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 creating career opportunities for students and their families to enjoy a better life. Whether you are attending for a short-term certification, a career and technical education 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 credential 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 enjoy 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, 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 undergoing an economic renaissance, and we want to make sure that we provide our 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 your career.

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

J. Gregory Hodges, PhD

Academic Calendar

2024-2025 Academic Calendar

2024-2025 ACADEMIC CALENDAR *(all dates subject to change)*

Patrick & Henry Community College

SUMMER SESSION 2024

REGISTRATION BEGINS TUESDAY, APRIL 2, 2024	8 WEEK	10 WEEK * * Practical Nursing program courses only.
OPEN ADVISING & REGISTRATION FOR SUMMER 2024	May 16 - 17	
Classes Begin	May 20	
*Last Date to Register Late/Add	May 21*	May 24*
Memorial Day – College Closed	May 27	
Faculty Research – No Classes	May 28	
LAST DATE TO DROP A COURSE TO RECEIVE A REFUND	MAY 29	MAY 31
Juneteenth Observed – College Closed	June 19	
Student Holidays – No Classes	July 1 – 5	
Independence Day - College Closed	July 4 – 5	
Last Date to Withdraw without Grade Penalty or to Change from Credit to Audit	July 8	
Classes End	July 24	August 7
Exams	July 25 - 26	August 8 - 9
Grades Due	August 12 by 9:00 a.m.	
Grades Post to SIS for ALL Summer Sessions	August 12 by 12:00 p.m.	

* During the first five days of a regular session or the first two days of an 8 week session, students may openly add or swap courses for which all pre-requisites are met.

FALL SEMESTER 2024

REGISTRATION BEGINS TUESDAY, APRIL 2, 2024	8 WEEK - 1	16 WEEK	8 WEEK - 2
OPEN ADVISING & REGISTRATION FOR FALL 2024	AUGUST 12 - 16		
Faculty Return to Campus — Academic Planning	August 16		
Classes Begin	August 19		October 16
College Wide Inservice	August 23		
*Last Date to Register Late/Add	August 20*	August 23*	October 17*
Labor Day – College Closed	September 2		
LAST DATE TO DROP A COURSE TO RECEIVE A REFUND	AUGUST 26	SEPT. 4	OCTOBER 24
Last Date to Withdraw without Grade Penalty or to Change from Credit to Audit	September 19	October 22	November 19
Registration for Spring 2025 Begins	OCTOBER 30		
Election Day – College Closed		November 5	
Faculty Research – No Classes		November 27	
Thanksgiving Holidays – College Closed		November 28 - 29	
Classes End	October 11	December 6	December 12
Exams	See Course Syllabus	Dec. 9-12	See Course Syllabus
Grades Due	Oct. 14 by 9 a.m.	December 13 by 9:00 a.m.	
Grades Post to SIS	Oct. 14 by 12 p.m.	December 13 by 12:00 p.m.	
Faculty Research	December 16 - 23		

* During the first five days of a regular session or the first two days of an 8 week session, students may openly add or swap courses for which all pre-requisites are met.

SPRING SEMESTER 2025

REGISTRATION BEGINS WEDNESDAY, OCTOBER 30, 2024	8 WEEK - 1	16 WEEK	8 Week - 2
New Year's Day – College Closed	January 1		
College Opens/Faculty & Staff Return to Campus	January 2		
College Wide Inservice & Planning	January 7 - 8		
OPEN ADVISING & REGISTRATION FOR SPRING 2025	JANUARY 9 - 10		
Classes Begin	January 13		March 17
*Last Date to Register Late/Add	January 17*		March 18*
Martin Luther King, Jr. Day - College Closed	January 20		
LAST DATE TO DROP A COURSE TO RECEIVE A REFUND	JANUARY 21	JANUARY 30	MARCH 24
Spring Break – No Classes	March 10 - 14		
Last Date to Withdraw without Grade Penalty or to Change from Credit to Audit	February 13	March 20	April 17
Registration for Summer & Fall 2025	APRIL 1		ARIL 1
Classes End	March 7	May 5	May 9
Exams	See Course Syllabus	May 6 – 9	See Course Syllabus
Grades Due	March 10 by 9 a.m.	May 12 by 9:00 a.m.	
Grades Post to SIS	March 10 by 12 p.m.	May 12 by 12:00 p.m.	
Faculty Inservice/Academic Division Planning	May 13 - 14		
Faculty Research	May 15		
Commencement	May 17		

16 week sessions: 2 EAB Progress Reports • 16 week sessions: 1 EAB Progress Report • 8 and 10 week sessions: 1 EAB Progress Report

The College

Patrick & Henry Community College (P&HCC) is one of 23 community colleges in Virginia. P&HCC 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 at The Gerald L. Baliles and Richard S. Reynolds, Sr. Learning Center and P&HCC Patrick County Site. 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 a member of the Virginia Community College System and is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award career studies certificates, certificates, and associate degrees. Questions about the accreditation of Patrick & Henry Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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 has conditional approval with terms and conditions per the Virginia State Board of Nursing. The Practical Nursing Certificate program and the Nurse Aide Training program have full approval granted 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. 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). *During its Fall 2024 meeting the Commission on Accreditation of Physical*

Therapy Education (CAPTE) placed the program on Warning due to National Physical Therapy Exam pass rates of graduates; the accreditation status of the program remains unchanged. A Compliance Report that includes analysis of potential factors affecting pass rates and a plan of action to be instituted to improve rates has been submitted to CAPTE for review at the CAPTE Spring Meeting April 25-29, 2025. At that time CAPTE will determine if the program will be placed on Probation.

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.

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.

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 setting**s.**

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 Online Computer Library Center (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 Agreement (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 online 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; 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

Student Success Center

The Student Success Center is located on the first floor of the Walker Building. 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

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

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.

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. Four 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 on the 1st floor of the Walker Building.

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 Walker 135.

Patriot Diggs - Patriot Diggs is established to provide students with clothing options for interview attire and is free and available to all students. Any student in need of an outfit for an interview can visit the Student Success Center on the first floor of the Walker Building.

Access to Technology - Students in need of a laptop, calculator, or internet hotspot to complete coursework may be able to loan these items out on a semester by semester basis. Students in need of these technology items should visit the Student Success Center on the first floor of the Walker Building.

Student Services Division

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 offers guidance with personal career development for all students. Successful career choices should be based on students' interests, values, skills, and personality. Services, education, and resources are provided in choosing a career path, preparing for pre-employment, initiating searches for volunteer, internship, and job opportunities, providing links to local employers and job opportunities, as well as application processes.

Services include the following:

- Career advising using the Virginia Wizard Career and Course Planner, or the RIASEC Career Interest Model.
- Hosting workshops on various career readiness topics, such as "resume writing", "job interviewing", "professionalism", "customer service", and others.
- Guidance through the pre-employment process including resume and cover letter reviews and formatting advice, and interview prep.
- Handshake online career development program to help with job search and career development.
- Fostering positive relationships with local employers to provide direct job links for students.
- Collaborating with local workforce partners in the Virginia Workforce Center.
- Hosting career and job fairs, both on and off campus, to allow for networking with potential employers.
- Posting job opportunities and career events to social media for distribution to students and the community.
- Assisting with the application process for internships and/or job placement.
- Offering and proctoring ACT WorkKeys pre-employment testing to students and organizations.
- Proctoring credentialing assessments including Manufacturing Skill Standards Council (MSSC), National Center for Construction Education and Research (NCCER), National Healthcareer Association (NHA), National Institute for Metalworking Skills (NIMS), and ServSafe Manager Training, as related to specific programs of study.

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 include 21st 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 by competitive grants through the United States Department of Education, each in the amount of $262,500 annually.

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 below. Colleges may allow students who are in their final semester of high school or home school to enroll in summer courses. These students must provide documentation of graduation in order to enroll in subsequent semesters.

Reading   EDE 10

Writing   EDE 10

Math   MDE 10

Patrick & Henry Community 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.

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.

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.

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.
    1. 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.
    2. Students must be admitted into an eligible curriculum prior to the semester start date.
3. **Official College Transcripts** for all previous institutions if:

1. You plan to enter the degree program in either Nursing or EMT-Paramedic or the certificate in Licensed Practical Nursing;
2. 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 eForm online in the Student Records eForms tab of SIS.
   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.**
   1. Nursing (RN and LPN) and EMT-Paramedic applicants need to consult specifics in the Nursing, LPN, or EMT- Paramedic section of the college catalog.
   2. 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
   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. Additionally, International Students must adhere to the attendance requirements for face-to-face classes. This policy may be found here under *General Information*.

Students are allowed to attend Patrick & Henry Community College for two years. Please keep in mind that P&HCC does not offer international student scholarships, employment on campus is limited, and off campus employment is authorized only by US Immigration and Customs if certain requirements are met.

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's 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, l982, 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:
    1. to register for and enroll in courses as a full-time or part-time student for academic credit if such senior citizen had a taxable individual income not exceeding $23,850 for Virginia income tax purposes for the year preceding the year in which enrollment is sought;
    2. to register for and audit courses offered for academic credit regardless of income level; and
    3. to register for and enroll in courses not offered for academic credit regardless of income level.

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

The Council of Higher Education shall establish procedures to ensure that tuition-paying students are accommodated in courses before senior citizens participating in this program are enrolled. However, the state institutions of higher education may make individual exceptions to these procedures when the senior citizen has completed 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 should 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. Transfer Credit posted to your Patrick & Henry Community College transcript becomes a part of your permanent academic record. As part of your permanent academic record, transfer credit will not be removed for any reason unless credit is posted erroneously. 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 or college advisor, who will discuss 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 Academic Program Change Form" has been submitted. 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 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**.

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.

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 (VMSDEP) 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 establish an account through the VMSDEP portal and complete the VMSDEP application.
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.
9. Approved dependents must use their portal account to request the waiver for each term of attendance.

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 GI Bill® - Active Duty Program) or chapter 33 (Post-9/11 GI 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, and the student 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 Bill® 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, and
- provide a copy of page four of the DD214 (only veterans receiving benefits)

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

College Programs

Associate Degree Programs

P&HCC awards associate degrees in science and applied science. Associate of Science (AS) 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 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 required to complete the 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.

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 or the student can self-register via the Student Information System (SIS). 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 can meet with their assigned faculty advisor. This faculty advisor is listed in your MyP&HCC SIS account and Navigate.

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 respective 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, 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 reach out to an advisor for submission of a late-add request. This form must be approved by 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, online assignments, 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

Military Credits earned in nontraditional educational/training programs (military, industry, state and federal government)

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 academic dean prior to award. 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 Patrick Henry Admissions and Records office. **Note: If the student submits only the DD214 and no military transcript, only credit for HLT 100 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 100.**

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 Community College of the Air Force - Registrars Division Transcript Request | Parchment.

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.

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, an advisor must complete an "Authorized Student Exception" form and have it approved by both the dean and Academic Vice President. 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 per semester (Fall/Spring). The minimum full-time load is 12 credits, and the normal maximum full-time load is 18 credits. A student wishing to enroll for more than 18 credits must have the approval of the Vice President of Academic and Student Success Services or appointed designee. Students may not enroll in more than 10 credits in an 8-week session which includes the 8-week Summer term. 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)

- 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.
- 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".
- 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.

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.

I (Incomplete)   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 an 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 best grade/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. Grade posting dates are listed on the academic calendar. Students can use their individual access to their academic record to view grades. 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.

Honors and President's Lists

President's List: Students enrolled in at least 6 non-developmental credits and who earn a semester grade point average of 3.8 or higher are placed on the President's List.

Honors List: Students enrolled in at least 6 non-developmental credits and who earn a semester grade point average of 3.2 or higher are placed on the Honors List.

Only the highest applicable honor will be awarded. Academic honors are noted on the student's official transcript.

GRADUATION HONORS AND AWARDS

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

Students with the following Grade Point Average or Better

3.2   Cum Laude (with honors)

3.5   Magna Cum Laude (with higher honors)

3.8   Summa Cum Laude (with highest honors)

Academic 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: Criminal Justice Specialization
- 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
- 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
- Science: Health Science Specialization
- Science: Pre-BSN 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. Students must also complete the Replacement Degree Order Form.

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

P&HCC abides by the Family Educational Rights and Privacy Act of 1974 (FERPA) 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 science and in applied science. Associate of Science (AS) 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.

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, 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.

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 12 credits of technical electives to explore a variety of technical electives but are strongly urged to pursue a concentration in one of three 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 Human Communication Credits: 3**
- **SOC EEE - Social Science Elective Credits: 3**

Total Credits: 15

Core Program Requirements

- **EGR 110 - Engineering Graphics Credits: 3**
- **EGR 298 - Seminar and Project Credits: 1**
- **ELE 233 - Programmable Logic Controller Systems I Credits: 3**
- **ELE 246 - Industrial Robotics Programming Credits: 3**
- **ETR 156 - Digital Circuits and Microprocessor Fundamentals Credits: 4**
- **IND 160 - Introduction to Robotics Credits: 3**
- **IND 243 - Principles and Applications of Mechatronics Credits: 3**
- **ITP 137 - Programming IOS Devices Credits: 3**
- **MEC 112 - Processes of Industry Credits: 3**
- **MEC 119 - Introduction to Basic CNC and CAM Credits: 3**
- **MEC 140 - Introduction to Mechatronics Credits: 3**
- **MEC 155 - Mechanisms Credits: 3**
- **MEC 165 - Applied Hydraulics, Pneumatics and Hydrostatics Credits: 3**
- **SAF 130 - Industrial Safety - OSHA 10 Credits: 1**
- **TEC EEE - Technical Electives Credits: 12**
- **SDV 100 - College Success Skills Credits: 1**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**

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.

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

- ITP 137 - Programming IOS Devices 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**

Total Credits: 7

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

Total Credits: 16

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 Human Communication Credits: 3**
- **ELE 233 - Programmable Logic Controller Systems I Credits: 3**

Total Credits: 16

Industrial Electronics Technology, AAS

Length: 63 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 Human Communication Credits: 3**
- **MTH 111 - Basic Technical Mathematics Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Science Elective Credits: 3**
- **ENG 115 - Technical Writing Credits: 3**

Total Credits: 15

Program Requirements

- **ELE 113 - Electricity I Credits: 3**
- **ELE 156 - Electrical Control Systems Credits: 3**
- **ELE 229 - Troubleshooting and Maintenance of Electrical Systems Credits: 3**
- **ELE 239 - Programmable Controllers Credits: 3**
- **ELE 245 - Industrial Wiring Credits: 3**
- **ELE 246 - Industrial Robotics Programming Credits: 3**
- **EGR 277 - Digital Logic Credits: 3**
- **EGR 298 - Seminar and Project Credits: 1**
- **ETR 230 - Mechatronic Process Control Credits: 3**
- **ETR 246 - Electronic Motor Drives Systems Credits: 3**
- **IND 123 - Introduction to Lean Manufacturing and Six Sigma Credits: 1**
- **IND 243 - Principles and Applications of Mechatronics Credits: 3**
- **INS 210 - Principles of Instrumentation Credits: 3**
- **ITP 137 - Programming IOS Devices Credits: 3**
- **MEC 140 - Introduction to Mechatronics Credits: 3**
- **MEC 155 - Mechanisms Credits: 3**
- **MEC 165 - Applied Hydraulics, Pneumatics and Hydrostatics Credits: 3**

- **SDV 100 - College Success Skills Credits: 1**

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.

Fall Semester Courses

- **ELE 113 - Electricity I Credits: 3**
- **ELE 156 - Electrical Control Systems Credits: 3**
- **ITP 137 - Programming IOS Devices Credits: 3**
- **MEC 140 - Introduction to Mechatronics Credits: 3**
- **MEC 155 - Mechanisms Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 16

Spring Semester Courses

- **IND 123 - Introduction to Lean Manufacturing and Six Sigma Credits: 1**
- **IND 243 - Principles and Applications of Mechatronics Credits: 3**
- **ELE 246 - Industrial Robotics Programming Credits: 3**
- **ELE 245 - Industrial Wiring Credits: 3**
- **INS 210 - Principles of Instrumentation Credits: 3**
- **MEC 165 - Applied Hydraulics, Pneumatics and Hydrostatics Credits: 3**

Total Credits: 16

Fall Semester Courses

- **ETR 230 - Mechatronic Process Control Credits: 3**
- **ETR 246 - Electronic Motor Drives Systems Credits: 3**
- **ELE 229 - Troubleshooting and Maintenance of Electrical Systems Credits: 3**
- **ELE 239 - Programmable Controllers Credits: 3**
- **EGR 277 - Digital Logic Credits: 3**

Total Credits: 15

Spring Semester Courses

- **CST 110 - Introduction to Human Communication Credits: 3**
- **SOC EEE - Social Science 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, AAS

Length: 60-69 credits

Purpose: The Technical Studies Associate in Applied Science Degree is designed to provide a broad foundation of general education and technological knowledge, along with a concentration in a technical field as identified by local industry needs, that will prepare the graduate to enter or advance in technical fields upon graduation. The Technical Studies degree will use one existing certificate or career studies certificate with additional courses to create a coherent plan of study for a total of 60-69 credits. The degree must be approved by the Chief Academic Officer or **designee** to ensure a coherent plan of study.

