 - Personal Finance Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Career Studies Certificate: 28 Credits

Student must complete the above 28 credits to be awarded the Career Studies Certificate in Small Business Management.

Management Assistant, CSC

Length: 28 credits

Purpose: This program is designed to provide an individual with basic foundation management skills in the area of general management principles, human resources, communications, psychology, and accounting.

Program Learning Outcomes: A student will be able to:

- describe and use general business knowledge and skills, including managerial and supervisory concepts;
- demonstrate ability to reason critically and problem-solve; and
- demonstrate accepted ethical behaviors and interpersonal skills that reflect an understanding of diversity and teamwork.

Requirements

- **ACC 124 - Payroll Accounting Credits: 3**
- **BUS 106 - Security Awareness for Managers Credits: 3**
- **BUS 111 - Principles of Supervision I Credits: 3**
- **BUS 200 - Principles of Management Credits: 3**

- **BUS 204 - Project Management Credits: 3**
- **BUS 205 - Human Resource Management Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Career Studies Certificate: 28 Credits

Medical Transcription, CSC

Length: 29 credits

Purpose: This program is designed to provide skills related to keyboarding, medical office procedures and communications, and the transcription of medical information.

Program Learning Outcomes: A student will be able to:

- apply medical vocabulary in producing documents used in the health field; and
- document skills in using a keyboard and word processing software for speed and accuracy.

Program Requirements

- **AST 101 - Keyboarding I Credits: 3**
- **AST 102 - Keyboarding II Credits: 3**
- **AST 107 - Editing/Proofreading Skills Credits: 3**
- **AST 141 - Word Processing (Specify Software) Credits: 3**
- **AST 154 - Voice Recognition Applications (Dragon Naturally Speaking) Credits: 1**
- **AST 245 - Medical Machine Transcription Credits: 3**
- **ENG 115 - Technical Writing Credits: 3**
- **HIM 143 - Managing Electronic Billing In A Medical Practice Credits: 3**
- **HLT 143 - Medical Terminology I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Career Studies Certificate: 29 Credits

Office Assisting, CSC

Length: 20 credits

Purpose: This program is designed to provide skills in preparation for a job as an office assistant requiring tasks related to keyboarding, records management, office administration, writing, and computer use.

Program Learning Outcomes: A student will be able to:

- demonstrate proficiency in personal computer operations and applications;
- demonstrate various methods of filing in storing and retrieving documents both manually and electronically;
- produce a variety of business documents using correct grammar, punctuation, and spelling in a form acceptable in today's business environment.

Requirements

- **AST 101 - Keyboarding I Credits: 3**
- **AST 102 - Keyboarding II Credits: 3**
- **AST 107 - Editing/Proofreading Skills Credits: 3**
- **AST 141 - Word Processing (Specify Software) Credits: 3**
- **AST 154 - Voice Recognition Applications (Dragon Naturally Speaking) Credits: 1**
- **ENG 115 - Technical Writing Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Career Studies Certificate: 20 Credits

Supervision, CSC

Length: 28 credits

Purpose: This program is designed to provide the business professional with skills related to the effective supervision of personnel.

Program Learning Outcomes: A student will be able to:

- describe and use general business knowledge and skills, including managerial and supervisory concepts;
- demonstrate accepted ethical behaviors and interpersonal skills that reflect an understanding of diversity and teamwork; and
- describe contemporary approaches to management and methods to create a positive work environment.

Requirements

- **BUS 100 - Introduction to Business Credits: 3**
- **BUS 106 - Security Awareness for Managers Credits: 3**
- **BUS 111 - Principles of Supervision I Credits: 3**
- **BUS 112 - Principles of Supervision II Credits: 3**
- **BUS 200 - Principles of Management Credits: 3**
- **BUS 205 - Human Resource Management Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **FIN 107 - Personal Finance Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Career Studies Certificate: 28 Credits

Health Sciences & Public Safety

Administration of Justice, AAS

Length: 66 credits

Purpose: This program is designed to provide a theoretical and practical understanding of the criminal justice profession in local, state, and federal criminal justice systems.

Program Learning Outcomes: The student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy and critical thinking;
- demonstrate competency of effects of crime, law, and law enforcement systems in society;
- demonstrate competency of legal and non-legal drugs including identification, societal influences, and legal consequences;
- demonstrate proficiency to evaluate tort and criminal case charges, elements, victims, perpetrators, and outcomes;
- demonstrate proficiency of proper criminal investigation methods that follow laws from judicial, executive, and legislative branches; and
- demonstrate acceptable workplace skills, attitudes, and behaviors.

Occupational Objectives: The program prepares students for career service in the following areas: local and state police departments, federal agencies, correctional institutions, and security officers in commercial or industrial areas.

General Education Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**

- **PLS 135 - U.S. Government and Politics Credits: 3** and
- **PLS 136 - State and Local Government and Politics Credits: 3**
or
- **HIS 121 - United States History to 1877 Credits: 3** and
- **HIS 122 - United States History Since 1865 Credits: 3**

- **PSY 200 - Principles of Psychology Credits: 3**
- **SOC 200 - Principles of Sociology Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**

Total Credits: 24

Program Requirements

- **ADJ 100 - Survey of Criminal Justice Credits: 3**
- **ADJ 105 - The Juvenile Justice System Credits: 3**
- **ADJ 111 - Law Enforcement Organization & Administration I Credits: 3**
- **ADJ 130 - Introduction to Criminal Law Credits: 3**
- **ADJ 131 - Legal Evidence Credits: 3**
- **ADJ 133 - Ethics and the Criminal Justice Professional Credits: 3**
- **ADJ 146 - Adult Correctional Institutions Credits: 3**
- or
- **ADJ 140 - Introduction to Corrections Credits: 3**
- or
- **ADJ 145 - Corrections and the Community Credits: 3**
- **ADJ 201 - Criminology Credits: 3**
- **ADJ 236 - Principles of Criminal Investigation Credits: 3**
- **ADJ 237 - Advanced Criminal Investigation Credits: 3**
- **ADJ 280 - Capstone Project Credits: 1**
- **ADJ 299 - Supervised Study Credits: 1**
- **PED/HLT EEE - Wellness Electives Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 42

Minimum Required for Degree: 63 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

NOTE: * These classes meet the requirements of the Career Studies Certificate in Justice Studies.

Fall Semester Courses

- **ADJ 100 - Survey of Criminal Justice Credits: 3 ***
- **ADJ 111 - Law Enforcement Organization & Administration I Credits: 3 ***
- **ENG 111 - College Composition I Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**

Total Credits: 16

Spring Semester Courses

- ADJ 105 - The Juvenile Justice System Credits: 3 *
- ADJ 133 - Ethics and the Criminal Justice Professional Credits: 3
- ADJ 201 - Criminology Credits: 3 *
- ADJ 146 - Adult Correctional Institutions Credits: 3 *
- HUM EEE - Humanities/Fine Arts Elective Credits: 3
- PSY 200 - Principles of Psychology Credits: 3

Total Credits: 18

Fall Semester Courses

- ADJ 130 - Introduction to Criminal Law Credits: 3
- ADJ 131 - Legal Evidence Credits: 3
- MTH 130 - Fundamentals of Reasoning Credits: 3
- PLS 135 - U.S. Government and Politics Credits: 3
- SOC 200 - Principles of Sociology Credits: 3

Total Credits: 15

Spring Semester Courses

- ADJ 236 - Principles of Criminal Investigation Credits: 3
- ADJ 237 - Advanced Criminal Investigation Credits: 3
- ADJ 280 - Capstone Project Credits: 1
- ADJ 299 - Supervised Study Credits: 1
- PLS 136 - State and Local Government and Politics Credits: 3
- PED/HLT EEE - Wellness Electives Credits: 3
- ADJ 160 - Police Response to Critical Incidents Credits: 3

Total Credits: 17

Emergency Medical Services - Paramedic, AAS

Length: 67 credits

Purpose: This program is designed to provide knowledge and skills to prepare selected students to qualify as practitioners of emergency medical services in a variety of health service facilities.

Employment Objectives: Employment opportunities for the Paramedic include pre-hospital EMS agencies, municipal fire departments, emergency departments in hospitals, nursing homes, physician's offices, clinics, industry, and home health agencies.

Potential Certification: After successful completion of the AAS degree students will be eligible for the National Registry of Emergency Medical Technicians Paramedic (NRP) Certification examination. A student who resides

outside of Virginia and plans to apply for certification as a Paramedic subsequent to completion of this education program may not meet the requirements for certification in the state of residence.

Program Learning Outcomes: Graduates of the program will:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking;
- demonstrate ability to apply concepts and skill required to practice as a paramedic level provider;
- demonstrates required clinical skill competencies to deliver appropriate client care;
- administer medications within the scope of practice as a paramedic provider;
- demonstrate acceptable workplace skills, attitudes, and behaviors;
- appropriately interpret ECG readings and provide ALS intervention; and
- demonstrate competency identifying human organs and listing specific functions of organs that make up organ systems.

Special Accreditation Status: The Patrick & Henry Community College EMS-Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To Contact CAAHEP:

Commission on Accreditation of Allied Health Education Programs
9355 113th St. N, #7709
Seminole, FL 33775
www.caahep.org

To Contact CoAEMSP:

8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 75088
(214) 703-8445
FAX (214) 703-8992
www.coaemsp.org

The program is also accredited to provide Paramedic training in the Commonwealth of Virginia by:

Virginia Department of Health
Office of Emergency Medical Services (VAOEMS)
1041 Technology Park Drive
Glen Allen, VA 23059-4500
Phone 1-800-523-6019

Special Admission Requirements: The applicant must meet the following requirements for admission to the EMS Education program. Interested students should contact the EMS Program Director for academic advising.

1. Be accepted as a student to the college.
2. Graduation from high school or satisfactory completion of the GED. Verification of high school graduation or GED is required by Virginia OEMS for this level of certification. Submission of official transcripts or GED scores is mandatory for all applicants.
3. Completion of the EMS Admission test scoring 70% or higher on no more than two attempts in one application cycle.
4. A cumulative college grade point average of 2.0 or better in all related and general education requirements completed before admission into the EMS Education program is desired and will be given higher priority for admission into the program.

5. Submit an EMS Program Application form along with required paperwork, i.e. high school transcripts, college transcripts, current EMS certification, etc. during the specified EMS Education program application period.

Admission Procedure: Applications to the program will be accepted during the specified EMS Education program application periods. After the application period has concluded all completed application files will be reviewed and considered. Qualified applicants enrolled at the college or holding current Virginia certification as an Emergency Medical Technician, Virginia Advanced EMT, or holding current National Registry and/or Virginia EMT-Intermediate certification will be given first priority for admission. Incomplete files will not be considered.

- EMS-Paramedic program applicants must complete an entrance exam to be ranked and accepted into the program. The exam evaluates basic math and reading comprehension skills and is a reliable predictor of the applicant's readiness and capability for successful completion of the Paramedic program.
- Applicants must successfully complete the entrance exam with a minimum of 70% for math and reading on no more than two attempts. In the event an applicant has been denied entrance due to two unsuccessful attempts of the entrance exam, the applicant must wait until the next EMS-Paramedic application period to test again.
- Passing scores are only good for the current EMS application period.
- After submission of a EMS-Paramedic application during the published application period, qualified applicants will be invited to take the entrance exam. Please note qualified applicants are those that meet the outlined program application requirements. The cost of the exam is \$5 and is administered electronically from Platinum Education. Applicants will be provided an exam schedule with multiple dates and times the exam will be offered for the application period.
- Applicants are encouraged to be prepared to complete simple math including addition, subtraction, multiplication, division, fractions/proportions, decimals/percents, conversions, and some basic algebra, as well as be prepared to type a 125-word minimum essay on why a potential career path in Emergency Medical Services has been chosen.

A completed application file includes the following:

1. The completed EMS Program Application form.
2. Official transcripts of all high school work and all prior college work other than P&HCC.
3. Results of the EMS Admission Test.
4. A copy of your current Virginia EMS certification, if applicable.

Because the EMS Education program addresses the educational needs of students with a variety of experiences and prior education, a limited number of entering class positions may be designated for certified EMT-Intermediates who graduated from accredited programs or for prospective high school graduates who also have been enrolled at P&HCC as part of an EMT approved program of dual enrollment. Interested high school sophomores should see their counselors in the spring of their sophomore year. Interested high school juniors should see their counselors in the fall of their junior year.

Functional Abilities required for the program include:

- verbally communicate in person, via telephone and telecommunications using the English language;
- hear spoken information from co-workers, patients, physicians and dispatchers and in sounds common to the emergency scene;
- ability to lift, carry, balance up to 125 pounds (250 with assistance);
- ability to interpret and respond to written, oral, and diagnostic form instructions;
- read road maps, drive vehicle, accurately discern street signs and address numbers;
- read medication/ prescription labels and directions for usage in quick, accurate, and expedient manner;
- communicate verbally with patients and significant others in diverse cultural and age groups to interview patient, family members, and bystanders;
- discern deviations/changes in eye/skin coloration due to patient's condition and to the treatment given;
- document, in writing, all relevant information in prescribed format in light of legal ramifications of such;
- perform with good manual dexterity all tasks related to advanced emergency patient care and documentation;

- bend, stoop, balance, and crawl on uneven terrain;
- withstand varied environmental conditions such as extreme heat, cold, and moisture.

After admission to the EMS Education program, the prospective student is provided with an EMS Physical Examination form that must be completed by a physician prior to enrolling in the clinical or field internship classes. Students must provide proof of all required immunizations as mandated by clinical agencies.

Upon admission, all students are required to undergo mandatory drug screening. Students must have a negative drug screen in order to begin the clinical or field internship classes. Drug screens may be repeated after program acceptance to comply with clinical agency requirements.

Please **NOTE** that any prospective EMS student with a criminal conviction needs to speak with the EMS Program Director prior to enrollment at P&HCC. Certain convictions will prevent the person from being certified as an Emergency Medical Services Provider in Virginia. Students must produce a satisfactory criminal background check to the standards of all clinical agencies used by the college for experiential learning prior to enrolling in the EMS program. Background checks may have to be repeated to comply with clinical agency requirements.

Readmission Requirements: Any student wishing to re-enroll in the EMS Education program must have at least a 2.0 cumulative grade point average at P&HCC to be considered. A student who wishes to re-enter the EMS Education program must follow the readmission procedure outlined in the EMS Education Program Student Handbook. The student may be required to enroll in and satisfactorily complete specific courses before and/or after readmission. Additional data may be required. The EMS faculty will consider each student's application for readmission and the decision to readmit will be based on additional data, prior performance in the EMS Education program and space availability.

Students who fail an EMS course or withdraw for any reason from the EMS Education program may be readmitted to the program only once. All readmissions are at the discretion of the EMS faculty.

Advanced Placement: Current credentialed Virginia EMT, Advanced EMT or EMT-Intermediate providers may be eligible for advanced placement.

Financial Requirements: In addition to the usual college tuition and fees, this program requires additional expenses.

Approximate costs include:

Drug screening	\$38 minimum
Criminal background check	\$48 minimum
Books	\$650
Uniforms	\$100
Physical examination	\$100
Platinum Planner	\$85 (minimum)
EMS Testing	\$100
Reel Dx Scenarios	\$69 (minimum)

Transfer of EMS Credit: Students seeking to transfer credit received from EMS courses at other institutions will be considered on an individual basis by the EMS faculty. The student may be asked to provide course descriptions, course syllabi, achievement scores and selected data from the course instructor in order to determine placement in the EMS program, subject to availability of space. Since there frequently are differences among EMS programs, students wishing to transfer should be aware that there might be an interruption in program progression.

Curriculum Requirements: In addition to formal lectures and laboratory exercises, selected experiences within driving distance of the college will be scheduled at day, evening and/or weekend times, depending on the availability of facilities.

EMS students will be required to successfully pass cognitive and psychomotor examinations at various points in the curriculum in order to continue in the program. Students who are unsuccessful will be counseled and guided in a specified number of remediation efforts. Upon successful completion of remedial requirements and passing the appropriate examinations, students may continue in the program.

To remain in the program, a student must have a "C" or above in all required EMS courses. Additionally, a grade of "C" or above in all semesters of biology and psychology is required to meet degree requirements.

Clinical/field/preceptor experiences require access to contracted clinical agencies.

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **BIO 141 - Human Anatomy and Physiology I Credits: 4**
- **BIO 142 - Human Anatomy and Physiology II Credits: 4**
- **PHI 220 - Ethics Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**

Total Credits: 17

Program Requirements

- **EMS 111 - Emergency Medical Technician Credits: 7**
- **EMS 120 - Emergency Medical Technician-Clinical Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **EMS 121 - Preparatory Foundations Credits: 2**
- **EMS 123 - EMS Clinical Preparation Credits: 1**
- **EMS 125 - Basic Pharmacology Credits: 1**
- **EMS 126 - Basic Pharmacology Lab Credits: 1**
- **EMS 127 - Airway, Shock and Resuscitation Credits: 1**
- **EMS 128 - Airway, Shock and Resuscitation Lab Credits: 1**
- **EMS 135 - Emergency Medical Care Credits: 2**
- **EMS 136 - Emergency Medical Care Lab Credits: 1**
- **EMS 137 - Trauma Care Credits: 1**
- **EMS 138 - Trauma Care Lab Credits: 1**
- **EMS 139 - Special Populations Credits: 1**
- **EMS 140 - Special Populations Lab Credits: 1**
- **EMS 141 - Cardiovascular Care Credits: 2**
- **EMS 142 - Cardiovascular Care Lab Credits: 1**
- **EMS 170 - ALS Internship I Credits: 1**
- **EMS 175 - Paramedic Clinical Experience I Credits: 1**
- **EMS 202 - Paramedic Pharmacology Credits: 2**
- **EMS 203 - Advanced Patient Care Credits: 2**

- EMS 204 - Advanced Patient Care Lab Credits: 2
- EMS 206 - Pathophysiology for the Health Professions Credits: 3
- EMS 247 - Paramedic Clinical Experience II Credits: 1
- EMS 210 - EMS Operations Credits: 1
- EMS 212 - Leadership and Professional Development Credits: 1
- EMS 216 - Paramedic Review Credits: 1
- EMS 249 - Paramedic Capstone Internship Credits: 2
- EMS 163 - Prehospital Trauma Life Support (PHTLS) Credits: 1
- EMS 164 - Advanced Medical Life Support (AMLS) Credits: 1
- EMS 165 - Advanced Cardiac Life Support (ACLS) Credits: 1
- EMS 167 - Emergency Pediatrics Course (EPC) Credits: 1
- EMS 248 - Paramedic Comprehensive Field Experience Credits: 2

Total Credits: 50

Minimum Required for Degree: 67 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites: Placement of ENG111/EDE 11.

Spring Semester Courses

- EMS 111 - Emergency Medical Technician Credits: 7
- EMS 120 - Emergency Medical Technician-Clinical Credits: 1
- HLT 105 - Cardiopulmonary Resuscitation Credits: 1
- BIO 141 - Human Anatomy and Physiology I Credits: 4

Total Credits: 13

Fall Semester Courses

- SDV 100 - College Success Skills Credits: 1
- EMS 121 - Preparatory Foundations Credits: 2
- EMS 123 - EMS Clinical Preparation Credits: 1
- EMS 125 - Basic Pharmacology Credits: 1
- EMS 126 - Basic Pharmacology Lab Credits: 1
- EMS 127 - Airway, Shock and Resuscitation Credits: 1
- EMS 128 - Airway, Shock and Resuscitation Lab Credits: 1
- EMS 135 - Emergency Medical Care Credits: 2
- EMS 136 - Emergency Medical Care Lab Credits: 1

- EMS 137 - Trauma Care Credits: 1
- EMS 138 - Trauma Care Lab Credits: 1

Total Credits: 13

Spring Semester Courses

- ENG 111 - College Composition I Credits: 3
- BIO 142 - Human Anatomy and Physiology II Credits: 4
- EMS 139 - Special Populations Credits: 1
- EMS 140 - Special Populations Lab Credits: 1
- EMS 141 - Cardiovascular Care Credits: 2
- EMS 142 - Cardiovascular Care Lab Credits: 1
- EMS 170 - ALS Internship I Credits: 1
- EMS 175 - Paramedic Clinical Experience I Credits: 1

Total Credits: 14

Fall Semester Courses

- EMS 202 - Paramedic Pharmacology Credits: 2
- EMS 203 - Advanced Patient Care Credits: 2
- EMS 204 - Advanced Patient Care Lab Credits: 2
- EMS 206 - Pathophysiology for the Health Professions Credits: 3
- EMS 247 - Paramedic Clinical Experience II Credits: 1
- EMS 248 - Paramedic Comprehensive Field Experience Credits: 2

Total Credits: 12

Spring Semester Courses

- EMS 210 - EMS Operations Credits: 1
- EMS 212 - Leadership and Professional Development Credits: 1
- EMS 165 - Advanced Cardiac Life Support (ACLS) Credits: 1
- EMS 163 - Prehospital Trauma Life Support (PHTLS) Credits: 1
- EMS 167 - Emergency Pediatrics Course (EPC) Credits: 1
- EMS 164 - Advanced Medical Life Support (AMLS) Credits: 1
- EMS 216 - Paramedic Review Credits: 1
- EMS 249 - Paramedic Capstone Internship Credits: 2
- PHI 220 - Ethics Credits: 3
- PSY 230 - Developmental Psychology Credits: 3

Total Credits: 15

Health Technology: Nursing, AAS

Length: 68 Credits

Purpose: The two-year Associate in Applied Science Health Technology Nursing degree curriculum is a competitive entry program designed for accepted students to learn the essential knowledge and skills of the nursing discipline to render patient care as entry level practitioners of nursing in a variety of health care settings.

Employment Objective: Program graduates who subsequently obtain licensure as a Registered Nurse may be employed in a variety of health care settings including but not limited to acute care hospitals, rehabilitation centers, community and public health centers, skilled care facilities, home health agencies, long-term care facilities, outpatient care facilities, schools, military, and other comparable agencies.

Potential Certification: Upon satisfactory completion of the curriculum, graduates will be eligible to apply for licensure as a registered nurse through the state licensing board. A student who resides outside of Virginia and plans to apply for licensure as a registered nurse subsequent to completion of this education program must comply with the licensure requirements mandated by the student's state of residence.

Program Learning Outcomes: Students who complete the Nursing AAS degree will be expected to:

- provide patient centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations;
- practice safe nursing care that minimizes risk of harm across systems and client populations;
- demonstrate nursing judgment through the use of clinical reasoning, the nursing process, and evidence-based practice in the provision of safe, quality care;
- practice professional behaviors that encompass the legal/ethical framework while incorporating self-reflection, leadership and a commitment to recognize the value of life-long learning;
- manage client care through quality improvement processes, information technology, and fiscal responsibility to meet client needs and support organizational outcomes; and
- demonstrate principles of collaborative practice within the nursing and interdisciplinary teams fostering mutual respect and shared decision-making to achieve stated outcomes of care.

Program Accreditation and Approvals:

- The Associate Degree Nursing Program has conditional approval with terms and conditions by the Virginia State Board of Nursing. The terms and conditions are given in the order, Report and Recommendation of the Education Special Conference Committee.
 - Virginia Board of Nursing, Perimeter Center
9960 Mayland Drive, Suite 300,

Henrico, Virginia 23233-1463,

(804) 367-4515;

<https://www.dhp.virginia.gov/Boards/Nursing/>
- The associate degree nursing program at Patrick & Henry Community College located in Martinsville, Virginia is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

(404)975-5000

<https://www.acenursing.org/>

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree nursing program is continuing accreditation with conditions.

NCLEX RN First Time Licensure Pass Rates for P&HCC, State and National for the last 5 years:

	P&HCC	State	National
2021	65.52%	83.06%	82.48%
2020	76.09%	87.01%	86.57%
2019	71.11%	89.47%	88.18%
2018	86%	91.37%	88.30%
2017	85.71%	89.14%	87.11%

Admission Procedure: Interested students must apply and be accepted as a student to the college. In addition, the nursing program will tentatively offer two application periods per year during specified and advertised application periods. Nursing applications will only be accepted and processed during the advertised application periods. Each nursing applicant must include and submit all required documents specified in the application to the Nursing and Health Science office at the designated time. Admission testing will be offered to students meeting the pre-application and pre-requisite requirements. Students who score at or above the 50th percentile rank score on the Kaplan exam (overall score) and earn a science score of 50% or higher will move to step two of the admission process. At step two, students will be scored using a rubric which awards points for: cumulative GPA, pre-admission science performance; Kaplan overall score, specified kaplan category scores, and status of residence.

Program Notes: When admission must be limited because the number of qualified applicants exceeds program seats the highest overall rubric score of remaining applicants will be the deciding factor. If overall rubric score of multiple remaining applicants are equal, the following will be used as a determining factor: individual science score. If further determination is needed, the critical thinking score will be used followed by reading, and math as needed. If all category scores noted are equal among the remaining applicants the cumulative GPA will be the deciding factor.

Board of Nursing: The Virginia State Board of Nursing has the authority to deny licensure to any applicant who has violated any of the provisions of 54.1-3007 of the Code of Virginia.

Drug Testing and Criminal Background Screening: As a part of program admission, all students who are offered a seat in the nursing program must undergo mandatory drug screening and criminal background checks. The drug screen and/or the background check may be repeated during the program of study. The cost of the drug screen and background check are the responsibility of the student. Clinical agencies may deny a student participation in direct patient care based on the results of drug screen and/or background. Inability to participate in direct care at any clinical site will result in automatic program dismissal.

Seat Availability:

The nursing program addresses the educational needs of students with a variety of experience and prior education, a limited number of entering class positions may be designated for experienced Licensed Practical Nurses who graduated from an approved program or for prospective high school graduates who also have been enrolled at P&HCC and meet all the required admission requirements. Interested high school students should meet with their counselors prior to planning their junior and senior year courses to ensure they are enrolled in all required courses. High school seniors who wish to apply to the program during their senior year must meet all of the outlined admission requirements. The college GPA will be utilized in the admission process.

Admission Requirements: All applicants must meet the following requirements for admission to the required clinical courses (NSG 100, NSG 106, NSG 130, NSG 200, NSG 115, NSG 170, NSG 210, NSG 211, NSG 252, NSG 230, and NSG 270)

STEP ONE: PRE-APPLICATION REQUIREMENTS

1. Be accepted as a student to the college.
2. Submit an official high school transcript, GED, or certificates of completion of home schooling transcripts to the Nursing office or college admissions office.
3. Submit official college transcripts from colleges other than Patrick & Henry Community College. College transcripts must be provided in order to determine GPA based on transfer courses from other colleges.
4. Student placement in ENG 111 or ENG 111/EDE 11. Deficiencies must be completed prior to submitting program application.
5. Evidence of high school algebra I and II with a grade of C or higher. If five years have passed since high school completion and no history of college level math course MTH 154 or higher with a grade of C or higher, students must successfully complete MDE 10 prior to applying to the program. (If a student has successfully completed MTE 1-5 in the last five years, MDE 10 is not required).
6. Students must provide proof of two high school college preparatory sciences, including Biology and Chemistry, both with a grade of "C" or higher. Deficiencies must be completed prior to submitting program application.
7. Students must attend a Nursing Program Information Session prior to application submission. **The attendance date may be no longer than 6 months from the application period.**
8. Students must have a cumulative GPA of 2.0 or higher.

STEP TWO: PRE-REQUISITE SEMESTER

At the completion of **STEP ONE**, students will need to complete the following actions during the semester they submit the program application:

1. At the time of program application, all students (including high school seniors) must be enrolled or have previously completed the following courses with a grade of "C" or higher: BIO 141; ENG 111; SDV 100 ; CST 110; and PSY 230;
2. Applicants must maintain a 2.5 curricular GPA in the pre-requisite courses and earn a grade of "C" or higher in the pre-requisite courses listed in STEP TWO, #1. Failure to maintain the curricular GPA and/or pass the designated pre-requisite courses with a grade of "C" or higher; and/or maintain an overall 2.0; will void any program application and program acceptance.

STEP THREE: APPLICATION PROCESS

1. Applicant may submit a program application at posted application times when student has met STEP ONE: Pre-application requirements, and STEP TWO: Prerequisite Semester is in progress or complete.
2. Applicants must submit all required documentation with the nursing application during the posted application week or the application will be void. Late applications will not be accepted.
3. Qualified applicants will be invited via written communication from the Nursing Program Director to take the designated nursing admission test, such as Kaplan, or designated equivalent. Qualified applicants may only test once per application cycle. Kaplan admission scores from previous applicant testing periods may be used in lieu of retesting, if the scores are no more than one year old. If the student tests during the current application cycle the current test score will be used to determine admission status.
4. Admission will follow the admission procedure detailed above.
5. Students who are not accepted to the Nursing Program may apply at the next posted application time.

Readmission Requirements: Any student wishing to re-enroll in the nursing clinical courses must follow the outlined readmission process in the Nursing Student Handbook. Students who fail a nursing course, or withdraw failing, or withdraw for non-academic reasons may be readmitted to the nursing program only once. All re-admissions are at the discretion of the nursing faculty committee. A grade of "C" or higher is required in all courses of the Associate of Applied Science Nursing Degree. A student who does not earn the required grade(s) will be subject to nursing program dismissal. A student may be required to enroll in and satisfactorily complete specific courses for readmission. Additional data may be required. The nursing faculty committee will consider each student's request for readmission and the decision to readmit will be based on additional data, prior program performance, and space availability.

Advanced Placement -- Licensed Practical Nurses that meet the admission requirements may be eligible for advanced placement on a space available basis. To be considered for advanced placement, an LPN must meet the following listed below:

1. A graduate from a Board of Nursing approved Practical Nursing School.
2. Candidate must have passed the NCLEX-PN licensing exam and hold a current unencumbered Virginia license to practice as a Practical Nurse, and maintain licensure throughout the duration of the program.
3. Candidate must have met Step ONE and STEP TWO of the Admission Requirements, **and also be enrolled in BIO 142 at the time of program application**, as this is a pre-requisite course to one of the nursing courses for which LPN's will receive advanced credit.
4. Upon meeting the above (numbers 1-3) submit a nursing application during the posted Transition Application periods.
5. LPN's who are accepted and receive advanced placement will be required to take NSG 115 (4 credits); NSG 200 (3 credits) and BIO 205 (4 credits) during the first semester of clinical courses. Successful students will then complete the last two semesters of the RN program.
6. Students must complete all program and general education courses with a grade of "C" or higher.

Physical Requirement -- The minimal functional requirements for all entering nursing students include:

- sufficient eye-hand coordination and manual and finger dexterity to provide direct patient care and to manipulate and operate equipment in the delivery of patient care;
- sufficient ability to fully observe patients/patient conditions and provide patient care, read medical records, and observe and manipulate equipment, including in dimly lit environments;
- sufficient hearing to communicate with patients and healthcare team members, including ability to detect and interpret sounds when operating equipment and gathering data;
- satisfactory communication skills, to include competence in reading, writing and speaking in English, in the classroom, laboratory, and clinical settings;
- ability to perform patient care activities that require full range of motion including handling, lifting, or moving patients and/or equipment;
- ability to lift and carry items weighing up to 50 pounds;
- ability to successfully perform all required duties and responsibilities in classroom, laboratory and clinical settings in stressful situations or conditions; and
- ability to participate in classroom, laboratory, and clinical settings during irregular hours (day/evening/night shifts, weekends, more than 8 hours at a time).

Upon acceptance, students must complete a medical physical examination. Students must provide proof of all required immunizations as mandated by clinical agencies.

Financial Requirements -- In addition to the usual college tuition and fees, the nursing program requires additional expenses. Approximate costs include:

- Uniforms \$130-\$160
- Physical examinations and required immunizations \$150- \$350
- Electronic books and resources \$2000
- Kaplan/NCLEX Review \$660
- Drug screen \$38 minimum
- Criminal background \$48 minimum
- Application for licensure and criminal background \$430
- AHA LBS CPR certification \$157
- Digital Reading Device \$125
- Graduation Pin- cost depends on price of gold or silver

Transfer Options: Students interested in program transfer must meet all admission requirements of the program and may be accepted on a space available basis. The following additional requirements will be used for transfer consideration:

- Transfer applicant is currently accepted and enrolled in an approved associate degree nursing program or equivalent whose graduates are candidates for licensure;
- Nursing student transfer applicants must have successfully completed (grade of "C" or higher) didactic, clinical laboratory and clinical nursing major courses within the previous 12 months; and
- Nursing student transfer applicants must submit a written statement from the dean or director of the nursing program from which the student is leaving, that indicates the student is in good standing and eligible to return to complete the program of nursing at the current college.

Curriculum Requirements: In addition to didactic, laboratory experiences, selected clinical experiences within driving distance of the college will be scheduled during day, evening, and/or weekend times, depending on availability of facilities.

Clinical nursing students are required to complete end of semester cumulative examinations and those scores will be counted as a percentage of the final course grade. Students must pass the general education and nursing laboratory and clinical courses with a grade of "C" or higher to continue in the program. Pre-requisite and co-requisite course enrollment must be adhered to during completion of the nursing program. Grading guidelines and the nursing program grading scale are specifically addressed in the course syllabi, and Nursing Student Handbook issued upon program acceptance. Clinical/field/preceptor experiences require access to contracted clinical agencies.

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**
- **BIO 141 - Human Anatomy and Physiology I Credits: 4**

Total Credits: 16

Program Requirements

- **BIO 142 - Human Anatomy and Physiology II Credits: 4**
- **BIO 205 - General Microbiology Credits: 4**
- **SOC 200 - Principles of Sociology Credits: 3**
- **NSG 100 - Introduction to Nursing Concepts Credits: 4**
- **NSG 106 - Competencies For Nursing Practice Credits: 2**
- **NSG 130 - Professional Nursing Concepts Credits: 1**
- **NSG 200 - Health Promotion and Assessment Credits: 3**
- **NSG 152 - Health Care Participant Credits: 3**
- **NSG 170 - Health/Illness Concepts Credits: 6**
- **NSG 210 - Health Care Concepts I Credits: 5**
- **NSG 211 - Health Care Concepts II Credits: 5**
- **NSG 230 - Advanced Professional Nursing Concepts Credits: 2**
- **NSG 252 - Complex Health Concepts Credits: 4**
- **NSG 270 - Nursing Capstone Credits: 4**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 52

Minimum Requirement for Degree: 68 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Prerequisite Semester Courses

- **BIO 141 - Human Anatomy and Physiology I Credits: 4**
- **ENG 111 - College Composition I Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 14

Semester One Courses

- **BIO 142 - Human Anatomy and Physiology II Credits: 4**
- **NSG 100 - Introduction to Nursing Concepts Credits: 4**
- **NSG 106 - Competencies For Nursing Practice Credits: 2**
- **NSG 130 - Professional Nursing Concepts Credits: 1**
- **NSG 200 - Health Promotion and Assessment Credits: 3**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**

Total Credits: 15

Semester Two Courses

- **BIO 205 - General Microbiology Credits: 4**
- **NSG 152 - Health Care Participant Credits: 3**
- **NSG 170 - Health/Illness Concepts Credits: 6**

Total Credits: 13

Semester Three Courses

- **SOC 200 - Principles of Sociology Credits: 3**
- **NSG 210 - Health Care Concepts I Credits: 5**
- **NSG 211 - Health Care Concepts II Credits: 5**

Total Credits: 13

Semester Four Courses

- **NSG 230 - Advanced Professional Nursing Concepts Credits: 2**
- **NSG 252 - Complex Health Concepts Credits: 4**
- **NSG 270 - Nursing Capstone Credits: 4**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**

Total Credits: 13

Physical Therapist Assistant

Purpose: The two-year Associate of Applied Science degree in Physical Therapist Assistant is designed to prepare selected students to qualify as contributing members of the health care team, providing direct patient care as entry-level PTAs working under the supervision of a physical therapist in a variety of medical settings. The profession of physical therapy meets the needs of the public through many methods including, but not limited to, improving patient mobility, relieving pain, decreasing functional limitations, health and wellness promotion, public education, and injury/disability prevention. Patients may range in age from newborn to the elderly and employment settings may include hospitals, outpatient clinics, long-term care and skilled care facilities, rehabilitation centers, home health care agencies, school systems, and others.

Potential Certification: Upon successful completion of the curriculum, students will be eligible to apply to take the National Physical Therapy Examination for PTAs leading to licensure as a PTA, which is required to practice in each state. A student who graduates from the physical therapist assistant program must comply with the licensure and National Physical Therapy Exam (NPTE) requirements for the state in which the student intends to practice.

Program Learning Outcomes: Graduates will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as civic engagement, critical thinking, professional readiness, quantitative literacy, scientific literacy, and written communication
- demonstrate appropriate written and verbal communication that is professional and effective for the practice of physical therapy
- demonstrate an ability to use problem solving, critical thinking, and decision making skills to provide appropriate physical therapy care for patient safety following the physical therapist's plan of care
- demonstrate an ability to collect and review appropriate data to perform evidence-based interventions within the scope of practice for a PTA and within the physical therapist's plan of care
- demonstrate the ability to adhere to federal and state regulations, facility policies and procedures, and APTA standards of ethical conduct in clinical practice as a physical therapist assistant

Accreditation Status of the Physical Therapist Assistant Program: The Physical Therapist Assistant Program at Patrick & Henry Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call 276-656-0288 or email jmartin@patrickhenry.edu.

Data regarding performance of graduates including graduation rate, licensure examination pass rate, and employment rate of licensed graduates will be posted on the PTA website as data is collected in the interest of public disclosure.

Admission Procedures: In addition to meeting the requirements to be admitted to P&HCC, students must also submit an application to the Physical Therapist Assistant program. The P&HCC PTA program will accept program applications once a year typically during the fall semester, at a specified time. Once accepted as a student to P&HCC,

students planning to apply to the PTA program are highly encouraged to speak with the PTA Program Director to review the program application requirements. (<https://www.patrickhenry.edu/Physical-Therapist-Assistant>)

Pre-application Requirements:

1. Current P&HCC student application
2. Evidence of high school graduation or GED
3. Evidence of high school Biology and Chemistry with a grade of "C" or higher; or college equivalent Biology (BIO 101 /BIO 102 or NAS 150), Chemistry (CHM 110 or CHM 111), or other as approved.
4. High School Algebra I with a grade of "C" or higher and HSGPA 3.0 or better; or SAT Math Score Range 470 or above; or ACT Math Score Range 17 or higher (*HS Transcript and/or Math Modules must be less than five years old*) or previous college level math equivalent otherwise MDE 10 is required prior to applying.
5. Placement in ENG 111 .
6. Calculated Cumulative GPA of 2.5 or higher (*GPA calculation will include most recent 24 college credits; or if less than 24 college credits have been completed a combination of all high school work and all college credits completed at time of application*)
7. Evidence of a minimum of 20 documented volunteer hours (10 hours in 2 different clinical settings under supervision of a PT/PTA) **Hours must be completed within two years prior to application submission. Please utilize the PTA Program: Observation Hours Form to document required hours.*
8. Review and sign student acknowledgement of PTA Program: Essential Functions of PTA Students Form

Prerequisite Semester

The following prerequisite courses must be in progress or previously completed with a grade of "C" or higher at the time of program application. High School seniors must be dual enrolled or have previously completed these courses at time of application.

- SDV 100
- ENG 111
- PSY 230
- HUM EEE
- BIO 141

Completed PTA applications will be processed following the posted application deadline and qualified applicants will be invited to take the timed admission test (TEAS V for allied health or equivalent). For the purposes of admission to the P&HCC PTA program, there is no "passing" score on the timed admission test. The individual raw score will be added into the admission point system.

The PTA program is competitive and selective and is limited to up to 16 students. An admission point system will be utilized to determine the top qualified applicants including points for GPA, volunteer hours, and admission test score. The top-scoring finalists will be offered an admissions interview with program faculty, including a pre-interview writing prompt. Each finalist will then be scored (via rubric) reflecting their knowledge of the field of physical therapy and writing/communication skills. The top scoring applicants will be offered admission to the PTA program on a space available basis.

Program Notes:

- When admission is limited because the number of qualified applicants exceeds available space, priority will be given to applicants who are residents in the college service area including Martinsville, Henry, and Patrick counties. If further delineation is required, individual category TEAS (or equivalent) admission test scores will be utilized beginning with science and followed by math, reading, and English and language usage respectively, as needed.
- Applicants who are not accepted will be eligible to reapply at the next application period. A new application must be submitted as applications do not carry over from year to year.

- Please note: any student who fails to earn a "C" or higher in the required prerequisite courses that are concurrently enrolled in at the time of submission of PTA application will void any program application and possible acceptance.
- As a part of the program admission, all students who are offered a seat in the PTA program must undergo mandatory drug screening and criminal background checks. The cost of the drug screen and background check are the responsibility of the student. Clinical agencies may deny a student participation in direct patient care based on the results of drug screen and/or background. Inability to participate in direct care at any clinical site will result in automatic program dismissal.
- Upon acceptance, students must also complete a medical physical examination. Students must provide proof of all required immunizations as mandated by clinical agencies.
- Students must achieve and maintain certification in Cardiopulmonary Resuscitation (Health Care Provider/Basic Life Support) throughout the course of the program. HLT 105, Cardiopulmonary Resuscitation, is included in the first semester of technical coursework to provide students with an opportunity to achieve their certification. Successful completion will allow students to remain certified through all clinical experiences. If a student already has their certification they must provide evidence of renewal to last through all clinical experiences.
- To remain in the program, students must receive a final grade of "C" or better in all PTH coursework as well as BIO 142 (whether taken prior to program admission or during the first semester of the technical program). In lab courses, students must pass all skill check offs and lab practicals to proceed in the program. Re-entrance to the program is always subject to seat availability. A student who withdraws from the PTA program or is removed due to failure in the PTA program, will be permitted to re-apply and, upon acceptance, enter the program only one additional time.

Curricular Requirements: Students must earn a grade of C or higher in all degree coursework to graduate. Clinical/field/preceptor experiences require access to contracted clinical agencies.

Physical Requirement: Students are expected to meet the Essential Functions of PTA Students. Each student must sign an acknowledgement of these terms. These may be found on the program webpage, <https://www.patrickhenry.edu/Physical-Therapist-Assistant>

Financial Requirements: In addition to the usual college tuition and fees, the PTA program requires additional expenses. Approximate costs include:

- Clinical specific attire \$75
- Drug screen \$38 minimum
- Criminal background \$48 minimum
- Program books and resources \$1200-\$1500
- Physical examinations and immunizations \$150-\$350
- Student APTA and VA chapter fees \$90 annually
- Academic PEAT (practice exams) \$79
- Virginia licensing fees \$100
- FSBPT PTA national exam \$485
- Prometric test center fee for exam \$82.60

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **BIO 141 - Human Anatomy and Physiology I Credits: 4**
- **BIO 142 - Human Anatomy and Physiology II Credits: 4**

Total Credits: 17

Program Requirements

- **PTH 105 - Introduction to Physical Therapist Assisting Credits: 2**
- **PTH 110 - Medical Reporting Credits: 1**
- **PTH 115 - Kinesiology for the Physical Therapist Assistant Credits: 4**
- **PTH 121 - Therapeutic Procedures I Credits: 5**
- **PTH 122 - Therapeutic Procedures II Credits: 5**
- **PTH 131 - Clinical Education Credits: 3**
- **PTH 151 - Musculoskeletal Structure and Function Credits: 4**
- **PTH 226 - Therapeutic Exercise Credits: 4**
- **PTH 227 - Pathological Conditions Credits: 3**
- **PTH 210 - Psychological Aspects of Therapy Credits: 2**
- **PTH 225 - Rehabilitation Procedures Credits: 4**
- **PTH 245 - Professional Issues Credits: 3**
- **PTH 251 - Clinical Practicum I Credits: 3**
- **PTH 252 - Clinical Practicum II Credits: 4**
- **PTH 255 - Seminar in Physical Therapy Credits: 2**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 51

Minimum Requirements for Degree: 68 credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Prerequisite Semester Courses

- **SDV 100 - College Success Skills Credits: 1**
- **ENG 111 - College Composition I Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **BIO 141 - Human Anatomy and Physiology I Credits: 4**

Total Credits: 14

Semester One Courses

- **BIO 142 - Human Anatomy and Physiology II Credits: 4**

- **PTH 105 - Introduction to Physical Therapist Assisting Credits: 2**
- **PTH 121 - Therapeutic Procedures I Credits: 5**
- **PTH 151 - Musculoskeletal Structure and Function Credits: 4**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**

Total Credits: 16

Semester Two Courses

- **PTH 110 - Medical Reporting Credits: 1**
- **PTH 115 - Kinesiology for the Physical Therapist Assistant Credits: 4**
- **PTH 226 - Therapeutic Exercise Credits: 4**
- **PTH 227 - Pathological Conditions Credits: 3**

Total Credits: 12

Semester Three Courses

- **PTH 131 - Clinical Education Credits: 3**
- **PTH 210 - Psychological Aspects of Therapy Credits: 2**
- **PTH 225 - Rehabilitation Procedures Credits: 4**
- **PTH 122 - Therapeutic Procedures II Credits: 5**

Total Credits: 14

Semester Four Courses

- **PTH 245 - Professional Issues Credits: 3**
- **PTH 251 - Clinical Practicum I Credits: 3**
- **PTH 252 - Clinical Practicum II Credits: 4**
- **PTH 255 - Seminar in Physical Therapy Credits: 2**

Total Credits: 12

General Studies Specialization: Criminal Justice, AA&S

Length: 62 credits

Purpose: The curriculum is designed for the student who plans to complete a baccalaureate degree program in criminal justice. The intended transfer institution's catalog and transfer guide are the best sources of information for planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution. Contact the division dean or an advisor for additional information.

Program Learning Outcomes: A student will be able to:

- locate, evaluate, interpret, and combine information to reach well-reasoned conclusions or solutions
- express themselves effectively in a variety of written forms

- calculate, interpret, and use numerical and quantitative information in a variety of settings
- demonstrate the knowledge and values necessary to become informed and contributing participants in a democratic society
- recognize and know how to apply the scientific method, and evaluate empirical information
- demonstrate skills important for successful transition into the workplace and/or pursuit of further education by way of professionalism and self-management practices and behaviors
- demonstrate competency of the effects of crime, law, and law enforcement systems in society

General Education Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3** and
- **ENG 112 - College Composition II Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3** and
- **HIS 122 - United States History Since 1865 Credits: 3**
or
- **HIS 111 - World Civilizations Pre-1500 CE Credits: 3** and
- **HIS 112 - World Civilizations Post-1500 CE Credits: 3**
- **MTH 161 - Precalculus I Credits: 3**
or
- **MTH 155 - Statistical Reasoning Credits: 3**
- **REL 231 - Religions of The World I Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **NAS EEE - Natural Sciences Electives Credits: 8**
- **SOC EEE - Social Sciences Elective Credits: 3**

Foreign Language

Select one sequence (8 credits) from the following:

- **FRE 101 - Beginning French I Credits: 4** and
- **FRE 102 - Beginning French II Credits: 4**
or
- **SPA 101 - Beginning Spanish I Credits: 4** and
- **SPA 102 - Beginning Spanish II Credits: 4**

Total Credits: 46

Program Requirements

- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**

- **PED/HLT EEE - Wellness Electives Credits: 2**

Criminal Justice Electives

Select three courses (9 credits) from the following:

- **ADJ 100 - Survey of Criminal Justice Credits: 3**
- **ADJ 105 - The Juvenile Justice System Credits: 3**
- **ADJ 145 - Corrections and the Community Credits: 3**
- **ADJ 146 - Adult Correctional Institutions Credits: 3**

Total Credits: 16

Minimum Required for Degree: 62 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- **ADJ EEE - Criminal Justice Elective Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **PED/HLT EEE - Wellness Electives Credits: 2**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 16

Spring Semester Courses

- **ENG 112 - College Composition II Credits: 3**
- **HIS 122 - United States History Since 1865 Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**

Total Credits: 16

Fall Semester Courses

- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **REL 231 - Religions of The World I Credits: 3**
- **ADJ EEE - Criminal Justice Elective Credits: 3**
- **Foreign Language EEE - Foreign Language Elective Credits: 4**
- **MTH 161 - Precalculus I Credits: 3**

Total Credits: 16

Spring Semester Courses

- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **Foreign Language EEE - Foreign Language Elective Credits: 4**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **ADJ EEE - Criminal Justice Elective Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**

Total Credits: 14

Science Specialization: Health Science, AA&S

Length: 60

Purpose: This program is designed for the student who plans to transfer and complete a baccalaureate degree program in the area of Health Sciences, Health Promotion, or Health Education.

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking;
- demonstrate competency in identifying human organs and listing specific functions of organs that make up organ systems;
- identify the path taken by nutrients as they travel through the digestive system;
- identify top three health concerns for adults, male and female; and
- demonstrate the ability to identify individuals and populations at risk for common select diseases.

General Education Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3** and
- **ENG 112 - College Composition II Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
or
- **HIS 122 - United States History Since 1865 Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **PHI 220 - Ethics Credits: 3**

- **PSY 230 - Developmental Psychology Credits: 3**
- **SOC 200 - Principles of Sociology Credits: 3**
- **NAS EEE - Natural Sciences Electives Credits: 8**

Total Credits: 35

Program Requirements

- **BIO 141 - Human Anatomy and Physiology I Credits: 4 and**
- **BIO 142 - Human Anatomy and Physiology II Credits: 4**
- **HLT 116 - Introduction to Personal Wellness Concepts Credits: 3**
or
- **HLT 143 - Medical Terminology I Credits: 3**
- **HLT 250 - General Pharmacology Credits: 3**
- **HLT 230 - Principles of Nutrition and Human Development Credits: 3**
- **PED 210 - Introduction to Physical Education and Health Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**

Total Credits: 25

Minimum Required for Degree: 60 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Required MTT Module 1-5 (minimum) MTT Module 1-9 (maximum depending on NAS EEE selection)

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **HLT 116 - Introduction to Personal Wellness Concepts Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 14

Spring Semester Courses

- **ENG 112 - College Composition II Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- or
- **HIS 122 - United States History Since 1865 Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**

Total Credits: 16

Fall Semester Courses

- **BIO 141 - Human Anatomy and Physiology I Credits: 4**
- **PED 210 - Introduction to Physical Education and Health Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **SOC 200 - Principles of Sociology Credits: 3**

Total Credits: 16

Spring Semester Courses

- **BIO 142 - Human Anatomy and Physiology II Credits: 4**
- **HLT 230 - Principles of Nutrition and Human Development Credits: 3**
- **HLT 250 - General Pharmacology Credits: 3**
- **PHI 220 - Ethics Credits: 3**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**

Total Credits: 14

Science Specialization: Pre-BSN, AA&S

Length: 61 credits

Purpose:

- To prepare Associate Degree Registered Nurse graduates to enter university B.S.N. bridge programs* (2+1+1 option).
- To provide a curriculum of study for eligible students (i.e. students with prior degrees, students who have dual enrolled) who are waiting to apply to the Associate Degree (1+2+1 option).
- To prepare transfer students to enter B.S.N programs (2+2 option).
- To assist Pre-Nursing Career Studies Certificate completer's who are waiting to apply and be accepted to the Associate Degree Nursing program and plan to continue their education at the B.S.N. level.

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking;
- demonstrate competency in identifying human organs and listing specific functions of organs that make up organ systems
- identify the path taken by nutrients as they travel through the digestive system;
- distinguish between the different drug classifications and commonly prescribed medications; and
- demonstrate quantitative literacy by using and interpreting tables and graphs.

Curricular Requirements: Students must earn a grade of C or higher in courses that are required in the Associate of Applied Science Health Technology Nursing degree program, and Practical Nursing Certificate program. Students pursuing transfer for a BSN must earn a C or higher in all courses.

General Education Requirements (50 credits)

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3** and
- **ENG 112 - College Composition II Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
or
- **HIS 122 - United States History Since 1865 Credits: 3**
or
- **MTH 154 - Quantitative Reasoning Credits: 3**
or
- **MTH 161 - Precalculus I Credits: 3**
and
- **MTH 155 - Statistical Reasoning Credits: 3**
or
- **MTH 245 - Statistics I Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**
and
- **SOC 200 - Principles of Sociology Credits: 3**
or
- **PSY 200 - Principles of Psychology Credits: 3**

Total Credits: 24

Humanities/Fine Arts Elective

Select from:

- **ART 101 - History of Art: Prehistoric to Gothic Credits: 3**
- **ART 102 - History of Art: Renaissance to Modern Credits: 3**
- **MUS 121 - Music in Society Credits: 3**
- **PHI 220 - Ethics Credits: 3**
- **REL 200 - Survey of The Old Testament Credits: 3**
- **REL 210 - Survey of The New Testament Credits: 3**
- **REL 231 - Religions of The World I Credits: 3**

- **REL 232 - Religions of The World II Credits: 3**

Total Credits: 3

Literature Elective

Select from:

- **ENG 245 - British Literature Credits: 3**
- **ENG 255 - World Literature Credits: 3**

Total Credits: 3

Laboratory Science

- **BIO 141 - Human Anatomy and Physiology I Credits: 4**
- **BIO 142 - Human Anatomy and Physiology II Credits: 4**
- **BIO 205 - General Microbiology Credits: 4**
and
- **CHM 111 - College Chemistry I Credits: 4** and
- **CHM 112 - College Chemistry II Credits: 4**
or
- **BIO 101 - General Biology I Credits: 4** and
- **BIO 102 - General Biology II Credits: 4**

Total Credits: 20

Program Requirements (11 credits)

- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 5

Pre-BSN Electives

- **HLT 230 - Principles of Nutrition and Human Development Credits: 3**
- **HLT 250 - General Pharmacology Credits: 3**

Total Credits: 6

Minimum Required for Degree: 61 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

NOTE:MTH 245 **and** MTH 161 may require co-enrollment in MDE 61 or completion of MDE 60. MDE 54 or MDE 55 may be required as a co-enrollment for MTH 154 and MTH 155.

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **BIO 101 - General Biology I Credits: 4**
- **MTH 161 - Precalculus I Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 17

Spring Semester Courses

- **BIO 102 - General Biology II Credits: 4**
- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective [Pre-B.S.N.] Credits: 3**

Total Credits: 16

Fall Semester Courses

- **BIO 205 - General Microbiology Credits: 4**
- **ENG EEE - English Literature Elective [Pre-B.S.N.] Credits: 3**
- **HLT 230 - Principles of Nutrition and Human Development Credits: 3**
- **BIO 141 - Human Anatomy and Physiology I Credits: 4**

Total Credits: 14

Spring Semester Courses

- **PSY 230 - Developmental Psychology Credits: 3**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **SOC 200 - Principles of Sociology Credits: 3**

- **HLT 250 - General Pharmacology Credits: 3**
- **BIO 142 - Human Anatomy and Physiology II Credits: 4**

Total Credits: 14

Practical Nursing Certificate

Career Information

Current Job Opportunities

Gainful Employment Information

Length: 44 credits

Purpose: This program prepares selected students to qualify as practitioners of practical nursing in a variety of health service facilities.

Employment Objectives: Employment opportunities for the practical nurse, once licensed, include skilled and residential nursing care facilities, physician offices and clinics, industry, schools, home health care agencies, and others as applicable.

Potential Certification: After successful completion of the practical nursing program, graduates will be eligible to apply for licensure as a practical nurse through the state licensing board. A student who resides outside of Virginia and plans to apply for licensure as a practical nurse subsequent to completion of this education program must comply with the licensure requirements mandated by the student's state of residence.

Program Learning Outcomes: Graduates of the program will:

- effectively apply the principles of safe and effective care incorporating the foundational principles of practical nursing;
- demonstrate minimum competency to practice practical nursing at entry level; and
- demonstrate fundamental basic skill competency

Special Accreditation/Approval Status: The Patrick & Henry Community College Practical Nursing Certificate program has conditional approval with terms and conditions by the Virginia State Board of Nursing. The terms and conditions are given in the order, Report and Recommendation of the Education Special Conference Committee.

Virginia Board of Nursing, Perimeter Center

9960 Mayland Drive, Suite 300,

Henrico, Virginia 23233-1463,

(804) 367-4515.

<https://www.dhp.virginia.gov/Boards/Nursing/>

The practical nursing program is not nationally accredited.

NCLEX-PN First Time Licensure Pass Rates:

	P&HCC	State	National
2021	75%	74.77%	79.60%
2020	56.25%	79.83%	83.08%
2019	71.43%	84.28%	85.63%
2018	86.67%	84.15%	85.93%
2017	85.0%	80.50%	83.85%

Special Admission Requirements: The applicant must meet the following requirements for admission into the required program and clinical courses (PNE 161 , PNE 162, PNE 145 , PNE 164 , PNE 158 , and NUR 135) . Interested students should contact the nursing/health science office for academic advising.

1. Be accepted as a student to the college.
2. Graduate from high school or a GED.
3. Complete developmental courses before submitting a practical nursing program application.
4. Validate computer competency equivalent to (ITE 101).
5. Evidence of high school algebra I and II with a grade of 'C' or higher. If five years have passed since high school completion and no history of college level math requirement equivalent to MTH 154 or higher with a grade of C or higher, student must successfully pass MDE 10 prior to applying. If a student successfully completed MTE 1-5 in the last five years, MDE 10 is not required. Deficiencies in math must be completed before application to the practical nursing program.
6. Complete one high school unit of college prep level biology or chemistry with no grade below a 'C.' College courses that may be used for high school substitute include: BIO 101 , BIO 102 , or CHM 110 .
7. Maintain cumulative college or high school grade point average of 2.0 or higher.
8. After meeting the above criteria, submit an application for the Practical Nursing Program during the specified advertised application period, along with required paperwork, i.e. high school transcripts, college transcripts, etc. during the application period.
9. Students must attend a Nursing Program Information Session prior to application submission. The attendance date may be no more than six (6) months prior to the application period.
10. Achieve a passing score on the Admission Test.
11. Students will be scheduled for the admission test after their application file has been reviewed and approved.

Applicants must have satisfactory scores in reading, mathematics, science, English and language usage.

Admission procedure: Applications to the nursing program are processed during specified advertised application periods. At the end of the advertised application period, completed applications with required supporting documents, will be reviewed and considered. Admission testing will be offered to students meeting all admission requirements. Priority admission will be awarded to students who earn a cumulative score of 60% or higher on the entrance ATI exam or equivalent and have a cumulative GPA of 2.5 or higher. If scores are equal the higher GPA will be the determinant, if GPA is equal the higher ATI TEAS score will be the determinant, if both are equal, the pre-application Science grade will be the determinant.

NOTE:The number of qualified applicants offered admission to the practical nursing program is contingent upon space available in the classroom, nursing laboratories, the programs access to sufficient clinical spaces in contracted clinical facilities in order to meet program learning outcomes, and qualified nursing faculty to teach students in classrooms, laboratories and clinical settings.

Applicants who are not accepted will be eligible to reapply at the next application period, at which time applicants meeting admission requirements will be allowed to repeat the admission test, and the most recent scores will be used for admission consideration.

Physical Requirement: The minimal functional requirements for all entering nursing students include:

- sufficient eye-hand coordination and manual and finger dexterity to provide direct patient care and to manipulate and operate equipment in the delivery of patient care;
- sufficient ability to fully observe patients/patient conditions and provide patient care, read medical records, and observe and manipulate equipment, including in dimly lit environments;
- sufficient hearing to communicate with patients and healthcare team members, including ability to detect and interpret sounds when operating equipment and gathering data;
- satisfactory communication skills, to include competence in reading, writing and speaking in English, in the classroom, laboratory, and clinical settings;
- ability to perform patient care activities that require full range of motion including handling, lifting, or moving patients and/or equipment;
- ability to lift and carry items weighing up to 50 pounds;
- ability to successfully perform all required duties and responsibilities in classroom, laboratory and clinical settings in stressful situations or conditions; and
- ability to participate in classroom, laboratory, and clinical settings during irregular hours (day/evening/night shifts, weekends, more than 8 hours at a time).

Upon acceptance students must complete a medical physical examination. Students must provide proof of all required immunizations as mandated by clinical agencies.

As a component of program admission, students are required to undergo mandatory drug screening and a criminal background check. Students must have a negative drug screen in order to begin clinical courses. Any charges or costs associated with the criminal background check and drug screen will be the responsibility of the student. Clinical agencies may deny a student participation in direct patient care based on results of drug screen and/or criminal background. Inability to complete clinical experiences will result in program dismissal.

Please note that the Virginia State Board of Nursing may refuse to admit a candidate to any licensure examination and refuse to issue a license or certificate to any applicant who has been convicted of any felony or misdemeanor involving moral turpitude. Students must produce a satisfactory criminal background check to the standards of all clinical agencies used by the college for experiential learning upon enrolling in the Practical Nursing program.

Financial Requirements: In addition to the usual college tuition and fees, this program requires additional expenses.

Approximate costs include:

Uniforms	\$160
Physical examination	\$100
Books	\$1000-\$1400
Graduation Pin: cost depends on price of gold or silver	
KAPLAN	\$600
AHA BLS CPR certification	\$158
Standardized tests	\$150
Criminal background checks	\$48 minimum
Drug screens	\$38 minimum
Application for licensure fees and criminal background	\$410

Transportation to clinical agencies, seminars, etc. as required

Transfer Options: Students interested in program transfer must meet all admission requirements of the program for which transfer is being requested. Transfer is granted on a space available basis. Transfer applicants must currently be accepted and enrolled in a board approved practical nursing program or equivalent whose graduates are candidates for licensure and may only transfer into a board approved program. Additional requirements that will be used for transfer consideration will include performance in didactic, clinical laboratory, and clinical courses, and standardized test performance. Students may be required to demonstrate competency in previous course work through demonstration and testing.

Curriculum Requirements: To remain in the program, a student must have a "C" or above in all PNE and NUR courses. Additionally, student must have a grade of "C" or above in all semesters of English, health, natural science and psychology courses. In addition to formal lectures and laboratory experiences, clinical experiences within driving distance of the college will be scheduled at day, evening and/or weekend times, depending on availability of facilities. Criminal background checks and drug screens may be repeated after program acceptance to comply with clinical agency requirements. Clinical/field/preceptor experiences require access to contracted clinical agencies.

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **NAS 150 - Human Biology Credits: 4**
- **PSY 230 - Developmental Psychology Credits: 3**

Total Credits:10

Program Requirements

- **NUR 135 - Drug Dosage Calculations Credits: 1**
- **PNE 161 - Nursing In Health Changes I Credits: 7**
- **PNE 162 - Nursing In Health Changes II Credits: 10**
- **PNE 164 - Nursing In Health Changes IV Credits: 11**
- **PNE 158 - Mental Health and Psychiatric Nursing Credits: 2**
- **PNE 145 - Trends In Practical Nursing Credits: 1**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 34

Minimum Required for Certificate: 44 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Summer Semester Courses

- PNE 161 - Nursing In Health Changes I Credits: 7
- NUR 135 - Drug Dosage Calculations Credits: 1
- NAS 150 - Human Biology Credits: 4
- SDV 100 - College Success Skills Credits: 1
- HLT 105 - Cardiopulmonary Resuscitation Credits: 1

Total Credits: 14

Fall Semester Courses

- ENG 111 - College Composition I Credits: 3
- PSY 230 - Developmental Psychology Credits: 3
- PNE 162 - Nursing In Health Changes II Credits: 10

Total Credits: 16

Spring Semester Courses

- PNE 164 - Nursing In Health Changes IV Credits: 11
- PNE 158 - Mental Health and Psychiatric Nursing Credits: 2
- PNE 145 - Trends In Practical Nursing Credits: 1

Total Credits: 14

Therapeutic Massage Certificate

Career Information

Current Job Opportunities

Gainful Employment Information

Length: 39 credits

Purpose: The program is designed to prepare students with the skills and competencies necessary to enter into the field of massage therapy.

Employment Objectives: Obtain employment as a massage therapist in a variety of settings such as health care, business, recreational settings, and self-employment. Businesses using massage therapists include hotels, cruise ships, hospitals, corporations, doctor's offices, and many spa or personal wellness agencies.

Potential Certification: A graduate may apply to take the MBLEX after successful completion of the education program, in addition the graduate may apply for licensure in Virginia as a Massage Therapist. A student who resides outside of Virginia and plans to apply for licensure as a massage therapist subsequent to completion of this education

program must comply with the licensure requirements for the student's state of residence. This education program may not meet the requirements for licensing or certification for the student's state of residence.

Program Learning Outcomes: A student will be able to:

- demonstrate practical ability to deliver massage at the introductory level;
- demonstrate practical ability to deliver massages using specified techniques; and
- identify all major systems within the human body and list each major organ with its primary functions

Curricular Requirements: Core therapeutic massage courses that are greater than five years old must be repeated for credit to be eligible for program graduation. This program starts a new cohort every third semester, interested students should contact the Nursing and Allied Health office for specific program cycle start dates.

General Education Requirements

- **ENG 111 - College Composition I Credits: 3** and
- **ENG 112 - College Composition II Credits: 3**
- **BUS 165 - Small Business Management Credits: 3**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **PED 109 - Yoga Credits: 1**
- **NAS 150 - Human Biology Credits: 4**

Total Credits: 15

Program Requirements

- **HLT 170 - Introduction to Massage Credits: 1**
- **HLT 180 - Therapeutic Massage I Credits: 3**
- **HLT 280 - Therapeutic Massage II Credits: 3**
- **HLT 281 - Therapeutic Massage III Credits: 3**
- **HLT 220 - Concepts of Disease Credits: 3**
- **HLT 143 - Medical Terminology I Credits: 3**
- **HLT 116 - Introduction to Personal Wellness Concepts Credits: 3**
- **HLT 193 - Muscles and Massage Credits: 4**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 24

Minimum Required for Certificate: 39 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites include placement of EDE 11 for English and exceeds MDE 10 for math.

Semester One Courses

- **ENG 111 - College Composition I Credits: 3**
- **HLT 170 - Introduction to Massage Credits: 1**
- **HLT 180 - Therapeutic Massage I Credits: 3**
- **NAS 150 - Human Biology Credits: 4**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 12

Semester Two Courses

- **ENG 112 - College Composition II Credits: 3**
- **HLT 143 - Medical Terminology I Credits: 3**
- **HLT 280 - Therapeutic Massage II Credits: 3**
- **HLT 193 - Muscles and Massage Credits: 4**
- **PED 109 - Yoga Credits: 1**

Total Credits: 14

Semester Three Courses

- **HLT 116 - Introduction to Personal Wellness Concepts Credits: 3**
- **BUS 165 - Small Business Management Credits: 3**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **HLT 220 - Concepts of Disease Credits: 3**
- **HLT 281 - Therapeutic Massage III Credits: 3**

Total Credits: 13

Emergency Medical Services (EMT), CSC

Length: 24 credits

Purpose: This program is designed for the student interested in pursuing a career as an Emergency Medical Technician to work in a variety of health service facilities and/or desires to advance in EMS educational pathways by pursuing advanced EMS certifications.

Employment Objectives: Employment opportunities for the Emergency Medical Technician include pre-hospital EMS/medical transport agencies, hospital emergency departments, and volunteer agencies.

Potential Certification: After successful completion of the Emergency Medical Technician course, student will be eligible to sit for the National Registry Emergency Medical Technician certification exam. After successful completion of CPR, students will be certified from American Heart Association as a BLS Provider. A student who resides outside of Virginia and plans to apply for certification as an Emergency Medical Technician (EMT) subsequent to completion of this education program may not meet the requirements for certification in the state of residence.

Curricular Requirements: Clinical/field/preceptor experiences require access to contracted clinical agencies.

Program Learning Outcomes: The student will be able to:

- demonstrate ability to apply knowledge and skill required to practice as an Emergency Medical Technician; and
- master clinical skill competencies.

Physical Requirements: The student must be able to:

- verbally communicate in person, via telephone and telecommunications using the English language;
- hear spoken information from co-workers, patients, physicians and dispatchers and in sounds common to the emergency scene;
- ability to lift, carry, balance up to 125 pounds (250 with assistance);
- ability to interpret and respond to written, oral, and diagnostic form instructions;
- read road maps, drive vehicle, accurately discern street signs and address numbers;
- read medication/ prescription labels and directions for usage in quick, accurate, and expedient manner;
- communicate verbally with patients and significant others in diverse cultural and age groups to interview patient, family members, and bystanders;
- discern deviations/changes in eye/skin coloration due to patient's condition and to the treatment given;
- document, in writing, all relevant information in prescribed format in light of legal ramifications of such;
- perform with good manual dexterity all tasks related to advanced emergency patient care and documentation;
- bend, stoop, balance, and crawl on uneven terrain;
- withstand varied environmental conditions such as extreme heat, cold, and moisture.

Students must provide proof of all required immunizations as mandated by clinical agencies.

Financial Requirements: In addition to the usual college tuition and fees, this program requires additional expenses.

Approximate costs include:

Drug screening	\$38 minimum
Criminal background check	\$48 minimum
Books	\$250
Uniforms	\$50
Physical examination	\$100
Platinum Planner	\$30
EMS Testing	\$49

Program Requirements

- EMS 111 - Emergency Medical Technician Credits: 7
- EMS 120 - Emergency Medical Technician-Clinical Credits: 1
- ENG 111 - College Composition I Credits: 3
- HLT 105 - Cardiopulmonary Resuscitation Credits: 1
- PSY 230 - Developmental Psychology Credits: 3
- SDV 100 - College Success Skills Credits: 1
- BIO 141 - Human Anatomy and Physiology I Credits: 4
- BIO 142 - Human Anatomy and Physiology II Credits: 4

Minimum Required for Career Studies Certificate: 24 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites Placement of ENG 111/ EDE 11.

Fall Semester Courses

- ENG 111 - College Composition I Credits: 3
- HLT 105 - Cardiopulmonary Resuscitation Credits: 1
- SDV 100 - College Success Skills Credits: 1
- BIO 141 - Human Anatomy and Physiology I Credits: 4
- PSY 230 - Developmental Psychology Credits: 3

Total Credits: 12

Spring Semester Courses

- EMS 111 - Emergency Medical Technician Credits: 7
- EMS 120 - Emergency Medical Technician-Clinical Credits: 1
- BIO 142 - Human Anatomy and Physiology II Credits: 4

Total Credits: 12

Emergency Medical Services Advanced EMT, CSC

Length: 17 credits

Purpose: This program is designed for the student interested in pursuing a career as an Advanced Emergency Medical Technician to work in a variety of health service facilities and/or desires to advance in EMS educational pathways by pursuing advanced EMS certifications.

Employment Objectives: Employment opportunities for the Advanced Emergency Medical Technician include pre-hospital EMS/medical transport agencies, hospital emergency departments, and volunteer agencies.

Potential Certification: After successful of completion of the Advanced Emergency Medical Technician course, student will be eligible to sit for the National Registry Advanced EMT certification exam. After successful completion of CPR students will be certified from American Heart Association as a BLS Provider. A student who resides outside of Virginia and plans to apply for certification as an Advanced Emergency Medical Technician (AEMT) subsequent to completion of this education program may not meet the requirements for certification in the state of residence.

Curricular Requirements: Clinical/field/preceptor experiences require access to contracted clinical agencies.

Program Learning Outcomes: The student will be able to:

- demonstrate ability to apply knowledge and skill required to practice as an Advanced Emergency Medical Technician; and
- master clinical skill competencies.

Physical Requirements: The student must be able to:

- verbally communicate in person, via telephone and telecommunications using the English language;
- hear spoken information from co-workers, patients, physicians and dispatchers and in sounds common to the emergency scene;
- ability to lift, carry, balance up to 125 pounds (250 with assistance);
- ability to interpret and respond to written, oral, and diagnostic form instructions;
- read road maps, drive vehicle, accurately discern street signs and address numbers;
- read medication/ prescription labels and directions for usage in quick, accurate, and expedient manner;
- communicate verbally with patients and significant others in diverse cultural and age groups to interview patient, family members, and bystanders;
- discern deviations/changes in eye/skin coloration due to patient's condition and to the treatment given;
- document, in writing, all relevant information in prescribed format in light of legal ramifications of such;
- perform with good manual dexterity all tasks related to advanced emergency patient care and documentation;
- bend, stoop, balance, and crawl on uneven terrain;
- withstand varied environmental conditions such as extreme heat, cold, and moisture.

Students must provide proof of all required immunizations as mandated by clinical agencies.

Financial Requirements: In addition to the usual college tuition and fees, this program requires additional expenses.

Approximate costs include:

Drug screening	\$38 minimum
Criminal background check	\$48 minimum
Books	\$250
Uniforms	\$100

Physical examination	\$100
Platinum Planner	\$57
EMS Testing	\$67

Program Requirements

- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **EMS 111 - Emergency Medical Technician Credits: 7**
- **EMS 120 - Emergency Medical Technician-Clinical Credits: 1**
- **EMS 150 - Advanced Emergency Medical Technician (AEMT) Credits: 7**
- **EMS 170 - ALS Internship I Credits: 1**

Total Credits: 17

Minimum Required for Career Studies Certificate: 17 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Semester One: Spring

- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **EMS 111 - Emergency Medical Technician Credits: 7**
- **EMS 120 - Emergency Medical Technician-Clinical Credits: 1**

Total Credits: 9

Semester Two: Spring

- **EMS 150 - Advanced Emergency Medical Technician (AEMT) Credits: 7**
- **EMS 170 - ALS Internship I Credits: 1**

Total Credits: 8

Foundations of Criminal Justice, CSC

Length: 19 credits

Purpose: This Career Studies Certificate provides an overview of foundational topics related to criminal justice.