General Education Requirements

The student must complete one course from **each** category. The student must then complete one additional course from one category or take CST 110 to achieve the 15 required General Education credits for the Technical Studies degree.

English

- **ENG EEE - English Requirement Credits: 3-6**

Humanities

- **HUM EEE - Humanities Requirement Credits: 3-6**

Social Science

- **SOC EEE - Social Science Requirement Credits: 3-6**

Mathematics or Natural Science

- **MTH or NAS EEE - Math or Natural Science Requirement Credits: 3-6**

Total Credits: 15

Student Development Requirement

Student Development

- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 1

Content, Skills, and Knowledge

This curriculum allows the student to select (1) or (2) existing certificates, to include career studies certificates, with additional courses to create a coherent plan of study in a technical field of the student's choice. The student should work with an advisor to develop their plan of study. The plan of study must be approved in advance by the Chief Academic Officer or designee.

- **TECH EEE - Technical Studies Electives Credits: 44-52**

Total Credits: 44-52

Total Credits for Degree: 60-69

Technical Studies: Motorsports Technology Pathway, 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

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

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

Total Credits: 15

Program Requirements

- **MAC 121 - Numerical Control I Credits: 3**
- **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 132 - Motorsports Structural Technology III 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**
- **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**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**

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.

Fall Semester Courses

- **ENG 115 - Technical Writing Credits: 3**
- **MAC 161 - Machine Shop Practices I Credits: 3**
- **MTH 111 - Basic Technical Mathematics Credits: 3**
- **MTS 120 - Introduction to Motorsports Technology Credits: 3**
- **MTS 130 - Motorsports Structural Technology I Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **WEL 135 - Inert Gas Welding Credits: 2**

Total Credits: 18

Spring Semester Courses

- **CST 110 - Introduction to Human Communication Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **MTS 125 - Motorsports Technology I Credits: 3**
- **MTS 131 - Motorsports Structural Technology II Credits: 3**
- **MTS 135 - Sheet Metal Fabrication Credits: 3**
- **MTS 210 - Race Car Setup I Credits: 3**

Total Credits: 18

Fall Semester Courses

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

Total Credits: 17

Spring Semester Courses

- **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**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **SOC EEE - Social Science Elective Credits: 3**

Total Credits: 15

Computer Aided Drafting and Design (CADD) Certificate

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.

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

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 141 - Welder Qualification Tests I Credits: 3**
- **WEL 145 - Welding Metallurgy Credits: 3**
- **WEL 150 - Welding Drawing and Interpretation Credits: 3**
- **WEL 160 - Gas Metal Arc Welding Credits: 3**
- **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**

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: 3** *
- **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: 15

Fall Semester Courses

- **WEL 126 - Pipe Welding I Credits: 3**
- **WEL 141 - Welder Qualification Tests I Credits: 3**
- **WEL 237 - Applied Welding Process Credits: 3**

Total Credits: 9

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.

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: 16 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**
- **EGR 277 - Digital Logic Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Career Studies Certificate: 16 Credits

Automotive Maintenance and Light Repair, CSC

Length: 16 credits

PURPOSE: This career studies certificate is designed to train individuals for employment in express service light repair and maintenance positions at dealerships and independent repair shops. The curriculum covers both theory and

shop training with an emphasis on service and minor repair. As a result of instruction, students will be able to describe the purpose and function of each vehicle system and identify the parts involved and how they work. Additionally, students will learn how to perform basic diagnosis with the end goal of determining if a system is working as designed or if further service is required.

OCCUPATIONAL OBJECTIVES: Auto Mechanic, Service Advisor, Maintenance Technician, Parts Clerk, and Service Writer.

ADMISSION REQUIREMENTS: General college curricular admission.

PROGRAM NOTES: Students are required to meet with the program head either before registering for their first semester or early in their first semester of study.

Requirements

- **AUT 101 - Introduction to Automotive Systems Credits: 3**
- **AUT 241 - Automotive Electricity I Credits: 3**
- **AUT 265 - Automotive Braking Systems Credits: 3**
- **AUT 266 - Auto Alignment, Suspension and Steering Credits: 3**
- **AUT 111 - Automotive Engines I Credits: 4**

Minimum Required for Career Studies Certificate: 16 Credits

CNC Lathe Operator, CSC

Length: 19

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**
- **MTH 111 - Basic Technical Mathematics Credits: 3**
- **MAC 150 - Introduction to Computer Aided Manufacturing Credits: 3**
- **MAC 121 - Numerical Control I Credits: 3**
- **MAC 126 - Introductory CNC Programming Credits: 3**
- **MAC 231 - Advanced Precision Machining I Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 19

Machining Technician, CSC

Length: 19 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. Students 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 161 - Machine Shop Practices I Credits: 3**
- **MAC 162 - Machine Shop Practices II Credits: 3**

- **MAC 163 - Machine Shop Practices III Credits: 3**
- **MAC 164 - Machine Shop Practices IV Credits: 3**
- **MTH 111 - Basic Technical Mathematics Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for the Career Studies Certificate: 19 Credits

Motorsports Advanced Race Car Setup, CSC

Length: 26 credits

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

Requirements

- **MAC 122 - Numerical Control II Credits: 3**
- **MTS 105 - Fundamentals of Motorsports Technology 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 298 - Dyno Engine Performance Credits: 3**
- **WEL 135 - Inert Gas Welding Credits: 2**

Minimum Required for Career Studies Certificate: 26 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.

Requirements

- **SDV 100 - College Success Skills Credits: 1**
- **MTS 120 - Introduction to Motorsports Technology Credits: 3**
- **MTS 125 - Motorsports Technology I Credits: 3**
- **MTS 126 - Motorsports Technology II 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 and Commercial Electrician, CSC

Length: 18 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**
- **ELE 245 - Industrial Wiring Credits: 3**
- **ELE 229 - Troubleshooting and Maintenance of Electrical Systems Credits: 3**

Minimum Required for Career Studies Certificate: 18 Credits

Robotic Welding, CSC

Length: 20 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: 3**
- **WEL 198 - Seminar and Project Credits: 4**
- **WEL 241 - Robotic Welding I Credits: 2**
- **WEL 242 - Robotic Welding II Credits: 2**

Minimum Required for Career Studies Certificate: 20 credits

Robotics and Automation Technology, CSC

Length: 24 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**
- **MEC 165 - Applied Hydraulics, Pneumatics and Hydrostatics Credits: 3**
- **ETR 230 - Mechatronic Process Control Credits: 3**
- **ELE 239 - Programmable Controllers Credits: 3**
- **ETR 246 - Electronic Motor Drives Systems Credits: 3**
- **ELE 246 - Industrial Robotics Programming Credits: 3**
- **INS 210 - Principles of Instrumentation Credits: 3**
- **ELE 156 - Electrical Control Systems Credits: 3**

Total Credits: 24

Welding, CSC

Length: 19 credits

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

Career Information

Current Job Opportunities

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: 3**
- **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: 19 Credits

Business

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 201 - Principles of Macroeconomics Credits: 3**
  or
- **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 124 - Payroll Accounting Credits: 3**

- **ACC 211 - Principles of Accounting I Credits: 3**
- **ACC 212 - Principles of Accounting II Credits: 3**
- **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 202 - Applied Management Principles Credits: 3**
- **BUS 204 - Project Management Credits: 3**
- **BUS 205 - Human Resource Management Credits: 3**
- **BUS 240 - Introduction to Business Law Credits: 3**
- **FIN 107 - Personal Finance Credits: 3**
- **ITE 140 - Spreadsheeting for Business Credits: 3**
- **MKT 201 - Introduction to 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.

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

Total Credits: 16

Spring Semester Courses

- **ACC 212 - Principles of Accounting II Credits: 3**
- **ECO 201 - Principles of Macroeconomics Credits: 3**

or

- **ECO 202 - Principles of Microeconomics Credits: 3** *
- **MKT 201 - Introduction to Marketing Credits: 3** *
- **ITE 140 - Spreadsheeting for Business Credits: 3** *
- **BUS 205 - Human Resource Management Credits: 3** * (S) (M)

Total Credits: 15

Fall Semester Courses

- **PED/HLT EEE - Wellness Elective Credits: 1**
- **BUS 240 - Introduction to Business Law Credits: 3**
- **FIN 107 - Personal Finance Credits: 3** (S)
- **BUS 111 - Principles of Supervision I Credits: 3** (S) (M)
- **BUS 200 - Principles of Management Credits: 3** (S) (M)
- **BUS 106 - Security Awareness for Managers Credits: 3** (S) (M)

Total Credits: 16

Spring Semester Courses

- **ACC 124 - Payroll Accounting Credits: 3** (M)
- **BUS 112 - Principles of Supervision II Credits: 3** (S)
- **BUS 202 - Applied Management Principles Credits: 3**
- **BUS 204 - Project Management Credits: 3** (M) *
- **HUM EEE - Humanities/Fine Arts Elective 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 201 - Principles of Macroeconomics Credits: 3**
  or
- **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**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**

Total Credits: 15

Program Requirements

- **ACC 211 - Principles of Accounting I Credits: 3**
- **ACC 212 - Principles of Accounting II Credits: 3**
- **BUS 100 - Introduction to Business Credits: 3**
- **BUS 106 - Security Awareness for Managers Credits: 3**
- **BUS 111 - Principles of Supervision I Credits: 3**
- **BUS 116 - Entrepreneurship Credits: 3**
- **BUS 165 - Small Business Management Credits: 3**
- **BUS 200 - Principles of Management Credits: 3**
- **BUS 202 - Applied Management Principles Credits: 3**
- **BUS 205 - Human Resource Management Credits: 3**
- **BUS 240 - Introduction to Business Law Credits: 3**
- **BUS 280 - Introduction to International Business I Credits: 3**
- **FIN 107 - Personal Finance Credits: 3**
- **ITE 140 - Spreadsheeting for Business Credits: 3**
- **MKT 201 - Introduction to 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

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**
- **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**
- **BUS 205 - Human Resource Management Credits: 3**
- **ECO 201 - Principles of Macroeconomics Credits: 3**
  or
- **ECO 202 - Principles of Microeconomics Credits: 3**
- **MKT 201 - Introduction to Marketing Credits: 3**
- **ITE 140 - Spreadsheeting for Business Credits: 3**

Total Credits: 15

Fall Semester Courses

- **FIN 107 - Personal Finance Credits: 3**
- **BUS 111 - Principles of Supervision I Credits: 3**
- **BUS 200 - Principles of Management Credits: 3**
- **BUS 240 - Introduction to Business Law Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **BUS 106 - Security Awareness for Managers Credits: 3**

Total Credits: 16

Spring Semester Courses

- **BUS 202 - Applied Management Principles 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

Business Administration, AS

Length: 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 Human Communication Credits: 3**
- **ECO 201 - Principles of Macroeconomics Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **HIS EEE - History Elective Credits: 3**
- **MTH 161 - Precalculus 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 Science Elective Credits: 4**

Total Credits: 31

Program Requirements

- **ACC 211 - Principles of Accounting I Credits: 3**
- **ACC 212 - Principles of Accounting II Credits: 3**
- **BUS 100 - Introduction to Business Credits: 3**
- **BUS 200 - Principles of Management Credits: 3**
- **BUS 224 - Business Statistics Credits: 3**
- **BUS 240 - Introduction to Business Law Credits: 3**
- **BUS 280 - Introduction to International Business I Credits: 3**
- **ECO 202 - Principles of Microeconomics Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **MKT 201 - Introduction to Marketing Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 31

Minimum Required for Degree: 62 Credits

Advising Sheet

Fall Semester Courses

- **BUS 100 - Introduction to Business Credits: 3**
- **CST 110 - Introduction to Human Communication Credits: 3**
- **ECO 201 - Principles of Macroeconomics Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **MTH 161 - Precalculus I Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 16

Spring Semester Courses

- **ECO 202 - Principles of Microeconomics Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **HIS EEE - History Elective Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **MTH 261 - Applied Calculus I Credits: 3**

Total Credits: 15

Fall Semester Courses

- **ACC 211 - Principles of Accounting I Credits: 3**
- **BUS 200 - Principles of Management Credits: 3**
- **BUS 224 - Business Statistics Credits: 3**
- **BUS 240 - Introduction to Business Law Credits: 3**
- **NAS EEE - Natural Science Elective Credits: 4**

Total Credits: 16

Spring Semester Courses

- **ACC 212 - Principles of Accounting II Credits: 3**
- **BUS 280 - Introduction to International Business I Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **MKT 201 - Introduction to Marketing Credits: 3**

Total Credits: 15

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.

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 201 - Introduction to 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 - Spreadsheeting for Business 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 - Spreadsheeting for Business 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

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

Criminal 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 Human 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**
- **EEE EEE - College Transfer Elective 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: 66 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.

NOTE: Classes marked with * meet the requirements of the Career Studies Certificate in Justice Studies. Classes marked with + meet the requirements of the Career Studies Certificate in Foundations of Criminal Justice, CSC

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 Human 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**
- **EEE EEE - College Transfer Elective Credits: 3**
- **PLS 136 - State and Local Government and Politics Credits: 3**
- **PED/HLT EEE - Wellness Electives 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 80% 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 80% 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 & field internship classes. Students must provide proof of all required immunizations as mandated by clinical & field 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 & field internship classes. Drug screens may be repeated after program acceptance to comply with clinical & field 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 & field 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 and Society 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 and Society 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. The P&HCC ADN program s designed to meet the requirements leading to professional licensure in the state of Virginia. Each state has its own requirements concerning licensure where passing the NCLEX-RN is one of those requirements; other requirements may differ from those in Virginia. Additional information regarding out of state licensure can be found on their professional licensure website or the NCSBN webpage for professional licensure requirements: Board of Nursing Licensure Requirements | NCSBN

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

- Client- Centered Care- Provide client centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations;
- Safety- Practice safe nursing care that minimizes risk of harm across systems and client populations;
- Clinical Judgement- Integrate clinical judgement when collaborating wiht the healthcare team in the management of care for complex clients;
- Professional Behaviors- 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;
- Quality Improvement- Manage client care through quality improvement processes, information technology, and fiscal responsibility to meet client needs and support organizational outcomes; and
- Collaboration- Demonstrate principles of collaborative practice within the nursing and healthcare teams fostering mutual respect and shared decision-making to achieve stated outcomes of care.
- Pharmacology- Manage the appropriateness, accuracy, and client response to pharmacology principles for clients with complex conditions.

End of Program Outcomes

Patrick & Henry Community College is committed to the overall excellence of its ADN nursing program:

- The most recent annual licensure pass rate will be at least 80% for all first-time test takers during the same calendar year.
- Fifty percent (50%) of all associate degree nursing students who begin NSG 200 will complete the program in four (4) semesters.
- Fifty percent (50%) of all advanced placement associate degree graduates who begin in NSG 115 will complete the program in three (3) semesters.
- Eighty percent (80%) of program graduates will indicate working in the field as an RN within 12 months of graduation.

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.

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

	P&HCC	State	National
2023	100%	90.04%	88.56%
2022	70%	82.32%	79.90%
2021	65.52%	83.06%	82.48%
2020	76.09%	87.01%	86.57%
2019	71.11%	89.47%	88.18%

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 ATI exam (66% or higher overall score) and earn a science score of 51.1% 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; ATI overall score, specified ATI category scores, course success 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 scores of multiple remaining applicants are equal, the following will be used as a determining factor: individual science score. If further determination is needed, the reading score will be used followed by math and English & language usage as needed. If all category scores noted are equal among the remaining applicants the cumulative GPA will be the deciding factor. Re-testing may be offered when program seats remain unfilled during an admission cycle. Re-testing criteria would require that current applicants who achieved one of two minimum scores (Overall or Science) on first round- admission testing would be eligible to retest.   Applicants who did not earn at least one minimum passing score would not be eligible for re-testing.

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 check. 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 ; MTH 155 ; 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. 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 GPA of 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: Pre-requisite 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 ATI, or designated equivalent. Qualified applicants may only test once per application cycle. ATI 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. A student may not test more than once during a spring or fall application cycle, regardless of the program the student is applying to.
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 150 (4 credits) during the first semester of clinical courses. Successful students will then complete the last two semesters of the Associate Degree Nursing 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:

- In-state tuition estimate based on 68 credits: $11,338
- Uniforms $130-$160
- Physical examinations and required immunizations $150- $350
- Pearson Text and MyLab $573.50
- ATI Resources $2985
- Drug screen $38 minimum (may be repeated)
- Criminal background $48 minimum (may be repeated)
- Central Registry and Fingerprinting $60 minimum
- Application for licensure and criminal background $430
- AHA LBS CPR certification $162
- Digital Reading/Laptop $200
- Graduation Pin- cost depends on price of gold or silver minimum $25

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.

* Applicants to the Associate Degree Nursing program please note: Effective academic year 2024/2025 students must have MTH 155 and ENG 112 to graduate from the Associate Degree Nursing program.

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **MTH 155 - Statistical Reasoning 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 150 - Microbiology for Health Science Credits: 4**
- **ENG 112 - College Composition II 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**
- **MTH 155 - Statistical Reasoning 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 150 - Microbiology for Health Science Credits: 4**
- **NSG 152 - Health Care Participant Credits: 3**
- **NSG 170 - Health/Illness Concepts Credits: 6**

Total Credits: 13

Semester Three Courses

- **ENG 112 - College Composition II 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, AAS

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 rduff@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 August, 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 <u>and</u> 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
9. NEW REQUIREMENT: Students must attend a Physical Therapist Assistant Program Information Session prior to application submission. There are regularly scheduled information sessions during the fall and spring semesters. Applicants will complete a post-test at the end of the session. **The attendance date for PTA Program Information Sessions may be no longer than 12 months from the application period**.

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 (ATI TEAS or program designated equivalent). For the purposes of admission to the P&HCC PTA program, the **minimum passing (composite) score on the timed admission test is 58.7%**. Students who score a 58.7% or higher on the admission test will have their individual raw score 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, observation hours, admission test score, and PTA Program Information Session post-test score. 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 ATI 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 <u>C</u> or higher in all degree coursework to graduate. Clinical/field/preceptor experiences require access to contracted clinical agencies. All clinical education rotations must be passed in order to graduate. There are 15 weeeks of clinical education which are full time for at least 35 hours a week. These clinical experiences will be divided into three (3) different rotations at specified times in the program. There will be a 4-week, 5-week, and 6-week clinical rotation.

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
- 2-Year subscription to PhysioU $169
- P&HCC PTA program t-shirts (2) $30

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** *This course requires a 4-week clinical rotation, with a minimum of 35 clinical hours per week.*
- **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** *This course requires a 5-week clinical rotation, with a minimum of 35 clinical hours per week.*
- **PTH 252 - Clinical Practicum II Credits: 4** *This course requires a 6-week clinical rotation, with a minimum of 35 clinical hours per week.*
- **PTH 255 - Seminar in Physical Therapy Credits: 2**

Total Credits: 12

Health Sciences, AS

Length: 62-63 Credits

Purpose: The Associate of Science - Health Sciences degree is designed for the student who plans to transfer and pursue a bachelor's degree in the area of Health Sciences, Health Promotion, Health Education, or Nursing. The degree pathways include: **Health Sciences** or **Pre-BSN**.

Program 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, scienctific 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 relative growth and development milestones for ages across the life span

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **CST 110 - Introduction to Human Communication Credits: 3**
- **HIS EEE - History Elective Credits: 3**
- **PSY 200 or SOC 200 - Principles of Psychology/Principles of Sociology Credits: 3**
- **NAS EEE - Natural Science Electives Credits: 8**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 39

Program Requirements

- **BIO 141 - Human Anatomy and Physiology I Credits: 4**
- **BIO 142 - Human Anatomy and Physiology II Credits: 4**
- **PSY 230 - Developmental Psychology Credits: 3**
- **HLT 230 - Principles of Nutrition Credits: 3**
- **PHI 220 - Ethics and Society Credits: 3**

Total Credits: 17

Pathway Electives

Select either Pre-BSN or Health Sciences, do not interchange.

Pre-BSN Pathway

- **BIO 150 - Microbiology for Health Science Credits: 4**
- **HLT 250 - General Pharmacology Credits: 3**

    OR

Health Sciences Pathway

- **HLT 143 - Medical Terminology Credits: 3** and

- **HLT 110 - Personal and Community Health Credits: 3**
  or
- **PED 210 - Introduction to Physical Education and Health Credits: 3**

Total Credits: 6-7

Minimum Credits for Degree: 62-63

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

- **ENG 111 - College Composition I Credits: 3**
- **CST 110 - Introduction to Human Communication Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **HIS EEE - History Elective Credits: 3**
- **NAS EEE - Natural Science Elective Credits: 4**

Total Credits: 14

Spring Semester Courses

- **ENG 112 - College Composition II Credits: 3**
- **PSY 200 or SOC 200 - Principles of Psychology/Principles of Sociology Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **NAS EEE - Natural Science Elective Credits: 4**

Total Credits: 16

Fall Semester Courses

- **ENG EEE - English Literature Elective Credits: 3**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **BIO 141 - Human Anatomy and Physiology I Credits: 4**

- **HLT 230 - Principles of Nutrition Credits: 3**

Total Credits: 16

Spring Semester Courses

- **BIO 142 - Human Anatomy and Physiology II Credits: 4**
- **PSY 230 - Developmental Psychology Credits: 3**
- **PHI 220 - Ethics and Society Credits: 3**
- **Pathway Elective - Pre-BSN or Health Science Credits: 6-7**

Total Credits: 16-17

Practical Nursing Certificate

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. The P&HCC PN program is designed to meet the requirements leading to professional licensure where passing the NCLEX-PN is one of those requirements; other requirements may differ from those in Virginia. Additional information regarding out of state licensure can be found on their professional licensure website or the NCSBN webpage for professional licensure requirements: Board of Nursing Licensure Requirements | NCSBN

Program Learning Outcomes: Graduates of the program will:

- Use the nursing process to identify internal and external environmental factors that influence need satisfaction.
- Function as an entry level provider of care who is able to collect data, plan, intervene, and evaluate nursing care of patients in collaboration with the Registered Nurse.
- Assist individuals and their significant others to meet their physical, psychological, spiritual, cultural, and developmental needs.
- Work collaboratively with the client and the health care team to identify the client's location on the health continuum.
- Participate as a member of the health care team by managing care for an individual client or group of clients across the lifespan for diverse populations.

End of Program Outcomes:

- Eighty percent (80%) of all program graduates will pass the NCLEX-PN licensing exam as first-time test takers within 12 months of program graduation.

- One hundred percent (100%) of graduating students will receive a satisfactory grade at the conclusion of the clinical experience.
- Curricular content proficiency will be evident when
  - 80% of graduates score 65% or greater on the end program Kaplan Trainer-1 exam and
  - cohort average scores on end semester benchmark assessments exceed the established national norm.

Special Accreditation/Approval Status: The Patrick & Henry Community College Practical Nursing Certificate program has full approval as granted by the Virginia Board of Nursing.

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
2023	100%	89.94%	86.67%
2022	100%	81.60%	79.93%
2021	75%	74.77%	79.60%
2020	56.25%	79.83%	83.08%
2019	71.43%	84.28%	85.63%

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 grad 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 <u>and</u> 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. Certain clinical rotations may require the completion of a Central Registry check and fingerprinting, those will be required as needed to comply with clinical rotations, results must be negative.

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:

In-state Tuition Estimate	$7,337 (44 credits)
Uniforms	$200
Physical examination	$150-$300
Books	$1000-$1400
Graduation Pin	$25 (minimum)
KAPLAN	$600
AHA BLS CPR certification	$162
Criminal background checks	$48 minimum (may be repeated)
Drug screens	$38 minimum (may be repeated)
Central Registry and Fingerprinting	$60 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*

This program is not currently admitting new students.

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 (contingent on enrollment), 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 Credits: 3**
- **HLT 110 - Personal and Community Health 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 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 110 - Personal and Community Health 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.

Functional Abilities required for the program include:

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 & field agencies.

After admission to the EMT CSC 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 & field internship classes. Students must provide proof of all required immunizations as mandated by clinical & field 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 & field internship classes. Drug screens may be repeated after program acceptance to comply with clinical & field 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 and field agency requirements.

Advanced Placement: Current credentialed Virginia EMT providers may be eligible for advanced placement.

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. EMT 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.

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

<u>of Virginia</u> 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.

Functional Abilities required for the program include:

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 & field agencies.

After admission to the AEMT CSC 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 & field internship classes. Students must provide proof of all required immunizations as mandated by clinical & field 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 & field internship classes. Drug screens may be repeated after program acceptance to comply with clinical & field 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 and field agency requirements.

Advanced Placement: Current credentialed Virginia EMT providers may be eligible for advanced placement.

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. AEMT 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.

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 130 - Introduction to Criminal Law Credits: 3
- ADJ 133 - Ethics and the Criminal Justice Professional Credits: 3
- ADJ 201 - Criminology 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: Nurse Aide, 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 B (80%) 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	$100-$150
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 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 Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 17

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 MTH courses to be eligible to apply to nursing. A grade of B (80%) or higher is required in NUR 27 and NUR 21. Clinical/field/preceptor experiences require access to contracted clinical agencies.

*Attention Associate Degree Nursing Applicants: CST 110 is no longer accepted as a pre-requisite for the associate degree nursing program.

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**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **NAS EEE - Natural Science 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: Courses in the advising sheet 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

- **ENG 111 - College Composition I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **NAS EEE - Natural Science 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 Science Elective Credits: 4**
- **MTH 155 - Statistical Reasoning 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

Information Technology

Information Systems Technology, AAS

Length: 66 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 Science Elective Credits: 3**

Total Credits: 15

Program Requirements

- **CSC 221 - Introduction to Problem Solving and Programming Credits: 3**
- **CSC 222 - Object-Oriented Programming Credits: 4**
- **ITD 110 - Web Page Design I Credits: 3**
- **ITN 106 - Microcomputer Operating Systems Credits: 3**
- **ITN 107 - Personal Computer Hardware and Troubleshooting Credits: 3**
- **ITN 154 - Introduction to Networks - CISCO Credits: 4**
- **ITN 260 - Network Security Basics Credits: 3**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 4**
- **ITN 262 - Network Communication, Security and Authentication Credits: 4**
- **ITN 266 - Network Security Layers Credits: 3**
- **ITN 267 - Legal Topics In Network Security Credits: 3**
- **ITP 120 - Java Programming I Credits: 3**
- **ITP 137 - Programming IOS Devices 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 290 - Coordinated Internship Credits: 3**

Total Credits: 51

Minimum Required for Degree: 66 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

- **ENG 111 - College Composition I Credits: 3**
- **CSC 221 - Introduction to Problem Solving and Programming Credits: 3**
- **ITN 154 - Introduction to Networks - 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**
- **CSC 222 - Object-Oriented Programming Credits: 4**

Total Credits: 16

Fall Semester Courses

- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Science Elective Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 4**
- **ITD 110 - Web Page Design I Credits: 3**
- **ITP 120 - Java Programming I Credits: 3**

Total Credits: 17

Spring Semester Courses

- **ITN 266 - Network Security Layers Credits: 3**
- **ITN 267 - Legal Topics In Network Security Credits: 3**
- **ITN 262 - Network Communication, Security and Authentication Credits: 4**
- **ITE 290 - Coordinated Internship Credits: 3**
- **ITP 137 - Programming IOS Devices Credits: 3**

Total Credits: 16

Cybersecurity, CSC

Length: 17 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 - Introduction to Networks - CISCO Credits: 4**
- **ITN 260 - Network Security Basics Credits: 3**
- **ITP 120 - Java Programming I Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 17

Minimum Required for Certificate: 17 Credits

Advising Sheet

Fall Semester Courses

- **ITN 106 - Microcomputer Operating Systems Credits: 3**
- **ITN 154 - Introduction to Networks - 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: 3**

Total Credits: 6

Networking & Cybersecurity, CSC

Length: 21 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

- **CSC 221 - Introduction to Problem Solving and Programming Credits: 3**
- **CSC 222 - Object-Oriented Programming Credits: 4**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 4**
- **ITN 262 - Network Communication, Security and Authentication Credits: 4**
- **ITN 266 - Network Security Layers Credits: 3**
- **ITN 267 - Legal Topics In Network Security Credits: 3**

Total Credits: 21

Minimum Required for Certificate: 21 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

- **CSC 221 - Introduction to Problem Solving and Programming Credits: 3**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 4**
- **ITN 262 - Network Communication, Security and Authentication Credits: 4**

Total Credits: 11

Spring Semester Courses

- **CSC 222 - Object-Oriented Programming Credits: 4**
- **ITN 266 - Network Security Layers Credits: 3**
- **ITN 267 - Legal Topics In Network Security Credits: 3**

Total Credits: 10

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 the 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.

NAEYC Code of Ethical Conduct and Statement of Commitment

Accreditation Information

The A.A.S. Early Childhood Development degree at Patrick & Henry Community College is accredited by the Commission on the Accreditation of Early Childhood Higher Education Programs of the National Association for the Education of Young Children (NAEYC). The NAEYC site visit is schedule 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 completion)
2023-24	14*	9/13 (69.2%)	4/13 (30.8%)
2022-23	8*	1/6 (16.7%)	5/6 (83.3%)
2021-22	14	7/14 (50%)	7/14 (50%)

*One (1) student was awarded the credential Summer 2023 but not enrolled in coursework AY23/24.

**Two (2) students were awarded credentials Summer 2022 but not enrolled in coursework AY22/23.

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
2021-22	0/4 (0%)	0/4 (0%)
2020-21	2/7 (28.6%)	2/7 (28.6%)
2019-20	3/5 (60%)	3/5 (60%)

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
2023-24	11/37 (29.7%)	4/11 (10.8%)	26/37 (70%)	16/26 (61.5%)
2022-23	19/41 (46.3%)	9/19 (47.7%)	22/41 (53.7%)	11/22 (50%)
2021-22	26/44 (59.1%)	8/26 (30.8%)	18/44 (40.9%)	8/18 (44.4%)

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**
- **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 - Foundations of Education 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.

NOTE: Classes marked with (*) 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 - Foundations of Education 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

Education, AS

Length: 60 credits

Purpose: The curriculum is designed for the student who plans to complete a baccalaureate degree program in education or teacher education preparation. This is the appropriate degree for students who intend to pursue a transfer pathway in education to Longwood University or other transfer partners. 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 or that institution. Contact the division dean or an advisor for additional information.

Pathways:

- Longwood University Pathway
- Old Dominion University Pathway

General Education Requirements

- **CST 110 - Introduction to Human Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **ENG 250 - Children's Literature Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- **HIS 122 - United States History Since 1865 Credits: 3**

- **MTH EEE - Mathematics Electives Credits: 6**
- **PSY 230 - Developmental Psychology Credits: 3**
- **ART 101, ART 102, ART 121, or MUS 121 - Requirement Credits: 3**
- **NAS EEE - Natural Science Electives Credits: 8**

Total Credits: 38

Program Requirements

- **EDU 200 - Foundations of Education Credits: 3**
- **EDU 204 - Teaching in a Diverse Society Credits: 3**
- **EDU 250 - Foundations of Exceptional Education Credits: 3**
- **EDU EEE - Education Elective Credits: 12**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 22

Minimum Required for Degree: 60 Credits

Advising Sheet

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- **MTH EEE - Mathematics Elective Credits: 3**
- **NAS EEE - Natural Science Elective Credits: 4**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 14

Spring Semester Courses

- **CST 110 - Introduction to Human Communication Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **HIS 122 - United States History Since 1865 Credits: 3**
- **MTH EEE - Mathematics Elective Credits: 3**
- **NAS EEE - Natural Science Elective Credits: 4**

Total Credits: 16

Fall Semester Courses

- **EDU 200 - Foundations of Education Credits: 3**

- **ENG 250 - Children's Literature Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**
- **ART 101, ART 102, ART 121, or MUS 121 - Requirement Credits: 3**
- **EDU EEE - Education Elective Credits: 3**

Total Credits: 15

Spring Semester Courses

- **EDU 204 - Teaching in a Diverse Society Credits: 3**
- **EDU 250 - Foundations of Exceptional Education Credits: 3**
- **EDU EEE - Education Elective Credits: 3**
- **EDU EEE - Education Elective Credits: 3**
- **EDU EEE - Education Elective Credits: 3**

Total Credits: 15

General Studies, AS

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 and solutions
- express themselves effectively in a variety of written forms
- calculate, interpret, and use numerical and quantitative information on 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 behavior

General Education Requirements

- **CST 110 - Introduction to Human Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **HIS EEE - History Elective Credits: 6**
- **MTH EEE - Mathematics Elective Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **NAS EEE - Natural Science Electives Credits: 8**

- **SOC EEE - Social Science Electives Credits: 6 *At least one course other than History**

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**
- **EEE EEE - College Transfer Electives Credits: 18**

Total Credits: 22

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. In addition, some courses are offered in both fall and spring semesters. Consult with an advisor when scheduling classes.