Requirements

- **ADJ 100 - Survey of Criminal Justice Credits: 3**
- **ADJ 133 - Ethics and the Criminal Justice Professional Credits: 3**
- **ADJ 201 - Criminology Credits: 3**
- **ADJ 130 - Introduction to Criminal Law Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Career Studies Certificate: 19 Credits

Health Technology: Pre-Nursing, CSC

Length: 28-29 credits

Purpose: This program is designed to prepare a student for entry level practice in the health care field in the area of patient care in a variety of health service facilities and/or desires to advance in the nursing field creating a pathway to registered nursing/practical nursing.

Employment Objective: Students who successfully complete the appropriate courses may be eligible for employment in hospitals, skilled/residential nursing facilities, home care, physician offices, or other health related fields.

Potential Certification: After successful completion of the nurse aide courses, students will be eligible to **apply** to take the certification test for Certified Nurse Aide in Virginia. After successful completion of the Cardiopulmonary Resuscitation course, student will receive American Heart Association BLS certification. A student who resides outside of Virginia and plans to apply for certification as a nurse aide subsequent to completion of this education program may not meet the requirements of certification for the student's state of residence.

Program Learning Outcomes: The student will be able to:

- demonstrate skillful delivery of patient care at the nurse aide level of preparation; and
- identify common medical terms utilized in the health care setting.

Physical Requirement: The minimal functional requirements for all entering nurse aide students include:

- sufficient eye-hand coordination and manual and finger dexterity to provide direct patient care and to manipulate and operate equipment in the delivery of patient care;
- sufficient ability to fully observe patients/patient conditions and provide patient care, read patient health information, and observe and manipulate equipment, including in dimly lit environments;
- sufficient hearing to communicate with patients and healthcare team members, including ability to recognize and report changes;
- satisfactory communication skills, to include competence in reading, writing and speaking in English, in the classroom, laboratory, and clinical settings to allow for accurate recording and reporting of patient information;
- ability to perform patient care activities that require full range of motion including handling, lifting, or moving patients and/or equipment;

- ability to lift and carry items weighing up to 50 pounds;
- ability to successfully perform all required duties and responsibilities in classroom, laboratory and clinical settings in stressful situations or conditions;
- ability to participate in classroom, laboratory, and clinical settings during irregular hours (day/evening/night shifts, weekends, more than 8 hours at a time).

In order to participate in clinical experiences students may be required to complete a medical physical examination, and must provide proof of all required immunizations as mandated by clinical agencies.

Curriculum Requirements: Students will be required to undergo mandatory drug screening and criminal background check. Students must have a negative drug screen and criminal background check to be eligible for clinical learning experiences. Students must earn a grade of C or higher in all semesters of ENG, NAS, PSY, SDV, and CST courses to be eligible to apply to nursing. A grade of C or higher is required in NUR 27 and NUR 21. Clinical/field/preceptor experiences require access to contracted clinical agencies.

Financial Requirements: In addition to the usual college tuition and fees, the program requires additional expenses.

Approximate Costs May Include:

Drug screening	\$38 minimum
Criminal background check	\$48 minimum
Uniform and shoes	\$50-\$75
Watch	\$10
Physical examination	\$80-\$100
Tuberculin (TB) Skin Test	\$25-\$45
Certification examination	\$140

Transportation to clinical agencies as required.

Program Requirements

- **ENG 111 - College Composition I Credits: 3**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **HLT 141 - Introduction to Medical Terminology Credits: 1**
- **CST 110 - Introduction to Communication Credits: 3**
- **NAS EEE - Natural Sciences Electives Credits: 8** (CHM 110, BIO 101, NAS 150, BIO 141 or BIO 142)
- **NUR 27 - Nurse Aide I Credits: 5**
- **NUR 21 - Nurse Aide Clinical Experience Credits: 1**
- **PSY 230 - Developmental Psychology Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Career Studies Certificate: 28-29 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Course in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **PSY 230 - Developmental Psychology Credits: 3**
- **HLT 141 - Introduction to Medical Terminology Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 14-15

Spring Semester Courses

- **NAS EEE - Natural Sciences Elective Credits: 4**
- **CST 110 - Introduction to Communication Credits: 3**
- **NUR 27 - Nurse Aide I Credits: 5**
- **NUR 21 - Nurse Aide Clinical Experience Credits: 1**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**

Total Credits: 14

Justice Studies, CSC

Length: 19 credits

Purpose: This program is designed to provide fundamental skills of the criminal justice profession in local, state, and federal criminal justice systems.

Requirements

- **ADJ 100 - Survey of Criminal Justice Credits: 3**
- **ADJ 105 - The Juvenile Justice System Credits: 3**
- **ADJ 111 - Law Enforcement Organization & Administration I Credits: 3**
- **ADJ 146 - Adult Correctional Institutions Credits: 3**
- **ADJ 133 - Ethics and the Criminal Justice Professional Credits: 3**
- **ADJ 201 - Criminology Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Career Studies Certificate: 19 Credits

Nurse Aide Training, CSC

Length: 17 credits

Purpose: This program prepares a student for entry level practice in the health care field to provide patient care in a variety of health service facilities.

Employment Objective: Students who successfully complete the appropriate courses may be eligible for employment in hospitals, skilled/residential nursing facilities, home care, physician offices, or other health related facilities.

Potential Certification: After successful completion of the nurse aide courses, student will be eligible to apply to take the certification test for Certified Nurse Aide in Virginia. After successful completion of the Cardiopulmonary Resuscitation course, student will receive American Heart Association Basic Life Support certification. A student who resides outside of Virginia and plans to apply for certification as a nurse aide subsequent to completion of this education program may not meet the requirements of certification for the student's state of residence.

Program Learning Outcomes: Demonstrate skillful delivery of patient care at the nurse aide level of preparation.

Physical Requirement: The minimal functional requirements for all entering nurse aide students include:

- sufficient eye-hand coordination and manual and finger dexterity to provide direct patient care and to manipulate and operate equipment in the delivery of patient care;
- sufficient ability to fully observe patients/patient conditions and provide patient care, read patient health information, and observe and manipulate equipment, including in dimly lit environments;
- sufficient hearing to communicate with patients and healthcare team members, including ability to recognize and report changes;
- satisfactory communication skills, to include competence in reading, writing and speaking in English, in the classroom, laboratory, and clinical settings to allow for accurate recording and reporting of patient information;
- ability to perform patient care activities that require full range of motion including handling, lifting, or moving patients and/or equipment;
- ability to lift and carry items weighing up to 50 pounds;
- ability to successfully perform all required duties and responsibilities in classroom, laboratory and clinical settings in stressful situations or conditions;
- ability to participate in classroom, laboratory, and clinical settings during irregular hours (day/evening/night shifts, weekends, more than 8 hours at a time).

In order to participate in clinical experiences students may be required to complete a medical physical examination, and must provide proof of all required immunizations as mandated by clinical agencies.

Curriculum Requirements: Students will be required to undergo mandatory drug screening and criminal background check. Students must have a negative drug screen and criminal background check to be eligible for clinical learning experiences. Students must earn a grade of C or higher in the nurse aide lecture, lab, and clinical courses (NUR 27 and NUR 21) in order to earn the career studies certificate. Clinical/field/preceptor experiences require access to contracted clinical agencies.

Financial Requirements: In addition to the usual college tuition and fees, the program requires additional expenses.

Approximate costs may include:

Drug screening

\$38 minimum

Criminal background check	\$48 minimum
Uniform	\$30/\$50
Watch	\$10
Physical examination and TB Skin Test	\$80-\$100
Textbook/Workbook	\$25-\$45
Certification examination	\$140
Transportation to clinical agencies as required	

Program Requirements

- **HCT 110 - Therapeutic Communication In The Health Care Setting Credits: 3**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **HLT 143 - Medical Terminology I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **NUR 27 - Nurse Aide I Credits: 5**
- **NUR 21 - Nurse Aide Clinical Experience Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 17

Advising Sheet

Advising Sheet Suggested Schedules: Course in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course show on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

NOTE: *Students completing NUR courses in this curriculum require a placement of EDE 11.*

Fall Semester Courses

- **NUR 27 - Nurse Aide I Credits: 5**
- **NUR 21 - Nurse Aide Clinical Experience Credits: 1**
- **HCT 110 - Therapeutic Communication In The Health Care Setting Credits: 3**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **HLT 143 - Medical Terminology I Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 17

Wellness, CSC

Length: 26 credits

Purpose: This program is designed to prepare a student to identify common health concerns, educate communities about resources and availability of healthcare services, and advocate for community health needs.

Employment Objective This program is designed to prepare a student for entry level employment as a wellness coordinator in community based clinics, community centers, or fitness centers.

Program Learning Outcomes: The student will be able to:

- demonstrate the ability to identify individuals and populations at risk for common select diseases; and
- identify top three health concerns for adult, male and female

Program Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **HLT 230 - Principles of Nutrition and Human Development Credits: 3**
- **HLT 116 - Introduction to Personal Wellness Concepts Credits: 3**
- **NAS 150 - Human Biology Credits: 4**
- **SOC 200 - Principles of Sociology Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **HLT 250 - General Pharmacology Credits: 3**
- **PED 210 - Introduction to Physical Education and Health Credits: 3**

Total Credits: 26

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites includes placement of EDE 11 for English and exceeds MDE 10 for math.

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **NAS 150 - Human Biology Credits: 4**
- **HLT 116 - Introduction to Personal Wellness Concepts Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 14

Spring Semester Courses

- **SOC 200 - Principles of Sociology Credits: 3**
- **HLT 230 - Principles of Nutrition and Human Development Credits: 3**
- **HLT 250 - General Pharmacology Credits: 3**
- **PED 210 - Introduction to Physical Education and Health Credits: 3**

Total Credits: 12

Information Technology

Information Systems Technology Specialization: Accounting Information Systems, AAS

Length: 65 credits

Purpose: Individuals who are seeking their first employment or those who wish to qualify for promotion in a present position or to another field, including self-employment, may benefit from this program. Students will be provided with technical knowledge and skill in various areas of computerized accounting systems and related information technology topics. This program provides skills to analyze financial reports and solve problems to meet functional objectives of the business related to accounting systems. Upon completion of the program, the student will be prepared for immediate employment.

Employment Objectives: Completion of this program may lead to employment or career advancement in any of a wide variety of positions such as accounting systems technician, accounts receivable/accounts payable technician, payroll technician, and other positions related to IT security, information technology and accounting systems. Primary tasks and functions graduates will be able to perform include the ability to utilize accounting systems in the operation of a business, analyze financial reports, and maintain computerized accounting systems.

Potential Certification: A student may elect to take a certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Microsoft Office Specialist (MOS) - Excel, Access.
- Quickbooks.
- Certiport, Inc. - IC3.
- Security +.

Curriculum Requirements: Students must successfully complete all of the general education and program requirements listed below to be awarded this degree.

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking;
- demonstrate proficiency with computer hardware, software, operating systems, and business applications;
- demonstrate acceptable workplace skills, attitudes, and behaviors; and
- demonstrate the ability to utilize accounting systems in the operation of a business, analyze financial reports, and maintain computerized accounting systems.

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 15

Program Requirements

- **ACC 211 - Principles of Accounting I Credits: 3**
- **ACC 212 - Principles of Accounting II Credits: 3**
- **ACC 215 - Computerized Accounting Credits: 3**
- **ACC 221 - Intermediate Accounting I Credits: 3**
- **ACC 222 - Intermediate Accounting II Credits: 3**
- **CSC 110 - Principles of Computer Science Credits: 3**
- **ITD 110 - Web Page Design I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **ITE 290 - Coordinated Internship Credits: 3**
- or
- **ITE 297 - Cooperative Education Credits: 3**
- **ITN 260 - Network Security Basics Credits: 3**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 3**
- **ITN 262 - Network Communication, Security and Authentication Credits: 3**
- **ITN 106 - Microcomputer Operating Systems Credits: 3**
- **ITN 267 - Legal Topics In Network Security Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **ITE 130 - Introduction to Internet Services Credits: 3**

Total Credits: 50

Minimum Required for Degree: 65 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **ACC 211 - Principles of Accounting I Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **CSC 110 - Principles of Computer Science Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **ITN 260 - Network Security Basics Credits: 3**

Total Credits: 16

Spring Semester Courses

- **ACC 212 - Principles of Accounting II Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **ITN 106 - Microcomputer Operating Systems Credits: 3**
- **ITN 262 - Network Communication, Security and Authentication Credits: 3**

Total Credits: 15

Fall Semester Courses

- **ACC 215 - Computerized Accounting Credits: 3**
- **ACC 221 - Intermediate Accounting I Credits: 3**
- **ITD 110 - Web Page Design I Credits: 3**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 3**
- **ITE 130 - Introduction to Internet Services Credits: 3**

Total Credits: 15

Spring Semester Courses

- **ACC 222 - Intermediate Accounting II Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **ITE 290 - Coordinated Internship Credits: 3**
- **ITE 299 - Supervised Study Credits: 1**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**

Total Credits: 13

Information Systems Technology Specialization: Game Design and Development, AAS

Length: 63 credits

Purpose: Individuals who are seeking their first employment or those who wish to qualify for promotion in a present position or to another field, including self-employment, may benefit from this program. Students will be provided a broad background in game and simulation development, with practical applications in creative arts, audio/video technology, creative writing, modeling, design, and programming. Upon completion of the program, the student will be prepared for immediate employment.

Employment Objectives: Completion of this program may lead to employment or career advancement in any of a wide variety of positions such as game and simulation technician, art/animation specialist, game/simulation designer, testers, programmers, and audio/video specialist. Primary tasks and functions graduates will be able to perform include the design and development of programs related to game and simulation in such industries as health care, forensics, education, entertainment, engineering, and government.

Potential Certification: A student may elect to take a certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Microsoft Certified Solution Developer (MCSD).
- Certiport, Inc. - IC3.

Curriculum Requirements: Students must successfully complete all of the general education and program requirements listed below to be awarded this degree.

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking;
- demonstrate proficiency with computer hardware, software, operating systems, and business applications;
- demonstrate acceptable workplace skills, attitudes, and behaviors; and
- design and develop a computer game using professional principles and standards.

General Education Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 18

Program Requirements

- **CAD 238 - Computer-Aided Modeling and Rendering I Credits: 3**

- **CAD 241 - Parametric Solid Modeling I Credits: 3**
- **CSC 110 - Principles of Computer Science Credits: 3**
- **ITD 110 - Web Page Design I Credits: 3**
- **ITD 112 - Designing Web Page Graphics Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **ITE 290 - Coordinated Internship Credits: 3**
or
- **ITE 297 - Cooperative Education Credits: 3**
- **ITN 106 - Microcomputer Operating Systems Credits: 3**
- **ITP 110 - Visual Basic Programming I Credits: 3**
- **ITP 160 - Introduction to Game Design and Development Credits: 3**
- **ITN 260 - Network Security Basics Credits: 3**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 3**
- **ITN 267 - Legal Topics In Network Security Credits: 3**
- **CSC 221 - Introduction to Problem Solving and Programming Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 45

Minimum Required for Degree: 63 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **CSC 110 - Principles of Computer Science Credits: 3**
- **ITD 110 - Web Page Design I Credits: 3**
- **CAD 238 - Computer-Aided Modeling and Rendering I Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **ITN 260 - Network Security Basics Credits: 3**

Total Credits: 16

Spring Semester Courses

- **ENG 112 - College Composition II Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**

- CAD 241 - Parametric Solid Modeling I Credits: 3
- ITP 160 - Introduction to Game Design and Development Credits: 3
- ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3
- ITN 267 - Legal Topics In Network Security Credits: 3

Total Credits: 18

Fall Semester Courses

- CST 110 - Introduction to Communication Credits: 3
- ART 121 - Drawing I Credits: 3
- PED/HLT EEE - Wellness Elective Credits: 1
- CSC 221 - Introduction to Problem Solving and Programming Credits: 3
- ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 3
- ITP 110 - Visual Basic Programming I Credits: 3

Total Credits: 17

Spring Semester Courses

- ITD 112 - Designing Web Page Graphics Credits: 3
- ITN 106 - Microcomputer Operating Systems Credits: 3
- SOC EEE - Social Sciences Elective Credits: 3
- ITE 290 - Coordinated Internship Credits: 3
- or
- ITE 297 - Cooperative Education Credits: 3

Total Credits: 12

Information Systems Technology Specialization: Internet Services, AAS

Length: 64 credits

Purpose: Individuals who are seeking their first employment or those who wish to qualify for promotion in a present position or to another field, including self-employment, may benefit from this program. Students will be provided with technical knowledge and skill in Web page design, Internet programming, Internet database design, and related topics. This program provides skills to develop and design Web pages, use programming languages to develop Web pages, and be familiar with Internet protocols, security, and applications.

Employment Objectives: Completion of this program may lead to employment or career advancement in any of a wide variety of positions such as Web page designer, Internet programmer, IT Security Engineer, or Web author. Primary tasks and functions graduates will be able to perform include the ability to analyze, design, and secure Web pages using Internet programming languages, test and implement programs on the Web, develop Web pages, develop Internet databases, and manage the technical duties related to Internet services.

Potential Certification: A student may elect to take a certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Certified Internet Webmaster (CIW) - CIW Associate.
- Certiport, Inc. - IC3.
- Security +.

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking;
- demonstrate proficiency with computer hardware, software, operating systems, and business applications;
- demonstrate acceptable workplace skills, attitudes, and behaviors; and
- design and develop a website using professional principles and standards.

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 15

Program Requirements

- **CSC 110 - Principles of Computer Science Credits: 3**
- **ITD 110 - Web Page Design I Credits: 3**
- **ITD 112 - Designing Web Page Graphics Credits: 3**
- **ITD 130 - Database Fundamentals Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **ITE 290 - Coordinated Internship Credits: 3**
- **ITN 106 - Microcomputer Operating Systems Credits: 3**
- **ITN 107 - Personal Computer Hardware and Troubleshooting Credits: 3**
- **ITN 154 - Network Fundamentals, Router Basics, and Configuration (ICND1) - CISCO Credits: 4**
- **ITN 257 - Cloud Computing: Infrastructure and Services Credits: 3**
- **ITN 267 - Legal Topics In Network Security Credits: 3**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 3**
- **ITN 260 - Network Security Basics Credits: 3**
- **ITN 262 - Network Communication, Security and Authentication Credits: 3**
- **ITP 120 - Java Programming I Credits: 4**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 49

Minimum Required for Degree: 64 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment and other factors.

Developmental Prerequisites

NOTE: * These classes meet the requirements of the Internet Webmaster Career Studies Certificate.

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **CSC 110 - Principles of Computer Science Credits: 3 ***
- **ITD 110 - Web Page Design I Credits: 3 ***
- **ITN 154 - Network Fundamentals, Router Basics, and Configuration (ICND1) - CISCO Credits: 4 ***
- **SDV 100 - College Success Skills Credits: 1 ***
- **ITN 260 - Network Security Basics Credits: 3**

Total Credits: 17

Spring Semester Courses

- **ENG 112 - College Composition II Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **ITN 106 - Microcomputer Operating Systems Credits: 3**
- **ITN 107 - Personal Computer Hardware and Troubleshooting Credits: 3**
- **ITN 262 - Network Communication, Security and Authentication Credits: 3**
- **ITN 257 - Cloud Computing: Infrastructure and Services Credits: 3**

Total Credits: 18

Fall Semester Courses

- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **ITP 120 - Java Programming I Credits: 4**

Total Credits: 17

Spring Semester Courses

- ITD 130 - Database Fundamentals Credits: 3
- ITD 112 - Designing Web Page Graphics Credits: 3
- ITE 290 - Coordinated Internship Credits: 3
- ITN 267 - Legal Topics In Network Security Credits: 3

Total Credits: 12

Information Systems Technology, AAS

Length: 63 credits

Purpose: Individuals who are seeking their first employment or those who wish to qualify for promotion in a present position or to another field, including self-employment, may benefit from this program. Students will learn to use a wide array of business- oriented computer software and choose specific courses to meet career goals. The program provides a base of general skills in information systems and gives the individual the option to specialize in a particular area or complete the degree with a more generalist tract. The program provides base skills in software applications, basic PC troubleshooting and repair, networking terminology, programming concepts, and Internet resources. Upon completion of the program, the student will be prepared for immediate employment.

Employment Objectives: Completion of this program may lead to employment or career advancement in any of a wide variety of positions such as PC support technician, software specialist, helpdesk technician, or PC advisor. Graduates will be able to perform primary tasks and functions to include management of tasks, software operations, and basic problem solving.

Potential Certification: A student may elect to take a certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Microsoft Office Specialist (MOS) - Excel.
- CompTIA - A+, Network+.
- Security +.
- Certiport, Inc. - IC3.
- Network +

Curriculum Requirements: Students must successfully complete all of the general education and program requirements listed below to be awarded this degree.

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking;
- demonstrate proficiency with computer hardware, software, operating systems, and business applications; and
- demonstrate acceptable workplace skills, attitudes, and behaviors.

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 15

Program Requirements

- **CSC 110 - Principles of Computer Science Credits: 3**
- **CSC 221 - Introduction to Problem Solving and Programming Credits: 3**
- **ITD 110 - Web Page Design I Credits: 3**
- **ITD 130 - Database Fundamentals Credits: 3**
- **ITN 106 - Microcomputer Operating Systems Credits: 3**
- **ITN 107 - Personal Computer Hardware and Troubleshooting Credits: 3**
- **ITN 154 - Network Fundamentals, Router Basics, and Configuration (ICND1) - CISCO Credits: 4**
- **ITN 260 - Network Security Basics Credits: 3**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 3**
- **ITN 262 - Network Communication, Security and Authentication Credits: 3**
- **ITN 266 - Network Security Layers Credits: 3**
- **ITN 267 - Legal Topics In Network Security Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **ITE 290 - Coordinated Internship Credits: 3**

Total Credits: 48

Minimum Required for Degree: 63 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

NOTE: * These classes meet the requirements of the Computer Service Technician Career Studies Certificate

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**

- **CSC 110 - Principles of Computer Science Credits: 3 ***
- **ITN 154 - Network Fundamentals, Router Basics, and Configuration (ICND1) - CISCO Credits: 4 ***
- **SDV 100 - College Success Skills Credits: 1**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **ITN 260 - Network Security Basics Credits: 3**

Total Credits: 17

Spring Semester Courses

- **ENG 112 - College Composition II Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **ITN 106 - Microcomputer Operating Systems Credits: 3 ***
- **ITN 107 - Personal Computer Hardware and Troubleshooting Credits: 3 ***
- **ITD 130 - Database Fundamentals Credits: 3**

Total Credits: 15

Fall Semester Courses

- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 3**
- **ITD 110 - Web Page Design I Credits: 3**
- **CSC 221 - Introduction to Problem Solving and Programming Credits: 3**

Total Credits: 16

Spring Semester Courses

- **ITE 140 - Spreadsheet Software Credits: 3**
- **ITN 266 - Network Security Layers Credits: 3**
- **ITN 267 - Legal Topics In Network Security Credits: 3**
- **ITN 262 - Network Communication, Security and Authentication Credits: 3**
- **ITE 290 - Coordinated Internship Credits: 3**

Total Credits: 15

General Studies Specialization: Information Technology, AA&S

Length: 60-63 credits

Purpose: The curriculum is designed for the student who plans to complete a baccalaureate degree program in Information Technology or other IT field. The intended transfer institution's catalog and transfer guide are the best sources of information for planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution. Contact the division dean or an advisor for additional information.

Program Outcomes: A student will be able to:

- locate, evaluate, interpret, and combine information to reach well-reasoned conclusions or solutions
- express themselves effectively in a variety of written forms
- calculate, interpret, and use numerical and quantitative information in a variety of settings
- demonstrate the knowledge and values necessary to become informed and contributing participants in a democratic society
- recognize and know how to apply the scientific method, and evaluate empirical information
- demonstrate skills important for successful transition into the workplace and/or pursuit of further education by way of professionalism and self-management practices and behaviors

General Education Requirements

- **ENG 111 - College Composition I Credits: 3** and
- **ENG 112 - College Composition II Credits: 3**

- **HIS 121 - United States History to 1877 Credits: 3** and
- **HIS 122 - United States History Since 1865 Credits: 3**
or
- **HIS 111 - World Civilizations Pre-1500 CE Credits: 3** and
- **HIS 112 - World Civilizations Post-1500 CE Credits: 3**

- **ENG EEE - English Literature Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **NAS EEE - Natural Sciences Electives Credits: 8**
- **SOC EEE - Social Sciences Electives Credits: 6**
- **EEE EEE - College Transfer Electives (2 classes) Credits: 6**

Choose One of the Following

Choose one of the following combinations to fulfill the math requirement (choose based on the requirements of the transfer institution):

A

- **MTH 161 - Precalculus I Credits: 3** and
- **MTH 261 - Applied Calculus I Credits: 3**

B

- **MTH 154 - Quantitative Reasoning Credits: 3** and
- **MTH 155 - Statistical Reasoning Credits: 3**

C

- **MTH 161 - Precalculus I Credits: 3**
or
- **MTH 167 - Precalculus With Trigonometry Credits: 5** and
- **MTH 245 - Statistics I Credits: 3**

D

- **MTH 263 - Calculus I Credits: 4** and
- **MTH 264 - Calculus II Credits: 4**

Total Credits: 44-46

Program Requirements

NOTE: To select courses, student should consult the catalog of the institution(s) to which transfer is anticipated in addition to these requirements:

- **SDV 100 - College Success Skills Credits: 1**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **PED/HLT EEE - Wellness Elective Credits: 1**

Total Credits: 16-17

Information Systems Requirements

Courses may be selected from the following:

- **CSC 110 - Principles of Computer Science Credits: 3**
- **CSC 221 - Introduction to Problem Solving and Programming Credits: 3**
- **CSC 205 - Computer Organization Credits: 3**
- **CSC 222 - Object-Oriented Programming Credits: 4**
- **ITN 260 - Network Security Basics Credits: 3**

Note

(ITP 120 (4) and ITP 220 (4) can be substituted for CSC 221 and CSC 202)

Total Credits: 13-14

Minimum Required for Degree: 60-63 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **CSC 110 - Principles of Computer Science Credits: 3**
- **CSC 221 - Introduction to Problem Solving and Programming Credits: 3**
- **MTH EEE - Mathematics Electives Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 15

Spring Semester Courses

- **CSC 222 - Object-Oriented Programming Credits: 4**
- **ENG 112 - College Composition II Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **MTH EEE - Mathematics Electives Credits: 3**
- **EEE EEE - College Transfer Electives (2 classes) Credits: 6**

Total Credits: 16

Fall Semester Courses

- **CSC 205 - Computer Organization Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 16

Spring Semester Courses

- **HIS 122 - United States History Since 1865 Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **EEE EEE - College Transfer Elective Credits: 3**

Total Credits: 14

Computer Service Technician, CSC

Length: 17 credits

Purpose: This program is designed to provide skills and knowledge needed for employment as a computer service technician and certification for the CompTIA A+ exam.

Employment Objectives: Employment opportunities include repair and maintenance of computers and servers. Responsibilities may also include building or configuring new hardware, installing and updating software packages, and creating and maintaining computer networks.

Potential Certification: A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- CompTIA - A+.

Program Learning Outcomes: A student will be able to:

- demonstrate skills in computer hardware knowledge related to installation, configuration, and upgrading, diagnosing and troubleshooting, preventive maintenance, printers, and basic networking; and
- demonstrate skills in computer operating system knowledge related to operating system fundamentals, installation, configuration, and upgrading, diagnosing and troubleshooting, and networks.

Program Requirements

- **CSC 110 - Principles of Computer Science Credits: 3**
- **ITN 106 - Microcomputer Operating Systems Credits: 3**
- **ITN 107 - Personal Computer Hardware and Troubleshooting Credits: 3**
- **ITN 154 - Network Fundamentals, Router Basics, and Configuration (ICND1) - CISCO Credits: 4**
- **SDV 100 - College Success Skills Credits: 1**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**

Total Credits: 17

Cybersecurity, CSC

Length: 18 credits

Purpose:

This career studies certificate leads to entry-level employment opportunities in cybersecurity and networking fields by preparing students for introductory IT knowledge and skills to recognize, prevent, and defend against threats to information and information systems.

Students are introduced to basic topics of operating systems, computer systems, computer hardware, networking concepts, programming, and cybersecurity core topics to be well prepared and successful in areas of IT including cybersecurity and networking.

Employment Objectives: Graduates may seek employment opportunities as an entry-level Network Analyst/Specialist, Security Analyst/Specialist, or a Security Architect in local businesses, educational institutions, or governmental agencies.

Potential Certification: A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Security+
- Network +

Program Learning Outcomes: A student will be able to:

- demonstrate basic knowledge of intrusion detection, incident handling, firewalls, network security laws, software vulnerability;
- recognize threats and vulnerabilities to networks and servers;
- develop a security infrastructure; and
- demonstrate techniques for mitigating security threats.

Program Requirements

- ITN 106 - Microcomputer Operating Systems Credits: 3
- ITN 107 - Personal Computer Hardware and Troubleshooting Credits: 3
- ITN 154 - Network Fundamentals, Router Basics, and Configuration (ICND1) - CISCO Credits: 4
- ITN 260 - Network Security Basics Credits: 3
- ITP 120 - Java Programming I Credits: 4
- SDV 100 - College Success Skills Credits: 1

Total Credits: 18

Minimum Required for Certificate: 18 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- ITN 106 - Microcomputer Operating Systems Credits: 3
- ITN 154 - Network Fundamentals, Router Basics, and Configuration (ICND1) - CISCO Credits: 4
- ITN 260 - Network Security Basics Credits: 3
- SDV 100 - College Success Skills Credits: 1

Total Credits: 11

Spring Semester Courses

- ITN 107 - Personal Computer Hardware and Troubleshooting Credits: 3
- ITP 120 - Java Programming I Credits: 4

Total Credits: 7

Internet Service Webmaster, CSC

Length: 17 credits

Purpose: This program is designed to provide skills and knowledge needed for employment as a webmaster and certification from CIW as a Certified Internet Webmaster Associate.

Employment Objectives: Employment opportunities include Web Developer, Web Designer, Webmaster, Web Site Manager, and Web Programmer.

Potential Certification: A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examination:

- CIW: Certified Internet Webmaster Associate.

Program Learning Outcomes: A student will be able to:

- demonstrate basic knowledge of Internet fundamentals and technologies; and
- demonstrate web authoring fundamentals using HTML 5.

Program Requirements

- CSC 110 - Principles of Computer Science Credits: 3
- ITD 110 - Web Page Design I Credits: 3
- ITN 154 - Network Fundamentals, Router Basics, and Configuration (ICND1) - CISCO Credits: 4
- ITN 260 - Network Security Basics Credits: 3
- SDV 100 - College Success Skills Credits: 1
- ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3

Total Credits: 17

Networking & Cybersecurity, CSC

Length: 19 credits

Purpose:

This career studies certificate leads to advanced-level employment opportunities in cybersecurity and networking fields. This curriculum prepares students for advanced IT knowledge and skills with strong emphasis on configuration, implementation, and troubleshooting details. It also provides the skills to recognize, prevent, and defend against threats to organization's information and information systems whether it is through physical or cyber-attacks.

Students are introduced to hands-on elements of the operating systems, computer hardware, networking concepts, programming, and cybersecurity core areas to be well prepared and successful in areas of IT, including cybersecurity and networking.

Students must successfully receive the career studies certificate in Cybersecurity before taking this advanced career studies certificate.

Employment Objectives: Graduates may seek employment opportunities as an entry-level Network Analyst/Specialist, Security Analyst/Specialist, or a Security Architect in local businesses, educational institutions, or governmental agencies.

Potential Certification: A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Security+
- CCNA

Program Learning Outcomes: A student will be able to:

- demonstrate basic knowledge of intrusion detection, incident handling, firewalls, network security laws, software vulnerability
- recognize threats and vulnerabilities to networks and servers
- develop a security infrastructure; and
- demonstrate techniques for mitigating security threats.

Program Requirements

- **ITN 155 - Switching, Wireless, and Wan Technologies (ICND2) - CISCO Credits: 4**
- **ITN 170 - Linux System Administration Credits: 3**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 3**
- **ITN 262 - Network Communication, Security and Authentication Credits: 3**
- **ITN 266 - Network Security Layers Credits: 3**
- **ITN 267 - Legal Topics In Network Security Credits: 3**

Total Credits: 19

Minimum Required for Certificate: 19 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Fall Semester Courses

- **ITN 155 - Switching, Wireless, and Wan Technologies (ICND2) - CISCO Credits: 4**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 3**
- **ITN 262 - Network Communication, Security and Authentication Credits: 3**

Total Credits: 10

Spring Semester Courses

- **ITN 266 - Network Security Layers Credits: 3**
- **ITN 267 - Legal Topics In Network Security Credits: 3**
- **ITN 170 - Linux System Administration Credits: 3**

Total Credits: 9

Transfer Studies & Education

Early Childhood Development, AAS

Length: 62 credits

Purpose: This program is designed to prepare early childhood professionals with the knowledge and skills needed to successfully manage a classroom and teach students from diverse backgrounds with varied academic and developmental needs. Graduates will be prepared to work with students in a variety of educational environments including childcare centers, family day homes, Head Start, and public or private schools. Students will learn to use an array of teaching methods, approaches to classroom management, and methods for teaching exceptional students. Students completing this program can transfer to select schools that currently have an active articulation agreement with P&HCC. See program advisor for a list of schools where graduates of the program can earn a bachelor's degree and pre -k through third grade teaching license.

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy and critical thinking
- build meaningful curriculum in Language Arts, Math, Science, and Social Studies
- create strategies to build relationships with families and the community
- observe and document a student's developmental and academic levels
- identify ethical and professional guidelines when working in the early childhood field; and
- design, teach, and reflect on lesson plans that match Virginia standards and the developmental needs of the child

The Early Childhood Department has made a commitment to the NAEYC Standards of ethical behavior in early childhood care and education.

https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/Ethics%20Position%20Statement2011_09202013update.pdf

Accreditation Information

The A.A.S. Early Childhood Development degree at Patrick & Henry Community College is seeking accreditation by the Commission on the Accreditation of Early Childhood Higher Education Programs of the National Association for the Education of Young Children (NAEYC). The NAEYC site visit is scheduled for March of 2023.

Number of Program Completers

Academic Year	Number of Program Completers	Percentage of program completers who were attending full-time (at the time of completion)	Percentage of program completers who were attending part-time (at the time of program completion)
2020-21	13	8/13 (61.5%)	5/13 (38.4%)
2019-20	6	5/6 (83.3%)	1/6 (16.6%)
2018-19	10	4/10 (40%)	6/10 (60%)

Program Completion Rate

Academic year in which a Fall cohort of full-time candidates enrolled in the program	Percentage of those candidates who completed the program within 150% of the published timeframe	Percentage of those candidates who completed the program within 200% (twice) of the published timeframe
2018-19	8/15 (53.3%)	8/15 (53.3%)
2017-18	16/21 (76.1%)	16/21 (76.1%)
2016-17	22/34 (64.7%)	24/34 (70.5%)

Fall-to-Fall Retention Rate

Academic Year	Percentage of part-time candidates enrolled in the program (% of total enrollment)	Retention rate among part-time candidates	Percentage of full-time candidates enrolled in the program (% of total enrollment)	Retention rate among full-time candidates
2020-21	39/77 (50.6%)	14/39 (35.8%)	38/77 (49.3%)	19/38 (50%)
2019-20	65/112 (58%)	25/65 (38.4%)	47/112 (41.9%)	30/47 (63.8%)
2018-19	45/94 (47.8%)	32/45 (71.1%)	49/94 (52.1%)	9/49 (18.36%)

Curriculum Requirements: Students must successfully complete all of the requirements (general education and program requirements) listed under the program information to be awarded the Associate of Applied Science in Early Childhood Development.

General Education Requirements

- **BIO 101 - General Biology I Credits: 4**
- **ENG 111 - College Composition I Credits: 3** and
- **ENG 112 - College Composition II Credits: 3**
- **ENG 250 - Children's Literature Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
or
- **HIS 122 - United States History Since 1865 Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**

Total Credits: 22

Program Requirements

- **CHD 118 - Language Arts for Young Children Credits: 3**
- **CHD 120 - Introduction to Early Childhood Education Credits: 3**
- **CHD 145 - Teaching Art, Music and Movement to Children Credits: 3**
- **CHD 146 - Math, Science, and Social Studies for Children Credits: 3**
- **CHD 165 - Observation and Participation in Early Childhood/Primary Setting Credits: 3**
- **CHD 166 - Infant and Toddler Programs Credits: 3**
- **CHD 205 - Guiding the Behavior of Children Credits: 3**
- **CHD 210 - Introduction to Exceptional Children Credits: 3**
- **CHD 216 - Early Childhood Programs, School, and Social Change Credits: 3**
- **CHD 265 - Advanced Observation and Participation in Early Childhood/Primary Settings Credits: 3**
- **CHD 270 - Administration of Early Childcare Programs Credits: 3**
- **EDU 200 - Introduction to Teaching as a Profession Credits: 3**
- **EDU 235 - Health, Safety, and Nutritional Education Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 40

Minimum Required for Degree: 62 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

NOTE: * These classes meet the requirements of the Certificate in Early Childhood Education. Classes marked with an plus (+) meet the requirements of the Career Studies Certificate in Early Childhood Instruction.

Fall Semester Courses

- **CHD 120 - Introduction to Early Childhood Education Credits: 3 * +**
- **CHD 145 - Teaching Art, Music and Movement to Children Credits: 3 * +**
- **CHD 165 - Observation and Participation in Early Childhood/Primary Setting Credits: 3 * +**
- **CHD 205 - Guiding the Behavior of Children Credits: 3 +**
*
- **EDU 235 - Health, Safety, and Nutritional Education Credits: 3 * +**
- **SDV 100 - College Success Skills Credits: 1**
*
+

Total Credits: 16

Spring Semester Courses

- **CHD 118 - Language Arts for Young Children Credits: 3**
*
- **CHD 146 - Math, Science, and Social Studies for Children Credits: 3 ***
- **CHD 270 - Administration of Early Childcare Programs Credits: 3 ***
- **ENG 111 - College Composition I Credits: 3**
*
- **PSY 230 - Developmental Psychology Credits: 3 ***

Total Credits: 15

Fall Semester Courses

- **CHD 166 - Infant and Toddler Programs Credits: 3**
- **CHD 216 - Early Childhood Programs, School, and Social Change Credits: 3**
- **EDU 200 - Introduction to Teaching as a Profession Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**

Total Credits: 15

Spring Semester Courses

- **ENG 250 - Children's Literature Credits: 3**
- **CHD 210 - Introduction to Exceptional Children Credits: 3**
- **CHD 265 - Advanced Observation and Participation in Early Childhood/Primary Settings Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- **BIO 101 - General Biology I Credits: 4**

Total Credits: 16

General Studies Specialization: Human Services, AA&S

Length: 60 credits

Purpose: The curriculum is designed for the student who plans to complete a baccalaureate degree program in human services. The intended transfer institution's catalog and transfer guide are the best sources of information for planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution. Contact the division dean or an advisor for additional information.

Program Learning Outcomes: A student will be able to:

- locate, evaluate, interpret, and combine information to reach well-reasoned conclusions or solutions;
- express themselves effectively in a variety of written forms;
- calculate, interpret, and use numerical and quantitative information in a variety of settings;
- demonstrate the knowledge and values necessary to become informed and contributing participants in a democratic society;
- recognize and know how to apply the scientific method, and evaluate empirical information;
- demonstrate skills important for successful transition into the workplace and/or pursuit of further education by way of professionalism and self-management practices and behaviors; and
- demonstrate appropriate knowledge of skills essential for employment within the field of Human Services.

General Education Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3** and
- **ENG 112 - College Composition II Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
or
- **HIS 122 - United States History Since 1865 Credits: 3**
or
- **HIS 111 - World Civilizations Pre-1500 CE Credits: 3**
or
- **HIS 112 - World Civilizations Post-1500 CE Credits: 3**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **PSY 200 - Principles of Psychology Credits: 3**
- **SOC 200 - Principles of Sociology Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **NAS EEE - Natural Sciences Electives Credits: 8**
- **EEE EEE - College Transfer Elective Credits: 3**

Total Credits: 38

Program Requirements

NOTE: To select courses, student should consult the catalog of the institution(s) to which transfer is anticipated in addition to these requirements:

- **HMS 100 - Introduction to Human Services Credits: 3**
- **HMS 162 - Communication Skills For Human Services Professionals Credits: 3**
- **HMS 251 - Substance Abuse I Credits: 3**
- **HMS EEE - Human Services Elective Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **PED/HLT EEE - Wellness Electives Credits: 2**
- **PSY 230 - Developmental Psychology Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**

Total Credits: 22

Minimum Required for Degree: 60 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **HMS 100 - Introduction to Human Services Credits: 3**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **PSY 200 - Principles of Psychology Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 16

Spring Semester Courses

- **ENG 112 - College Composition II Credits: 3**
- **HIS EEE e.g., HIS 121 - United States History to 1877 Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SOC 200 - Principles of Sociology Credits: 3**
- **EEE EEE - College Transfer Elective Credits: 3**

Total Credits: 15

Fall Semester Courses

- **ENG EEE - English Literature Elective Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **HMS 251 - Substance Abuse I Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**

Total Credits: 14

Spring Semester Courses

- **HMS 162 - Communication Skills For Human Services Professionals Credits: 3**
- **HMS EEE - Human Services Elective Credits: 3**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **PED/HLT EEE - Wellness Elective Credits: 1**

Total Credits: 15

General Studies Specialization: Teacher Education Preparation, AA&S

Length: 62 credits

Purpose: This specialization has been developed to facilitate transfer of credits earned by students with the Associate of Arts & Science (AA&S) degree in General Studies by taking a prescribed set of courses at Patrick & Henry Community College to the Liberal Studies Elementary Education PreK-6 Initial Licensure Program at Longwood University.

NOTE: Students wishing to complete teacher education at institutions other than Longwood University should meet with the program advisor to discuss courses required by the desired transfer institution.

Admission Requirements: Longwood will guarantee acceptance of qualified PHCC graduates with an AA&S degree who have earned a minimum grade point average (GPA) of 2.5 on a four point scale at the time of application and graduation. This cumulative GPA includes the GPA as calculated by P&HCC and the cumulative GPA of all other colleges attended. The GPA of 2.5 may not include more than five classes retaken with only the higher grade being calculated by the GPA. Students with a GPA below 2.5 at the time of application and/or time of graduation may be considered for admission but without the guaranteed acceptance.

Other Information: Students are strongly encouraged to apply by March 1 (for fall term) and November 1 (for spring term).

Credits earned through examination (AP, IB, CLEP, or DANTES) that were awarded credit by P&HCC will be treated on an equal basis as other credits earned at P&HCC. Official transcripts from each college attended and/or official documentation regarding these examinations must be provided.

Students are required to pass PRAXIS I for entry in the Longwood/NCI Teacher Prep program.

Transfer Information: Longwood University agrees that P&HCC graduates who are accepted will be granted junior status; all of their credits earned toward their AA&S degree will transfer with a C or better and all of their lower-division general education goals will be met. This assumption is based on the fact that students have completed courses as outlined below.

P&HCC students who complete the associate degree through dual enrollment are NOT guaranteed admission under the terms of the transfer agreement. However, such students may apply to Longwood as freshmen. When these students' applications are reviewed, high school performance, test scores (SAT/ACT), and other criteria used in the freshman review process will be considered.

Program Outcomes: A student will be able to:

- locate, evaluate, interpret, and combine information to reach well-reasoned conclusions or solutions
- express themselves effectively in a variety of written forms
- calculate, interpret, and use numerical and quantitative information in a variety of settings
- demonstrate the knowledge and values necessary to become informed and contributing participants in a democratic society
- recognize and know how to apply the scientific method, and evaluate empirical information
- demonstrate skills important for successful transition into the workplace and/or pursuit of further education by way of professionalism and self-management practices and behaviors
- complete a supervised field placement of a minimum of 40 hours in a preK-6 environment (Teacher Education Preparation)

General Education Requirements

- **BIO 101 - General Biology I Credits: 4**
- **BIO 102 - General Biology II Credits: 4**
- **CHD 145 - Teaching Art, Music and Movement to Children Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **ENG 250 - Children's Literature Credits: 3**
- **GEO 210 - People and The Land: Intro to Cultural Geography Credits: 3**
- **GOL 110 - Earth Systems: An Environmental Geology Perspective Credits: 4**

- **HIS 111 - World Civilizations Pre-1500 CE Credits: 3**
or
- **HIS 112 - World Civilizations Post-1500 CE Credits: 3**

- **HIS 121 - United States History to 1877 Credits: 3**
- **HIS 122 - United States History Since 1865 Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **MTH 155 - Statistical Reasoning Credits: 3**

- **PLS 135 - U.S. Government and Politics Credits: 3**
or
- **PLS 136 - State and Local Government and Politics Credits: 3**

- **PSY 230 - Developmental Psychology Credits: 3**

Fine Arts Elective

Choose one course (3 credits) from the following:

- **ART 101 - History of Art: Prehistoric to Gothic Credits: 3**
- **ART 102 - History of Art: Renaissance to Modern Credits: 3**
- **MUS 121 - Music in Society Credits: 3**

Total Credits: 51

Program Requirements

- **EDU 200 - Introduction to Teaching as a Profession Credits: 3**
- **EDU EEE - Education Elective Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**

Total Credits: 11

Minimum Required for Degree: 62 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **BIO 101 - General Biology I Credits: 4**
- **ENG 111 - College Composition I Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 17

Spring Semester Courses

- **BIO 102 - General Biology II Credits: 4**
- **ENG 112 - College Composition II Credits: 3**
- **HIS 122 - United States History Since 1865 Credits: 3**

- **MTH 155 - Statistical Reasoning Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**

Total Credits: 16

Fall Semester Courses

- **CHD 145 - Teaching Art, Music and Movement to Children Credits: 3**
- **ENG 250 - Children's Literature Credits: 3**
- **EDU 200 - Introduction to Teaching as a Profession Credits: 3**
- **HIS 111 - World Civilizations Pre-1500 CE Credits: 3**
- **PLS 135 - U.S. Government and Politics Credits: 3**

Total Credits: 15

Spring Semester Courses

- **GEO 210 - People and The Land: Intro to Cultural Geography Credits: 3**
- **GOL 110 - Earth Systems: An Environmental Geology Perspective Credits: 4**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **ART EEE - Art Elective Credits: 3**
- **EDU EEE - Education Elective Credits: 3**

Total Credits: 14

General Studies, AA&S

Length: 60-62 credits

Purpose: The curriculum is designed for the student who plans to complete a baccalaureate degree program. Students often select the general studies program if they intend to transfer to a four-year institution but are uncertain what their major will be. The transfer institution's catalog and transfer guide are the best sources of information for planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution. Contact the division dean or an advisor for additional information.

Program Outcomes: A student will be able to:

- locate, evaluate, interpret, and combine information to reach well-reasoned conclusions or solutions
- express themselves effectively in a variety of written forms
- calculate, interpret, and use numerical and quantitative information in a variety of settings
- demonstrate the knowledge and values necessary to become informed and contributing participants in a democratic society
- recognize and know how to apply the scientific method, and evaluate empirical information
- demonstrate skills important for successful transition into the workplace and/or pursuit of further education by way of professionalism and self-management practices and behaviors

General Education Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3 and**
- **ENG 112 - College Composition II Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3 and**
- **HIS 122 - United States History Since 1865 Credits: 3**
or
- **HIS 111 - World Civilizations Pre-1500 CE Credits: 3 and**
- **HIS 112 - World Civilizations Post-1500 CE Credits: 3**
- **EEE EEE - College Transfer Electives Credits: 9**
- **ENG EEE - English Literature Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Electives Credits: 6**
- **NAS EEE - Natural Sciences Electives Credits: 8**
- **SOC EEE - Social Sciences Electives Credits: 6**

Choose one of the following

Choose one of the following combinations to fulfill the Math requirement (choose based on the requirements of the transfer institution):

A

- **MTH 161 - Precalculus I Credits: 3**
or
- **MTH 167 - Precalculus With Trigonometry Credits: 5 and**
- **MTH 245 - Statistics I Credits: 3**
or
- **MTH 261 - Applied Calculus I Credits: 3**

B

- **MTH 154 - Quantitative Reasoning Credits: 3 and**
- **MTH 155 - Statistical Reasoning Credits: 3**

Total Credits: 53-55

Program Requirements

- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **PED/HLT EEE - Wellness Electives Credits: 2**
- **SDV 100 - College Success Skills Credits: 1**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**

Total Credits: 7

Minimum Required for Degree: 60-62 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 16

Spring Semester Courses

- **ENG 112 - College Composition II Credits: 3**
- **HIS 122 - United States History Since 1865 Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**

Total Credits: 16

Fall Semester Courses

- **EEE EEE - College Transfer Elective Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 16

Spring Semester Courses

- **EEE EEE - College Transfer Electives (2 classes) Credits: 6**

- **NAS EEE - Natural Sciences Elective Credits: 4**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**

Total Credits: 12

Science, AA&S

Length: 60 credits

Purpose: This program is designed for the student who plans to complete a baccalaureate degree program. The transfer institution's catalog and transfer guide are the best sources of information for planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution.

Curriculum Requirements: Students must successfully complete all of the requirements listed below to be awarded this degree.

Program Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking;
- demonstrate competency in scientific thinking by designing an appropriate experiment and identifying key components;
- demonstrate quantitative literacy by using and interpreting tables and graphs; and
- demonstrate scientific literacy by correctly using the terms, hypothesis, law, and theory in their scientific context.

General Education Requirements

- **ENG 111 - College Composition I Credits: 3** and
- **ENG 112 - College Composition II Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3** and
- **HIS 122 - United States History Since 1865 Credits: 3**
or
- **HIS 111 - World Civilizations Pre-1500 CE Credits: 3**
and
- **HIS 112 - World Civilizations Post-1500 CE Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **MTH EEE - Mathematics Electives Credits: 5**
- **MTH EEE - Mathematics Electives Credits: 3** (Choose two math courses from Mathematic Electives, MTH 167 or higher) *See Developmental Prerequisites*

Must Complete 2 Two-Semester Sequences

- **NAS EEE - Natural Sciences Electives Credits: 16**

Note

[Choose based on the requirements of the transfer institution]

- **SOC EEE - Social Sciences Electives Credits: 6**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **EEE EEE - College Transfer Electives (2 classes) Credits: 6**

Total Credits: 56

Program Requirements

- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 5

Minimum Required for Degree: 60 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 15

Spring Semester Courses

- **ENG 112 - College Composition II Credits: 3**
- **HIS 122 - United States History Since 1865 Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 13

Fall Semester Courses

- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **MTH 167 - Precalculus With Trigonometry Credits: 5**

Total Credits: 18

Spring Semester Courses

- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **EEE EEE - College Transfer Electives (2 classes) Credits: 6**
- **MTH EEE - Mathematics Electives Credits: 3**

Total Credits: 14

Early Childhood Education Certificate

Length: 31 credits

Purpose: This program is designed to improve the quality of education provided in early childhood programs. Courses and content covered are based on Virginia's Core Competencies for Early Childhood Professionals and NAEYC's Standards for Initial Early Childhood Professional Preparation. Graduates of the program will be qualified to serve as a director/administrator or a lead teacher in a licensed child care center, early learning center, or family day home in the state of Virginia.

Program Learning Outcomes: Students will be able to:

- observe and document a student's developmental and academic levels;
- identify ethical and professional guidelines when working in the early childhood field;
- build meaningful curriculum in Language Arts, Math, Science, and Social Studies.

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**

Total Credits: 6

Program Requirements

- CHD 118 - Language Arts for Young Children Credits: 3
- CHD 120 - Introduction to Early Childhood Education Credits: 3
- CHD 145 - Teaching Art, Music and Movement to Children Credits: 3
- CHD 146 - Math, Science, and Social Studies for Children Credits: 3
- CHD 165 - Observation and Participation in Early Childhood/Primary Setting Credits: 3
- CHD 205 - Guiding the Behavior of Children Credits: 3
- CHD 270 - Administration of Early Childcare Programs Credits: 3
- EDU 235 - Health, Safety, and Nutritional Education Credits: 3
- SDV 100 - College Success Skills Credits: 1

Total Credits: 25

Minimum Required for Certificate: 31 Credits

Uniform Certificate of General Studies

Length: 31-35 credits

Purpose: The Uniform Certificate of General Studies (UCGS) is a one-year college program in which all courses are transferable and satisfy lower-division general education requirements at any Virginia public institution of higher education.

Program Description: This program consists of a minimum of 31 credit hours. Students should take the UCGS courses that best suit their intended program of study at the four-year institution. Only classes completed after May 2020 apply toward UCGS completion.

Admission Requirements: Entry into this curriculum is obtained by meeting the admission requirements established by the College. You must take developmental coursework as required by placement testing.

Curriculum Requirements: Requirements for the certificate are listed in the curriculum below.

Certificate Requirements

Block I (Written Communication) - 6 credits

- ENG 111 - College Composition I Credits: 3
- ENG 112 - College Composition II Credits: 3

Block II (Arts/Humanities/Literature) - 6 credits

Select two courses (the two courses must be from different categories)

Arts

- ART 101 - History of Art: Prehistoric to Gothic Credits: 3
- ART 102 - History of Art: Renaissance to Modern Credits: 3
- MUS 121 - Music in Society Credits: 3

Humanities

- **PHI 101 - Introduction to Philosophy I Credits: 3**
- **PHI 220 - Ethics Credits: 3**

Literature

- **ENG 245 - British Literature Credits: 3**
- **ENG 246 - American Literature Credits: 3**
- **ENG 250 - Children's Literature Credits: 3**
- **ENG 255 - World Literature Credits: 3**
- **ENG 258 - African American Literature Credits: 3**

Block III (Social and Behavioral Sciences) - 3 credits

Select one course

- **ECO 201 - Principles of Macroeconomics Credits: 3**
- **ECO 202 - Principles of Microeconomics Credits: 3**
- **GEO 210 - People and The Land: Intro to Cultural Geography Credits: 3**
- **PLS 135 - U.S. Government and Politics Credits: 3**
- **PSY 200 - Principles of Psychology Credits: 3**
- **SOC 200 - Principles of Sociology Credits: 3**
- **SOC 268 - Social Problems Credits: 3**

Block IV (Natural Sciences) - 4 credits

Select one course

- **BIO 101 - General Biology I Credits: 4**
- **BIO 102 - General Biology II Credits: 4**
- **CHM 111 - College Chemistry I Credits: 4**
- **CHM 112 - College Chemistry II Credits: 4**
- **GOL 105 - Physical Geology Credits: 4**
- **GOL 110 - Earth Systems: An Environmental Geology Perspective Credits: 4**
- **PHY 201 - General College Physics I Credits: 4**
- **PHY 202 - General College Physics II Credits: 4**

Block V (Mathematics) - 3-5 credits based on pathway

Select one course from student's pathway

A. Quantitative/Statistics Pathway

- **MTH 154 - Quantitative Reasoning Credits: 3**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **MTH 245 - Statistics I Credits: 3**

B. Calculus Pathway

- **MTH 161 - Precalculus I Credits: 3**
- **MTH 167 - Precalculus With Trigonometry Credits: 5**
- **MTH 261 - Applied Calculus I Credits: 3**
- **MTH 263 - Calculus I Credits: 4**

Block VI (History) - 3 credits

Select one course

- **HIS 111 - World Civilizations Pre-1500 CE Credits: 3**
- **HIS 112 - World Civilizations Post-1500 CE Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- **HIS 122 - United States History Since 1865 Credits: 3**

Block VII (Specialized General Education Courses) - 6-8 credits

Select two courses [NOTE: For Block VII, the student may complete courses from Blocks I-VI above or any additional course below. Students should align their Block VII course selection with their intended transfer destination's specific general education or programmatic requirements.]

- **ART 121 - Drawing I Credits: 3**
- **ART 223 - Life Drawing Credits: 3**
- **ASL 101 - American Sign Language I Credits: 4**
- **ASL 102 - American Sign Language II Credits: 4**
- **CSC 110 - Principles of Computer Science Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SPA 101 - Beginning Spanish I Credits: 4**
- **SPA 102 - Beginning Spanish II Credits: 4**
- **SPA 201 - Intermediate Spanish Credits: 4**
- **SPA 202 - Intermediate Spanish Credits: 4**

Minimum Required for Certificate: 31 Credits

Early Childhood Instruction, CSC

Length: 16 credits

Purpose: This program is an introduction to the field, designed to provide entry-level competencies documented by Virginia's Competencies for Early Childhood Professionals and NAEYC's Standards for Initial Early Childhood Professional Preparation. Graduates are qualified to work as a assistant teacher in childcare centers, family child care homes, and before and after school programs. This program also satisfies the level 2 requirement for Virginia's Quality Rating and Improvement System.

Program Learning Outcomes: Students will be able to:

- observe and document a student's developmental and academic levels
- identify ethical and professional guidelines when working in the early childhood field

Program Requirements

- **CHD 120 - Introduction to Early Childhood Education Credits: 3**
- **CHD 145 - Teaching Art, Music and Movement to Children Credits: 3**
- **CHD 165 - Observation and Participation in Early Childhood/Primary Setting Credits: 3**
- **CHD 205 - Guiding the Behavior of Children Credits: 3**
- **EDU 235 - Health, Safety, and Nutritional Education Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 16

Minimum Required for Certificate: 16 Credits

Infant and Toddler Care, CSC

Length: 16 credits

Purpose: This program is an introduction to the early childhood education field, designed to provide entry-level competencies documented by Virginia's Competencies for Early Childhood Professionals and NAEYC's Standards for Initial Early Childhood Professional Preparation with a specific focus on children ages birth to three. This career studies certificate is an approved requirement for employment in Early Head Start classrooms. This program also satisfies the level 2 requirement for Virginia's Quality Rating and Improvement System.

Program Learning Outcomes: The student will be able to:

- design lesson plans to promote child development and learning;
- identify ethical and professional guidelines when working in the early childhood field.

Requirements

- **CHD 120 - Introduction to Early Childhood Education Credits: 3**
- **CHD 164 - Working with Infants and Toddlers in Inclusive Settings Credits: 3**
- **CHD 165 - Observation and Participation in Early Childhood/Primary Setting Credits: 3**
- **CHD 166 - Infant and Toddler Programs Credits: 3**
- **EDU 235 - Health, Safety, and Nutritional Education Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Career Studies Certificate: 16 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

First Semester Courses

- **CHD 120 - Introduction to Early Childhood Education Credits: 3**
- **CHD 164 - Working with Infants and Toddlers in Inclusive Settings Credits: 3**
- **CHD 165 - Observation and Participation in Early Childhood/Primary Setting Credits: 3**
- **CHD 166 - Infant and Toddler Programs Credits: 3**
- **EDU 235 - Health, Safety, and Nutritional Education Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 16

Substance Abuse Counselor-Assistant,CSC

Length: 27 credits

Purpose: The career studies certificate (CSC) program in Substance Abuse Counselor-Assistant is designed to fulfill the necessary educational requirements to attain the Virginia Certified Substance Abuse Counselor Assistant (CSAC-A) credential. This career studies certificate meets the specified statutory requirements for didactic training and supervised experiential training. In addition to completing the CSC, students must also pass the Virginia State Constructed CSAC-A exam to earn the Virginia Certified Substance Abuse Counselor Assistant (CSAC-A) credential.

Occupational Objectives: Students who complete the program may be qualified for employment in a variety of positions related to substance use disorders, including:

Substance Abuse Counselor- Assistant

Substance Use Disorder Case Manager

Family Services Specialist Assistant

Social Services Liaison

Case Management Aide

Client Advocate

Social Services Para-professional

Requirements

- **HMS 121 - Basic Counseling Skills I Credits: 3**
- **HMS 141 - Group Dynamics I Credits: 3**
- **HMS 226 - Helping Across Cultures Credits: 3**
- **HMS 230 - Ethics in Human Services Credits: 3**
- **HMS 251 - Substance Abuse I Credits: 3**

- **HMS 258 - Case Management and Substance Abuse Credits: 3**
- **HMS 290 - Coordinated Internship Credits: 3**
- **PSY 200 - Principles of Psychology Credits: 3**
- **PSY 215 - Abnormal Psychology Credits: 3**

Total Credits: 27

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **HMS 121 - Basic Counseling Skills I Credits: 3**
- **HMS 226 - Helping Across Cultures Credits: 3**
- **HMS 251 - Substance Abuse I Credits: 3**
- **HMS 258 - Case Management and Substance Abuse Credits: 3**
- **PSY 200 - Principles of Psychology Credits: 3**

Total Credits: 15

Spring Semester Courses

- **HMS 290 - Coordinated Internship Credits: 3**
- **HMS 141 - Group Dynamics I Credits: 3**
- **HMS 230 - Ethics in Human Services Credits: 3**
- **PSY 215 - Abnormal Psychology Credits: 3**

Total Credits: 12

Programs by Degree Type

Administration of Justice, AAS

Length: 66 credits

Purpose: This program is designed to provide a theoretical and practical understanding of the criminal justice profession in local, state, and federal criminal justice systems.

Program Learning Outcomes: The student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy and critical thinking;
- demonstrate competency of effects of crime, law, and law enforcement systems in society;
- demonstrate competency of legal and non-legal drugs including identification, societal influences, and legal consequences;
- demonstrate proficiency to evaluate tort and criminal case charges, elements, victims, perpetrators, and outcomes;
- demonstrate proficiency of proper criminal investigation methods that follow laws from judicial, executive, and legislative branches; and
- demonstrate acceptable workplace skills, attitudes, and behaviors.

Occupational Objectives: The program prepares students for career service in the following areas: local and state police departments, federal agencies, correctional institutions, and security officers in commercial or industrial areas.

General Education Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**
- **PLS 135 - U.S. Government and Politics Credits: 3** and
- **PLS 136 - State and Local Government and Politics Credits: 3**
or
- **HIS 121 - United States History to 1877 Credits: 3** and
- **HIS 122 - United States History Since 1865 Credits: 3**
- **PSY 200 - Principles of Psychology Credits: 3**
- **SOC 200 - Principles of Sociology Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**

Total Credits: 24

Program Requirements

- **ADJ 100 - Survey of Criminal Justice Credits: 3**
- **ADJ 105 - The Juvenile Justice System Credits: 3**
- **ADJ 111 - Law Enforcement Organization & Administration I Credits: 3**
- **ADJ 130 - Introduction to Criminal Law Credits: 3**
- **ADJ 131 - Legal Evidence Credits: 3**
- **ADJ 133 - Ethics and the Criminal Justice Professional Credits: 3**
- **ADJ 146 - Adult Correctional Institutions Credits: 3**
or
- **ADJ 140 - Introduction to Corrections Credits: 3**
or
- **ADJ 145 - Corrections and the Community Credits: 3**
- **ADJ 201 - Criminology Credits: 3**
- **ADJ 236 - Principles of Criminal Investigation Credits: 3**

- **ADJ 237 - Advanced Criminal Investigation Credits: 3**
- **ADJ 280 - Capstone Project Credits: 1**
- **ADJ 299 - Supervised Study Credits: 1**
- **PED/HLT EEE - Wellness Electives Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 42

Minimum Required for Degree: 63 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

NOTE: * These classes meet the requirements of the Career Studies Certificate in Justice Studies.

Fall Semester Courses

- **ADJ 100 - Survey of Criminal Justice Credits: 3 ***
- **ADJ 111 - Law Enforcement Organization & Administration I Credits: 3 ***
- **ENG 111 - College Composition I Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**

Total Credits: 16

Spring Semester Courses

- **ADJ 105 - The Juvenile Justice System Credits: 3 ***
- **ADJ 133 - Ethics and the Criminal Justice Professional Credits: 3**
- **ADJ 201 - Criminology Credits: 3 ***
- **ADJ 146 - Adult Correctional Institutions Credits: 3 ***
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **PSY 200 - Principles of Psychology Credits: 3**

Total Credits: 18

Fall Semester Courses

- **ADJ 130 - Introduction to Criminal Law Credits: 3**
- **ADJ 131 - Legal Evidence Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**
- **PLS 135 - U.S. Government and Politics Credits: 3**
- **SOC 200 - Principles of Sociology Credits: 3**

Total Credits: 15

Spring Semester Courses

- **ADJ 236 - Principles of Criminal Investigation Credits: 3**
- **ADJ 237 - Advanced Criminal Investigation Credits: 3**
- **ADJ 280 - Capstone Project Credits: 1**
- **ADJ 299 - Supervised Study Credits: 1**
- **PLS 136 - State and Local Government and Politics Credits: 3**
- **PED/HLT EEE - Wellness Electives Credits: 3**
- **ADJ 160 - Police Response to Critical Incidents Credits: 3**

Total Credits: 17

Administrative Support Technology, AAS

Length: 62 credits

Purpose: Individuals who are seeking their first employment or those who wish to qualify for promotion in a present position or to another field, including self-employment, may benefit from this program. This program prepares a student for work in a general office setting as well as offering skills in the legal and medical office areas. The program enables the student to become proficient in administrative duties and skills in a variety of companies -- including manufacturing, service-oriented, and government--or as a virtual assistant.

Employment Objectives: Completion of this program may lead to employment or career advancement in any of a wide variety of positions such as administrative assistant, administrative secretary, executive secretary, medical secretary, medical transcriptionist, customer service representative, legal secretary, office services specialist, and clerical supervisor.

Potential Certification: A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Microsoft Office Specialist (MOS) - Word, Excel, PowerPoint
- Certified Administrative Professional (CAP) and Certified Professional Secretary (CPS) - sponsored by the International Association of Administrative Professionals (IAAP) (requires related work experience)

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking
- demonstrate the supervisory role of the administrative professional including ethical behaviors and appropriate interpersonal skills
- demonstrate proficiency with computer software, business application, and information literacy

General Education Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**
- or
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **ENG 115 - Technical Writing Credits: 3**

Total Credits: 15

Program Requirements

- **ACC 124 - Payroll Accounting Credits: 3**
- or
- **ACC 211 - Principles of Accounting I Credits: 3**
- **AST 101 - Keyboarding I Credits: 3**
- **AST 102 - Keyboarding II Credits: 3**
- **AST 107 - Editing/Proofreading Skills Credits: 3**
- **AST 136 - Office Record Keeping Credits: 3**
- **AST 137 - Records Management Credits: 3**
- **AST 141 - Word Processing (Specify Software) Credits: 3**
- **AST 154 - Voice Recognition Applications (Dragon Naturally Speaking) Credits: 1**
- **AST 205 - Business Communications Credits: 3**
- **AST 243 - Office Administration I Credits: 3**
- **AST 260 - Presentation Software (Microsoft PowerPoint) Credits: 3**
- **AST 290 - Coordinated Internship Credits: 3**
- **AST 299 - Supervised Study Credits: 1**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **MKT 260 - Customer Service Management Credits: 3**
- **PED/HLT EEE - Wellness Electives Credits: 2**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 47

Minimum Required for Degree: 62 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

NOTE: * These classes meet the requirements of the Certificate in Clerical Studies.

Classes marked with a + meet the requirements of the *Career Studies Certificate for Office Assisting*.

Fall Semester Courses

- **AST 101 - Keyboarding I Credits: 3 * +**
- **MTH 130 - Fundamentals of Reasoning Credits: 3 ***
- **SDV 100 - College Success Skills Credits: 1 * +**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3 * +**
- **ENG 115 - Technical Writing Credits: 3 * +**
- **AST 107 - Editing/Proofreading Skills Credits: 3 * +**

Total Credits: 16

Spring Semester Courses

- **AST 102 - Keyboarding II Credits: 3 * +**
- **AST 154 - Voice Recognition Applications (Dragon Naturally Speaking) Credits: 1 * +**
- **AST 141 - Word Processing (Specify Software) Credits: 3 * +**
- **ACC 124 - Payroll Accounting Credits: 3 ***
- **ITE 140 - Spreadsheet Software Credits: 3 ***
- **AST 136 - Office Record Keeping Credits: 3 ***

Total Credits: 16

Fall Semester Courses

- **AST 243 - Office Administration I Credits: 3 ***
- **AST 260 - Presentation Software (Microsoft PowerPoint) Credits: 3 ***
- **PED/HLT EEE - Wellness Electives Credits: 2**
- **CST 110 - Introduction to Communication Credits: 3**
- **AST 137 - Records Management Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**

Total Credits: 17

Spring Semester Courses

- **AST 290 - Coordinated Internship Credits: 3**
- **AST 299 - Supervised Study Credits: 1**
- **MKT 260 - Customer Service Management Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **AST 205 - Business Communications Credits: 3**

Total Credits: 13

Administrative Support Technology: Medical Office Specialization, AAS

Length: 65 credits

Purpose: Individuals who are seeking their first employment or those who wish to qualify for promotion in a present position or to another field, including self-employment, may benefit from this program. This program prepares a student for work in a general office setting with specialized training in various medical office areas. The program enables the student to become proficient in administrative duties and provides additional skills in a medical setting.

Employment Objectives: Completion of this program may lead to employment or career advancement in any of a wide variety of positions such as administrative assistant, administrative secretary, executive secretary, medical secretary, medical transcriptionist, customer service representative, office services specialist, and clerical supervisor.

Potential Certification: A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Microsoft Office Specialist (MOS) - Word, PowerPoint, Excel;
- **Certified Administrative Professional (CAP) and Certified Professional Secretary (CPS) - sponsored by the International Association of Administrative Professionals (IAAP) (requires related work experience).**

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking
- demonstrate the management of health information through the use of filing system and electronic health records
- apply mathematical reasoning skills to formulate and solve problems as applied to electronic billing
- demonstrate proficiency with computer software, business application, and information literacy
- demonstrate acceptable workplace skills, attitudes, and behaviors

General Education Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 115 - Technical Writing Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**
or
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 15

Program Requirements

- **AST 101 - Keyboarding I Credits: 3**
- **AST 102 - Keyboarding II Credits: 3**
- **AST 107 - Editing/Proofreading Skills Credits: 3**
- **AST 136 - Office Record Keeping Credits: 3**
- **AST 141 - Word Processing (Specify Software) Credits: 3**
- **AST 154 - Voice Recognition Applications (Dragon Naturally Speaking) Credits: 1**
- **AST 243 - Office Administration I Credits: 3**
- **AST 245 - Medical Machine Transcription Credits: 3**
- **AST 260 - Presentation Software (Microsoft PowerPoint) Credits: 3**
- **AST 271 - Medical Office Procedures I Credits: 3**
- **AST 290 - Coordinated Internship Credits: 3**
- **AST 299 - Supervised Study Credits: 1**
- **HIM 143 - Managing Electronic Billing In A Medical Practice Credits: 3**
- **HLT 143 - Medical Terminology I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **MKT 260 - Customer Service Management Credits: 3**
- **PED/HLT EEE - Wellness Electives Credits: 2**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 50

Minimum Required for Degree: 65 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

NOTE: *These classes meet the requirements of the Career Studies Certificate in Medical Transcription.

Classes marked with a + meet the requirements for the *Career Studies Certificate in Office Assisting*

Fall Semester Courses

- **AST 101 - Keyboarding I Credits: 3 * +**
- **AST 107 - Editing/Proofreading Skills Credits: 3 * +**
- **ENG 115 - Technical Writing Credits: 3 * +**
- **HLT 143 - Medical Terminology I Credits: 3 ***
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3 + ***
- **SDV 100 - College Success Skills Credits: 1 + ***

Total Credits: 16

Spring Semester Courses

- **AST 102 - Keyboarding II Credits: 3 * +**
- **AST 136 - Office Record Keeping Credits: 3**
- **AST 141 - Word Processing (Specify Software) Credits: 3 * +**
- **AST 154 - Voice Recognition Applications (Dragon Naturally Speaking) Credits: 1 * +**
- **HIM 143 - Managing Electronic Billing In A Medical Practice Credits: 3 ***
- **MTH 130 - Fundamentals of Reasoning Credits: 3**

Total Credits: 16

Fall Semester Courses

- **AST 243 - Office Administration I Credits: 3**
- **AST 245 - Medical Machine Transcription Credits: 3 ***
- **AST 260 - Presentation Software (Microsoft PowerPoint) Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **PED/HLT EEE - Wellness Electives Credits: 2**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 17

Spring Semester Courses

- **AST 271 - Medical Office Procedures I Credits: 3**
- **AST 290 - Coordinated Internship Credits: 3**
- **AST 299 - Supervised Study Credits: 1**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **MKT 260 - Customer Service Management Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**

Total Credits: 16

Business Technology: Major: Accounting, AAS

Length: 62 credits

Purpose: This program provides knowledge and skills leading to immediate employment in the field of accounting. People who wish to qualify for promotion in a present position to another field may benefit from this program. Students are strongly urged to consult their faculty advisor in planning programs.

Employment Objectives: Some of the occupations and positions for which graduates of this program may qualify are accounting technician, junior accountant or accountant.

Potential Certification: A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Microsoft Office Specialist (MOS) - Excel
- American Institute of Professional Bookkeepers - Certified Bookkeeper (CB) (requires related work experience and code of ethics agreement)
- QuickBooks

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking
- demonstrate the ability to perform payroll
- demonstrate the ability to prepare a complex tax return
- demonstrate a mastery of QuickBooks Accounting Software
- demonstrate acceptable workplace skills, attitudes, and behaviors

General Education Requirements

- **ECO 202 - Principles of Microeconomics Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**
or
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**

Total Credits: 16

Program Requirements

- **ACC 124 - Payroll Accounting Credits: 3**
- **ACC 211 - Principles of Accounting I Credits: 3**
- **ACC 212 - Principles of Accounting II Credits: 3**
- **ACC 215 - Computerized Accounting Credits: 3**
- **ACC 219 - Gov't. and Non-Profit Accounting Credits: 3**
- **ACC 221 - Intermediate Accounting I Credits: 3**
- **ACC 222 - Intermediate Accounting II Credits: 3**
- **ACC 261 - Principles of Federal Taxation I Credits: 3**
- **ACC 290 - Coordinated Internship Credits: 3**
Or
- **ACC 297 - Cooperative Education Credits: 3**
- **BUS 241 - Business Law I Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **BUS 100 - Introduction to Business Credits: 3**

- **BUS 205 - Human Resource Management Credits: 3**
- **FIN 107 - Personal Finance Credits: 3**
- **MKT 100 - Principles of Marketing Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 46

Minimum Required for Degree: 62 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

NOTE: * These classes meet the requirements of the Certificate in Bookkeeping.

Fall Semester Courses

- **ACC 211 - Principles of Accounting I Credits: 3**
- **BUS 100 - Introduction to Business Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 16

Spring Semester Courses

- **ACC 212 - Principles of Accounting II Credits: 3**
- **ECO 202 - Principles of Microeconomics Credits: 3**
- **MKT 100 - Principles of Marketing Credits: 3**
- **BUS 205 - Human Resource Management Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**

Total Credits: 15

Fall Semester Courses

- **ACC 221 - Intermediate Accounting I Credits: 3**
- **ACC 215 - Computerized Accounting Credits: 3**
- **ACC 261 - Principles of Federal Taxation I Credits: 3**

- **BUS 241 - Business Law I Credits: 3**
- **FIN 107 - Personal Finance Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**

Total Credits: 16

Spring Semester Courses

- **ACC 219 - Gov't. and Non-Profit Accounting Credits: 3**
- **ACC 222 - Intermediate Accounting II Credits: 3**
- **ACC 290 - Coordinated Internship Credits: 3**
- **ACC 124 - Payroll Accounting Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**

Total Credits: 15

Business Technology: Major: Management, AAS

Length: 62 credits

Purpose: This program provides knowledge and skills leading to immediate employment in the area of management within a small to mid-size business or retail setting. People who are seeking their first employment or wish to qualify for promotion in a present position or to another field may benefit from this program.

Occupational Objectives: Graduates of this program may qualify for positions in general management, manufacturing or industrial management, customer service, sales management or retail management.

Potential Certification: A student may elect to take an industry-specific certification exam. Examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following exam:

- Microsoft Office Specialist (MOS) - Excel.

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking;
- outline the decision making process for managers using various decision making techniques;
- demonstrate the ability to gather, interpret, and disseminate financial information; and
- demonstrate acceptable workplace skills, attitudes, and behaviors.

General Education Requirements

- **ECO 202 - Principles of Microeconomics Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**
or
- **MTH 154 - Quantitative Reasoning Credits: 3**

- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**

Total Credits: 15

Program Requirements

- **ACC 211 - Principles of Accounting I Credits: 3**
- **BUS 100 - Introduction to Business Credits: 3**
- **BUS 111 - Principles of Supervision I Credits: 3**
- **BUS 112 - Principles of Supervision II Credits: 3**
- **BUS 200 - Principles of Management Credits: 3**
- **BUS 204 - Project Management Credits: 3**
- **BUS 205 - Human Resource Management Credits: 3**
- **BUS 241 - Business Law I Credits: 3**
- **BUS 290 - Coordinated Internship Credits: 3**
- **ACC 212 - Principles of Accounting II Credits: 3**
- **FIN 107 - Personal Finance Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **ACC 124 - Payroll Accounting Credits: 3**
- **BUS 106 - Security Awareness for Managers Credits: 3**
- **MKT 100 - Principles of Marketing Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 47

Minimum Required for Degree: 62 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

NOTE: * These classes meet the requirements of the Certificate in General Business.

Classes marked with an (M) meet the requirements of the Career Studies Certificate in Management Assistant.

Class marked with an (S) meet the requirements of the Career Studies Certificate in Supervision.

Fall Semester Courses

- **BUS 100 - Introduction to Business Credits: 3**
- **ENG 111 - College Composition I Credits: 3**

- ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3
- ACC 211 - Principles of Accounting I Credits: 3
- MTH 130 - Fundamentals of Reasoning Credits: 3
- SDV 100 - College Success Skills Credits: 1

Total Credits: 16

Spring Semester Courses

- ACC 212 - Principles of Accounting II Credits: 3
- ECO 202 - Principles of Microeconomics Credits: 3
- MKT 100 - Principles of Marketing Credits: 3
- ITE 140 - Spreadsheet Software Credits: 3
- BUS 205 - Human Resource Management Credits: 3

Total Credits: 15

Fall Semester Courses

- PED/HLT EEE - Wellness Elective Credits: 1
- BUS 241 - Business Law I Credits: 3
- FIN 107 - Personal Finance Credits: 3
- BUS 111 - Principles of Supervision I Credits: 3
- BUS 200 - Principles of Management Credits: 3
- BUS 106 - Security Awareness for Managers Credits: 3

Total Credits: 16

Spring Semester Courses

- ACC 124 - Payroll Accounting Credits: 3
- BUS 112 - Principles of Supervision II Credits: 3
- BUS 204 - Project Management Credits: 3
- BUS 290 - Coordinated Internship Credits: 3
- HUM EEE - Humanities/Fine Arts Elective Credits: 3

Total Credits: 15

Business Technology: Management Specialization Culinary and Hospitality Management, AAS

Length: 62 credits

Purpose: To provide a response to current and anticipated workforce shortage in the hospitality industry. Individuals who are interested in owning or seeking employment in managing a restaurant, bakery, or other related fields may benefit from this program. The Culinary and Hospitality Management program will prepare the student to enter the rapidly changing areas of hospitality and the challenges that are currently facing today's hospitality industry.

Occupational Objectives: Graduates of this program may qualify for positions in restaurant management, general hospitality management, customer service, or kitchen management positions.

Potential Certification: A student may elect to take an industry-specific certification/license exam. After completion of this program, a student will be academically prepared to take the following exams:

- ServSafe Manager Certification;
- ManageFirst Program Certification in Controlling Food Service Costs;
- ManageFirst National Management Credential.

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy and critical thinking;
- outline the decision making process for managers using various decision making techniques;
- demonstrate the ability to gather, interpret, and disseminate financial information;
- demonstrate acceptable workplace skills, attitudes, and behaviors;
- demonstrate a working knowledge of food production, and quality control practices;
- demonstrate skills to manage food service tasks and services; and
- demonstrate knowledge of food production and dining.

General Education Requirements

- **ECO 202 - Principles of Microeconomics Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**
- or
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**

Total Credits: 15

Program Requirements

- **ACC 211 - Principles of Accounting I Credits: 3**
- **BUS 100 - Introduction to Business Credits: 3**
- **BUS 111 - Principles of Supervision I Credits: 3**
- **BUS 205 - Human Resource Management Credits: 3**
- **BUS 241 - Business Law I Credits: 3**
- **HRI 158 - Sanitation and Safety Credits: 3**
- **HRI 218 - Fruit, Vegetable, and Starch Preparation Credits: 3**
- **HRI 220 - Meat, Seafood, and Poultry Preparation Credits: 3**

- **ACC 212 - Principles of Accounting II Credits: 3**
- **BUS 200 - Principles of Management Credits: 3**
- **FIN 107 - Personal Finance Credits: 3**
- **HRI 106 - Principles of Culinary Arts I-II Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **HRI 128 - Principles of Baking Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **MKT 100 - Principles of Marketing Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 47

Minimum Required for Degree: 62 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **BUS 100 - Introduction to Business Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **ACC 211 - Principles of Accounting I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 16

Spring Semester Courses

- **ITE 140 - Spreadsheet Software Credits: 3**
- **ACC 212 - Principles of Accounting II Credits: 3**
- **ECO 202 - Principles of Microeconomics Credits: 3**
- **MKT 100 - Principles of Marketing Credits: 3**
- **BUS 205 - Human Resource Management Credits: 3**

Total Credits: 15

Fall Semester Courses

- **BUS 241 - Business Law I Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **FIN 107 - Personal Finance Credits: 3**
- **BUS 111 - Principles of Supervision I Credits: 3**
- **BUS 200 - Principles of Management Credits: 3**
- **HRI 106 - Principles of Culinary Arts I-II Credits: 3**

Total Credits: 16

Spring Semester Courses

- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **HRI 128 - Principles of Baking Credits: 3**
- **HRI 218 - Fruit, Vegetable, and Starch Preparation Credits: 3**
- **HRI 220 - Meat, Seafood, and Poultry Preparation Credits: 3**
- **HRI 158 - Sanitation and Safety Credits: 3**

Total Credits: 15

Business Technology: Management Specialization Entrepreneurship/Small Business, AAS

Length: 62 credits

Purpose: Individuals, who are seeking their first job or those who wish to qualify for promotion in a present position or to another field, including self-employment, may benefit from this program. Students will be provided knowledge, skills, and training necessary to start a business and manage the functional areas of the business to become a successful entrepreneur.

Occupational Objectives: Completion of this program may lead to employment or career advancement in a wide variety of positions such as entrepreneur, small business owner, small business advisor, small business partner, proprietor, owner-operator, or consultant for small business.

Potential Certification: A student may elect to take an industry- specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Microsoft Office Specialist (MOS) - Excel.

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking;
- outline the decision making process for managers using various decision making techniques;
- demonstrate the ability to gather, interpret, and disseminate financial information;
- demonstrate acceptable workplace skills, attitudes, and behaviors;
- explain the importance of entrepreneurial qualities and describe the characteristics of successful entrepreneurs; and
- create a business plan necessary to initiate and open a small business.

General Education Requirements

- **ECO 202 - Principles of Microeconomics Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**

Total Credits: 15

Program Requirements

- **ACC 211 - Principles of Accounting I Credits: 3**
- **BUS 100 - Introduction to Business Credits: 3**
- **BUS 111 - Principles of Supervision I Credits: 3**
- **FIN 107 - Personal Finance Credits: 3**
- **BUS 165 - Small Business Management Credits: 3**
- **BUS 241 - Business Law I Credits: 3**
- **BUS 290 - Coordinated Internship Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **BUS 116 - Entrepreneurship Credits: 3**
- **ACC 212 - Principles of Accounting II Credits: 3**
- **MKT 100 - Principles of Marketing Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **BUS 205 - Human Resource Management Credits: 3**
- **BUS 280 - Introduction to International Business I Credits: 3**
- **BUS 106 - Security Awareness for Managers Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **BUS 200 - Principles of Management Credits: 3**

Total Credits: 47

Minimum Required for Degree: 62

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

NOTE: * These classes meet the requirements of the Career Studies Certificate in Entrepreneurial and Small Business Management.

Fall Semester Courses

- **ACC 211 - Principles of Accounting I Credits: 3**
- **BUS 100 - Introduction to Business Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 16

Spring Semester Courses:

- **ACC 212 - Principles of Accounting II Credits: 3**
- **BUS 205 - Human Resource Management Credits: 3**
- **ECO 202 - Principles of Microeconomics Credits: 3**
- **MKT 100 - Principles of Marketing Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**

Total Credits: 15

Fall Semester Courses

- **FIN 107 - Personal Finance Credits: 3**
- **BUS 241 - Business Law I Credits: 3**
- **BUS 111 - Principles of Supervision I Credits: 3**
- **BUS 200 - Principles of Management Credits: 3**
- **BUS 106 - Security Awareness for Managers Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**

Total Credits: 16

Spring Semester Courses

- **BUS 290 - Coordinated Internship Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **BUS 165 - Small Business Management Credits: 3**
- **BUS 280 - Introduction to International Business I Credits: 3**
- **BUS 116 - Entrepreneurship Credits: 3**

Total Credits: 15

Early Childhood Development, AAS

Length: 62 credits

Purpose: This program is designed to prepare early childhood professionals with the knowledge and skills needed to successfully manage a classroom and teach students from diverse backgrounds with varied academic and developmental needs. Graduates will be prepared to work with students in a variety of educational environments including childcare centers, family day homes, Head Start, and public or private schools. Students will learn to use an array of teaching methods, approaches to classroom management, and methods for teaching exceptional students. Students completing this program can transfer to select schools that currently have an active articulation agreement with P&HCC. See program advisor for a list of schools where graduates of the program can earn a bachelor's degree and pre -k through third grade teaching license.

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy and critical thinking
- build meaningful curriculum in Language Arts, Math, Science, and Social Studies
- create strategies to build relationships with families and the community
- observe and document a student's developmental and academic levels
- identify ethical and professional guidelines when working in the early childhood field; and
- design, teach, and reflect on lesson plans that match Virginia standards and the developmental needs of the child

The Early Childhood Department has made a commitment to the NAEYC Standards of ethical behavior in early childhood care and education.

https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/Ethics%20Position%20Statement2011_09202013update.pdf

Accreditation Information

The A.A.S. Early Childhood Development degree at Patrick & Henry Community College is seeking accreditation by the Commission on the Accreditation of Early Childhood Higher Education Programs of the National Association for the Education of Young Children (NAEYC). The NAEYC site visit is scheduled for March of 2023.

Number of Program Completers

Academic Year	Number of Program Completers	Percentage of program completers who were attending full-time (at the time of completion)	Percentage of program completers who were attending part-time (at the time of program completion)
2020-21	13	8/13 (61.5%)	5/13 (38.4%)
2019-20	6	5/6 (83.3%)	1/6 (16.6%)
2018-19	10	4/10 (40%)	6/10 (60%)

Program Completion Rate

Academic year in which a Fall cohort of full-time candidates enrolled in the program	Percentage of those candidates who completed the program within 150% of the published timeframe	Percentage of those candidates who completed the program within 200% (twice) of the published timeframe

2018-19	8/15 (53.3%)	8/15 (53.3%)
2017-18	16/21 (76.1%)	16/21 (76.1%)
2016-17	22/34 (64.7%)	24/34 (70.5%)

Fall-to-Fall Retention Rate

Academic Year	Percentage of part-time candidates enrolled in the program (% of total enrollment)	Retention rate among part-time candidates	Percentage of full-time candidates enrolled in the program (% of total enrollment)	Retention rate among full-time candidates
2020-21	39/77 (50.6%)	14/39 (35.8%)	38/77 (49.3%)	19/38 (50%)
2019-20	65/112 (58%)	25/65 (38.4%)	47/112 (41.9%)	30/47 (63.8%)
2018-19	45/94 (47.8%)	32/45 (71.1%)	49/94 (52.1%)	9/49 (18.36%)

Curriculum Requirements: Students must successfully complete all of the requirements (general education and program requirements) listed under the program information to be awarded the Associate of Applied Science in Early Childhood Development.

General Education Requirements

- **BIO 101 - General Biology I Credits: 4**
- **ENG 111 - College Composition I Credits: 3** and
- **ENG 112 - College Composition II Credits: 3**
- **ENG 250 - Children's Literature Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
or
- **HIS 122 - United States History Since 1865 Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**

Total Credits: 22

Program Requirements

- **CHD 118 - Language Arts for Young Children Credits: 3**
- **CHD 120 - Introduction to Early Childhood Education Credits: 3**
- **CHD 145 - Teaching Art, Music and Movement to Children Credits: 3**
- **CHD 146 - Math, Science, and Social Studies for Children Credits: 3**
- **CHD 165 - Observation and Participation in Early Childhood/Primary Setting Credits: 3**
- **CHD 166 - Infant and Toddler Programs Credits: 3**

- **CHD 205 - Guiding the Behavior of Children Credits: 3**
- **CHD 210 - Introduction to Exceptional Children Credits: 3**
- **CHD 216 - Early Childhood Programs, School, and Social Change Credits: 3**
- **CHD 265 - Advanced Observation and Participation in Early Childhood/Primary Settings Credits: 3**
- **CHD 270 - Administration of Early Childcare Programs Credits: 3**
- **EDU 200 - Introduction to Teaching as a Profession Credits: 3**
- **EDU 235 - Health, Safety, and Nutritional Education Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 40

Minimum Required for Degree: 62 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

NOTE: * These classes meet the requirements of the Certificate in Early Childhood Education. Classes marked with an plus (+) meet the requirements of the Career Studies Certificate in Early Childhood Instruction.

Fall Semester Courses

- **CHD 120 - Introduction to Early Childhood Education Credits: 3 * +**
- **CHD 145 - Teaching Art, Music and Movement to Children Credits: 3 * +**
- **CHD 165 - Observation and Participation in Early Childhood/Primary Setting Credits: 3 * +**
- **CHD 205 - Guiding the Behavior of Children Credits: 3 +**
*
- **EDU 235 - Health, Safety, and Nutritional Education Credits: 3 * +**
- **SDV 100 - College Success Skills Credits: 1**
*
+

Total Credits: 16

Spring Semester Courses

- **CHD 118 - Language Arts for Young Children Credits: 3**
*
- **CHD 146 - Math, Science, and Social Studies for Children Credits: 3 ***
- **CHD 270 - Administration of Early Childcare Programs Credits: 3 ***
- **ENG 111 - College Composition I Credits: 3**
*

- **PSY 230 - Developmental Psychology Credits: 3 ***

Total Credits: 15

Fall Semester Courses

- **CHD 166 - Infant and Toddler Programs Credits: 3**
- **CHD 216 - Early Childhood Programs, School, and Social Change Credits: 3**
- **EDU 200 - Introduction to Teaching as a Profession Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**

Total Credits: 15

Spring Semester Courses

- **ENG 250 - Children's Literature Credits: 3**
- **CHD 210 - Introduction to Exceptional Children Credits: 3**
- **CHD 265 - Advanced Observation and Participation in Early Childhood/Primary Settings Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- **BIO 101 - General Biology I Credits: 4**

Total Credits: 16

Emergency Medical Services - Paramedic, AAS

Length: 67 credits

Purpose: This program is designed to provide knowledge and skills to prepare selected students to qualify as practitioners of emergency medical services in a variety of health service facilities.

Employment Objectives: Employment opportunities for the Paramedic include pre-hospital EMS agencies, municipal fire departments, emergency departments in hospitals, nursing homes, physician's offices, clinics, industry, and home health agencies.

Potential Certification: After successful completion of the AAS degree students will be eligible for the National Registry of Emergency Medical Technicians Paramedic (NRP) Certification examination. A student who resides outside of Virginia and plans to apply for certification as a Paramedic subsequent to completion of this education program may not meet the requirements for certification in the state of residence.

Program Learning Outcomes: Graduates of the program will:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking;
- demonstrate ability to apply concepts and skill required to practice as a paramedic level provider;
- demonstrates required clinical skill competencies to deliver appropriate client care;
- administer medications within the scope of practice as a paramedic provider;

- demonstrate acceptable workplace skills, attitudes, and behaviors;
- appropriately interpret ECG readings and provide ALS intervention; and
- demonstrate competency identifying human organs and listing specific functions of organs that make up organ systems.

Special Accreditation Status: The Patrick & Henry Community College EMS-Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To Contact CAAHEP:

Commission on Accreditation of Allied Health Education Programs
9355 113th St. N, #7709
Seminole, FL 33775
www.caahep.org

To Contact CoAEMSP:

8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 75088
(214) 703-8445
FAX (214) 703-8992
www.coaemsp.org

The program is also accredited to provide Paramedic training in the Commonwealth of Virginia by:

Virginia Department of Health
Office of Emergency Medical Services (VAOEMS)
1041 Technology Park Drive
Glen Allen, VA 23059-4500
Phone 1-800-523-6019

Special Admission Requirements: The applicant must meet the following requirements for admission to the EMS Education program. Interested students should contact the EMS Program Director for academic advising.

1. Be accepted as a student to the college.
2. Graduation from high school or satisfactory completion of the GED. Verification of high school graduation or GED is required by Virginia OEMS for this level of certification. Submission of official transcripts or GED scores is mandatory for all applicants.
3. Completion of the EMS Admission test scoring 70% or higher on no more than two attempts in one application cycle.
4. A cumulative college grade point average of 2.0 or better in all related and general education requirements completed before admission into the EMS Education program is desired and will be given higher priority for admission into the program.
5. Submit an EMS Program Application form along with required paperwork, i.e. high school transcripts, college transcripts, current EMS certification, etc. during the specified EMS Education program application period.

Admission Procedure: Applications to the program will be accepted during the specified EMS Education program application periods. After the application period has concluded all completed application files will be reviewed and considered. Qualified applicants enrolled at the college or holding current Virginia certification as an Emergency Medical Technician, Virginia Advanced EMT, or holding current National Registry and/or Virginia EMT-Intermediate certification will be given first priority for admission. Incomplete files will not be considered.

- EMS-Paramedic program applicants must complete an entrance exam to be ranked and accepted into the program. The exam evaluates basic math and reading comprehension skills and is a reliable predictor of the applicant's readiness and capability for successful completion of the Paramedic program.

- Applicants must successfully complete the entrance exam with a minimum of 70% for math and reading on no more than two attempts. In the event an applicant has been denied entrance due to two unsuccessful attempts of the entrance exam, the applicant must wait until the next EMS-Paramedic application period to test again.
- Passing scores are only good for the current EMS application period.
- After submission of a EMS-Paramedic application during the published application period, qualified applicants will be invited to take the entrance exam. Please note qualified applicants are those that meet the outlined program application requirements. The cost of the exam is \$5 and is administered electronically from Platinum Education. Applicants will be provided an exam schedule with multiple dates and times the exam will be offered for the application period.
- Applicants are encouraged to be prepared to complete simple math including addition, subtraction, multiplication, division, fractions/proportions, decimals/percents, conversions, and some basic algebra, as well as be prepared to type a 125-word minimum essay on why a potential career path in Emergency Medical Services has been chosen.

A completed application file includes the following:

1. The completed EMS Program Application form.
2. Official transcripts of all high school work and all prior college work other than P&HCC.
3. Results of the EMS Admission Test.
4. A copy of your current Virginia EMS certification, if applicable.

Because the EMS Education program addresses the educational needs of students with a variety of experiences and prior education, a limited number of entering class positions may be designated for certified EMT-Intermediates who graduated from accredited programs or for prospective high school graduates who also have been enrolled at P&HCC as part of an EMT approved program of dual enrollment. Interested high school sophomores should see their counselors in the spring of their sophomore year. Interested high school juniors should see their counselors in the fall of their junior year.

Functional Abilities required for the program include:

- verbally communicate in person, via telephone and telecommunications using the English language;
- hear spoken information from co-workers, patients, physicians and dispatchers and in sounds common to the emergency scene;
- ability to lift, carry, balance up to 125 pounds (250 with assistance);
- ability to interpret and respond to written, oral, and diagnostic form instructions;
- read road maps, drive vehicle, accurately discern street signs and address numbers;
- read medication/ prescription labels and directions for usage in quick, accurate, and expedient manner;
- communicate verbally with patients and significant others in diverse cultural and age groups to interview patient, family members, and bystanders;
- discern deviations/changes in eye/skin coloration due to patient's condition and to the treatment given;
- document, in writing, all relevant information in prescribed format in light of legal ramifications of such;
- perform with good manual dexterity all tasks related to advanced emergency patient care and documentation;
- bend, stoop, balance, and crawl on uneven terrain;
- withstand varied environmental conditions such as extreme heat, cold, and moisture.

After admission to the EMS Education program, the prospective student is provided with an EMS Physical Examination form that must be completed by a physician prior to enrolling in the clinical or field internship classes. Students must provide proof of all required immunizations as mandated by clinical agencies.

Upon admission, all students are required to undergo mandatory drug screening. Students must have a negative drug screen in order to begin the clinical or field internship classes. Drug screens may be repeated after program acceptance to comply with clinical agency requirements.

Please **NOTE** that any prospective EMS student with a criminal conviction needs to speak with the EMS Program Director prior to enrollment at P&HCC. Certain convictions will prevent the person from being certified as an

Emergency Medical Services Provider in Virginia. Students must produce a satisfactory criminal background check to the standards of all clinical agencies used by the college for experiential learning prior to enrolling in the EMS program. Background checks may have to be repeated to comply with clinical agency requirements.

Readmission Requirements: Any student wishing to re-enroll in the EMS Education program must have at least a 2.0 cumulative grade point average at P&HCC to be considered. A student who wishes to re-enter the EMS Education program must follow the readmission procedure outlined in the EMS Education Program Student Handbook. The student may be required to enroll in and satisfactorily complete specific courses before and/or after readmission. Additional data may be required. The EMS faculty will consider each student's application for readmission and the decision to readmit will be based on additional data, prior performance in the EMS Education program and space availability.

Students who fail an EMS course or withdraw for any reason from the EMS Education program may be readmitted to the program only once. All readmissions are at the discretion of the EMS faculty.

Advanced Placement: Current credentialed Virginia EMT, Advanced EMT or EMT-Intermediate providers may be eligible for advanced placement.

Financial Requirements: In addition to the usual college tuition and fees, this program requires additional expenses.

Approximate costs include:

Drug screening	\$38 minimum
Criminal background check	\$48 minimum
Books	\$650
Uniforms	\$100
Physical examination	\$100
Platinum Planner	\$85 (minimum)
EMS Testing	\$100
Reel Dx Scenarios	\$69 (minimum)

Transfer of EMS Credit: Students seeking to transfer credit received from EMS courses at other institutions will be considered on an individual basis by the EMS faculty. The student may be asked to provide course descriptions, course syllabi, achievement scores and selected data from the course instructor in order to determine placement in the EMS program, subject to availability of space. Since there frequently are differences among EMS programs, students wishing to transfer should be aware that there might be an interruption in program progression.

Curriculum Requirements: In addition to formal lectures and laboratory exercises, selected experiences within driving distance of the college will be scheduled at day, evening and/or weekend times, depending on the availability of facilities.

EMS students will be required to successfully pass cognitive and psychomotor examinations at various points in the curriculum in order to continue in the program. Students who are unsuccessful will be counseled and guided in a specified number of remediation efforts. Upon successful completion of remedial requirements and passing the appropriate examinations, students may continue in the program.

To remain in the program, a student must have a "C" or above in all required EMS courses. Additionally, a grade of "C" or above in all semesters of biology and psychology is required to meet degree requirements.

Clinical/field/preceptor experiences require access to contracted clinical agencies.

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **BIO 141 - Human Anatomy and Physiology I Credits: 4**
- **BIO 142 - Human Anatomy and Physiology II Credits: 4**
- **PHI 220 - Ethics Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**

Total Credits: 17

Program Requirements

- **EMS 111 - Emergency Medical Technician Credits: 7**
- **EMS 120 - Emergency Medical Technician-Clinical Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **EMS 121 - Preparatory Foundations Credits: 2**
- **EMS 123 - EMS Clinical Preparation Credits: 1**
- **EMS 125 - Basic Pharmacology Credits: 1**
- **EMS 126 - Basic Pharmacology Lab Credits: 1**
- **EMS 127 - Airway, Shock and Resuscitation Credits: 1**
- **EMS 128 - Airway, Shock and Resuscitation Lab Credits: 1**
- **EMS 135 - Emergency Medical Care Credits: 2**
- **EMS 136 - Emergency Medical Care Lab Credits: 1**
- **EMS 137 - Trauma Care Credits: 1**
- **EMS 138 - Trauma Care Lab Credits: 1**
- **EMS 139 - Special Populations Credits: 1**
- **EMS 140 - Special Populations Lab Credits: 1**
- **EMS 141 - Cardiovascular Care Credits: 2**
- **EMS 142 - Cardiovascular Care Lab Credits: 1**
- **EMS 170 - ALS Internship I Credits: 1**
- **EMS 175 - Paramedic Clinical Experience I Credits: 1**
- **EMS 202 - Paramedic Pharmacology Credits: 2**
- **EMS 203 - Advanced Patient Care Credits: 2**
- **EMS 204 - Advanced Patient Care Lab Credits: 2**
- **EMS 206 - Pathophysiology for the Health Professions Credits: 3**
- **EMS 247 - Paramedic Clinical Experience II Credits: 1**
- **EMS 210 - EMS Operations Credits: 1**
- **EMS 212 - Leadership and Professional Development Credits: 1**
- **EMS 216 - Paramedic Review Credits: 1**
- **EMS 249 - Paramedic Capstone Internship Credits: 2**
- **EMS 163 - Prehospital Trauma Life Support (PHTLS) Credits: 1**
- **EMS 164 - Advanced Medical Life Support (AMLS) Credits: 1**
- **EMS 165 - Advanced Cardiac Life Support (ACLS) Credits: 1**

- **EMS 167 - Emergency Pediatrics Course (EPC) Credits: 1**
- **EMS 248 - Paramedic Comprehensive Field Experience Credits: 2**

Total Credits: 50

Minimum Required for Degree: 67 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites: Placement of ENG111/EDE 11.

Spring Semester Courses

- **EMS 111 - Emergency Medical Technician Credits: 7**
- **EMS 120 - Emergency Medical Technician-Clinical Credits: 1**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **BIO 141 - Human Anatomy and Physiology I Credits: 4**

Total Credits: 13

Fall Semester Courses

- **SDV 100 - College Success Skills Credits: 1**
- **EMS 121 - Preparatory Foundations Credits: 2**
- **EMS 123 - EMS Clinical Preparation Credits: 1**
- **EMS 125 - Basic Pharmacology Credits: 1**
- **EMS 126 - Basic Pharmacology Lab Credits: 1**
- **EMS 127 - Airway, Shock and Resuscitation Credits: 1**
- **EMS 128 - Airway, Shock and Resuscitation Lab Credits: 1**
- **EMS 135 - Emergency Medical Care Credits: 2**
- **EMS 136 - Emergency Medical Care Lab Credits: 1**
- **EMS 137 - Trauma Care Credits: 1**
- **EMS 138 - Trauma Care Lab Credits: 1**

Total Credits: 13

Spring Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **BIO 142 - Human Anatomy and Physiology II Credits: 4**

- EMS 139 - Special Populations Credits: 1
- EMS 140 - Special Populations Lab Credits: 1
- EMS 141 - Cardiovascular Care Credits: 2
- EMS 142 - Cardiovascular Care Lab Credits: 1
- EMS 170 - ALS Internship I Credits: 1
- EMS 175 - Paramedic Clinical Experience I Credits: 1

Total Credits: 14

Fall Semester Courses

- EMS 202 - Paramedic Pharmacology Credits: 2
- EMS 203 - Advanced Patient Care Credits: 2
- EMS 204 - Advanced Patient Care Lab Credits: 2
- EMS 206 - Pathophysiology for the Health Professions Credits: 3
- EMS 247 - Paramedic Clinical Experience II Credits: 1
- EMS 248 - Paramedic Comprehensive Field Experience Credits: 2

Total Credits: 12

Spring Semester Courses

- EMS 210 - EMS Operations Credits: 1
- EMS 212 - Leadership and Professional Development Credits: 1
- EMS 165 - Advanced Cardiac Life Support (ACLS) Credits: 1
- EMS 163 - Prehospital Trauma Life Support (PHTLS) Credits: 1
- EMS 167 - Emergency Pediatrics Course (EPC) Credits: 1
- EMS 164 - Advanced Medical Life Support (AMLS) Credits: 1
- EMS 216 - Paramedic Review Credits: 1
- EMS 249 - Paramedic Capstone Internship Credits: 2
- PHI 220 - Ethics Credits: 3
- PSY 230 - Developmental Psychology Credits: 3

Total Credits: 15

General Engineering Technologies, AAS

Length: 68 credits

Purpose: Provides the knowledge and skills leading to immediate employment in the field of engineering technologies and manufacturing related fields. People who wish to prepare for industry certification or qualify for promotion in a present position to another field may benefit from this program. Students may use their 18 credits of technical electives to explore a variety of technical electives but are strongly urged to pursue a concentration in one of four pathways:

Potential Industry Certifications:

A student may elect to take an industry specific certification/ license exam. Examinations generally require a testing fee

paid by the student. After completion of this program, a student will be academically prepared to take the following exams:

- CADD Certification pathway: **Autodesk Certified User for Inventor, Autodesk Certified User for Revit;**
- Advanced Manufacturing pathway: **Certified Production Technician;**
- Mechatronics preparation pathway:
 - Level 1: **Siemens Certified Mechatronic Systems Assistant**
 - Level 2: **Siemens Certified Mechatronic Systems Associate**
 - **Festo - NC3 - Introduction to Robotics**
 - **Festo - NC3 - Introduction to Sensor Technology**
 - **Festo - NC3 - DC Electricity**

Occupational Objectives:

The associate degree in engineering technology qualifies graduates for an entry-level position as a technician. Concentration in one of the three pathways will prepare a graduate for more specific roles such as engineer's assistant, supervisor trainee, manufacturing specialist, quality assurance auditor, CAD technician, maintenance lead person, team leader, and computer controlled process technician.

Advancement Options:

Program specializations offer Siemens Mechatronic System Certification. Old Dominion University offers graduates of this program advanced credit transfer options for completing a baccalaureate degree.

Core Program Learning Outcomes: A student will be able to:

- apply basic principles of engineering design
- demonstrate effective engineering communication skills in geometric analysis and spatial relationships of fundamental geometric elements; points, lines, planes and solids
- demonstrate proficiency in mathematical skills to calculate static equilibrium and perform structural analysis on rigid bodies
- demonstrate proficiency in scientific reasoning to understand the engineering design process through the basics of hydraulic, electrical, computer, and mechanical systems
- demonstrate advanced level experience in using a computer as a tool for solving technical problems and performing office functions

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **MTH 111 - Basic Technical Mathematics Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 15

Core Program Requirements

- **SAF 130 - Industrial Safety - OSHA 10 Credits: 1**
- **EGR 110 - Engineering Graphics Credits: 3**
- **IND 160 - Introduction to Robotics Credits: 3**

- **MEC 140 - Introduction to Mechatronics Credits: 3**
- **EGR 216 - Computer Methods In Engineering and Technology Credits: 3**
- **MEC 119 - Introduction to Basic CNC and CAM Credits: 3**
- **MEC 155 - Mechanisms Credits: 3**
- **MEC 165 - Applied Hydraulics, Pneumatics and Hydrostatics Credits: 3**
- **MEC 112 - Processes of Industry Credits: 3**
- **ETR 156 - Digital Circuits and Microprocessor Fundamentals Credits: 4**
- **ELE 246 - Industrial Robotics Programming Credits: 3**
- **IND 243 - Principles and Applications of Mechatronics Credits: 3**
- **EGR 298 - Seminar and Project Credits: 1**
- **ELE 233 - Programmable Logic Controller Systems I Credits: 3**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**
- **TEC EEE - Technical Electives Credits: 12**

Total Credits: 53

Technical Electives: 12 Credits

Students may choose from ANY of these 12 technical electives OR may choose to complete one of the three pathways to a certification. Some prerequisites may be required.

CADD Certification

- **CAD 201 - Computer Aided Drafting and Design I Credits: 3**
- **CAD 243 - Parametric Solid Modeling III Credits: 3**
- **CAD 202 - Computer Aided Drafting and Design II Credits: 3**
- **CAD 203 - Computer Aided Drafting and Design III Credits: 3**
- **CAD 241 - Parametric Solid Modeling I Credits: 3**
- **CAD 232 - Computer Aided Drafting II Credits: 3**
- **CAD 233 - Computer Aided Drafting III Credits: 3**
- **CAD 242 - Parametric Solid Modeling II Credits: 3**

Advanced Manufacturing

- **IND 195 - Introduction to Manufacturing and Advanced Films Technology Credits: 3**
- **IND 101 - Quality Assurance Technology I Credits: 3**
- **MEC 112 - Processes of Industry Credits: 3**
- **IND 125 - Installation and Preventive Maintenance Credits: 3**
- **IND 295 - Topics In Advanced Films Technology Credits: 3**
- **IND 290 - Coordinated Internship Credits: 3**

Minimum required for degree: 68 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **SAF 130 - Industrial Safety - OSHA 10 Credits: 1**
- **MTH 111 - Basic Technical Mathematics Credits: 3**
- **EGR 110 - Engineering Graphics Credits: 3**
- **IND 160 - Introduction to Robotics Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **MEC 140 - Introduction to Mechatronics Credits: 3**

Total Credits: 14

Spring Semester Courses

- **EGR 216 - Computer Methods In Engineering and Technology Credits: 3**
- **TEC EEE - Technical Elective Credits: 3**
- **MEC 119 - Introduction to Basic CNC and CAM Credits: 3**
- **MEC 155 - Mechanisms Credits: 3**
- **MEC 165 - Applied Hydraulics, Pneumatics and Hydrostatics Credits: 3**

Total Credits: 15

Summer Semester Courses

- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **ENG 111 - College Composition I Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 10

Fall Semester Courses

- **TEC EEE - Technical Elective Credits: 3**
- **MEC 112 - Processes of Industry Credits: 3**
- **ETR 156 - Digital Circuits and Microprocessor Fundamentals Credits: 4**
- **ELE 246 - Industrial Robotics Programming Credits: 3**

Total Credits: 13

Spring Semester Courses

- **IND 243 - Principles and Applications of Mechatronics Credits: 3**
- **EGR 298 - Seminar and Project Credits: 1**
- **TEC EEE - Technical Elective Credits: 6**
- **CST 110 - Introduction to Communication Credits: 3**
- **ELE 233 - Programmable Logic Controller Systems I Credits: 3**

Total Credits: 16

Health Technology: Nursing, AAS

Length: 68 Credits

Purpose: The two-year Associate in Applied Science Health Technology Nursing degree curriculum is a competitive entry program designed for accepted students to learn the essential knowledge and skills of the nursing discipline to render patient care as entry level practitioners of nursing in a variety of health care settings.

Employment Objective: Program graduates who subsequently obtain licensure as a Registered Nurse may be employed in a variety of health care settings including but not limited to acute care hospitals, rehabilitation centers, community and public health centers, skilled care facilities, home health agencies, long-term care facilities, outpatient care facilities, schools, military, and other comparable agencies.

Potential Certification: Upon satisfactory completion of the curriculum, graduates will be eligible to apply for licensure as a registered nurse through the state licensing board. A student who resides outside of Virginia and plans to apply for licensure as a registered nurse subsequent to completion of this education program must comply with the licensure requirements mandated by the student's state of residence.

Program Learning Outcomes: Students who complete the Nursing AAS degree will be expected to:

- provide patient centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations;
- practice safe nursing care that minimizes risk of harm across systems and client populations;
- demonstrate nursing judgment through the use of clinical reasoning, the nursing process, and evidence-based practice in the provision of safe, quality care;
- practice professional behaviors that encompass the legal/ethical framework while incorporating self-reflection, leadership and a commitment to recognize the value of life-long learning;
- manage client care through quality improvement processes, information technology, and fiscal responsibility to meet client needs and support organizational outcomes; and
- demonstrate principles of collaborative practice within the nursing and interdisciplinary teams fostering mutual respect and shared decision-making to achieve stated outcomes of care.

Program Accreditation and Approvals:

- The Associate Degree Nursing Program has conditional approval with terms and conditions by the Virginia State Board of Nursing. The terms and conditions are given in the order, Report and Recommendation of the Education Special Conference Committee.
 - Virginia Board of Nursing, Perimeter Center
9960 Mayland Drive, Suite 300,

Henrico, Virginia 23233-1463,

(804) 367-4515;

<https://www.dhp.virginia.gov/Boards/Nursing/>

- The associate degree nursing program at Patrick & Henry Community College located in Martinsville, Virginia is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

(404)975-5000

<https://www.acenursing.org/>

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree nursing program is continuing accreditation with conditions.

NCLEX RN First Time Licensure Pass Rates for P&HCC, State and National for the last 5 years:

	P&HCC	State	National
2021	65.52%	83.06%	82.48%
2020	76.09%	87.01%	86.57%
2019	71.11%	89.47%	88.18%
2018	86%	91.37%	88.30%
2017	85.71%	89.14%	87.11%

Admission Procedure: Interested students must apply and be accepted as a student to the college. In addition, the nursing program will tentatively offer two application periods per year during specified and advertised application periods. Nursing applications will only be accepted and processed during the advertised application periods. Each nursing applicant must include and submit all required documents specified in the application to the Nursing and Health Science office at the designated time. Admission testing will be offered to students meeting the pre-application and pre-requisite requirements. Students who score at or above the 50th percentile rank score on the Kaplan exam (overall score) and earn a science score of 50% or higher will move to step two of the admission process. At step two, students will be scored using a rubric which awards points for: cumulative GPA, pre-admission science performance; Kaplan overall score, specified kaplan category scores, and status of residence.

Program Notes: When admission must be limited because the number of qualified applicants exceeds program seats the highest overall rubric score of remaining applicants will be the deciding factor. If overall rubric score of multiple remaining applicants are equal, the following will be used as a determining factor: individual science score. If further determination is needed, the critical thinking score will be used followed by reading, and math as needed. If all category scores noted are equal among the remaining applicants the cumulative GPA will be the deciding factor.

Board of Nursing: The Virginia State Board of Nursing has the authority to deny licensure to any applicant who has violated any of the provisions of 54.1-3007 of the Code of Virginia.

Drug Testing and Criminal Background Screening: As a part of program admission, all students who are offered a seat in the nursing program must undergo mandatory drug screening and criminal background checks. The drug screen and/or the background check may be repeated during the program of study. The cost of the drug screen and background check are the responsibility of the student. Clinical agencies may deny a student participation in direct patient care based on the results of drug screen and/or background. Inability to participate in direct care at any clinical site will result in automatic program dismissal.

Seat Availability:

The nursing program addresses the educational needs of students with a variety of experience and prior education, a limited number of entering class positions may be designated for experienced Licensed Practical Nurses who graduated from an approved program or for prospective high school graduates who also have been enrolled at P&HCC and meet all the required admission requirements. Interested high school students should meet with their counselors prior to planning their junior and senior year courses to ensure they are enrolled in all required courses. High school seniors who wish to apply to the program during their senior year must meet all of the outlined admission requirements. The college GPA will be utilized in the admission process.

Admission Requirements: All applicants must meet the following requirements for admission to the required clinical courses (NSG 100, NSG 106, NSG 130, NSG 200, NSG 115, NSG 170, NSG 210, NSG 211, NSG 252, NSG 230, and NSG 270)

STEP ONE: PRE-APPLICATION REQUIREMENTS

1. Be accepted as a student to the college.
2. Submit an official high school transcript, GED, or certificates of completion of home schooling transcripts to the Nursing office or college admissions office.
3. Submit official college transcripts from colleges other than Patrick & Henry Community College. College transcripts must be provided in order to determine GPA based on transfer courses from other colleges.
4. Student placement in ENG 111 or ENG 111/EDE 11. Deficiencies must be completed prior to submitting program application.
5. Evidence of high school algebra I and II with a grade of C or higher. If five years have passed since high school completion and no history of college level math course MTH 154 or higher with a grade of C or higher, students must successfully complete MDE 10 prior to applying to the program. (If a student has successfully completed MTE 1-5 in the last five years, MDE 10 is not required).
6. Students must provide proof of two high school college preparatory sciences, including Biology and Chemistry, both with a grade of "C" or higher. Deficiencies must be completed prior to submitting program application.
7. Students must attend a Nursing Program Information Session prior to application submission. **The attendance date may be no longer than 6 months from the application period.**
8. Students must have a cumulative GPA of 2.0 or higher.

STEP TWO: PRE-REQUISITE SEMESTER

At the completion of **STEP ONE**, students will need to complete the following actions during the semester they submit the program application:

1. At the time of program application, all students (including high school seniors) must be enrolled or have previously completed the following courses with a grade of "C" or higher: BIO 141; ENG 111; SDV 100 ; CST 110; and PSY 230;
2. Applicants must maintain a 2.5 curricular GPA in the pre-requisite courses and earn a grade of "C" or higher in the pre-requisite courses listed in STEP TWO, #1. Failure to maintain the curricular GPA and/or pass the designated pre-requisite courses with a grade of "C" or higher; and/or maintain an overall 2.0; will void any program application and program acceptance.

STEP THREE: APPLICATION PROCESS

1. Applicant may submit a program application at posted application times when student has met STEP ONE: Pre-application requirements, and STEP TWO: Prerequisite Semester is in progress or complete.
2. Applicants must submit all required documentation with the nursing application during the posted application week or the application will be void. Late applications will not be accepted.
3. Qualified applicants will be invited via written communication from the Nursing Program Director to take the designated nursing admission test, such as Kaplan, or designated equivalent. Qualified applicants may only test once per application cycle. Kaplan admission scores from previous applicant testing periods may be used in lieu of retesting, if the scores are no more than one year old. If the student tests during the current application cycle the current test score will be used to determine admission status.
4. Admission will follow the admission procedure detailed above.

5. Students who are not accepted to the Nursing Program may apply at the next posted application time.

Readmission Requirements: Any student wishing to re-enroll in the nursing clinical courses must follow the outlined readmission process in the Nursing Student Handbook. Students who fail a nursing course, or withdraw failing, or withdraw for non-academic reasons may be readmitted to the nursing program only once. All re-admissions are at the discretion of the nursing faculty committee. A grade of "C" or higher is required in all courses of the Associate of Applied Science Nursing Degree. A student who does not earn the required grade(s) will be subject to nursing program dismissal. A student may be required to enroll in and satisfactorily complete specific courses for readmission. Additional data may be required. The nursing faculty committee will consider each student's request for readmission and the decision to readmit will be based on additional data, prior program performance, and space availability.

Advanced Placement -- Licensed Practical Nurses that meet the admission requirements may be eligible for advanced placement on a space available basis. To be considered for advanced placement, an LPN must meet the following listed below:

1. A graduate from a Board of Nursing approved Practical Nursing School.
2. Candidate must have passed the NCLEX-PN licensing exam and hold a current unencumbered Virginia license to practice as a Practical Nurse, and maintain licensure throughout the duration of the program.
3. Candidate must have met Step ONE and STEP TWO of the Admission Requirements, **and also be enrolled in BIO 142 at the time of program application**, as this is a pre-requisite course to one of the nursing courses for which LPN's will receive advanced credit.
4. Upon meeting the above (numbers 1-3) submit a nursing application during the posted Transition Application periods.
5. LPN's who are accepted and receive advanced placement will be required to take NSG 115 (4 credits); NSG 200 (3 credits) and BIO 205 (4 credits) during the first semester of clinical courses. Successful students will then complete the last two semesters of the RN program.
6. Students must complete all program and general education courses with a grade of "C" or higher.

Physical Requirement -- The minimal functional requirements for all entering nursing students include:

- sufficient eye-hand coordination and manual and finger dexterity to provide direct patient care and to manipulate and operate equipment in the delivery of patient care;
- sufficient ability to fully observe patients/patient conditions and provide patient care, read medical records, and observe and manipulate equipment, including in dimly lit environments;
- sufficient hearing to communicate with patients and healthcare team members, including ability to detect and interpret sounds when operating equipment and gathering data;
- satisfactory communication skills, to include competence in reading, writing and speaking in English, in the classroom, laboratory, and clinical settings;
- ability to perform patient care activities that require full range of motion including handling, lifting, or moving patients and/or equipment;
- ability to lift and carry items weighing up to 50 pounds;
- ability to successfully perform all required duties and responsibilities in classroom, laboratory and clinical settings in stressful situations or conditions; and
- ability to participate in classroom, laboratory, and clinical settings during irregular hours (day/evening/night shifts, weekends, more than 8 hours at a time).

Upon acceptance, students must complete a medical physical examination. Students must provide proof of all required immunizations as mandated by clinical agencies.

Financial Requirements -- In addition to the usual college tuition and fees, the nursing program requires additional expenses. Approximate costs include:

- Uniforms \$130-\$160
- Physical examinations and required immunizations \$150- \$350
- Electronic books and resources \$2000
- Kaplan/NCLEX Review \$660

- Drug screen \$38 minimum
- Criminal background \$48 minimum
- Application for licensure and criminal background \$430
- AHA LBS CPR certification \$157
- Digital Reading Device \$125
- Graduation Pin- cost depends on price of gold or silver

Transfer Options: Students interested in program transfer must meet all admission requirements of the program and may be accepted on a space available basis. The following additional requirements will be used for transfer consideration:

- Transfer applicant is currently accepted and enrolled in an approved associate degree nursing program or equivalent whose graduates are candidates for licensure;
- Nursing student transfer applicants must have successfully completed (grade of "C" or higher) didactic, clinical laboratory and clinical nursing major courses within the previous 12 months; and
- Nursing student transfer applicants must submit a written statement from the dean or director of the nursing program from which the student is leaving, that indicates the student is in good standing and eligible to return to complete the program of nursing at the current college.

Curriculum Requirements: In addition to didactic, laboratory experiences, selected clinical experiences within driving distance of the college will be scheduled during day, evening, and/or weekend times, depending on availability of facilities.

Clinical nursing students are required to complete end of semester cumulative examinations and those scores will be counted as a percentage of the final course grade. Students must pass the general education and nursing laboratory and clinical courses with a grade of "C" or higher to continue in the program. Pre-requisite and co-requisite course enrollment must be adhered to during completion of the nursing program. Grading guidelines and the nursing program grading scale are specifically addressed in the course syllabi, and Nursing Student Handbook issued upon program acceptance. Clinical/field/preceptor experiences require access to contracted clinical agencies.

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**
- **BIO 141 - Human Anatomy and Physiology I Credits: 4**

Total Credits: 16

Program Requirements

- **BIO 142 - Human Anatomy and Physiology II Credits: 4**
- **BIO 205 - General Microbiology Credits: 4**
- **SOC 200 - Principles of Sociology Credits: 3**
- **NSG 100 - Introduction to Nursing Concepts Credits: 4**
- **NSG 106 - Competencies For Nursing Practice Credits: 2**
- **NSG 130 - Professional Nursing Concepts Credits: 1**
- **NSG 200 - Health Promotion and Assessment Credits: 3**
- **NSG 152 - Health Care Participant Credits: 3**
- **NSG 170 - Health/Illness Concepts Credits: 6**

- **NSG 210 - Health Care Concepts I Credits: 5**
- **NSG 211 - Health Care Concepts II Credits: 5**
- **NSG 230 - Advanced Professional Nursing Concepts Credits: 2**
- **NSG 252 - Complex Health Concepts Credits: 4**
- **NSG 270 - Nursing Capstone Credits: 4**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 52

Minimum Requirement for Degree: 68 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Prerequisite Semester Courses

- **BIO 141 - Human Anatomy and Physiology I Credits: 4**
- **ENG 111 - College Composition I Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 14

Semester One Courses

- **BIO 142 - Human Anatomy and Physiology II Credits: 4**
- **NSG 100 - Introduction to Nursing Concepts Credits: 4**
- **NSG 106 - Competencies For Nursing Practice Credits: 2**
- **NSG 130 - Professional Nursing Concepts Credits: 1**
- **NSG 200 - Health Promotion and Assessment Credits: 3**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**

Total Credits: 15

Semester Two Courses

- **BIO 205 - General Microbiology Credits: 4**
- **NSG 152 - Health Care Participant Credits: 3**
- **NSG 170 - Health/Illness Concepts Credits: 6**

Total Credits: 13

Semester Three Courses

- **SOC 200 - Principles of Sociology Credits: 3**
- **NSG 210 - Health Care Concepts I Credits: 5**
- **NSG 211 - Health Care Concepts II Credits: 5**

Total Credits: 13

Semester Four Courses

- **NSG 230 - Advanced Professional Nursing Concepts Credits: 2**
- **NSG 252 - Complex Health Concepts Credits: 4**
- **NSG 270 - Nursing Capstone Credits: 4**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**

Total Credits: 13

Industrial Electronics Technology, AAS

Length: 67 credits

Purpose: The focus of this program is to provide highly skilled industrial technicians for a regional workforce. Qualified electronic technicians are needed in ever increasing numbers to assist local business and industry in taking full advantage of computerized systems, automation, and controls. The manufacturing environment of the 21st century integrates several advanced technologies including sensors, transducers, automated controls, programmable logic controls, motor control circuits, motor drives, pneumatics, microprocessors, computer hardware, and software applications. A strong educational background is required to install, maintain, troubleshoot, and repair such advanced systems.

Program Learning Outcomes: A student will be able to:

- demonstrate proficiency in oral communication
- demonstrate effective written communication skills
- demonstrate proficiency in mathematical skills to solve problems
- demonstrate proficiency in scientific reasoning
- demonstrate proficiency in information technology
- demonstrate the ability to reason critically and apply logic to solve problems
- demonstrate the ability to write a ladder program with two inputs and one output
- learn schematic symbols that apply to building a circuit with electronic devices on a bread board from a schematic diagram
- three phase motor structure and function will be emphasized to enable students to wire a single start-stop control station with a motor starter from a line diagram

Potential Certifications: Students will have the opportunity to earn a number of industry recognized certifications designed to enhance their abilities and ultimately improve their performance in specialized areas. All certifications listed below are offered through Siemens, the industry leader in automation.

NOTE: Students will be responsible for testing fees.

- *Siemens Certification in Level 1 Mechatronics
- *Siemens Certification in Level 2 Mechatronics
- *Siemens Certification in Programmable Logic Controllers
- *Siemens Certification in Variable Frequency Drives

Occupational Objectives: Employment opportunities for graduates of this program include positions as electronics technician, industrial electronics technician or service technician.

General Education Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **MTH 111 - Basic Technical Mathematics Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **ENG 115 - Technical Writing Credits: 3**

Total Credits: 15

Program Requirements

- **EGR 216 - Computer Methods In Engineering and Technology Credits: 3**
- **ELE 110 - Home Electric Power Credits: 3**
- **ELE 113 - Electricity I Credits: 3**
- **ELE 156 - Electrical Control Systems Credits: 3**
- **ETR 150 - Machine Control Using Relay & Programmable Logic Credits: 3**
- **ETR 230 - Mechatronic Process Control Credits: 3**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **IND 243 - Principles and Applications of Mechatronics Credits: 3**
- **MEC 140 - Introduction to Mechatronics Credits: 3**
- **MEC 155 - Mechanisms Credits: 3**
- **MEC 165 - Applied Hydraulics, Pneumatics and Hydrostatics Credits: 3**
- **TEC EEE - Technical Elective Credits: 6**
- **SDV 100 - College Success Skills Credits: 1**
- **ELE 246 - Industrial Robotics Programming Credits: 3**
- **ETR 156 - Digital Circuits and Microprocessor Fundamentals Credits: 4**
- **INS 210 - Principles of Instrumentation Credits: 3**
- **ELE 233 - Programmable Logic Controller Systems I Credits: 3**
- **EGR 298 - Seminar and Project Credits: 1**

Total Credits: 52

Minimum Required for Degree: 67 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **ELE 113 - Electricity I Credits: 3**
- **ELE 156 - Electrical Control Systems Credits: 3**
- **MEC 140 - Introduction to Mechatronics Credits: 3**
- **MEC 155 - Mechanisms Credits: 3**
- **ETR 156 - Digital Circuits and Microprocessor Fundamentals Credits: 4**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 17

Spring Semester Courses

- **IND 243 - Principles and Applications of Mechatronics Credits: 3**
- **ELE 246 - Industrial Robotics Programming Credits: 3**
- **ETR 150 - Machine Control Using Relay & Programmable Logic Credits: 3**
- **INS 210 - Principles of Instrumentation Credits: 3**
- **MEC 165 - Applied Hydraulics, Pneumatics and Hydrostatics Credits: 3**
- **TEC EEE - Technical Elective Credits: 3**

Total Credits: 18

Fall Semester Courses

- **EGR 216 - Computer Methods In Engineering and Technology Credits: 3**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **ELE 110 - Home Electric Power Credits: 3**
- **ETR 230 - Mechatronic Process Control Credits: 3**
- **TEC EEE - Technical Elective Credits: 3**
- **ELE 233 - Programmable Logic Controller Systems I Credits: 3**

Total Credits: 16

Spring Semester Courses

- **CST 110 - Introduction to Communication Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **ENG 115 - Technical Writing Credits: 3**
- **MTH 111 - Basic Technical Mathematics Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**

- **EGR 298 - Seminar and Project Credits: 1**

Total Credits: 16

Information Systems Technology Specialization: Accounting Information Systems, AAS

Length: 65 credits

Purpose: Individuals who are seeking their first employment or those who wish to qualify for promotion in a present position or to another field, including self-employment, may benefit from this program. Students will be provided with technical knowledge and skill in various areas of computerized accounting systems and related information technology topics. This program provides skills to analyze financial reports and solve problems to meet functional objectives of the business related to accounting systems. Upon completion of the program, the student will be prepared for immediate employment.

Employment Objectives: Completion of this program may lead to employment or career advancement in any of a wide variety of positions such as accounting systems technician, accounts receivable/accounts payable technician, payroll technician, and other positions related to IT security, information technology and accounting systems. Primary tasks and functions graduates will be able to perform include the ability to utilize accounting systems in the operation of a business, analyze financial reports, and maintain computerized accounting systems.

Potential Certification: A student may elect to take a certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Microsoft Office Specialist (MOS) - Excel, Access.
- Quickbooks.
- Certiport, Inc. - IC3.
- Security +.

Curriculum Requirements: Students must successfully complete all of the general education and program requirements listed below to be awarded this degree.

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking;
- demonstrate proficiency with computer hardware, software, operating systems, and business applications;
- demonstrate acceptable workplace skills, attitudes, and behaviors; and
- demonstrate the ability to utilize accounting systems in the operation of a business, analyze financial reports, and maintain computerized accounting systems.

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 15

Program Requirements

- **ACC 211 - Principles of Accounting I Credits: 3**
- **ACC 212 - Principles of Accounting II Credits: 3**
- **ACC 215 - Computerized Accounting Credits: 3**
- **ACC 221 - Intermediate Accounting I Credits: 3**
- **ACC 222 - Intermediate Accounting II Credits: 3**
- **CSC 110 - Principles of Computer Science Credits: 3**
- **ITD 110 - Web Page Design I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **ITE 290 - Coordinated Internship Credits: 3**
or
- **ITE 297 - Cooperative Education Credits: 3**

- **ITN 260 - Network Security Basics Credits: 3**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 3**
- **ITN 262 - Network Communication, Security and Authentication Credits: 3**
- **ITN 106 - Microcomputer Operating Systems Credits: 3**
- **ITN 267 - Legal Topics In Network Security Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **ITE 130 - Introduction to Internet Services Credits: 3**

Total Credits: 50

Minimum Required for Degree: 65 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **ACC 211 - Principles of Accounting I Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **CSC 110 - Principles of Computer Science Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

- **ITN 260 - Network Security Basics Credits: 3**

Total Credits: 16

Spring Semester Courses

- **ACC 212 - Principles of Accounting II Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **ITN 106 - Microcomputer Operating Systems Credits: 3**
- **ITN 262 - Network Communication, Security and Authentication Credits: 3**

Total Credits: 15

Fall Semester Courses

- **ACC 215 - Computerized Accounting Credits: 3**
- **ACC 221 - Intermediate Accounting I Credits: 3**
- **ITD 110 - Web Page Design I Credits: 3**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 3**
- **ITE 130 - Introduction to Internet Services Credits: 3**

Total Credits: 15

Spring Semester Courses

- **ACC 222 - Intermediate Accounting II Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **ITE 290 - Coordinated Internship Credits: 3**
- **ITE 299 - Supervised Study Credits: 1**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**

Total Credits: 13

Information Systems Technology Specialization: Game Design and Development, AAS

Length: 63 credits

Purpose: Individuals who are seeking their first employment or those who wish to qualify for promotion in a present position or to another field, including self-employment, may benefit from this program. Students will be provided a broad background in game and simulation development, with practical applications in creative arts, audio/video technology, creative writing, modeling, design, and programming. Upon completion of the program, the student will be prepared for immediate employment.

Employment Objectives: Completion of this program may lead to employment or career advancement in any of a wide variety of positions such as game and simulation technician, art/animation specialist, game/simulation designer, testers, programmers, and audio/video specialist. Primary tasks and functions graduates will be able to perform include the design and development of programs related to game and simulation in such industries as health care, forensics, education, entertainment, engineering, and government.

Potential Certification: A student may elect to take a certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Microsoft Certified Solution Developer (MCSD).
- Certiport, Inc. - IC3.

Curriculum Requirements: Students must successfully complete all of the general education and program requirements listed below to be awarded this degree.

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking;
- demonstrate proficiency with computer hardware, software, operating systems, and business applications;
- demonstrate acceptable workplace skills, attitudes, and behaviors; and
- design and develop a computer game using professional principles and standards.

General Education Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 18

Program Requirements

- **CAD 238 - Computer-Aided Modeling and Rendering I Credits: 3**
- **CAD 241 - Parametric Solid Modeling I Credits: 3**
- **CSC 110 - Principles of Computer Science Credits: 3**
- **ITD 110 - Web Page Design I Credits: 3**
- **ITD 112 - Designing Web Page Graphics Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **ITE 290 - Coordinated Internship Credits: 3**
or
- **ITE 297 - Cooperative Education Credits: 3**
- **ITN 106 - Microcomputer Operating Systems Credits: 3**
- **ITP 110 - Visual Basic Programming I Credits: 3**

- **ITP 160 - Introduction to Game Design and Development Credits: 3**
- **ITN 260 - Network Security Basics Credits: 3**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 3**
- **ITN 267 - Legal Topics In Network Security Credits: 3**
- **CSC 221 - Introduction to Problem Solving and Programming Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 45

Minimum Required for Degree: 63 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **CSC 110 - Principles of Computer Science Credits: 3**
- **ITD 110 - Web Page Design I Credits: 3**
- **CAD 238 - Computer-Aided Modeling and Rendering I Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **ITN 260 - Network Security Basics Credits: 3**

Total Credits: 16

Spring Semester Courses

- **ENG 112 - College Composition II Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **CAD 241 - Parametric Solid Modeling I Credits: 3**
- **ITP 160 - Introduction to Game Design and Development Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **ITN 267 - Legal Topics In Network Security Credits: 3**

Total Credits: 18

Fall Semester Courses

- **CST 110 - Introduction to Communication Credits: 3**

- **ART 121 - Drawing I Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **CSC 221 - Introduction to Problem Solving and Programming Credits: 3**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 3**
- **ITP 110 - Visual Basic Programming I Credits: 3**

Total Credits: 17

Spring Semester Courses

- **ITD 112 - Designing Web Page Graphics Credits: 3**
- **ITN 106 - Microcomputer Operating Systems Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **ITE 290 - Coordinated Internship Credits: 3**
or
- **ITE 297 - Cooperative Education Credits: 3**

Total Credits: 12

Information Systems Technology Specialization: Internet Services, AAS

Length: 64 credits

Purpose: Individuals who are seeking their first employment or those who wish to qualify for promotion in a present position or to another field, including self-employment, may benefit from this program. Students will be provided with technical knowledge and skill in Web page design, Internet programming, Internet database design, and related topics. This program provides skills to develop and design Web pages, use programming languages to develop Web pages, and be familiar with Internet protocols, security, and applications.

Employment Objectives: Completion of this program may lead to employment or career advancement in any of a wide variety of positions such as Web page designer, Internet programmer, IT Security Engineer, or Web author. Primary tasks and functions graduates will be able to perform include the ability to analyze, design, and secure Web pages using Internet programming languages, test and implement programs on the Web, develop Web pages, develop Internet databases, and manage the technical duties related to Internet services.

Potential Certification: A student may elect to take a certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Certified Internet Webmaster (CIW) - CIW Associate.
- Certiport, Inc. - IC3.
- Security +.

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking;

- demonstrate proficiency with computer hardware, software, operating systems, and business applications;
- demonstrate acceptable workplace skills, attitudes, and behaviors; and
- design and develop a website using professional principles and standards.

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 15

Program Requirements

- **CSC 110 - Principles of Computer Science Credits: 3**
- **ITD 110 - Web Page Design I Credits: 3**
- **ITD 112 - Designing Web Page Graphics Credits: 3**
- **ITD 130 - Database Fundamentals Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **ITE 290 - Coordinated Internship Credits: 3**
- **ITN 106 - Microcomputer Operating Systems Credits: 3**
- **ITN 107 - Personal Computer Hardware and Troubleshooting Credits: 3**
- **ITN 154 - Network Fundamentals, Router Basics, and Configuration (ICND1) - CISCO Credits: 4**
- **ITN 257 - Cloud Computing: Infrastructure and Services Credits: 3**
- **ITN 267 - Legal Topics In Network Security Credits: 3**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 3**
- **ITN 260 - Network Security Basics Credits: 3**
- **ITN 262 - Network Communication, Security and Authentication Credits: 3**
- **ITP 120 - Java Programming I Credits: 4**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 49

Minimum Required for Degree: 64 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment and other factors.

Developmental Prerequisites

NOTE: * These classes meet the requirements of the Internet Webmaster Career Studies Certificate.

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **CSC 110 - Principles of Computer Science Credits: 3 ***
- **ITD 110 - Web Page Design I Credits: 3 ***
- **ITN 154 - Network Fundamentals, Router Basics, and Configuration (ICND1) - CISCO Credits: 4 ***
- **SDV 100 - College Success Skills Credits: 1 ***
- **ITN 260 - Network Security Basics Credits: 3**

Total Credits: 17

Spring Semester Courses

- **ENG 112 - College Composition II Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **ITN 106 - Microcomputer Operating Systems Credits: 3**
- **ITN 107 - Personal Computer Hardware and Troubleshooting Credits: 3**
- **ITN 262 - Network Communication, Security and Authentication Credits: 3**
- **ITN 257 - Cloud Computing: Infrastructure and Services Credits: 3**

Total Credits: 18

Fall Semester Courses

- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **ITP 120 - Java Programming I Credits: 4**

Total Credits: 17

Spring Semester Courses

- **ITD 130 - Database Fundamentals Credits: 3**
- **ITD 112 - Designing Web Page Graphics Credits: 3**
- **ITE 290 - Coordinated Internship Credits: 3**
- **ITN 267 - Legal Topics In Network Security Credits: 3**

Total Credits: 12

Information Systems Technology, AAS

Length: 63 credits

Purpose: Individuals who are seeking their first employment or those who wish to qualify for promotion in a present position or to another field, including self-employment, may benefit from this program. Students will learn to use a wide array of business- oriented computer software and choose specific courses to meet career goals. The program provides a base of general skills in information systems and gives the individual the option to specialize in a particular area or complete the degree with a more generalist tract. The program provides base skills in software applications, basic PC troubleshooting and repair, networking terminology, programming concepts, and Internet resources. Upon completion of the program, the student will be prepared for immediate employment.

Employment Objectives: Completion of this program may lead to employment or career advancement in any of a wide variety of positions such as PC support technician, software specialist, helpdesk technician, or PC advisor. Graduates will be able to perform primary tasks and functions to include management of tasks, software operations, and basic problem solving.

Potential Certification: A student may elect to take a certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Microsoft Office Specialist (MOS) - Excel.
- CompTIA - A+, Network+.
- Security +.
- Certiport, Inc. - IC3.
- Network +

Curriculum Requirements: Students must successfully complete all of the general education and program requirements listed below to be awarded this degree.

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking;
- demonstrate proficiency with computer hardware, software, operating systems, and business applications; and
- demonstrate acceptable workplace skills, attitudes, and behaviors.

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 15

Program Requirements

- **CSC 110 - Principles of Computer Science Credits: 3**
- **CSC 221 - Introduction to Problem Solving and Programming Credits: 3**
- **ITD 110 - Web Page Design I Credits: 3**
- **ITD 130 - Database Fundamentals Credits: 3**
- **ITN 106 - Microcomputer Operating Systems Credits: 3**
- **ITN 107 - Personal Computer Hardware and Troubleshooting Credits: 3**
- **ITN 154 - Network Fundamentals, Router Basics, and Configuration (ICND1) - CISCO Credits: 4**
- **ITN 260 - Network Security Basics Credits: 3**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 3**
- **ITN 262 - Network Communication, Security and Authentication Credits: 3**
- **ITN 266 - Network Security Layers Credits: 3**
- **ITN 267 - Legal Topics In Network Security Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **ITE 290 - Coordinated Internship Credits: 3**

Total Credits: 48

Minimum Required for Degree: 63 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

NOTE: * These classes meet the requirements of the Computer Service Technician Career Studies Certificate

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **CSC 110 - Principles of Computer Science Credits: 3 ***
- **ITN 154 - Network Fundamentals, Router Basics, and Configuration (ICND1) - CISCO Credits: 4 ***
- **SDV 100 - College Success Skills Credits: 1**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **ITN 260 - Network Security Basics Credits: 3**

Total Credits: 17

Spring Semester Courses

- **ENG 112 - College Composition II Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **ITN 106 - Microcomputer Operating Systems Credits: 3 ***
- **ITN 107 - Personal Computer Hardware and Troubleshooting Credits: 3 ***
- **ITD 130 - Database Fundamentals Credits: 3**

Total Credits: 15

Fall Semester Courses

- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 3**
- **ITD 110 - Web Page Design I Credits: 3**
- **CSC 221 - Introduction to Problem Solving and Programming Credits: 3**

Total Credits: 16

Spring Semester Courses

- **ITE 140 - Spreadsheet Software Credits: 3**
- **ITN 266 - Network Security Layers Credits: 3**
- **ITN 267 - Legal Topics In Network Security Credits: 3**
- **ITN 262 - Network Communication, Security and Authentication Credits: 3**
- **ITE 290 - Coordinated Internship Credits: 3**

Total Credits: 15

Legal Assisting, AAS

Length: 64 credits

Purpose: The curriculum provides knowledge and skills leading to employment in the field of paraprofessionals in the legal setting.

Occupational Objectives: A graduate of this program may work as a paralegal or legal assistant in law offices, law enforcement agencies, court systems, municipal offices, corporate office - contract/legal department, banks, real estate offices, insurance agencies, and contracting agencies.

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking;

- produce a variety of legal documents using correct grammar, punctuation, and spelling in a format acceptable for the modern business environment; and
- demonstrate acceptable workplace skills, attitudes, and behaviors.

General Education Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 115 - Technical Writing Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**
- **PLS 135 - U.S. Government and Politics Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 18

Program Requirements

- **AST 107 - Editing/Proofreading Skills Credits: 3**
- **AST 136 - Office Record Keeping Credits: 3**
- **LGL 110 - Introduction to Law and The Legal Assistant Credits: 3**
- **LGL 115 - Real Estate Law For Legal Assistants Credits: 3**
- **LGL 117 - Family Law Credits: 3**
- **LGL 125 - Legal Research Credits: 3**
- **LGL 126 - Legal Writing Credits: 3**
- **LGL 200 - Ethics For The Legal Assistant Credits: 1**
- **LGL 215 - Torts Credits: 3**
- **LGL 218 - Criminal Law Credits: 3**
- **LGL 219 - Basics of Litigation Support Credits: 3**
- **LGL 225 - Estate Planning and Probate Credits: 3**
- **LGL 230 - Legal Transactions Credits: 3**
- **LGL 290 - Coordinated Internship Credits: 2**
- **LGL 299 - Supervised Study Credits: 1**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **PED/HLT EEE - Wellness Electives Credits: 2**

Total Credits: 46

Minimum Required for Degree: 64 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **ENG 115 - Technical Writing Credits: 3**
- **LGL 110 - Introduction to Law and The Legal Assistant Credits: 3**
- **LGL 125 - Legal Research Credits: 3**
- **LGL 200 - Ethics For The Legal Assistant Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **AST 107 - Editing/Proofreading Skills Credits: 3**

Total Credits: 17

Spring Semester Courses

- **AST 136 - Office Record Keeping Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **LGL 126 - Legal Writing Credits: 3**
- **LGL 215 - Torts Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 18

Fall Semester Courses

- **PED/HLT EEE - Wellness Electives Credits: 2**
- **LGL 115 - Real Estate Law For Legal Assistants Credits: 3**
- **LGL 117 - Family Law Credits: 3**
- **LGL 230 - Legal Transactions Credits: 3**
- **PLS 135 - U.S. Government and Politics Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**

Total Credits: 17

Spring Semester Courses

- **LGL 218 - Criminal Law Credits: 3**
- **LGL 219 - Basics of Litigation Support Credits: 3**
- **LGL 225 - Estate Planning and Probate Credits: 3**
- **LGL 290 - Coordinated Internship Credits: 2**
- **LGL 299 - Supervised Study Credits: 1**

Total Credits: 12

Physical Therapist Assistant

Purpose: The two-year Associate of Applied Science degree in Physical Therapist Assistant is designed to prepare selected students to qualify as contributing members of the health care team, providing direct patient care as entry-level PTAs working under the supervision of a physical therapist in a variety of medical settings. The profession of physical therapy meets the needs of the public through many methods including, but not limited to, improving patient mobility, relieving pain, decreasing functional limitations, health and wellness promotion, public education, and injury/disability prevention. Patients may range in age from newborn to the elderly and employment settings may include hospitals, outpatient clinics, long-term care and skilled care facilities, rehabilitation centers, home health care agencies, school systems, and others.