Fall Semester Courses

- **CST 110 - Introduction to Human Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **HIS EEE - History Elective Credits: 3**
- **MTH EEE - Mathematics Elective 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 EEE - History Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Science Elective 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 Science Elective Credits: 4**
- **SOC EEE - Social Science Elective Credits: 3**
- **EEE EEE - College Transfer Elective Credits: 3**
- **EEE EEE - College Transfer Elective Credits: 3**

Total Credits: 16

Spring Semester Courses

- **NAS EEE - Natural Science Elective Credits: 4**
- **EEE EEE - College Transfer Elective Credits: 3**
- **EEE EEE - College Transfer Elective Credits: 3**
- **EEE EEE - College Transfer Elective Credits: 3**

Total Credits: 13

Science, AS

Length: 61-63 credits

Purpose: The Associate of Science - Science degree is designed for the student who plans to transfer and pursue a bachelor's degree in a Science area.

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
- 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**
- **ENG 112 - College Composition II Credits: 3**
- **EEE EEE - College Transfer Electives Credits: 15**
- **HIS EEE - History Elective Credits: 3**
- **PSY 200 or SOC 200 - Principles of Psychology/Principles of Sociology Credits: 3**
- **NAS EEE - Natural Science Electives Credits: 16**
- **MTH EEE - MTH 161 & 162 or MTH 167 Credits: 5-6**
- **MTH EEE - Mathematics Requirement Credits: 3-4**
- **ENG EEE - English Literature Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective 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 Degree: 61-63 Credits

Advising Sheet

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **MTH 161 - Precalculus I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **HIS EEE - History Elective Credits: 3**
- **NAS EEE - Natural Science Elective Credits: 4**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 17

Spring Semester Courses

- **ENG 112 - College Composition II Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **NAS EEE - Natural Science Elective Credits: 4**
- **EEE EEE - College Transfer Elective Credits: 3**
- **MTH 162 - Precalculus II Credits: 3**

Total Credits: 16

Fall Semester Courses

- **ENG EEE - English Literature Elective Credits: 3**
- **EEE EEE - College Transfer Elective Credits: 3**
- **EEE EEE - College Transfer Elective Credits: 3**
- **MTH EEE - Mathematics Requirement Credits: 3-4**
- **NAS EEE - Natural Science Elective Credits: 4**

Total Credits: 16-17

Spring Semester Courses

- **NAS EEE - Natural Science Elective Credits: 4**
- **EEE EEE - College Transfer Elective Credits: 3**
- **EEE EEE - College Transfer Elective Credits: 3**

- **PSY 200 or SOC 200 - Principles of Psychology/Principles of Sociology Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**

Total Credits: 14

Social Sciences, AS

Length: 60 credits

Purpose: The curriculum is designed for the student who plans to complete a baccalaureate degree program. Students often select the social sciences program if they intend to transfer to a four-year institution and are considering majors in fields such as economics, geography, geographic information systems, history, political science, psychology, sociology, and more. In addition, this is the appropriate degree for students who intend to pursue a transfer pathway in social work or criminal justice. 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.

Pathways:

- Criminal Justice Pathway
- **Psychology Pathway**
- **Social Work Pathway**

General Education Requirements

- **CST 110 - Introduction to Human Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **HIS EEE - History Elective Credits: 6**
- **MTH EEE - Mathematics Elective Credits: 3**
- **PSY 200 or SOC 200 - Principles of Psychology/Principles of Sociology Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **NAS EEE - Natural Science Electives Credits: 8**

Total Credits: 35

Program Requirements

- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **EEE EEE - College Transfer Electives Credits: 6**
- **SOC EEE - Social Science Electives Credits: 15**

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. In addition, some courses are offered in both fall and spring semesters. Consult with an advisor when scheduling classes.

Fall Semester Courses

- **CST 110 - Introduction to Human Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **HIS EEE - History Elective Credits: 3**
- **MTH EEE - Mathematics Elective 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 EEE - History Elective Credits: 3**
- **PSY 200 or SOC 200 - Principles of Psychology/Principles of Sociology Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Science Elective Credits: 3**

Total Credits: 15

Fall Semester Courses

- **ENG EEE - English Literature Elective Credits: 3**
- **NAS EEE - Natural Science Elective Credits: 4**
- **EEE EEE - College Transfer Elective Credits: 3**
- **SOC EEE - Social Science Elective Credits: 3**
- **SOC EEE - Social Science Elective Credits: 3**

Total Credits: 16

Spring Semester Courses

- **NAS EEE - Natural Science Elective Credits: 4**
- **EEE EEE - College Transfer Elective Credits: 3**

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

Total Credits: 13

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

Advising Sheet

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**

Total Credits: 15

Spring Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **CHD 118 - Language Arts for Young Children Credits: 3**
- **CHD 270 - Administration of Early Childcare Programs Credits: 3**
- **CHD 146 - Math, Science, and Social Studies for Children Credits: 3**

Total Credits: 16

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. Students must take developmental coursework as required by English and math placement.

Curriculum Requirements: Requirements for the certificate are listed in the curriculum below.

*A grade of "C" or better is required on all coursework for students to earn the UCGS.

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

- **HUM 256 - Comparative Mythology Credits: 3**
- **PHI 100 - Introduction to Philosophy Credits: 3**
- **PHI 220 - Ethics and Society Credits: 3**
- **REL 237 - Religions of the East Credits: 3**
- **REL 240 - Religions in the U.S. 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 211 - Principles of Anthropology I 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**
- **PHY 241 - University Physics I Credits: 4**
- **PHY 242 - University 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 162 - Precalculus II Credits: 3**
- **MTH 167 - Precalculus With Trigonometry Credits: 5**
- **MTH 261 - Applied Calculus I Credits: 3**
- **MTH 263 - Calculus I Credits: 4**
- **MTH 264 - Calculus II 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 - Beginning American Sign Language I Credits: 4**
- **ASL 102 - Beginning American Sign Language II Credits: 4**
- **CST 110 - Introduction to Human 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: 3**
- **SPA 202 - Intermediate Spanish Credits: 3**

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 an 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 Career Studies 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 fiel

This program is only offered in the Fall semester.

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.

Fall 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: 24 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. 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 230 - Ethics in Human Services Credits: 3**
- **HMS 258 - Case Management and Substance Abuse Credits: 3**
- **PSY 200 - Principles of Psychology Credits: 3**
- **PSY 215 - Psychopathology Credits: 3**
- **PSY 219 - Cross-Cultural Psychology Credits: 3**
- **PSY 260 - Psychopharmacology and Substance Abuse Credits: 3**

Total Credits: 24

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

- **HMS 121 - Basic Counseling Skills I Credits: 3**
- **HMS 258 - Case Management and Substance Abuse Credits: 3**
- **PSY 200 - Principles of Psychology Credits: 3**
- **PSY 219 - Cross-Cultural Psychology Credits: 3**

Total Credits: 12

Spring Semester Courses

- **HMS 141 - Group Dynamics I Credits: 3**
- **HMS 230 - Ethics in Human Services Credits: 3**
- **PSY 215 - Psychopathology Credits: 3**
- **PSY 260 - Psychopharmacology and Substance Abuse Credits: 3**

Total Credits: 12

Programs by Degree Type

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 201 - Principles of Macroeconomics Credits: 3**
  or
- **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 124 - Payroll Accounting Credits: 3**

- **ACC 211 - Principles of Accounting I Credits: 3**
- **ACC 212 - Principles of Accounting II Credits: 3**
- **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 202 - Applied Management Principles Credits: 3**
- **BUS 204 - Project Management Credits: 3**
- **BUS 205 - Human Resource Management Credits: 3**
- **BUS 240 - Introduction to Business Law Credits: 3**
- **FIN 107 - Personal Finance Credits: 3**
- **ITE 140 - Spreadsheeting for Business Credits: 3**
- **MKT 201 - Introduction to 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.

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

Total Credits: 16

Spring Semester Courses

- **ACC 212 - Principles of Accounting II Credits: 3**
- **ECO 201 - Principles of Macroeconomics Credits: 3**

or
- **ECO 202 - Principles of Microeconomics Credits: 3** *
- **MKT 201 - Introduction to Marketing Credits: 3** *
- **ITE 140 - Spreadsheeting for Business Credits: 3** *
- **BUS 205 - Human Resource Management Credits: 3** * (S) (M)

Total Credits: 15

Fall Semester Courses

- **PED/HLT EEE - Wellness Elective Credits: 1**
- **BUS 240 - Introduction to Business Law Credits: 3**
- **FIN 107 - Personal Finance Credits: 3** (S)
- **BUS 111 - Principles of Supervision I Credits: 3** (S) (M)
- **BUS 200 - Principles of Management Credits: 3** (S) (M)
- **BUS 106 - Security Awareness for Managers Credits: 3** (S) (M)

Total Credits: 16

Spring Semester Courses

- **ACC 124 - Payroll Accounting Credits: 3** (M)
- **BUS 112 - Principles of Supervision II Credits: 3** (S)
- **BUS 202 - Applied Management Principles Credits: 3**
- **BUS 204 - Project Management Credits: 3** (M) *
- **HUM EEE - Humanities/Fine Arts Elective 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 201 - Principles of Macroeconomics Credits: 3**
  or
- **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**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **MTH 130 - Fundamentals of Reasoning Credits: 3**

Total Credits: 15

Program Requirements

- **ACC 211 - Principles of Accounting I Credits: 3**
- **ACC 212 - Principles of Accounting II Credits: 3**
- **BUS 100 - Introduction to Business Credits: 3**
- **BUS 106 - Security Awareness for Managers Credits: 3**
- **BUS 111 - Principles of Supervision I Credits: 3**
- **BUS 116 - Entrepreneurship Credits: 3**
- **BUS 165 - Small Business Management Credits: 3**
- **BUS 200 - Principles of Management Credits: 3**
- **BUS 202 - Applied Management Principles Credits: 3**
- **BUS 205 - Human Resource Management Credits: 3**
- **BUS 240 - Introduction to Business Law Credits: 3**
- **BUS 280 - Introduction to International Business I Credits: 3**
- **FIN 107 - Personal Finance Credits: 3**
- **ITE 140 - Spreadsheeting for Business Credits: 3**
- **MKT 201 - Introduction to 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

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**
- **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**
- **BUS 205 - Human Resource Management Credits: 3**
- **ECO 201 - Principles of Macroeconomics Credits: 3**
  or
- **ECO 202 - Principles of Microeconomics Credits: 3**
- **MKT 201 - Introduction to Marketing Credits: 3**
- **ITE 140 - Spreadsheeting for Business Credits: 3**

Total Credits: 15

Fall Semester Courses

- **FIN 107 - Personal Finance Credits: 3**
- **BUS 111 - Principles of Supervision I Credits: 3**
- **BUS 200 - Principles of Management Credits: 3**
- **BUS 240 - Introduction to Business Law Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **BUS 106 - Security Awareness for Managers Credits: 3**

Total Credits: 16

Spring Semester Courses

- **BUS 202 - Applied Management Principles 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

Criminal 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 Human 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**
- **EEE EEE - College Transfer Elective 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: 66 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.

NOTE: Classes marked with * meet the requirements of the Career Studies Certificate in Justice Studies. Classes marked with + meet the requirements of the Career Studies Certificate in Foundations of Criminal Justice, CSC

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 Human 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**
- **EEE EEE - College Transfer Elective Credits: 3**
- **PLS 136 - State and Local Government and Politics Credits: 3**
- **PED/HLT EEE - Wellness Electives Credits: 3**

Total Credits: 17

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 the 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.

NAEYC Code of Ethical Conduct and Statement of Commitment

Accreditation Information

The A.A.S. Early Childhood Development degree at Patrick & Henry Community College is accredited by the Commission on the Accreditation of Early Childhood Higher Education Programs of the National Association for the Education of Young Children (NAEYC). The NAEYC site visit is schedule 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 completion)
2023-24	14*	9/13 (69.2%)	4/13 (30.8%)
2022-23	8*	1/6 (16.7%)	5/6 (83.3%)
2021-22	14	7/14 (50%)	7/14 (50%)

*One (1) student was awarded the credential Summer 2023 but not enrolled in coursework AY23/24.

**Two (2) students were awarded credentials Summer 2022 but not enrolled in coursework AY22/23.

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
2021-22	0/4 (0%)	0/4 (0%)

2020-21	2/7 (28.6%)	2/7 (28.6%)
2019-20	3/5 (60%)	3/5 (60%)

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
2023-24	11/37 (29.7%)	4/11 (10.8%)	26/37 (70%)	16/26 (61.5%)
2022-23	19/41 (46.3%)	9/19 (47.7%)	22/41 (53.7%)	11/22 (50%)
2021-22	26/44 (59.1%)	8/26 (30.8%)	18/44 (40.9%)	8/18 (44.4%)

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**
- **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 - Foundations of Education 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.

NOTE: Classes marked with (*) 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 - Foundations of Education 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 80% 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 80% 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 & field internship classes. Students must provide proof of all required immunizations as mandated by clinical & field 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 & field internship classes. Drug screens may be repeated after program acceptance to comply with clinical & field 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 & field 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 and Society 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 and Society 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 12 credits of technical electives to explore a variety of technical electives but are strongly urged to pursue a concentration in one of three 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 Human Communication Credits: 3**
- **SOC EEE - Social Science Elective Credits: 3**

Total Credits: 15

Core Program Requirements

- **EGR 110 - Engineering Graphics Credits: 3**
- **EGR 298 - Seminar and Project Credits: 1**
- **ELE 233 - Programmable Logic Controller Systems I Credits: 3**
- **ELE 246 - Industrial Robotics Programming Credits: 3**
- **ETR 156 - Digital Circuits and Microprocessor Fundamentals Credits: 4**
- **IND 160 - Introduction to Robotics Credits: 3**
- **IND 243 - Principles and Applications of Mechatronics Credits: 3**
- **ITP 137 - Programming IOS Devices Credits: 3**
- **MEC 112 - Processes of Industry Credits: 3**
- **MEC 119 - Introduction to Basic CNC and CAM Credits: 3**
- **MEC 140 - Introduction to Mechatronics Credits: 3**
- **MEC 155 - Mechanisms Credits: 3**
- **MEC 165 - Applied Hydraulics, Pneumatics and Hydrostatics Credits: 3**

- **SAF 130 - Industrial Safety - OSHA 10 Credits: 1**
- **TEC EEE - Technical Electives Credits: 12**
- **SDV 100 - College Success Skills Credits: 1**
- **HLT 105 - Cardiopulmonary Resuscitation Credits: 1**

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.

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

- ITP 137 - Programming IOS Devices 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

Total Credits: 7

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
- SOC EEE - Social Science Elective Credits: 3

Total Credits: 16

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 Human 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. The P&HCC ADN program s designed to meet the requirements leading to professional licensure in the state of Virginia. Each state has its own requirements concerning licensure where passing the NCLEX-RN is one of those requirements; other requirements may differ from those in Virginia. Additional information regarding out of state licensure can be found on their professional licensure website or the NCSBN webpage for professional licensure requirements: Board of Nursing Licensure Requirements | NCSBN

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

- Client- Centered Care- Provide client centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations;
- Safety- Practice safe nursing care that minimizes risk of harm across systems and client populations;
- Clinical Judgement- Integrate clinical judgement when collaborating wiht the healthcare team in the management of care for complex clients;
- Professional Behaviors- 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;
- Quality Improvement- Manage client care through quality improvement processes, information technology, and fiscal responsibility to meet client needs and support organizational outcomes; and
- Collaboration- Demonstrate principles of collaborative practice within the nursing and healthcare teams fostering mutual respect and shared decision-making to achieve stated outcomes of care.
- Pharmacology- Manage the appropriateness, accuracy, and client response to pharmacology principles for clients with complex conditions.