Potential Certification: Upon successful completion of the curriculum, students will be eligible to apply to take the National Physical Therapy Examination for PTAs leading to licensure as a PTA, which is required to practice in each state. A student who graduates from the physical therapist assistant program must comply with the licensure and National Physical Therapy Exam (NPTE) requirements for the state in which the student intends to practice.

Program Learning Outcomes: Graduates will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as civic engagement, critical thinking, professional readiness, quantitative literacy, scientific literacy, and written communication
- demonstrate appropriate written and verbal communication that is professional and effective for the practice of physical therapy
- demonstrate an ability to use problem solving, critical thinking, and decision making skills to provide appropriate physical therapy care for patient safety following the physical therapist's plan of care
- demonstrate an ability to collect and review appropriate data to perform evidence-based interventions within the scope of practice for a PTA and within the physical therapist's plan of care
- demonstrate the ability to adhere to federal and state regulations, facility policies and procedures, and APTA standards of ethical conduct in clinical practice as a physical therapist assistant

Accreditation Status of the Physical Therapist Assistant Program: The Physical Therapist Assistant Program at Patrick & Henry Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call 276-656-0288 or email jmartin@patrickhenry.edu.

Data regarding performance of graduates including graduation rate, licensure examination pass rate, and employment rate of licensed graduates will be posted on the PTA website as data is collected in the interest of public disclosure.

Admission Procedures: In addition to meeting the requirements to be admitted to P&HCC, students must also submit an application to the Physical Therapist Assistant program. The P&HCC PTA program will accept program applications once a year typically during the fall semester, at a specified time. Once accepted as a student to P&HCC, students planning to apply to the PTA program are highly encouraged to speak with the PTA Program Director to review the program application requirements. (<https://www.patrickhenry.edu/Physical-Therapist-Assistant>)

Pre-application Requirements:

1. Current P&HCC student application
2. Evidence of high school graduation or GED
3. Evidence of high school Biology and Chemistry with a grade of "C" or higher; or college equivalent Biology (BIO 101 /BIO 102 or NAS 150), Chemistry (CHM 110 or CHM 111), or other as approved.
4. High School Algebra I with a grade of "C" or higher and HSGPA 3.0 or better; or SAT Math Score Range 470 or above; or ACT Math Score Range 17 or higher (*HS Transcript and/or Math Modules must be less than five years old*) or previous college level math equivalent otherwise MDE 10 is required prior to applying.
5. Placement in ENG 111 .

6. Calculated Cumulative GPA of 2.5 or higher (*GPA calculation will include most recent 24 college credits; or if less than 24 college credits have been completed a combination of all high school work and all college credits completed at time of application*)
7. Evidence of a minimum of 20 documented volunteer hours (10 hours in 2 different clinical settings under supervision of a PT/PTA) **Hours must be completed within two years prior to application submission. Please utilize the PTA Program: Observation Hours Form to document required hours.*
8. Review and sign student acknowledgement of PTA Program: Essential Functions of PTA Students Form

Prerequisite Semester

The following prerequisite courses must be in progress or previously completed with a grade of "C" or higher at the time of program application. High School seniors must be dual enrolled or have previously completed these courses at time of application.

- SDV 100
- ENG 111
- PSY 230
- HUM EEE
- BIO 141

Completed PTA applications will be processed following the posted application deadline and qualified applicants will be invited to take the timed admission test (TEAS V for allied health or equivalent). For the purposes of admission to the P&HCC PTA program, there is no "passing" score on the timed admission test. The individual raw score will be added into the admission point system.

The PTA program is competitive and selective and is limited to up to 16 students. An admission point system will be utilized to determine the top qualified applicants including points for GPA, volunteer hours, and admission test score. The top-scoring finalists will be offered an admissions interview with program faculty, including a pre-interview writing prompt. Each finalist will then be scored (via rubric) reflecting their knowledge of the field of physical therapy and writing/communication skills. The top scoring applicants will be offered admission to the PTA program on a space available basis.

Program Notes:

- When admission is limited because the number of qualified applicants exceeds available space, priority will be given to applicants who are residents in the college service area including Martinsville, Henry, and Patrick counties. If further delineation is required, individual category TEAS (or equivalent) admission test scores will be utilized beginning with science and followed by math, reading, and English and language usage respectively, as needed.
- Applicants who are not accepted will be eligible to reapply at the next application period. A new application must be submitted as applications do not carry over from year to year.
- Please note: any student who fails to earn a "C" or higher in the required prerequisite courses that are concurrently enrolled in at the time of submission of PTA application will void any program application and possible acceptance.
- As a part of the program admission, all students who are offered a seat in the PTA program must undergo mandatory drug screening and criminal background checks. The cost of the drug screen and background check are the responsibility of the student. Clinical agencies may deny a student participation in direct patient care based on the results of drug screen and/or background. Inability to participate in direct care at any clinical site will result in automatic program dismissal.
- Upon acceptance, students must also complete a medical physical examination. Students must provide proof of all required immunizations as mandated by clinical agencies.
- Students must achieve and maintain certification in Cardiopulmonary Resuscitation (Health Care Provider/Basic Life Support) throughout the course of the program. HLT 105, Cardiopulmonary Resuscitation, is included in the first semester of technical coursework to provide students with an opportunity to achieve their certification. Successful completion will allow students to remain certified

through all clinical experiences. If a student already has their certification they must provide evidence of renewal to last through all clinical experiences.

- To remain in the program, students must receive a final grade of "C" or better in all PTH coursework as well as BIO 142 (whether taken prior to program admission or during the first semester of the technical program). In lab courses, students must pass all skill check offs and lab practicals to proceed in the program. Re-entrance to the program is always subject to seat availability. A student who withdraws from the PTA program or is removed due to failure in the PTA program, will be permitted to re-apply and, upon acceptance, enter the program only one additional time.

Curricular Requirements: Students must earn a grade of C or higher in all degree coursework to graduate. Clinical/field/preceptor experiences require access to contracted clinical agencies.

Physical Requirement: Students are expected to meet the Essential Functions of PTA Students. Each student must sign an acknowledgement of these terms. These may be found on the program webpage, <https://www.patrickhenry.edu/Physical-Therapist-Assistant>

Financial Requirements: In addition to the usual college tuition and fees, the PTA program requires additional expenses. Approximate costs include:

- Clinical specific attire \$75
- Drug screen \$38 minimum
- Criminal background \$48 minimum
- Program books and resources \$1200-\$1500
- Physical examinations and immunizations \$150-\$350
- Student APTA and VA chapter fees \$90 annually
- Academic PEAT (practice exams) \$79
- Virginia licensing fees \$100
- FSBPT PTA national exam \$485
- Prometric test center fee for exam \$82.60

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **BIO 141 - Human Anatomy and Physiology I Credits: 4**
- **BIO 142 - Human Anatomy and Physiology II Credits: 4**

Total Credits: 17

Program Requirements

- **PTH 105 - Introduction to Physical Therapist Assisting Credits: 2**
- **PTH 110 - Medical Reporting Credits: 1**
- **PTH 115 - Kinesiology for the Physical Therapist Assistant Credits: 4**
- **PTH 121 - Therapeutic Procedures I Credits: 5**
- **PTH 122 - Therapeutic Procedures II Credits: 5**
- **PTH 131 - Clinical Education Credits: 3**
- **PTH 151 - Musculoskeletal Structure and Function Credits: 4**
- **PTH 226 - Therapeutic Exercise Credits: 4**

- PTH 227 - Pathological Conditions Credits: 3
- PTH 210 - Psychological Aspects of Therapy Credits: 2
- PTH 225 - Rehabilitation Procedures Credits: 4
- PTH 245 - Professional Issues Credits: 3
- PTH 251 - Clinical Practicum I Credits: 3
- PTH 252 - Clinical Practicum II Credits: 4
- PTH 255 - Seminar in Physical Therapy Credits: 2
- HLT 105 - Cardiopulmonary Resuscitation Credits: 1
- SDV 100 - College Success Skills Credits: 1

Total Credits: 51

Minimum Requirements for Degree: 68 credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Prerequisite Semester Courses

- SDV 100 - College Success Skills Credits: 1
- ENG 111 - College Composition I Credits: 3
- PSY 230 - Developmental Psychology Credits: 3
- HUM EEE - Humanities/Fine Arts Elective Credits: 3
- BIO 141 - Human Anatomy and Physiology I Credits: 4

Total Credits: 14

Semester One Courses

- BIO 142 - Human Anatomy and Physiology II Credits: 4
- PTH 105 - Introduction to Physical Therapist Assisting Credits: 2
- PTH 121 - Therapeutic Procedures I Credits: 5
- PTH 151 - Musculoskeletal Structure and Function Credits: 4
- HLT 105 - Cardiopulmonary Resuscitation Credits: 1

Total Credits: 16

Semester Two Courses

- PTH 110 - Medical Reporting Credits: 1
- PTH 115 - Kinesiology for the Physical Therapist Assistant Credits: 4
- PTH 226 - Therapeutic Exercise Credits: 4

- **PTH 227 - Pathological Conditions Credits: 3**

Total Credits: 12

Semester Three Courses

- **PTH 131 - Clinical Education Credits: 3**
- **PTH 210 - Psychological Aspects of Therapy Credits: 2**
- **PTH 225 - Rehabilitation Procedures Credits: 4**
- **PTH 122 - Therapeutic Procedures II Credits: 5**

Total Credits: 14

Semester Four Courses

- **PTH 245 - Professional Issues Credits: 3**
- **PTH 251 - Clinical Practicum I Credits: 3**
- **PTH 252 - Clinical Practicum II Credits: 4**
- **PTH 255 - Seminar in Physical Therapy Credits: 2**

Total Credits: 12

Technical Studies Specialization: Motorsports Technology, AAS

Length:

68 credits

Purpose: To provide a rapid response to an anticipated workforce shortage for the motorsports industry within the mid-Atlantic region. The student will be engaged in mastering the academic and technical skill sets required for employment.

Program Learning Outcomes: A student will be able to:

- demonstrate knowledge of auto racing and race vehicles, their characteristics, specifications, rules, regulations, systems, current technology, and testing methods
- demonstrate knowledge about components, systems, configuration, classification, terminology, and principles of functioning of high performance engines used in race competitions
- using codes and specifications, demonstrate the ability to assemble, test, and apply corrective methods to resolve technical issues related to maximum power performance of race engines
- demonstrate knowledge of aerodynamics, stability, and control of race vehicles, and the ability to design, model, and fabricate structures and bodies of race vehicles using blueprints and safety specifications
- demonstrate knowledge of engineering materials, manufacturing processes, testing techniques, fabricate and/or assemble suspension, traction, steering and braking systems of race vehicles

Occupational Objectives: Employment opportunities for graduates of this program include chassis technician, set-up assistant, crew member, block assembly assistant, engine builder, or engine machine technician in racing environments.

General Education Requirements

- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **MTH 111 - Basic Technical Mathematics Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 115 - Technical Writing Credits: 3**

Total Credits: 15

Program Requirements

- **MTS 130 - Motorsports Structural Technology I Credits: 3**
- **MTS 131 - Motorsports Structural Technology II Credits: 3**
- **MTS 132 - Motorsports Structural Technology III Credits: 3**
- **MTS 135 - Sheet Metal Fabrication Credits: 3**
- **MTS 140 - Stock Car Engines I Credits: 3**
- **MTS 210 - Race Car Setup I Credits: 3**
- **MTS 211 - Race Car Setup II Credits: 3**
- **MTS 240 - Stock Car Engines II Credits: 3**
- **MAC 161 - Machine Shop Practices I Credits: 3**
- **MTS 298 - Dyno Engine Performance Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **WEL 135 - Inert Gas Welding Credits: 2**
- **MTS 120 - Introduction to Motorsports Technology Credits: 3**
- **MTS 125 - Motorsports Technology I Credits: 3**
- **MTS 150 - Engine Machining Processes I Credits: 4**
- **MTS 250 - Engine Machining Processes II Credits: 3**
- **MAC 121 - Numerical Control I Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **MTS 295 - Introduction to Pit Stop Credits: 2**

Total Credits: 53

Minimum Required for Degree: 68 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **MTH 111 - Basic Technical Mathematics Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **WEL 135 - Inert Gas Welding Credits: 2**
- **MTS 120 - Introduction to Motorsports Technology Credits: 3**
- **MTS 125 - Motorsports Technology I Credits: 3**
- **MAC 161 - Machine Shop Practices I Credits: 3**
- **ENG 115 - Technical Writing Credits: 3**

Total Credits: 18

Spring Semester Courses

- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **MTS 131 - Motorsports Structural Technology II Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **MTS 130 - Motorsports Structural Technology I Credits: 3**
- **MTS 135 - Sheet Metal Fabrication Credits: 3**
- **MTS 210 - Race Car Setup I Credits: 3**

Total Credits: 18

Fall Semester Courses

- **PED 111 - Weight Training I Credits: 1**
- **MTS 140 - Stock Car Engines I Credits: 3**
- **MTS 150 - Engine Machining Processes I Credits: 4**
- **MTS 132 - Motorsports Structural Technology III Credits: 3**
- **MTS 211 - Race Car Setup II Credits: 3**
- **MAC 121 - Numerical Control I Credits: 3**

Total Credits: 17

Spring Semester Courses

- **SOC EEE - Social Sciences Elective Credits: 3**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **MTS 240 - Stock Car Engines II Credits: 3**
- **MTS 250 - Engine Machining Processes II Credits: 3**
- **MTS 295 - Introduction to Pit Stop Credits: 2**
- **MTS 298 - Project In Motorsports Marketing Credits: 3**

Total Credits: 15

Business Administration, AA&S

Length: 60-62 credits

Purpose: The curriculum is designed for the student who plans to complete a baccalaureate degree program. The transfer institution's catalog and transfer guide are the best sources of information for planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution.

Program Outcomes: A student will be able to:

- locate, evaluate, interpret, and combine information to reach well-reasoned conclusions or solutions
- express themselves effectively in a variety of written forms
- calculate, interpret, and use numerical and quantitative information in a variety of settings
- demonstrate the knowledge and values necessary to become informed and contributing participants in a democratic society
- recognize and know how to apply the scientific method, and evaluate empirical information
- demonstrate skills important for successful transition into the workplace and/or pursuit of further education by way of professionalism and self-management practices and behaviors
- apply the principles of financial accounting
- define key terminology associated with microeconomics
- apply the key principles associated with macroeconomics

General Education Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3** and
- **ENG 112 - College Composition II Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3** and
- **HIS 122 - United States History Since 1865 Credits: 3**
or
- **HIS 111 - World Civilizations Pre-1500 CE Credits: 3**
- **HIS 112 - World Civilizations Post-1500 CE Credits: 3**
- **MTH 161 - Precalculus I Credits: 3**
or
- **MTH 167 - Precalculus With Trigonometry Credits: 5**
- **MTH 245 - Statistics I Credits: 3**
- **MTH 261 - Applied Calculus I Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **NAS EEE - Natural Sciences Electives Credits: 8**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 41-43

Program Requirements

- **ACC 211 - Principles of Accounting I Credits: 3 and**
- **ACC 212 - Principles of Accounting II Credits: 3**
- **ECO 201 - Principles of Macroeconomics Credits: 3**
- **ECO 202 - Principles of Microeconomics Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **PED/HLT EEE - Wellness Electives Credits: 2**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 19

Minimum Required for Degree: 60-62 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- **MTH 161 - Precalculus I Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 16

Spring Semester Courses

- **ENG 112 - College Composition II Credits: 3**
- **HIS 122 - United States History Since 1865 Credits: 3**
- **MTH 261 - Applied Calculus I Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**

Total Credits: 16

Fall Semester Courses

- **MTH 245 - Statistics I Credits: 3**
- **ACC 211 - Principles of Accounting I Credits: 3**
- **ECO 201 - Principles of Macroeconomics Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**

Total Credits: 16

Spring Semester Courses

- **NAS EEE - Natural Sciences Elective Credits: 4**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **ECO 202 - Principles of Microeconomics Credits: 3**
- **ACC 212 - Principles of Accounting II Credits: 3**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**

Total Credits: 12

General Studies Specialization: Criminal Justice, AA&S

Length: 62 credits

Purpose: The curriculum is designed for the student who plans to complete a baccalaureate degree program in criminal justice. The intended transfer institution's catalog and transfer guide are the best sources of information for planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution. Contact the division dean or an advisor for additional information.

Program Learning Outcomes: A student will be able to:

- locate, evaluate, interpret, and combine information to reach well-reasoned conclusions or solutions
- express themselves effectively in a variety of written forms
- calculate, interpret, and use numerical and quantitative information in a variety of settings
- demonstrate the knowledge and values necessary to become informed and contributing participants in a democratic society
- recognize and know how to apply the scientific method, and evaluate empirical information
- demonstrate skills important for successful transition into the workplace and/or pursuit of further education by way of professionalism and self-management practices and behaviors
- demonstrate competency of the effects of crime, law, and law enforcement systems in society

General Education Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3** and

- **ENG 112 - College Composition II Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3 and**
- **HIS 122 - United States History Since 1865 Credits: 3**
or
- **HIS 111 - World Civilizations Pre-1500 CE Credits: 3 and**
- **HIS 112 - World Civilizations Post-1500 CE Credits: 3**
- **MTH 161 - Precalculus I Credits: 3**
or
- **MTH 155 - Statistical Reasoning Credits: 3**
- **REL 231 - Religions of The World I Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **NAS EEE - Natural Sciences Electives Credits: 8**
- **SOC EEE - Social Sciences Elective Credits: 3**

Foreign Language

Select one sequence (8 credits) from the following:

- **FRE 101 - Beginning French I Credits: 4 and**
- **FRE 102 - Beginning French II Credits: 4**
or
- **SPA 101 - Beginning Spanish I Credits: 4 and**
- **SPA 102 - Beginning Spanish II Credits: 4**

Total Credits: 46

Program Requirements

- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **PED/HLT EEE - Wellness Electives Credits: 2**

Criminal Justice Electives

Select three courses (9 credits) from the following:

- **ADJ 100 - Survey of Criminal Justice Credits: 3**
- **ADJ 105 - The Juvenile Justice System Credits: 3**
- **ADJ 145 - Corrections and the Community Credits: 3**
- **ADJ 146 - Adult Correctional Institutions Credits: 3**

Total Credits: 16

Minimum Required for Degree: 62 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- **ADJ EEE - Criminal Justice Elective Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **PED/HLT EEE - Wellness Electives Credits: 2**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 16

Spring Semester Courses

- **ENG 112 - College Composition II Credits: 3**
- **HIS 122 - United States History Since 1865 Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**

Total Credits: 16

Fall Semester Courses

- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **REL 231 - Religions of The World I Credits: 3**
- **ADJ EEE - Criminal Justice Elective Credits: 3**
- **Foreign Language EEE - Foreign Language Elective Credits: 4**
- **MTH 161 - Precalculus I Credits: 3**

Total Credits: 16

Spring Semester Courses

- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **Foreign Language EEE - Foreign Language Elective Credits: 4**

- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **ADJ EEE - Criminal Justice Elective Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**

Total Credits: 14

General Studies Specialization: Human Services, AA&S

Length: 60 credits

Purpose: The curriculum is designed for the student who plans to complete a baccalaureate degree program in human services. The intended transfer institution's catalog and transfer guide are the best sources of information for planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution. Contact the division dean or an advisor for additional information.

Program Learning Outcomes: A student will be able to:

- locate, evaluate, interpret, and combine information to reach well-reasoned conclusions or solutions;
- express themselves effectively in a variety of written forms;
- calculate, interpret, and use numerical and quantitative information in a variety of settings;
- demonstrate the knowledge and values necessary to become informed and contributing participants in a democratic society;
- recognize and know how to apply the scientific method, and evaluate empirical information;
- demonstrate skills important for successful transition into the workplace and/or pursuit of further education by way of professionalism and self-management practices and behaviors; and
- demonstrate appropriate knowledge of skills essential for employment within the field of Human Services.

General Education Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3** and
- **ENG 112 - College Composition II Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
or
- **HIS 122 - United States History Since 1865 Credits: 3**
or
- **HIS 111 - World Civilizations Pre-1500 CE Credits: 3**
or
- **HIS 112 - World Civilizations Post-1500 CE Credits: 3**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **PSY 200 - Principles of Psychology Credits: 3**
- **SOC 200 - Principles of Sociology Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **NAS EEE - Natural Sciences Electives Credits: 8**
- **EEE EEE - College Transfer Elective Credits: 3**

Total Credits: 38

Program Requirements

NOTE: To select courses, student should consult the catalog of the institution(s) to which transfer is anticipated in addition to these requirements:

- **HMS 100 - Introduction to Human Services Credits: 3**
- **HMS 162 - Communication Skills For Human Services Professionals Credits: 3**
- **HMS 251 - Substance Abuse I Credits: 3**
- **HMS EEE - Human Services Elective Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **PED/HLT EEE - Wellness Electives Credits: 2**
- **PSY 230 - Developmental Psychology Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**

Total Credits: 22

Minimum Required for Degree: 60 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **HMS 100 - Introduction to Human Services Credits: 3**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **PSY 200 - Principles of Psychology Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 16

Spring Semester Courses

- **ENG 112 - College Composition II Credits: 3**
- **HIS EEE e.g., HIS 121 - United States History to 1877 Credits: 3**

- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SOC 200 - Principles of Sociology Credits: 3**
- **EEE EEE - College Transfer Elective Credits: 3**

Total Credits: 15

Fall Semester Courses

- **ENG EEE - English Literature Elective Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **HMS 251 - Substance Abuse I Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**

Total Credits: 14

Spring Semester Courses

- **HMS 162 - Communication Skills For Human Services Professionals Credits: 3**
- **HMS EEE - Human Services Elective Credits: 3**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **PED/HLT EEE - Wellness Elective Credits: 1**

Total Credits: 15

General Studies Specialization: Information Technology, AA&S

Length: 60-63 credits

Purpose: The curriculum is designed for the student who plans to complete a baccalaureate degree program in Information Technology or other IT field. The intended transfer institution's catalog and transfer guide are the best sources of information for planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution. Contact the division dean or an advisor for additional information.

Program Outcomes: A student will be able to:

- locate, evaluate, interpret, and combine information to reach well-reasoned conclusions or solutions
- express themselves effectively in a variety of written forms
- calculate, interpret, and use numerical and quantitative information in a variety of settings
- demonstrate the knowledge and values necessary to become informed and contributing participants in a democratic society
- recognize and know how to apply the scientific method, and evaluate empirical information

- demonstrate skills important for successful transition into the workplace and/or pursuit of further education by way of professionalism and self-management practices and behaviors

General Education Requirements

- **ENG 111 - College Composition I Credits: 3** and
- **ENG 112 - College Composition II Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3** and
- **HIS 122 - United States History Since 1865 Credits: 3**
or
- **HIS 111 - World Civilizations Pre-1500 CE Credits: 3** and
- **HIS 112 - World Civilizations Post-1500 CE Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **NAS EEE - Natural Sciences Electives Credits: 8**
- **SOC EEE - Social Sciences Electives Credits: 6**
- **EEE EEE - College Transfer Electives (2 classes) Credits: 6**

Choose One of the Following

Choose one of the following combinations to fulfill the math requirement (choose based on the requirements of the transfer institution):

A

- **MTH 161 - Precalculus I Credits: 3** and
- **MTH 261 - Applied Calculus I Credits: 3**

B

- **MTH 154 - Quantitative Reasoning Credits: 3** and
- **MTH 155 - Statistical Reasoning Credits: 3**

C

- **MTH 161 - Precalculus I Credits: 3**
or
- **MTH 167 - Precalculus With Trigonometry Credits: 5** and
- **MTH 245 - Statistics I Credits: 3**

D

- **MTH 263 - Calculus I Credits: 4** and
- **MTH 264 - Calculus II Credits: 4**

Total Credits: 44-46

Program Requirements

NOTE: To select courses, student should consult the catalog of the institution(s) to which transfer is anticipated in addition to these requirements:

- **SDV 100 - College Success Skills Credits: 1**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **PED/HLT EEE - Wellness Elective Credits: 1**

Total Credits: 16-17

Information Systems Requirements

Courses may be selected from the following:

- **CSC 110 - Principles of Computer Science Credits: 3**
- **CSC 221 - Introduction to Problem Solving and Programming Credits: 3**
- **CSC 205 - Computer Organization Credits: 3**
- **CSC 222 - Object-Oriented Programming Credits: 4**
- **ITN 260 - Network Security Basics Credits: 3**

Note

(ITP 120 (4) and ITP 220 (4) can be substituted for CSC 221 and CSC 202)

Total Credits: 13-14

Minimum Required for Degree: 60-63 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **CSC 110 - Principles of Computer Science Credits: 3**
- **CSC 221 - Introduction to Problem Solving and Programming Credits: 3**
- **MTH EEE - Mathematics Electives Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**

- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 15

Spring Semester Courses

- **CSC 222 - Object-Oriented Programming Credits: 4**
- **ENG 112 - College Composition II Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **MTH EEE - Mathematics Electives Credits: 3**
- **EEE EEE - College Transfer Electives (2 classes) Credits: 6**

Total Credits: 16

Fall Semester Courses

- **CSC 205 - Computer Organization Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 16

Spring Semester Courses

- **HIS 122 - United States History Since 1865 Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **EEE EEE - College Transfer Elective Credits: 3**

Total Credits: 14

General Studies Specialization: Teacher Education Preparation, AA&S

Length: 62 credits

Purpose: This specialization has been developed to facilitate transfer of credits earned by students with the Associate of Arts & Science (AA&S) degree in General Studies by taking a prescribed set of courses at Patrick & Henry Community College to the Liberal Studies Elementary Education PreK-6 Initial Licensure Program at Longwood University.

NOTE: Students wishing to complete teacher education at institutions other than Longwood University should meet with the program advisor to discuss courses required by the desired transfer institution.

Admission Requirements: Longwood will guarantee acceptance of qualified PHCC graduates with an AA&S degree who have earned a minimum grade point average (GPA) of 2.5 on a four point scale at the time of application and graduation. This cumulative GPA includes the GPA as calculated by P&HCC and the cumulative GPA of all other colleges attended. The GPA of 2.5 may not include more than five classes retaken with only the higher grade being calculated by the GPA. Students with a GPA below 2.5 at the time of application and/or time of graduation may be considered for admission but without the guaranteed acceptance.

Other Information: Students are strongly encouraged to apply by March 1 (for fall term) and November 1 (for spring term).

Credits earned through examination (AP, IB, CLEP, or DANTES) that were awarded credit by P&HCC will be treated on an equal basis as other credits earned at P&HCC. Official transcripts from each college attended and/or official documentation regarding these examinations must be provided.

Students are required to pass PRAXIS I for entry in the Longwood/NCI Teacher Prep program.

Transfer Information: Longwood University agrees that P&HCC graduates who are accepted will be granted junior status; all of their credits earned toward their AA&S degree will transfer with a C or better and all of their lower-division general education goals will be met. This assumption is based on the fact that students have completed courses as outlined below.

P&HCC students who complete the associate degree through dual enrollment are NOT guaranteed admission under the terms of the transfer agreement. However, such students may apply to Longwood as freshmen. When these students' applications are reviewed, high school performance, test scores (SAT/ACT), and other criteria used in the freshman review process will be considered.

Program Outcomes: A student will be able to:

- locate, evaluate, interpret, and combine information to reach well-reasoned conclusions or solutions
- express themselves effectively in a variety of written forms
- calculate, interpret, and use numerical and quantitative information in a variety of settings
- demonstrate the knowledge and values necessary to become informed and contributing participants in a democratic society
- recognize and know how to apply the scientific method, and evaluate empirical information
- demonstrate skills important for successful transition into the workplace and/or pursuit of further education by way of professionalism and self-management practices and behaviors
- complete a supervised field placement of a minimum of 40 hours in a preK-6 environment (Teacher Education Preparation)

General Education Requirements

- **BIO 101 - General Biology I Credits: 4**
- **BIO 102 - General Biology II Credits: 4**
- **CHD 145 - Teaching Art, Music and Movement to Children Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **ENG 250 - Children's Literature Credits: 3**
- **GEO 210 - People and The Land: Intro to Cultural Geography Credits: 3**
- **GOL 110 - Earth Systems: An Environmental Geology Perspective Credits: 4**

- **HIS 111 - World Civilizations Pre-1500 CE Credits: 3**
or

- **HIS 112 - World Civilizations Post-1500 CE Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- **HIS 122 - United States History Since 1865 Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **PLS 135 - U.S. Government and Politics Credits: 3**
or
- **PLS 136 - State and Local Government and Politics Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**

Fine Arts Elective

Choose one course (3 credits) from the following:

- **ART 101 - History of Art: Prehistoric to Gothic Credits: 3**
- **ART 102 - History of Art: Renaissance to Modern Credits: 3**
- **MUS 121 - Music in Society Credits: 3**

Total Credits: 51

Program Requirements

- **EDU 200 - Introduction to Teaching as a Profession Credits: 3**
- **EDU EEE - Education Elective Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**

Total Credits: 11

Minimum Required for Degree: 62 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **BIO 101 - General Biology I Credits: 4**

- **ENG 111 - College Composition I Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 17

Spring Semester Courses

- **BIO 102 - General Biology II Credits: 4**
- **ENG 112 - College Composition II Credits: 3**
- **HIS 122 - United States History Since 1865 Credits: 3**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**

Total Credits: 16

Fall Semester Courses

- **CHD 145 - Teaching Art, Music and Movement to Children Credits: 3**
- **ENG 250 - Children's Literature Credits: 3**
- **EDU 200 - Introduction to Teaching as a Profession Credits: 3**
- **HIS 111 - World Civilizations Pre-1500 CE Credits: 3**
- **PLS 135 - U.S. Government and Politics Credits: 3**

Total Credits: 15

Spring Semester Courses

- **GEO 210 - People and The Land: Intro to Cultural Geography Credits: 3**
- **GOL 110 - Earth Systems: An Environmental Geology Perspective Credits: 4**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **ART EEE - Art Elective Credits: 3**
- **EDU EEE - Education Elective Credits: 3**

Total Credits: 14

General Studies Specialization: Visual Arts, AA&S

Length: 60 credits

Purpose: The curriculum is designed for the student who plans to complete a baccalaureate degree program in the study of visual arts. The intended transfer institution's catalog and transfer guide are the best sources of information for

planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution. Contact the division dean or an advisor for additional information.

Program Outcomes: A student will be able to:

- locate, evaluate, interpret, and combine information to reach well-reasoned conclusions or solutions
- express themselves effectively in a variety of written forms
- calculate, interpret, and use numerical and quantitative information in a variety of settings
- demonstrate the knowledge and values necessary to become informed and contributing participants in a democratic society
- recognize and know how to apply the scientific method, and evaluate empirical information
- demonstrate skills important for successful transition into the workplace and/or pursuit of further education by way of professionalism and self-management practices and behaviors
- create a portfolio of artwork demonstrating proficiency in specified concepts and techniques

General Education Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3** and
- **ENG 112 - College Composition II Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3** and
- **HIS 122 - United States History Since 1865 Credits: 3**
or
- **HIS 111 - World Civilizations Pre-1500 CE Credits: 3** and
- **HIS 112 - World Civilizations Post-1500 CE Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **NAS EEE - Natural Sciences Electives Credits: 8**
- **SOC EEE - Social Sciences Electives Credits: 6**

Total Credits: 38

Program Requirements

- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **PED/HLT EEE - Wellness Electives Credits: 2**

ART Electives

Select 15 credits from the following:

- **ART 101 - History of Art: Prehistoric to Gothic Credits: 3**
- **ART 102 - History of Art: Renaissance to Modern Credits: 3**
- **ART 121 - Drawing I Credits: 3**
- **ART 223 - Life Drawing Credits: 3**
- **ART 241 - Painting I Credits: 3**
- **ART 242 - Painting II Credits: 3**

Total Credits: 22

Minimum Required for Degree: 60 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

NOTE: * These classes meet the requirements of the Career Studies Certificate in Art Studies

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **SDV 100 - College Success Skills Credits: 1 ***
- **ART EEE - Art Electives (2 classes) Credits: 6** (ART 101 and ART 121 used for certificate) *

Total Credits: 16

Spring Semester Courses

- **ENG 112 - College Composition II Credits: 3**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **ART EEE - Art Electives (2 classes) Credits: 6** (ART 102 and ART 223 used for certificate) *
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 15

Fall Semester Courses

- **CST 110 - Introduction to Communication Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- **ART EEE - Art Elective Credits: 3**

- **NAS EEE - Natural Sciences Elective Credits: 4**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 16

Spring Semester Courses

- **HIS 122 - United States History Since 1865 Credits: 3**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **ENG EEE - English Literature Elective Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **PED/HLT EEE - Wellness Electives Credits: 2**

Total Credits: 13

General Studies, AA&S

Length: 60-62 credits

Purpose: The curriculum is designed for the student who plans to complete a baccalaureate degree program. Students often select the general studies program if they intend to transfer to a four-year institution but are uncertain what their major will be. The transfer institution's catalog and transfer guide are the best sources of information for planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution. Contact the division dean or an advisor for additional information.

Program Outcomes: A student will be able to:

- locate, evaluate, interpret, and combine information to reach well-reasoned conclusions or solutions
- express themselves effectively in a variety of written forms
- calculate, interpret, and use numerical and quantitative information in a variety of settings
- demonstrate the knowledge and values necessary to become informed and contributing participants in a democratic society
- recognize and know how to apply the scientific method, and evaluate empirical information
- demonstrate skills important for successful transition into the workplace and/or pursuit of further education by way of professionalism and self-management practices and behaviors

General Education Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3** and
- **ENG 112 - College Composition II Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3** and
- **HIS 122 - United States History Since 1865 Credits: 3**
or
- **HIS 111 - World Civilizations Pre-1500 CE Credits: 3** and
- **HIS 112 - World Civilizations Post-1500 CE Credits: 3**

- **EEE EEE - College Transfer Electives Credits: 9**
- **ENG EEE - English Literature Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Electives Credits: 6**
- **NAS EEE - Natural Sciences Electives Credits: 8**
- **SOC EEE - Social Sciences Electives Credits: 6**

Choose one of the following

Choose one of the following combinations to fulfill the Math requirement (**choose based on the requirements of the transfer institution**):

A

- **MTH 161 - Precalculus I Credits: 3**
or
- **MTH 167 - Precalculus With Trigonometry Credits: 5** and
- **MTH 245 - Statistics I Credits: 3**
or
- **MTH 261 - Applied Calculus I Credits: 3**

B

- **MTH 154 - Quantitative Reasoning Credits: 3** and
- **MTH 155 - Statistical Reasoning Credits: 3**

Total Credits: 53-55

Program Requirements

- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **PED/HLT EEE - Wellness Electives Credits: 2**
- **SDV 100 - College Success Skills Credits: 1**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**

Total Credits: 7

Minimum Required for Degree: 60-62 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 16

Spring Semester Courses

- **ENG 112 - College Composition II Credits: 3**
- **HIS 122 - United States History Since 1865 Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**

Total Credits: 16

Fall Semester Courses

- **EEE EEE - College Transfer Elective Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 16

Spring Semester Courses

- **EEE EEE - College Transfer Electives (2 classes) Credits: 6**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**

Total Credits: 12

Science Specialization: Health Science, AA&S

Length: 60

Purpose: This program is designed for the student who plans to transfer and complete a baccalaureate degree program in the area of Health Sciences, Health Promotion, or Health Education.

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking;
- demonstrate competency in identifying human organs and listing specific functions of organs that make up organ systems;
- identify the path taken by nutrients as they travel through the digestive system;
- identify top three health concerns for adults, male and female; and
- demonstrate the ability to identify individuals and populations at risk for common select diseases.

General Education Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3** and
- **ENG 112 - College Composition II Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
or
- **HIS 122 - United States History Since 1865 Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **PHI 220 - Ethics Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**
- **SOC 200 - Principles of Sociology Credits: 3**
- **NAS EEE - Natural Sciences Electives Credits: 8**

Total Credits: 35

Program Requirements

- **BIO 141 - Human Anatomy and Physiology I Credits: 4** and
- **BIO 142 - Human Anatomy and Physiology II Credits: 4**
- **HLT 116 - Introduction to Personal Wellness Concepts Credits: 3**
or
- **HLT 143 - Medical Terminology I Credits: 3**
- **HLT 250 - General Pharmacology Credits: 3**
- **HLT 230 - Principles of Nutrition and Human Development Credits: 3**
- **PED 210 - Introduction to Physical Education and Health Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**

Total Credits: 25

Minimum Required for Degree: 60 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Required MTT Module 1-5 (minimum) MTT Module 1-9 (maximum depending on NAS EEE selection)

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **HLT 116 - Introduction to Personal Wellness Concepts Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 14

Spring Semester Courses

- **ENG 112 - College Composition II Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
or
- **HIS 122 - United States History Since 1865 Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**

Total Credits: 16

Fall Semester Courses

- **BIO 141 - Human Anatomy and Physiology I Credits: 4**
- **PED 210 - Introduction to Physical Education and Health Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **SOC 200 - Principles of Sociology Credits: 3**

Total Credits: 16

Spring Semester Courses

- **BIO 142 - Human Anatomy and Physiology II Credits: 4**
- **HLT 230 - Principles of Nutrition and Human Development Credits: 3**
- **HLT 250 - General Pharmacology Credits: 3**
- **PHI 220 - Ethics Credits: 3**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**

Total Credits: 14

Science Specialization: Pre-BSN, AA&S

Length: 61 credits

Purpose:

- To prepare Associate Degree Registered Nurse graduates to enter university B.S.N. bridge programs* (2+1+1 option).
- To provide a curriculum of study for eligible students (i.e. students with prior degrees, students who have dual enrolled) who are waiting to apply to the Associate Degree (1+2+1 option).
- To prepare transfer students to enter B.S.N programs (2+2 option).
- To assist Pre-Nursing Career Studies Certificate completer's who are waiting to apply and be accepted to the Associate Degree Nursing program and plan to continue their education at the B.S.N. level.

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking;
- demonstrate competency in identifying human organs and listing specific functions of organs that make up organ systems
- identify the path taken by nutrients as they travel through the digestive system;
- distinguish between the different drug classifications and commonly prescribed medications; and
- demonstrate quantitative literacy by using and interpreting tables and graphs.

Curricular Requirements: Students must earn a grade of C or higher in courses that are required in the Associate of Applied Science Health Technology Nursing degree program, and Practical Nursing Certificate program. Students pursuing transfer for a BSN must earn a C or higher in all courses.

General Education Requirements (50 credits)

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3** and
- **ENG 112 - College Composition II Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
or
- **HIS 122 - United States History Since 1865 Credits: 3**
or
- **MTH 154 - Quantitative Reasoning Credits: 3**
or
- **MTH 161 - Precalculus I Credits: 3**
and

- **MTH 155 - Statistical Reasoning Credits: 3**
or
- **MTH 245 - Statistics I Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**
and
- **SOC 200 - Principles of Sociology Credits: 3**
or
- **PSY 200 - Principles of Psychology Credits: 3**

Total Credits: 24

Humanities/Fine Arts Elective

Select from:

- **ART 101 - History of Art: Prehistoric to Gothic Credits: 3**
- **ART 102 - History of Art: Renaissance to Modern Credits: 3**
- **MUS 121 - Music in Society Credits: 3**
- **PHI 220 - Ethics Credits: 3**
- **REL 200 - Survey of The Old Testament Credits: 3**
- **REL 210 - Survey of The New Testament Credits: 3**
- **REL 231 - Religions of The World I Credits: 3**
- **REL 232 - Religions of The World II Credits: 3**

Total Credits: 3

Literature Elective

Select from:

- **ENG 245 - British Literature Credits: 3**
- **ENG 255 - World Literature Credits: 3**

Total Credits: 3

Laboratory Science

- **BIO 141 - Human Anatomy and Physiology I Credits: 4**
- **BIO 142 - Human Anatomy and Physiology II Credits: 4**
- **BIO 205 - General Microbiology Credits: 4**
and
- **CHM 111 - College Chemistry I Credits: 4** and
- **CHM 112 - College Chemistry II Credits: 4**
or
- **BIO 101 - General Biology I Credits: 4** and
- **BIO 102 - General Biology II Credits: 4**

Total Credits: 20

Program Requirements (11 credits)

- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 5

Pre-BSN Electives

- **HLT 230 - Principles of Nutrition and Human Development Credits: 3**
- **HLT 250 - General Pharmacology Credits: 3**

Total Credits: 6

Minimum Required for Degree: 61 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

NOTE: MTH 245 **and** MTH 161 may require co-enrollment in MDE 61 or completion of MDE 60. MDE 54 or MDE 55 may be required as a co-enrollment for MTH 154 and MTH 155.

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **BIO 101 - General Biology I Credits: 4**
- **MTH 161 - Precalculus I Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 17

Spring Semester Courses

- **BIO 102 - General Biology II Credits: 4**

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective [Pre-B.S.N.] Credits: 3**

Total Credits: 16

Fall Semester Courses

- **BIO 205 - General Microbiology Credits: 4**
- **ENG EEE - English Literature Elective [Pre-B.S.N.] Credits: 3**
- **HLT 230 - Principles of Nutrition and Human Development Credits: 3**
- **BIO 141 - Human Anatomy and Physiology I Credits: 4**

Total Credits: 14

Spring Semester Courses

- **PSY 230 - Developmental Psychology Credits: 3**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **SOC 200 - Principles of Sociology Credits: 3**
- **HLT 250 - General Pharmacology Credits: 3**
- **BIO 142 - Human Anatomy and Physiology II Credits: 4**

Total Credits: 14

Science, AA&S

Length: 60 credits

Purpose: This program is designed for the student who plans to complete a baccalaureate degree program. The transfer institution's catalog and transfer guide are the best sources of information for planning a course of study. Final responsibility for transferability of courses rests with the student and the registrar of that institution.

Curriculum Requirements: Students must successfully complete all of the requirements listed below to be awarded this degree.

Program Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking;
- demonstrate competency in scientific thinking by designing an appropriate experiment and identifying key components;
- demonstrate quantitative literacy by using and interpreting tables and graphs; and
- demonstrate scientific literacy by correctly using the terms, hypothesis, law, and theory in their scientific context.

General Education Requirements

- **ENG 111 - College Composition I Credits: 3** and
- **ENG 112 - College Composition II Credits: 3**

- **HIS 121 - United States History to 1877 Credits: 3** and
- **HIS 122 - United States History Since 1865 Credits: 3**
or
- **HIS 111 - World Civilizations Pre-1500 CE Credits: 3**
and
- **HIS 112 - World Civilizations Post-1500 CE Credits: 3**

- **ENG EEE - English Literature Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **MTH EEE - Mathematics Electives Credits: 5**
- **MTH EEE - Mathematics Electives Credits: 3** (Choose two math courses from Mathematic Electives, MTH 167 or higher) *See Developmental Prerequisites*

Must Complete 2 Two-Semester Sequences

- **NAS EEE - Natural Sciences Electives Credits: 16**

Note

[Choose based on the requirements of the transfer institution]

- **SOC EEE - Social Sciences Electives Credits: 6**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **EEE EEE - College Transfer Electives (2 classes) Credits: 6**

Total Credits: 56

Program Requirements

- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 5

Minimum Required for Degree: 60 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 15

Spring Semester Courses

- **ENG 112 - College Composition II Credits: 3**
- **HIS 122 - United States History Since 1865 Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **SOC EEE - Social Sciences Elective Credits: 3**

Total Credits: 13

Fall Semester Courses

- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **SOC EEE - Social Sciences Elective Credits: 3**
- **MTH 167 - Precalculus With Trigonometry Credits: 5**

Total Credits: 18

Spring Semester Courses

- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **EEE EEE - College Transfer Electives (2 classes) Credits: 6**
- **MTH EEE - Mathematics Electives Credits: 3**

Total Credits: 14

Bookkeeping Certificate

Length: 31 credits

Purpose: The purpose of this program is to provide additional knowledge and skill in basic accounting and bookkeeping for persons seeking immediate employment in the field, for those already employed who want to upgrade skills or for small business owners.

Employment Objectives: Employment opportunities might include accountant's assistant, bookkeeper, financial records manager, office manager or small business operator.

Potential Certification: A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Microsoft Office Specialist (MOS) - Excel;
- QuickBooks Certification.

Program Learning Outcomes: A student will be able to:

- demonstrate ability to reason critically and problem-solve;
- describe and use general business knowledge and skills;
- apply the principles of financial accounting, managerial accounting, tax accounting, and payroll accounting;
- prepare and interpret financial statements;
- demonstrate proficiency in personal computer operations and applications;
- demonstrate effective written communication skills in a business setting.

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**

Total Credits: 6

Program Requirements

- **ACC 124 - Payroll Accounting Credits: 3**
- **ACC 211 - Principles of Accounting I Credits: 3** and
- **ACC 212 - Principles of Accounting II Credits: 3**
- **ACC 215 - Computerized Accounting Credits: 3**
- **ACC 261 - Principles of Federal Taxation I Credits: 3**
- **BUS 100 - Introduction to Business Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 25

Minimum Required for Certificate: 31 Credits

Clerical Studies Certificate

Career Information

Current Job Opportunities

Gainful Employment Information

Length: 38 credits

Purpose: To provide competent entry-level office support personnel for immediate employment in business, industry, the professions, and government.

Employment Objectives: Completion of this program may lead to employment or career advancement in any of a wide variety of positions such as clerk typist, data entry keyer, file clerk, general clerk, clerk stenographer, shipping/receiving clerk, bank teller, information clerk, and switchboard operator/receptionist.

Potential Certification: A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examination:

Microsoft Office Specialist (MOS) - Word, Excel, PowerPoint.

Program Learning Outcomes: A student will be able to:

- demonstrate effective written communication skills in a business setting;
- produce a variety of business documents using correct grammar, punctuation and spelling in a form acceptable in today's business environment;
- demonstrate proficiency in personal computer operations and applications;
- demonstrate various methods of filing in storing and retrieving documents both manually and electronically.

General Education Requirements

- **ENG 115 - Technical Writing Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**
or
- **MTH 154 - Quantitative Reasoning Credits: 3**

Total Credits: 6

Program Requirements

- **ACC 124 - Payroll Accounting Credits: 3**
or

- **ACC 211 - Principles of Accounting I Credits: 3**
- **AST 101 - Keyboarding I Credits: 3**
- **AST 102 - Keyboarding II Credits: 3**
- **AST 107 - Editing/Proofreading Skills Credits: 3**
- **AST 136 - Office Record Keeping Credits: 3**
- **AST 141 - Word Processing (Specify Software) Credits: 3**
- **AST 154 - Voice Recognition Applications (Dragon Naturally Speaking) Credits: 1**
- **AST 243 - Office Administration I Credits: 3**
- **AST 260 - Presentation Software (Microsoft PowerPoint) Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 32

Minimum Required for Certificate: 38 Credits

Computer Aided Drafting and Design (CADD) Certificate

Career Information

Current Job Opportunities

Gainful Employment Information

Length: 40 credits

Purpose: Students learn to use advanced computer workstations with various CADD software applications. Students will receive instruction and practice in the planning, design, and preparation of high-quality technical drawings for a variety of projects. In addition to technical courses, there are supporting courses in communications, mathematics, and social sciences. These courses serve to broaden the student's general education background and thus better prepare students for employment and advancement in the career field.

Program Learning Outcomes: Program graduates have generic and specific occupational skills to be competitive in technical drawing creation and manipulation positions (CADD positions) in a variety of manufacturing, engineering, architectural and civil settings. Graduates demonstrate proficiency in 21st Century skills and use of current technological tools of the profession.

Occupational Objectives: Graduates may seek immediate employment or continue their education in the General Engineering Technology Degree program at P&HCC. The curriculum is designed to provide educational background and skills training that would be required for students seeking employment in entry-level architectural and industrial drafting such as architectural drafting technician, engineering drafting technician, engineering assistant, CAD operator or CAD drafter.

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **MTH 111 - Basic Technical Mathematics Credits: 3**

Total Credits: 6

Program Requirements

- **CAD 201 - Computer Aided Drafting and Design I Credits: 3**
- **CAD 202 - Computer Aided Drafting and Design II Credits: 3**
- **MEC 119 - Introduction to Basic CNC and CAM Credits: 3**
- **CAD 241 - Parametric Solid Modeling I Credits: 3**
- **CAD 242 - Parametric Solid Modeling II Credits: 3**
- **EGR 110 - Engineering Graphics Credits: 3**
- **EGR 216 - Computer Methods In Engineering and Technology Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **CAD 203 - Computer Aided Drafting and Design III Credits: 3**
- **CAD 232 - Computer Aided Drafting II Credits: 3**
- **CAD 243 - Parametric Solid Modeling III Credits: 3**
- **IND 160 - Introduction to Robotics Credits: 3**

Total Credits: 34

Minimum Required for Certificate: 40 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **MTH 111 - Basic Technical Mathematics Credits: 3**
- **CAD 201 - Computer Aided Drafting and Design I Credits: 3**
- **CAD 241 - Parametric Solid Modeling I Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 13

Spring Semester Courses

- **CAD 242 - Parametric Solid Modeling II Credits: 3**

- **CAD 202 - Computer Aided Drafting and Design II Credits: 3**
- **EGR 216 - Computer Methods In Engineering and Technology Credits: 3**
- **CAD 232 - Computer Aided Drafting II Credits: 3**
- **MEC 119 - Introduction to Basic CNC and CAM Credits: 3**

Total Credits: 15

Fall Semester Courses

- **CAD 243 - Parametric Solid Modeling III Credits: 3**
- **CAD 203 - Computer Aided Drafting and Design III Credits: 3**
- **EGR 110 - Engineering Graphics Credits: 3**
- **IND 160 - Introduction to Robotics Credits: 3**

Total Credits: 12

Early Childhood Education Certificate

Length: 31 credits

Purpose: This program is designed to improve the quality of education provided in early childhood programs. Courses and content covered are based on Virginia's Core Competencies for Early Childhood Professionals and NAEYC's Standards for Initial Early Childhood Professional Preparation. Graduates of the program will be qualified to serve as a director/administrator or a lead teacher in a licensed child care center, early learning center, or family day home in the state of Virginia.

Program Learning Outcomes: Students will be able to:

- observe and document a student's developmental and academic levels;
- identify ethical and professional guidelines when working in the early childhood field;
- build meaningful curriculum in Language Arts, Math, Science, and Social Studies.

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**

Total Credits: 6

Program Requirements

- **CHD 118 - Language Arts for Young Children Credits: 3**
- **CHD 120 - Introduction to Early Childhood Education Credits: 3**
- **CHD 145 - Teaching Art, Music and Movement to Children Credits: 3**
- **CHD 146 - Math, Science, and Social Studies for Children Credits: 3**
- **CHD 165 - Observation and Participation in Early Childhood/Primary Setting Credits: 3**
- **CHD 205 - Guiding the Behavior of Children Credits: 3**

- **CHD 270 - Administration of Early Childcare Programs Credits: 3**
- **EDU 235 - Health, Safety, and Nutritional Education Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 25

Minimum Required for Certificate: 31 Credits

General Business Certificate

Length: 31 credits

Purpose: This program is designed to provide additional knowledge and skills for persons seeking immediate employment in local business and those who wish to become better prepared to operate their own small business.

Occupational Objectives: Employment opportunities might include assistant department head, office manager, small business manager or assistant manager.

Admission Requirements: Students must meet the general admission requirements established by the college. Students with deficiencies in English or mathematics must complete appropriate developmental education courses. Students with deficiencies in computer skills will complete additional coursework.

Curriculum Requirements: Students must satisfactorily complete each of the requirements listed below in order to be awarded this certificate.

Program Learning Outcomes: A student will be able to:

- demonstrate effective written communication skills in a business setting;
- apply mathematical reasoning skills to formulate and solve problems;
- describe and use general business knowledge and skills, including managerial and supervisory concepts;
- apply the principles of financial accounting;
- demonstrate proficiency in personal computer operations and applications;
- demonstrate accepted ethical behaviors and interpersonal skills that reflect an understanding of diversity and teamwork; and
- describe contemporary approaches to management and methods to create a positive work environment.

General Education Requirements

- **ECO 202 - Principles of Microeconomics Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**

Total Credits: 9

Program Requirements

- **ACC 211 - Principles of Accounting I Credits: 3**
- **BUS 100 - Introduction to Business Credits: 3**

- **MKT 100 - Principles of Marketing Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **BUS 204 - Project Management Credits: 3**
- **BUS 205 - Human Resource Management Credits: 3**

Total Credits: 22

Minimum Required for Certificate: 31 Credits

Industrial Welding Certificate

Career Information

Current Job Opportunities

Gainful Employment Information

Length: 39 credits

Purpose: The curriculum is designed to provide skills and knowledge in general and specialized welding.

Program Learning Outcomes:

- Demonstrates ability of Skills in FCAW (Flux Core Arc Welding);
- Demonstrates ability of Skills in GMAW (Gas Metal Arc Welding);
- Demonstrates ability of Skills in SMAW (Shielded Metal Arc Welding).

Potential Certification: A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examination:

- American Welding Society FCAW D1.1 Structural Welding Code;
- American Welding Society SMAW D1.1 Structural Welding Code;
- American Welding Society GMAW D1.1 Structural Welding Code.

Occupational Objectives: Employment opportunities for graduates of this program might include welding specialist, welding assistant, self-employment and industrial maintenance.

General Education Requirements

- **MTH 111 - Basic Technical Mathematics Credits: 3**
- **ENG 115 - Technical Writing Credits: 3**

Total Credits: 6

Program Requirements

- **HLT 100 - First Aid and CardioPulmonary Resuscitation Credits: 2**
- **SDV 100 - College Success Skills Credits: 1**
- **WEL 120 - Introduction to Welding Credits: 3**
- **WEL 123 - Shielded Metal Arc Welding (Basic) Credits: 3**
- **WEL 126 - Pipe Welding I Credits: 3**
- **WEL 145 - Welding Metallurgy Credits: 3**
- **WEL 150 - Welding Drawing and Interpretation Credits: 3**
- **WEL 160 - Gas Metal Arc Welding Credits: 4**
- **WEL 161 - Flux Cored Arc Welding (FCAW) Credits: 3**
- **WEL 164 - Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG) Credits: 3**
- **WEL 237 - Applied Welding Process Credits: 3**
- **WEL 247 - Welding Layout and Fabrication Credits: 2**

Total Credits: 33

Minimum Required for Certificate: 39 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Note: * These Classes meet the requirements for the Career Studies Certificate in Welding.

Fall Semester Courses

- **HLT 100 - First Aid and CardioPulmonary Resuscitation Credits: 2**
- **SDV 100 - College Success Skills Credits: 1**
- **WEL 120 - Introduction to Welding Credits: 3 ***
- **WEL 123 - Shielded Metal Arc Welding (Basic) Credits: 3 ***
- **WEL 150 - Welding Drawing and Interpretation Credits: 3 ***
- **MTH 111 - Basic Technical Mathematics Credits: 3**

Total Credits: 15

Spring Semester Courses

- **WEL 160 - Gas Metal Arc Welding Credits: 4 ***
- **WEL 161 - Flux Cored Arc Welding (FCAW) Credits: 3 ***
- **WEL 145 - Welding Metallurgy Credits: 3**
- **WEL 164 - Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG) Credits: 3 ***
- **ENG 115 - Technical Writing Credits: 3**

Total Credits: 16

Fall Semester Courses

- **WEL 126 - Pipe Welding I Credits: 3**
- **WEL 237 - Applied Welding Process Credits: 3**
- **WEL 247 - Welding Layout and Fabrication Credits: 2**

Total Credits: 8

Practical Nursing Certificate

Career Information

Current Job Opportunities

Gainful Employment Information

Length: 44 credits

Purpose: This program prepares selected students to qualify as practitioners of practical nursing in a variety of health service facilities.

Employment Objectives: Employment opportunities for the practical nurse, once licensed, include skilled and residential nursing care facilities, physician offices and clinics, industry, schools, home health care agencies, and others as applicable.

Potential Certification: After successful completion of the practical nursing program, graduates will be eligible to apply for licensure as a practical nurse through the state licensing board. A student who resides outside of Virginia and plans to apply for licensure as a practical nurse subsequent to completion of this education program must comply with the licensure requirements mandated by the student's state of residence.

Program Learning Outcomes: Graduates of the program will:

- effectively apply the principles of safe and effective care incorporating the foundational principles of practical nursing;
- demonstrate minimum competency to practice practical nursing at entry level; and
- demonstrate fundamental basic skill competency

Special Accreditation/Approval Status: The Patrick & Henry Community College Practical Nursing Certificate program has conditional approval with terms and conditions by the Virginia State Board of Nursing. The terms and conditions are given in the order, Report and Recommendation of the Education Special Conference Committee.

Virginia Board of Nursing, Perimeter Center

9960 Mayland Drive, Suite 300,

Henrico, Virginia 23233-1463,

(804) 367-4515.

<https://www.dhp.virginia.gov/Boards/Nursing/>

The practical nursing program is not nationally accredited.

NCLEX-PN First Time Licensure Pass Rates:

	P&HCC	State	National
2021	75%	74.77%	79.60%
2020	56.25%	79.83%	83.08%
2019	71.43%	84.28%	85.63%
2018	86.67%	84.15%	85.93%
2017	85.0%	80.50%	83.85%

Special Admission Requirements: The applicant must meet the following requirements for admission into the required program and clinical courses (PNE 161 , PNE 162, PNE 145 , PNE 164 , PNE 158 , and NUR 135) . Interested students should contact the nursing/health science office for academic advising.

1. Be accepted as a student to the college.
2. Graduate from high school or a GED.
3. Complete developmental courses before submitting a practical nursing program application.
4. Validate computer competency equivalent to (ITE 101).
5. Evidence of high school algebra I and II with a grade of 'C' or higher. If five years have passed since high school completion and no history of college level math requirement equivalent to MTH 154 or higher with a grade of C or higher, student must successfully pass MDE 10 prior to applying. If a student successfully completed MTE 1-5 in the last five years, MDE 10 is not required. Deficiencies in math must be completed before application to the practical nursing program.
6. Complete one high school unit of college prep level biology or chemistry with no grade below a 'C.' College courses that may be used for high school substitute include: BIO 101 , BIO 102 , or CHM 110 .
7. Maintain cumulative college or high school grade point average of 2.0 or higher.
8. After meeting the above criteria, submit an application for the Practical Nursing Program during the specified advertised application period, along with required paperwork, i.e. high school transcripts, college transcripts, etc. during the application period.
9. Students must attend a Nursing Program Information Session prior to application submission. The attendance date may be no more than six (6) months prior to the application period.
10. Achieve a passing score on the Admission Test.
11. Students will be scheduled for the admission test after their application file has been reviewed and approved.

Applicants must have satisfactory scores in reading, mathematics, science, English and language usage.

Admission procedure: Applications to the nursing program are processed during specified advertised application periods. At the end of the advertised application period, completed applications with required supporting documents, will be reviewed and considered. Admission testing will be offered to students meeting all admission requirements. Priority admission will be awarded to students who earn a cumulative score of 60% or higher on the entrance ATI exam or equivalent and have a cumulative GPA of 2.5 or higher. If scores are equal the higher GPA will be the determinant, if GPA is equal the higher ATI TEAS score will be the determinant, if both are equal, the pre-application Science grade will be the determinant.

NOTE:The number of qualified applicants offered admission to the practical nursing program is contingent upon space available in the classroom, nursing laboratories, the programs access to sufficient clinical spaces in contracted clinical facilities in order to meet program learning outcomes, and qualified nursing faculty to teach students in classrooms, laboratories and clinical settings.

Applicants who are not accepted will be eligible to reapply at the next application period, at which time applicants meeting admission requirements will be allowed to repeat the admission test, and the most recent scores will be used for admission consideration.

Physical Requirement: The minimal functional requirements for all entering nursing students include:

- sufficient eye-hand coordination and manual and finger dexterity to provide direct patient care and to manipulate and operate equipment in the delivery of patient care;
- sufficient ability to fully observe patients/patient conditions and provide patient care, read medical records, and observe and manipulate equipment, including in dimly lit environments;
- sufficient hearing to communicate with patients and healthcare team members, including ability to detect and interpret sounds when operating equipment and gathering data;
- satisfactory communication skills, to include competence in reading, writing and speaking in English, in the classroom, laboratory, and clinical settings;
- ability to perform patient care activities that require full range of motion including handling, lifting, or moving patients and/or equipment;
- ability to lift and carry items weighing up to 50 pounds;
- ability to successfully perform all required duties and responsibilities in classroom, laboratory and clinical settings in stressful situations or conditions; and
- ability to participate in classroom, laboratory, and clinical settings during irregular hours (day/evening/night shifts, weekends, more than 8 hours at a time).

Upon acceptance students must complete a medical physical examination. Students must provide proof of all required immunizations as mandated by clinical agencies.

As a component of program admission, students are required to undergo mandatory drug screening and a criminal background check. Students must have a negative drug screen in order to begin clinical courses. Any charges or costs associated with the criminal background check and drug screen will be the responsibility of the student. Clinical agencies may deny a student participation in direct patient care based on results of drug screen and/or criminal background. Inability to complete clinical experiences will result in program dismissal.

Please note that the Virginia State Board of Nursing may refuse to admit a candidate to any licensure examination and refuse to issue a license or certificate to any applicant who has been convicted of any felony or misdemeanor involving moral turpitude. Students must produce a satisfactory criminal background check to the standards of all clinical agencies used by the college for experiential learning upon enrolling in the Practical Nursing program.

Financial Requirements: In addition to the usual college tuition and fees, this program requires additional expenses.

Approximate costs include:

Uniforms	\$160
Physical examination	\$100
Books	\$1000-\$1400
Graduation Pin: cost depends on price of gold or silver	
KAPLAN	\$600
AHA BLS CPR certification	\$158
Standardized tests	\$150

Criminal background checks	\$48 minimum
Drug screens	\$38 minimum
Application for licensure fees and criminal background	\$410

Transportation to clinical agencies, seminars, etc. as required

Transfer Options: Students interested in program transfer must meet all admission requirements of the program for which transfer is being requested. Transfer is granted on a space available basis. Transfer applicants must currently be accepted and enrolled in a board approved practical nursing program or equivalent whose graduates are candidates for licensure and may only transfer into a board approved program. Additional requirements that will be used for transfer consideration will include performance in didactic, clinical laboratory, and clinical courses, and standardized test performance. Students may be required to demonstrate competency in previous course work through demonstration and testing.

Curriculum Requirements: To remain in the program, a student must have a "C" or above in all PNE and NUR courses. Additionally, student must have a grade of "C" or above in all semesters of English, health, natural science and psychology courses. In addition to formal lectures and laboratory experiences, clinical experiences within driving distance of the college will be scheduled at day, evening and/or weekend times, depending on availability of facilities. Criminal background checks and drug screens may be repeated after program acceptance to comply with clinical agency requirements. Clinical/field/preceptor experiences require access to contracted clinical agencies.

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **NAS 150 - Human Biology Credits: 4**
- **PSY 230 - Developmental Psychology Credits: 3**

Total Credits:10

Program Requirements

- **NUR 135 - Drug Dosage Calculations Credits: 1**
- **PNE 161 - Nursing In Health Changes I Credits: 7**
- **PNE 162 - Nursing In Health Changes II Credits: 10**
- **PNE 164 - Nursing In Health Changes IV Credits: 11**
- **PNE 158 - Mental Health and Psychiatric Nursing Credits: 2**
- **PNE 145 - Trends In Practical Nursing Credits: 1**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 34

Minimum Required for Certificate: 44 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Summer Semester Courses

- **PNE 161 - Nursing In Health Changes I Credits: 7**
- **NUR 135 - Drug Dosage Calculations Credits: 1**
- **NAS 150 - Human Biology Credits: 4**
- **SDV 100 - College Success Skills Credits: 1**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**

Total Credits: 14

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**
- **PNE 162 - Nursing In Health Changes II Credits: 10**

Total Credits: 16

Spring Semester Courses

- **PNE 164 - Nursing In Health Changes IV Credits: 11**
- **PNE 158 - Mental Health and Psychiatric Nursing Credits: 2**
- **PNE 145 - Trends In Practical Nursing Credits: 1**

Total Credits: 14

Therapeutic Massage Certificate

Career Information

Current Job Opportunities

Gainful Employment Information

Length: 39 credits

Purpose: The program is designed to prepare students with the skills and competencies necessary to enter into the field of massage therapy.

Employment Objectives: Obtain employment as a massage therapist in a variety of settings such as health care, business, recreational settings, and self-employment. Businesses using massage therapists include hotels, cruise ships, hospitals, corporations, doctor's offices, and many spa or personal wellness agencies.

Potential Certification: A graduate may apply to take the MBLEX after successful completion of the education program, in addition the graduate may apply for licensure in Virginia as a Massage Therapist. A student who resides outside of Virginia and plans to apply for licensure as a massage therapist subsequent to completion of this education program must comply with the licensure requirements for the student's state of residence. This education program may not meet the requirements for licensing or certification for the student's state of residence.

Program Learning Outcomes: A student will be able to:

- demonstrate practical ability to deliver massage at the introductory level;
- demonstrate practical ability to deliver massages using specified techniques; and
- identify all major systems within the human body and list each major organ with its primary functions

Curricular Requirements: Core therapeutic massage courses that are greater than five years old must be repeated for credit to be eligible for program graduation. This program starts a new cohort every third semester, interested students should contact the Nursing and Allied Health office for specific program cycle start dates.

General Education Requirements

- **ENG 111 - College Composition I Credits: 3** and
- **ENG 112 - College Composition II Credits: 3**
- **BUS 165 - Small Business Management Credits: 3**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **PED 109 - Yoga Credits: 1**
- **NAS 150 - Human Biology Credits: 4**

Total Credits: 15

Program Requirements

- **HLT 170 - Introduction to Massage Credits: 1**
- **HLT 180 - Therapeutic Massage I Credits: 3**
- **HLT 280 - Therapeutic Massage II Credits: 3**
- **HLT 281 - Therapeutic Massage III Credits: 3**
- **HLT 220 - Concepts of Disease Credits: 3**
- **HLT 143 - Medical Terminology I Credits: 3**
- **HLT 116 - Introduction to Personal Wellness Concepts Credits: 3**
- **HLT 193 - Muscles and Massage Credits: 4**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 24

Minimum Required for Certificate: 39 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites include placement of EDE 11 for English and exceeds MDE 10 for math.

Semester One Courses

- **ENG 111 - College Composition I Credits: 3**
- **HLT 170 - Introduction to Massage Credits: 1**
- **HLT 180 - Therapeutic Massage I Credits: 3**
- **NAS 150 - Human Biology Credits: 4**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 12

Semester Two Courses

- **ENG 112 - College Composition II Credits: 3**
- **HLT 143 - Medical Terminology I Credits: 3**
- **HLT 280 - Therapeutic Massage II Credits: 3**
- **HLT 193 - Muscles and Massage Credits: 4**
- **PED 109 - Yoga Credits: 1**

Total Credits: 14

Semester Three Courses

- **HLT 116 - Introduction to Personal Wellness Concepts Credits: 3**
- **BUS 165 - Small Business Management Credits: 3**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **HLT 220 - Concepts of Disease Credits: 3**
- **HLT 281 - Therapeutic Massage III Credits: 3**

Total Credits: 13

Uniform Certificate of General Studies

Length: 31-35 credits

Purpose: The Uniform Certificate of General Studies (UCGS) is a one-year college program in which all courses are transferable and satisfy lower-division general education requirements at any Virginia public institution of higher education.

Program Description: This program consists of a minimum of 31 credit hours. Students should take the UCGS courses that best suit their intended program of study at the four-year institution. Only classes completed after May 2020 apply toward UCGS completion.

Admission Requirements: Entry into this curriculum is obtained by meeting the admission requirements established by the College. You must take developmental coursework as required by placement testing.

Curriculum Requirements: Requirements for the certificate are listed in the curriculum below.

Certificate Requirements

Block I (Written Communication) - 6 credits

- **ENG 111 - College Composition I Credits: 3**
- **ENG 112 - College Composition II Credits: 3**

Block II (Arts/Humanities/Literature) - 6 credits

Select two courses (the two courses must be from different categories)

Arts

- **ART 101 - History of Art: Prehistoric to Gothic Credits: 3**
- **ART 102 - History of Art: Renaissance to Modern Credits: 3**
- **MUS 121 - Music in Society Credits: 3**

Humanities

- **PHI 101 - Introduction to Philosophy I Credits: 3**
- **PHI 220 - Ethics Credits: 3**

Literature

- **ENG 245 - British Literature Credits: 3**
- **ENG 246 - American Literature Credits: 3**
- **ENG 250 - Children's Literature Credits: 3**
- **ENG 255 - World Literature Credits: 3**
- **ENG 258 - African American Literature Credits: 3**

Block III (Social and Behavioral Sciences) - 3 credits

Select one course

- **ECO 201 - Principles of Macroeconomics Credits: 3**
- **ECO 202 - Principles of Microeconomics Credits: 3**
- **GEO 210 - People and The Land: Intro to Cultural Geography Credits: 3**
- **PLS 135 - U.S. Government and Politics Credits: 3**
- **PSY 200 - Principles of Psychology Credits: 3**
- **SOC 200 - Principles of Sociology Credits: 3**
- **SOC 268 - Social Problems Credits: 3**

Block IV (Natural Sciences) - 4 credits

Select one course

- **BIO 101 - General Biology I Credits: 4**
- **BIO 102 - General Biology II Credits: 4**
- **CHM 111 - College Chemistry I Credits: 4**
- **CHM 112 - College Chemistry II Credits: 4**
- **GOL 105 - Physical Geology Credits: 4**
- **GOL 110 - Earth Systems: An Environmental Geology Perspective Credits: 4**
- **PHY 201 - General College Physics I Credits: 4**
- **PHY 202 - General College Physics II Credits: 4**

Block V (Mathematics) - 3-5 credits based on pathway

Select one course from student's pathway

A. Quantitative/Statistics Pathway

- **MTH 154 - Quantitative Reasoning Credits: 3**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **MTH 245 - Statistics I Credits: 3**

B. Calculus Pathway

- **MTH 161 - Precalculus I Credits: 3**
- **MTH 167 - Precalculus With Trigonometry Credits: 5**
- **MTH 261 - Applied Calculus I Credits: 3**
- **MTH 263 - Calculus I Credits: 4**

Block VI (History) - 3 credits

Select one course

- **HIS 111 - World Civilizations Pre-1500 CE Credits: 3**
- **HIS 112 - World Civilizations Post-1500 CE Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- **HIS 122 - United States History Since 1865 Credits: 3**

Block VII (Specialized General Education Courses) - 6-8 credits

Select two courses [NOTE: For Block VII, the student may complete courses from Blocks I-VI above or any additional course below. Students should align their Block VII course selection with their intended transfer destination's specific general education or programmatic requirements.]

- **ART 121 - Drawing I Credits: 3**
- **ART 223 - Life Drawing Credits: 3**

- **ASL 101 - American Sign Language I Credits: 4**
- **ASL 102 - American Sign Language II Credits: 4**
- **CSC 110 - Principles of Computer Science Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SPA 101 - Beginning Spanish I Credits: 4**
- **SPA 102 - Beginning Spanish II Credits: 4**
- **SPA 201 - Intermediate Spanish Credits: 4**
- **SPA 202 - Intermediate Spanish Credits: 4**

Minimum Required for Certificate: 31 Credits

Advanced Manufacturing Technician, CSC

Length: 22 credits

Purpose: According to VEC labor market information, the manufacturing industry accounts for approximately 20% of employment in the region served by Patrick & Henry Community College. Through its work with employers on Business and Industry Leadership Teams (BILTs), P&HCC's division of Workforce, Economic, and Community Development has identified a core set of knowledge, skills, and abilities required across the advanced manufacturing industry sector, including safety, applied mathematics, quality, processes, basic maintenance and machine operation (mechatronics), computer technology, and career intelligence. In addition, employers have identified the need for internship or apprenticeship opportunities to provide hands-on, workplace experiences for students. The career studies certificate presented below provides instruction for these core skills, as well as internship opportunities. In addition to the career studies certificate, students will have an opportunity to earn the Certified Production Technician (CPT) national industry certification from the Manufacturing Skills Standards Council (MSSC). This career studies certificate will allow P&HCC to not only produce an advanced manufacturing workforce with strong general manufacturing skills, but also to quickly add on courses to develop training for specific industries. For example, the proposed career studies certificate stacks fully into the Center for Advanced Film Manufacturing (CAFM) program developed in partnership with Eastman so students completing the advanced manufacturing technician certificate will only need to take two advanced film specific courses to complete the CAFM program. The proposed career studies certificate is also fully stackable to the Associate degree in General Engineering Technologies, becoming another step on the advanced manufacturing/engineering technologies career pathway.

Requirements

- **EGR 216 - Computer Methods In Engineering and Technology Credits: 3**
- **IND 101 - Quality Assurance Technology I Credits: 3**
- **IND 125 - Installation and Preventive Maintenance Credits: 3**
- **IND 290 - Coordinated Internship Credits: 3**
- **MEC 112 - Processes of Industry Credits: 3**
- **MEC 140 - Introduction to Mechatronics Credits: 3**
- **SAF 126 - Principles of Industrial Safety Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Career Studies Certificate: 22 credits

Advanced Manufacturing: Advanced Films Technology, CSC

Length: 28 credits

Purpose: This program is provided to meet the demands for an emerging technical workforce and is a direct response to local workforce and industry demand. Therefore, implementation of this program will expand employment and educational opportunities for area citizens.

Program Learning Outcomes: A student will be able to:

- demonstrate knowledge of safety, quality practices
- processes and procedures, and preventive maintenance within the manufacturing production environment
- demonstrate proficiency in applied mathematics, reading for information, and locating information
- demonstrate understanding of and proficiency in machine operations especially those relevant to advanced films manufacturing, including coating, laminating, and web handling

Minimum Required for Career Studies Certificate: 28 Credits

- **SDV 100 - College Success Skills Credits: 1**
- **EGR 216 - Computer Methods In Engineering and Technology Credits: 3**
- **MEC 140 - Introduction to Mechatronics Credits: 3**
- **SAF 126 - Principles of Industrial Safety Credits: 3**
- **IND 101 - Quality Assurance Technology I Credits: 3**
- **IND 125 - Installation and Preventive Maintenance Credits: 3**
- **IND 195 - Introduction to Manufacturing and Advanced Films Technology Credits: 3**
- **IND 290 - Coordinated Internship Credits: 3**
- **IND 295 - Topics In Advanced Films Technology Credits: 3**
- **MEC 112 - Processes of Industry Credits: 3**

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **IND 101 - Quality Assurance Technology I Credits: 3**
- **SAF 126 - Principles of Industrial Safety Credits: 3**
- **MEC 140 - Introduction to Mechatronics Credits: 3**
- **IND 195 - Introduction to Manufacturing and Advanced Films Technology Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 13

Spring Semester Courses

- **MEC 112 - Processes of Industry Credits: 3**
- **IND 125 - Installation and Preventive Maintenance Credits: 3**
- **IND 295 - Topics In Advanced Films Technology Credits: 3**
- **EGR 216 - Computer Methods In Engineering and Technology Credits: 3**

Total Credits: 12

Fall Semester Courses

- **IND 290 - Coordinated Internship Credits: 3**

Total Credits: 3

Applied Mechatronics, CSC

Length: 17 credits

Purpose: This program is designed to prepare students for Siemens Mechatronics certification.

Employment Objective: Employment opportunities for graduates of this program include positions as electronics technician.

Program Learning Outcomes: A student will be able to:

- demonstrate the ability to write a ladder program with two inputs and one output
- learn schematic symbols that apply to building a circuit with electronic devices on a bread board from a schematic diagram

Requirements

- **IND 243 - Principles and Applications of Mechatronics Credits: 3**
- **MEC 140 - Introduction to Mechatronics Credits: 3**
- **MEC 155 - Mechanisms Credits: 3**
- **MEC 165 - Applied Hydraulics, Pneumatics and Hydrostatics Credits: 3**
- **ETR 156 - Digital Circuits and Microprocessor Fundamentals Credits: 4**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Career Studies Certificate: 17 Credits

Art Studies, CSC

Length: 13 credits

Purpose: This program is designed to provide skills for the individual pursuing a vocational or other artistic interest.

Program Learning Outcomes: A student will be able to:

- demonstrate an appreciation for the arts
- create a portfolio of artwork demonstrating proficiency in specified concepts and techniques

Requirements

- **ART 101 - History of Art: Prehistoric to Gothic Credits: 3**
- **ART 102 - History of Art: Renaissance to Modern Credits: 3**
- **ART 121 - Drawing I Credits: 3**
- **ART 223 - Life Drawing Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Certificate: 13 Credits

* ART 241, ART 242 may be substituted with division approval.

CNC Lathe Operator, CSC

Length: 21

Purpose: The purpose of the CNC Lathe Operator Career Studies Certificate is to help entry-level employees in the precision machining related trades to obtain skills with emphasis on manual lathe, mill work, and an introduction to CNC lathe programming and operation.

Occupational Objective: Graduates of this program will have:

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

Industrial Credentials: Students will have an opportunity to earn:

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

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

Feeder Program: This certificate feeds into Danville Community College's Precision Machine Technology, and Integrated Machining Technology.

Program Outcomes: Graduates of the CNC Lathe Operator Career Studies Certificate will be able to:

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

Program Requirements

- **CAD 231 - Computer Aided Drafting I Credits: 3**
- **ENG 115 - Technical Writing Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **MAC 121 - Numerical Control I Credits: 3**
- **MAC 126 - Introductory CNC Programming Credits: 3**
- **MAC 164 - Machine Shop Practices IV Credits: 3**
- **MAC 231 - Advanced Precision Machining I Credits: 3**

Total Credits: 21

Computer Service Technician, CSC

Length: 17 credits

Purpose: This program is designed to provide skills and knowledge needed for employment as a computer service technician and certification for the CompTIA A+ exam.

Employment Objectives: Employment opportunities include repair and maintenance of computers and servers. Responsibilities may also include building or configuring new hardware, installing and updating software packages, and creating and maintaining computer networks.

Potential Certification: A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- CompTIA - A+.

Program Learning Outcomes: A student will be able to:

- demonstrate skills in computer hardware knowledge related to installation, configuration, and upgrading, diagnosing and troubleshooting, preventive maintenance, printers, and basic networking; and
- demonstrate skills in computer operating system knowledge related to operating system fundamentals, installation, configuration, and upgrading, diagnosing and troubleshooting, and networks.

Program Requirements

- **CSC 110 - Principles of Computer Science Credits: 3**
- **ITN 106 - Microcomputer Operating Systems Credits: 3**
- **ITN 107 - Personal Computer Hardware and Troubleshooting Credits: 3**
- **ITN 154 - Network Fundamentals, Router Basics, and Configuration (ICND1) - CISCO Credits: 4**
- **SDV 100 - College Success Skills Credits: 1**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**

Total Credits: 17

Culinary and Hospitality Management, CSC

Length: 28 credits

Purpose: This program prepares graduates to fulfill mid-to upper-level responsibilities in the hospitality industry.

Program Requirement: Non-slip shoes are required for lab classes

Program Learning Outcomes: Upon completion, each student has the knowledge base in food production, dining and managing food service tasks to work as lead cook in the food service field.

Requirements

- **BUS 111 - Principles of Supervision I Credits: 3**
- **BUS 200 - Principles of Management Credits: 3**
- **FIN 107 - Personal Finance Credits: 3**
- **HRI 106 - Principles of Culinary Arts I-II Credits: 3**
- **HRI 128 - Principles of Baking Credits: 3**
- **HRI 158 - Sanitation and Safety Credits: 3**
- **HRI 218 - Fruit, Vegetable, and Starch Preparation Credits: 3**
- **HRI 220 - Meat, Seafood, and Poultry Preparation Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for the Career Studies Certificate: 28 Credits

Culinary Arts, CSC

Length: 28 credits

Purpose: This program prepares graduates for entry-level responsibilities in the hospitality industry.

Program Requirement: Non-slip shoes are required for the program

Potential Certification: ServSafe Manager Certification

Program Learning Outcomes: A student will be able to:

- outline the decision making process for managers using various decision making techniques
- demonstrate acceptable workplace skills, attitudes, and behaviors
- demonstrate knowledge of food production and dining

Requirements

- **HRI 106 - Principles of Culinary Arts I-II Credits: 3**
- **HRI 128 - Principles of Baking Credits: 3**
- **HRI 145 - Garde Manger Credits: 3**

- **HRI 158 - Sanitation and Safety Credits: 3**
- **HRI 190 - Coordinated Internship Credits: 3**
- **HRI 218 - Fruit, Vegetable, and Starch Preparation Credits: 3**
- **HRI 219 - Stock, Soup, and Sauce Preparation Credits: 3**
- **HRI 220 - Meat, Seafood, and Poultry Preparation Credits: 3**
- **HRI 251 - Food and Beverage Cost Control I Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for the Career Studies Certificate: 28 Credits

Cybersecurity, CSC

Length: 18 credits

Purpose:

This career studies certificate leads to entry-level employment opportunities in cybersecurity and networking fields by preparing students for introductory IT knowledge and skills to recognize, prevent, and defend against threats to information and information systems.

Students are introduced to basic topics of operating systems, computer systems, computer hardware, networking concepts, programing, and cybersecurity core topics to be well prepared and successful in areas of IT including cybersecurity and networking.

Employment Objectives: Graduates may seek employment opportunities as an entry-level Network Analyst/Specialist, Security Analyst/Specialist, or a Security Architect in local businesses, educational institutions, or governmental agencies.

Potential Certification: A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Security+
- Network +

Program Learning Outcomes: A student will be able to:

- demonstrate basic knowledge of intrusion detection, incident handling, firewalls, network security laws, software vulnerability;
- recognize threats and vulnerabilities to networks and servers;
- develop a security infrastructure; and
- demonstrate techniques for mitigating security threats.

Program Requirements

- **ITN 106 - Microcomputer Operating Systems Credits: 3**
- **ITN 107 - Personal Computer Hardware and Troubleshooting Credits: 3**
- **ITN 154 - Network Fundamentals, Router Basics, and Configuration (ICND1) - CISCO Credits: 4**

- **ITN 260 - Network Security Basics Credits: 3**
- **ITP 120 - Java Programming I Credits: 4**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 18

Minimum Required for Certificate: 18 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **ITN 106 - Microcomputer Operating Systems Credits: 3**
- **ITN 154 - Network Fundamentals, Router Basics, and Configuration (ICND1) - CISCO Credits: 4**
- **ITN 260 - Network Security Basics Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 11

Spring Semester Courses

- **ITN 107 - Personal Computer Hardware and Troubleshooting Credits: 3**
- **ITP 120 - Java Programming I Credits: 4**

Total Credits: 7

Early Childhood Instruction, CSC

Length: 16 credits

Purpose: This program is an introduction to the field, designed to provide entry-level competencies documented by Virginia's Competencies for Early Childhood Professionals and NAEYC's Standards for Initial Early Childhood Professional Preparation. Graduates are qualified to work as a assistant teacher in childcare centers, family child care homes, and before and after school programs. This program also satisfies the level 2 requirement for Virginia's Quality Rating and Improvement System.

Program Learning Outcomes: Students will be able to:

- observe and document a student's developmental and academic levels
- identify ethical and professional guidelines when working in the early childhood field

Program Requirements

- **CHD 120 - Introduction to Early Childhood Education Credits: 3**
- **CHD 145 - Teaching Art, Music and Movement to Children Credits: 3**
- **CHD 165 - Observation and Participation in Early Childhood/Primary Setting Credits: 3**
- **CHD 205 - Guiding the Behavior of Children Credits: 3**
- **EDU 235 - Health, Safety, and Nutritional Education Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 16

Minimum Required for Certificate: 16 Credits

Emergency Medical Services (EMT), CSC

Length: 24 credits

Purpose: This program is designed for the student interested in pursuing a career as an Emergency Medical Technician to work in a variety of health service facilities and/or desires to advance in EMS educational pathways by pursuing advanced EMS certifications.

Employment Objectives: Employment opportunities for the Emergency Medical Technician include pre-hospital EMS/medical transport agencies, hospital emergency departments, and volunteer agencies.

Potential Certification: After successful completion of the Emergency Medical Technician course, student will be eligible to sit for the National Registry Emergency Medical Technician certification exam. After successful completion of CPR, students will be certified from American Heart Association as a BLS Provider. A student who resides outside of Virginia and plans to apply for certification as an Emergency Medical Technician (EMT) subsequent to completion of this education program may not meet the requirements for certification in the state of residence.

Curricular Requirements: Clinical/field/preceptor experiences require access to contracted clinical agencies.

Program Learning Outcomes: The student will be able to:

- demonstrate ability to apply knowledge and skill required to practice as an Emergency Medical Technician; and
- master clinical skill competencies.

Physical Requirements: The student must be able to:

- verbally communicate in person, via telephone and telecommunications using the English language;
- hear spoken information from co-workers, patients, physicians and dispatchers and in sounds common to the emergency scene;
- ability to lift, carry, balance up to 125 pounds (250 with assistance);
- ability to interpret and respond to written, oral, and diagnostic form instructions;
- read road maps, drive vehicle, accurately discern street signs and address numbers;
- read medication/ prescription labels and directions for usage in quick, accurate, and expedient manner;

- communicate verbally with patients and significant others in diverse cultural and age groups to interview patient, family members, and bystanders;
- discern deviations/changes in eye/skin coloration due to patient's condition and to the treatment given;
- document, in writing, all relevant information in prescribed format in light of legal ramifications of such;
- perform with good manual dexterity all tasks related to advanced emergency patient care and documentation;
- bend, stoop, balance, and crawl on uneven terrain;
- withstand varied environmental conditions such as extreme heat, cold, and moisture.

Students must provide proof of all required immunizations as mandated by clinical agencies.

Financial Requirements: In addition to the usual college tuition and fees, this program requires additional expenses.

Approximate costs include:

Drug screening	\$38 minimum
Criminal background check	\$48 minimum
Books	\$250
Uniforms	\$50
Physical examination	\$100
Platinum Planner	\$30
EMS Testing	\$49

Program Requirements

- **EMS 111 - Emergency Medical Technician Credits: 7**
- **EMS 120 - Emergency Medical Technician-Clinical Credits: 1**
- **ENG 111 - College Composition I Credits: 3**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **PSY 230 - Developmental Psychology Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **BIO 141 - Human Anatomy and Physiology I Credits: 4**
- **BIO 142 - Human Anatomy and Physiology II Credits: 4**

Minimum Required for Career Studies Certificate: 24 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites Placement of ENG 111/ EDE 11.

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**
- **BIO 141 - Human Anatomy and Physiology I Credits: 4**
- **PSY 230 - Developmental Psychology Credits: 3**

Total Credits: 12

Spring Semester Courses

- **EMS 111 - Emergency Medical Technician Credits: 7**
- **EMS 120 - Emergency Medical Technician-Clinical Credits: 1**
- **BIO 142 - Human Anatomy and Physiology II Credits: 4**

Total Credits: 12

Emergency Medical Services Advanced EMT, CSC

Length: 17 credits

Purpose: This program is designed for the student interested in pursuing a career as an Advanced Emergency Medical Technician to work in a variety of health service facilities and/or desires to advance in EMS educational pathways by pursuing advanced EMS certifications.

Employment Objectives: Employment opportunities for the Advanced Emergency Medical Technician include pre-hospital EMS/medical transport agencies, hospital emergency departments, and volunteer agencies.

Potential Certification: After successful completion of the Advanced Emergency Medical Technician course, student will be eligible to sit for the National Registry Advanced EMT certification exam. After successful completion of CPR students will be certified from American Heart Association as a BLS Provider. A student who resides outside of Virginia and plans to apply for certification as an Advanced Emergency Medical Technician (AEMT) subsequent to completion of this education program may not meet the requirements for certification in the state of residence.

Curricular Requirements: Clinical/field/preceptor experiences require access to contracted clinical agencies.

Program Learning Outcomes: The student will be able to:

- demonstrate ability to apply knowledge and skill required to practice as an Advanced Emergency Medical Technician; and
- master clinical skill competencies.

Physical Requirements: The student must be able to:

- verbally communicate in person, via telephone and telecommunications using the English language;

- hear spoken information from co-workers, patients, physicians and dispatchers and in sounds common to the emergency scene;
- ability to lift, carry, balance up to 125 pounds (250 with assistance);
- ability to interpret and respond to written, oral, and diagnostic form instructions;
- read road maps, drive vehicle, accurately discern street signs and address numbers;
- read medication/ prescription labels and directions for usage in quick, accurate, and expedient manner;
- communicate verbally with patients and significant others in diverse cultural and age groups to interview patient, family members, and bystanders;
- discern deviations/changes in eye/skin coloration due to patient's condition and to the treatment given;
- document, in writing, all relevant information in prescribed format in light of legal ramifications of such;
- perform with good manual dexterity all tasks related to advanced emergency patient care and documentation;
- bend, stoop, balance, and crawl on uneven terrain;
- withstand varied environmental conditions such as extreme heat, cold, and moisture.

Students must provide proof of all required immunizations as mandated by clinical agencies.

Financial Requirements: In addition to the usual college tuition and fees, this program requires additional expenses.

Approximate costs include:

Drug screening	\$38 minimum
Criminal background check	\$48 minimum
Books	\$250
Uniforms	\$100
Physical examination	\$100
Platinum Planner	\$57
EMS Testing	\$67

Program Requirements

- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **EMS 111 - Emergency Medical Technician Credits: 7**
- **EMS 120 - Emergency Medical Technician-Clinical Credits: 1**
- **EMS 150 - Advanced Emergency Medical Technician (AEMT) Credits: 7**
- **EMS 170 - ALS Internship I Credits: 1**

Total Credits: 17

Minimum Required for Career Studies Certificate: 17 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Semester One: Spring

- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **EMS 111 - Emergency Medical Technician Credits: 7**
- **EMS 120 - Emergency Medical Technician-Clinical Credits: 1**

Total Credits: 9

Semester Two: Spring

- **EMS 150 - Advanced Emergency Medical Technician (AEMT) Credits: 7**
- **EMS 170 - ALS Internship I Credits: 1**

Total Credits: 8

Entrepreneurial and Small Business Management, CSC

Length: 28 credits

Purpose: This program is designed to provide an entrepreneur with skills in establishing and maintaining a successful small business.

Program Learning Outcomes: A student will be able to:

- explain the importance of entrepreneurial qualities and describe the characteristics of successful entrepreneurs; and
- create a business plan necessary to initiate and open a small business.

Requirements

- **ACC 211 - Principles of Accounting I Credits: 3**
- **BUS 106 - Security Awareness for Managers Credits: 3**
- **BUS 116 - Entrepreneurship Credits: 3**
- **BUS 165 - Small Business Management Credits: 3**
- **BUS 204 - Project Management Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **FIN 107 - Personal Finance Credits: 3**

- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **ITE 140 - Spreadsheet Software Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Career Studies Certificate: 28 Credits

Student must complete the above 28 credits to be awarded the Career Studies Certificate in Small Business Management.

Foundations of Criminal Justice, CSC

Length: 19 credits

Purpose: This Career Studies Certificate provides an overview of foundational topics related to criminal justice.

Requirements

- **ADJ 100 - Survey of Criminal Justice Credits: 3**
- **ADJ 133 - Ethics and the Criminal Justice Professional Credits: 3**
- **ADJ 201 - Criminology Credits: 3**
- **ADJ 130 - Introduction to Criminal Law Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Career Studies Certificate: 19 Credits

Health Technology: Pre-Nursing, CSC

Length: 28-29 credits

Purpose: This program is designed to prepare a student for entry level practice in the health care field in the area of patient care in a variety of health service facilities and/or desires to advance in the nursing field creating a pathway to registered nursing/practical nursing.

Employment Objective: Students who successfully complete the appropriate courses may be eligible for employment in hospitals, skilled/residential nursing facilities, home care, physician offices, or other health related fields.

Potential Certification: After successful completion of the nurse aide courses, students will be eligible to **apply** to take the certification test for Certified Nurse Aide in Virginia. After successful completion of the Cardiopulmonary Resuscitation course, student will receive American Heart Association BLS certification. A student who resides outside of Virginia and plans to apply for certification as a nurse aide subsequent to completion of this education program may not meet the requirements of certification for the student's state of residence.

Program Learning Outcomes: The student will be able to:

- demonstrate skillful delivery of patient care at the nurse aide level of preparation; and
- identify common medical terms utilized in the health care setting.

Physical Requirement: The minimal functional requirements for all entering nurse aide students include:

- sufficient eye-hand coordination and manual and finger dexterity to provide direct patient care and to manipulate and operate equipment in the delivery of patient care;
- sufficient ability to fully observe patients/patient conditions and provide patient care, read patient health information, and observe and manipulate equipment, including in dimly lit environments;
- sufficient hearing to communicate with patients and healthcare team members, including ability to recognize and report changes;
- satisfactory communication skills, to include competence in reading, writing and speaking in English, in the classroom, laboratory, and clinical settings to allow for accurate recording and reporting of patient information;
- ability to perform patient care activities that require full range of motion including handling, lifting, or moving patients and/or equipment;
- ability to lift and carry items weighing up to 50 pounds;
- ability to successfully perform all required duties and responsibilities in classroom, laboratory and clinical settings in stressful situations or conditions;
- ability to participate in classroom, laboratory, and clinical settings during irregular hours (day/evening/night shifts, weekends, more than 8 hours at a time).

In order to participate in clinical experiences students may be required to complete a medical physical examination, and must provide proof of all required immunizations as mandated by clinical agencies.

Curriculum Requirements: Students will be required to undergo mandatory drug screening and criminal background check. Students must have a negative drug screen and criminal background check to be eligible for clinical learning experiences. Students must earn a grade of C or higher in all semesters of ENG, NAS, PSY, SDV, and CST courses to be eligible to apply to nursing. A grade of C or higher is required in NUR 27 and NUR 21. Clinical/field/preceptor experiences require access to contracted clinical agencies.

Financial Requirements: In addition to the usual college tuition and fees, the program requires additional expenses.

Approximate Costs May Include:

Drug screening	\$38 minimum
Criminal background check	\$48 minimum
Uniform and shoes	\$50-\$75
Watch	\$10
Physical examination	\$80-\$100
Tuberculin (TB) Skin Test	\$25-\$45
Certification examination	\$140

Transportation to clinical agencies as required.

Program Requirements

- **ENG 111 - College Composition I Credits: 3**

- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **HLT 141 - Introduction to Medical Terminology Credits: 1**
- **CST 110 - Introduction to Communication Credits: 3**
- **NAS EEE - Natural Sciences Electives Credits: 8** (CHM 110, BIO 101, NAS 150, BIO 141 or BIO 142)
- **NUR 27 - Nurse Aide I Credits: 5**
- **NUR 21 - Nurse Aide Clinical Experience Credits: 1**
- **PSY 230 - Developmental Psychology Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Career Studies Certificate: 28-29 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Course in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **NAS EEE - Natural Sciences Elective Credits: 4**
- **PSY 230 - Developmental Psychology Credits: 3**
- **HLT 141 - Introduction to Medical Terminology Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 14-15

Spring Semester Courses

- **NAS EEE - Natural Sciences Elective Credits: 4**
- **CST 110 - Introduction to Communication Credits: 3**
- **NUR 27 - Nurse Aide I Credits: 5**
- **NUR 21 - Nurse Aide Clinical Experience Credits: 1**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**

Total Credits: 14

High-Demand Occupational Programs for Employment (HOPE): Customer Service, CSC

Length: 21 credits

Purpose: This program prepares graduates to fulfill entry-level responsibilities in the customer service industry.

Program Learning Outcomes: Upon completion, graduates will demonstrate the fundamental knowledge, skill and ability related to contact center operations, keyboarding and computer tasks, and work-ready skills necessary to work in an entry-level position in the customer service field.

Requirements

- **AST 117 - Keyboarding For Computer Usage Credits: 1**
- **AST 171 - Introduction to Call Center Services Credits: 3**
- **BUS 110 - Business Protocol Credits: 3**
- **BUS 149 - Workplace Ethics Credits: 1**
- **BUS 190 - Coordinated Internship Credits: 3**
- **ENG 105 - Communication in Business and Industry Credits: 2**
- **MKT 170 - Customer Service Credits: 2**
- **SDV 106 - Preparation For Employment Credits: 1**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **ITE 55 - Certification Preparation Credits: 1**

Minimum Required for the Career Studies Certificate: 21 Credits

High-Demand Occupational Programs for Employment (HOPE): Food Service, CSC

Length: 19 credits

Purpose: This program prepares graduates to fulfill entry-level responsibilities in the food service industry.

Program Learning Outcomes: Upon completion, graduates will demonstrate the fundamental knowledge, skill and ability related to food production, dining, serving, and work ready skills necessary to work as potentially certified ServSafe Manager in the food service field.

Requirements

- **BUS 110 - Business Protocol Credits: 3**
- **BUS 149 - Workplace Ethics Credits: 1**
- **HRI 106 - Principles of Culinary Arts I-II Credits: 3**
- **HRI 158 - Sanitation and Safety Credits: 3**
- **SDV 106 - Preparation For Employment Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**
- **ITE 55 - Certification Preparation Credits: 1**
- **MKT 170 - Customer Service Credits: 2**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**

- **HRI 190 - Coordinated Internship Credits: 1**

Minimum Required for the Career Studies Certificate: 19 Credits

High-Demand Occupational Programs for Employment (HOPE): Logistics Supervision, CSC

Length: 10 credits

Purpose: To prepare individuals with the leadership and supervisory skills necessary to successfully lead this emerging technical workforce in the logistics industry.

Program Learning Outcomes: Upon completion, graduates will demonstrate the skills and abilities to supervise front-line material handling or fulfillment personnel, utilize computer skills and possess broad skills in both the application of theories and hands-on experience in a variety of logistics/eCommerce related disciplines.

Requirements

- **BUS 111 - Principles of Supervision I Credits: 3**
- **IND 181 - World Class Manufacturing Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **BUS 290 - Coordinated Internship Credits: 1**

Minimum Required for the Career Studies Certificate: 10 Credits

High-Demand Occupational Programs for Employment (HOPE): Logistics, CSC

Length: 21 credits

Purpose: This program prepares graduates to meet the demands for an emerging technical workforce and is a direct response to local workforce and industry demand.

Program Learning Outcomes: Upon completion, graduates will demonstrate the fundamental knowledge, skill and ability related to front-line material handling, fulfillment, computer tasks, and work-ready skills necessary to work in an entry-level position in the logistics/eCommerce field.

Requirements

- **BUS 110 - Business Protocol Credits: 3**
- **BUS 149 - Workplace Ethics Credits: 1**
- **BUS 234 - Supply Chain Management Credits: 3**
- **BUS 255 - Inventory and Warehouse Management Credits: 3**
- **BUS 290 - Coordinated Internship Credits: 3**
- **ITE 55 - Certification Preparation Credits: 1**

- **MKT 170 - Customer Service Credits: 2**
- **SDV 106 - Preparation For Employment Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**

Minimum Required for the Career Studies Certificate: 21 Credits

Industrial Controls, CSC

Length: 18 credits

Purpose: This program is designed to prepare students for Siemens PLC certification. Students will also receive skills needed for installation, maintenance and repair of advanced technology production equipment.

Program Learning Outcomes: Graduates will have fundamental skills for installation and repair of electrical control systems. Graduates will demonstrate proficiency in programmable logic controllers and mechatronic process controls.

Requirements

- **ELE 113 - Electricity I Credits: 3**
- **ELE 156 - Electrical Control Systems Credits: 3**
- **ELE 233 - Programmable Logic Controller Systems I Credits: 3 ***
- **ETR 150 - Machine Control Using Relay & Programmable Logic Credits: 3**
- **ELE 246 - Industrial Robotics Programming Credits: 3**
- **ETR 246 - Electronic Motor Drives Systems Credits: 3**

Note

* Students will be responsible for testing fees.

Minimum Required for Career Studies Certificate: 18 Credits

Industrial Maintenance Electronics, CSC

Length: 25 credits

Purpose: This program is designed to prepare students for Siemens VFD certification. Students will also receive skills and knowledge needed for maintenance and repair of modern production equipment.

Program Learning Outcomes: Graduates will have fundamental skills for installation and repair of electrical systems. Graduates will demonstrate proficiency in machine technology and mechanical systems maintenance.

Requirements

- **EGR 216 - Computer Methods In Engineering and Technology Credits: 3**
- **ELE 156 - Electrical Control Systems Credits: 3**

- **ELE 233 - Programmable Logic Controller Systems I Credits: 3**
- **ETR 156 - Digital Circuits and Microprocessor Fundamentals Credits: 4**
- **MEC 140 - Introduction to Mechatronics Credits: 3**
- **MEC 155 - Mechanisms Credits: 3 ***
- **MEC 165 - Applied Hydraulics, Pneumatics and Hydrostatics Credits: 3**
- **IND 243 - Principles and Applications of Mechatronics Credits: 3**

Note

* Students will be responsible for testing fees.

Minimum Required for Career Studies Certificate: 25 Credits

Infant and Toddler Care, CSC

Length: 16 credits

Purpose: This program is an introduction to the early childhood education field, designed to provide entry-level competencies documented by Virginia's Competencies for Early Childhood Professionals and NAEYC's Standards for Initial Early Childhood Professional Preparation with a specific focus on children ages birth to three. This career studies certificate is an approved requirement for employment in Early Head Start classrooms. This program also satisfies the level 2 requirement for Virginia's Quality Rating and Improvement System.

Program Learning Outcomes: The student will be able to:

- design lesson plans to promote child development and learning;
- identify ethical and professional guidelines when working in the early childhood field.

Requirements

- **CHD 120 - Introduction to Early Childhood Education Credits: 3**
- **CHD 164 - Working with Infants and Toddlers in Inclusive Settings Credits: 3**
- **CHD 165 - Observation and Participation in Early Childhood/Primary Setting Credits: 3**
- **CHD 166 - Infant and Toddler Programs Credits: 3**
- **EDU 235 - Health, Safety, and Nutritional Education Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Career Studies Certificate: 16 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

First Semester Courses

- **CHD 120 - Introduction to Early Childhood Education Credits: 3**
- **CHD 164 - Working with Infants and Toddlers in Inclusive Settings Credits: 3**
- **CHD 165 - Observation and Participation in Early Childhood/Primary Setting Credits: 3**
- **CHD 166 - Infant and Toddler Programs Credits: 3**
- **EDU 235 - Health, Safety, and Nutritional Education Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 16

Internet Service Webmaster, CSC

Length: 17 credits

Purpose: This program is designed to provide skills and knowledge needed for employment as a webmaster and certification from CIW as a Certified Internet Webmaster Associate.

Employment Objectives: Employment opportunities include Web Developer, Web Designer, Webmaster, Web Site Manager, and Web Programmer.

Potential Certification: A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examination:

- CIW: Certified Internet Webmaster Associate.

Program Learning Outcomes: A student will be able to:

- demonstrate basic knowledge of Internet fundamentals and technologies; and
- demonstrate web authoring fundamentals using HTML 5.

Program Requirements

- **CSC 110 - Principles of Computer Science Credits: 3**
- **ITD 110 - Web Page Design I Credits: 3**
- **ITN 154 - Network Fundamentals, Router Basics, and Configuration (ICND1) - CISCO Credits: 4**
- **ITN 260 - Network Security Basics Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**

Total Credits: 17

Justice Studies, CSC

Length: 19 credits

Purpose: This program is designed to provide fundamental skills of the criminal justice profession in local, state, and federal criminal justice systems.

Requirements

- **ADJ 100 - Survey of Criminal Justice Credits: 3**
- **ADJ 105 - The Juvenile Justice System Credits: 3**
- **ADJ 111 - Law Enforcement Organization & Administration I Credits: 3**
- **ADJ 146 - Adult Correctional Institutions Credits: 3**
- **ADJ 133 - Ethics and the Criminal Justice Professional Credits: 3**
- **ADJ 201 - Criminology Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Career Studies Certificate: 19 Credits

Machining Technician, CSC

Length: 18 credits

Purpose: The purpose of the Machining Technician Career Studies Certificate is to help entry-level employees in the precision machining related trades obtain skills with emphasis on manual lathe and mill work. Student's meeting the CSC requirements will have entry level skills in the following occupational areas: Manual Lathe Machinist, Manual Mill Machinist.

Occupational Objective: Graduates of this program will have:

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

Industrial Credentials: Students will have an opportunity to earn: NIMS Measurement, Material, and Safety

Feeder Program: This certificate feeds into Danville Community College's Precision Machine Technology, and Integrated Machining Technology Programs.

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

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

Program Requirements

- **DRF 160 - Machine Blueprint Reading Credits: 3**
- **MAC 116 - Machinist Handbook Credits: 2**
- **MAC 161 - Machine Shop Practices I Credits: 3**
- **MAC 162 - Machine Shop Practices II Credits: 3**
- **MAC 163 - Machine Shop Practices III Credits: 3**

- **MTH 111 - Basic Technical Mathematics Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for the Career Studies Certificate: 18 Credits

Management Assistant, CSC

Length: 28 credits

Purpose: This program is designed to provide an individual with basic foundation management skills in the area of general management principles, human resources, communications, psychology, and accounting.

Program Learning Outcomes: A student will be able to:

- describe and use general business knowledge and skills, including managerial and supervisory concepts;
- demonstrate ability to reason critically and problem-solve; and
- demonstrate accepted ethical behaviors and interpersonal skills that reflect an understanding of diversity and teamwork.

Requirements

- **ACC 124 - Payroll Accounting Credits: 3**
- **BUS 106 - Security Awareness for Managers Credits: 3**
- **BUS 111 - Principles of Supervision I Credits: 3**
- **BUS 200 - Principles of Management Credits: 3**
- **BUS 204 - Project Management Credits: 3**
- **BUS 205 - Human Resource Management Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Career Studies Certificate: 28 Credits

Medical Transcription, CSC

Length: 29 credits

Purpose: This program is designed to provide skills related to keyboarding, medical office procedures and communications, and the transcription of medical information.

Program Learning Outcomes: A student will be able to:

- apply medical vocabulary in producing documents used in the health field; and
- document skills in using a keyboard and word processing software for speed and accuracy.

Program Requirements

- **AST 101 - Keyboarding I Credits: 3**
- **AST 102 - Keyboarding II Credits: 3**
- **AST 107 - Editing/Proofreading Skills Credits: 3**
- **AST 141 - Word Processing (Specify Software) Credits: 3**
- **AST 154 - Voice Recognition Applications (Dragon Naturally Speaking) Credits: 1**
- **AST 245 - Medical Machine Transcription Credits: 3**
- **ENG 115 - Technical Writing Credits: 3**
- **HIM 143 - Managing Electronic Billing In A Medical Practice Credits: 3**
- **HLT 143 - Medical Terminology I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Career Studies Certificate: 29 Credits

Motorsports Advanced Racecar Setup, CSC

Length: 25 credits

Purpose: To provide students the opportunity to develop advanced skills in racecar set up. This includes race day set-up, engine tuning using a dyno, and preparation for pit-stops.

Requirements

- **MAC 121 - Numerical Control I Credits: 3**
- **MTS 132 - Motorsports Structural Technology III Credits: 3**
- **MTS 210 - Race Car Setup I Credits: 3**
- **MTS 211 - Race Car Setup II Credits: 3**
- **MTS 240 - Stock Car Engines II Credits: 3**
- **MTS 250 - Engine Machining Processes II Credits: 3**
- **MTS 295 - Introduction to Pit Stop Credits: 2**
- **MTS 298 - Dyno Engine Performance Credits: 3**
- **WEL 135 - Inert Gas Welding Credits: 2**

Minimum Required for Career Studies Certificate: 25 Credits

Motorsports Technician, CSC

Length: 26 credits

Purpose: This program is designed to provide fundamental skills for an entry-level technician in a high-performance race shop.

Admission Requirements: Students may be required to complete a Motorsports Program Application, entrance test and interview. Students deficient in computer skills and/or fundamental motorsports terminology must complete additional coursework. Tools and daily uniforms for the program are required.

Requirements

- **SDV 100 - College Success Skills Credits: 1**
- **MAC 161 - Machine Shop Practices I Credits: 3**
- **MTS 120 - Introduction to Motorsports Technology Credits: 3**
- **MTS 125 - Motorsports Technology I Credits: 3**
- **MTS 130 - Motorsports Structural Technology I Credits: 3**
- **MTS 131 - Motorsports Structural Technology II Credits: 3**
- **MTS 135 - Sheet Metal Fabrication Credits: 3**
- **MTS 140 - Stock Car Engines I Credits: 3**
- **MTS 150 - Engine Machining Processes I Credits: 4**

Minimum Required for the Career Studies Certificate: 26 Credits

Networking & Cybersecurity, CSC

Length: 19 credits

Purpose:

This career studies certificate leads to advanced-level employment opportunities in cybersecurity and networking fields. This curriculum prepares students for advanced IT knowledge and skills with strong emphasis on configuration, implementation, and troubleshooting details. It also provides the skills to recognize, prevent, and defend against threats to organization's information and information systems whether it is through physical or cyber-attacks.

Students are introduced to hands-on elements of the operating systems, computer hardware, networking concepts, programming, and cybersecurity core areas to be well prepared and successful in areas of IT, including cybersecurity and networking.

Students must successfully receive the career studies certificate in Cybersecurity before taking this advanced career studies certificate.

Employment Objectives: Graduates may seek employment opportunities as an entry-level Network Analyst/Specialist, Security Analyst/Specialist, or a Security Architect in local businesses, educational institutions, or governmental agencies.

Potential Certification: A student may elect to take an industry-specific certification exam. The examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following examinations:

- Security+
- CCNA

Program Learning Outcomes: A student will be able to:

- demonstrate basic knowledge of intrusion detection, incident handling, firewalls, network security laws, software vulnerability
- recognize threats and vulnerabilities to networks and servers
- develop a security infrastructure; and
- demonstrate techniques for mitigating security threats.

Program Requirements

- **ITN 155 - Switching, Wireless, and Wan Technologies (ICND2) - CISCO Credits: 4**
- **ITN 170 - Linux System Administration Credits: 3**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 3**
- **ITN 262 - Network Communication, Security and Authentication Credits: 3**
- **ITN 266 - Network Security Layers Credits: 3**
- **ITN 267 - Legal Topics In Network Security Credits: 3**

Total Credits: 19

Minimum Required for Certificate: 19 Credits

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Fall Semester Courses

- **ITN 155 - Switching, Wireless, and Wan Technologies (ICND2) - CISCO Credits: 4**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 3**
- **ITN 262 - Network Communication, Security and Authentication Credits: 3**

Total Credits: 10

Spring Semester Courses

- **ITN 266 - Network Security Layers Credits: 3**
- **ITN 267 - Legal Topics In Network Security Credits: 3**
- **ITN 170 - Linux System Administration Credits: 3**

Total Credits: 9

Nurse Aide Training, CSC

Length: 17 credits

Purpose: This program prepares a student for entry level practice in the health care field to provide patient care in a variety of health service facilities.

Employment Objective: Students who successfully complete the appropriate courses may be eligible for employment in hospitals, skilled/residential nursing facilities, home care, physician offices, or other health related facilities.

Potential Certification: After successful completion of the nurse aide courses, student will be eligible to apply to take the certification test for Certified Nurse Aide in Virginia. After successful completion of the Cardiopulmonary Resuscitation course, student will receive American Heart Association Basic Life Support certification. A student who resides outside of Virginia and plans to apply for certification as a nurse aide subsequent to completion of this education program may not meet the requirements of certification for the student's state of residence.

Program Learning Outcomes: Demonstrate skillful delivery of patient care at the nurse aide level of preparation.

Physical Requirement: The minimal functional requirements for all entering nurse aide students include:

- sufficient eye-hand coordination and manual and finger dexterity to provide direct patient care and to manipulate and operate equipment in the delivery of patient care;
- sufficient ability to fully observe patients/patient conditions and provide patient care, read patient health information, and observe and manipulate equipment, including in dimly lit environments;
- sufficient hearing to communicate with patients and healthcare team members, including ability to recognize and report changes;
- satisfactory communication skills, to include competence in reading, writing and speaking in English, in the classroom, laboratory, and clinical settings to allow for accurate recording and reporting of patient information;
- ability to perform patient care activities that require full range of motion including handling, lifting, or moving patients and/or equipment;
- ability to lift and carry items weighing up to 50 pounds;
- ability to successfully perform all required duties and responsibilities in classroom, laboratory and clinical settings in stressful situations or conditions;
- ability to participate in classroom, laboratory, and clinical settings during irregular hours (day/evening/night shifts, weekends, more than 8 hours at a time).

In order to participate in clinical experiences students may be required to complete a medical physical examination, and must provide proof of all required immunizations as mandated by clinical agencies.

Curriculum Requirements: Students will be required to undergo mandatory drug screening and criminal background check. Students must have a negative drug screen and criminal background check to be eligible for clinical learning experiences. Students must earn a grade of C or higher in the nurse aide lecture, lab, and clinical courses (NUR 27 and NUR 21) in order to earn the career studies certificate. Clinical/field/preceptor experiences require access to contracted clinical agencies.

Financial Requirements: In addition to the usual college tuition and fees, the program requires additional expenses.

Approximate costs may include:

Drug screening	\$38 minimum
Criminal background check	\$48 minimum
Uniform	\$30/\$50

Watch	\$10
Physical examination and TB Skin Test	\$80-\$100
Textbook/Workbook	\$25-\$45
Certification examination	\$140
Transportation to clinical agencies as required	

Program Requirements

- **HCT 110 - Therapeutic Communication In The Health Care Setting Credits: 3**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **HLT 143 - Medical Terminology I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **NUR 27 - Nurse Aide I Credits: 5**
- **NUR 21 - Nurse Aide Clinical Experience Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 17

Advising Sheet

Advising Sheet Suggested Schedules: Course in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course show on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

NOTE: *Students completing NUR courses in this curriculum require a placement of EDE 11.*

Fall Semester Courses

- **NUR 27 - Nurse Aide I Credits: 5**
- **NUR 21 - Nurse Aide Clinical Experience Credits: 1**
- **HCT 110 - Therapeutic Communication In The Health Care Setting Credits: 3**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **HLT 143 - Medical Terminology I Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 17

Office Assisting, CSC

Length: 20 credits

Purpose: This program is designed to provide skills in preparation for a job as an office assistant requiring tasks related to keyboarding, records management, office administration, writing, and computer use.

Program Learning Outcomes: A student will be able to:

- demonstrate proficiency in personal computer operations and applications;
- demonstrate various methods of filing in storing and retrieving documents both manually and electronically;
- produce a variety of business documents using correct grammar, punctuation, and spelling in a form acceptable in today's business environment.

Requirements

- **AST 101 - Keyboarding I Credits: 3**
- **AST 102 - Keyboarding II Credits: 3**
- **AST 107 - Editing/Proofreading Skills Credits: 3**
- **AST 141 - Word Processing (Specify Software) Credits: 3**
- **AST 154 - Voice Recognition Applications (Dragon Naturally Speaking) Credits: 1**
- **ENG 115 - Technical Writing Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Career Studies Certificate: 20 Credits

Residential/Commercial/Industrial Electrician, CSC

Length: 22 credits

Purpose: This program is designed to provide skills for entry-level positions in the practice of electrical servicing and preparation of the National Electrical Code Examination.

Program Learning Outcomes: Graduates will have fundamental skills for entry-level electrical installation and repair. Graduates will demonstrate proficiency in electrical codes, OSHA safety criteria, wiring circuits and mechatronic system troubleshooting.

Requirements

- **ELE 110 - Home Electric Power Credits: 3**
- **ELE 113 - Electricity I Credits: 3**
- **ELE 156 - Electrical Control Systems Credits: 3**
- **ELE 138 - National Electric Code Review I Credits: 3**
- **ETR 150 - Machine Control Using Relay & Programmable Logic Credits: 3**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**
- **MEC 140 - Introduction to Mechatronics Credits: 3**
- **INS 210 - Principles of Instrumentation Credits: 3**

Minimum Required for Career Studies Certificate: 22 Credits

Robotic Welding, CSC

Length: 21 credits

Purpose: This career studies certificate is designed for students who are looking to learn how to safely and effectively program and operate robotic welders.

Program Learning Outcomes: Graduates will demonstrate fundamental skills in robotic programming and operation including troubleshooting of robotic welds.

Requirements

- **WEL 120 - Introduction to Welding Credits: 3**
- **WEL 126 - Pipe Welding I Credits: 3**
- **WEL 150 - Welding Drawing and Interpretation Credits: 3**
- **WEL 160 - Gas Metal Arc Welding Credits: 4**
- **WEL 198 - Seminar and Project Credits: 4**
- **WEL 241 - Robotic Programming Credits: 2**
- **WEL 242 - Robotic Welding Credits: 2**

Minimum Required for Career Studies Certificate: 21 credits

Robotics and Automation Technology, CSC

Length: 18 credits

Purpose: The Robotics and Automation Technology program provides an introduction to industrial robotics and explains how they are used in automated systems. The primary focus of the program is on automated processes, the role of robots within those processes and all related support equipment. Successful completion of this program will have an advanced understanding of robot operations, programming, material handling techniques and technical system components.

Requirements

- **MEC 140 - Introduction to Mechatronics Credits: 3**
- **IND 160 - Introduction to Robotics Credits: 3**
- **SAF 126 - Principles of Industrial Safety Credits: 3**
- **ELE 233 - Programmable Logic Controller Systems I Credits: 3**
- **IND 250 - Introduction to Basic Computer Integrated Manufacturing Credits: 3**
- **ELE 246 - Industrial Robotics Programming Credits: 3**

Total Credits: 18

Substance Abuse Counselor-Assistant, CSC

Length: 27 credits

Purpose: The career studies certificate (CSC) program in Substance Abuse Counselor-Assistant is designed to fulfill the necessary educational requirements to attain the Virginia Certified Substance Abuse Counselor Assistant (CSAC-A) credential. This career studies certificate meets the specified statutory requirements for didactic training and supervised experiential training. In addition to completing the CSC, students must also pass the Virginia State Constructed CSAC-A exam to earn the Virginia Certified Substance Abuse Counselor Assistant (CSAC-A) credential.

Occupational Objectives: Students who complete the program may be qualified for employment in a variety of positions related to substance use disorders, including:

Substance Abuse Counselor- Assistant

Substance Use Disorder Case Manager

Family Services Specialist Assistant

Social Services Liaison

Case Management Aide

Client Advocate

Social Services Para-professional

Requirements

- **HMS 121 - Basic Counseling Skills I Credits: 3**
- **HMS 141 - Group Dynamics I Credits: 3**
- **HMS 226 - Helping Across Cultures Credits: 3**
- **HMS 230 - Ethics in Human Services Credits: 3**
- **HMS 251 - Substance Abuse I Credits: 3**
- **HMS 258 - Case Management and Substance Abuse Credits: 3**
- **HMS 290 - Coordinated Internship Credits: 3**
- **PSY 200 - Principles of Psychology Credits: 3**
- **PSY 215 - Abnormal Psychology Credits: 3**

Total Credits: 27

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites

Fall Semester Courses

- **HMS 121 - Basic Counseling Skills I Credits: 3**
- **HMS 226 - Helping Across Cultures Credits: 3**

- **HMS 251 - Substance Abuse I Credits: 3**
- **HMS 258 - Case Management and Substance Abuse Credits: 3**
- **PSY 200 - Principles of Psychology Credits: 3**

Total Credits: 15

Spring Semester Courses

- **HMS 290 - Coordinated Internship Credits: 3**
- **HMS 141 - Group Dynamics I Credits: 3**
- **HMS 230 - Ethics in Human Services Credits: 3**
- **PSY 215 - Abnormal Psychology Credits: 3**

Total Credits: 12

Supervision, CSC

Length: 28 credits

Purpose: This program is designed to provide the business professional with skills related to the effective supervision of personnel.

Program Learning Outcomes: A student will be able to:

- describe and use general business knowledge and skills, including managerial and supervisory concepts;
- demonstrate accepted ethical behaviors and interpersonal skills that reflect an understanding of diversity and teamwork; and
- describe contemporary approaches to management and methods to create a positive work environment.

Requirements

- **BUS 100 - Introduction to Business Credits: 3**
- **BUS 106 - Security Awareness for Managers Credits: 3**
- **BUS 111 - Principles of Supervision I Credits: 3**
- **BUS 112 - Principles of Supervision II Credits: 3**
- **BUS 200 - Principles of Management Credits: 3**
- **BUS 205 - Human Resource Management Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **FIN 107 - Personal Finance Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Career Studies Certificate: 28 Credits

Welding, CSC

Length: 20 credits

Purpose: This program is designed to provide the layman and practitioner fundamental skills and knowledge in metal trades.

Career Information

Current Job Opportunities

Gainful Employment Information

Program Learning Outcomes: Graduates will have fundamental skills for entry-level weld installations. Graduates will demonstrate proficiency in oxyacetylene processes, arc and MIG welding procedures.

Requirements

- **WEL 120 - Introduction to Welding Credits: 3**
- **WEL 123 - Shielded Metal Arc Welding (Basic) Credits: 3**
- **WEL 150 - Welding Drawing and Interpretation Credits: 3**
- **WEL 160 - Gas Metal Arc Welding Credits: 4**
- **WEL 161 - Flux Cored Arc Welding (FCAW) Credits: 3**
- **WEL 164 - Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG) Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for the Career Studies Certificate: 20 Credits

Wellness, CSC

Length: 26 credits

Purpose: This program is designed to prepare a student to identify common health concerns, educate communities about resources and availability of healthcare services, and advocate for community health needs.

Employment Objective This program is designed to prepare a student for entry level employment as a wellness coordinator in community based clinics, community centers, or fitness centers.

Program Learning Outcomes: The student will be able to:

- demonstrate the ability to identify individuals and populations at risk for common select diseases; and
- identify top three health concerns for adult, male and female

Program Requirements

- **CST 110 - Introduction to Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **HLT 230 - Principles of Nutrition and Human Development Credits: 3**
- **HLT 116 - Introduction to Personal Wellness Concepts Credits: 3**
- **NAS 150 - Human Biology Credits: 4**
- **SOC 200 - Principles of Sociology Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

- **HLT 250 - General Pharmacology Credits: 3**
- **PED 210 - Introduction to Physical Education and Health Credits: 3**

Total Credits: 26

Advising Sheet

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Developmental Prerequisites includes placement of EDE 11 for English and exceeds MDE 10 for math.

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **CST 110 - Introduction to Communication Credits: 3**
- **NAS 150 - Human Biology Credits: 4**
- **HLT 116 - Introduction to Personal Wellness Concepts Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 14

Spring Semester Courses

- **SOC 200 - Principles of Sociology Credits: 3**
- **HLT 230 - Principles of Nutrition and Human Development Credits: 3**
- **HLT 250 - General Pharmacology Credits: 3**
- **PED 210 - Introduction to Physical Education and Health Credits: 3**

Total Credits: 12

Courses

ACC 124 - Payroll Accounting

ACC 211 - Principles of Accounting I

ACC 212 - Principles of Accounting II

ACC 215 - Computerized Accounting

ACC 219 - Gov't. and Non-Profit Accounting

ACC 221 - Intermediate Accounting I

ACC 222 - Intermediate Accounting II

ACC 231 - Cost Accounting I

ACC 261 - Principles of Federal Taxation I

ACC 290 - Coordinated Internship

ACC 297 - Cooperative Education

ADJ 100 - Survey of Criminal Justice

ADJ 105 - The Juvenile Justice System

ADJ 111 - Law Enforcement Organization & Administration I

ADJ 112 - Law Enforcement Organization & Administration II

ADJ 130 - Introduction to Criminal Law

ADJ 131 - Legal Evidence

ADJ 133 - Ethics and the Criminal Justice Professional

ADJ 140 - Introduction to Corrections

ADJ 145 - Corrections and the Community

ADJ 146 - Adult Correctional Institutions

ADJ 160 - Police Response to Critical Incidents

ADJ 201 - Criminology

ADJ 228 - Narcotics and Dangerous Drugs

ADJ 234 - Terrorism and Counter- Terrorism

ADJ 236 - Principles of Criminal Investigation

ADJ 237 - Advanced Criminal Investigation

ADJ 280 - Capstone Project

ADJ 299 - Supervised Study

ARA 101 - Beginning Arabic

ARA 102 - Beginning Arabic II

ART 101 - History of Art: Prehistoric to Gothic

ART 102 - History of Art: Renaissance to Modern

ART 121 - Drawing I

ART 223 - Life Drawing

ART 241 - Painting I

ART 242 - Painting II

ASL 101 - American Sign Language I

ASL 102 - American Sign Language II

AST 101 - Keyboarding I

AST 102 - Keyboarding II

AST 107 - Editing/Proofreading Skills

AST 117 - Keyboarding For Computer Usage

AST 136 - Office Record Keeping

AST 137 - Records Management

AST 141 - Word Processing (Specify Software)

AST 154 - Voice Recognition Applications (Dragon Naturally Speaking)

AST 171 - Introduction to Call Center Services

AST 205 - Business Communications

AST 243 - Office Administration I

AST 245 - Medical Machine Transcription

AST 260 - Presentation Software (Microsoft PowerPoint)

AST 271 - Medical Office Procedures I

AST 290 - Coordinated Internship

AST 299 - Supervised Study

AUT 111 - Automotive Engines I

AUT 112 - Automotive Engines II

AUT 113 - Cylinder Block Service I

AUT 114 - Cylinder Head Service II

BIO 101 - General Biology I

BIO 102 - General Biology II

BIO 141 - Human Anatomy and Physiology I

BIO 142 - Human Anatomy and Physiology II

BIO 205 - General Microbiology

BUS 100 - Introduction to Business

BUS 106 - Security Awareness for Managers

BUS 110 - Business Protocol

BUS 111 - Principles of Supervision I

BUS 112 - Principles of Supervision II

BUS 116 - Entrepreneurship

BUS 149 - Workplace Ethics

BUS 160 - Legal Aspects of Small Business Operations

BUS 165 - Small Business Management

BUS 190 - Coordinated Internship

BUS 200 - Principles of Management

BUS 204 - Project Management

BUS 205 - Human Resource Management

BUS 234 - Supply Chain Management

BUS 241 - Business Law I

BUS 255 - Inventory and Warehouse Management

BUS 280 - Introduction to International Business I

BUS 290 - Coordinated Internship

BUS 290 - Coordinated Internship

BUS 297 - Cooperative Education

BUS 299 - Supervised Study

CHD 118 - Language Arts for Young Children

CHD 120 - Introduction to Early Childhood Education

CHD 145 - Teaching Art, Music and Movement to Children

CHD 146 - Math, Science, and Social Studies for Children

CHD 164 - Working with Infants and Toddlers in Inclusive Settings

CHD 165 - Observation and Participation in Early Childhood/Primary Setting

CHD 166 - Infant and Toddler Programs

CHD 205 - Guiding the Behavior of Children

CHD 210 - Introduction to Exceptional Children

CHD 216 - Early Childhood Programs, School, and Social Change

CHD 265 - Advanced Observation and Participation in Early Childhood/Primary Settings

CHD 270 - Administration of Early Childcare Programs

CHM 110 - Survey of Chemistry

CHM 111 - College Chemistry I

CHM 112 - College Chemistry II

CHI 101 - Beginning Chinese I

CHI 102 - Beginning Chinese II

CSC 110 - Principles of Computer Science

CST 110 - Introduction to Communication

CST 130 - Introduction to The Theatre

CST 131 - Acting I

CST 132 - Acting II

CST 136 - Theatre Workshop

CST 231 - History of Theatre I

CSC 110 - Principles of Computer Science

CSC 130 - Scientific Programming

CSC 205 - Computer Organization

CSC 221 - Introduction to Problem Solving and Programming

CSC 222 - Object-Oriented Programming

CAD 201 - Computer Aided Drafting and Design I

CAD 202 - Computer Aided Drafting and Design II

CAD 203 - Computer Aided Drafting and Design III

CAD 231 - Computer Aided Drafting I

CAD 232 - Computer Aided Drafting II

CAD 233 - Computer Aided Drafting III

CAD 238 - Computer-Aided Modeling and Rendering I

CAD 239 - Computer-Aided Modeling and Rendering II

CAD 241 - Parametric Solid Modeling I

CAD 242 - Parametric Solid Modeling II

CAD 243 - Parametric Solid Modeling III

CAD 293 - Studies In Computer-Aided Drafting

DRF 160 - Machine Blueprint Reading

ECO 201 - Principles of Macroeconomics

ECO 202 - Principles of Microeconomics

EDU 200 - Introduction to Teaching as a Profession

EDU 235 - Health, Safety, and Nutritional Education

ADJ EEE - Criminal Justice Elective

ART EEE - Art Electives (2 classes)

EEE EEE - College Transfer Elective

EEE EEE - College Transfer Electives

EEE EEE - College Transfer Electives

EEE EEE - College Transfer Electives

EEE EEE - College Transfer Electives

EEE EEE - College Transfer Electives (2 classes)

ENG EEE - English Literature Elective

FA EEE - Fine Arts Electives

FA EEE - Fine Arts Electives

Foreign Language EEE - Foreign Language Elective

HUM EEE - Humanities/Fine Arts Elective

HUM EEE - Humanities/Fine Arts Electives

HUM EEE - Humanities/Fine Arts Electives

ITE EEE - Information Technology Electives

ITE EEE - Information Technology Electives

ITE EEE - Information Technology Electives

MTH EEE - Mathematics Electives

MTH EEE - Mathematics Electives

MTH EEE - Mathematics Electives

MTS EEE - Motorsports Management and Technology Electives

NAS EEE - Natural Sciences Elective

NAS EEE - Natural Sciences Electives

NAS EEE - Natural Sciences Electives

NAS EEE - Natural Sciences Electives

NAS EEE - Natural Sciences Electives

PED/HLT EEE - Wellness Elective

PED/HLT EEE - Wellness Electives

PED/HLT EEE - Wellness Electives

Science EEE - Science Elective

SOC EEE - Social Sciences Elective

SOC EEE - Social Sciences Electives

SOC EEE - Social Sciences Electives

TEC EEE - Technical Elective

TEC EEE - Technical Elective

EGR 110 - Engineering Graphics

EGR 123 - Introduction to Engineering Design

EGR 135 - Statics For Engineering Technology

EGR 136 - Strength of Materials For Engineering Technology

EGR 216 - Computer Methods In Engineering and Technology

EGR 285 - Capstone Project

EGR 298 - Seminar and Project

TEC EEE - Technical Electives

ELE 110 - Home Electric Power

ELE 113 - Electricity I

ELE 115 - Basic Electricity

ELE 138 - National Electric Code Review I

ELE 156 - Electrical Control Systems

ELE 233 - Programmable Logic Controller Systems I

ELE 246 - Industrial Robotics Programming

ETR 140 - Introduction to Mechatronics

ETR 156 - Digital Circuits and Microprocessor Fundamentals

EMS 111 - Emergency Medical Technician

EMS 120 - Emergency Medical Technician-Clinical

EMS 121 - Preparatory Foundations

EMS 123 - EMS Clinical Preparation

EMS 125 - Basic Pharmacology

EMS 126 - Basic Pharmacology Lab

EMS 127 - Airway, Shock and Resuscitation

EMS 128 - Airway, Shock and Resuscitation Lab

EMS 135 - Emergency Medical Care

EMS 136 - Emergency Medical Care Lab

EMS 137 - Trauma Care

EMS 138 - Trauma Care Lab

EMS 139 - Special Populations

EMS 140 - Special Populations Lab

EMS 141 - Cardiovascular Care

EMS 142 - Cardiovascular Care Lab

EMS 150 - Advanced Emergency Medical Technician (AEMT)

EMS 163 - Prehospital Trauma Life Support (PHTLS)

EMS 164 - Advanced Medical Life Support (AMLS)

EMS 165 - Advanced Cardiac Life Support (ACLS)

EMS 167 - Emergency Pediatrics Course (EPC)

EMS 170 - ALS Internship I

EMS 175 - Paramedic Clinical Experience I

EMS 202 - Paramedic Pharmacology

EMS 203 - Advanced Patient Care

EMS 204 - Advanced Patient Care Lab

EMS 206 - Pathophysiology for the Health Professions

EMS 210 - EMS Operations

EMS 212 - Leadership and Professional Development

EMS 216 - Paramedic Review

EMS 247 - Paramedic Clinical Experience II

EMS 248 - Paramedic Comprehensive Field Experience

EMS 249 - Paramedic Capstone Internship

ENG 111 - College Composition I

ENG 112 - College Composition II

ENG 115 - Technical Writing

ENG 131 - Technical Report Writing I

ENG 210 - Advanced Composition

ENG 245 - British Literature

ENG 246 - American Literature

ENG 250 - Children's Literature

ENG 255 - World Literature

ENG 258 - African American Literature

EDE 10 - English Composition Preparation

EDE 11 - English Composition Readiness

ENV 100 - Basic Environmental Science

ETR 150 - Machine Control Using Relay & Programmable Logic

ETR 230 - Mechatronic Process Control

ETR 246 - Electronic Motor Drives Systems

ETR 298 - Seminar and Project

FIN 107 - Personal Finance

FIN 215 - Financial Management

FRE 101 - Beginning French I

FRE 102 - Beginning French II

GEO 210 - People and The Land: Intro to Cultural Geography

GEO 225 - Economic Geography

GER 101 - Beginning German I

GER 102 - Beginning German II

GOL 105 - Physical Geology

GOL 110 - Earth Systems: An Environmental Geology Perspective

HCT 110 - Therapeutic Communication In The Health Care Setting

HIM 143 - Managing Electronic Billing In A Medical Practice

HIS 111 - World Civilizations Pre-1500 CE

HIS 112 - World Civilizations Post-1500 CE

HIS 121 - United States History to 1877

HIS 122 - United States History Since 1865

HLT 100 - First Aid and CardioPulmonary Resuscitation

HLT 105 - Cardiopulmonary Resuscitation

HLT 106 - First Aid and Safety

HLT 116 - Introduction to Personal Wellness Concepts

HLT 141 - Introduction to Medical Terminology

HLT 143 - Medical Terminology I

HLT 170 - Introduction to Massage

HLT 180 - Therapeutic Massage I

HLT 193 - Muscles and Massage

HLT 220 - Concepts of Disease

HLT 230 - Principles of Nutrition and Human Development

HLT 250 - General Pharmacology

HLT 280 - Therapeutic Massage II

HLT 281 - Therapeutic Massage III

HRI 106 - Principles of Culinary Arts I-II

HRI 119 - Applied Nutrition For Food Service

HRI 126 - The Art of Garnishing

HRI 128 - Principles of Baking

HRI 134 - Food and Beverage Service Management

HRI 145 - Garde Manger

HRI 154 - Principles of Hospitality Management

HRI 158 - Sanitation and Safety

HRI 190 - Coordinated Internship

HRI 190 - Coordinated Internship

HRI 206 - International Cuisine

HRI 207 - American Regional Cuisine

HRI 218 - Fruit, Vegetable, and Starch Preparation

HRI 219 - Stock, Soup, and Sauce Preparation

HRI 220 - Meat, Seafood, and Poultry Preparation

HRI 251 - Food and Beverage Cost Control I

HRI 252 - Food and Beverage Cost Control II

HRI 256 - Principles and Applications of Catering

HRI 290 - Coordinated Internship

HMS 100 - Introduction to Human Services

HMS 121 - Basic Counseling Skills I

HMS 141 - Group Dynamics I

HMS 162 - Communication Skills For Human Services Professionals

HMS 226 - Helping Across Cultures

HMS 230 - Ethics in Human Services

HMS 251 - Substance Abuse I

HMS 258 - Case Management and Substance Abuse

HMS 290 - Coordinated Internship

IND 101 - Quality Assurance Technology I

IND 125 - Installation and Preventive Maintenance

IND 160 - Introduction to Robotics

IND 181 - World Class Manufacturing

IND 195 - Introduction to Manufacturing and Advanced Films Technology

IND 243 - Principles and Applications of Mechatronics

IND 246 - Industrial Robotics Programming

IND 250 - Introduction to Basic Computer Integrated Manufacturing

IND 290 - Coordinated Internship

IND 295 - Topics In Advanced Films Technology

ITD 110 - Web Page Design I

ITD 112 - Designing Web Page Graphics

ITD 130 - Database Fundamentals

ITD 210 - Web Page Design II

ITE 55 - Certification Preparation

ITE 101 - Introduction to Microcomputers

ITE 130 - Introduction to Internet Services

ITE 140 - Spreadsheet Software

ITE 150 - Desktop Database Software

ITE 152 - Introduction to Digital and Information Literacy and Computer Applications

ITE 199 - Certification Preparation

ITE 290 - Coordinated Internship

ITE 297 - Cooperative Education

ITE 299 - Supervised Study

ITN 106 - Microcomputer Operating Systems

ITN 107 - Personal Computer Hardware and Troubleshooting

ITN 154 - Network Fundamentals, Router Basics, and Configuration (ICND1) - CISCO

ITN 155 - Switching, Wireless, and Wan Technologies (ICND2) - CISCO

ITN 155L - Switching, Wireless, and Wan Technologies (ICND2) - CISCO Laboratory

ITN 170 - Linux System Administration

ITN 257 - Cloud Computing: Infrastructure and Services

ITN 260 - Network Security Basics

ITN 261 - Network Attacks, Computer Crime and Hacking

ITN 262 - Network Communication, Security and Authentication

ITN 263 - Internet/Intranet Firewalls and E-Commerce Security

ITN 266 - Network Security Layers

ITN 267 - Legal Topics In Network Security

ITN 290 - Coordinated Internship

ITN 297 - Cooperative Education

ITP 110 - Visual Basic Programming I

ITP 120 - Java Programming I

ITP 160 - Introduction to Game Design and Development

ITP 220 - Java Programming II

INS 210 - Principles of Instrumentation

INS 230 - Instrumentation I

JPN 101 - Beginning Japanese I

JPN 102 - Beginning Japanese II

LGL 110 - Introduction to Law and The Legal Assistant

LGL 115 - Real Estate Law For Legal Assistants

LGL 117 - Family Law

LGL 125 - Legal Research

LGL 126 - Legal Writing

LGL 200 - Ethics For The Legal Assistant

LGL 215 - Torts

LGL 218 - Criminal Law

LGL 219 - Basics of Litigation Support

LGL 225 - Estate Planning and Probate

LGL 230 - Legal Transactions

LGL 290 - Coordinated Internship

LGL 299 - Supervised Study

MAC 101 - Machine Shop I

MAC 102 - Machine Shop II

MAC 116 - Machinist Handbook

MAC 121 - Numerical Control I

MAC 126 - Introductory CNC Programming

MAC 127 - Advanced CNC Programming

MAC 161 - Machine Shop Practices I

MAC 162 - Machine Shop Practices II

MAC 163 - Machine Shop Practices III

MAC 164 - Machine Shop Practices IV

MAC 221 - Advanced Machine Tool Operations I

MAC 231 - Advanced Precision Machining I

MKT 100 - Principles of Marketing

MKT 160 - Marketing For Small Business

MKT 170 - Customer Service

MKT 200 - Consumers, Marketing, and Society

MKT 260 - Customer Service Management

MTT 1 - Developmental Mathematics (Technology-Based) I

MTT 1 - Module 1 Operations With Positive Fractions

MTT 1 - Module 2 Operations With Positive Decimals and Percents

MTT 1 - Module 3 Algebra Basics

MTT 1 - Module 4 First Degree Equations and Inequalities In One Variable

**MTT 1 - Module 5 Linear Equations, Inequalities and Systems of Linear Equations
In Two Variables**

MTT 1 - Module 6 Exponents, Factoring and Polynomial Equations

MTT 1 - Module 7 Rational Expressions and Equations

MTT 1 - Module 8 Rational Exponents and Radicals

MTT 1 - Module 9 Functions, Quadratic Equations and Parabolas

MTH 111 - Basic Technical Mathematics

MTH 130 - Fundamentals of Reasoning

MTH 133 - Mathematics For Health Professions

MTH 154 - Quantitative Reasoning

MTH 155 - Statistical Reasoning

MTH 161 - Precalculus I

MTH 162 - Precalculus II

MTH 167 - Precalculus With Trigonometry

MTH 245 - Statistics I

MTH 261 - Applied Calculus I

MTH 263 - Calculus I

MTH 264 - Calculus II

MTH 265 - Calculus III

MTH 266 - Linear Algebra

MDE 10 - Introduction to Algebra

MDE 54 - Learning Support for Quantitative Reasoning

MDE 55 - Learning Support for Statistical Reasoning

MDE 60 - Intermediate Algebra

MEC 112 - Processes of Industry

MEC 119 - Introduction to Basic CNC and CAM

MEC 140 - Introduction to Mechatronics

MEC 155 - Mechanisms

MEC 165 - Applied Hydraulics, Pneumatics and Hydrostatics

MEC 290 - Coordinated Internship

MET 293 - Studies In

MET 295 - Topics In

MTS 95 - Topics In Motorsports

MTS 110 - Introduction to Motorsports Marketing

MTS 120 - Introduction to Motorsports Technology

MTS 125 - Motorsports Technology I

MTS 126 - Motorsports Technology II

MTS 130 - Motorsports Structural Technology I

MTS 131 - Motorsports Structural Technology II

MTS 132 - Motorsports Structural Technology III

MTS 135 - Sheet Metal Fabrication

MTS 140 - Stock Car Engines I

MTS 150 - Engine Machining Processes I

MTS 195 - High Performance Engine Induction Systems

MTS 205 - Motorsports Safety, Environmental, and Transport Issues

MTS 210 - Race Car Setup I

MTS 211 - Race Car Setup II

MTS 240 - Stock Car Engines II

MTS 241 - Stock Car Engines III

MTS 250 - Engine Machining Processes II

MTS 290 - Coordinated Internship

MTS 295 - Introduction to Pit Stop

MTS 298 - Dyno Engine Performance

MTS 298 - Project In Motorsports Marketing

MTS 299 - Supervised Study

MUS 121 - Music in Society

NAS 150 - Human Biology

NSG 100 - Introduction to Nursing Concepts

NSG 106 - Competencies For Nursing Practice

NSG 115 - Healthcare Concepts For Transition

NSG 130 - Professional Nursing Concepts

NSG 152 - Health Care Participant

NSG 170 - Health/Illness Concepts

NSG 200 - Health Promotion and Assessment

NSG 210 - Health Care Concepts I

NSG 211 - Health Care Concepts II

NSG 230 - Advanced Professional Nursing Concepts

NSG 252 - Complex Health Concepts

NSG 270 - Nursing Capstone

NUR 21 - Nurse Aide Clinical Experience

NUR 27 - Nurse Aide I

NUR 135 - Drug Dosage Calculations

PED 101 - Fundamentals of Physical Activity I

PED 102 - Fundamentals of Physical Activity II

PED 103 - Aerobic Fitness I

PED 104 - Aerobic Fitness II

PED 107 - Exercise and Nutrition I

PED 108 - Exercise and Nutrition II

PED 109 - Yoga

PED 111 - Weight Training I

PED 112 - Weight Training II

PED 118 - Baseball Fundamentals I

PED 119 - Baseball Fundamentals II

PED 120 - Yoga II

PED 129 - Self-Defense

PED 133 - Golf I

PED 137 - Martial Arts I

PED 138 - Martial Arts II

PED 150 - Soccer

PED 152 - Basketball

PED 154 - Volleyball

PED 156 - Softball

PED 157 - Soccer II

PED 206 - Sports Appreciation

PED 210 - Introduction to Physical Education and Health

PHI 101 - Introduction to Philosophy I

PHI 220 - Ethics

PTH 105 - Introduction to Physical Therapist Assisting

PTH 110 - Medical Reporting

PTH 115 - Kinesiology for the Physical Therapist Assistant

PTH 121 - Therapeutic Procedures I

PTH 122 - Therapeutic Procedures II

PTH 131 - Clinical Education

PTH 151 - Musculoskeletal Structure and Function

PTH 210 - Psychological Aspects of Therapy

PTH 225 - Rehabilitation Procedures

PTH 226 - Therapeutic Exercise

PTH 227 - Pathological Conditions

PTH 245 - Professional Issues

PTH 251 - Clinical Practicum I

PTH 252 - Clinical Practicum II

PTH 255 - Seminar in Physical Therapy

PHY 131 - Applied Physics I

PHY 201 - General College Physics I

PHY 202 - General College Physics II

PHY 241 - University Physics I

PHY 242 - University Physics II

PLS 135 - U.S. Government and Politics

PLS 136 - State and Local Government and Politics

PNE 141 - Nursing Skills I

PNE 142 - Nursing Skills II

PNE 145 - Trends In Practical Nursing

PNE 158 - Mental Health and Psychiatric Nursing

PNE 161 - Nursing In Health Changes I

PNE 162 - Nursing In Health Changes II

PNE 163 - Nursing In Health Changes III

PNE 164 - Nursing In Health Changes IV

PNE 173 - Pharmacology For Practical Nurses

PSY 200 - Principles of Psychology

PSY 215 - Abnormal Psychology

PSY 230 - Developmental Psychology

REL 200 - Survey of The Old Testament

REL 210 - Survey of The New Testament

REL 231 - Religions of The World I

REL 232 - Religions of The World II

SAF 126 - Principles of Industrial Safety

SAF 130 - Industrial Safety - OSHA 10

SOC 200 - Principles of Sociology

SOC 211 - Principles of Anthropology I

SOC 212 - Principles of Anthropology II

SOC 245 - Sociology of Aging

SOC 268 - Social Problems

SPA 101 - Beginning Spanish I

SPA 102 - Beginning Spanish II

SPA 103 - Basic Spoken Spanish I

SPA 104 - Basic Spoken Spanish II

SPA 201 - Intermediate Spanish

SPA 202 - Intermediate Spanish

SDV 100 - College Success Skills

SDV 104 - Study Skills

SDV 106 - Preparation For Employment

SDV 199 - Supervised Study In Transfer Programs

SDV 299 - Supervised Study

WEL 117 - Oxyfuel Welding and Cutting

WEL 120 - Introduction to Welding

WEL 123 - Shielded Metal Arc Welding (Basic)

WEL 124 - Shielded Metal Arc Welding (Advanced)

WEL 126 - Pipe Welding I

WEL 130 - Inert Gas Welding

WEL 135 - Inert Gas Welding

WEL 141 - Welder Qualification Tests I

WEL 145 - Welding Metallurgy

WEL 150 - Welding Drawing and Interpretation

WEL 160 - Gas Metal Arc Welding

WEL 161 - Flux Cored Arc Welding (FCAW)

WEL 164 - Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG)

WEL 198 - Seminar and Project

WEL 237 - Applied Welding Process

WEL 241 - Robotic Programming

WEL 242 - Robotic Welding

WEL 247 - Welding Layout and Fabrication

WEL 298 - Seminar and Project

ART EEE - Art Elective

EDU EEE - Education Elective

ENG EEE - English Literature Elective [Pre-B.S.N.]