End of Program Outcomes

Patrick & Henry Community College is committed to the overall excellence of its ADN nursing program:

- The most recent annual licensure pass rate will be at least 80% for all first-time test takers during the same calendar year.
- Fifty percent (50%) of all associate degree nursing students who begin NSG 200 will complete the program in four (4) semesters.
- Fifty percent (50%) of all advanced placement associate degree graduates who begin in NSG 115 will complete the program in three (3) semesters.
- Eighty percent (80%) of program graduates will indicate working in the field as an RN within 12 months of graduation.

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.
    - o 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.

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

	P&HCC	State	National
2023	100%	90.04%	88.56%
2022	70%	82.32%	79.90%
2021	65.52%	83.06%	82.48%
2020	76.09%	87.01%	86.57%
2019	71.11%	89.47%	88.18%

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 ATI exam (66% or higher overall score) and earn a science score of 51.1% 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; ATI overall score, specified ATI category scores, course success 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 scores of multiple remaining applicants are equal, the following will be used as a determining factor: individual science score. If further determination is needed, the reading score will be used followed by math and English & language usage as needed. If all category scores noted are equal among the remaining applicants the cumulative GPA will be the deciding factor. Re-testing may be offered when program seats remain unfilled during an admission cycle. Re-testing criteria would require that current applicants who achieved one of two minimum scores (Overall or Science) on first round- admission testing would be eligible to retest.   Applicants who did not earn at least one minimum passing score would not be eligible for re-testing.

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 check. 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 ; MTH 155 ; 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. 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 GPA of 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: Pre-requisite 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 ATI, or designated equivalent. Qualified applicants may only test once per application cycle. ATI 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. A student may not test more than once during a spring or fall application cycle, regardless of the program the student is applying to.
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 150 (4 credits) during the first semester of clinical courses. Successful students will then complete the last two semesters of the Associate Degree Nursing 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:

- In-state tuition estimate based on 68 credits: $11,338
- Uniforms $130-$160
- Physical examinations and required immunizations $150- $350
- Pearson Text and MyLab $573.50
- ATI Resources $2985
- Drug screen $38 minimum (may be repeated)
- Criminal background $48 minimum (may be repeated)
- Central Registry and Fingerprinting $60 minimum
- Application for licensure and criminal background $430
- AHA LBS CPR certification $162
- Digital Reading/Laptop $200
- Graduation Pin- cost depends on price of gold or silver minimum $25

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.

* Applicants to the Associate Degree Nursing program please note: Effective academic year 2024/2025 students must have MTH 155 and ENG 112 to graduate from the Associate Degree Nursing program.

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **MTH 155 - Statistical Reasoning 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 150 - Microbiology for Health Science Credits: 4**
- **ENG 112 - College Composition II 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**
- **MTH 155 - Statistical Reasoning 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 150 - Microbiology for Health Science Credits: 4**
- **NSG 152 - Health Care Participant Credits: 3**
- **NSG 170 - Health/Illness Concepts Credits: 6**

Total Credits: 13

Semester Three Courses

- **ENG 112 - College Composition II 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: 63 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 Human Communication Credits: 3**
- **MTH 111 - Basic Technical Mathematics Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Science Elective Credits: 3**
- **ENG 115 - Technical Writing Credits: 3**

Total Credits: 15

Program Requirements

- **ELE 113 - Electricity I Credits: 3**
- **ELE 156 - Electrical Control Systems Credits: 3**
- **ELE 229 - Troubleshooting and Maintenance of Electrical Systems Credits: 3**
- **ELE 239 - Programmable Controllers Credits: 3**
- **ELE 245 - Industrial Wiring Credits: 3**
- **ELE 246 - Industrial Robotics Programming Credits: 3**
- **EGR 277 - Digital Logic Credits: 3**
- **EGR 298 - Seminar and Project Credits: 1**
- **ETR 230 - Mechatronic Process Control Credits: 3**
- **ETR 246 - Electronic Motor Drives Systems Credits: 3**
- **IND 123 - Introduction to Lean Manufacturing and Six Sigma Credits: 1**
- **IND 243 - Principles and Applications of Mechatronics Credits: 3**

- **INS 210 - Principles of Instrumentation Credits: 3**
- **ITP 137 - Programming IOS Devices Credits: 3**
- **MEC 140 - Introduction to Mechatronics Credits: 3**
- **MEC 155 - Mechanisms Credits: 3**
- **MEC 165 - Applied Hydraulics, Pneumatics and Hydrostatics Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

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.

Fall Semester Courses

- **ELE 113 - Electricity I Credits: 3**
- **ELE 156 - Electrical Control Systems Credits: 3**
- **ITP 137 - Programming IOS Devices Credits: 3**
- **MEC 140 - Introduction to Mechatronics Credits: 3**
- **MEC 155 - Mechanisms Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 16

Spring Semester Courses

- **IND 123 - Introduction to Lean Manufacturing and Six Sigma Credits: 1**
- **IND 243 - Principles and Applications of Mechatronics Credits: 3**
- **ELE 246 - Industrial Robotics Programming Credits: 3**
- **ELE 245 - Industrial Wiring Credits: 3**
- **INS 210 - Principles of Instrumentation Credits: 3**
- **MEC 165 - Applied Hydraulics, Pneumatics and Hydrostatics Credits: 3**

Total Credits: 16

Fall Semester Courses

- **ETR 230 - Mechatronic Process Control Credits: 3**
- **ETR 246 - Electronic Motor Drives Systems Credits: 3**
- **ELE 229 - Troubleshooting and Maintenance of Electrical Systems Credits: 3**
- **ELE 239 - Programmable Controllers Credits: 3**

- **EGR 277 - Digital Logic Credits: 3**

Total Credits: 15

Spring Semester Courses

- **CST 110 - Introduction to Human Communication Credits: 3**
- **SOC EEE - Social Science 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, AAS

Length: 66 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 Science Elective Credits: 3**

Total Credits: 15

Program Requirements

- **CSC 221 - Introduction to Problem Solving and Programming Credits: 3**
- **CSC 222 - Object-Oriented Programming Credits: 4**
- **ITD 110 - Web Page Design I Credits: 3**
- **ITN 106 - Microcomputer Operating Systems Credits: 3**
- **ITN 107 - Personal Computer Hardware and Troubleshooting Credits: 3**
- **ITN 154 - Introduction to Networks - CISCO Credits: 4**
- **ITN 260 - Network Security Basics Credits: 3**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 4**
- **ITN 262 - Network Communication, Security and Authentication Credits: 4**
- **ITN 266 - Network Security Layers Credits: 3**
- **ITN 267 - Legal Topics In Network Security Credits: 3**
- **ITP 120 - Java Programming I Credits: 3**
- **ITP 137 - Programming IOS Devices 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 290 - Coordinated Internship Credits: 3**

Total Credits: 51

Minimum Required for Degree: 66 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

- **ENG 111 - College Composition I Credits: 3**
- **CSC 221 - Introduction to Problem Solving and Programming Credits: 3**
- **ITN 154 - Introduction to Networks - 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**
- **CSC 222 - Object-Oriented Programming Credits: 4**

Total Credits: 16

Fall Semester Courses

- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Science Elective Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 4**
- **ITD 110 - Web Page Design I Credits: 3**
- **ITP 120 - Java Programming I Credits: 3**

Total Credits: 17

Spring Semester Courses

- **ITN 266 - Network Security Layers Credits: 3**
- **ITN 267 - Legal Topics In Network Security Credits: 3**
- **ITN 262 - Network Communication, Security and Authentication Credits: 4**
- **ITE 290 - Coordinated Internship Credits: 3**
- **ITP 137 - Programming IOS Devices Credits: 3**

Total Credits: 16

Physical Therapist Assistant, AAS

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 rduff@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 August, 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
9. NEW REQUIREMENT: Students must attend a Physical Therapist Assistant Program Information Session prior to application submission. There are regularly scheduled information sessions during the fall and spring semesters. Applicants will complete a post-test at the end of the session. **The attendance date for PTA Program Information Sessions may be no longer than 12 months from the application period**.

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 (ATI TEAS or program designated equivalent). For the purposes of admission to the P&HCC PTA program, the **minimum passing (composite) score on the timed admission test is 58.7%**. Students who score a 58.7% or higher on the admission test will have their individual raw score 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, observation hours, admission test score, and PTA Program Information Session post-test score. 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 ATI 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 <u>C</u> or higher in all degree coursework to graduate. Clinical/field/preceptor experiences require access to contracted clinical agencies. All clinical education rotations must be passed in order to graduate. There are 15 weeeks of clinical education which are full time for at least 35 hours a week. These clinical experiences will be divided into three (3) different rotations at specified times in the program. There will be a 4-week, 5-week, and 6-week clinical rotation.

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
- 2-Year subscription to PhysioU $169
- P&HCC PTA program t-shirts (2) $30

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** **This course requires a 4-week clinical rotation, with a minimum of 35 clinical hours per week.*
- **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** **This course requires a 5-week clinical rotation, with a minimum of 35 clinical hours per week.*
- **PTH 252 - Clinical Practicum II Credits: 4** **This course requires a 6-week clinical rotation, with a minimum of 35 clinical hours per week.*
- **PTH 255 - Seminar in Physical Therapy Credits: 2**

Total Credits: 12

Technical Studies, AAS

Length: 60-69 credits

Purpose: The Technical Studies Associate in Applied Science Degree is designed to provide a broad foundation of general education and technological knowledge, along with a concentration in a technical field as identified by local industry needs, that will prepare the graduate to enter or advance in technical fields upon graduation. The Technical Studies degree will use one existing certificate or career studies certificate with additional courses to create a coherent plan of study for a total of 60-69 credits. The degree must be approved by the Chief Academic Officer or **designee** to ensure a coherent plan of study.

General Education Requirements

The student must complete one course from **each** category. The student must then complete one additional course from one category or take CST 110 to achieve the 15 required General Education credits for the Technical Studies degree.

English

- **ENG EEE - English Requirement Credits: 3-6**

Humanities

- **HUM EEE - Humanities Requirement Credits: 3-6**

Social Science

- **SOC EEE - Social Science Requirement Credits: 3-6**

Mathematics or Natural Science

- **MTH or NAS EEE - Math or Natural Science Requirement Credits: 3-6**

Total Credits: 15

Student Development Requirement

Student Development

- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 1

Content, Skills, and Knowledge

This curriculum allows the student to select (1) or (2) existing certificates, to include career studies certificates, with additional courses to create a coherent plan of study in a technical field of the student's choice. The student should work with an advisor to develop their plan of study. The plan of study must be approved in advance by the Chief Academic Officer or designee.

- **TECH EEE - Technical Studies Electives Credits: 44-52**

Total Credits: 44-52

Total Credits for Degree: 60-69

Technical Studies: Motorsports Technology Pathway, 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

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

Total Credits: 15

Program Requirements

- **MAC 121 - Numerical Control I Credits: 3**
- **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 132 - Motorsports Structural Technology III 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**
- **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**
- **PED/HLT EEE - Wellness Elective Credits: 1**
- **SDV 100 - College Success Skills Credits: 1**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**

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.

Fall Semester Courses

- **ENG 115 - Technical Writing Credits: 3**
- **MAC 161 - Machine Shop Practices I Credits: 3**
- **MTH 111 - Basic Technical Mathematics Credits: 3**
- **MTS 120 - Introduction to Motorsports Technology Credits: 3**
- **MTS 130 - Motorsports Structural Technology I Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **WEL 135 - Inert Gas Welding Credits: 2**

Total Credits: 18

Spring Semester Courses

- **CST 110 - Introduction to Human Communication Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **MTS 125 - Motorsports Technology I Credits: 3**
- **MTS 131 - Motorsports Structural Technology II Credits: 3**
- **MTS 135 - Sheet Metal Fabrication Credits: 3**
- **MTS 210 - Race Car Setup I Credits: 3**

Total Credits: 18

Fall Semester Courses

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

Total Credits: 17

Spring Semester Courses

- **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**
- **SDV 199 - Supervised Study In Transfer Programs Credits: 1**
- **SOC EEE - Social Science Elective Credits: 3**

Total Credits: 15

Business Administration, AS

Length: 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 Human Communication Credits: 3**
- **ECO 201 - Principles of Macroeconomics Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **HIS EEE - History Elective Credits: 3**
- **MTH 161 - Precalculus 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 Science Elective Credits: 4**

Total Credits: 31

Program Requirements

- **ACC 211 - Principles of Accounting I Credits: 3**
- **ACC 212 - Principles of Accounting II Credits: 3**
- **BUS 100 - Introduction to Business Credits: 3**
- **BUS 200 - Principles of Management Credits: 3**
- **BUS 224 - Business Statistics Credits: 3**
- **BUS 240 - Introduction to Business Law Credits: 3**
- **BUS 280 - Introduction to International Business I Credits: 3**
- **ECO 202 - Principles of Microeconomics Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **MKT 201 - Introduction to Marketing Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 31

Minimum Required for Degree: 62 Credits

Advising Sheet

Fall Semester Courses

- **BUS 100 - Introduction to Business Credits: 3**
- **CST 110 - Introduction to Human Communication Credits: 3**
- **ECO 201 - Principles of Macroeconomics Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **MTH 161 - Precalculus I Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 16

Spring Semester Courses

- **ECO 202 - Principles of Microeconomics Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **HIS EEE - History Elective Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **MTH 261 - Applied Calculus I Credits: 3**

Total Credits: 15

Fall Semester Courses

- **ACC 211 - Principles of Accounting I Credits: 3**
- **BUS 200 - Principles of Management Credits: 3**

- **BUS 224 - Business Statistics Credits: 3**
- **BUS 240 - Introduction to Business Law Credits: 3**
- **NAS EEE - Natural Science Elective Credits: 4**

Total Credits: 16

Spring Semester Courses

- **ACC 212 - Principles of Accounting II Credits: 3**
- **BUS 280 - Introduction to International Business I Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **MKT 201 - Introduction to Marketing Credits: 3**

Total Credits: 15

Education, AS

Length: 60 credits

Purpose: The curriculum is designed for the student who plans to complete a baccalaureate degree program in education or teacher education preparation. This is the appropriate degree for students who intend to pursue a transfer pathway in education to Longwood University or other transfer partners. 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 or that institution. Contact the division dean or an advisor for additional information.

Pathways:

- Longwood University Pathway
- Old Dominion University Pathway

General Education Requirements

- **CST 110 - Introduction to Human Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **ENG 250 - Children's Literature Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- **HIS 122 - United States History Since 1865 Credits: 3**
- **MTH EEE - Mathematics Electives Credits: 6**
- **PSY 230 - Developmental Psychology Credits: 3**
- **ART 101, ART 102, ART 121, or MUS 121 - Requirement Credits: 3**
- **NAS EEE - Natural Science Electives Credits: 8**

Total Credits: 38

Program Requirements

- **EDU 200 - Foundations of Education Credits: 3**
- **EDU 204 - Teaching in a Diverse Society Credits: 3**
- **EDU 250 - Foundations of Exceptional Education Credits: 3**
- **EDU EEE - Education Elective Credits: 12**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 22

Minimum Required for Degree: 60 Credits

Advising Sheet

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **HIS 121 - United States History to 1877 Credits: 3**
- **MTH EEE - Mathematics Elective Credits: 3**
- **NAS EEE - Natural Science Elective Credits: 4**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 14

Spring Semester Courses

- **CST 110 - Introduction to Human Communication Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **HIS 122 - United States History Since 1865 Credits: 3**
- **MTH EEE - Mathematics Elective Credits: 3**
- **NAS EEE - Natural Science Elective Credits: 4**

Total Credits: 16

Fall Semester Courses

- **EDU 200 - Foundations of Education Credits: 3**
- **ENG 250 - Children's Literature Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**
- **ART 101, ART 102, ART 121, or MUS 121 - Requirement Credits: 3**
- **EDU EEE - Education Elective Credits: 3**

Total Credits: 15

Spring Semester Courses

- **EDU 204 - Teaching in a Diverse Society Credits: 3**
- **EDU 250 - Foundations of Exceptional Education Credits: 3**
- **EDU EEE - Education Elective Credits: 3**
- **EDU EEE - Education Elective Credits: 3**
- **EDU EEE - Education Elective Credits: 3**

Total Credits: 15

General Studies, AS

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 and solutions
- express themselves effectively in a variety of written forms
- calculate, interpret, and use numerical and quantitative information on 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 behavior

General Education Requirements

- **CST 110 - Introduction to Human Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **HIS EEE - History Elective Credits: 6**
- **MTH EEE - Mathematics Elective Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **NAS EEE - Natural Science Electives Credits: 8**
- **SOC EEE - Social Science Electives Credits: 6 *At least one course other than History**

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**
- **EEE EEE - College Transfer Electives Credits: 18**

Total Credits: 22

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. In addition, some courses are offered in both fall and spring semesters. Consult with an advisor when scheduling classes.

Fall Semester Courses

- **CST 110 - Introduction to Human Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **HIS EEE - History Elective Credits: 3**
- **MTH EEE - Mathematics Elective 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 EEE - History Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Science Elective 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 Science Elective Credits: 4**
- **SOC EEE - Social Science Elective Credits: 3**
- **EEE EEE - College Transfer Elective Credits: 3**
- **EEE EEE - College Transfer Elective Credits: 3**

Total Credits: 16

Spring Semester Courses

- **NAS EEE - Natural Science Elective Credits: 4**
- **EEE EEE - College Transfer Elective Credits: 3**
- **EEE EEE - College Transfer Elective Credits: 3**
- **EEE EEE - College Transfer Elective Credits: 3**

Total Credits: 13

Health Sciences, AS

Length: 62-63 Credits

Purpose: The Associate of Science - Health Sciences degree is designed for the student who plans to transfer and pursue a bachelor's degree in the area of Health Sciences, Health Promotion, Health Education, or Nursing. The degree pathways include: **Health Sciences** or **Pre-BSN**.

Program 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, scienctific 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 relative growth and development milestones for ages across the life span

General Education Requirements

- **ENG 111 - College Composition I Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **CST 110 - Introduction to Human Communication Credits: 3**
- **HIS EEE - History Elective Credits: 3**
- **PSY 200 or SOC 200 - Principles of Psychology/Principles of Sociology Credits: 3**
- **NAS EEE - Natural Science Electives Credits: 8**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 39

Program Requirements

- **BIO 141 - Human Anatomy and Physiology I Credits: 4**
- **BIO 142 - Human Anatomy and Physiology II Credits: 4**
- **PSY 230 - Developmental Psychology Credits: 3**
- **HLT 230 - Principles of Nutrition Credits: 3**
- **PHI 220 - Ethics and Society Credits: 3**

Total Credits: 17

Pathway Electives

Select either Pre-BSN or Health Sciences, do not interchange.

Pre-BSN Pathway

- **BIO 150 - Microbiology for Health Science Credits: 4**
- **HLT 250 - General Pharmacology Credits: 3**

  OR

Health Sciences Pathway

- **HLT 143 - Medical Terminology Credits: 3** and

- **HLT 110 - Personal and Community Health Credits: 3**
  or
- **PED 210 - Introduction to Physical Education and Health Credits: 3**

Total Credits: 6-7

Minimum Credits for Degree: 62-63

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

- **ENG 111 - College Composition I Credits: 3**
- **CST 110 - Introduction to Human Communication Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **HIS EEE - History Elective Credits: 3**

- **NAS EEE - Natural Science Elective Credits: 4**

Total Credits: 14

Spring Semester Courses

- **ENG 112 - College Composition II Credits: 3**
- **PSY 200 or SOC 200 - Principles of Psychology/Principles of Sociology Credits: 3**
- **MTH 154 - Quantitative Reasoning Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **NAS EEE - Natural Science Elective Credits: 4**

Total Credits: 16

Fall Semester Courses

- **ENG EEE - English Literature Elective Credits: 3**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **BIO 141 - Human Anatomy and Physiology I Credits: 4**
- **HLT 230 - Principles of Nutrition Credits: 3**

Total Credits: 16

Spring Semester Courses

- **BIO 142 - Human Anatomy and Physiology II Credits: 4**
- **PSY 230 - Developmental Psychology Credits: 3**
- **PHI 220 - Ethics and Society Credits: 3**
- **Pathway Elective - Pre-BSN or Health Science Credits: 6-7**

Total Credits: 16-17

Science, AS

Length: 61-63 credits

Purpose: The Associate of Science - Science degree is designed for the student who plans to transfer and pursue a bachelor's degree in a Science area.

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
- 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**
- **ENG 112 - College Composition II Credits: 3**
- **EEE EEE - College Transfer Electives Credits: 15**
- **HIS EEE - History Elective Credits: 3**
- **PSY 200 or SOC 200 - Principles of Psychology/Principles of Sociology Credits: 3**
- **NAS EEE - Natural Science Electives Credits: 16**
- **MTH EEE - MTH 161 & 162 or MTH 167 Credits: 5-6**
- **MTH EEE - Mathematics Requirement Credits: 3-4**
- **ENG EEE - English Literature Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective 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 Degree: 61-63 Credits

Advising Sheet

Fall Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **MTH 161 - Precalculus I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **HIS EEE - History Elective Credits: 3**
- **NAS EEE - Natural Science Elective Credits: 4**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 17

Spring Semester Courses

- **ENG 112 - College Composition II Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **NAS EEE - Natural Science Elective Credits: 4**
- **EEE EEE - College Transfer Elective Credits: 3**
- **MTH 162 - Precalculus II Credits: 3**

Total Credits: 16

Fall Semester Courses

- **ENG EEE - English Literature Elective Credits: 3**
- **EEE EEE - College Transfer Elective Credits: 3**
- **EEE EEE - College Transfer Elective Credits: 3**
- **MTH EEE - Mathematics Requirement Credits: 3-4**
- **NAS EEE - Natural Science Elective Credits: 4**

Total Credits: 16-17

Spring Semester Courses

- **NAS EEE - Natural Science Elective Credits: 4**
- **EEE EEE - College Transfer Elective Credits: 3**
- **EEE EEE - College Transfer Elective Credits: 3**
- **PSY 200 or SOC 200 - Principles of Psychology/Principles of Sociology Credits: 3**
- **PED/HLT EEE - Wellness Elective Credits: 1**

Total Credits: 14

Social Sciences, AS

Length: 60 credits

Purpose: The curriculum is designed for the student who plans to complete a baccalaureate degree program. Students often select the social sciences program if they intend to transfer to a four-year institution and are considering majors in fields such as economics, geography, geographic information systems, history, political science, psychology, sociology, and more. In addition, this is the appropriate degree for students who intend to pursue a transfer pathway in social work or criminal justice. 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.

Pathways:

- Criminal Justice Pathway
- **Psychology Pathway**
- **Social Work Pathway**

General Education Requirements

- **CST 110 - Introduction to Human Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **ENG 112 - College Composition II Credits: 3**
- **HIS EEE - History Elective Credits: 6**
- **MTH EEE - Mathematics Elective Credits: 3**

- **PSY 200 or SOC 200 - Principles of Psychology/Principles of Sociology Credits: 3**
- **ENG EEE - English Literature Elective Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **NAS EEE - Natural Science Electives Credits: 8**

Total Credits: 35

Program Requirements

- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **EEE EEE - College Transfer Electives Credits: 6**
- **SOC EEE - Social Science Electives Credits: 15**

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. In addition, some courses are offered in both fall and spring semesters. Consult with an advisor when scheduling classes.

Fall Semester Courses

- **CST 110 - Introduction to Human Communication Credits: 3**
- **ENG 111 - College Composition I Credits: 3**
- **HIS EEE - History Elective Credits: 3**
- **MTH EEE - Mathematics Elective 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 EEE - History Elective Credits: 3**
- **PSY 200 or SOC 200 - Principles of Psychology/Principles of Sociology Credits: 3**
- **HUM EEE - Humanities/Fine Arts Elective Credits: 3**
- **SOC EEE - Social Science Elective Credits: 3**

Total Credits: 15

Fall Semester Courses

- **ENG EEE - English Literature Elective Credits: 3**
- **NAS EEE - Natural Science Elective Credits: 4**
- **EEE EEE - College Transfer Elective Credits: 3**
- **SOC EEE - Social Science Elective Credits: 3**
- **SOC EEE - Social Science Elective Credits: 3**

Total Credits: 16

Spring Semester Courses

- **NAS EEE - Natural Science Elective Credits: 4**
- **EEE EEE - College Transfer Elective Credits: 3**
- **SOC EEE - Social Science Elective Credits: 3**
- **SOC EEE - Social Science Elective Credits: 3**

Total Credits: 13

Computer Aided Drafting and Design (CADD) Certificate

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.

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

Advising Sheet

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**

Total Credits: 15

Spring Semester Courses

- **ENG 111 - College Composition I Credits: 3**
- **PSY 230 - Developmental Psychology Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**
- **CHD 118 - Language Arts for Young Children Credits: 3**
- **CHD 270 - Administration of Early Childcare Programs Credits: 3**
- **CHD 146 - Math, Science, and Social Studies for Children Credits: 3**

Total Credits: 16

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.

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 201 - Introduction to 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 - Spreadsheeting for Business 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

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 141 - Welder Qualification Tests I Credits: 3**
- **WEL 145 - Welding Metallurgy Credits: 3**
- **WEL 150 - Welding Drawing and Interpretation Credits: 3**
- **WEL 160 - Gas Metal Arc Welding Credits: 3**
- **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**

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: 3** *
- **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: 15

Fall Semester Courses

- **WEL 126 - Pipe Welding I Credits: 3**
- **WEL 141 - Welder Qualification Tests I Credits: 3**
- **WEL 237 - Applied Welding Process Credits: 3**

Total Credits: 9

Practical Nursing Certificate

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. The P&HCC PN program is designed to meet the requirements leading to professional licensure where passing the NCLEX-PN is one of those requirements; other requirements may differ from those in Virginia. Additional information regarding out of state licensure can be found on their professional licensure website or the NCSBN webpage for professional licensure requirements: Board of Nursing Licensure Requirements | NCSBN

Program Learning Outcomes: Graduates of the program will:

- Use the nursing process to identify internal and external environmental factors that influence need satisfaction.
- Function as an entry level provider of care who is able to collect data, plan, intervene, and evaluate nursing care of patients in collaboration with the Registered Nurse.

- Assist individuals and their significant others to meet their physical, psychological, spiritual, cultural, and developmental needs.
- Work collaboratively with the client and the health care team to identify the client's location on the health continuum.
- Participate as a member of the health care team by managing care for an individual client or group of clients across the lifespan for diverse populations.

End of Program Outcomes:

- Eighty percent (80%) of all program graduates will pass the NCLEX-PN licensing exam as first-time test takers within 12 months of program graduation.
- One hundred percent (100%) of graduating students will receive a satisfactory grade at the conclusion of the clinical experience.
- Curricular content proficiency will be evident when
  - 80% of graduates score 65% or greater on the end program Kaplan Trainer-1 exam and
  - cohort average scores on end semester benchmark assessments exceed the established national norm.

Special Accreditation/Approval Status: The Patrick & Henry Community College Practical Nursing Certificate program has full approval as granted by the Virginia Board of Nursing.

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
2023	100%	89.94%	86.67%
2022	100%	81.60%	79.93%
2021	75%	74.77%	79.60%
2020	56.25%	79.83%	83.08%
2019	71.43%	84.28%	85.63%

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 grad 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. Certain clinical rotations may require the completion of a Central Registry check and fingerprinting, those will be required as needed to comply with clinical rotations, results must be negative.

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:

In-state Tuition Estimate	$7,337 (44 credits)
Uniforms	$200
Physical examination	$150-$300
Books	$1000-$1400
Graduation Pin	$25 (minimum)
KAPLAN	$600
AHA BLS CPR certification	$162
Criminal background checks	$48 minimum (may be repeated)
Drug screens	$38 minimum (may be repeated)
Central Registry and Fingerprinting	$60 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*

This program is not currently admitting new students.

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 (contingent on enrollment), 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 Credits: 3**
- **HLT 110 - Personal and Community Health 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 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 110 - Personal and Community Health 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. Students must take developmental coursework as required by English and math placement.

Curriculum Requirements: Requirements for the certificate are listed in the curriculum below.

*A grade of "C" or better is required on all coursework for students to earn the UCGS.

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

- **HUM 256 - Comparative Mythology Credits: 3**
- **PHI 100 - Introduction to Philosophy Credits: 3**
- **PHI 220 - Ethics and Society Credits: 3**
- **REL 237 - Religions of the East Credits: 3**
- **REL 240 - Religions in the U.S. 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 211 - Principles of Anthropology I 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**
- **PHY 241 - University Physics I Credits: 4**
- **PHY 242 - University 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 162 - Precalculus II Credits: 3**
- **MTH 167 - Precalculus With Trigonometry Credits: 5**
- **MTH 261 - Applied Calculus I Credits: 3**
- **MTH 263 - Calculus I Credits: 4**
- **MTH 264 - Calculus II 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 - Beginning American Sign Language I Credits: 4**
- **ASL 102 - Beginning American Sign Language II Credits: 4**
- **CST 110 - Introduction to Human 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: 3**
- **SPA 202 - Intermediate Spanish Credits: 3**

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.

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: 16 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**
- **EGR 277 - Digital Logic Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for Career Studies Certificate: 16 Credits

Automotive Maintenance and Light Repair, CSC

Length: 16 credits

PURPOSE: This career studies certificate is designed to train individuals for employment in express service light repair and maintenance positions at dealerships and independent repair shops. The curriculum covers both theory and shop training with an emphasis on service and minor repair. As a result of instruction, students will be able to describe the purpose and function of each vehicle system and identify the parts involved and how they work. Additionally, students will learn how to perform basic diagnosis with the end goal of determining if a system is working as designed or if further service is required.

OCCUPATIONAL OBJECTIVES: Auto Mechanic, Service Advisor, Maintenance Technician, Parts Clerk, and Service Writer.

ADMISSION REQUIREMENTS: General college curricular admission.

PROGRAM NOTES: Students are required to meet with the program head either before registering for their first semester or early in their first semester of study.

Requirements

- **AUT 101 - Introduction to Automotive Systems Credits: 3**
- **AUT 241 - Automotive Electricity I Credits: 3**
- **AUT 265 - Automotive Braking Systems Credits: 3**
- **AUT 266 - Auto Alignment, Suspension and Steering Credits: 3**
- **AUT 111 - Automotive Engines I Credits: 4**

Minimum Required for Career Studies Certificate: 16 Credits

CNC Lathe Operator, CSC

Length: 19

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**
- **MTH 111 - Basic Technical Mathematics Credits: 3**
- **MAC 150 - Introduction to Computer Aided Manufacturing Credits: 3**
- **MAC 121 - Numerical Control I Credits: 3**
- **MAC 126 - Introductory CNC Programming Credits: 3**
- **MAC 231 - Advanced Precision Machining I Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 19

Cybersecurity, CSC

Length: 17 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 - Introduction to Networks - CISCO Credits: 4**
- **ITN 260 - Network Security Basics Credits: 3**
- **ITP 120 - Java Programming I Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 17

Minimum Required for 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.

Fall Semester Courses

- **ITN 106 - Microcomputer Operating Systems Credits: 3**
- **ITN 154 - Introduction to Networks - 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: 3**

Total Credits: 6

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 an 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 Career Studies 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.

Functional Abilities required for the program include:

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 & field agencies.

After admission to the EMT CSC 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 & field internship classes. Students must provide proof of all required immunizations as mandated by clinical & field 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 & field internship classes. Drug screens may be repeated after program acceptance to comply with clinical & field 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 and field agency requirements.

Advanced Placement: Current credentialed Virginia EMT providers may be eligible for advanced placement.

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. EMT 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.

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.

Functional Abilities required for the program include:

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 & field agencies.

After admission to the AEMT CSC 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 & field internship classes. Students must provide proof of all required immunizations as mandated by clinical & field 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 & field internship classes. Drug screens may be repeated after program acceptance to comply with clinical & field 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 and field agency requirements.

Advanced Placement: Current credentialed Virginia EMT providers may be eligible for advanced placement.

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. AEMT 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.