HMS EEE - Human Services Elective

HUM EEE - Humanities/Fine Arts Elective [Pre-B.S.N.]

Workforce Development

Workforce, Economic, and Community Development

Workforce, Economic, and Community Development division of Patrick & Henry Community College aligns education and economic development to extend workforce development courses, training and programs to the community, including custom designed programs for employers. Services and programs are offered to serve business and industry; individuals seeking employment, skills development, credentialing or career training; and lifelong learners looking for engaging ways to enrich their lives. Continuing education may be in the form of credit or career credit courses, online courses, or other formats such as workshops, assessments or on-the-job training.

The division offers programs and courses that are requested within the college's service region. View our schedule of classes and register online at <https://ph.augusoft.net>. Anyone interested in a course listed in this catalog, or who has a request, should contact us at wecd@patrickhenry.edu or (276) 656-0260.

Our Mission

Workforce, Economic, and Community Development is committed to plan, promote and provide quality custom designed training and alternate learning opportunities for anyone, at any place, at any time to support improved quality of life and a vibrant community.

Business and Entrepreneurship

Workforce, Economic, and Community Development division of Patrick & Henry Community College provides oversight of operations off-campus at the Thomas P. Dalton IDEA (Innovate. Design. Engineer. Accelerate) Center in Uptown Martinsville. Citing a desire to see the college maintain a presence in uptown Martinsville, the family of Mr. Dalton, through its generous donation, made it possible for the Patrick & Henry Community College Real Estate Foundation to purchase the building which bears his name. The Dalton IDEA Center is a hub for innovation and entrepreneurship with a focus on product and technology development. The college's Fabrication Laboratory, a technology accelerator, is also housed at the Dalton IDEA Center. Call 276-656-5461 to learn more.

Big IDEA Challenge

Turn your idea for a new product or technology into reality in a 30-Day Challenge for entrepreneurs, individuals, and teams.

Fabrication Laboratory

The Fabrication Laboratory offers opportunities for digital fabrication to individuals and companies in ways that are not practical or economical using mass production. Located at the Thomas Dalton IDEA Center in Uptown Martinsville, the Fab Lab provides the following training to students, businesses, and entrepreneurs. Equipment in the Fab Lab includes a 3D printer, laser engraver, vinyl cutter, CNC router, plasma cutter, mini-mill, vacuum former, injection molder, and welder.

- Fab Lab 3D Printing
- Fab Lab Advanced Arduino
- Fab Lab CNC Laser Cutter
- Fab Lab CNC Mill
- Fab Lab Family Days
- Fab Lab: Homeschool Edition
- Fab Lab Innovation Kids Camp
- Fab Lab Introduction to Arduino
- Fab Lab Minecraft Kids Camp

- Fab Lab Shopbot CNC Router

Fab Lab Membership

Entrepreneurs must complete a required training course to become a member of the newly designed community Fab Lab. Members enjoy exclusive unlimited access to the equipment for a \$30 monthly fee. Fab Lab hours are Monday-Friday, 8:30 AM to 5:00 PM. Extended hours are available upon request.

Social Selling

In this course, participants gain deep understanding of the wide variety of direct/social selling business strategies including individual sales efforts, party plan and network marketing scenarios, online sales and salesforce recruitment and training. The course is designed to provide direct sellers-and those interested in direct selling-with the small business management and entrepreneurship skills they need to succeed in this low-barrier-to-entry form of entrepreneurship.

Startup Martinsville-Henry County

Startup Martinsville-Henry County is an entrepreneurial mentoring program with an intensive eight-week entrepreneurial boot-camp program for startups and four-week boot-camp for growing companies. C-PEG partners with Patrick & Henry Community College to deliver the entrepreneurial boot camp sessions as well as Longwood's Small Business Development Center, SCORE and the Martinsville-Henry County Economic Development Corporation and staff from the City and County, local entrepreneurs and business experts.

- GROWTH MindSET Entrepreneurial Boot Camp
- SUCCESS MindSET Entrepreneurial Boot Camp

Verizon Innovative Learning Camp for Girls

Patrick & Henry Community College and Verizon have a unique partnership to prepare the next generation for a future filled with opportunities. This year-long, tuition-free Science, Technology, Engineering, and Math (STEM) program is offered to middle school girls. This hands-on program provides immersive learning in design thinking, 3D printing, augmented reality, and social entrepreneurship. Lunch and transportation is provided over the summer program. Participating students are provided a tablet for the duration of the program.

Employer Services

Workforce, Economic, and Community Development division of Patrick & Henry Community College serves regional employers by providing training solutions to develop and sustain a qualified workforce, in support of economic development and community enrichment.

Custom Designed Training

Business organizations are often confronted with a wide range of employee training needs that are highly unique to them. Our staff can design, develop and tailor training and delivery approaches that align with these distinct needs, scheduling demands, and budgetary circumstances. The division offers an extensive curriculum of technology, business, and professional development programs, and can integrate and customize these resources to best fit needs or design an entirely new course or program. Through organizational consulting, a thorough assessment of an organization's needs is conducted using various resources such as assessments, facilitated focus groups, and job profiling.

Professional workforce training staff partners with clients to:

- Identify the needs that impact business processes
- Develop solutions that fit the company needs and culture
- Deliver training or consulting services that provide a return on investment

Benefits to Business and Industry:

- Courses and programs can be tailored as academic credit or career credit
- Courses can be delivered to meet the dynamic needs of client scheduling demands
- Courses can be offered on-campus or on-site

Examples of Custom Designed Training:

- Customer Service
- Industry-Specific Skills
- Job Skills Assessments
- Leadership Foundations
- Occupational Spanish

Job Skills Assessments

Our staff stands ready to help area employers and new employers coming to the area with assessing workforce needs and incumbent worker skills. Assessing candidates at the early stages of the hiring process ensures that employers save interviewing time and effort, and identifies strong candidates beforehand. For current staff, assessments can be the key to putting employees into a position in which they can be successful, based on their current skill and competencies. Assessments can also provide the very best employees with an achievable career pathway for them to grow into an even more valuable employee.

Examples of Assessments:

Bennett Mechanical Comprehension Test (BMCT) is a widely used and extensively validated assessment of mechanical aptitude. For more than 60 years, this instrument has helped organizations select the best candidates for mechanical, repair, and industrial occupations. The BMCT can help identify candidates with good spatial perception and mechanical reasoning abilities, as well as with an aptitude for learning mechanical processes and tasks.

The DiSC® Personality System is the universal language of behavior. Research has shown that behavioral characteristics can be grouped together in four major divisions called personality styles. People with similar styles tend to exhibit specific behavioral characteristics common to that style. All people share these four styles in varying degrees of intensity. The acronym DISC stands for the four personality styles represented by the letters: D (Dominance); I (Influence); S (Steadiness); C (Conscientiousness).

DiSC materials can be utilized to:

- Learn about what motivates each team member
- Help individuals maximize their personal strength
- Enhance teamwork among an organization's staff
- Motivate others toward greater productivity
- Resolve internal conflicts and power struggles more quickly
- Develop motivated teams

eSkills assessments offer employers customization in pre-employment testing and employee development. eSkills is an assessment partner with P&HCC who provides an extensive list of skills tests covering areas from the MS Office® suite, Typing, IT, Language, to Healthcare and a range of other subjects.

HAY Aptitude Test Battery identifies candidates with the necessary clerical skills for accounting, billing or shipping positions to help improve the efficiency and profitability of the operation. They measure a job candidate's ability to compare numbers and names for accuracy, use short-term memory effectively and quickly identify numeric relationships. HAY test scores reflect both the speed and accuracy with which the candidate performs these basic tasks. Using the HAY Aptitude Test Battery as part of the employment testing process will help reduce document, shipping, and other process errors. Production and turn-around time will decrease as fewer discrepancies arise and customers will have increased confidence in product and service delivery.

The Management Readiness Profile (MRP) is an assessment tool that identifies the readiness of candidates for management responsibilities. A better fit between managers and their leadership responsibilities means more effective work teams, higher morale, lower turnover among top performers and maximum profitability. In addition, the MRP contains a Validity-Candidness scale that measures the extent of socially desirable responses. Lower scores indicate a tendency to exaggerate positive qualities and minimize negative traits.

Ramsay Combined Basic Skills. Ramsay Corporation is a leader in the creation and validation of tests for skilled technicians. With over 35 years of test development experience, Ramsay Corporation has created a series of off-the-shelf testing products to assess maintenance, production, and operator workforces. These online assessments are suitable for pre-employment assessment or pay-for-knowledge programs and can be used when custom validation is not required. The basic skills tests measure skills that could be reasonably expected from all job candidates as the basic requirements for learning and performing entry level or lower level jobs in manufacturing, processing, or operating.

Wonderlic provides employee assessments for each phase of the hiring process. Employment tests include job-specific screening questionnaires, cognitive ability tests, personality tests, skills tests and surveys. Used individually, these employee assessments provide valuable enhancements to an existing employee selection process. Combined, they efficiently gather relevant information and provide a comprehensive "whole person" view of candidate qualifications for efficient, objective employee selection.

WorkKeys is a national job skills assessment system measuring "real-world" skills that employers believe are critical to job success. This system enables educators to identify gaps between student skills and employer needs, which will, in turn, improve students' success in entry-level and subsequent jobs. WorkKeys enables businesses to reduce turnover, overtime, and waste while increasing morale through effective selection decisions and training processes. As a WorkKeys service scoring center, Workforce, Economic, and Community Development handles testing and scoring.

Skill areas:

- Applied Math
- Applied Technology
- Business Writing
- Graphic Literacy
- Workplace Documents

Pre-Employment Training

Pre-employment training is a proven method to identify the best applicants in the community and train potential employees on key elements of the job. The pre-employment training program includes assessment of applicants on skill areas specific to the needs of the employer and development of a customized, generally short-term training class.

Sample Pre-Employment Format:

- Company Orientation and Expectations

- Company-Specific Training
- Interpersonal Skills
- Job-Specific Skill Assessments
- Quality Assurance Training

Training Programs:

- Communication Skills
- Computer Applications
- Customer Service
- FiSH
- Industry-Specific Skills
- Leadership Foundations
- Mixing Four Generations in the Workplace

Training Partners:

- CRM Learning
- Development Dimensions International (DDI)
- DiSC Profiles
- InScape Publishing
- National Retail Federation Customer Service and Retail Training
- Organizational Performance Consulting
- Vital Learning

Training Facilities

To help our local industries with training and rapid start-up for new businesses, the Manufacturing Engineering Technology Complex (MET) houses a 73'x104'x23' Workforce Flex Space, training facilities, and a large conference room. The facilities may be used to train on company-specific equipment or to provide customized training on P&HCC equipment sets.

Job Certifications

Workforce, Economic, and Community Development division of Patrick & Henry Community College partners with credentialing agencies to offer certification exams to our students. These industry recognized credentials signifies to employers that employees are fully qualified for the job.

Apprenticeships

Registered Apprenticeships are coordinated by our workforce training staff for those who prefer a more hands-on approach to learning. Registered Apprenticeship combines carefully defined and employer-specific training under the guidance of a highly skilled mentor at the worksite. On-the-job training is supplemented with related classroom instruction. Upon successful completion, apprentices are awarded a nationally recognized credential by the Virginia Department of Labor and Industry, which consists of a Completion Certificate and Journey worker card.

Health Careers

Whether you're a student going through an allied health program or already employed in the field, being certified means that you're dedicated to your chosen field. Show your commitment to professional development, patient care and quality work by earning your CPC certification through American Association of Professional Coders (AAPC) or your CCMA or CPT certification through National Healthcareer Association (NHA).

- Certified Professional Coder (CPC)
- Clinical Medical Assistant (CCMA)
- Phlebotomy Technician (CPT)

National Career Readiness Certificate (NCRC)

Participants are awarded a National Career Readiness Certificate by ACT WorkKeys upon successful completion of the following three assessments: Applied Math, Graphic Literacy, and Workplace Documents - the three skills that most jobs require. NCRC is awarded at four levels: Platinum, Gold, Silver or Bronze, validating to employers anywhere in the U.S. that an individual has met or exceeded the necessary foundational workplace skills.

Restaurant Safety

Students can earn the ServSafe Food Protection Manager Certification, accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP).

Trades

The following National Center for Construction Education & Research (NCCER) assessments evaluate the knowledge of an individual in a specific craft area. Upon successful completion of the assessment, participants are awarded a NCCER Certificate Card of Completion.

- Core - Introductory Craft Skills
- Carpentry
- Heavy Equipment Operator
- HVAC
- Plumbing

Professional Development

Workforce, Economic, and Community Development division of Patrick & Henry Community College offers the following professional development courses and programs. These are specialized offerings designed to provide the educational needs of the lifelong learners in the community. Although no college credit will be awarded for these programs, students may earn continuing education units (CEU's) or Continuing Professional Education (CPE). Certificates of completion are awarded for each successfully completed course listing for continuing education documentation purposes.

Computers and Technology

Beginners

- Boot Camp: Computers for Beginners
- Introduction to Microsoft Windows

Certification Prep

- CISCO Certified Essentials Network Technician, Part 1
- CISCO Certified Essentials Network Technician, Part 2

Microsoft Office Training Series

This Microsoft Office 6-hour training series is designed to provide basic computer skills and knowledge of word processing, spreadsheet, database, and presentation software. These hands-on courses introduce practical techniques that students can use right away to gain needed job skills and enhance workflow.

- Microsoft Access
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word

Customer Service

Effective customer service is crucial for organizations across all industries and sectors, public and private. The following workshops provide vital skills to enhance customer service practice.

- Customer Service: Rev Up Your Engines
- Customer Service: The Fish! Philosophy
- Customer Service for Managers

Industry and Trades

Continuing Education for Tradesman

Journeyman, Master Plumbers, Electricians, HVAC technicians, and Gas Fitters are required by the Virginia Board of Contractors to take a pre-determined number of continuing education hours specific to their trade as part of the licensing process. Plumbers, HVAC technicians, and Electricians must take three hours of continuing education in their field. Gas Fitters must take one hour (intended for Journeyman and Master Gas Fitters, Liquefied Petroleum Gas Fitters, and Natural Gas Fitters). The continuing education must be completed prior to the expiration date on the license. Tradesman license renewal courses cover new definitions, code changes, general requirements, impacts on the job, general use and special equipment included in the respective codes.

- Gas Fitter
- Electrician
- HVAC
- Plumber

Contractor Business Licensing

This course is intended for first-time applicants for a Class C, B or the Commonwealth of Virginia, Department of Professional and Occupational Regulation (DPOR), and Board for Contractors as meeting the requirements for pre-licensure or remedial education.

Festo Industry 4.0 Certification Program

Certified students will be well-rounded machine operators/technicians with responsibility for efficient operation of the equipment. They will ensure that the system is running at maximum capacity with an understanding of the role of each component and device. They can identify malfunctions and make minor repairs.

Occupational Safety and Health Administration (OSHA) Training

These courses help supervisors and workers reduce the risk of workplace hazards.

- OSHA 10
- OSHA 30

Management and Leadership

Administrative Professionals Day Event

This special event is offered annually to give employers an opportunity to show their appreciation to valuable employees on their special day. Participants can expect to receive professional development as well as gain an opportunity to network with peers and enjoy a catered lunch. A motivational keynote message is presented, along with two concurrent sessions. The highlight of the event includes raffled door prizes.

Business Appreciation Month

In recognition of Business Appreciation month, P&HCC partners with Martinsville-Henry County Chamber of Commerce and Soular Development to deliver a series of classes for business leaders. Join us each week during the month of May as a different speaker shares valuable resources for developing your leadership skills. This series allows you to enroll in all four (4) sessions at a discount, or you may choose only those that are relevant to you. Each session is offered both in-person and online; students can decide how they want to participate.

Topics include:

- Transformational Leadership: The Great Resignation is Your Greatest Opportunity
- Kotter's Theory of Organizational Change Management
- Diversity, Equity, Inclusion, & Accessibility is Work, but it is Worth It!
- What Great Bosses Know and Do

Management Training

Become a more effective manager or supervisor with our management training courses:

- Combatting Leadership Stress
- Creating a Positive Work Environment
- Diversity, Equity, and Inclusion
- Effective Listening
- Leadership Learning Community
- Leading as Your Authentic Self
- Management Boot Camp 2.0 Series
- Management Strategies and Training
- Managing from the Middle
- ServSafe Manager Training
- Setting Achievable Goals
- Social Media Marketing
- Team Building
- Time Management Fundamentals
- Tips for Effective Communication

- WOW with Public Speaking

Workforce Training Programs

Workforce, Economic, and Community Development division of Patrick & Henry Community College offers a range of intensive, short-term training programs based on the needs of local employers. Most programs take between 6 and 12 weeks to complete and may lead to an industry credential. Although no college credit will be awarded for these programs, students are awarded a certificate of completion for each successfully completed course listing for continuing education documentation purposes.

Health Care Careers

Certified Clinical Medical Assistant (CCMA)

Certified Clinical Medical Assistants (CCMAs) are a vital part of clinical patient care. This short-term training program prepares students for the National Healthcareer Association's Certified Clinical Medical Assistant (CCMA) Exam. Whether you want to work in a doctor's office or a large hospital system, becoming a CCMA with NHA shows that you are knowledgeable and ready to be a valued member of a healthcare team.

Certified Nurse Aide (CNA)

The Certified Nurse Aide (CNA) program combines instruction and hands-on training to prepare the student to enter the workforce at a much faster pace. This program is designed to prepare students for entry level practice in the health care field in the area of patient care in a variety of health service facilities. Students who successfully complete the program will be eligible to take the Virginia State Board of Nursing certification test for Nurse Aides (NNAAP). Program includes a 48-hour clinical.

Certified Professional Coder (CPC)

This short-term training program is designed to provide practical application of coding operative reports, evaluation, and management services. The student will learn principles of medical coding related to the three main code books: CPT®, ICD-10- CM Code Set and HCPCS Level II. This course is recommended for anyone who is preparing for a career in medical coding for a physician's office and strongly recommended for anyone who is preparing for AAPC's CPC certification examination. With course completion, students should be proficient at coding a wide variety of patient services.

Phlebotomy Technician Program (CPT)

Enter a thriving field and serve a vital role in the healthcare industry as a Certified Phlebotomy Technician (CPT). This short-term training program prepares students for the National Healthcareer Association's Certified Phlebotomy Technician (CPT) Exam. Hospitals, laboratories and other employers have an increasing demand for phlebotomists. Most seek, and many require, a professional certification. With a CPT certification, you'll have the credentials you need to set yourself apart from other applicants as you embark on a rewarding healthcare career. As more employers require phlebotomy certifications, a CPT will help improve your marketability in a growing and rewarding field. Program includes a 36-hour internship.

Registered Medication Aide (RMA)

This program is a Virginia Board of Nursing approved curriculum designed to prepare students to take the State Registered Medication Aide Exam. Clinical hours included in program. *Pre-Requisite: The minimum requirement to enroll in the Medication Aide program is the completion of a Virginia Board of Nursing 120-hour Nurse Aide Training*

Program or an approved 40-hour Department of Social Services Direct Care Staff Training Program / Personal Care Assistant program.

Industrial and Skilled Trades

Automation and Robotics

This program provides an introduction to industrial robotics and explains how they are used in automated systems. Students are co-enrolled in Festo Industry 4.0 Certification Program Level 1: Industry 4.0 Fundamentals and Siemens Mechatronic Systems Certification Program Level 1, offering an opportunity to earn two industry-recognized credentials.

Carpentry, Levels 1-4

Carpenters make up the largest building trades occupation in the industry and those with all-around skills are in high demand. Carpenters are involved in many different kinds of construction activities, from building highways and bridges to installing kitchen cabinets. Carpenters construct, erect, install, and repair structures and fixtures made from wood and other materials. This short-term training program prepares students for the National Center for Construction Education & Research (NCCER) Carpentry Level 1 Exam. *Pre-requisite: NCCER Core - Introductory Craft Skills.*

Certified Production Technician

This program was designed to align with Manufacturing Skills Standards Council (MSSC) Certified Production Technician Program and to help individuals enhance their core knowledge and skills for production work, from entry-level to front-line supervisory level. The nationwide MSSC System is a nationally recognized certificate that is based on industry-defined and federally endorsed national standards.

- MSSC CPT: Safety
- MSSC CPT: Quality Practices & Measurement
- MSSC CPT: Manufacturing Processes and Production
- MSSC CPT: Maintenance Awareness

Electrical Groundsman

This program, offered in partnership with Wytheville Community College, provides individuals the skills and certifications needed to develop a career as an Electrical Groundsman. Under the supervision of the linemen, a groundsman performs a variety of tasks in the construction, maintenance, and repair of electrical distribution and transmission lines and equipment. Groundsman training is the first step towards a career as an Electrical Lineman. Classes are held over a four-week period with students attending class four days each week, eight hours each day.

HVAC, Levels 1-4

The increasing development of HVAC (heating and air-conditioning systems) technology causes employers to recognize the importance of continuous education and keeping up to speed with the latest equipment and skills. Hence, technical school training or apprenticeship programs often provide an advantage and a higher qualification for employment. This short-term training program prepares students for the National Center for Construction Education & Research (NCCER) HVAC Exam. NCCER's HVAC program has been designed by highly qualified subject matter experts with this in mind. Our four levels, North American Technician Excellence (NATE) recognized, present theoretical and practical skills essential to your success as an HVAC installer or technician.

NCCER Core - Introductory Craft Skills

The NCCER Core - Introductory Craft Skills is a prerequisite to all other Level 1 craft curriculum. This short-term training program prepares students for the National Center for Construction Education & Research (NCCER) Core - Introductory Craft Skills exam.

Plumbing, Levels 1-4

Most people are familiar with plumbers who come to their home to unclog a drain or install an appliance. In addition to these activities, however, plumbers install, maintain, and repair many different types of pipe systems. For example, some systems move water to a municipal water treatment plant and then to residential, commercial, and public buildings. Other systems dispose of waste, provide gas to stoves and furnaces, or supply air conditioning. Pipe systems in power plants carry the steam that powers huge turbines. Pipes also are used in manufacturing plants, such as wineries, to move material through production processes. This short-term training program prepares students for the National Center for Construction Education & Research (NCCER) Plumbing Exam.

Siemens Mechatronics (SMSCP Level 1) Boot Camp

Mechatronics is the integration of mechanical, electrical, robotics and computer software. This industry-recognized certification program prepares students to work effectively in a variety of industrial and manufacturing settings.

- Digital Fundamentals and PLCs
- Electrical Components
- (Electro) Pneumatic and Hydraulic Control Circuits
- Mechanical Components and Electrical Drives

Siemens Certification in Automation Fundamentals

This program is available from Siemens Cooperates with Education (SCE). This certification is a way to provide a structured, repeatable method to validate the knowledge of Siemens. Totally Integrated Automation solutions while utilizing recommended SIMATIC best practices. The online certification exam is offered to instructors and students of automation and related fields and can be completed after a recommended training path is satisfied.

Siemens Variable Frequency Drives (VFD) Certification Boot Camp

- Electrical Motor Drives
- Motor Controls

Transportation

Commercial Driver's License (CDL)

Are you looking for a career that will allow you to travel and see new places and meet new people; where the income, benefits and job security are excellent? Are you looking for a career where you are practically your own boss while on the road? The Truck Driver Training School could be the beginning to your achievement of these career goals. This program introduces the most up-to-date, effective, behind the wheel concepts and classroom instruction necessary to obtain a Commercial Driver's License (CDL).

Veterinary Assistant

This program will prepare the student to assist a Veterinarian or Veterinary Technician in their daily tasks.

Workforce Funding Assistance

The Workforce, Economic, and Community Development division at Patrick & Henry Community College offers grant and scholarship opportunities to students seeking workforce training.

Funding Sources:

FastForward Workforce Credentials Grant (WCG)

FastForward Workforce Credential Grant (WCG) pays 2/3 of the cost of tuition: You pay 1/3 of tuition upon enrollment; the Commonwealth of Virginia pays 1/3 upon successful completion of the class; the final 1/3 is paid by the Commonwealth of Virginia when you earn the credential.

Get Skilled, Get a Job, Get Ahead (G3)

This initiative provides an opportunity for any Virginian to prepare for high-demand careers and earn an industry-recognized credential. G3 is a last-dollar grant for eligible students after all other qualified federal and state financial aid are applied.

Virginia Ready

This initiative provides registered VA Ready Scholars a \$1,000 Credential Achievement Award upon obtaining the final credential in selected training programs in the following sectors: computer and cyber, healthcare and manufacturing/skilled trades. You must apply prior to or within five (5) calendar days of the class start date. **Apply to become a Virginia Ready Scholar!**

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

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

Road to Success in Virginia (RSVP) Grant

This initiative is committed to serving the TANF population and families with incomes below 200% of the federal poverty level. This grant opportunity prepares eligible students for employment leading to self-sufficiency and independence from temporary benefits. The program serves as an entry point into Construction and Healthcare career pathways for low-income, low-skilled students. The program design includes financial literacy, moral reconnection therapy, integrated training and education (IET) and numerous assessments to ensure student success. RSVP students may also be eligible for supportive services, paid work experiences, and tuition assistance while completing a short-term FastForward training program.

Training, Assessment, Retention and Employment (TARE) Grant

This initiative provides financial assistance for students who are already receiving Virginia's Temporary Assistance for Needy Families (TANF) or the Virginia Initiative for Employment Not Welfare (VIEW). Students who are already receiving Supplemental Nutrition Assistance Program (SNAP) may be eligible for the SNAP Employment and Training Grant.

P&HCC Foundation Scholarships

This initiative provides tuition assistance for students who do not qualify for financial aid through other sources.

Rural Virginia Horseshoe Initiative (RVHI) Grant

This initiative provides funding for those who have a GED.

Eligible Workforce Training Programs:

- Carpentry, Levels 1 - 4
- Certified Clinical Medical Assistant (CCMA)
- Certified Nurse Aide (CNA)
- Certified Phlebotomy Technician (CPT)
- Certified Production Technician (CPT)
- Certified Professional Coder (CPC)
- Cisco Certified Entry Network Associate (CCENT)
- Cisco Certified Network Associate (CCNA)
- Commercial Driver's License (CDL) Training
- Core-Introductory Craft Skills
- Festo 4.0 Certified Associate - Fundamentals
- HVAC, Levels 1 - 4
- Machining Level 1
- Plumbing, Levels 1 - 4
- Registered Medication Aide (RMA)
- Siemens SMSCP Level 1 (Mechatronics Boot Camp)
- Work Zone Flagger

Personal Enrichment

Workforce, Economic, and Community Development division of Patrick & Henry Community College serves the community by helping them explore new leisure opportunities through a variety of special interest classes that are designed for personal enrichment, improving or learning a new skill, or just plain fun.

Dance

- Latin Dance Workshop

Digital Photography & Imaging

- Action Photography
- Beginning Adobe Photoshop
- Intermediate Adobe Photoshop
- Introduction to Photography
- Still Life Photography: Flowers

Motorcycle

The following courses are provided to teach riders of all skill levels the basic fundamentals needed to safely operate a motorcycle.

- Motorcycle Basic Rider Course
- Motorcycle Basic Rider Course 2

- Motorcycle 3-Wheel Basic Rider Course

Paper Crafting Series

The best possible mail you can get is a handmade card. Learn how to make some yourself! This crafty series will show you how to do some cool paper crafting techniques like daubing, die-cutting, heat embossing, and more. We'll make all the essentials: a birthday card, a Christmas card, a thank you card, and a thinking of you card. We'll even make a cute little gift box too!

Social Media Series

The following courses are provided to introduce social media skills.

- "Ask the Expert" Social Media Workshop
- Newfangled Social Media and How to Use it: Instagram, Snapchat, and TikTok
- Social Media for Rookies
- Top Social Media: An Intro for Complete Beginners

Virtual Continuing Education

P&HCC offers a wide range of open enrollment online career credit courses and programs to meet the needs of our students. To learn more and register, visit.

Our Partners:

Education To Go (ed2go) offers an array of highly interactive courses that you can take entirely over the Internet. All of our courses are led by expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you. They consist of 24 hours of instruction; begin the third Wednesday of each month and last 6 weeks.

Education To Go career training programs are designed to provide the skills necessary to acquire professional caliber positions for many in-demand occupations. These programs are designed by a team of professionals from each respective field, who work to provide you with an effective web-based learning experience. Many programs are designed to prepare individuals to take national certification exams.

Health Ed Today programs provide necessary skills to pursue employment opportunities in hospitals, clinics, physicians' offices and other healthcare organizations nationwide. Most programs include an externship.

ProTrain Online offers affordable, self-paced, online certificate programs that can train you for the latest, in-demand job skills.

Computer Applications

P&HCC offers a wide selection of computer application classes through **ed2go**. Several versions of Word, Excel, Access, and PowerPoint are available. To learn more, visit: www.ed2go.com/patrickhenry.

Green/Renewable Energy

P&HCC, in association with **ProTrain Online**, offers 22 programs specializing in home and commercial energy auditing and weatherization, LEED certification, and renewable energy training. To learn more visit: <http://PHCC.theknowledgebase.org/>.

Health Care Careers

P&HCC, in partnership with **Education To Go** career training and **Health Ed Today**, offers online programs designed to provide the skills necessary to excel in a professional healthcare environment. These courses are highly interactive and provide students with an enriched learning experience. Additionally, these programs include access to an online community with interactive content and robust student services. Certain programs include clinical externships and most programs lead to certifications. To learn more, visit: <https://careertraining.ed2go.com/phcc/> or www.healthedtoday.com/patrickhenry.

Programs Available:

- Clinical Medical Assistant
- Dental Assisting
- Electronic Health Records
- Medical Billing and Coding
- And many more!

Industrial and Skilled Trades

P&HCC has partnered with **ProTrain Online** to offer the following industrial and skilled trade courses. To learn more, visit: <http://PHCC.theknowledgebase.org/>.

- Courses Available:
- HazWoper 24-Hour Moderate Risk
- OSHACampus - 30 Hour Construction Industry Training w/Study Guide

Information Technology Training

P&HCC, in partnership with **Education To Go career training**, offers online certification programs designed to provide the skills necessary to acquire professional level positions for many IT occupations. These programs are designed by a team of IT professionals, who provide an effective web-based learning experience. Microsoft Office Specialist (MOS) and Microsoft Certification Training are among the many programs available. To learn more, visit: <https://careertraining.ed2go.com/phcc/>.

P&HCC has also partnered with **ProTrain Online** to offer certification in various A+ Network Security programs, CISCO, CompTia, and Sun Certified JAVA. Courses are also offered in Microsoft Certified Tech Specialist (MCTS), Microsoft Certified IT Professional (MCITP), Microsoft Certified System Engineer (MCSE), and SQL Server, to name a few. To learn more visit: <http://PHCC.theknowledgebase.org/>.

Management and Leadership

P&HCC, in partnership with ProTrain Online, offers self-paced, online programs for in-demand job skills. To learn more, visit: <http://PHCC.theknowledgebase.org/>.

Courses Available:

- Business Writing
- Human Resources
- HRCI / PHR Certification
- Six Sigma

Occupational Spanish

P&HCC, in partnership with **ProTrain Online**, offers Spanish for Banking, Spanish for Law Enforcement, Spanish for Health Care, Spanish for Food Service, Spanish for EMTs and Paramedics, plus many more. To learn more, visit: <http://PHCC.theknowledgebase.org>.

Project Management

P&HCC's partner, **ed2go**, is a global Registered Education Provider for the Project Management Institute (PMI). Online courses provide essential information to prepare for the Project Management Professional (PMP®) and the Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute (PMI®). To learn more, visit: www.ed2go.com/patrickhenry.

Service Careers

P&HCC and **ProTrain Online** offer training for the aspiring entrepreneur. To learn more, visit: <http://PHCC.theknowledgebase.org/>.

Courses Available:

- Event Planning Professional
- Florist / Floral Design Entrepreneur
- Interior Decorating / Design Entrepreneur
- Wedding Consultant Entrepreneur
- And many more!

Catalog Home

Main Campus

645 Patriot Avenue, Martinsville, Virginia 24112
(Route 174 to College Drive)
(276) 638-8777

Visit our Extended Campus Locations

Dalton IDEA Center

26 Fayette Street, Martinsville, Virginia 24112
(276) 656-5461

P&HCC-Patrick County Site

212 Wood Brothers Drive, Stuart, Virginia 24171 (276) 694-8778

Manufacturing and Engineering Technology Complex

67 Motorsports Drive, Martinsville, Virginia 24112 (276) 656-0292

The statements and provisions in this catalog are not to be regarded as a contract between the student and the college that cannot be recalled. The college reserves the right to change, when warranted, any of the provisions, schedules, programs, courses or fees, as might be required.

Supplements may be issued to this catalog as considered necessary by the college.

The Patrick & Henry Community College Catalog is published by Patrick & Henry Community College.

Patrick & Henry Community College does not discriminate on the basis of race, color, national origin, sex, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policy: Affirmative Action Coordinator, Francis T. West Hall, room 148, (276) 656-0214.

Career Credit Course Descriptions

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Action Photography. Certified Professional Photographer Rick Dawson will show you how to capture the action. Whether you are shooting pictures of the big game or your kids playing in the back yard, learn the skills and techniques for capturing a great action shot.

"Ask the Expert" Social Media Workshop. "Got questions about social media? Now's your chance to ask anything (completely judgement free)! 'What even is TikTok?' 'How do I log on to Facebook?' 'Why are my grandkids 'snapping' each other?' Whether you're a social media skeptic, just want to know how to better connect with your friends and family, or are just curious about what the kids are into these days, come get some answers!"

Basic Contractor Licensing. This course prepares participants for pre-licensure. It is intended for first-time applicants for a Class C, B, or A license and changing a business type. This course is designed to provide a basic look at the Statutes and Regulations that govern contractor licensing in Virginia, to include a review of the different types of licenses available and the qualifications for each: Standards of Practice, Prohibited Acts and How to Avoid Violations of the Regulations.

Beginning Adobe Photoshop. Certified professional photographer Rick Dawson will demonstrate how to improve the quality of your digital images in Adobe Photoshop. Learn to download digital files by using a card reader instead of the camera cord, and resize images for social media or e-mailing. Simple color correcting will also be explained and lighting the print. Each student will use their own pictures on a jump drive to work with in class.

Boot Camp: Computers for Beginnings. Does your child know more about that computer than you do? Never touched a computer? How about this: "I only know how to turn it on and turn it off!" If either of these descriptions fit you, then we have a class especially for you. Allow us to calm your fears and teach you how the computer can be very useful. You can't break it! We'll even introduce you to a few of our friends - Microsoft Office, Internet, and email. They are easier to get to know than you think.

Carpentry Level 1. Carpenters make up the largest building trades occupation in the industry and those with all-around skills are in high demand. Carpenters are involved in many kinds of construction activities, from building highways and bridges to installing kitchen cabinets. Carpenters construct, erect, install, and repair structures and fixtures made from wood and other materials. This 9-module program is first level of NCCER's four-level curriculum and covers content such as: Orientation to the Trade; Building Materials, Fasteners, and Adhesives; Hand and Power Tools; Introduction to Construction Drawings, Specifications, and Layout; Floor Systems; Wall Systems; Ceiling Joist and Roof framing; Basic Stair Layout; Introduction to Building Envelope Systems.

Certified Clinical Medical Assistant (CCMA). This short-term training program prepares students for the National Healthcareer Association Certified Clinical Medical Assistant Exam. CCMA's are unlicensed, multi-skilled healthcare practitioners who are competent in both clinical and administrative procedures. Common duties include interviewing patients, measuring and recording vital signs, preparing exam rooms, cleaning and sterilizing medical equipment, assisting providers with exams and procedures, and administering injections, as well as topical oral medications.

Certified Nurse Aide Clinical. Applies theory through laboratory experience for health care technicians to work in home health, long and short-term facilities.

Certified Nurse Aide Training. Teaches basic care skills with emphasis on physical, social, emotional, and spiritual needs of patients. Covers procedures, communications and interpersonal relations; observations, charting and reporting; care planning, safety and infection control; anatomy and physiology, nutrition and patient feeding; ethics, death and dying. Prepares multi-skilled health care workers to care for patients of various ages with special emphasis on geriatric nursing, home health, and long and short-term care facilities.

Certified Professional Coder. This short-term training program is designed to provide practical application of coding operative reports, evaluation, and management services. The student will learn principles of medical coding related to the three main code books: CPT®, ICD-10- CM Code Set and HCPCS Level II. This course is recommended for anyone who is preparing for a career in medical coding for a physician's office and strongly recommended for anyone who is preparing for AAPC's CPC certification examination. With course completion, students should be proficient at coding a wide variety of patient services.

CISCO Certified Essentials Network Technician, Part 1. In preparation for the CCENT certification, this course provides instruction in the fundamentals of networking environments, the basics of router operations, and basic router configuration.

CISCO Certified Essentials Network Technician, Part 2. In preparation for the CCENT certification, this course provides problem solving experience to supplement instruction in Introductory Routing - Cisco.

Combatting Leadership Stress. Many leaders have been juggling the challenges of the pandemic along with daily responsibilities effortlessly. If you're seasoned or new to your leadership role, we invite you to learn strategies to help you combat leadership stress.

Commercial Driver's License (CDL) Training. Students will be introduced to the most up-to-date, effective, behind the wheel concepts and classroom instruction necessary to obtain a Commercial Driver's License (CDL). Proper driving procedures, safe driver responsibility, commercial motor vehicle laws, and basic principles and practices for operating commercial vehicles are covered. Main focal points during the course will include preventive maintenance, highway safety and handling hazardous materials. Pre-trip inspections, keeping logbooks updated, and constant backing up and twisting and turning to maneuver the trucks will become habit.

CPR Training / Certification: This course provides training in coordinated mouth-to-mouth artificial ventilation and chest compression, choking, life-threatening emergencies, and sudden illness.

Creating a Positive Work Environment. As your company returns to work or maybe adapts a permanent telework policy, we want to discuss ways to ensure that you maintain a positive work environment.

Customer Service: Rev Up Your Engines. Customer service is so critical to a business. In this class we Rev up our Engines, and refresh our skills in how we treat our guests, ensuring they have the best possible experience at our local hotels or restaurants, so that they will return when they're in town and recommend it on all their social media and to their families as well. This class will recharge your battery and prepare you to navigate through the caution flag and deliver stellar service!

Customer Service: The Fish! Philosophy. Whether you are on the front lines or leading the organization, the FISH! Philosophy has something to offer you! Educators, government, hospitality, or industry - this class can help your organization strengthen teamwork, employee retention, customer service, and morale. The FISH! Philosophy taps into

the passion, energy and creativity that is already inside each of us. When people choose to bring their best to work, it leads to lasting excellence.

Customer Service for Managers. Management's role is to model the practices that are exemplary for the front line staff. Participants will learn how to define customer service and identify customers. The workshop will also cover the importance of first impressions and perceptions, communication, and dealing with difficult people.

Digital Fundamentals and PLCs. This course covers the fundamentals of digital logic and an introduction to programmable logic controllers (PLCs) in a complex mechatronic system with a focus on the automation system SIMATIC S7-300 and the appropriate programming software STEP7. Using computer simulation, students will learn the role PLCs play within a mechatronic system or subsystem. They will also learn basic elements of PLC functions by writing small programs and testing these programs on an actual system. Students will learn to identify malfunctioning PLCs, as well as to apply troubleshooting strategies to identify and localize problems caused by PLC hardware.

Diversity, Equity and Inclusion Forum. During this unique learning experience, participants will engage in healthy dialogue in this facilitated discussion about Diversity, Equity, and Inclusion. You will take away knowledge and solutions to use in your interactions with others. Don't miss this opportunity to discover your own biases using the Harvard Implicit Association Test. We will gain insights from each other about lived experiences when our actions may have resulted in uncomfortable, offensive or insensitive impacts. Lunch will be served and gift raffles provided.

Diversity, Equity, Inclusion, & Accessibility is Work, but it is Worth It! This new DEIA workshop will help participants understand what all the fuss is about. Why do we need to put time, effort and resources into DEIA? What is at stake if we don't make DEIA a priority? At the end of this workshop, you will discover Diversity, Equity, Inclusion and Accessibility is work, but it's worth it.

Electrical Components. This course covers the basics of electrical components in a complex mechatronic system. Students will learn the basic functions and physical properties of electrical components and the roles they play within the system. Technical documentation such as data sheets, schematics, timing diagrams and system specifications will also be covered. By understanding the complete system, the flow of energy through the system, and measurements on the components, students will learn and apply troubleshooting strategies to identify, localize and correct malfunctions. Preventive maintenance and safety issues for electrical components within the system will be discussed.

Electrical Groundsman Training. This short-term training program, offered in partnership with Wytheville Community College, provides individuals the skills and certifications needed to develop a career as an Electrical Groundsman. This program prepares students to perform a variety of tasks, in support of and under the supervision of the linemen, in the construction, maintenance, and repair of electrical distribution, transmission lines and equipment. High school diploma or GED not required. Certifications earned: Basic Work Zone & Flagger, NCCER Core - Introductory Craft Skills, and CPR/First Aid. Preparation for the CDL Class A learners permit included.

(Electro) Pneumatic and Hydraulic Control Circuits. This course covers the basics of pneumatic, electro-pneumatic and hydraulic control circuits in a complex mechatronic system. Students will learn the functions and properties of control elements based upon physical principles, and the roles they play within the system. Technical documentation such as data sheets, circuit diagrams, displacement step diagrams and function charts will also be covered.

Fab Lab 3D Printing. Discover the newest creative phenomenon that is sweeping the world - 3D Printing! During this introductory course, participants will gain an understanding of 3D design and printing fundamentals in a fun and easy way. You won't believe the amazing things you can do. Covered topics include safety, operations, software, materials, and project design best practices. Upon completion of the class, students will be certified to schedule time on the 3D printers for their own projects. No prior 3D printing experience or technical knowledge needed.

Fab Lab Advanced Arduino. Students will expand their knowledge of programming for Arduino. Students will learn about more advanced hardware and components to design and build their own innovative projects or expand upon previous projects with Arduino.

Fab Lab CNC Laser Cutter. Learn how to use the Fab Lab laser cutter to cut, etch, and engrave designs in a variety of materials in this introductory class. Using graphics software like Adobe Illustrator, you can make jewelry,

decorations, phone stands, customized gifts, even business cards! With this incredibly precise tool, the possibilities are only limited by your imagination!

Fab Lab CNC Mill. The class will educate the student in using 3d design programs like 123D Design to produce 3d models to be cut out on a CNC Mill. These projects will be carved pieces like negative molds to cast.

Fab Lab Family Days. Join us in the Fab Lab for a fun, hands-on activity for the entire family. We offer a featured activity each month to allow individuals and families the opportunity to learn fun and creative things you can do in the Fab Lab. No experience or technical knowledge needed. Activities include: customized valentine using the laser engraver, 3D doodler pens, customized t-shirts, DIY stickers, and DIY ornaments.

Fab Lab Homeschool Edition: Specially designed for homeschool students.

Fab Lab Innovation Kids Camp. These hands-on camps are offered each summer to rising 6-8 graders, allowing students the opportunity to be creative and use Fab Lab technology. Students will learn to conceptualize, design, and prototype ideas for new products. Various Fab Lab equipment, including 3D printer, laser cutter, vinyl cutter, and more, will be used to manufacture their ideas. Students will design and produce a variety of projects to take home, including a 3-D printed keychain, laser cut name tag and notebook, vinyl cut stickers, t-shirt, and/or Minecraft structures and creatures.

Fab Lab Introduction to Arduino. Students learn to program an Arduino board to control everyday objects. Covered topics include safe and proper use of an Arduino, as well as how to program your Arduino. Students will learn about a wide variety of hardware and components to design and build their own innovative project with Arduino.

Fab Lab Minecraft Kids Camp. Design and build your world in Minecraft! Students will create structures and creatures in Minecraft and will use the Fab Lab equipment to create real-world replicas. Students will use the 3D printer, laser cutter, vinyl cutter, and more!

Fab Lab Shopbot CNC Router. Discover your creative side while making unique wood designs with the Shopbot CNC Router. During this hands-on course, you will learn the basic steps of CNC production as well as computer design software. Covered topics include safety, operations, software, materials, and project design best practices. Upon completion of the class, students will be certified to schedule time on the Shopbot for their own projects. No prior experience or technical knowledge needed.

Festo Industry 4.0 Certification Program Level 1 course introduces students to the fundamental skills related to pursuing a career in Advanced Manufacturing. This is the foundation needed to understand future topics. At FI4.0CP level 1, certified students will be well-rounded machine operators/technicians, with responsibility for efficient operation of the equipment. They will ensure that the system is running at maximum capacity with an understanding of the role of each component and device. They can identify malfunctions and make minor repairs.

Topics covered include the following:

- Electricity Fundamentals
- Fluid Power Fundamentals
- Mechanical Systems
- PLC Fundamentals
- Robotics Fundamentals
- Industry 4.0 Fundamentals

HVAC Level 1. The increasing development of HVAC (heating and air-conditioning systems) technology causes employers to recognize the importance of continuous education and keeping up to speed with the latest equipment and skills. Hence, technical school training or apprenticeship programs often provide an advantage and a higher qualification for employment. This short-term training program prepares students for the National Center for Construction Education & Research (NCCER) HVAC Level 1 Exam. NCCER's HVAC program has been designed by highly qualified subject matter experts with this in mind. Our four levels, North American Technician Excellence

(NATE) recognized, present theoretical and practical skills essential to your success as an HVAC installer or technician.

Industry 4.0 Festo Certification: Electricity Fundamentals. Decrease production downtime, improve efficiency and increase output - all hinges on understanding electricity and how to work with it safely. These courses have been specifically developed to give students the knowledge and skills required to enable them to work safely and effectively with electricity.

Industry 4.0 Festo Certification: Fluid Power Fundamentals. Designed to familiarize students with the construction and operation of hydraulic and pneumatic components. Investigating the construction and operation of a range of fluid power equipment; this training course covers the fundamental principles of hydraulics and pneumatics as well as the individual components.

Industry 4.0 Festo Certification: Mechanical Fundamentals. The driving force behind most industrial applications is Mechanical Systems. Gears, drives, bearings, pulleys, and more are found in nearly everything that moves. The Mechanical Systems course covers the installation, use, maintenance, and troubleshooting of mechanical drive components and systems. The curriculum is divided into various topics which deal with the components encountered in industry.

Industry 4.0 Festo Certification: PLC Fundamentals. As manufacturing and industry becomes increasingly automated, the understanding of sensors is critical. Sensors are eyes, ears, touch, and feel of automated systems. They relay signals to the "brain" of the system in order for the system to react accordingly. This course will introduce the participant to various sensors common in the industrial automation field.

Industry 4.0 Festo Certification: Robotics Fundamentals. Today, and in the future, Robotics are becoming more and more common. From repetitive tasks to highly complex interaction with humans, robots can be found. This course is designed to expose students to the various types of robots and the various ways they can increase productivity in industrial applications.

Industry 4.0 Festo Certification: Industry 4.0 Fundamentals. As an introduction to Industry 4.0, this course aims to relay foundational information about Industry 4.0 and help to establish a base upon which more detailed information regarding the topic can be layered. The course will introduce the various industrial revolutions and how Industry 4.0, the internet of things, smart factories, and cyber-physical systems are a disruption to the manufacturing industry and discusses the impact and implications that these advancements introduce.

Intermediate Adobe Photoshop. Certified professional photographer Rick Dawson will demonstrate how to make a collage of photos by using the different features in Adobe Photoshop. The photos will be combined using layers so any correction can be made without starting over. Different type styles and other effects will also be added to personalize. Each student will use their own pictures on a jump drive to work with in class.

Introduction to Microsoft Windows. If you've recently purchased a computer, or if you aren't familiar with your computer's operating system, this course is for you! In this course, students will gain "hands-on" experience using computers and software, including how to operate a computer, common terminology, and the various elements of the windows operating system.

Introduction to Photography. Certified Professional Photographer Rick Dawson will show you the basics of digital photography in this fun, hands-on class. Learn the different functions of your digital camera while learning the skills and techniques for taking great photographs.

Job Readiness. This course will provide students with an understanding of what it means to be ready for work. The student will also be able to write an effective resume, complete a job application and hone their interview skills. Students will understand how to develop short and long term employment goals and how to use training and feedback opportunities to advance their career. Student has the opportunity to earn the National Career Readiness Certificate by scoring at least a 3 on the WorkKeys assessments for Locating Information, Applied Math and Reading for Information.

Kotter's Theory of Organizational Change Management. The 8-Step Process for Leading Change was cultivated from over four decades of Dr. Kotter's observations of countless leaders and organizations as they were trying to transform or execute their strategies. He identified and extracted the success factors and combined them into a methodology - 8-Step Process for Leading Change. This course will give you tools to lead change, a deeper introduction to Kotter's change principles, concrete examples of the change implementation and results, and ideas to get started driving change at your organization today. Kotter helps organizations mobilize their people to achieve unimaginable results at unprecedented speed yielding quantitative and qualitative results quickly in areas ranging from cost efficiencies, innovation, growth, culture, to digital transformation - opportunities that inherently demand change, despite what can seem like impenetrable barriers.

Leadership Learning Community. If you have leadership questions, we will connect you to answers in this Leadership Learning Community! The participants who join are given an opportunity to collaborate and brainstorm current, real time challenges and successes with fellow leaders, while learning from each other and gaining insights from professionals that are skilled in areas of concern.

Leading as Your Authentic Self. Authentic leaders are self-aware of their strengths as well as their limitations. Leading as your Authentic Self will define this leadership style and offer characteristics and tips for embracing this modern and more inclusive approach to leadership.

Management Boot Camp 2.0 Series. This familiar program has been revamped this Spring! Meeting every 2nd Tuesday for four (4) months, the Management Bootcamp 2.0 series allows you to enroll in all 4 sessions at a discount, or you may choose only those that are relevant to you. Each session is offered both in-person and online; students can decide how they want to participate. Join P&HCC as we provide you with various tools and resources to enable you to become a GREAT leader/manager/supervisor.

Management Strategies and Training. Join us for this 5-week training that invites different speakers who will pour valuable learning opportunities into the students each week. Sessions will include training related to Coaching, Communication, Problem Solving, Human Resources, and Accountability.

Managing from the Middle. For middle managers: learn the formula for becoming empowered by your supervisor to meet their expectations, manage the human dynamics of your team, while maintaining the trust, respect and confidence of the people you interact with in your organization.

Mechanical Components and Electrical Drives. This course covers the basics of mechanical components and electrical drives in a complex mechatronic system. Based upon a physical system, students will learn the basic functions and physical properties of mechanical components as well as electrical drives (AC and DC), and the roles they play within the system. They will also learn about mechanical components which lead and support the energy through a mechanical system to increase efficiency and reduce wear and tear. Materials, lubrication requirements and surface properties will be examined.

Microsoft Access. Let's start by learning when to use Access and when to use Excel. This course helps you answer that essential question so you don't set off in the wrong direction. Then you're ready for the foundation of your database - learn to create tables and progress to creating queries, forms, and reports, using the latest version of Microsoft Access.

Microsoft Excel. Are you trying to keep your household organized or are you a business owner relying on Excel to keep your organization thriving? You will learn the techniques in this workshop that will make your job easier. You'll start with the essential skills of spreadsheet creation: how to create a workbook, enter and edit text and numbers, and add rows or columns. You will progress to creating a chart and making changes to a chart after you create it, using the latest version of Microsoft Excel.

Microsoft PowerPoint. In this workshop, you will start with the steps to create a slide show, start to finish, using the latest version of PowerPoint. But you will soon discover many ways to add flair to your presentation. You will learn how to create visual appeal out of text and other information like tables, Excel charts, your digital photos, sound, narration, and videos like You Tubes.

Microsoft Word. This workshop will begin with the basics of the latest version of this very popular word processing program. Participants will learn how to use Microsoft Word to create their first document, edit text, and make that original document look great. The instructor will introduce templates and how you can format your document with styles; decorate the document with backgrounds, borders, and text effects; and insert tables. Before the end of the workshop, you will also learn how to use mail merge, revise documents and track changes, and other tasks Word makes simple to do.

Motorcycle Basic Rider Course. This course provides classroom and actual motorcycle operator training in a controlled environment. Riders learn basic skills of motorcycle operation, effective braking and obstacle avoidance, as well as safe riding strategies. This course prepares the rider for state licensing.

Motorcycle Basic Rider Course 2 (BRC2) This course is designed to assist licensed riders in improving their skills and to provide a safe environment for them to expand the limits of their abilities. The course includes a brief review of basic skills, critical advanced turning and braking skills, as well as counter steering and obstacle avoidance. Student is expected to provide their own motorcycle. The course is informative, enjoyable and valuable. We recommend that riders refresh and hone their riding skills every year with a BRC2.

Motorcycle 3-Wheel Basic Rider Course (3WBRC) This course is designed to teach the novice or experienced sidecar or trike rider the skills necessary to safely operate a three-wheeled vehicle on the street, even if you have never ridden any kind of motorcycle. The 16-hour course takes the rider through the basics of motorcycle operation (controls are much the same as a two wheeled motorcycle), effective braking, turning skills and obstacle avoidance, as well as safe riding strategies. The course consists of both classroom instruction and hands-on riding instruction. All riding is done on a closed course. Rider Coaches have been trained and certified by the Motorcycle Safety Foundation. Motorcycles will be provided or participants can use their own.

MRT: Pursuit of Happiness Workshop. Moral Reconnection Therapy-MRT® is an effective systematic, cognitive-behavioral, step-by-step strategy designed to enhance self-image, promote growth of a positive, productive identity, and facilitate the development of higher stages of moral reasoning. This program is designed to help persons help themselves. The underlying goal is to change conscious decision-making to higher levels of moral reasoning.

MSSC CPT: Maintenance Awareness. This module focuses on skills necessary for production workers to: perform preventive maintenance; monitor indicators for correct operation; recognize possible maintenance issues with electrical, pneumatic, lubrication, automation, hydraulic, and couplings.

MSSC CPT: Manufacturing Processes and Production. This module focuses on skills necessary for production workers to: identify needed resources; coordinate work flow; perform and monitor process; and document product & process.

MSSC CPT: Quality Practices & Measurement. This module focuses on skills necessary for production workers to: read and interpret prints; compare measurements to prints; document quality problems; and suggest ideas for continuous improvement.

MSSC CPT: Safety. This module provides baseline knowledge and skills needed to maintain a safe and productive work environment and ensure the safe use of equipment for production workers.

NCCER Core - Introductory Craft Skills. This short-term training program prepares students for the National Center for Construction Education & Research (NCCER) Core - Introductory Craft Skills Exam. Topics covered include: Basic Construction Site Safety, Materials Handling, Construction Math, Hand and Power Tools, Construction Drawings, Basic Rigging, Basic Communication Skills, and Construction Industry Employability Skills.

Newfangled Social Media & How to Use it Series. There are so many social media sites now! What are they? Why do we have so many different ones? What are the kids actually doing on them? Get the answers at the Newfangled Social Media & How to Use It Workshops for Instagram, Snapchat, and TikTok.

OSHA 10. The 10-Hour Occupational Safety and Health Administration (OSHA) Outreach Training Program for General Industry program is targeted to entry level workers and covers general industry safety and health hazards

which may be encountered. Required in 7 hours of the training are an Introduction to OSHA, Walking and Working Surfaces, Emergency Action Plans and Fire Prevention/Protection, Electrical Safety, Personal Protective Equipment, and Hazard Communication. At least two additional topics from a list of electives will be covered for a total of ten (10) training hours. Participants will receive: Instruction from authorized OSHA Outreach trainers and a Certification card upon successful completion of training and final exam. OSHA student completion cards do not expire per OSHA requirements.

OSHA 30. This 30-hour Occupational Safety and Health Administration (OSHA) Outreach Training Program for General Industry is targeted to supervisors or workers with some safety responsibility. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights, and contribute to our nation's productivity.

Paper Crafting Series. The best possible mail you can get is a handmade card. Learn how to make some yourself! This crafty class will show you how to do some cool paper crafting techniques like daubing, die-cutting, heat embossing, and more. We'll make all the essentials: birthday card, Christmas card, thank you card, and a thinking of you card.

Phlebotomy Technician Internship. This on-site internship, coordinated by P&HCC's Career Center staff, will provide students hands-on experience in a professional setting where they can apply the principles and techniques learned in the Clinical Medical Assistant program. The student will use a checklist of minimum skills that should be observed or practiced over the course of the internship. The student will perform a minimum of 30 venipuncture and 10 capillary sticks on live individuals. To be eligible for the internship, students must successfully complete the classroom portion, submit to a thorough background check and drug screening, and meet other requirements.

Phlebotomy Technician Training. This course introduces students to basic medical terminology, anatomy, physiology, components of health care delivery and clinical laboratory structure. Students learn techniques of specimen collection, specimen handling, and patient interactions. Upon successful completion of the program, students will be eligible to sit for the National Healthcareer Association Phlebotomy Technician Exam. High School diploma or GED required. Tuition includes \$105 assessment fee.

Plumbing Level 1. This short-term training program prepares students for the National Center for Construction Education & Research (NCCER) Plumbing Level 1 Exam. NCCER's Plumbing Level One curriculum covers the following topics: Introduction to the Plumbing Profession, Plumbing Safety, Tools of the Plumbing Trade, Introduction to Plumbing Math, Introduction to Plumbing Drawings, Plastic Pipe and Fittings, Copper Pipe and Fittings, Cast-Iron Pipe and Fittings, Carbon Steel Pipe and Fittings, Introduction to Plumbing Fixtures, Introduction to Drain, Waste, and Vent (DWV) Systems, and Introduction to Water Distribution Systems.

Registered Medication Aide Clinical. This 20-hour clinical will provide students with a supervised training experience in an assisted living facility, where they can apply the principles and techniques learned in the registered medication aide training.

Registered Medication Aide Training. The registered medication aide program is a Virginia Board of Nursing approved curriculum that prepares individuals who want to work in assisted living facilities. Students are taught the basic knowledge and skills needed to perform medication administration safely and effectively.

ServSafe Manager Training. The ServSafe® Manager Training program is developed by the National Restaurant Association with the help of foodservice industry experts who face the same risks you do every day. Students will gain manager food safety knowledge, such as how to handle food sanitation risks and prevent foodborne illness, and how to train employees in food sanitation. Prepares students to earn the ServSafe Food Protection Manager Certification, which is accredited by the American National Standards Institute-Conference for Food Protection. ServSafe training and certification is recognized by more federal, state and local jurisdictions than any other food safety certification.

Siemens Mechatronic Systems Certification Program (SMSCP) is a comprehensive industry skills certification in mechatronic systems. Offered together with partner schools worldwide the SMSCP is divided into three exam-based levels. Each level is directly tied to a job profile that clearly defines the on-the-job competencies of certified

personnel. A Siemens certification is world-class technical training. Automated systems are becoming more complex and pervasive, and an increased knowledge is required to design, operate, and maintain them than ever before. Complex mechatronic systems are the nexus of mechanical, electrical, and computerized technologies. There is a growing need for qualified people at all levels of an organization with knowledge of integrated mechatronic systems. Siemens, a world leader in mechatronic engineering, has responded to this need by creating an industry certification program.

Topics covered include the following:

- Mechatronic Systems
- Electrical Components
- Mechanical Components and Electrical Drives
- (Electro) Pneumatic and Hydraulic Control Circuits
- Digital Fundamentals and PLCs

Social Media Marketing. Designed especially for small businesses and nonprofit organizations, this class will get you started with your social media marketing. If your organization does not already have a social media presence, you will have a business page after the first class. You will also hear about best practices, tips and tricks, and develop a social media plan/calendar.

Social Media for Rookies. This class will help anyone who feels unfamiliar or uncomfortable with social media learn to navigate the platforms safely and successfully. We will focus on the basic mechanics, social media etiquette and some critical safety info (i.e. how not to fall prey to scammers)

Social Selling. In this course, participants gain deep understanding of the wide variety of direct/social selling business strategies including individual sales efforts, party plan and network marketing scenarios, online sales and sales force recruitment and training. The course is designed to provide direct sellers, and those interested in direct selling, with the small business management and entrepreneurship skills they need to succeed in this low-barrier-to-entry form of entrepreneurship.

Still Life Photography: Flowers. Learn the basics of lighting and posing to create perfect still life photography using flowers. Certified Professional Photographer Rick Dawson will show you the tips and techniques for producing beautiful photos!

Team Building. As your company returns to work or maybe adapts a permanent telework policy, we want to discuss ways to ensure that you maintain a positive work environment.

Time Management Fundamentals. Effective time management is an indispensable skill. Learn how to get more done in the shortest time possible and avoid the obstacles and distractions that can get in the way of good time management. You'll gain practical strategies for increasing your productivity.

Tips for Effective Communication. Communication is critical to successful leadership. Let's take a look at some tips for improving your communication skills as a manager.

Top Social Media: An Intro for Complete Beginners. Discover the full Social Media Suite in a four-part series! Students will get a complete introduction to all the trending social media platforms. Know what your kids, grandkids, neighbors, and friends are using to connect. Feel safer and more confident with what has become the world's preferred communication tools.

Tradesman license renewal course. Journeyman, master plumbers, electricians, HVAC mechanics, and gas fitters are required by the Virginia Board of Contractors to take a pre-determined number of continuing education hours specific to their trade. Plumbers, HVAC technicians, and electricians must take three hours and gas fitters must take one hour. Covers new definitions, code changes, general requirements, impacts on the job, general use and special equipment included in the respective codes.

Transformational Leadership: The Great Resignation is Your Greatest Opportunity. Transformational leadership is a leadership style that can inspire positive changes in those who follow. Transformational leaders are generally energetic, enthusiastic, and passionate. Not only are these leaders concerned and involved in the process; they are also focused on helping every member of the group succeed as well. Join this class to learn how the principles of this style of leadership may help you lead your organization to successful outcomes.

Veterinary Assistant. This short-term training program presents basic information about general and veterinary management of small domestic animals, especially dogs and cats. Course objectives include: animal and human safety, animal restraint, nutrition, common diseases, medical terminology, medical history, and administrative duties related to maintaining an efficient front office.

What Great Bosses Know and Do. Using the fundamentals of well-known author Ken Blanchard, the class will discuss the 10 secrets of what great leaders know and do.

Wow with Public Speaking. "Testing! Testing! Is this thing on?" The mic is yours and in this workshop we want to learn and practice the recipe that will have you WOW the audience with public speaking.

Personnel

Virginia Community College System

Glenn DuBois, Chancellor

State Board for Community Colleges

Edward Dalrymple, Jr., Chair, Virginia

Nathaniel L. Bishop, Vice Chair, Virginia

Glenn DuBois, Secretary

Dana Beckton, Virginia

Adnan Bokhari, Virginia

David E. Broder, Virginia

Brenda Calderon, Virginia

Darren Conner, Virginia

Douglas M. Garcia, Virginia

Darius A. Johnson, Virginia

Ashby Kilgore, Virginia

Peggy Layne, Virginia

RJ Narang, Virginia

Richard S. Reynolds, Virginia

Eleanor Saslaw, Virginia

Terri Thompson, Virginia

Patrick & Henry Community College

Patrick & Henry Community College Board of Directors

Robert Haley, Chair, Henry

Monica Hatchett, Vice Chair, Henry

Dr. Gregory J. Hodges, Secretary

Gary Collins, Henry

Dr. Clyde DeLoach, Patrick County

Jewell Drewery, Martinsville
Roger Hayden, Patrick
George Hippisley, Franklin
Dr. DelShana LeGrant, Martinsville
Dr. John R. McCraw, Jr., Henry
Wayne Moore, Henry
Brandon Scott, Franklin
Robert Vogler, Martinsville

Patrick & Henry Community College Foundation Board of Directors

Ron Haley, Chairman
Scott Prillaman, Vice Chairman
Margie Eason, Secretary
Carolyn Shough, Treasurer
Pamela J. Allen
Jim Beckner
Smith Chaney
Gene Clark
Gary Collins
Donna Dillard
Len Dillon
Lisa France
Linda Gale
Bill Goad
John Gregory, III
Kevin Laine
Karen Parker
Brenda Peters
Tory Shepherd
Miyana Smith
Sebrena Smith
David Swisher
Courtney Williams
Wren Williams

Honorary Members

Virginia Hamlet
J. D. Lester
Nancy Moore
William J. Pannill
Larry Ryder
Eliza Severt
Carol Hooker Stermer
Dr. Max Wingett

Administrative Faculty

President's Staff

J. Gregory Hodges
President

B.A., College of William and Mary
M.S., Bethany Theological Seminary
M.A., University of Phoenix
Ph.D., Trident University International

John I. Hanbury

Vice President for Financial & Administrative Services
B.A., Centre College of Kentucky
J.D., University of Kentucky College of Law

Rhonda R. Hodges

Vice President for Workforce, Economic & Community Development
B.S., Virginia Polytechnic Institute & State University
M.S., University of Maryland University College

Terry Young

Interim Vice President for Academic and Student Success Services
B.A., University of Virginia
M.A.L.S., Hollins University
J.D., University of Idaho

Brian M. Henderson

Assistant Vice President, Student Engagement & Inclusion/Athletics Director
B.S., Virginia State University
M.S., Virginia State University

Tiffani S. Underwood

Director of Development and Executive Director of P&HCC Foundation
A.A.S, Virginia Western Community College
B.A., University of Mary Washington
M.B.A., Louisiana State University-Shreveport

Administrators

Patsy J. Anderson-Rusmisl

Director of Student Support Services
A.S., Patrick & Henry Community College
B.A., University of Virginia
M.Ed., University of Virginia
Ph.D., University of North Carolina, Greensboro

Angelia R. Brown

Patrick County Site Facilitator
A.A.S., Patrick & Henry Community College
B.B.A., Radford University

Jessica M. Carter

Interim Director, Admissions and Advising
A.A.S., Patrick & Henry Community College
B.S., Averett University
M.A., Liberty University
Ed.S., Liberty University

Sharon G. Claggett

Budget Director and Business Office Manager
B.S., Averett College
M.B.A., Averett University

David L. Deal

Dean of Technology
A.A.S., Danville Community College
B.A., Averett College
M.B.A., Averett University

Meghan E. Eggleston

Director of Dual Enrollment and Off-Campus Sites
B.S., Virginia Polytechnic Institute & State University
M.S.Ed., Old Dominion University

Colin C. Ferguson

Dean of STEM, Health, and Applied Sciences
B.A., Emory & Henry College
M.B.A., University of North Carolina, Wilmington
Ph.D., Old Dominion University

Shanna Francisco-King

Coordinator of Talent Search, Upward Bound/Upward Bound Math & Science and MHC After 3
B.A., Virginia Polytechnic Institute & State University
M.A., Radford University

Ophelia G. Griggs

Academic /Retention Coach for Student Support Services
B.A., Norfolk State University
M.S., Longwood University
Ed.D., Capella University

Scott D. Guebert

disAbility Counselor
B.S., MacMurray College
M.R.C., University of Kentucky

Jennifer T. Hollyfield

Transfer Counselor, Student Support Services
A.A./S., Patrick & Henry Community College
B.S., Old Dominion University
M.A., Liberty University

Cindy S. Keller

Coordinator of Financial Aid
A.A.S. and A.A./S., Patrick & Henry Community College
B.S., Averett College
M.A., Liberty University

Marcia I. Seaton-Martin

Coordinator of Library Services
A.A./S., Patrick & Henry Community College
B.S., Old Dominion University
M.L.I.S., San Jose State University

Sarah Beth K. Morrison

Coordinator of Grant Development
B.A., Davidson College
M.Ed., Mary Baldwin University

Shelira D. Morrison

Director of Workforce Development
A.A.S, Patrick & Henry Community College
B.S., Virginia Commonwealth University
M.B.A., Averett University

Matthew B. Ratliff

Coordinator of Community Development Programs
A.A.S, Patrick & Henry Community College
B.A., Ashford University
M.A., Ashford University

Belinda N. Stockton

Director of Human Resources
SHRM-SCP, Society for Human Resource Management
B.A., Wittenberg University
M.A., New York University

Brenell C. Thomas

Coordinator of Training and Professional Development
B.A., University of Virginia

Christy D. Stocks

Director of Student Success Center
A.A./S., Patrick & Henry Community College
B.S., Old Dominion University
M.S., Old Dominion University

Travis W. Tisdale

Coordinator of Advising
B.A., Hampden-Sydney College
M.Ed., University of Virginia

Amy E. Webster

Director of Nursing and Allied Health
B.S.N., Radford University
M.S.N., University of Phoenix

Christopher S. Wikstrom

Director of Institutional Research and Effectiveness
B.S. & M.A.Ed., Virginia Polytechnic Institute & State University
Ph.D., Old Dominion University

Roberta L. Wright

Facilities Director
A.A.S., Patrick & Henry Community College
B.S., Old Dominion University

Christopher S. Wikstrom

Interim Dean of Academic Success and College Transfer

B.S. & M.A.Ed., Virginia Polytechnic Institute & State University
Ph.D., Old Dominion University

Teaching Faculty

Patricia V. Amos

Instructor of Psychology/Human Services
B.S.W., James Madison University
M.A.Ed, Virginia Polytechnic Institute & State University

Gerald P. Bannan

Professor of Fine Arts
B.F.A., Tyler School of Art
M.F.A., Pratt Institute

Glenn E. Belcher

Associate Instructor of Welding
CWE / CWI Certificate in Welding, Patrick & Henry Community College

Kriste Campbell

Associate Professor of Nursing
A.A.S., State University of New York, Broome
B.S.N., Excelsior College
M.S.N., Excelsior College

Ronald C. Carter, Jr.