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 - Spreadsheeting for Business 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 130 - Introduction to Criminal Law Credits: 3**

- **ADJ 133 - Ethics and the Criminal Justice Professional Credits: 3**
- **ADJ 201 - Criminology 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: Nurse Aide, 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 B (80%) 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	$100-$150
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 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 Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Total Credits: 17

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 MTH courses to be eligible to apply to nursing. A grade of B (80%) or higher is required in NUR 27 and NUR 21. Clinical/field/preceptor experiences require access to contracted clinical agencies.

*Attention Associate Degree Nursing Applicants: CST 110 is no longer accepted as a pre-requisite for the associate degree nursing program.

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**
- **MTH 155 - Statistical Reasoning Credits: 3**
- **NAS EEE - Natural Science 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: Courses in the advising sheet 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

- **ENG 111 - College Composition I Credits: 3**
- **ITE 152 - Introduction to Digital and Information Literacy and Computer Applications Credits: 3**
- **NAS EEE - Natural Science 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 Science Elective Credits: 4**
- **MTH 155 - Statistical Reasoning 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

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 fiel

This program is only offered in the Fall semester.

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.

Fall 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

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: 19 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. Students 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 161 - Machine Shop Practices I Credits: 3**
- **MAC 162 - Machine Shop Practices II Credits: 3**
- **MAC 163 - Machine Shop Practices III Credits: 3**
- **MAC 164 - Machine Shop Practices IV Credits: 3**
- **MTH 111 - Basic Technical Mathematics Credits: 3**
- **SDV 100 - College Success Skills Credits: 1**

Minimum Required for the Career Studies Certificate: 19 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

Motorsports Advanced Race Car Setup, CSC

Length: 26 credits

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

Requirements

- **MAC 122 - Numerical Control II Credits: 3**
- **MTS 105 - Fundamentals of Motorsports Technology 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 298 - Dyno Engine Performance Credits: 3**
- **WEL 135 - Inert Gas Welding Credits: 2**

Minimum Required for Career Studies Certificate: 26 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.

Requirements

- **SDV 100 - College Success Skills Credits: 1**
- **MTS 120 - Introduction to Motorsports Technology Credits: 3**
- **MTS 125 - Motorsports Technology I Credits: 3**
- **MTS 126 - Motorsports Technology II 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: 21 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

- **CSC 221 - Introduction to Problem Solving and Programming Credits: 3**
- **CSC 222 - Object-Oriented Programming Credits: 4**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 4**
- **ITN 262 - Network Communication, Security and Authentication Credits: 4**
- **ITN 266 - Network Security Layers Credits: 3**
- **ITN 267 - Legal Topics In Network Security Credits: 3**

Total Credits: 21

Minimum Required for Certificate: 21 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

- **CSC 221 - Introduction to Problem Solving and Programming Credits: 3**
- **ITN 261 - Network Attacks, Computer Crime and Hacking Credits: 4**
- **ITN 262 - Network Communication, Security and Authentication Credits: 4**

Total Credits: 11

Spring Semester Courses

- **CSC 222 - Object-Oriented Programming Credits: 4**
- **ITN 266 - Network Security Layers Credits: 3**
- **ITN 267 - Legal Topics In Network Security Credits: 3**

Total Credits: 10

Residential and Commercial Electrician, CSC

Length: 18 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**
- **ELE 245 - Industrial Wiring Credits: 3**
- **ELE 229 - Troubleshooting and Maintenance of Electrical Systems Credits: 3**

Minimum Required for Career Studies Certificate: 18 Credits

Robotic Welding, CSC

Length: 20 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: 3**
- **WEL 198 - Seminar and Project Credits: 4**
- **WEL 241 - Robotic Welding I Credits: 2**
- **WEL 242 - Robotic Welding II Credits: 2**

Minimum Required for Career Studies Certificate: 20 credits

Robotics and Automation Technology, CSC

Length: 24 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**
- **MEC 165 - Applied Hydraulics, Pneumatics and Hydrostatics Credits: 3**
- **ETR 230 - Mechatronic Process Control Credits: 3**
- **ELE 239 - Programmable Controllers Credits: 3**

- **ETR 246 - Electronic Motor Drives Systems Credits: 3**
- **ELE 246 - Industrial Robotics Programming Credits: 3**
- **INS 210 - Principles of Instrumentation Credits: 3**
- **ELE 156 - Electrical Control Systems Credits: 3**

Total Credits: 24

Substance Abuse Counselor-Assistant, CSC

Length: 24 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. 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 230 - Ethics in Human Services Credits: 3**
- **HMS 258 - Case Management and Substance Abuse Credits: 3**
- **PSY 200 - Principles of Psychology Credits: 3**
- **PSY 215 - Psychopathology Credits: 3**
- **PSY 219 - Cross-Cultural Psychology Credits: 3**
- **PSY 260 - Psychopharmacology and Substance Abuse Credits: 3**

Total Credits: 24

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

- **HMS 121 - Basic Counseling Skills I Credits: 3**
- **HMS 258 - Case Management and Substance Abuse Credits: 3**
- **PSY 200 - Principles of Psychology Credits: 3**
- **PSY 219 - Cross-Cultural Psychology Credits: 3**

Total Credits: 12

Spring Semester Courses

- **HMS 141 - Group Dynamics I Credits: 3**
- **HMS 230 - Ethics in Human Services Credits: 3**
- **PSY 215 - Psychopathology Credits: 3**
- **PSY 260 - Psychopharmacology and Substance Abuse 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: 19 credits

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

Career Information

Current Job Opportunities

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: 3**
- **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: 19 Credits

Courses

ACC 124 - Payroll Accounting

Credits: 3

Presents accounting systems and methods used in computing and recording payroll to include payroll taxes and compliance with federal and state legislation.

Lecture Hours: 3
Total Per Week: 3

Prerequisites: Placement of EDE 11/ENG 111. Placement above MDE 10.

ACC 211 - Principles of Accounting I

Credits: 3

Introduces accounting principles with respect to financial reporting. Demonstrates how decision makers use accounting information for reporting purposes. Focuses on the preparation of accounting information and its use in the operation of organizations, as well as methods of analysis and interpretation of accounting information.

Lecture Hours: 3
Total Per Week: 3

Prerequisites: Placement of EDE 11 /ENG 111 . Placement above MDE 10.

ACC 212 - Principles of Accounting II

Credits: 3

Introduces accounting principles with respect to cost and managerial accounting. Focuses on the application of accounting information with respect to product costing, as well as its use within the organization to provide direction and to judge performance.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: ACC 211

ACC 215 - Computerized Accounting

Credits: 3

Introduces the computer in solving accounting problems. Focuses on operation of computers. Presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting.

Lecture Hours: 3
Total Per Week: 3

Prerequisite or corequisite: ACC 211 or equivalent

ACC 219 - Gov't. and Non-Profit Accounting

Credits: 3

Introduces fund accounting as used by governmental and nonprofit entities. Stresses differences between accounting principles of for-profit and not-for-profit organizations.

Lecture Hours: 3
Total Per Week: 3

Prerequisite ACC 212 or equivalent.

ACC 221 - Intermediate Accounting I

Credits: 3

Covers accounting principles and theory, including a review of the accounting cycle and accounting for current assets, current liabilities and investments. Introduces various accounting approaches and demonstrates the effect of these approaches on the financial statement users.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: ACC 212 or equivalent

ACC 222 - Intermediate Accounting II

Credits: 3

Continues accounting principles and theory with emphasis on accounting for fixed assets, intangibles, corporate capital structure, long-term liabilities, and investments.

Lecture Hours: 3
Total Per Week: 3

Prerequisite ACC 221 or equivalent

ACC 261 - Principles of Federal Taxation I

Credits: 3

Presents the study of federal taxation as it relates to individuals and related entities. Includes tax planning, compliance and reporting.

Lecture Hours: 3
Total Per Week: 3

Prerequisites: Placement of EDE 11/ENG 111. Placement above MDE 10.

ACC 290 - Coordinated Internship

Credits: 3

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college.
Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

ADJ 100 - Survey of Criminal Justice

Credits: 3

Presents an overview of the United States criminal justice system; introduces the major system components--law enforcement, judiciary, and corrections.

Lecture Hours: 3
Total Per Week: 3

ADJ 105 - The Juvenile Justice System

Credits: 3

Presents the evolution, philosophy, structures and processes of the American juvenile delinquency system; surveys the rights of juveniles, dispositional alternatives, rehabilitation methods and current trends.

Lecture Hours: 3
Total Per Week: 3

ADJ 111 - Law Enforcement Organization & Administration I

Credits: 3

Teaches the principles of organization and administration of law enforcement agencies. Studies the management of line operations, staff and auxiliary services, investigative and juvenile units. Introduces the concept of data processing; examines policies, procedures, rules, and regulations pertaining to crime prevention. Surveys concepts of protection of life and property, detection of offenses, and apprehension of offenders. Part I of II.

Lecture Hours: 3
Total Per Week: 3

ADJ 112 - Law Enforcement Organization & Administration II

Credits: 3

Teaches the principles of organization and administration of law enforcement agencies. Studies the management of line operations, staff and auxiliary services, investigative and juvenile units. Introduces the concept of data processing; examines policies, procedures, rules, and regulations pertaining to crime prevention. Surveys concepts of protection of life and property, detection of offenses, and apprehension of offenders. Part II of II.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Divisional approval or ADJ 111

ADJ 130 - Introduction to Criminal Law

Credits: 3

Surveys the general principals of American criminal law, the elements of major crimes, and the basic steps of prosecution procedure.

Lecture Hours: 3
Total Per Week: 3

ADJ 131 - Legal Evidence

Credits: 3

Surveys the identification, degrees, and admissibility of evidence for criminal prosecution; examines pre-trial and trial

procedures as they pertain to the rules of evidence.

Lecture Hours: 3
Total Per Week: 3

ADJ 133 - Ethics and the Criminal Justice Professional

Credits: 3

Examines ethical dilemmas pertaining to the criminal justice system, including those in policing, courts and corrections. Focuses on some of the specific ethical choices that must be made by the criminal justice professional.

Lecture Hours: 3

ADJ 140 - Introduction to Corrections

Credits: 3

Focuses on societal responses to the offender. Traces the evolution of practices based on philosophies of retribution, deterrence, and rehabilitation. Reviews contemporary correctional activities and their relationships to other aspects of the criminal justice system.

Lecture Hours: 3
Total Per Week: 3

ADJ 145 - Corrections and the Community

Credits: 3

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

Lecture Hours: 3
Total Per Week: 3

ADJ 146 - Adult Correctional Institutions

Credits: 3

Describes the structures, function, and goals of state and federal correctional institutions (prisons, farms, community-based units, etc.) for adult inmates.

Lecture Hours: 3
Total Per Week: 3

ADJ 160 - Police Response to Critical Incidents

Credits: 3

Provides a basic introduction to incident command and emerging trends. Addresses bomb threats; hostage/barricade

situations; attacks on institutions such as schools and hospitals; criminal hazmat; terrorist, militia/paramilitary, and extended crime scene evidence collection scenarios; and other long term or large scale events.

Lecture Hours: 3
Total Per Week: 3

ADJ 201 - Criminology

Credits: 3

Studies current and historical data pertaining to criminal and other deviant behavior. Examines theories that explain crime and criminal behavior in human society.

Lecture Hours: 3
Total Per Week: 3

ADJ 234 - Terrorism and Counter- Terrorism

Credits: 3

Surveys the historical and current practices of terrorism that are national, transnational, or domestic in origin. Includes biological, chemical, nuclear, and cyber-terrorism. Teaches the identification and classification of terrorist organizations, violent political groups and issue- oriented militant movements. Examines investigative methods and procedures utilized in counter terrorist efforts domestically and internationally.

Lecture Hours: 3
Total Per Week: 3

ADJ 236 - Principles of Criminal Investigation

Credits: 3

Surveys the fundamentals of criminal investigation procedures and techniques. Examines crime scene search, collecting, handling and preserving of evidence.

Lecture Hours: 3
Total Per Week: 3

ADJ 237 - Advanced Criminal Investigation

Credits: 3

Introduces specialized tools and scientific aids used in criminal investigation. Applies investigative techniques to specific situations and preparation of trial evidence.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: ADJ 236 or division approval

ADJ 280 - Capstone Project

Credits: 1

Provides a capstone research project for the final semester of the program, focusing inquiry upon an area of interest to the student or area relevant to the student's prospective career field. May include problem based research topics, internships, or other focused projects.

Lecture Hours: 1
Total Per Week: 1

Corequisite: ADJ 236 or equivalent

ADJ 299 - Supervised Study

Credits: 1

Assigns problems for independent study incorporating previous instruction and supervised by the instructor.
May be repeated for credit. Variable hours.

ARA 101 - Beginning Arabic

Credits: 4

Introduces cultural awareness, listening, speaking, reading, and writing skills and emphasizes basic sentence structure. Part I of II. This is a UCGS transfer course.

Lecture Hours: 4
Total Per Week: 4

ARA 102 - Beginning Arabic II

Credits: 4

Introduces cultural awareness, listening, speaking, reading, and writing skills and emphasizes basic sentence structure. Part II of II. This is a UCGS transfer course.

Lecture Hours: 4
Total Per Week: 4

Prerequisite: ARA 101, or two years of successful completion of high school Arabic, or demonstrated experiential learning, or by placement test, or equivalent.

ART 101 - History of Art: Prehistoric to Gothic

Credits: 3

Surveys the history and interpretation of architecture, painting and sculpture from the prehistoric era through the Gothic. This is a Passport Transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: A placement of EDE 11/ENG 111.

ART 102 - History of Art: Renaissance to Modern

Credits: 3

Surveys the history and interpretation of architecture, painting and sculpture from the Renaissance through the modern era. This is a Passport Transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: A placement of EDE 11/ENG 111.

ART 121 - Drawing I

Credits: 3

Develops basic drawing skills and understanding of visual language through studio instruction/lecture. Introduces concepts such as proportion, space, perspective, tone and composition as applied to still life, landscape and the figure. Uses drawing media such as pencil, charcoal, ink wash and color media. Includes field trips and gallery assignments as appropriate. Part I of II.

Lecture Hours: Lecture 1 hour. Studio instruction 4 hours.
Total Per Week: 5

ART 223 - Life Drawing

Credits: 3

Advances skills and exploration in drawing through studio practice. Continues investigation of elements and principles of design emphasizing perceptual figure drawing. Introduces a variety of media and techniques including color media and theory. Supports conceptual development through introduction to historical and contemporary practices and critical analysis. May include field trips. This is a UCGS transfer course.

Lecture Hours: Lecture 1 hour. Studio instruction 4 hours.
Total Per Week: 5

ART 241 - Painting I

Credits: 3

Introduces abstract and representational painting in acrylic and/or oil with emphasis on color, composition, and value.

Lecture Hours: Lecture 1 hour. Studio instruction 4 hours.
Total Per Week: 5

ART 242 - Painting II

Credits: 3

Introduces abstract and representational painting in acrylic and/or oil with emphasis on color, composition, and value. Part II of II.

Lecture Hours: Lecture 1 hour. Studio instruction 4 hours.
Total Per Week: 5

Prerequisites: ART 241 or divisional approval. Part II of II.

ART 101, ART 102, ART 121, or MUS 121 - Requirement

Credits: 3

Students should choose one class to satisfy requirement from the options of ART 101, ART 102, ART 121, or MUS 121 .

ASL 101 - Beginning American Sign Language I

Credits: 4

Introduces cultural awareness, comprehension and production skills, and emphasizes basic sentence structure in American Sign Language with a focus on interactive communicative competence. Part I of II. This is a UCGS transfer course.

Lecture Hours: 4
Total Per Week: 4

ASL 102 - Beginning American Sign Language II

Credits: 4

Introduces cultural awareness, comprehension and production skills, and emphasizes basic sentence structure in American Sign Language with a focus on interactive communicative competence. Part II of II. This is a UCGS transfer course.

Lecture Hours: 4
Total Per Week: 4

Prerequisite: ASL 101 or by placement test.

AST 101 - Keyboarding I

Credits: 3

Teaches the alpha/numeric keyboard with emphasis on correct techniques, speed, and accuracy. Teaches formatting of basic personal and business correspondence, reports and tabulation.

Lecture Hours: 3
Total Per Week: 3

AST 102 - Keyboarding II

Credits: 3

Develops keyboarding and document production skills with emphasis on preparation of specialized business documents. Continues skill-building for speed and accuracy.