Associate Professor of Accounting
B.S., University of North Carolina, Greensboro
M.S., University of North Carolina, Greensboro

Amy E. Cox

Assistant Professor of Nursing
B.S.N., Western Governors University
M.S.N., Western Governors University

Rachel R. Cox

Assistant Professor of Nursing
B.S.N., University of Minnesota

David L. Dillard

Associate Professor of General Engineering Technology
B.S., Norfolk State University
M.S., North Carolina Agricultural & Technical State University

Matthew W. Dittler

Associate Professor of Biology
B.S., Ferrum College
Ph.D., Virginia Polytechnic Institute & State University

Robert J. Durden

Associate Instructor of Precision Machining
Diploma, Danville Community College
B.A., Ashford University

Daniel W. Edwards

Instructor of Industrial Electronics Technology
A.A.S. Patrick & Henry Community College
A.A./S. Patrick & Henry Community College
B.S., Old Dominion University

Tracy L. Fields

Associate Professor of Information Systems Technology
A.S., Bluefield State College
B.S., Bluefield State College
M.S.I.T.M., Trident University International

Tammy M. Forbes

Assistant Professor of Developmental English/Writing Center Coordinator
B.A., University of North Carolina, Greensboro
M.A.L.S., Hollins University

Jason D. Gibson

Associate Professor of Biology
B.S., Old Dominion University
M.S., Clemson University
M.S., Longwood University

Janet P. Harrison

Associate Professor of Early Childhood Education
A.A., Patrick & Henry Community College
A.A.S., Patrick & Henry Community College
B.S., Old Dominion University
M.A., Liberty University
Ed.S., Liberty University
Ed.D., Liberty University

Melissa K. Hubbard

Instructor of Emergency Medical Services
A.A.S., Patrick & Henry Community College

Chad M. Hughes

Assistant Professor of Welding
CWE / CWI Certificate in Welding, Patrick & Henry Community College

Mark M. Huntress

Professor of Chemistry/Physics
B.S., Ohio State University
Ph.D., Bowling Green University

Bob W. Koester

Instructor of Culinary Arts
B.S., Northern Illinois University

Jason T. Lachowicz

Professor of Mathematics
B.S., Virginia Polytechnic Institute & State University
M.S., North Carolina State University
Ph.D., North Carolina State University

Shawn D. McAvoy

Associate Professor of History/Religion
B.A., Randolph-Macon College
M.A., New Mexico State University
M.A., Arizona State University
Ph.D., Arizona State University

Julie G. Martin

Associate Professor of Physical Therapy Assistant/Program Director
B.S., Medical University of South Carolina
D.P.T., Virginia Commonwealth University

Julie D. Meador

Associate Professor of Administrative Support Technology/Legal Assisting
B.A., Emory & Henry College
M.B.A., Averett University

Bronté Y. Miller

Associate Professor of Developmental Math and Communication Studies
B.A., University of North Carolina, Asheville
M.S., University of Tennessee, Knoxville

Frances H. Moore

Associate Professor of Biology
B.A., Lenoir-Rhyne College
M.S., Radford University

April Neblett

Instructor of Math
B.S., Virginia Polytechnic Institute & State University
M.S., Radford University

Melanie L. Nelson

Associate Professor of Nursing
B.S.N., Radford University

Keith W. Newcomb

Associate Instructor of Industrial Electronics Technology
A.A.S., Patrick & Henry Community College

Bethany J. O'Neil

Assistant Professor of Nursing
B.S.N., Roberts Wesleyan College
M.S.N., University of Rochester

Whitney N. Plaster

Instructor of Nursing
B.S.N., James Madison University

Nancy S. Phillips

Professor of Business Administration
A.A.S. and A.A./S., Patrick & Henry Community College
B.S., Virginia Polytechnic Institute & State University
M.B.A., Averett College
Ph.D., University of North Carolina, Greensboro

Sandra M. Phillips

Assistant Professor of Information Systems Technology
B.S., Longwood College
M.S., Hollins University

Kelly M. Proffitt

Associate Professor of Mathematics
B.S., Averett University
M.Ed., Averett University

Eric-Gene J. Shrewsbury

Professor of Spanish
B.A., Roanoke College
M.A., Saint Louis University
Ph.D., Virginia Polytechnic Institute & State University

Ashley D. Smallwood

Associate Professor of Nursing/EMS
A.A.S., Virginia Western Community College
B.S.N., Radford University
M.S.N., Radford University

C. Randy Smith

Assistant Professor of Welding
CWE / CWI Certificate in Welding, Patrick & Henry Community College
A.A.S., Patrick & Henry Community College

Denver A. Smith

Instructor of Motorsports Technology
A.A.S., Patrick & Henry Community College

Talmage B. Thomas

Instructor of Motorsports

Ikechukwu G. Ugbomah-Otunuya

Instructor of Sociology
B.Sc., Ambrose Alli University
M.Sc., University of Benin

LaDonna H. Varner

Instructor of English/ Adjunct-Dual Enrollment Faculty Liaison
A.A.&S., Patrick & Henry Community College
B.A., James Madison University
M.A., Hollins University

Robert G. Wagner

Associate Instructor of Automotive Technology

Linda M. Wallace

Assistant Professor of Nursing
A.S.N., Jefferson College of Health Science
B.S., Averett University
B.S.N., Radford University
M.S.N., University of Phoenix

Amanda W. Wikstrom

Assistant Professor
Hybrid IT/Industry 4.0 Faculty
B.S.E, University of Phoenix
B.S., Virginia Polytechnic Institute & State University
M.I.S., University of Phoenix
M.S., Radford University

Lucy E. Williams

Professor of Physical Therapist Assistant/Academic Coordinator Clinical Education
B.S., Mary Washington College
B.S., Medical College of Virginia
M.H.S., University of Indianapolis
D.P.T., Virginia Commonwealth University

Jason L. Worley

Assistant Professor of Biology
B.S., Ferrum College
M.C.L.S., University of Maryland, College Park
M.S., Clemson University

Ronnie L. Wray

Associate Professor of Criminal Justice
A.A.S., Patrick & Henry Community College
B.S., Radford University
M.S., Liberty University

Professors Emeritus

Donald L. Crouch

Professor Emeritus of Electricity/Electronics
B.S., Western Kentucky University

Milton A. Davis

Professor Emeritus of Mathematics
B.S., State University of New York, Brockport
M.A., University of Illinois

Marie M. Garrett

Professor Emeritus of English
B.A., Longwood College
M.A., Longwood College
C.A.G.S., Virginia Polytechnic Institute & State University

Joe L. Keen

Professor Emeritus of Biology
B.S., North Carolina Agricultural & Technical State University
M.A., Virginia Polytechnic Institute & State University

Martha M. Lee

Professor Emeritus of English
B.A., Westhampton College of the University of Richmond
M.A., Virginia Polytechnic Institute & State University

James W. McIntosh, Jr.

Professor Emeritus of Biology
B.S., Carson Newman College
M.S.P.H., University of North Carolina, Chapel Hill
M.S., Oregon State University
Ed.D., Duke University

Maureen T. Norman (deceased)

Professor Emeritus of Mathematics
B.A., Virginia State University
M.A.E.d, Virginia State University
C.A.G.S., Virginia Polytechnic Institute & State University

Ruby D. Mitchell (deceased)

Professor Emeritus of Spanish
B.A., Baylor University
M.A., Interamerican University, Mexico
Ph.D., Interamerican University, Mexico

Clyde E. Pitts (deceased)

Professor Emeritus of History
B.S., University of Tennessee
M.A., Western Carolina University

Margaret C. Tinder (deceased)

Professor Emeritus of Office Systems Technology
B.S., University of North Carolina, Greensboro

Joanne B. Whitley (deceased)

Professor Emeritus
B.S., James Madison University
M.A., Virginia Polytechnic Institute & State University
Ed.D., Virginia Polytechnic Institute & State University

Adjunct Faculty

The following individuals taught classes as adjunct faculty during the 2019-2020 academic year:

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Kimberlton B. Adkins
Meritha F. Alderman
Michael S. Amos
Vivian D. Anderson
JoAnn Armstrong
Elizabeth M. Ashby
William F. Athey

Tina N. Bethel
Judy G. Biedrycki
Dayna K. Bobbitt
Edythe A. Boitnott
Aila A. Boyd
Amanda R. Broome

Janet F. Cakir
James T. Cannon
James S. Cecil
Gayle F. Chaney
John M. Christian
Jeanie H. Clark
Rodney D. Clark
Jennifer L. Coffey
Natalie F. Coleman
Mary F. Compson
Megan W. Conner
David L. Corns
James D. Corns

Kendall D. Davis
Ricky E. Dawson
Rhonda D. Dickerson
Kiana C. Dillard
Holly C. Dillon
Stephen M. Draper
Joshua Duncan
Ashley Dunovant
Robert J. Durden

Ashley M. Eanes
Joshua A. Eanes
Laura A. Evans

Melissa A. Fain
Paul A. Farrar II
Breanna R. Ferguson
Ashley R. Fultz

Sharon C. Gilbert
Connette T. Gill
Kenneth D. Gill, Jr
Ashley Gilroy
Sarah E. Ginter
Mary A. Graham
Penelope S. Grande
James J. Grandinetti
Joe N. Gravely, Jr.
Sue W. Graves

Gregory J. Hackenberg
Chekiri Hairston
Justin C. Hall
Christy L. Harbour
Teresa R. Harkness
Shannon J. Harrell
Janet P. Harrison
Kevin S. Hayes
Angela R. Haynes
Nicole M. Held
Jessica S. Henson

Deanna N. Hodges
Laura T. Hopkins
Helen R. Howell
Dianne K. Hughes
Christian A. Hull

Frank A. Jagoda, III
Stephen L. Johns
Karla M. Jones

Robert A. King
Shannon G. King
Talitha A. Kirby
William L. Kirby, IV

Brian J. Lane
Charles J. Lane
Titus G. Lane
Christy M. Lester
Kevin D. Lewis
Elizabeth C. Lynch

Lorelei E. Maney
Brandon J. Martin
Teddy D. Martin, II
William H. Martin, Jr.
Antonio D. Mattox
Carrie P. Mayes
Donna H. McGarry
Talaya Millner
Angela D. Morris
Gregory S. Morrison
Shelira D. Morrison
Lori H. Morse
Tiffany M. Morton

Cynthia H. Nolen
Lori E. Nowlin

Edgar O. Ornelas
Renee A. Overby
Candace J. Owens
Jordan K. Owens
Laura L. Owens

James E. Peverall, Jr.
Marti R. Phillips
Samantha J. Pilson
Brittany A. Price
Richard H. Pulliam
Amber N. Purdy

Brandon L. Quesinberry

Carl D. Ratliff
Troy G. Reeves
Christel J. Reges
Rebecca G. Renegar
Megan Richardson
John B. Robinson

Michael C. Scales
Joshua R. Schaller
Keith A. Scott
Chad E. Secrest
Mary G. Sileo
Hannah J. Simpson
Mary E. Slate
Drew C. Smith
Karen Smith
Trina F. Snead
Keri Soqui
James W. Soyars
Anna P. Sparks
Christy P. Spencer
Samantha D. Spencer
Bunpen Y. Stafford
Brian W. Stanley
Wendy M. Stanley
Joyce C. Staples
Lori P. Strachan
Terrance A. Strickland

Melissa A. Talley
Frank B. Tatum
Seberina V. Tatum
Kimberly D. Taylor
Amber K. Tejeda
Angela Tejeda-Rose
Makayla B. Thrower
Thomas H. Townsend
Wesley Tubbs
Jennifer R. Turner
Shannon H. Turner

Linda P. Via
Matthew S. Viola

Christopher E. Wagoner
Lori A. Wagoner
Megan K. Walker
Monique N. Ward
Margaret K. Washburn
Jenny J. Whitaker
Amy Williams
Cherica A. Williams
Megan R. Willis
Benjamin J. Wooster

Katelyn M. Young
Morgan L. Young

Hannah E. Zollars
Michelle W. Zollars
Richard T. Zollars

Athletics

Athletic Training/Strength & Conditioning

Sherri Y. Smith

Baseball

Cody M. Ellis, Head Coach
Luke A. Gesell, Assistant Coach
Brandon J. Nania, Assistant Coach

Men's Basketball

Christopher J. Mayshack, Head Coach
Louis A. Campbell, Assistant Coach

Women's Basketball

Herbert L. Daniel, Head Coach
Genor C. Dalton, Assistant Coach
Michael D. Wheeler, Assistant Coach

Cheer

Shelby White, Head Coach
April L. Neblett, Assistant Coach

Cross Country/Track

Andre R. Kidd, Head Coach
Kevin J. Underwood, Assistant Coach

Golf

James D. Draper III, Head Coach

Women's Soccer

Grant T. Boaz, Head Coach

Men's Soccer

Brennan S. Murphy, Head Coach
Houston I. Stutz, Assistant Coach

Softball

Roger W. Campbell, Head Coach

Women's Volleyball

Brandi N. Woods, Head Coach
Wesley C. Diggs, Assistant Coach

Wrestling

Chad A. Lange, Head Coach

Sports Information

Connor R. Akeman

College Divisions and Offices

Office of the President

J. Gregory Hodges, President
Sue Ann Ehmann, Executive Assistant

Foundation

Tiffani S. Underwood, Director of Development and Executive Director of the Foundation
Letitia M. Pulliam, Executive Assistant
Cindy S. Gravely, Foundation Financial Coordinator

Athletics, Student Engagement & Inclusion

Brian M. Henderson
Assistant Vice President, Student Engagement & Inclusion/Athletics Director

Cody M. Ellis
Assistant Athletic Director

J.R. Smith
Assistant Athletic Director
Athletic Trainer/Strength & Conditioning Coach

Devin Pendleton
Coordinator, Campus Life & Fine Arts

Bus Drivers

Thomas E. Anthony, Calvin B. Barksdale, Corrie L. Carter, Walter N. Chisholm, J. Williamson

Office of the Vice President, Financial and Administrative Services

John I. Hanbury, Vice President
Sue Ann Ehmann, Executive Assistant

Business Office

Sharon G. Claggett, Budget Director & Business Manager
Lori M. Conner, Purchasing and Accounts Payable Clerk
Torria N. Finney, Cashier/Inventory Clerk
Mary M. Mason, Accounting Specialist
Cotina M. Pearson, General/Grant Accountant
Jennifer A. Surber, Student Financials Accountant

Grant Development

Sarah Beth K. Morrison, Grants Program Director

Human Resources Office

Belinda N. Stockton, Director of Human Resources

Teddy D. Martin, Human Resources Generalist
Debbie T. Vasquez Gomez, Human Resources and Payroll Specialist

Facilities Services

Roberta L. Wright, Facilities Director

Housekeeping

Tammy A. Austin, Tammie S. Cobler, Melissa A. Gusler, R. Diane Hubbard, Charity L. Hylton, Kathy A. Oswalt,
Barbie H. Stone, Donna G. Thompson

Maintenance

Brian R. Boyd, Trades Technician/HVAC
Vacant, Building & Grounds Tech

Benjamin W. Clark, Danny R. Gammons, Barry A. McDaniel, Ronald W. Shotwell

Switchboard

Carol G. Zimoski, Chance B. Trevillian

Police/Security

Gary C. Dove, Chief of Police/Emergency Planning Coordinator
Reggie W. Gravely, Police Officer
W. Bart Hampton, Police Officer
Kenneth S. Keen, Police Officer
Stephen G. Pegram, Police Officer
James H. Keaton, Security Officer
William E. Maxwell, Security Guard

Office of the Vice President, Academics and Student Success Services

Terry Young, Interim Vice President
Shannon E. Peters, Executive Assistant
Gloria A. Johnson, Administrative Assistant for Adjunct Services

Academic Success and College Transfer

Christopher S. Wikstrom, Interim Dean
Pamela L. Holland, Student Services Specialist
Rachel E. Hodge, Davenport Institute Navigator

STEM, Health and Applied Programs

Colin C. Ferguson, Dean
Teresa S. Foley, STEM and Applied Programs Administrative Assistant
Phyllis A. Walker, Tutor

Nursing and Allied Health

Amy E. Webster, Director of Nursing and Allied Health
Amber R. Shelton, Nursing and Allied Health Administrative Assistant
Whitney M. Hall, Nursing Retention Coordinator
Christy Lester, G3 Healthcare Program Advisor

Dual Enrollment & Off Campus Sites

Meghan E. Eggleston, Director
Ashley D. Hughes, Off Campus Sites & Student Services Program Assistant

Cherica A. Williams, Career Coach - Bassett High School
Alyssa W. Rorrer, Career Coach - Magna Vista High School
Dianne H. Hughes, Career Coach - Patrick County High School
Lydia Prillaman, Career Coach - Martinsville High School
Chloe Mayhew, SEED & Recruitment Coordinator

Patrick County Site

Angelia R. Brown, Patrick County Site Facilitator
Elizabeth W. Pruitt, Patrick County Site Specialist
Paul Burnette, Enrollment Specialist

Institutional Research and Effectiveness

Christopher S. Wikstrom, Director
Lisa L. Finley, Research Analyst

Technology

David L. Deal, Dean
Eric L. Arrington, Senior Network Administrator
Kim M. Dillard, Enterprise Support Specialist
Kevin L. Hairston, Media/Desktop Technician
Jason E. Mabry, Network/Desktop Technician
Mark W. Nelson, Educational Technologist
Mark L. Setliff, Network/Desktop Technician
John Y. Stafford, Instructional Lab Assistant
Hilda P. Goad, Testing/Learning Specialist
C. Alan Lawson, Learning Lab/Testing Center
Charlie F. Martin, Lab Assistant
Julie B. Pruitt, Distance Learning Assistant

Library Services

Marcia I. Seaton-Martin, Assistant Coordinator of Library Services
Aileen C. Martin, Library Assistant
Emily C. Keith, Administrative Office Specialist

Admission and Advising Services

Jessica M. Carter, Interim Director/Registrar
Pamela L. Holland, Administrative Assistant
Jennifer L. Brown, Student Entry Specialist
Joyce Divens, Advisor
M. Carol Ford, iPass Strategist

Advising

Travis W. Tisdale, Coordinator of Advising
Megan S. Walker, Outreach Advising Specialist
Lindsey C. Bishop, Outreach Advising Specialist
Terrence A. Strickland, G3 Outreach Advising Specialist

Financial Aid and Veteran Affairs

Cindy S. Keller, Coordinator of Financial Aid
Rosemary I. Bowers, Program Support Technician
Stephanie Keith, Financial Aid Assistant

Student Success Center

Christy D. Stocks, Director
Samantha R. Pruitt, Middle College Assistant

Seberina V. Tatum, College Success Coach
Lori S. Lowe-Bonds, College Success Coach
Valandrea M. Dillard, College Success Coach
Christy P. Spencer, Middle College & Great Expectations Coach
Lisa K. Coffey, College Success Coach Program Specialist
Vacant, College Success & Great Expectations Coach

Student Support Services

Patsy J. Anderson-Rusmisl, Director
Susan M. Plunk, Administrative Assistant
Scott D. Guebert, disAbility Counselor
Jennifer T. Hollyfield, Transfer Counselor
Ophelia G. Griggs, Academic/Retention Coach for Student Support Services
Megan R. Willis, disAbility/ Transfer Counselor

Tutors

Bethany C. Fulcher, Christian A. Hull, David M. Reynolds, Teresa C. Setliff, Bunpen Y. Stafford, Jamil H. Stafford, Sara Stambaugh

MHC After 3, Upward Bound, Upward Bound Math & Science, Talent Search

Shanna K. Francisco-King, Coordinator
Brenda S. Sigmon, Administrative Assistant
Donna K. McGarry, Experiential Learning Coordinator and Advisor

MHC After 3

Brian W. Stanley, Assistant Coordinator
Kiana C. Dillard, High School Director
Whitney D. Robinson, High School Director
Annette F. Bolio, Middle School Director
Heather R. Carter, Middle School Director

Karen M. Adams, Meritha F. Alderman, Wesley A. Brown, Wesley K. Childress, Audrianna D. Donham, Breanna R. Ferguson, James J. Grandinetti, Tiwianna A. Hairston, Jordan A. Hairston, Ashlea D. Havens, Helen J. Howell, Christian A. Hull, Angel L. Martinez, Jordan S. Menefee, Dylan A. Priggen, Amber N. Purdy, Terrance J. Schoefield, Jo A. Smith, Wendy D. Stanley, Matthew D. Thomas, Thomas N. Turner, Vickie J. Wasoski

Upward Bound

Ebony Coleman-Davis, Assistant Coordinator
Antonio D. Mattox, Advisor

Upward Bound Math and Science

Vacant, Math & Science Assistant Coordinator
Tiffany M. Morton, Math & Science Advisor and STEM Instructor

Talent Search

Vacant, Assistant Coordinator
L. Adam Herod, Advisor
Vacant, Advisor

Office of the Vice President, Workforce, Economic and Community Development

Rhonda R. Hodges, Vice President
Lillie J. Gibson, Executive Assistant
Tanya L. Sprinkle, Workforce Systems Specialist
Amanda W. Wikstrom, Hybrid IT/Industry 4.0 Faculty

Workforce Development

Shelira D. Morrison, Director of Workforce Development
Brenell C. Thomas, Coordinator of Training and Professional Development
Lisa M. Parnell, Workforce Development Support Specialist
Asia L. Harrison, Fast Forward Coach
Vacant, Workforce Grants Specialist

Career Center

Vacant, Career Services Coordinator
Regina M. Warren, Career Services Support Specialist
John C. Hazelwood, Apprenticeship/Experiential Learning Specialist

IDEA Center

Matthew B. Ratliff, Coordinator of Community Development Programs
Amy K. Reed, Community Development Support Specialist
Christopher E. Wagoner, Fab Lab Coordinator

Marketing and Public Relations

M. Randy Ferguson, Media Director
Amanda R. Broome, Public Relations & Social Media Manager

Student Handbook

Alcohol/Illegal Substance Policy (SB)

Drug and Alcohol Abuse Prevention Policy - To comply with federal laws (the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989), colleges must provide in writing to all students and employees the following information as part of a commitment to the prevention of the use of illegal drugs and the abuse of alcohol.

Standards of Conduct and Disciplinary Sanctions for Alcohol/Drug Offense Students or employees of Patrick & Henry Community College shall not possess, sell, use, manufacture, give away or otherwise distribute illegal substances including drugs or alcohol while on campus, attending a college sponsored off-campus event, or while serving as a representative of the college at off-campus functions. Students or employees who violate this policy shall have college charges processed against them in the normal manner of due process provided by college rules. Further, students or employees who violate this policy shall have committed a criminal offense, and the college shall notify the appropriate agency of the Commonwealth of Virginia, county or city government for investigation and, if warranted, prosecution.

Patrick & Henry Community College intends to maintain a workplace free from the adverse effects of alcohol and other drugs. Employees are forbidden to use these substances at the workplace or to come to the workplace while under the influence of these substances. In addition, employees are expected to notify their supervisors if they are convicted of violating any criminal drug law, either within or outside the work place, or if they are convicted of violating any

alcohol beverage control law or law that governs driving while intoxicated, based on conduct occurring in the workplace. Violation of policies related to these matters can result in serious disciplinary action including termination.

Controlled Substances Policy

A. Definitions

1. The term "*controlled substances*," as used in this policy is defined to include legal and illegal drugs. The use or possession of legal drugs (i.e., those drugs for which a valid prescription is required before the drug may be used or possessed) is not prohibited by this policy unless that use or possession is inconsistent with the prescription or where no such prescription has been provided.
2. The term "*illegal drugs*" is defined to include all such drugs of which the use, sale, possession, distribution, manufacture, or transfer is prohibited by law and includes, but is not limited to, marijuana, narcotics, hallucinogens, stimulants, depressants, and so-called designer drugs.
3. As used in this policy, "*under the influence*" means that the individual is affected by a controlled substance in a detectable manner.
4. The term "*workplace*" as used here shall mean any College premises or work site or customer's place of business, attending a college sponsored off-campus event, or while serving as a representative of the college at off-campus functions, and College vehicles and public or private means of transportation while engaged in College business.

B. Policy Statement

The illegal use, sale, possession, distribution, manufacture, or transfer of controlled substances at the workplace or elsewhere during work hours is strictly prohibited. Also prohibited under this policy is use, sale, possession, distribution, manufacture, or transfer of controlled substances on nonworking time, and on or off College property to the extent such use impairs an employee's ability to perform his or her job, or when such activities negatively affect the reputation of the College to the general public or threaten the integrity of the College.

College personnel may not report to work or work while under the influence of illegal drugs, nor may such personnel report to work under the influence of legal drugs for which no prescription has been issued or where the use of the legal drugs is inconsistent with a prescription.

Whereas this policy does not prohibit the use or possession of over-the-counter or prescription drugs where such use or possession is consistent with the proper use of such substances, College personnel are encouraged to advise supervisors of such use where it may affect performance. Should performance be affected by the use of such substances, the individual may be relieved of his or her job duties under the Sick Leave Programs.

College personnel who plead guilty or no contest or are convicted of a violation of a controlled substance statute must inform their supervisor within five days of the conviction or plea. Failure to comply with this requirement will subject College personnel to disciplinary action, which may include termination for a first offense.

Persons violating the College policy regarding substance abuse will be subject to disciplinary action, which may include termination for a first offense.

Alcohol Policy

The College expects that all personnel will maintain proper professional decorum at all times during the workday, on and off College property. Expressly prohibited under this policy are reporting to work or working while impaired from the use of alcohol and alcohol consumption while on the job or at other times during the workday on or off College property.

As used in this policy, impaired from the use of alcohol means that the individual's performance or behavior is marked by abnormal conduct or erratic or aberrant behavior, including, but not limited to, sleeping on the job, slurred words, or a significant smell of alcohol about the person.

The legal use of alcohol is not prohibited when an employee is not working and is not at the workplace.

Personnel violating the policy regarding abuse of alcohol will be subject to disciplinary action, which may include termination for a first offense.

Enforcement

In order to enforce this policy and procedures, the College may investigate potential violations and require personnel to undergo drug and/or alcohol screening, including urinalysis, blood tests, or other appropriate tests and, where appropriate, searches of all areas of the College's physical premises, including, but not limited to, work areas, personal articles, employees desks, workstations, and College vehicles, etc. Employees will be subject to discipline up to and including discharge for refusing to cooperate with searches or investigations or to submit to screening or for failing to execute consent forms when required by management.

Investigations and Searches

Where a manager or supervisor has reasonable suspicion that an employee has violated the substance abuse policy, the supervisor, or his or her designee, may inspect vehicles, lockers, work areas, desks, and other locations or belongings without prior notice, in order to ensure a work environment free of prohibited substances. An employee may be asked to be present and may remove a personal lock. The employee is hereby notified that locked areas or containers do not prevent a search, and thus employees should understand there is no expectation of privacy on College premises. Where the employee is not present or refuses to remove a personal lock, the College may do so. Any such searches will be coordinated with a representative of the HR department. The College may use unannounced drug detection methods.

Health Risks Associated with Drug and Alcohol Abuse

Drugs and alcohol interfere with student learning and employee performance in the workplace. Use of drugs and alcohol can also have dangerous consequences for personal health and for the safety of others. A list of controlled substances and their effects is provided later in this chapter. Three of the more commonly abused drugs are highlighted below:

- Alcohol impairs judgment and coordination; can cause damage to the brain, heart, liver and pancreas; increases the risk of birth defects; high doses can cause respiratory depression and death.
- Marijuana has been linked to lung cancer, memory loss, slowed reaction time when driving, depression of the immune system, and complications for pregnant women.
- Crack/Cocaine can cause convulsions, infection, heart attack, stroke, respiratory failure, brain seizures, psychosis, and death.

Counseling Services and Treatment Programs

Numerous community and state agencies, medical facilities, and private outpatient counseling/treatment programs are available to help Patrick & Henry students and employees dealing with substance abuse problems. A few examples are listed below:

- Alcoholics Anonymous, 540.343.6857

- Blue Ridge Behavioral Healthcare, 540.981.9351
- Carilion/Saint Albans, 540.731.2000
- Lewis-Gale RESPOND Assessment and Referral, 800.541.9992
- Life Center, Alcohol and Drug Abuse Treatment 800.345.699
- Mount Regis Center treatment for addictions, 877.217.3447
- State Employee Assistance Service 703-552-8960

Local resources:

- Piedmont Community Services, 276.632.7128
- Anchor Commission, 276.666.4600

Clubs and Organizations

Campus Life Office

This office is responsible for coordinating and implementing the policies and procedures pertaining to the operation of campus organizations and activities. In addition to assisting the student government, student publications, and clubs, the Campus Life office helps individual students, informal groups, and faculty and staff to develop new activities and services to meet the needs of the campus community. Contact this office to find out what types of programs are on campus.

If you see a need that is not being met, tell someone about it-- better yet, DO something about it. Suggestions and requests for social, cultural, recreational, and co-curricular activities are most welcome. The Campus Life office is in the Walker Fine Arts Student Center.

Scheduling of Events: Advance scheduling of events is important to allow for adequate publicity and for special arrangements such as room assignment, speaker's platform and audio-visual equipment. Scheduled and registered events are placed on the official student activities calendar in the Campus Life office.

Administration of Justice Association

This association is open to all ADJ curriculum students and those students who have completed or are enrolled in 12 ADJ credits. The Administration of Justice Association is designed to promote the ADJ program at P&HCC, to help bring safety awareness to P&HCC and its local community, and to encourage high standards of scholarship and professionalism among its members.

Academic Success Group (ASG)

The purpose of the Academic Success Group is to provide students with disabilities an opportunity to learn more about specific strategies that focus on their strengths and resources available to assist them, as well as a chance to meet other students with similar learning challenges. Members stay up to date with the disAbility Counselor and the services provided by Student Support Services. ASG activities also include guest speakers, educational field trips, and promoting disability awareness on campus.

Alliance for Excellence

The Alliance for Excellence is a non-profit minority recruitment and retention program which is jointly sponsored by the Community College Ministries and four area colleges: Danville Community College, Central Virginia Community College, Virginia Western Community College, and our own P&HCC. Each member college has a director who is in charge of programming for the institution. These programs consist of activities to enhance the image of the institution in the eyes of the minority population in order to facilitate greater recruitment and retention. Current programs include an annual academic excellence recognition program, motivational seminars, church-based tutoring services, and Youth Alliance Programs.

B.A.S.S. Masters

This club helps stimulate public awareness of bass fishing as a major sport. The clubs help detect and report any pollution or polluter by calling public and political attention to his/her crime. The club helps improve skills as bass anglers through a fellowship of friendly exchange of bass catching techniques. The club promotes and encourages youth fishing and a love for this sport. The club works with other chapters of the state B.A.S.S Nation, embracing the principles and purposes of B.A.S.S.

Brown Bag Seminars

Students come together to learn information about various topics. Some topics include financial aid, Student Support Services, and various other topics. Brown Bag Seminars are held every month.

Multi-Cultural/Cross Cultural Club

Provides members who are interested in learning about other cultures and their customs the opportunity to do so in a friendly and open environment. MC/CC promotes cultural diversity and understanding among the entire P&HCC community. Eligibility Requirements: Open to students, faculty, staff and anyone in the P&HCC service area who is interested in learning about other cultures, their customs, foods, and traditions.

Environmental Club

The purpose of the club is to dedicate time and promote the care of the Earth throughout Patrick & Henry, as well as through our community. Students will engage in environmental friendly projects and ideas.

Fellowship of Christian Athletes

The purpose of Fellowship of Christian Athletes is to provide students at P&HCC with the opportunity to gather for fellowship. Members have the opportunity to enjoy presentations from various motivational speakers intended to stimulate not only intellectually but spiritually as well. Membership is open to all P&HCC students, faculty and staff.

eSports Club

The eSports Club at Patrick & Henry Community College provides a competitive, yet friendly online gaming environment. Teams compete in high-level strategy electronic gaming. Interest is high; esports are a perfect fit for many talented P&HCC students who have grown up with the gaming industry.

Players on competitive rosters receive assistance in preparation for the professional leagues from P&HCC staff, who have a wealth of esports experience.

Intercollegiate Athletics

The purpose of Athletics is to encourage students to continue their athletic opportunities in order to prepare themselves for a four-year institution. P&HCC is a member of the NJCAA (National Junior College Athletic Association) and competes in Region X competition. Sports offered are men's baseball; men's basketball; women's basketball; women's softball; men's and women's soccer; men's and women's golf; men's and women's cross country; volleyball; and club cheerleading. The objectives of athletics are:

- to provide the opportunity for college students to continue their interest in athletics;
- to provide an opportunity to maintain a healthy lifestyle through exercise and athletics;
- to develop intrapersonal skills through teamwork;
- to continue to develop skills in a sport through proper coaching and leadership.

To be eligible to participate in Athletics, a student must meet the following guidelines:

Requirements for Entering Student-Athletes: Student- athletes must be a high school graduate or one who has received a high school equivalency diploma or has been certified as having passed a national test such as the General Education Development Test (GED). High schools must be accredited or recognized by the Department of Education for that state.

Requirements for Current Students - Prior to the last date to register for the second full- time semester, as published in the college catalog, a student-athlete must have passed 12 semester hours with a 2.0 GPA or higher. Prior to the last official date to register for the third full-time semester, and all subsequent semesters thereafter, as published in the college catalog, a student-athlete must pass a minimum of 12 semester hours with a 2.00 GPA or higher during the previous semester of full-time enrollment.

Current NJCAA Guidelines limit participation to 2 years total which includes membership on a team at the varsity, junior varsity, or club level at any college or university. Courses completed at other VCCS institutions will be computed into a student's overall GPA, including developmental courses. Regular class attendance is expected of all Athletic participants. All Athletic participants will be required to "try out" and to adhere to all college and team rules.

If you have questions about your eligibility, contact the Athletic Director.

Intramurals

The purpose of the intramural program is to provide an opportunity for individuals to participate in a variety of physical activities on a self-directed, self-selected basis. Intramural activities represent a higher level of competition for those students who are beyond the fundamental, self-learning level found in many of the physical education activity classes. A varied intramural program is offered each semester, involving activities for both men and women. Activities are open to full- or part-time students, staff and faculty of the college.

NOTE: The college is not responsible for any injuries incurred by a student during club or sports activities. Students are responsible for providing their own health-related insurance.

Motorsports Club

Members must be enrolled in Motorsports program or courses. The purpose of the Motorsports Club is to improve P&HCC's Motorsports program to world class, recruit new students to the Motorsports program, and to assist Motorsports students in job hunting after graduation.

Nursing Students Association (NSA)

Membership in the nursing students association gives nursing students a united voice on a state and national level, as well as a chance to have an impact on their profession by sharing in decision making. NSA is the largest independent health professional student organization in the U.S., and the only one for nursing students. Members are a part of a vital, growing association, interested in the needs of nursing students. Members also raise funds for scholarships.

Patriot Players

Patriot Players is a performing troupe at Patrick & Henry Community College that offers local students and community members the opportunity to:

- engage in a structured performing arts environment;
- broaden artistic talent; and
- offer college educational opportunities and elective credits to rising 10th through 12th grade students and community members 18 years old or older.

P&HCC Dance Club

Encourage social partner dancing in the P&HCC community- primarily Swing, Latin, and perhaps some ballroom styles and give the community a place to learn and practice new dances.

P&HCC Peer Health Education Network

P&HCC along with Piedmont Community Services is sponsoring a university based peer leadership organization focused on comprehensive health promotion and wellness strategies. Students will use primary prevention techniques to actively promote healthy lifestyle decisions concerning tobacco use, stress management, alcohol abuse, illegal drug use, and other high-risk behaviors. The club is open to students of all academic levels actively enrolled in classes at P&HCC.

Club Requirements include: full-time or part-time enrollment and good academic standing with the college.

P&HCC Student Veterans

The P&HCC Student Veterans club provides a peer-to-peer network for veterans, active duty, National Guard/Reserve Unit and their dependents who are students at P&HCC. The P&HCC Veterans club will provide on-going information and programs geared toward the success of higher education for this student population.

Phi Theta Kappa (PTK)

The purpose of Phi Theta Kappa, a national honorary society, is to recognize and encourage scholarship, to provide opportunities for leadership and services, and to foster an intellectual climate for the exchange of ideas, lively

fellowship for scholars, and stimulation of interest in continuing academic excellence. Members must be enrolled in a degree program. Psi Phi Chapter of Phi Theta Kappa at P&HCC was chartered on June 13, 1972.

To be eligible for active membership in Phi Theta Kappa, a student must:

- be enrolled in a two-year college;
- have accumulated the number of credit hours used by that college to designate full-time status (12 credits) in a curricula program;
- have achieved a grade-point average equivalent to not less than 3.5 with 12 credits or 3.2 with 24 credits;
- have established academic excellence as judged by the faculty;
- be of good moral character and possess recognized qualities of citizenship.

Active membership is by invitation.

Psychology Club

The P&HCC Psychology Club is a student organization open to any student who has an interest in psychology. The organization offers students opportunities to connect during meetings and club events.

For more information, contact Patti Amos at pamos@patrickhenry.edu

Benefits

- This organization is designed to help its members build leadership skills and improve their understanding and knowledge of psychology.
- It promotes identification with the science of psychology and encourages participation in outreach activities to enhance the behavioral health of people in the college community.
- The club also provides opportunities for students to interact with faculty outside of the classroom while enriching the undergraduate experience on campus.

Resolve

Resolve is a fitness club open to all students interested in maintaining personal health and fitness. Members emphasize and organize campus events related to overall wellness and encourage the campus community to become aware of health classes and exercise facilities at Patrick & Henry Community College.

Rotaract Club

The purpose of this organization is for the members to address their communities' physical and social needs while promoting international understanding and peace throughout a framework of friendship and service.

Student Bible Study Group

The Student Bible Study Group is a student-led group that meets regularly on P&HCC's campus to read and discuss the Christian Bible. The discussion is informal and friendly. The aim of the group is simply to have a space for fellow believers (or those curious about the Bible) to meet together. The group is open to anyone and does not require formal membership or commitment. During meetings, members read, discuss, share, and pray together (note: no one is compelled to participate in these activities unless they desire to do so).

Student Government Association (SGA)

The Student Government Association encourages communication and cooperative experiences among students, faculty and administrators. The SGA also promotes and plans student activities, and encourages student involvement in the college and the community. All full- and part-time students who have a 2.0 grade point average may run as officers and representatives of the SGA. This grade point average must be maintained throughout their term of office. The SGA extends a welcome to any student interested in becoming involved with inner workings of student life. Students may also be represented on standing committees of the college. Students interested in running for SGA offices, or becoming involved in student government, should contact the student activities director.

Procedures for Establishing Club-Sponsored Events

In addition to compliance with student social activity policy, the following conditions must be met in performing a club-sponsored event:

- Submit all event proposals in writing to the Coordinator of Campus Life and Fine Arts ten days prior to the event. Include the time, place, date, and cost (total for event and per person). Ask the staff of the Public Relations department (Frith Economic Development Center) to assist with or review publications such as programs, flyers and press releases or ads.
- The sponsoring organization is responsible for the funds raised at the event. Prior to the start of the activity, have the Coordinator of Campus Life and Fine Arts approve a method of assuring the accurate amount of money collected per person or couple.
- Deposit receipts and total funds raised in the club account within one working day after the event. Complete the proper documents for sponsoring activities and file them with the appropriate department (i.e., facilities utilization request form, internal purchase request form). Complete a Student Activities Report (SAR) following each event.

Student Social Activity Policy

The organization sponsoring a student function must notify the Coordinator of Campus Life & Fine Arts and register the date of the function at least ten days prior to the event.

All students who attend social functions at Patrick Henry & Community College must have paid their activity fees for the current school year. There may also be an admission fee for functions. Each student is responsible for the behavior of an invited guest.

- All social functions must be chaperoned. The responsibility for the behavior of students and guests at a college social function lies primarily with the membership of the organization holding the function. Specifically designate a minimum of two students, or one student per fifty people expected in attendance, as student chaperones. The student chaperones will be assisted by chaperone(s) representing the faculty and staff of the college. All student chaperones must have the approval of the Coordinator of Campus Life & Fine Arts.
- Chaperones may require a student or guest to leave the premises whenever such individual is disruptive or acts in an unlawful manner, fails to comply with rules and regulations of the college, or unduly interferes with the activity.
- Chaperones who are directly involved in any serious incident should orally report it to the Vice President of Academic and Student Success Services as soon as possible and follow up with a written description of the incident, including names of the participants, witnesses, and a summary of the action taken to be submitted to the Vice President of Academic and Student Success Services no later than 12 noon of the next working day.

- The faculty or staff chaperone(s) is the guest of the student organization sponsoring the activity. He or she should be present for the entire time of the social activity or to make arrangements with another faculty or staff chaperone to carry out the responsibilities. A faculty or staff chaperone may make an agreement with the sponsoring student group to be present for a designated period of hours provided there is adequate faculty or staff chaperone coverage for the duration of the event. It is a student responsibility to arrange for full coverage.

Honor Code

Patrick & Henry Community College will not tolerate any form of dishonesty including cheating, plagiarism, knowingly furnishing false information to the college, forgery, or alteration or use of college documents or instruments of identification with intent to defraud. All students are expected to abide by the honor code and may be required to sign a pledge on their work such as:

Pledge: On my honor, I have neither given nor received aid on this assignment/test/exam.

Computer Use Guidelines

State Law (Article 7.1 of Title 18.2 of the Code of Virginia) classifies damage to computer hardware or software (18.2-152.4), invasion of privacy (18.2-152.5), or theft of computer services (18.2-152.6) of computer systems as (misdemeanor) crimes. Computer fraud (18.2-152.3) and use of a computer as an instrument of forgery (18.2-152.14) can be felonies. The P&HCC's internal procedures for enforcement of its policy are independent of possible prosecution under the law.

Definition

P&HCC information technology resources include mainframe computers, servers, desktop computers, notebook computers, handheld devices, networks, software, data files, facilities, and the related supplies.

The following guidelines shall govern the use of all P&HCC Information Technology resources:

1. You must use only those computer resources that you have the authority to use. You must not provide false or misleading information to gain access to computing resources. The college may regard these actions as criminal acts and may treat them accordingly. You must not use P&HCC IT resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc.
2. You must not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not, for example, share your password with anyone.
3. You must use your computer resources only for authorized purposes. Students or staff, for example, may not use their accounts for private consulting or to support a personal business venture. You must not use your computer resources for unlawful purposes, such as the installation of fraudulently or illegally obtained software. Use of external networks connected to any P&HCC facility must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.
4. Other than material known to be in the public domain, you must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data and electronic mail) without prior authorization.
5. The data owner, data custodian, security officer, appropriate college official or other responsible party may grant authorization to use electronically stored materials in accordance with policies, copyright laws and procedures.

6. You must not distribute or disclose third party proprietary software without prior authorization from the licensor. You must not install proprietary software on systems not properly licensed for its use.
7. You must not use any computing facility irresponsibly or needlessly affect the work of others. This includes transmitting or making accessible offensive, annoying or harassing material. This includes intentionally, recklessly, or negligently damaging systems, intentionally damaging or violating the privacy of information not belonging to you. This includes the intentional misuse of resources or allowing misuse of resources by others. This includes loading software or data from untrustworthy sources, such as free-ware, onto official systems without prior approval.
8. You must not use the Commonwealth's Internet access or electronic communication in cases where it:
 - interferes with the user's productivity or work performance, or with any other employee's productivity or work performance;
 - adversely affects the efficient operation of the computer system;
 - results in any personal gain or profit to the user;
 - violates any provision of this policy, any supplemental policy adopted by the agency supplying the Internet or electronic communication systems, or any other policy, regulation, law or guideline as set forth by local, State or Federal law. (See Code of Virginia §2.1-804-805; §2.2-2827 as of October 1, 2001.)
9. Peer-to-Peer file sharing (P2P) is prohibited on the campus network. P2P applications are considered a big security risk because they use direct communications between computers (or "peers") to share or transfer data. They require client software to be installed and, by so doing, expose the network to a number of risks. Security flaws in P2P applications may provide attackers with ways to crash computers, access confidential information, or infect the entire network. In addition, P2P applications can consume large amounts of bandwidth that are reserved for academic and administrative purposes and are, therefore, considered network abuse. Users of the Patrick & Henry Community College network may not use peer-to-peer file sharing programs, including, but not limited to, Limewire, eDonkey, KaZaA, Gnutella, Morpheus, Audiogalaxy, WinMX and BitTorrent. For the purposes of this policy, a Peer-to-peer file sharing application is any application that transforms a personal computer into a server that distributes data simultaneously to other computers. Please note that copyrighted materials cannot be shared by any means without proper permission. This includes sharing via network file shares, the web, or any other means and is not limited to peer-to-peer programs. Peer-to-Peer file sharing programs run on any Patrick & Henry Community College computer can be traced back to the source by external Agencies. By using a P&HCC computer for this purpose, the user is therefore making the College liable. You should report any violation of these regulations by another individual and any information relating to a flaw or bypass of computing facility security to the Information Security Office.

Enforcement Procedure

- a. Faculty, staff, students, and patrons at the college or System Office should immediately report violations of information security policies to the local Chief Information Officer (CIO).
- b. If the accused is an employee, the CIO will collect the facts of the case and identify the offender. If, in the opinion of the CIO, the alleged violation is of a serious nature, the CIO will notify the offender's supervisor. The supervisor, in conjunction with the College or System Human Resources Office and the CIO, will determine the appropriate disciplinary action. Disciplinary actions may include but are not limited to:
 1. Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.
 2. Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the cost associated with determining the case facts.
 3. Disciplinary action for faculty and classified staff in accordance with the guidelines established in the State Standards of Conduct Policy.
- c. In the event that a student is the offender, the accuser should notify the Vice President of Financial and Administrative Services. The VP, in cooperation with the CIO, will determine the appropriate disciplinary actions which may include but are not limited to:

1. Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.
 2. Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the cost associated with determining the case facts.
 3. Disciplinary action for student offenders shall be in accordance with the college student standards of conduct.
- d. The College President or designee will report any violations of state and federal law to the appropriate authorities.

All formal disciplinary actions taken under this policy are subject to the Commonwealth's personnel guidelines and the accused may pursue findings through the appropriate grievance procedure.

Student Network Access Policy

Purpose

The purpose of this policy is to ensure the proper use of the networked personal computers at Patrick & Henry Community College. It is designed to reduce threat of unauthorized user access to the P&HCC network and ensure the integrity of the network devices and information within.

Accepted Access to the Phcc Network

The network users of Patrick & Henry Community College, including students of the ODU TeletchNet program and authorized third parties, are required to use the college provided personal computers in the computer labs and classrooms for accessing the Internet, instructional applications, teacher assigned folders, and network printers. Users may also access public wireless Internet using personal wireless devices. Special open computer labs are available for use on the main campus in the Learning Resource Center, Philpott 117, and at the Patrick County off-campus site.

Prohibited Access to the PHCC Network

The network users of Patrick & Henry Community College, including students of the ODU TeletchNet program, are prohibited to directly attach their personal laptop, desktop, or any other network connecting device to the P&HCC computer network at any of our on-campus and off-campus locations. No one is allowed to physically connect a personal computer, laptop, or mobile device to the P&HCC computer network. These devices can only be connected to the college's public Wi-Fi network. Also, student flash drives are allowed to be used only on classroom and computer lab PCs.

This requirement is necessary to protect the P&HCC network from unauthorized access, including the threat of computer malware, and viruses. Any attempt to access the P&HCC network via direct connection using a non-college provided computer will be viewed as a breach of network security as defined by the ISO27002 security standard of the VCCS, and subject to disciplinary action set forth by the administration of Patrick & Henry Community College.

Contagious Diseases Policy

Patrick & Henry Community College is committed to ensuring a healthy and safe educational environment for all students and employees. In compliance with VCCS policy 6.0.7.1 Contagious Diseases Policy, P&HCC policy is to prevent the spread of communicable/contagious diseases through measures that focus on safety, prevention and

education and to provide continuity of education in the event of a contagious disease outbreak. The following policies were adopted in order to maintain a safe environment that is conducive to learning.

- Persons who know or who have reason to believe that they are infected with a contagious disease of public health significance/threat have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others.
- Students who feel unwell or display any symptoms of illness should not report to class and immediately advise their Instructor of their status.
- Students with the symptoms of or a diagnosed contagious disease should promptly seek medical attention if they have a medical condition that puts them at increased risk of severe illness or are concerned about their general health.
- Regarding illness symptoms, such as increased fever, shortness of breath, chest pain or pressure, or rapid breathing or similar patterns of symptoms, students should self-isolate at home or at a friend's or family member's home until at least 24 hours after they are free of fever, or signs of a fever, without the use of fever-reducing medicines.

FAQs

What can I learn to do or what can I prepare myself for by attending P&HCC? You may study in a program designed to transfer directly to a four-year college or university, you can learn new skills to prepare for immediate employment, you can update your skills, or you can take classes simply because you want to.

Can I get help in choosing a major? If you don't know what program of study you want, visit the Student Success and Enrollment Services office in the Walker Fine Arts/Student Center. P&HCC has staff available to help you evaluate your interests and options. Feel free to contact them to talk informally about yourself and your goals.

How do I register for my classes? If you are a new student, contact the staff of the Student Success and Enrollment Services Office to make sure that you have completed all necessary forms. Once you have completed the online Application for Admission and completed the direct enrollment survey, the Enrollment Services staff will assist you from there. If you are a returning student who has completed 15 college credits (excluding developmental courses), see your program advisor or follow the procedures on the P&HCC web site "Registration Next Steps."

Can I register after classes have already begun? There is a brief period of late registration for most classes, but it is extremely important to register as early as possible. Contact your advisor or the Enrollment Services Office in Walker Fine Arts/Student Center for help. The schedule of Classes, with dates and times, is listed on our P&HCC web site. The college also offers a limited number of courses that start mid-semester for students to enroll in.

If you register for a class after it has already started, consult the instructor immediately to get information you have missed.

If I change my mind about a class or make a mistake when I register, can I change to another class, add a new class, or withdraw from the wrong class? Yes, but only during the Add/Drop period listed for that specific class or classes. P&HCC allows time for students to change, drop, add, or withdraw from classes, and even receive tuition refunds, but you must do it within the time permitted. These times can be found on the "Session Calendar."

May I stop coming to class after I sign up? Yes, but DO NOT just quit coming to school. You may receive a grade of "F" if you do not formally withdraw from the class before the last Add/Drop date for the course. Talk to the instructor and your advisor about your need to withdraw from the class.

There is a period of time each semester when students may withdraw from classes without being penalized by their grades, even if the student is currently failing the course. Check the Academic Calendar or Session Calendar for such deadlines each semester. You save yourself many problems if you follow procedures within deadlines. Talk to your advisor.

Above all, DO NOT just quit coming to school! The college is here for you, and the staff will do everything they can to help you.

Can I get my money back if I drop a class or withdraw? The college gives students the opportunity to withdraw from classes within a reasonable amount of time and receive a refund of tuition. There are strict rules regarding the time limits students have to withdraw and be eligible for a refund. The timetable is advertised each semester on the P&HCC web site or on the Academic Calendar. Read it carefully and early so you know what to do and when. If you still have questions about how much time you have to drop a class or withdraw, ask an academic in the Enrollment Services office. If you are receiving financial aid, talk to staff in that office about what may happen to your aid.

Is it all right to skip a class if I want to? Instructors set their own attendance policies, and you should make sure you know the policy for each class. If possible, notify your instructor ahead of time if you will miss a class. Your instructor can be helpful regarding assignments. A student may be withdrawn from a class by the instructor if they have not attended in the first week of the class or for excessive absences.

Do I have an advisor? Each student at P&HCC has an advisor. If you are enrolled in a curriculum, your advisor is a faculty member who teaches in that curriculum or who is thoroughly familiar with the curriculum requirements and the needs of students. If you have less than 15 credits earned, you will use our Tier 1 advisors located in Student Success and Enrollment Service. If you have more than 15 credits, you will contact your faculty advisor. If you are not enrolled in a curriculum, you may contact the Student Success and Enrollment Services Office in Walker Fine Arts/Student Center for help with a wide variety of questions.

What does my advisor help me with?

- Choosing classes for your curriculum
- Approving forms for registration
- Making changes to your schedule (Add/Drop)
- Discussing academic problems
- Guiding you to find additional help
- Evaluating your progress
- Evaluating job and career opportunities
- Choosing a four-year college for transfer

How do I find my advisor? If you don't know who your advisor is, you can stop by the Student Success and Enrollment Services Office in Walker Fine Arts/Student Center or use our Navigate System. Navigate will allow you to locate your advisor's office hours and to schedule an appointment to address your academic needs.

Advisors may be difficult to reach at times. Although it may be temporarily frustrating for you, there is usually a good reason why your advisor is not available at the moment. Don't put off contacting your advisor until the "last minute." Be sure to see your advisor early in the registration period.

If you have difficulty contacting your advisor or one of your instructors, check with the Administrative Assistant in that division office for help.

Academic Success and College Transfer

Located in the Learning Resource Center, Room 205A.

Science, Technology, Engineering & Math, Health and Applied Programs

Located in A.L. Philpott Hall, Room 122A

Director of Nursing and Allied Health

Located in A.L. Philpott Hall, Room 123A

If I need money to pay for my tuition, books, or other expenses, can I get help? The Financial Aid office staff may be able to help you. P&HCC participates in a number of financial aid programs that provide grants and alternative loans to students with financial need. A number of scholarships that provide assistance to qualified students and work-study

jobs may also be available. Veteran's benefits are available to those students who meet the requirements. Summaries of various financial aid opportunities are shown on Tuition and Financial Aid and in other financial aid brochures available in that office. If you need assistance or to find out more about these programs, contact the Financial Aid staff located in Walker Fine Arts/Student Center.

How do I begin my distance education or web-based courses? If you are enrolled in any of the college's web-based courses, the course section number will contain a 'W'. There is always a notation in the college's course schedule indicating that the course is in a distance learning format. Students are encouraged to complete an orientation to distance learning prior to beginning the distance learning course. The orientation and all of the college's web-based courses can be accessed through the VCCS Learning Management System. Additional information about distance learning at PHCC can be found at the college's Distance Learning web page.

What if I don't like the program or curriculum I'm in and want to change? Talk to your advisor. Even though your advisor's approval is not needed to change programs, your advisor is interested in your concerns and may have some information that may assist you.

You will need to submit a Student Academic Program Change Form. A student may change his or her curriculum only two times per semester, and it must be submitted prior to the beginning of the semester to be effective for the upcoming semester.

How are my grades and grade point average determined? The kind of grades (A, B, C, D, F, etc.) used at PHCC is explained on the Grading System. P&HCC utilizes a 10 point scale in the majority of courses and your instructor will tell you at the beginning of the course. Grade point averages (GPA) of all your P&HCC courses are used as a basis for honors, probation, eligibility for SGA offices, etc. Find your GPA by multiplying the total number of grade points you achieve for each course (A=4, B=3, C=2, D=1, and F=0) by the total number of credits you have attempted for each course. Add the total grade points obtained and divide that number by the total number of graded credits you attempted.

EXAMPLE	Grade	Grade Points		Credits		TOTAL
ENG 111	A	4	x	3	=	12
ACC 211	B	3	x	3	=	9
BIO 101	C	2	x	4	=	8
MTH 155	B	3	x	3	=	9
HIS 111	C	2	x	3	=	6
				16		44

44 divided by 16 = GPA 2.75

How will I be notified of my grades? Grades are posted to a student's academic record by data entry at the end of each semester, or as reported to the Registrar by the faculty. Students may view and print their grades by using their individual access to their record via myP&HCC options on the college's web site: www.patrickhenry.edu. Students access their record by using their individual USERID and password.

How do I get a copy of my P&HCC transcript sent somewhere else? By visiting parchment.com. Parchment is the college's trusted vendor that processes all transcript requests.

I went to another college before P&HCC. Can I use those credits at P&HCC? If you received a "C" grade or better, if the course is equivalent to one offered in the Virginia Community College System (VCCS), and if that VCCS course could be used in your program at P&HCC, then you may receive credit. Request your official transcript from

your previously attended school be sent to P&HCC's office of Admissions and Records. Transcripts can be sent electronically or via postal mail. If your previously attended school is a VCCS school, you do not need to request a transcript. You should complete the Transfer Evaluation form which is available online under student forms. Your transcripts will be reviewed and any applicable courses will be posted to your student account for you to view approximately two weeks after the college receives it.

P&HCC wants you to get all appropriate credit for work you've already completed. Contact your advisor or the Admissions and Records office if you have a question about earlier college-level work.

What if my grades aren't very good? Can I keep taking classes? P&HCC has regulations about the level of grades students must maintain in order to continue to enroll. If you have questions, see your advisor or the Registrar. If you are receiving financial aid, you should also know the grade requirements for those programs (see the information given to you when your financial aid was awarded). If you have questions, go to the Financial Aid Office. **P&HCC cares about you and your success. Let the college help you if your grades begin to fall.**

Does P&HCC have any tutors? P&HCC has tutoring available both online and in person to assist you if you are struggling in your courses. Tutors are available through Student Support Services in the Learning Lab in the LRC. Ask instructors for help first. They keep office hours to help students.

I've been working in my field of study for a few years. Is there any chance I can get credit for what I already know? It's possible! If you think any of your courses cover things you have already mastered, contact the instructor for that course or the Division Dean to discuss the content and whether or not it is reasonable to think that you could be successful on an exam covering the course content. If so, ask to schedule a local placement test. If you are successful on the test, you may earn credit for the course without having to enroll in it. Division Deans have established lists of specific P&HCC courses for which departmental proficiency exams are approved. You should contact the appropriate Dean if you are interested in this type of evaluation. There is an additional charge for each test.

Please refer to the Credit for Prior Learning Manual on our website for more information.

Okay, I've been meeting with my advisor regularly and taking all the right courses. I'm sure I am close to graduating in my curriculum. What should I do? You should review your degree requirements by logging into your student account and running your Academic Advisement Report. This report details the requirements for your chosen program of study, list requirements fulfilled and lists requirements that remain unfulfilled. If your report shows all requirements met you should apply for graduation through your student account by the established deadlines for the term in which you will meet your remaining requirements. Deadlines for applying to graduate by term can be found on the homepage under How to Graduate. If you have unmet requirements for your plan you should review those requirements with your advisor and make plans to fulfill them by enrolling in the unmet courses or discussing possible student exception options with your advisor.

I don't know what type of career to pursue. Can P&HCC help? Can anyone help me find a part-time job? Can I get help with my job search? Can P&HCC help me find out where the jobs are?

YES! Contact the Career Services Specialist in the Walker Fine Arts Building. Here is a list of the services that the office provides:

- Local job listings
- Resume writing
- Career interest inventories and counseling
- On-campus recruiting by area employers
- State and federal job listings
- Seminars about developing interviewing skills
- Maintaining credentials files
- Computer-assisted guidance programs

Financial Aid

Satisfactory Academic Progress Policy

Federal regulations require a student receiving federal financial aid make satisfactory academic progress in accordance with the standards set by the college and the federal government. These limitations include all terms of enrollment, whether or not aid was awarded or received. Satisfactory Academic Progress (SAP) standards apply to state aid also.

The college Financial Aid Office will evaluate SAP before aid is awarded and after grades post for every term, beginning with the student's first term of enrollment. Some career studies certificate programs are ineligible for student financial aid, but those credits will be counted toward all SAP requirements (GPA, completion rate, maximum timeframe, and developmental maximum) if the student later enrolls in an eligible program.

Student Financial Aid Status

- A. **Financial Aid Good Standing (GS)** - Students who are meeting all aspects of the SAP policy or successfully following a designated academic progress plan.
- B. **Financial Aid Warning Status (WS)** - Students who fail to meet SAP for the first time (excluding students who have attempted 150% of the credits required for their program of study) will be automatically placed in a Warning Status for one (1) term and are expected to meet SAP requirements by the end of that term. Students who fail to meet satisfactory academic progress requirements at the end of the warning status term will be placed on financial aid suspension. However, with a successful SAP appeal, those students will be placed on financial aid probation and will retain financial aid eligibility.
- C. **Financial Aid Probation Status (PS)** - Students who have successfully appealed financial aid suspension are placed in Probation Status (PS). Students in Probation Status (PS) are eligible to receive financial aid for one (1) semester, after which they MUST be in Good Standing (GS) or meeting the requirements of an academic progress plan that was pre-approved by the College Financial Aid Office (see "Appeals" for additional information.)
- D. **Financial Aid Suspension Status (SS)** - Students who do not meet the credit progression schedule and/or the cumulative grade point average standard, or who fail to meet the requirements of their pre-approved academic progress plan, will be placed in Suspension Status (SS).

Students in Suspension Status (SS) are not eligible to receive financial aid.

Evaluating Progress

- A. **Quantitative Standards or Pace of Completion** Completion Rate (67% Rule): Students must, at a minimum, receive satisfactory grades in 67% of their cumulative credits attempted. This calculation is performed by dividing the cumulative total number of successfully completed credits by the cumulative total number of credits attempted. All credits attempted at P&HCC are included. All credits accepted in transfer count as both attempted and successfully completed credits. Credits with satisfactory grades at P&HCC are those for which a grade of A, B, C, D, S or P is earned.

Example: A student has attempted 25 credits at P&HCC, but only successfully completed 12 credits at P&HCC. They also have 12 transfer credits. Divide the successfully completed credits (12 P&HCC + 12 transfer credits) by the attempted credits (25 P&HCC + 12 transfer credits). $24/37=.64$

This student has a completion rate of 64%, meaning that they are not meeting the 67% completion rate and their financial aid may be lost.

Maximum Hours (150% Rule): In order to continue receiving financial aid, a student must complete his/her program of study before attempting 150% of the credits required for that program. Developmental and ESL course work are excluded from this calculation. Attempted credits from all enrollment periods at P&HCC plus all accepted transfer credits are counted; whether or not the student received financial aid for those terms is of no consequence.

Example: A student is enrolled in the Business Administration program, which requires a total of 60 credits to complete. 150% of this student's program equals 90 credits. If this student hasn't graduated after the 90 credits of coursework, their financial aid will be cancelled.

Transfer Students: Credits officially accepted in transfer will be counted in determining the maximum number of allowable semester credit hours for financial aid eligibility.

ESL and Developmental Studies: Students may receive financial aid for a maximum of 30 semester hours of developmental studies courses. ESL credits are unlimited in number as long as they are taken as part of an eligible program and SAP requirements continue to be met.

Additional Considerations for Qualitative or Pace of Completion Standards:

- **Withdrawals (W grades):** Withdrawals that are recorded on the student's permanent academic transcript will be included as credits attempted and will have an adverse effect on the student's ability to meet the requirements of the completion rate for financial aid.
- **Incomplete (I grades):** Courses that are assigned an incomplete grade are included in cumulative credits attempted. These cannot be used as credits earned in the progress standard until a successful grade is assigned.
- **Repeated Courses:** Repeated courses enable the student to achieve a higher cumulative grade point average. Students can repeat courses with financial aid until successfully completed, but repeating courses adversely affects the student's ability to meet completion rate requirements. Financial Aid can be considered for successfully completed classes that are repeated to achieve a higher grade but for only one additional attempt. Only the latest attempt will count toward the cumulative grade point average.
- B. **Qualitative Standards Cumulative GPA Requirements (GPA Rule):** In order to remain eligible for financial aid, students must meet minimum cumulative grade point average requirements based on a progressive scale. Only non-remedial courses with grades of A, B, C, D and F are included in this calculation. Transfer credits are excluded. A minimum grade point average of 2.0 is required for graduation.

Total Number of Credits Attempted	GPA Requirement
1 -15	1.5
16 -30	1.75
30 +	2.0

Regaining Eligibility for Financial Aid

Students who do not meet the credit progression requirements (quantitative or pace of completion) and/or cumulative grade point average requirements (qualitative) will be immediately ineligible for financial aid. Removal from financial aid does not prevent students from enrolling without financial aid if they are otherwise eligible to continue their enrollment.

Unless extenuating circumstances exist and an appeal is granted (see "Appeals" for additional information), a student on financial aid suspension should expect to continue classes at his/her own expense until SAP requirements are again met.

Appeals

Appeals may be approved by majority rule by the Student Success Committee. To appeal, the student must complete a SAP appeal form (available online at www.patrickhenry.edu under financial aid/important links/satisfactory academic status appeal). If supporting documentation exists, it must be submitted to the Financial Aid Office within 48 hours of submitting the appeal online. If a student's appeal is declined for qualitative and quantitative standards, the student will not be eligible for financial aid again, until they are again meeting the standards. All decisions are final.

The goal of the Student Success Committee is to assist the student with meeting their educational goals and successfully obtaining their credential. The reasonableness of the student's ability for improvement to again meet SAP standards and complete the student's program of study will be carefully considered. Students who have appeals approved will be in a probationary status (PS) for the coming term. During the probationary status (PS), the student must meet the conditions of the appeal as communicated to him or her by the Financial Aid Office, or the student will return to suspension. Failure to meet the requirements of the academic plan will result in Financial Aid Suspension until the student returns to good standing on their own. If an academic progress plan has been pre-approved by financial aid, continuing to meet the requirements of that plan will put the student back into good standing.

Additional Policies Governing Satisfactory Academic Progress at P&HCC

Prior Periods of Enrollment - Federal regulations require that a student must be in compliance with the school's satisfactory academic progress policy before receiving a financial aid award. These guidelines must be applied to any student requesting financial aid, even if the student did not receive financial aid in the past.

Late Add of Courses - The student must enroll in ALL courses (including dynamic/mini sessions) by the last day to register as established for standard sessions (see academic calendar for date). Financial Aid cannot include any late added courses as part of the student's enrollment when determining financial aid eligibility.

Unsatisfactory (U) Grade - A grade of "U" (unsatisfactory) in developmental courses is calculated as an "F" for determining grade point average and percentage of credits completed each semester.

Audit (X) Grade - Financial Aid is not awarded to students who audit courses. "X" grades are considered as "W" grades for determining percentage of credits completed each semester. Students who audit courses will have their aid reduced accordingly.

Re-Enroll (R) Grade - A grade of "R" is considered a failing grade for purposes of Satisfactory Academic Progress.

Withdrawal (W) Grade - Students who completely withdraw before their grant check(s) are written may be ineligible to receive a cash disbursement for that semester. Refer to the Refund/Repayment Policy for additional information. Withdrawing from courses may result in the student owing funds back to the financial aid account and/or P&HCC. Withdrawing from dynamic dated session courses may result in the course(s) not being included in enrollment for financial aid purposes, resulting in a proration of financial aid.

Change of Enrollment Status - Students altering their enrollment status by auditing, dropping or withdrawing from classes should remember that they must meet the requirements as published in section II part B of this policy.

Ineligible Curricula - Students must be enrolled in a degree, diploma or certificate program requiring at least 16 credit hours for completion to be eligible for aid. Students who have not completed all of the requirements for admission into an eligible curriculum are not eligible for federal/state financial aid.

Developmental Classes - Students taking developmental classes necessary for completion of their degrees, certificates or diplomas are eligible for financial aid. Students are limited to one year (30 credits) of enrollment in developmental classes. Developmental classes will be included in the total number of credit hours "attempted" in calculating the minimum percentage of credits completed for purposes of maintaining Satisfactory Academic Progress.

Repetitions - Students who receive an "F", "X" or a "W" in any course can receive financial aid for a repeat of that course until such time that a passing grade is earned. Students can repeat a passed course once.

Ineligible Courses - Financial Aid will **ONLY** pay for courses required for the program of study in which the student is enrolled. Students who enroll in courses outside of their curriculum will have their aid reduced accordingly. In addition, courses taken outside of the student's curriculum will negatively impact the student's completion rate and maximum hours allowed for completion of the program.

Financial Aid Suspension - Students who do not maintain the appropriate cumulative grade point average and /or have not successfully completed the required minimum percentage of credits per semester are not eligible for payment under Title IV Regulations. Students who receive financial aid and subsequently withdraw from all classes after the first (10) days of classes will be placed on Financial Aid Suspension until SAP is met.

Students have the option of appealing the suspension status; however, this option does not apply to the Federal Work-Study Program.

Appeals - Appeals may be approved by majority rule by the Student Success Committee. To appeal, the student must complete an Application for Reinstatement of Financial Aid (available online at [accessing the link for Satisfactory Academic Progress appeal form](#)). It must be submitted to the Financial Aid Office by the first day of classes. Appeals received after the first day of classes (see Academic Calendar) of each term may NOT be considered. If a student's appeal is declined, the student is ineligible for financial aid until such time they are meeting SAP.

Treatment of Transfer Credits - Transfer credits which apply to a student's program will be included on the maximum time frame standards as explained in section II.

Repayment Policy - The amount of Title IV aid that a student must repay is determined via the Federal Formula for Return of Title IV funds as specified in Section 484B of the Higher Education Act. The student is responsible for repayment of funds. The amount of Title IV aid earned is determined by multiplying the total Title IV aid (other than FWS) for which the student qualified by the percentage of time during the term that the student attended/participated. If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, the amount of Title IV aid that must be returned (i.e., that was unearned) is determined by subtracting the earned amount from the amount actually disbursed. The student will receive a bill for the amount (s) he owes and the funds repaid by the student will be receipted into the appropriate Title IV program account.

Information Directory

Bookstore

The Bookstore in the Walker Fine Arts/Student Center provides all required texts, supplementary materials and school supplies. The Bookstore is open at scheduled hours. During registration, the store is open all day and in the evening for the convenience of students. On request, the bookstore operator will try to obtain special materials needed for particular courses.

Campus Police/Security

Campus Security is responsible for maintaining the security of the buildings and grounds, as well as the safety of persons at P&HCC. If needed, Security may be contacted through the switchboard operator. In case of an emergency outside normal working hours, contact Campus Security at telephone number 276-656-5494 or dial 911 for assistance. Dial 7 before dialing 911 when using college office telephones.

Pursuant to regulatory requirements, P&HCC provides current information on campus security. Information may be obtained online at: <http://www.patrickhenry.edu>. Printed copies are available on request from the Student Success and Enrollment Services office.

P&HCC Alert

Patrick & Henry Community College uses P&HCC Alert to contact you during a major crisis or emergency. P&HCC Alert delivers important emergency alerts, notifications and updates to you on these devices: * E-mail account (employee or student) * Cell phone (pop-up notification only). When an incident or emergency occurs, authorized senders will notify you using P&HCC Alert. P&HCC Alert is a free service offered by Patrick & Henry Community College. To initiate your account, visit <https://sites.google.com/a/ph.vccs.edu/emergency/>.

Campus Emergency Team

P&HCC faculty and staff comprise the college's Campus Emergency Team which is prepared to address potential and confirmed emergencies on campus. For more information, please contact the campus safety office at 276-656-5494.

Threat Assessment Team

The Threat Assessment Team exists to assess a student's physical, emotional, and psychological well-being and provide appropriate intervention and referral for students that present a danger to self, others, or the campus community.

Change of Name, Address or Phone Number

Students are responsible for reporting any change in contact information to the Office of Admissions and Records via self-service under Campus Personal Information. This is necessary to update college records and provide for effective contact with students. The college will accept official notice from USPS of a change of address and adjust student records accordingly.

Clothing Requirements

Dress is a matter of individual taste, except for restrictions of health and safety. Exceptions are specified attire for physical fitness activities and laboratory courses.

Fire

In the event of a fire in a building, the fire alarm sounds. If this happens, everyone must leave the building immediately by calmly proceeding to the nearest exit. Leave by routes shown on the signs posted in classrooms, offices, labs, and halls.

First Aid

If a student is injured or becomes ill while on campus, the Campus Security Department should be contacted immediately. First aid kits are available in all buildings.

In the event of an emergency, dial 911. Dial 7 before dialing 911 when using college office telephones.

Food Services

Snacks and drinks are available in the snack bar and campus vending area throughout the day. Food and drink may be consumed in the Patriot Café in the Walker Fine Arts/Student Center. In Stone Hall, the Philpott Hall and the Frith Economic Development Center, food and drink may be consumed in the area by the snack machines or in other designated areas.

Graduation Rates

Pursuant to regulatory requirements, P&HCC provides current information on graduation rates. Information can be obtained on-line at: <http://www.vccs.edu/about/where-we-are/impact/vccs-cohort-graduation-and-transfer-rates>. Printed copies are available on request from the Admissions and Records Office.

Inclement Weather Policy

Occasionally, it is necessary to cancel classes because of inclement weather. Every effort is made to keep the college open during inclement weather. However, when conditions dictate, the college may open late to allow road conditions to improve. Each student is expected to decide whether it is possible or safe to come to the college. Every attempt will be made to work with students who must be absent because of the weather.

Under the inclement weather policy, classes will operate as regularly scheduled regardless of the time the college opens. For example, if classes begin at 10:00am because of a 2-hour delay, students will attend classes as scheduled from 10:00am forward. Any classes missed due to a delay in opening will be given an assignment through the college's VCCS Learning Management System. Students will not attend classes that were scheduled before the college opens. Instructors will provide information regarding assignments during any missed class time.

One question that arises is: what would students do if they have a class that begins at 9:30am and finishes at 10:45am, as an example of a class that begins before the college opens, but ends afterwards. If there is a 2-hour delay in opening the college, student should attend class beginning at 10:00am, which provides 45 minutes of instruction. The general rule is for classes that have 30 or more minutes remaining in their scheduled time, students should attend that class when the college opens. Another example of this is: if the class is scheduled to meet from 9:00am until 11:50am, students will begin the class at 10:00 and end at the regularly scheduled time if there is a 2- hour delay in opening. Any questions regarding how this change in policy affects your particular class should be directed to the instructor of your class.

Off-Campus Students: Classes at the Patrick County Site will follow the same inclement weather schedule as the main P&HCC campus in Martinsville, unless otherwise announced. The delayed schedule will be in effect upon authorized release to P&HCC Alert, local radio & television stations and the P&HCC website: www.patrickhenry.edu.

Lost and Found

Lost and found articles should be turned into or reclaimed from the Switchboard in the main lobby of West Hall.

Orientation to the College Environment

P&HCC offers a general process to acquaint new students with the purposes and programs of the college. The SDV 100 class offers each student an opportunity to meet individual needs and receive academic credit for graduation.

Each semester, a variety of College Survival Skills classes focusing upon topics that will enhance personal development and aid the student in adapting to the college environment are offered. The college strongly encourages students to enroll in this required course prior to or during their first semester, but in any case, must enroll during their first 15 hours of classes.

Parking, Traffic Control and Car Emergency Services

All students must park in designated parking areas. Violators will be subject to a ticket and fine. Tickets are issued for the following violations:

- parking in a designated handicapped space without DMV issued license plates or decal
- parking in a restricted area (yellow curb)
- parking in or along roadway leading to parking lots
- parking in a posted "no parking" zone
- parking in a reserved parking space
- blocking drive leading into parking lot
- blocking parked vehicles in parking lot
- parking in or around main entrance
- occupying more than one space
- any improper parking that affects traffic flow

The speed limit on the entrance road is 25 miles per hour and reduced to 15 miles per hour in the parking areas.

Groups of students participating in overnight conferences or field trips may leave their cars on campus. These cars should be parked together in the student parking lot near West Hall in a well-lit area. Students or student groups who wish to return to their cars after 10 p.m. on weekdays, or after dark on weekends, should contact Campus Security at telephone number 276-656-5494.

If an accident occurs on college grounds, witnesses should report details to Campus Security without delay. The Virginia State Police will be called to investigate all accidents.

Campus Security will assist campus motorists with starting dead batteries, unlocking vehicles and changing flat tires. Campus Security may be contacted through the switchboard operator or by calling 276-656-5494.

School Colors and Mascot

P&HCC's school colors are royal blue and gold. The mascot is the "Patriot."

Smoking

Smoking or the use of any and all tobacco products, including electronic cigarettes and smokeless tobacco, is prohibited in all P&HCC buildings, or within 25 feet of building entrances, or in college vehicles. Please smoke only in designated areas.

Telephones

Cell phones should be turned off in classrooms. The college does not deliver personal phone messages.

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

1. Notice of Nondiscrimination.

As a recipient of federal funds, Patrick & Henry Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct, sexual harassment, sexual assault and similar conduct may constitute sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights. The College's Title IX Coordinator is John I. (Jack) Hanbury, Vice President for Financial & Administrative Services. His office is located at West Hall, Room 158. He may be contacted by phone at 276-656-0205 or by email at jhanbury@patrickhenry.edu. The college's Deputy Title IX Coordinator is Belinda Stockton, Director of Human Resources. Her office is located at West 148. She may be contacted by phone at 276-656-0214 or by email at bstockton@patrickhenry.edu.

2. Policy.

Patrick & Henry Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. This policy supplements the general policy statement set forth by the Virginia Community College System: This institution promotes and maintains educational 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. This policy also addresses the requirements under the Violence Against Women Reauthorization Act of 2013, (also known as the Campus SaVE Act).

This 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.

3. Purpose.

The purpose of this policy is to establish that the college prohibits discrimination, harassment, sexual assault, domestic violence, dating violence, stalking, and retaliation and to set forth procedures by which such allegations shall be filed, investigated and resolved.

4. Applicability.

This Policy applies to all campus community members, including students, faculty, staff and third parties, e.g., contractors and visitors. Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this policy, e.g. if off-campus harassment has continuing effects that create a hostile environment on campus or if the off-campus conduct occurs at a college sponsored function.

5. Definitions.

Sex Discrimination: Sex discrimination is the unlawful treatment of another based on the individual's sex that excludes an individual from participation in, denies the individual the benefits of, or otherwise adversely

affects a term or condition of an individual's employment, education, or participation in college program or activity.

Sexual Assault: Sexual assault is defined as the intentional sexual contact with a person against that person's will by the use of force, threat, or intimidation, or through the use of a person's mental incapacity or physical helplessness. Sexual assault includes intentionally touching, either directly or through clothing, of the victim's genitals, breasts, thighs, or buttocks without the person's consent, as well as forcing someone to touch or fondle another against his or her will. Sexual battery is a type of sexual assault.

Sexual Harassment: The law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is made a term or condition of education or employment; or
- b. submission to or rejection of such conduct is used as basis for educational or employment decisions affecting the individual; or
- c. such conduct has the purpose or effect of unreasonably interfering with a student's or an employee's work performance or creating an intimidating, hostile or offensive working environment.

Generally, two categories of sexual harassment exist:

Quid Pro Quo: The submission to or rejection of such conduct is used as the basis for educational or employment decisions affecting the student or employee either explicitly or implicitly; **or**

Hostile Environment: Conduct so severe or pervasive and objectively offensive that it undermines and detracts from an employee's work performance or a student's educational experience.

Sexual Misconduct: Sexual misconduct encompasses a range of behavior used to obtain sexual gratification against another's will or at the expense of another. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, and sexual violence.

Sexual Violence: Sexual violence is any intentional physical sexual abuse committed against a person's will. Sexual violence includes rape, sexual assault, and sexual battery.

Stalking: Stalking occurs when someone, on more than one occasion, engages in conduct directed at another person with the intent to place, or knows or reasonably should know that the conduct places that other person in reasonable fear of death, criminal sexual assault, or bodily injury to that other person or to that other person's family or household member.

6. **Reporting Incidents.**

Members of the campus community who believe they have been subjected to any of these actions should immediately report the incident to the College Title IX Coordinator, a responsible employee or to campus or local police. All emergencies or any incident where someone is in imminent danger should be reported immediately to campus police/security or local police by dialing 911.

Patrick & Henry Community College Title IX Campus Resources

Title IX Coordinator - John I. (Jack) Hanbury

West Hall, Room 158

276-656-0205

jhanbury@patrickhenry.edu

Deputy Title IX Coordinator - Belinda Stockton

West Hall, Room 148

276-656-0214

bstockton@patrickhenry.edu

Chief of Police - Gary Dove
West Hall, Room 105
276-656-5494
gdove@patrickhenry.edu

After normal business hours, members of the campus community should report alleged violations of this policy to Gary Dove, Chief of Police, at 276-806-9840.

All reports of alleged incidents of sexual harassment shall be reported to the Office of System Counsel.

7. Education and Awareness.

The college conducts a program to educate students and employees about this Policy and its procedures. The education and awareness program is designed to promote awareness of sexual violence, domestic violence, dating violence, and stalking. The college also conducts an ongoing prevention and awareness campaign for all students and employees.

The complete details of this policy and educational and awareness materials for students can be located on the college website at <http://www.patrickhenry.edu/> or by contacting the Title IX Coordinator or Deputy Title IX Coordinator.

Campus Sex Crimes Prevention Act

In conjunction with the Campus Sex Crimes Prevention Act, Section 1601 of Public Law 106-386 (HR 3244), the Commonwealth of Virginia enacted a sex offender registration act authorizing the Virginia State Police to release sex offender information to the public (Virginia Code 19.2.390.1). A list of registered sex offenders, which is searchable by zip code, is provided at the web address: <https://sex-offender.vsp.virginia.gov/sor/zipSearch.html>

Regulation of Weapons

8VAC125-10-10. Definitions

The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

"Police officer" means law-enforcement officials appointed pursuant to Article 3 (§ 15.2-1609 et seq.) of Chapter 16 and Chapter 17 (§ 15.2-1700 et seq.) of Title 15.2, Chapter 17 (§ 23-232 et seq.) of Title 23, Chapter 2 (§ 29.1-200 et seq.) of Title 29.1, or Chapter 1 (§ 52-1 et seq.) of Title 52 of the Code of Virginia or sworn federal law-enforcement officers.

"College property" means any property owned, leased, or controlled by a member college of the Virginia Community College System and the administrative office of the Virginia Community College System.

"Weapon" means (i) any pistol, revolver, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material; (ii) any dirk, bowie knife, switchblade knife, ballistic knife, machete, razor, slingshot, spring stick, metal knucks, or blackjack; (iii) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; (iv) any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart; or (v) any weapon of like kind, to include but not limited to tasers.

"Weapon" does not mean knives or razors used for domestic purposes, pen or folding knives with blades less than three inches in length, or knives of like kind carried for use in accordance with the purpose intended by the original seller.

Statutory Authority

§§ 23-215 and 23-217(g) of the Code of Virginia.
8VAC125-10-20.

Possession of weapons prohibited

Possession or carrying of any weapon by any person, except a police officer, is prohibited on college property in academic buildings, administrative office buildings, student centers, child care centers, dining facilities and places of like kind where people congregate, or while attending any sporting, entertainment or educational events. Entry upon the aforementioned college property in violation of this prohibition is expressly forbidden.

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

Statutory Authority

§§ 23-215 and 23-217(g) of the Code of Virginia. 8VAC125-10-30.

Exceptions to prohibition.

This prohibition shall not apply to current sworn and certified local, state, and federal law enforcement officers with proper identification, nor shall it apply to possession of a weapon when stored securely inside the vehicle of properly permitted students and employees. Furthermore, the chief of the college police department or head of security department, or his designee, may authorize in writing a person to possess, store, or use a weapon: (i) when used for educational or artistic instruction, display, parade, or ceremony sponsored or approved by the college (unloaded or disabled only and with other specified safeguards, if appropriate); or (ii) for any college-approved training, course, or class.

§§ 23-215 and 23-217(g) of the Code of Virginia. 8VAC125-10-40. **Person lawfully in charge**

Campus police officers or security, and other police officers acting pursuant to a mutual aid agreement or by concurrent jurisdiction, are lawfully in charge for the purposes of forbidding entry upon or remaining upon college property while possessing or carrying weapons in violation of this prohibition.

Statutory Authority

§§ 23-215 and 23-217(g) of the Code of Virginia.

Disciplinary Action

Students in violation of this policy shall have charges processed against them in the normal manner of due process provided by college rules and regulations (see Statement of Student Rights & Responsibilities, Section IV Student Disciplinary Policies and Procedures), up to and including expulsion and referral for prosecution.

Any employee in violation of this policy is subject to disciplinary action, up to and including discharge, and/or may be required to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program at the discretion of the college administration. As a condition of employment, each employee must abide by the terms of this prohibition and notify the immediate supervisor of any criminal drug statute violation occurring in the workplace no later than five days after such violation.

Statement of Student Rights & Responsibilities

Patrick & Henry Community College is a part of the Virginia Community College System (VCCS) and adheres to the VCCS Policy Manual. This statement of rights and responsibilities is designed to clarify those rights that the student may expect to enjoy as a member of the student body of a community college and the obligations which admission to the college places upon the student. In the event there is any inconsistency between the VCCS Policy Manual and this Handbook, the VCCS Policy Manual will be controlling.

Responsibilities and Rights

A. The submission of an application for admission to a community college represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies, rules, and regulations of the community college and rules and regulations of the State Board for Community Colleges. College approval of that application, in turn, represents the extension of a privilege to join the college community and to remain a part of it so long as the student meets the required academic and behavioral standards of the college system.

B. Each student has the privilege of exercising his/her rights without fear of prejudice. Such rights include the following:

1. Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the college for curricula offered by the college.
2. No disciplinary sanctions may be imposed upon any student without due process, except as explained in the following sections.
3. Free inquiry, protected expressions, and assembly are guaranteed to all students provided their actions do not interfere with the rights of others or the effective operation of the institution. The college may place reasonable time and place restrictions on expressive activities.
4. Academic evaluation of student performance shall be neither arbitrary nor capricious.
5. The college and members of the college community will exercise their reasonable efforts to secure the safety, protection of property and the continuity of the educational process.

Academic Integrity Policy

The Academic Integrity Policy is a formal process governing student conduct at P&HCC. The Academic Integrity Policy governs student conduct directly related to the academic life of the institution and is in effect during all phases of a student's academic career. The Policy is applicable to any academically related experience involving P&HCC students whether on or off the campus. All alleged violations of the Policy must be resolved in accordance with this

Policy and under the direct authority of a P&HCC faculty member, P&HCC Division Dean or the Dean of Student Success and Enrollment Services as detailed in the Policy.

Students agree that by taking courses at P&HCC, all required papers may be subject to submission for textual similarity review to a plagiarism detection program, at the discretion of the instructor, for the detection of plagiarism. All submitted papers will be included as source documents in the plagiarism detection software's reference database solely for the purpose of detecting plagiarism of such papers.

Use this link to connect to the entire policy

Expressive Activity

VCCS Policy, 6.5.1, on Expressive Activity applies to all buildings, grounds, and other spaces owned or controlled by the college. The term "expressive activity" includes:

- Meetings and other group activities of students and student organizations;
- Speeches, performances, demonstrations, rallies, vigils, and other events by students, student organizations, and outside groups invited by student organizations;
- Distributions of literature, such as leafleting and pamphleting; and
- Any other expression protected by the First Amendment to the U.S. Constitution.

VCCS Policy 6.5.2 Policy Statement on Expressive Activity:

College property is primarily dedicated to academic, student life and administrative functions. But it also represents the "marketplace of ideas," and especially for students, many areas of campus represent a public forum for speech and other expressive activities. Colleges may place restrictions on expressive activities occurring indoors, but especially for students and student organizations, the outdoor areas of campus remain venues for free expression, including speeches, demonstrations, and the distribution of literature. Indoors or outdoors, college shall not interfere with the rights of individuals and groups to the free expression of their views or impermissibly regulate their speech based on its content or viewpoint. Nevertheless, colleges may establish reasonable time, place, and manner restrictions on expressive activity. Such restrictions must be content-neutral, narrowly tailored to serve a significant governmental issue, and allow ample alternative channels for communication of the information. No event or expressive activity shall be permitted to violate or hinder the rights of others within the campus community or substantially disrupt normal college operations.

[Link to P&HCC Policy on Expressive Activity](#)

Student Publications

Editorial freedom of student publications entails a corollary obligation under the canons of responsible journalism. All student publications shall explicitly state that the opinions expressed are not necessarily those of the college or its student body. Any student newspaper must adhere to the regulations as outlined in the VCCS Policy Manual.

Student Conduct

Generally, college disciplinary action shall be limited to conduct which adversely affects the college community's pursuit of its educational objectives. Disciplinary action, though not limited to the misconduct below, shall be exercised in all reported incidences of misconduct on the campus.

A. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the college, and forgery, alteration or use of college documents or instruments of identification with intent to defraud.

- B. Disruption or obstruction of teaching, tutoring, testing, research, administration, disciplinary proceedings, or other college activities.
- C. Possessing, selling, manufacturing, or otherwise distributing alcohol or illicit drugs while on campus, attending a college-sponsored off-campus event, or while serving as a representative of the college.
- D. Gambling on the college property or at any College function.
- E. Littering, defacing, destroying or damaging property of the college or property under its jurisdiction or removing or using such property without authorization.
- F. Willfully encouraging others to commit any of the acts that have been herein prohibited.
- G. Violating any local, state, or federal laws.
- H. Violating any rule or regulation not contained within the official college publications but announced as administrative policy by a college official or other person authorized by the president.
- I. Violation of college parking regulations.
- J. Violation of college fire regulations or emergency preparedness procedures, i.e., failure to comply with emergency evacuation procedures, tampering with fire protection apparatus, etc.
- K. Theft or attempted theft of college or personal property on college premises.
- L. Unauthorized entry into or presence in any college building or facility.
- M. Violation of college policy on expressive policy.
- N. Violation of college policy on solicitation and sales.
- O. Violation of college policy on smoking in any campus building.
- P. Violation of college policy on the ethical use of computer resources or non-adherence to rules and guidelines for behavior in all college labs or facilities.

Threat Assessments

It is Patrick & Henry Community College's policy to promote a safe environment for its employees, students, and campus visitors. The college is committed to working with its employees and students to maintain a work and learning environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

All students shall be subject to the college's Workplace Violence Policy. Violence, threats of violence, harassment, intimidation, and other disruptive behavior will not be tolerated. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm to one's self or to others. Such acts shall include, but not be limited to the following:

- A. Physical, digital, verbal, and/or psychological threats, abuse or the threat of such abuse, of any person on college property or at college activities occurring off college property. This includes but is not limited to sexual assault, date rape, and sexual harassment or other forms of unwanted attention or physical contact.
- B. Compromising or threatening the health or safety of one's self or any member of the campus community.
- C. Participating in or inciting a riot or an unauthorized or disorderly assembly. Seizing, holding, commandeering, or damaging any property or facilities of the college, or threatening to do so, or refusing to

depart from any property or facilities of the college upon direction by college officials or other persons authorized by the president.

D. Possessing on college property or at any college activity any firearm, weapon, or dangerous chemical or explosive elements or component parts thereof not used for lawful college studies, without authorization of the president of the college.

E. Physically detaining or restraining any person or removing such person from any place where that person is authorized to remain, or in any way obstructing the free movement of persons or vehicles on college property or at college activities occurring off college property.

All reports of incidents will be taken seriously and will be dealt with appropriately. Individuals who commit such acts may be removed from college property and may be subject to disciplinary action, criminal penalties, or both.

As required by law, the college has established a threat assessment team that includes members from student affairs, human resources, law enforcement, a mental health representative, and others who have knowledge, professional expertise, or responsibilities that could assist the committee with completing its work. Each threat assessment team will implement the assessment, intervention, and action policies set forth by the violence prevention committee. Violations of the Workplace Violence Policy and any actions taken by the threat assessment team do not fall within the purview of this policy and are not appealable.

Student Disciplinary Policies and Procedures

A. Disciplinary Procedures.

The Vice President of Academic and Student Success Services is responsible for the administration of disciplinary procedures. Violations of college policy are subject to disciplinary action when the violations occur on college property, at other locations where the college provides services, or at any college function. Infractions of federal, state or local laws occurring off-campus shall be the concern of the civil authorities except when such actions:

- directly affect health, safety or security of college students, employees or property;
- affect the college's pursuit of its educational purposes; or
- disrupt or interfere with any college function.

Reports of alleged student violations of published college regulations may be submitted by any individual to the Vice President of Academic and Student Success Services. It is the responsibility of the Vice President of Academic and Student Success Services to interpret college policy regarding the alleged violation and to identify appropriate referrals (in cases of students who may be a threat to themselves or others) or in other cases, the specific charges that will be brought against the student(s) involved.

After reviewing the allegations, specifying the charges, and obtaining any necessary information, the Vice President of Academic and Student Success will hold an administrative hearing within ten (10) business days from the date charges are brought. The hearing will include in the discussion the nature and source of the charges and the student's rights and responsibilities. Students shall not have the right to legal counsel, but may be accompanied by an advisor who may come from within or without the institution. Such counsel or advisor must restrict participation to advising the accused, and may not participate in the actual proceedings of the hearing such as discussion or cross-examination of witnesses. Following this hearing, the Vice President of Academic and Student Success will render a decision in writing within ten (10) business days from the date of the hearing.

B. Appeal

Should either the accused student or the person initiating charges choose to appeal the decision of the Vice President of Academic and Student Success Services, the appealing party shall notify the Vice President of Academic and Student Success Services within ten (10) business days of the date of the written decision. The notice of appeal shall contain a concise statement of the grounds for the appeal.

Appeals from the Vice President of Academic and Student Success Services shall be heard before the Student-Faculty Judiciary Committee within twenty (20) business days after filing the appeal. By filing an appeal to the Student-Faculty Judiciary Committee the student waives all rights under the Family Educational Rights and Privacy Act of 1974 (FERPA).

The only grounds for appeal are whether:

- The original hearing was not conducted in conformity with established procedures.
- The original findings were not supported by any substantial evidence.
- There is new evidence or relevant facts that were not brought out in the original hearing, and which were not known or discoverable by the appellant prior to the conclusion of the hearing.
- The college regulations were improperly applied in that particular case.

The committee shall determine by majority vote whether any of the permissible grounds for appeal are present. Pending the outcome of the appeal hearing, any disciplinary sanctions stipulated in the original determination shall remain in effect.

C. The Student-Faculty Judiciary Committee

The Student-Faculty Judiciary Committee shall consist of the following members:

1. One (1) dean appointed by the president. The dean will serve as chairperson of the committee.
2. Three (3) faculty members appointed by the president.
3. Three (3) students appointed by the president in conjunction with the president of the Student Government Association and/or the president of the local chapter of Phi Theta Kappa.

D. Student-Faculty Judiciary Committee Procedure

In order to provide an orderly procedure for handling disciplinary cases that provide the student due process, the Student-Faculty Judiciary Committee shall follow these guidelines:

1. The student will receive written notification of the time, place, and date of any hearing at least five (5) business days prior to the hearing. Any request for a delay and the grounds for the delay will be submitted in writing to the hearing body.
2. Both parties will be allowed access, upon request, to any and all materials which will be introduced by the other party at the hearing.
3. The student may elect not to appear at a hearing, but the hearing will still be held in the student's absence.
4. Students shall not have the right to legal counsel, but may be accompanied by an advisor who may come from within or outside the institution. Such counsel or advisor must restrict participation to advising the accused, and may not participate in the actual proceedings of the hearing such as discussion or cross-examination of witnesses.
5. Hearings will be closed to the public and press.
6. All evidence against a student will be presented in the student's presence unless the student declines to attend, and the student will be permitted to question and confront any witnesses.
7. The student will be given the opportunity to speak and to present witnesses.
8. Students may remain silent if they choose to do so.

9. The committee will decide the case based upon a preponderance of the evidence-that is the greater weight of the evidence. The burden of proof will rest with those bringing the charges. All decisions will be based only on the evidence presented before the hearing body.

10. All disciplinary cases heard by the Student-Faculty Judiciary Committee will be decided by a vote in which a majority of the membership concurs. The chairperson shall be entitled to vote.

11. The student will receive written notification of any hearing body's decision within fifteen (15) business days after the conclusion of the hearing.

12. An audiotape of any appeal hearing will be kept by the college until the conclusion of any appeals or the lapse of the appeal time, whichever comes later. Copies will be made available to the student at the student's expense.

13. If the Student-Faculty Judiciary Committee imposes or upholds a sanction, the student may appeal the sanction to the president within ten (10) business days of the date of the formal written notification from the committee. The appeal shall contain a brief and succinct statement of the grounds for the appeal. The only grounds for appeal are whether:

- (a) The original hearing was not conducted in conformity with established procedures.
- (b) The original findings were not supported by any substantial evidence.
- (c) There is new evidence or relevant facts that were not brought out in the original hearing, and which were not known or discoverable by the appellant prior to the conclusion of the hearing.
- (d) The college regulations were improperly applied in that particular case.

The decision of the president shall be made upon the existing record and no new evidence or testimony may be introduced. The decision of the president shall be final.

E. Disciplinary Sanctions

Disciplinary sanctions available to the Vice President of Academic and Student Success and the Student-Faculty Judiciary Committee are as follows:

1. Removal of the charges against the student;
2. Admonition - An oral or written statement to a student that the student is violating or has violated college rules and may be subject to more severe disciplinary action;
3. Disciplinary probation - Removal of the privilege of participating in co-curricular activities of the college, including the holding of any student office for a period of time;
4. Restitution - Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation;
5. Other appropriate disciplinary sanction specifically related to the charges;
6. Disciplinary suspension - Exclusion from attending the college as a student for a definite period of time;
7. Dismissal from the college - Termination of student status for an indefinite period. The conditions of the readmission, if any, will be stated in the order of dismissal.
8. The Student-Faculty Judiciary Committee or president may only affirm or lessen (including reversal) the decision or return the decision to the Vice President of Academic and Student Success Services. The Student-Faculty Judiciary Committee or president may not impose a more severe sanction.

F. Disciplinary Records

All records of disciplinary action will remain confidential, will remain separate from the student's academic record, will be maintained in the office of the Vice President of Academic and Student Success Services and will not be available to unauthorized persons on campus or to any person off campus, without the express written permission of the student involved. Exceptions will be made only under the conditions specified in the Family Education Rights and Privacy Act of 1974, as amended, and under a court order or subpoena.

A student may be placed on interim suspension by the president or the president's designee and barred from the campus at any time if the student's presence is deemed a danger to others, to property, or is likely to be disruptive to the normal educational activities of the college. Nothing in these procedures should be construed to prevent the president from taking such official steps as deemed necessary except that final action should be in accordance with the above procedures.

Student Grievance Procedure

The purpose of the student grievance procedure is to provide an equitable and orderly process by which students at Patrick & Henry Community College may resolve grievances. A grievance is a difference or dispute between a student and an administrator, faculty member, or member of the classified staff with respect to the application of the provisions of the rules, policies, procedures, and regulations of the college or the Virginia Community College System as they affect the activities or status of each student. Honor system violations that are under the jurisdiction of the Student Honor Committee and conduct violations that are under the jurisdiction of the Student-Faculty Judiciary Committee are excluded. The student at all times has the right to counsel, to present evidence, and to review any materials presented against the student in the course of the grievance procedure.

Step I. The student with a grievance shall first discuss the grievance with the administrator, faculty member or member of the classified staff involved. It is stressed that every reasonable effort should be made by both parties to resolve the matter at this level. Recognizing that grievances should be raised and settled promptly, a grievance must be raised within twenty (20) working days from the time the student reasonably should have gained knowledge of the occurrence.

Working days are defined as those days the administrator, faculty member, or member of the classified staff involved is employed and on duty at the college. The student should consult with a counselor or faculty advisor for direction in following the proper procedure. The role of the counselor or faculty advisor shall be limited to explaining all steps of the grievance procedure to the student emphasizing the importance of the time element.

Step II. If the student is not satisfied with the disposition of the grievance at Step I, a written statement of the grievance shall be sent to the administrator, faculty member, or member of the classified staff within five (5) working days of the discussion at Step I. This statement shall include the current date, the date the grievance occurred, an explanation of the grievance and a statement presenting the student's recommended action to resolve the grievance. The administrator, faculty member, or member of the classified staff must respond in writing within five (5) working days.

Step III. If the student is not satisfied with the written response obtained in Step II, or the administrator, faculty member, or member of the classified staff fails to answer the grievance, the student shall contact the immediate supervisor within five (5) working days. A copy of the original written grievance and the reply (if available) should be given to the supervisor. Within five (5) working days of receipt of the student's notification, the supervisor shall schedule a conference with all involved persons in an attempt to resolve the grievance. Notification of the supervisor's decision will be given in writing within five (5) working days after the conference.

Step IV. If the student is not satisfied with the disposition at Step III, a written appeal may be made to the appropriate vice president within five (5) working days of hearing of the disposition at Step III. The student has the option of presenting a conference with the appropriate vice president (or president, if appropriate), or the student may present the case before a selected panel. Should the student elect the conference with the vice president, that decision would be binding. If the student selects a panel, that disposition will also be binding. If selected, the panel will include the vice

president, three students and three persons from the appropriate administrative, faculty or classified ranks. Selection of panel members will be made by the Student Affairs Advisory Committee, with the approval of the president. Final notification of the action taken in Step IV will be presented in writing within five (5) working days of the termination of the conference or panel.

Placement of Records. If procedures go beyond Step II, a copy of the grievance and disposition shall be placed in the official personnel file of any involved administrator, faculty member, or member of the classified staff and in the permanent student folder of the complainant.

Extension of Time. It is important to good relationships that grievances be initiated and processed as rapidly as possible. Every effort should be made by all parties to expedite the process. However, the time limitations specified for either party may be extended by mutual written agreement.

National Council of State Authorization Reciprocity Agreements

Patrick & Henry Community College is an approved institution of the National Council of State Authorization Reciprocity Agreements (SARA).

Student Academic Grievance Procedure

Students who wish to file a complaint are expected to follow the Student Grievance Process for Academic and Non-Academic. This procedure defines the rights of students in settling problems and differences through an orderly grievance procedure.

Student complaints not resolved at the institutional level (Patrick & Henry Community College) may be appealed to the SARA state portal entity - the State Council of Higher Education for Virginia. The state portal entity has final authority on SARA complaints.

For a complaint which has not been resolved through these grievance procedures, students residing outside Virginia may file a complaint with the state in which you reside. The State Authorization Network maintains a list with student complaint information by state and agency.

Students in California, which is not a member of SARA, may contact the state Attorney General Office of California or the California Bureau for Private Postsecondary Education.

Filing a Complaint to SCHEV

As a last resort, students may file a formal complaint with the State Council for Higher Education in Virginia (SCHEV), this includes all distance learning students from SARA states. Detailed information about SCHEV's formal student complaint procedure, the types of complaints they will not address, or to file a written "Student Complaint Form" with the agency can be found on the SCHEV Student Complaint.

Student Grade Appeal Procedure

If a student wishes to appeal, or challenge, a course grade, the following in-house administrative procedure will be used. If for any reason the procedures are not followed, the Vice President of Academic and Student Success Services will decide whether or not the appeal can be continued. To continue the appeal, the student must complete steps one (1) through three(3) within the first twenty (20) working days of the beginning of classes in the semester immediately following receipt of the grade in question. Working days are defined as those days the administrator or faculty members involved are employed and on duty at the college.

1. The student must discuss the grade with the instructor who assigned it.

2. If the matter has not been satisfactorily resolved and the student wishes to continue the appeal, the student must file a written appeal to the instructor's division dean and discuss the grade with the instructor's division dean. (If the instructor who assigned the grade is also the division dean, then the Vice President of Academic and Student Success Services will perform the role of division dean in hearing the student's appeal to this point.) The division dean will attempt to mediate the disputed grade with the faculty member and the student and make a recommendation for a solution. If both parties agree to the division dean's recommendation, the appeal is concluded.
3. If either party disagrees with the recommendation, the student may continue the appeal to the next step by filing a written appeal with the Vice President of Academic and Student Success. The student must send a copy of the appeal to the faculty member and the division dean.
4. Within five (5) working days of receipt of an appeal, the Vice President of Academic and Student Success Services shall select by random drawing a committee of one student and two full-time faculty members to consider the appeal. Neither the instructor who assigned the grade, the instructor's division dean, nor the Vice President of Academic and Student Success Services may serve on this committee. The student on the committee should be picked at random from a pool of ten students. Each spring the two divisions will elect five full-time students to go in a pool.
5. The committee shall meet promptly and establish appropriate procedures of operation to conduct a hearing and consider the appeal. The committee will consider any written information from previous steps and give both the student and the faculty member an opportunity to present any additional information. Notifications of the date, time, and location of the hearing will be communicated to the student and the faculty member by the Vice President of Academic and Student Success Services. Within fifteen (15) working days after it is established the committee shall reach its decision and communicate its recommendation in writing to the Vice President of Academic and Student Success Services, division dean, faculty member, and the student.
6. In meeting its charge, the committee shall be limited to a study of the student's grades earned in the one class of the grievance. The committee cannot make a decision that infringes upon a faculty member's rights and academic freedom as outlined in the P&HCC Faculty Handbook.

If the matter is not yet resolved to the student's satisfaction, the student may make a written appeal to the college President within five (5) working days after notice of the committee's recommendation. The decision of the college president is final and the case is considered closed.

Student Government Association Constitution

Article I. Name and Purpose

Section 1. The name of this organization shall be the "Student Government Association of Patrick & Henry Community College."

Section 2. The purpose of the Student Government Association shall be to provide the necessary governmental structure for the students of Patrick & Henry Community College, to coordinate intellectual, social, and cultural activities for the students of the college, and to present an organized student voice to the administration.

Article II. Organization

Section 1. The Student Government Association of Patrick & Henry Community College shall be comprised of the student Senate, the Student-Faculty Judiciary Committee, the student body officers, and the student body.

Section 2. The student Senate shall be comprised of four representatives preferably elected from each class, and be presided over by the President of the student body. Additional members of the student Senate shall be the Vice-President, the Secretary, and the Treasurer of the student body. In the event that a candidate is running for an office unopposed or if there are less than eight candidates running for the student senate, the candidate

will be declared winner by default. The Coordinator of Campus Life & Fine Arts and/or a designated representative serve as advisor. The official rules for voting are as follows:

- a. A student may vote for no more than one candidate per office unless otherwise indicated on the election ballot.
- b. The candidate must be in attendance at the SGA meeting following the election to receive the results.
- c. NO ballots can be removed from or added to the ballot box.
- d. Each ballot must have the voter's name and student identification number.

Section 3. The Student-Faculty Judiciary Committee shall be comprised of one non-voting dean, three faculty members (appointed by the college president), and three members of the student body (appointed by the SGA president). These committee members will be appointed during the first week of each fall semester. The committee shall be appointed during the summer session only if needed.

- a. No student body members of the committee shall hold any elected office or position with the Student Government Association. In the event that a Student Government Association is not formed in a given year, the director of enrollment services will appoint the student body members to the committee.
- b. Student body appointments to the committee shall be apportioned according to class status; the freshman class represented by one student body member, the sophomore class represented by two student body members.

Article III. Duties

Section I. The duties of the student Senate shall be to represent the best interests of the student body of this organization, to hear and discuss grievances and suggestions submitted by individual students, student groups or the administration of this college, and to instruct the Executive Committee in carrying out the purposes of this organization.

- a. The president of the student body shall service as the president of the Senate.
- b. The student Senate shall have the power of approval over all committee appointments made by the president of the student body.
- c. The individual senator shall have the sole duty to legislate, to the best of his or her ability, for the benefit and the best interests of the students represented.
 1. It is the duty of each senator to attend all meetings of the student Senate, both scheduled and called.
 2. It is the duty of each senator, to the best of her or his ability, to inform the student body of Senate legislation through personal contact, and to present the expressed consensus opinions of the student body at all Senate meetings.

Section 2. The duties of the Executive Committee shall be to administer such action as the purposes of the Student Government Association require on behalf of itself and the student Senate.

- a. The Executive Committee shall have the power to reconsider any legislation presented to it by the student Senate if it feels that such legislation is not in the best interests of the student body.
- b. A two-thirds majority or the Executive Committee is required to disapprove legislation passed by the student Senate.
- c. The Executive Committee shall have the power to introduce legislation to the student Senate that it feels is in the best interest of the student body.
- d. The president shall be the official head of this organization, shall publicly represent the best interests of this organization, shall preside over all meetings of the student body and the Executive Committee, shall supervise the execution of any action required by this

organization and appoint such committees as deemed necessary to assist in the performance of presidential duties.

- e. The secretary of this organization shall keep a written record of all meetings of the student body, Student Government Association, and Executive Committee. The treasurer of this organization shall keep a written record of all financial affairs and transactions of the organization and shall report all pending expenditures to the local funds accountant in the business office. The treasurer shall also serve as chairman of the Finance Committee. Any previous rights or privileges delegated to the secretary treasurer of this organization shall be delegated to both the secretary and the treasurer.

Section 3. The Student-Faculty Judiciary Committee shall provide a fair and equitable hearing for all cases of discipline that shall:

- a. Arise out of a breach of regulations set up by the Student Government Association
- b. Arise out of a breach of the Code of Conduct of Patrick & Henry Community College
- c. Be referred to it by any unit of the Student Government Association
- d. Be referred to it by any dean or faculty member of the college
- e. Any member of this committee who feels personally involved in a case shall request that a substitute be appointed as a replacement for the case
- f. In the event of a grievance, the chairman of this committee shall notify all parties having an immediate and recognizable interest in the proceedings, and shall schedule a meeting of the committee to discuss these proceedings
- g. All proceedings held by this committee are closed, and all recommendations are final

Section 4. The individual members of the student body shall serve in any capacity requested by the president of the student body. They shall elect officers of the student body, and members of the Senate.

Article IV. Failure of Duty

Section 1. If, in the opinion of two-thirds of the student Senate, a senator is failing to meet the demands of duty inherent with the office, the senator shall be called before a special meeting of the Senate for a hearing. Then, if in the opinion of the Senate voting by secret ballot, the senator is found guilty of this failure, she or he shall be censured.

- a. This censure shall be considered official notification of the senator's failure to meet duties, and the Senate's disapproval of this neglect.
- b. No senator shall be allowed more than one censure during the term of office.
- c. The president of the Senate shall deliver official censure.

Section 2. If, in the opinion of two thirds of the elected student representatives, any officer of the student body is failing to meet the demands of duty inherent with the office, the officer shall be called before a joint committee for a hearing. Then, if in the opinion of the Student Government Association, the officer is found guilty, he or she shall be censured.

- a. This censure shall be considered official notification of the officer's failure to meeting duties and the Senate and the Executive Committee's disapproval of this neglect.
- b. No officer shall be censured more than once during the term of office.
- c. The Chair of the Legal Concerns Committee shall deliver official censure.

Section 3. If, in the opinion of three-fourths of the entire student Senate and Executive Committee combined, any elected official continues to fail to meet the demands of duty inherent with the office, the elected official shall receive a formal request to resign.

- a. This formal request to resign shall be delivered by the Dean of Student Success and Enrollment Servces
- b. This request for resignation may be appealed to the Dean of Student Success and Enrollment Services

Article V. Terms of Office

Section 1. The elected officers and senators of the student body shall serve a term of one year, beginning in the last five weeks of the spring semester, and ending in the last five weeks of the following spring semester.

Section 2. Vacancies within the Student Government Association shall be filled as follows:

- a. Vacancy in the office of the president of the student body shall be assumed by the vice-president.
- b. Vacancy in the office of vice-president of the student body and/or the secretary and the treasurer shall be filled by a special election within a reasonable time after the vacancy occurs.
- c. Vacancies in the student Senate shall be filled by special election within a reasonable time after the vacancy occurs.

Article VI. Qualifications

Section 1. All elected officers and senators shall be students enrolled in a curriculum, shall maintain a cumulative grade point average of not less than 2.00, and shall be registered for not less than six semester hours of credit.

Section 2. Any officer or senator whose cumulative grade point average has fallen below 2.00 shall be removed from office, unless the individual can show sufficient cause to prevent removal. Any officer or senator who is placed on academic probation shall be removed from office.

Section 3. All students seeking office shall fulfill the requirements established by the Elections Committee, including understudy.

Section 4. All persons seeking election to an office of this organization must attend at least two Senate meetings prior to the election day.

Article VII. Legislation

Section 1. The Student Government Association shall be empowered to enact such legislation consistent with the policies of Patrick & Henry Community College and the State Board for Community Colleges, and necessary to fulfill its purpose.

Section 2. Such legislation may be initiated by the Executive Committee, the student Senate, or by petition signed by 10 percent of the student body. Ratification requires a two-thirds majority of the votes cast.

Section 3. Notice of the ratification vote shall be posted five school days prior to the vote.

Article VIII. Special Committees

Section 1. Special committees may be created at the discretion of the president to aid in the performance of duties.

Transfer

Guaranteed Admissions Agreements

Through system-wide agreements, students who graduate from one of Virginia's 23 community colleges with an associate's degree and a minimum grade point average may obtain guaranteed admission to more than 20 of the Commonwealth's colleges and universities:

Christopher Newport University; College of William and Mary; ECPI College of Technology; Emory & Henry College; Longwood University; Lynchburg College; Mary Baldwin College; Norfolk State University; Old Dominion University; Radford University; Randolph College; Regent University; Regis University; Strayer University; Sweet Briar College; University of Mary Washington; University of Phoenix; University of Virginia; University of Virginia's College at Wise; Virginia Commonwealth University; Virginia State University; Virginia Tech: College of Agriculture and Life Sciences; College of Engineering; Virginia Union University; Virginia Wesleyan College.

This list of colleges and universities is subject to change as new Guaranteed Admissions Agreements are negotiated. For a comprehensive list of schools and their admissions requirements please refer to <https://www.vccs.edu/transfer-programs/#statewide-transfer-agreements>.

PHCC also works in conjunction with New College Institute located in Martinsville, Virginia to offer opportunity to students who wish to continue their education through the Bachelor's or Master's level.

Transfer Grants

Beginning with the first-time entering freshman class of the fall 2007 academic year, students entering a Virginia community college have an opportunity to receive up to \$2,000 annually upon transferring to a four-year institution. Students must complete a transfer associate's degree with a 3.0 grade point average and meet financial eligibility requirements. The grant will be applied to tuition expenses at a four-year Virginia college or university, either public or private. The grant provides \$1,000 for all eligible students, with an extra \$1,000 for students who pursue undergraduate work in engineering, math, technology, teaching or science. To access the application, please visit the SCHEV website.

Tuition and Fees

The State Board for Community Colleges establishes the cost for tuition each year. Tuition for **2022-2023** is **\$154.00** per credit hour for in-state students and **\$330.60** per credit hour for out-of-state students. Tuition rates and all fees are subject to change as authorized by the State Board for Community Colleges. Such changes will be retroactively effective for early bird registrants.

Payment of tuition also enables the student to use the library, bookstore, student lounge and other facilities at the college. Students are expected to pay charges for any college property that they damage or lose (such as laboratory or shop equipment, supplies, library books and other materials). Formal registration takes place on the dates listed in the calendar. A student is not officially registered and is not allowed to attend class until tuition and fees have been paid.

Refund Policy - Students are eligible for a refund for those credit hours dropped during the same add/drop period within which the credit hours were added. The refund will be at the per-credit rate. A refund is given for the difference between the original charges for tuition and fees and the charges for tuition and fees, using the per-credit rate calculated from the number of credit hours in which the student remains enrolled. Refunds are disbursed directly to students from Nelnet Campus Commerce via payment method chosen by the student.

Student Fee - A student fee of **\$3.33** per credit hour is charged to all students. This fee is used to cover the cost of student activities and cultural events; placement, career assessment, learning skills and graduate core competency

testing; tutoring and lab maintenance; transcripts and record maintenance; and parking maintenance, construction and site improvements.

Capital Fee - A fee of **\$23.50** is charged to all out-of-state students for each credit hour of enrollment. This fee is used to help offset debt service on bonds issued for capital construction.

Special Fees - Some classes require special materials such as uniforms, specialized equipment and tools (electronics, welding, art, therapeutic massage, etc.) that will be the property of the student. These materials are purchased by the student and paid for at the time of purchase. Consult with your advisor or course instructor concerning these special costs.

Student Testing Fees - Each student may be required to pay a fee for certain tests, such as examinations administered to award advanced placement credit. Fees vary with the type of test taken.

Delinquent Accounts - Students will not be permitted to register or graduate, nor will grade reports or transcripts be issued, until all accounts have been paid in full. (This policy is not applicable to students receiving Ch. 33 Post 9/11 GI Bill or Ch. 31 VocRehab benefits. Please see Veterans Benefits.)

Bad Check Fee - The college must assess a \$35 service charge for handling returned checks or dishonored credit card or debit card payments for accounts not in past due collection status. The college must assess a \$50 service charge for handling returned checks or dishonored credit card or debit card payments when the account is in past-due collection status. NSF checks not redeemed by the student will not be allowed to register for classes, receive a transcript or grades from the college.

Other Expenses

Books and Materials. Students are expected to obtain their own books, supplies and consumable materials needed in their studies. Items purchased at the bookstore must be paid for at the time of purchase. The estimated cost for those items will average \$300 to \$400 per semester for a full-time student. Students may be able to reduce this cost by purchasing used books or book rental.

Field Trips. Students are expected to pay any expenses, including transportation costs, for participation in field trips; they must also sign a form releasing the college for any liability. If a field trip is a required activity of a course, students will be notified, made aware of additional costs involved, and provided with appropriate substitute assignments if they cannot participate.

Malpractice Insurance. Students enrolled in nursing or other health-related courses that require off-campus hospital or other clinical affiliations are required to obtain individual malpractice coverage.

Financial Assistance

Financial assistance is available to eligible students who need additional resources to meet college costs. A comprehensive assistance program, which includes on and off-campus employment, scholarships, grants and private loans, is available to qualified students. Most of P&HCC's financial aid programs are awarded to students based on financial need as determined by an analysis of the Free Application for Federal Student Aid (FAFSA) completed by the students and/or parents. Assistance is awarded for one aid year only, but may be renewed yearly if need and enrollment continues and the student otherwise applies and qualifies. Applications may be completed online at <https://www.studentaid.gov> (FAFSA website). Applications for mailing will need to be requested by phone at 1-800-433-3243.

Students must be admitted into an eligible curriculum in order to receive financial aid for that term. All student program academic change forms must be completed on our website prior to the first day of classes of the term. The form can be found on the Student Forms page of the college website.

Students must have a high school diploma or a GED, or be eligible for the ability to benefit to receive Title IV financial aid. Primary sources of assistance are provided by the federal government and include the following programs: Federal Pell Grant (PELL), Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work Study Program (FWS). The Virginia Commonwealth Award (COMA), Virginia Guaranteed Assistance Program (VGAP) and Part-Time Tuition Assistance Program (PTAP) are available to Virginia residents. Applications completed and submitted to the Financial Aid office by June 1 will receive priority.

Types of Financial Aid

Grants are awards based on financial need and do not require repayment. Students must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov to determine eligibility for most types of financial aid. P&HCC students may be eligible for the following types of grants:

- **Federal Pell Grant (PELL)** - Under this federal program, students are entitled to financial aid awards based on the student's financial need and the institutional cost of attendance. This grant is made to students who are enrolled in an eligible program of study and meeting all other eligibility requirements. Pell funds are prorated according to the number of credits enrolled each semester.
- **Federal Supplemental Educational Opportunity Grant (FSEOG)** - Federal Pell Grant students with the lowest expected family contribution (EFC) will be eligible for FSEOG of at least **\$100** from federal funds. All applicants for financial aid who complete a FAFSA and are eligible for the Pell Grant are given consideration for the FSEOG funds, contingent upon funding availability.
- **Virginia Commonwealth Award (COMA)** -COMA is a state grant that will assist with tuition only. Students who are enrolled at least half time, are domiciliary residents of Virginia, and demonstrate financial need will be considered for this grant. Awarding is contingent upon funding availability.
- **Virginia Guaranteed Assistance Program (VGAP)** -VGAP assists with tuition for students who are entering college for the first time. They must enroll full- time, be graduates of a Virginia high school, have a GPA of at least 2.5 and demonstrate financial need. This grant is renewable if full-time status and GPA of at least 2.0 are maintained, as well as advancing a class level each award year. Awarding is contingent upon funding availability.
- **Part-time Tuition Assistance Program (PTAP)** -PTAP assists eligible students who enroll for one to eight credits, who generally, because of their less than half- time status, do not qualify for other forms of financial aid. To be eligible, students can't exceed eight credits of enrollment, be domiciliary residents of Virginia and demonstrate financial need. This grant also assists with tuition only and is contingent upon availability of funding.
- **Federal Work Study (FWS)** - FWS can provide money to eligible students to help with educational costs while attending college. This federally sponsored program provides students part-time employment on the college campus or with off-campus non- profit organizations. Students must be enrolled at least six credit hours and demonstrate financial need to be considered. Students desiring this form of assistance should contact the financial aid office and fill out the FAFSA.
- **Loans** - Loans are borrowed funds and require repayment according to the creditor's guidelines. By accepting a loan, students have a legal responsibility to pay the loan amount as instructed in a promissory note.

NOTE: P&HCC does not participate in the Federal Family Education Loan Programs (Direct subsidized and unsubsidized loans and Direct PLUS loans). Students who may need to consider loans to attend Patrick & Henry Community College will need to seek private or alternative student loans.

Scholarships and Awards

Scholarships -- Provided funding is available, the P&HCC Foundation provides scholarships which are financial awards to students based on grades, community service or other requirements set forth by individual scholarship donors. Gifts from individuals and local community organizations have made the following scholarships possible. They are available to all qualified students enrolled at P&HCC. See the P&HCC Website for current information.

- Christopher M. Abercrombie Memorial Endowed Scholarship - Awarded to students who are graduates of a high school in Martinsville or Henry County and who are enrolled as full-time students in the college transfer program.
- Sylvia Adams Nursing Scholarship - Awarded to nursing students with a 2.0 GPA or higher. Preference given to students planning to work in the nursing field in Martinsville or Henry County.
- Mary Grace Adkins Culinary Arts Memorial Endowed Scholarship - Awarded to students enrolled in the Culinary Arts program. Students may be enrolled part-time. Students must have demonstrated financial need, be involved in community service, maintain a 3.0 GPA, and have at least a 3.0 high school GPA if enrolling directly out of high school. Priority given to students who are single parents.
- Melvin L. Adkins Motorsports Memorial Endowed Scholarship - Awarded to motorsports students who are enrolled full-time. Students must also demonstrate financial need, maintain a 3.0 GPA, and have at least a 3.0 high school GPA if enrolling directly out of high school.
- Altrusa International of Martinsville and Henry County Scholarship - Awarded to students who are residents of Martinsville or Henry County with demonstrated community service. Preference is given to students enrolled in a program of study related to the Arts or a career of public service.
- J.D. Bassett, Sr. Endowed Scholarship - Awarded to full-time students who demonstrate financial need. Priority is given to Henry County, Patrick County, and Martinsville residents enrolled in a transfer curriculum.
- Charles C. Bassett Memorial Endowed Scholarship - Awarded to students who are Martinsville or Henry County residents enrolled in business administration, business technology/management, or computer aided drafting and design (CADD) with a 3.0 GPA.
- Beta Sigma Phi, Virginia Xi Epsilon Chapter Scholarship - Awarded to full-time, female students 25 years of age or older who demonstrate financial need and have a 3.0 GPA.
- Blue Ridge Bank Scholarship - Awarded to students who are graduates of a high school in the service region or the Carlisle School. Students must be enrolled full-time and have a 2.5 GPA.
- Blue Ridge Human Resource Association Scholarship - Awarded to students who are an employee or dependent of an employee of a Blue Ridge Human Resources Association member company with a 3.0 GPA.
- Bill Brammer Memorial Endowed Scholarship - Awarded to full-time students demonstrating financial need. Priority is given to employees or dependents of employees of Bassett Furniture, then to Bassett High School graduates. Recipients must have a 2.5 GPA.
- H. Earl Bullard Memorial Scholarship - Awarded to students who are residents of the Fieldale community who are at least 25 years of age and demonstrate community involvement and financial need.
- Samuel Byrd and Beatrice Minter May Memorial Endowed Scholarship - Awarded to full-time students enrolled in a degree or certificate program with a preference to residents of the Fieldale community. Students should demonstrate financial need and have a 2.0 GPA.
- Dr. J.W. Clark Memorial Endowed Scholarship - Awarded to students enrolled full-time in the healthcare curriculum with a 2.5 GPA.
- CMP-HR Electrical Engineering Scholarship - Awarded to students who are residents or natives of Patrick County who graduated from Patrick County High School and are first-year students at P&HCC. Students must be enrolled in a transfer curriculum planning to major in electrical engineering and maintain a 3.0 GPA.
- CMP-HR Human Resources Scholarship - Awarded to students who are residents or natives of Patrick County who graduated from Patrick County High School and are first-year students at P&HCC. Students must be enrolled in a transfer curriculum planning to major in human resources or business and maintain a 2.5 GPA.
- Dan and Mary Cobbs Legacy Memorial Scholarship - Awarded to students who are enrolled in the Education curriculum and plan to be a future teacher.

- Commonwealth Legacy Scholarship - Awarded to full-time, associate degree seeking students who plan to graduate from a Virginia community college. Selections are based on academic excellence to students who demonstrate a willingness to promote community college education, show a willingness to mentor future scholars, and demonstrate a commitment to developing leadership potential.
- Community Service Endowed Scholarship - Awarded to students demonstrating a commitment to community service and students who have diagnosed, documented attention deficit disorder (ADD) or another learning disability. Students must have a 2.5 GPA.
- Corporal Jonathan W. Bowling Memorial Endowed Scholarship - Awarded to students who are graduates of Patrick County High School with demonstrated financial need who are planning to attend P&HCC and work in a public service field such as criminal justice, firefighting, paramedic, EMT, nursing, or education.
- Judge Kenneth W. and Norma P. Covington Endowed Scholarship - Awarded to students who are residents of Martinsville, Henry or Patrick County. Students must have demonstrated financial need and a 2.0 GPA.
- Thomas Page Dalton Memorial Endowed Scholarship - Awarded to students enrolled in the General Studies transfer curriculum and who are residents of Martinsville or Henry County and have a 2.5 GPA.
- Eldred M. Davis Memorial Athletic Scholarship- Awarded to student athletes who are graduates of Bassett High School and have a 3.0 GPA. Students must be active participants in the Fellowship of Christian Athletes group.
- Marty Davis Memorial Nursing Scholarship - Awarded to students enrolled in the RN or PN program with a 2.5 GPA.
- Shelley Frith Drane Performing Arts Memorial Endowed Scholarship -Awarded to students enrolled in the Performing Arts program. Students must be enrolled full-time and have demonstrated financial need. Students must maintain a 3.0 GPA and have a minimum 3.0 high school GPA if enrolling directly out of high school. Priority given to members of the International Thespian Society or students who completed necessary hours if the school does not participate in the program.
- Daughters of the American Revolution (DAR) Scholarship - The General Joseph Martin Chapter of the Daughters of the American Revolution awards a scholarship to students enrolled in the nursing curriculum. Students must be a resident of Martinsville/Henry County, maintain a 2.0 GPA, and demonstrate financial need.
- Daughters of the American Revolution (DAR) Scholarship - The Patrick Henry Chapter of the Daughters of the American Revolution awards a scholarship to students who have a 3.0 GPA, are U.S. citizens and reside in Martinsville or Henry County.
- Cindy and David Deal Scholarship - Awarded to students with preference given to graduates of Martinsville High School. Students must be enrolled full-time and have a 2.5 GPA.
- Alma M. Dillon Memorial Endowed Scholarship - Awarded to students with demonstrated community service. Students must have a 2.5 GPA.
- Roxann Dillon Memorial Endowed Scholarship - Awarded to students who are enrolled in the Education or Teacher Prep curriculum. Students must be residents of Henry County or Martinsville and have a 2.5 GPA.
- Dillow-Meador Scholarship - Awarded to students enrolled in a degree or certificate program. Students must demonstrate financial need and maintain a 2.5 GPA.
- H. Clay Earles Endowed Scholarship Fund - Awarded to students with a preference to entering freshmen with a 2.5 GPA.
- Dale Earnhardt, Jr. Honorary Endowed Scholarship - Awarded to students who are enrolled full-time in the Motorsports curriculum and have a 2.5 GPA.
- Eastman Chemical Center for Advanced Film Manufacturing -Awarded to students enrolled in the Advanced Film Manufacturing Career Studies Certificate program and have a 2.75 GPA.
- Vickie Edwards-Duncan Legacy Scholarship - Awarded to nursing students who are graduates of Martinsville, Patrick County or Galax High School.
- Entre Nous Book Club Scholarship - Awarded to students who are residents of Martinsville or Henry County who demonstrate financial need and have a 2.5 GPA. Preference is given to students planning to pursue an English major.

- Sandra Moore Estes Memorial Nursing Scholarship - Awarded to students enrolled in the RN or PN programs. Preference is given to students who are single mothers.
- Haley and Breanna Ferguson Art Scholarship -- Awarded to students who are enrolled full-time in the General Studies Visual Arts Specialization curriculum.
- Figsboro-Pleasant Grove Endowed Scholarship - Awarded to students living in Franklin County or the Figsboro community. Students must have a 2.0 GPA, demonstrate financial need and have community service involvement.
- Friends of Drewry Mason Scholarship - Awarded to full-time students who are graduates of a Martinsville or Henry County school. Students must have demonstrated financial need and have a 3.0 GPA.
- James Burness Frith Business Administration Memorial Endowed Scholarship - Awarded to full-time business administration students with demonstrated financial need and a 3.0 GPA (or high school 3.5 GPA if enrolling directly out of high school). Priority is given to first generation college students.
- Ellen P. Gale Memorial Scholarship - Awarded to business or education students with a 2.5 GPA and demonstrated financial need.
- General Textbook Scholarship - Awarded to students with demonstrated financial need and a 2.0 GPA.
- Irving M. Groves, Jr. Endowed Scholarship - Awarded to students with demonstrated financial need and a 2.0 GPA.
- Paul Grubb Memorial Endowed Scholarship - Awarded to Administration of Justice students enrolled in at least six semester credits with demonstrated financial need and a 2.0 GPA.
- Gene Haas Foundation Scholarship - Awarded to full-time General Engineering or Motorsports students with a 3.0 GPA.
- Ron and Mary B. Haley Educational Scholarship - Awarded to Patrick County High School graduates with a 2.5 GPA.
- John and Sally Hanbury Vice Presidential Scholarship - Awarded to business administration, accounting, or legal assisting students with a 2.5 GPA and demonstrated financial need.
- Emory and Gertrude Harris Memorial Scholarship - Awarded to Patrick County High School graduates who demonstrate financial need and are interested in careers in law enforcement, healthcare, Administration of Justice or agribusiness.
- Martha Lou Henry Memorial Endowed Nursing Scholarship - Awarded to students enrolled in the nursing program.
- Henry County Rotary Club Annual Scholarship - Awarded to students who are graduates of a Martinsville or Henry County high school. Students must be enrolled full-time with demonstrated financial need and a 2.5 GPA.
- Henry County Rotary Club Endowed Scholarship - Awarded to students who are graduates of a Martinsville or Henry County high school. Students must be enrolled full-time with demonstrated financial need and a 2.5 GPA.
- Dr. Greg and Renee Hodges Scholarship - Awarded to full-time students with a 2.5 GPA. Priority is given to students planning a career in the education field.
- Honorable Gerald L. Baliles Commonwealth Legacy Scholarship - Awarded to first-time, full-time students who will be enrolled at P&HCC. Students must demonstrate potential for public service and a commitment to developing civic leadership. Students must have a 2.0 GPA.
- Honorable Gerald L. Baliles Memorial Endowed Public Service Scholarship - Awarded to students planning to attend Patrick & Henry Community College enrolling full time in the fall semester following high school graduation. Students must be a graduating senior from Patrick County High School and residents of Patrick County. A 2.5 GPA is required and students must be planning to enter a field of public service such as Criminal Justice, Firefighting, Nursing, Education, EMT or Paramedic and Occupational or Physical Therapy.
- Howmet Aerospace Foundation Scholarship - Awarded to students enrolled in the Industrial Electronics Technology program of study with a 3.0 GPA.
- Human Services Scholarship - Awarded to students enrolled in the Human Services program who have a 2.5 GPA and demonstrated financial need.

- Dr. Jethro Hurt Irby Endowed Nursing Scholarship - Awarded to students enrolled in the nursing curriculum with a 3.0 GPA.
- Na'Jada C. Joyce Memorial Scholarship - Awarded to student who are residents of Martinsville or Henry County. Students can be enrolled at P&HCC in the Early Childhood Education programs or high school students planning to attend P&HCC in the Early Childhood Education programs.
- Kiwanis Club of Martinsville Scholarship - Awarded to students who are graduates of Bassett, Martinsville or Magna Vista High School. Students must be enrolled full-time with a 3.0 GPA.
- Abigail Elizabeth Laine Honorary Scholarship - Awarded to students who are graduates of Bassett High School. Students must have a 3.5 GPA and be enrolled in the General Studies program.
- Donald Kay Lawson Memorial Endowed Nursing Scholarship - Awarded to students in the nursing program who have demonstrated financial need.
- Evelyn Lawing Educational Endowed Scholarship - Awarded to students who have a 2.0 GPA.
- Kate Legard Memorial Scholarship - Awarded to students who have a 3.0 GPA and are residents of Martinsville or Henry County.
- Jane Leizer Honorary Performing Arts Scholarship - Awarded to students enrolled in the General Studies Performing Arts curriculum. Students must be full-time with demonstrated financial need and a 2.0 GPA.
- Roy Lessly Memorial Athletic Scholarship - Awarded to students who are active members of an athletic team. Students must have demonstrated financial need and a 3.0 GPA.
- George W. Lester, III Memorial Endowed Scholarship - Awarded to students enrolled in the General Studies transfer curriculum with a 3.0 GPA.
- Alice Lester Memorial Endowed Scholarship - Awarded to full-time students with a preference to those enrolled in a transfer curriculum.
- Marlene Lopez Memorial Scholarship - Awarded to students with a preference to entering freshmen. Students must have a 3.5 GPA and full-time enrollment.
- Sarah L. Mansfield, RN, Memorial Nursing Scholarship - Awarded to first-year nursing students in fall semester and second-year nursing students in the spring semester. Preference is given to displaced homemakers.
- Dr. Susan Martin Honorary Nursing Scholarship - Awarded to students enrolled in the RN program or those who have been accepted to begin the program. Student must be in-state for tuition purposes and a resident of Henry County. Students must have a 2.5 GPA and priority is given to students who have demonstrated community service.
- Wesley F. Martin Memorial Scholarship - Awarded to students who demonstrate financial need and are enrolled in an education program. Students must have a 3.0 GPA.
- Martinsville and Henry County Lions Club Scholarship - Awarded to full-time students enrolled in the nursing curriculum with a 2.0 GPA. Students must be residents of Martinsville or Henry County. First preference is given to the son, daughter, or grandchild of a current Martinsville Lions Club member; second preference is given to the son, daughter, or grandchild of any past member; third preference is given to the son, daughter, or grandchild of a current member of any Lions Club.
- Julie Meador Honorary Scholarship - Awarded to students enrolled in a certificate or degree program with a 3.0 GPA. Priority is given to students living with a potentially disabling condition or who are the primary caretaker of a disabled relative.
- Misty's Wings of Hope Memorial Scholarship - Awarded to first-year nursing students with demonstrated financial need.
- H. Grady Moore, Jr. Memorial Endowed Scholarship - Awarded to full-time, female P&HCC students participating in an athletics program with a 2.0 GPA.
- Walter N. Morris Endowed Scholarship - Awarded to students who demonstrate financial need and have a 2.5 GPA. Preference is given to residents of Henry County, Patrick County, or the City of Martinsville.
- Mt. Sinai Apostle Church of Christ in God Scholarship - Awarded to students active in Mt. Sinai Apostle Church of Christ in God who maintain satisfactory academic progress.

- Maureen Quarles Thompson Norman Memorial Scholarship - Awarded to African American students with demonstrated financial need. Students must have a 2.5 GPA or higher and funds can be used for tuition, textbooks or other needs.
- Nursing Student Association Scholarship - Awarded to students in the RN program who are current NSA members and meet the participation and project requirements of the organization. Students must have a 3.0 GPA and submit a letter of recommendation from the nursing program faculty.
- Fleetus Lee Owens Memorial Endowed Scholarship - Awarded to students in the Business Technology curriculum, with preference to students in the Entrepreneurship/Small Business specialization. Students must be full-time, demonstrate financial need, and have a 3.0 GPA.
- William Letcher Pannill Endowed Scholarship - Awarded to full-time students who demonstrate financial need and have a 2.5 GPA.
- Alison Bailey Parker Fine Arts Memorial Endowed Scholarship -- Awarded to students enrolled in the Fine Arts curriculum with a 2.5 GPA.
- Patrick & Henry Scholars - Awarded to up to ten students selected from high schools in the college's service region (Patrick County, Henry County, and the City of Martinsville). Students receive a full tuition, textbook and all associated fees scholarship. Students who have completed an accredited homeschool program are also eligible. Students must display academic and leadership potential along with a 3.0 GPA. Students must perform volunteer, community service, and extracurricular activities while a member of the program. Patrick & Henry Scholars are members of a prestigious community of scholars and are provided an intense and enriching college experience through activities and services designed to create a stimulating learning environment.
- A. L. Philpott Memorial Endowed Scholarship - Awarded to full-time students with a 2.5 GPA. Students must have demonstrated financial need and be enrolled full-time. Priority is given to Bassett High School graduates.
- Helen B. Racey Endowed Scholarship - Awarded to full-time students with demonstrated financial need who are planning a career in the Education field.
- Cristy Reynolds Memorial Scholarship - Awarded to full-time students with demonstrated financial need and a 2.5 GPA. Preference is given to first generation college students.
- Jessie Frye Rhodes Nursing Scholarship - Awarded to nursing students in their final semester who are eligible for graduation from the PN and RN program. Students must demonstrate financial need, have a 3.0 GPA, reside in the P&HCC service area, and submit an additional essay.
- Jessie Frye Rhodes Nursing Textbook Scholarship - Awarded to students enrolled in the RN or PN programs who have demonstrated financial need, a 2.5 GPA, and are residents in the P&HCC service area.
- Jessie Frye Rhodes Nursing Uniform Scholarship - Awarded to students enrolled in the RN or PN programs who have demonstrated financial need, a 2.5 GPA, and are residents in the P&HCC service area.
- Dorothy Robertson Memorial Scholarship - Awarded to students with demonstrated financial with a 2.0 GPA or higher.
- Sells, Hogg, and Associates Scholarship - Awarded to a student enrolled in a business curriculum with a 2.5 GPA.
- Bobby Scruggs Charitable Foundation Motorsports Scholarship - Awarded to students enrolled in the Motorsports curriculum.
- Betty Jane Simpson Memorial Scholarship - Awarded to students enrolled in the nursing program with a 3.0 GPA.
- Slate-Wilson Memorial Scholarship - Awarded to full-time students with a 2.5 GPA. Students must be a dependent of a full-time Martinsville city employee.
- Kathleen Smith Endowed Scholarship - Awarded to full-time students with a 2.0 GPA. Students must be enrolled in a degree or certificate program and have demonstrated financial need.
- Smith Mountain Lake Garden Club Scholarship - Awarded to students enrolled in at least six credits with a 2.0 GPA.
- Dan Spaugh Theatre Program Memorial Scholarship - Awarded to students enrolled in the General Studies Performing Arts curriculum with demonstrated financial need and a 2.5 GPA.

- Peggy Spencer Memorial Scholarship - Awarded to students with a 3.0 GPA and who are residents of Martinsville or Henry County.
- Stanley Family Foundation Scholarship - Awarded to Bassett/Stansleytown area residents enrolling as freshmen in an occupational or technical program.
- Roy C. Stone Memorial Endowed Scholarship - Awarded to full-time students who demonstrate financial need and have a 2.5 GPA.
- William F. Stone, Sr. Memorial Endowed Scholarship - Awarded to students with demonstrated financial need.
- Lloyd Swain Memorial Endowed Scholarship - Awarded to students with demonstrated financial need and a 2.5 GPA. Preference is given to students enrolled in the electronics/electrical technology program.
- David A. Swanson Memorial Scholarship - Awarded to graduates of a Martinsville or Henry County High School with preference given to students enrolled in the Business or Education curriculum. Student must have a 2.5 GPA and demonstrated financial need.
- Sylvester and Marie F. Turner Endowed Scholarship - Awarded to students who are residents of Henry County with demonstrated financial need, community service involvement and a 3.0 GPA.
- Valley Star Credit Union Scholarship - Awarded to full-time business students with demonstrated financial need and a 2.0 GPA. Priority is given to sophomore level students.
- Archie W. Vipperman Memorial Endowed Scholarship - Awarded to full-time students with demonstrated financial need and a 2.0 GPA. Students must be residents of Virginia.
- Virginia Tech Transfer Endowed Scholarship - Awarded to students with verified admission as a transfer student to Virginia Tech with a 2.5 GPA.
- Virginia Tobacco Indemnification and Community Revitalization Commission- Awarded to students in STEM-H programs of study along with those completing a certificate or degree within one year. Tobacco funds are last dollar tuition assistance. Students must reside in the Tobacco region and have demonstrated satisfactory progress on prior college work with a 2.0 GPA or higher each semester of funding.
- Coach Kenny Wade Memorial Scholarship - Awarded to student athletes with full-time enrollment and a 2.5 GPA.
- Kathy Whitley Honorary Nursing Scholarship - Awarded to second-year nursing students with a 2.5 GPA. A letter of recommendation is required from a member of the nursing faculty.
- Iris Whitlow Memorial Scholarship - Awarded to Patrick County High School graduates who are enrolled full-time and have a 2.5 GPA. Priority is given to students planning a career in the business field.
- Max and Roslyn Wingett Athletic Scholarship - Awarded to student athletes who are enrolled full-time and have a 3.0 GPA.
- Roslyn Wingett Visual Arts Scholarship - Awarded to full-time General Studies Visual Arts Specialization students. Students must present a portfolio during a committee interview.
- Wood Brothers Honorary Scholarship - Awarded to students enrolled full-time in the Motorsports curriculum with a 2.5 GPA.
- Workforce Development Scholarship - Awarded to students in workforce programs.

Scholarships outside of P&HCC are scholarship of which Patrick & Henry Community College has been made aware. Scholarships listed on this site are through outside lenders, businesses, foundations, or individuals and may be used not only at Patrick & Henry Community College but any college that meets the qualifications. Listing of scholarships may be accessed through the Financial Aid webpage.

Workplace Violence Policy

It is Patrick & Henry Community College's policy to promote a safe environment for its employees, students, and campus visitors. The college is committed to working with its employees to maintain a work and learning environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Violence, threats of violence, harassment, intimidation, and other expressions that communicate a direct or indirect threat of physical disruptive behavior in our workplace will not be tolerated. Such harm to one's self or to others. All reports of incidents

will be taken seriously and will be dealt with appropriately. Individuals who commit such acts may be removed from college property and may be subject to disciplinary action, criminal penalties, or both.

All employees and students should cooperate to implement this policy effectively and maintain a safe working and learning environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on college property or at a college function, you should report that person immediately to campus police or other college officials, regardless of whether the person is an employee or student. College personnel who receive such reports should seek advice from their respective Vice President, the Vice President for Finance and Administrative Services, or the college's Human Resource Director.

Please NOTE: Threats or assaults that require immediate attention by security or police should be reported first to P&HCC security at 276-732-2406 or to local police by calling 911.

P&HCC will support all efforts made by college personnel in dealing with violent, threatening, harassing, intimidating, and other disruptive behavior in our workplace and will monitor whether this policy is being implemented effectively. For additional information, contact the Vice President of Financial and Administrative Services or the Human Resource Manager.

Workplace Violence Prevention and Threat Assessment Policy Guidelines

Purpose: The purpose of this policy is to establish guidelines for the prevention of workplace and general campus violence. It includes the formation of campus Threat Assessment Teams and the promotion and maintenance of a productive environment for learning and working that is free from threats, intimidation, and violence.

Coverage: These policy guidelines will apply to all faculty, staff, students, visitors, contractors, and third parties while on college property and while attending college functions. Students may be covered under additional provisions of their respective college's Student Handbook.

A. Definitions:

Threat. Any oral or written expression or gesture that could be interpreted by a reasonable person as conveying an intent to cause physical harm to persons or property. Statements such as, "I'll get him" or "She won't get away with this" could be examples of threatening expressions depending on the facts and circumstances involved.

Workplace: Any college property or any other location where college functions are being performed. This will include, but not be limited to, locations where a college employee is performing any work-related duties or where any student is performing any college-related activities.

Workplace Violence. An action (verbal, written, or physical aggression) which is intended to control or cause, or is capable of causing, death or serious bodily injury to oneself or others, or damage to property. Workplace violence includes abusive behavior toward authority, intimidating or harassing behavior, and threats.

B. **Policy:** P&HCC prohibits threats and acts of violence on college property, at any college-sponsored event; while engaged in college business, educational, or athletic activities; and while traveling in state vehicles. Prohibited conduct includes but is not limited to:

- injuring another person physically
- engaging in behavior that creates a reasonable fear of injury to one's self or another person
- engaging in behavior that would subject a reasonable person to, and does subject another individual to, extreme emotional distress
- Brandishing, using or possessing a weapon (with or without a permit) while on college property or while attending a college-sponsored event; except where possession is a result of participation in an

organized and scheduled instructional exercise for a course, or where the person is a law enforcement professional

- intentionally damaging property
- threatening to injure an individual (including oneself) or to
- damage property
- committing injurious acts motivated by, or related to, domestic violence or sexual harassment and
- retaliating against any employee or student who, in good faith, reports a violation of this policy

C. Consequences of Policy Violations:

1. Employees violating this policy will be subject to disciplinary action up to and including termination and criminal prosecution using existing policies and procedures including Section 3 of the VCCS Policy Manual or DHRM Policy 1.60, Standards of Conduct. Additionally, employees violating this policy may be required, as a condition of continued employment, to participate in a mental health evaluation as part of a threat assessment process, and to obtain certification from the mental health evaluator that they are not a risk to themselves or others. The college may also take all necessary means of action, including interim suspension, referrals to community services boards or health care providers for evaluation or treatment, medical separation to resolve potential physical threats, and notification of family members or guardians, or both, unless such notification would prove harmful to the individual in question, consistent with state and federal law.
2. Students violating this policy will be subject to disciplinary action including dismissal and criminal prosecution. Additionally, employees violating this policy may be required, as a condition of continued enrollment, to participate in a mental health evaluation as part of a threat assessment process, and to obtain certification from the mental health evaluator that they are not a risk to themselves or others. The college may also take all necessary means of action, including interim suspension, referrals to community services boards or health care providers for evaluation or treatment, medical separation to resolve potential physical threats, and notification of family members or guardians, or both, unless such notification would prove harmful to the individual in question, consistent with state and federal law.
3. Visitors and third parties violating this policy will be subject to applicable, state, and federal laws, and associated regulations, and may be barred from the college at the college's discretion.

D. Violence Prevention Committees and Threat Assessment Team

1. The college shall establish policies and procedures for the prevention of violence on campus, including the assessment of and intervention with individuals whose behavior poses a threat to the safety of the campus community.
2. The college shall appoint a violence prevention committee structure on campus composed of individuals charged with education on and prevention of violence on campus. Each violence prevention committee shall include representatives from student affairs, law enforcement, human resources, mental health professional or counseling services representative, and other constituencies as needed and shall consult with legal counsel as needed. The violence prevention committee shall develop a clear statement of mission, membership, and leadership. Such statement shall be published and made available to the campus community.
3. Each violence prevention committee shall (i) provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a physical threat to the community; (ii) identify members of the campus community to whom threatening behavior should be reported; (iii) establish policies and procedures that outline circumstances under which all faculty and staff are required to report behavior that may represent a physical threat to the community, provided that such report is consistent with state and federal law; and (iv) establish policies and procedures for (a) the assessment of individuals whose behavior may present a threat, (b) appropriate means of intervention with such individuals, and (c) sufficient means of action, including interim suspension, referrals to community services boards or health care providers for evaluation or treatment, medical separation to resolve potential physical threats, and notification of family members or guardians, or both, unless such notification would prove harmful to the individual in question, consistent with state and federal law.

4. The college shall establish a threat assessment team that includes members from student affairs, human resources, law enforcement, a mental health professional representative, and others who have knowledge, professional expertise, or responsibilities that could assist the committee with completing its work. Each threat assessment team shall implement the assessment, intervention, and action policies set forth by the violence prevention committee pursuant to subsection 3.
5. Each threat assessment team shall establish relationships or utilize existing relationships with mental health agencies and local and state law-enforcement agencies to expedite assessment of and intervention with individuals whose behavior may present a threat to safety. Upon a preliminary determination that an individual poses a threat of violence to self or others or exhibits significantly disruptive behavior or a need for assistance, the threat assessment team may obtain criminal history record information as provided in §§ 19.2-389 and 19.2-389.1 and health records as provided in § 32.1-127.1:03.
6. No member of a threat assessment team shall disclose any criminal history record information or health information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.
7. The college expects that its threat assessment team will be able to quickly receive information about, assess, and (1) respond to incidents, (2) investigate all incidents of workplace violence, and (3) determine the appropriate response, including interim measures, and the actions necessary to address a particular situation.

If the alleged offender is a credit student, the threat assessment team will forward its recommendation to the Vice President of Academic and Student Success Services for a final decision. If the alleged offender is a non-credit student, the threat assessment team will forward the reports to the Vice President for Workforce, Economic & Community Development for a final decision. If the alleged offender is an employee or third party, the threat assessment team will forward its recommendation to the Vice President for Financial and Administrative Services for a final decision.