Lecture Hours: 3
Total Per Week: 3

Prerequisite AST 101

AST 107 - Editing/Proofreading Skills

Credits: 3

Develops skills essential to creating and editing business documents. Covers grammar, spelling, diction, punctuation, capitalization, and other usage problems.

Lecture Hours: 3
Total Per Week: 3

AST 136 - Office Record Keeping

Credits: 3

Introduces types of record keeping duties performed in the office, such as financial, tax, payroll, and inventory. Utilizes specialized software where applicable.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: ENG 115

AST 137 - Records Management

Credits: 3

Teaches filing and records management procedures for hard copy, electronic, and micrographic systems. Identifies equipment, supplies, and solutions to records management problems.

Lecture Hours: 3
Total Per Week: 3

Prerequisite : ENG 115

AST 141 - Word Processing (Specify Software)

Credits: 3

Teaches creating and editing documents, including line and page layouts, columns, fonts, search/replace, cut/paste, spell/thesaurus, and advanced editing and formatting features of word processing software.

Lecture Hours: 3
Total Per Week: 3

Prerequisite AST 101 or equivalent and ITE 152

AST 205 - Business Communications

Credits: 3

Teaches techniques of oral and written communications. Emphasizes writing and presenting business-related materials.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: ENG 115

AST 206 - Professional Development

Credits: 3

Develops professional awareness in handling business and social situations. Emphasizes goal setting, critical thinking, decision-making, and employment skills.

Lecture Hours: 3
Total Per Week: 3

AST 243 - Office Administration I

Credits: 3

Develops an understanding of the administrative support role and the skills necessary to provide organizational and technical support in a contemporary office setting. Emphasizes the development of critical-thinking, problem-solving, and job performance skills in a business office environment.

Lecture Hours: 3
Total Per Week: 3

Prerequisite AST 101,ENG 115

AST 245 - Medical Machine Transcription

Credits: 3

Develops machine transcription skills, integrating operation of transcribing equipment with understanding of medical terminology. Emphasizes dictation techniques and accurate transcription of medical documents in prescribed formats.

Lecture Hours: 3
Total Per Week: 3

Prerequisite AST 102 or equivalent and HLT 143.

AST 260 - Presentation Software (Specify Software)

Credits: 3

Teaches creation of slides including use of text, clip art, and graphs. Includes techniques for enhancing presentations with on- screen slide show as well as printing to transparencies and hand-outs. Incorporates use of sound and video clips.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: ENG 115; ITE 152

AST 271 - Medical Office Procedures I

Credits: 3

Covers medical office procedures, records management, preparation of medical reports, and other medical documents.

Lecture Hours: 3
Total Per Week: 3

Co-requisite AST 102 or equivalent. EDE 11/ENG 111 corequisite

AST 290 - Coordinated Internship

Credits: 3

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

AUT 101 - Introduction to Automotive Systems

Credits: 3

Introduces fundamental systems of automobile, the engine fuel, exhaust, electric, ignition, lubrication, cooling, transmission, steering, brake and suspension systems. Teaches theory and function of each system. Demonstrates operation.

Lecture Hours: 2-3
Lab Hours: 2-3
Total Per Week: 4-6

AUT 111 - Automotive Engines I

Credits: 4

Presents analysis of power, cylinder condition, valves and bearings in the automotive engine to establish the present condition, repairs or adjustments. Part I of II.

Lecture Hours: 2-3
Lab Hours: 2-3
Total Per Week: 4-6

AUT 112 - Automotive Engines II

Credits: 3

Presents analysis of power, cylinder condition, valves and bearings in the automotive engine to establish the present condition, repairs or adjustments. Part II of II.

Lecture Hours: 2-3
Lab Hours: 2-3
Total Per Week: 4-6

AUT 113 - Cylinder Block Service I

Credits: 3

Studies basic cylinder block reconditioning, including boring, re-sleeving, line-boring and deck resurfacing. Includes repair techniques for damaged block and cylinder head castings to include cold welding, brazing, welding and epoxy.

Lecture Hours: 2
Lab Hours: 3
Total Per Week: 5

AUT 114 - Cylinder Head Service II

Credits: 3

Studies cylinder head reconditioning, including valve seat grinding, re-facing valves, servicing valve guides, valve seat inserts, cutting for valve seals and spring, thread repair and resurfacing mating surfaces.

Lecture Hours: 2
Lab Hours: 3
Total Per Week: 5

Prerequisite AUT 113.

AUT 241 - Automotive Electricity I

Credits: 3

Introduces electricity and magnetism, symbols and circuitry as applied to the alternators, regulators, starters, lighting systems, instruments and gauges and accessories. Part I of II.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

AUT 265 - Automotive Braking Systems

Credits: 3

Presents operation, design, construction, repair, and servicing of braking system, including Anti- Lock Brake Systems

(ABS). Explains uses of tools and test equipment, evaluation of test results, estimation of repair cost for power, standard and disc brakes.

Lecture Hours: 2-3
Lab Hours: 3
Total Per Week: 5-6

AUT 266 - Auto Alignment, Suspension and Steering

Credits: 3

Introduces use of alignment equipment in diagnosing, adjusting, and repairing front and rear suspensions. Deals with repair and servicing of power and standard steering systems.

Lecture Hours: 1-2
Lab Hours: 6
Total Per Week: 7-8

BIO 101 - General Biology I

Credits: 4

Focuses on biological processes with a chemical foundation, including macromolecules, cellular structure, metabolism, and genetics in an evolutionary context. Explores the core concepts of evolution; structure and function; information flow, storage and exchange; pathways and transformations of energy and matter; and systems biology. Emphasizes the process of science, interdisciplinary approach, and relevance of biology to society. Part I of a two-course sequence. Assignments require college-level reading fluency, coherent written communication, and basic mathematical skills. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Lab Hours: 3
Total Per Week: 6

Prerequisite: A placement of EDE 11/ENG 111. Placement above MDE 10.

BIO 102 - General Biology II

Credits: 4

Focuses on biological processes with a chemical foundation, including macromolecules, cellular structure, metabolism, and genetics in an evolutionary context. Explores the core concepts of evolution; structure and function; information flow, storage and exchange; pathways and transformations of energy and matter; and systems biology. Emphasizes the process of science, interdisciplinary approach, and relevance of biology to society. Part II of a two-course sequence. This is a UCGS transfer course.

Lecture Hours: 3
Lab Hours: 3
Total Per Week: 6

Prerequisite: BIO 101 or departmental permission

BIO 141 - Human Anatomy and Physiology I

Credits: 4

Presents the study of anatomy & physiology including anatomical terminology, homeostasis, histology, integumentary system, skeletal system, muscular system, and nervous system. Part I of II. Assignments require college-level reading fluency, coherent written communication, and basic mathematical skills.
Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.
Corequisite or Prerequisite: Demonstration of NAS 2 concepts of Chemical Concepts, Cytology, and Inheritance through NAS 2 completion; or assessment; or module completion; or equivalent.

4 credits

BIO 141 Detailed Outline

Lecture Hours: 3
Lab Hours: 3
Total Per Week: 6

BIO 142 - Human Anatomy and Physiology II

Credits: 4

Continues study of anatomy and physiology including endocrine system, blood and cardiovascular system, lymphatic system and immunity, respiratory system, urinary system, fluid, electrolyte, and acid-base balance, digestive system and nutrient metabolism, reproductive system, and prenatal development. Part II of II.

Lecture Hours: 3
Lab Hours: 3
Total Per Week: 6

Prerequisite: Completion of BIO 141 with a grade of C or better.

BIO 150 - Microbiology for Health Science

Credits: 4

Focuses on the general characteristics, cellular structure, and metabolism of microorganisms. Emphasizes microbial relationships with individual and community health. Includes impact of microbes on human health and disease, microbial pathogenicity, identifying and managing infectious diseases and controlling microbial growth, healthcare associated infections and epidemiology. Studies aseptic culturing techniques with hands-on experience in safe microbiology practices.

Lecture Hours: 3
Lab Hours: 3
Total Per Week: 6

Prerequisite: BIO 101 or BIO 141

BUS 100 - Introduction to Business

Credits: 3

Exposes students to the functions and topics of modern business, including economics, management, finance, accounting, marketing, production, international business, small business, and other areas of general business interest.

Guides students in establishing a viable business vocabulary, fostering critical and analytical thinking, and refining business decision-making skills.

Lecture Hours: 3
Total Per Week: 3

Prerequisites: Placement of EDE 11/ENG 111.

BUS 106 - Security Awareness for Managers

Credits: 3

Covers concepts and terminology related to information security and risk assessment. Topics cover perspective from a manager and end-user's point of view and will include the identification of security threats, types of hardware/software solutions available and identifying policies and procedures to reduce the severity of security attacks. Includes the completion of a risk assessment and security plan for an organization and/or department.

Lecture Hours: 3
Total Per Week: 3

BUS 111 - Principles of Supervision I

Credits: 3

Teaches fundamentals of supervision, including primary responsibilities of the supervisor. Introduces factors relating to work of supervisor and subordinates. Covers aspects of leadership, job management, work improvement, training and orientation, performance evaluation, and effective employee/supervisor relationships.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Placement of EDE 11/ENG 111.

BUS 112 - Principles of Supervision II

Credits: 3

Develops skills in carrying out the responsibilities of supervisor including interviewing, evaluating and disciplining, and problem-solving techniques.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Placement of EDE 11/ENG 111 and BUS 111.

BUS 116 - Entrepreneurship

Credits: 3

Presents the various steps considered necessary when going into business. Includes areas such as product-service analysis, market research evaluation, setting up books, ways to finance startup, operations of the business, development of business plans, buyouts versus starting from scratch, and franchising. Uses problems and cases to demonstrate

implementation of these techniques. This course applies to career/technical education (CTE) programs.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Placement of EDE 11/ENG 111.

BUS 165 - Small Business Management

Credits: 3

Identifies management concerns unique to small businesses. Introduces the requirements necessary to initiate a small business, and identifies the elements comprising a business plan. Presents information establishing financial and administrative controls, developing a marketing strategy, managing business operations, and the legal and government relationships specific to small businesses.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Placement of EDE 11/ENG 111.

BUS 200 - Principles of Management

Credits: 3

Teaches management and the management functions of planning, organizing, leading, and controlling. Focuses on application of management principles to realistic situations managers encounter as they attempt to achieve organizational objectives.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Placement of EDE 11/ENG 111.

BUS 202 - Applied Management Principles

Credits: 3

Focuses on management practices and issues. May use case studies and/or management decision models to analyze problems in developing and implementing a business strategy while creating and maintaining competitive advantage.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: BUS 200

BUS 204 - Project Management

Credits: 3

Provides students with knowledge of essential skills and techniques necessary to lead or participate in projects assigned to managerial personnel. Covers time and task scheduling, resource management, problem solving strategies and other

areas related to managing a project.

Lecture Hours: 3
Total Per Week: 3

BUS 205 - Human Resource Management

Credits: 3

Introduces employment, selection, and placement of personnel, forecasting, job analysis, job descriptions, training methods and programs, employee evaluation systems, compensation, benefits, and labor relations.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Placement of EDE 11/ENG 111.

BUS 224 - Business Statistics

Credits: 3

Introduces methods of probability assessment and statistical inference. Includes data presentation; descriptive statistics; basic probability concepts; discrete and continuous probability distributions; decision theory; estimation and sampling distributions; Central Limit Theorem; simple linear regression and hypothesis testing for a single sample or population. Emphasizes business and economic applications. Utilizes computer software as a tool for problem-solving.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: MTH 161

BUS 240 - Introduction to Business Law

Credits: 3

Provides an introduction to the American legal system and the use of law to achieve economic and social goals. Highlights ethical principles and legal reasoning underlying the rights and obligations of business relationships and their effect on business decision-making. Emphasizes fundamental principles of government regulation and the court system, constitutional law, torts, criminal law, contracts, agency, employment, and property law.

Lecture Hours: 3
Total Per Week: 3

BUS 255 - Inventory and Warehouse Management

Credits: 3

Emphasizes the relationships of inventory and warehouse management to customer service and profitability of the wholesale distributor. Focuses on the role of computerized systems and resulting information for effective management of inventory and the warehouse under various conditions.

Lecture Hours: 3
Total Per Week: 3

BUS 280 - Introduction to International Business I

Credits: 3

Provides and introduction to the theoretical principles and practices of the global business environment. Examines the functions of internationals business in the economy, international and transnational marketing, production, and financial operations.

Lecture Hours: 3
Prerequisites: Placement of EDE 11/ENG 111. BUS 100 or departmental approval.

BUS 290 - Coordinated Internship

Credits: 3

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college.

Lecture Hours: 3

BUS 297 - Cooperative Education

Credits: 3

Supervises on-the-job training for pay in approved business, industrial and service firms, coordinated by the college's cooperative education office.

BUS 299 - Supervised Study

Credits: 3

Assigns problems for independent study incorporating previous instruction and supervised by the instructor.

CHD 118 - Language Arts for Young Children

Credits: 3

Emphasizes the early development of children's language and literacy skills. Presents techniques and methods for supporting all aspects of early literacy. Surveys children's literature, and examines elements of promoting oral literacy, print awareness, phonological awareness, alphabetic principle, quality storytelling and story reading. Addresses strategies for intervention and support for exceptional children and English Language Learners.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

CHD 120 - Introduction to Early Childhood Education

Credits: 3

Introduces early childhood development through activities and experiences in nursery, pre-kindergarten, kindergarten, and primary programs. Investigates classroom organization and procedures, and use of classroom time and materials, approaches to education for young children, professionalism, and curricular procedures.

Lecture Hours: 3
Total Per Week: 3

CHD 145 - Teaching Art, Music, and Movement to Children

Credits: 3

Focuses on children's exploration, play, and creative expression in the areas of art, music, and movement. Emphasis will be on developing strategies for using various open- ended media representing a range of approaches in creative thinking. Addresses strategies for intervention and support for exceptional children and English Language Learners.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

CHD 146 - Math, Science, and Social Studies for Children

Credits: 3

Provides experiences in content, methods, and materials for the development of math, science, and social studies skills in children. Emphasis will be on developing strategies for using various resources to facilitate children's construction of knowledge. Addresses strategies for intervention and support for children with special needs and English Language Learners.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

CHD 164 - Working with Infants and Toddlers in Inclusive Settings

Credits: 3

Examines developmental and behavioral principles and practices and how these provide the most developmentally suitable curriculum and learning environment for very young children. Includes working with very young children with typical development, as well as those who are gifted, or have developmental delays or disabilities.

Lecture Hours: 3
Total Per Week: 3

CHD 165 - Observation and Participation in Early Childhood/Primary Setting

Credits: 3

Focuses on observation as the primary method for gathering information about children in early childhood settings. Emphasizes development of skills in the implementation of a range of observation techniques. Includes 40 hours of field placement in early learning setting.

Lecture Hours: Lecture 2 hours. Field Placement 2 hours.
Total Per Week: 4

CHD 166 - Infant and Toddler Programs

Credits: 3

Examines child growth and development from birth to 36 months. Focuses on development in the physical, cognitive, social, emotional, and language domains. Emphasizes the importance of the environment and relationships for healthy brain development during the child's first three years of life. Investigates regulatory standards for infant/ toddler care giving.

Lecture Hours: 3
Total Per Week: 3

CHD 205 - Guiding the Behavior of Children

Credits: 3

Explores the role of the early childhood educator in supporting emotional and social development of children, and in fostering a sense of community. Presents practical strategies for encouraging prosocial behavior, conflict resolution and problem solving. Emphasizes basic skills and techniques in child guidance.

Lecture Hours: 3
Total Per Week: 3

CHD 210 - Introduction to Exceptional Children

Credits: 3

Reviews the history of and legal requirements for providing intervention and educational services for young children with special needs. Studies the characteristics of children with a diverse array of needs and developmental abilities. Explores concepts of early intervention, inclusion, guiding behavior and adapting environments to meet children's needs.

Lecture Hours: 3
Total Per Week: 3

CHD 216 - Early Childhood Programs, School, and Social Change

Credits: 3

Explores methods of developing positive, effective relations with families to enhance their developmental goals for children. Considers culture and other diverse needs, perspectives, and abilities of families and educators. Emphasizes advocacy and public policy awareness as an important role of early childhood educators. Describes risk factors and identifies community resources.

Lecture Hours: 3
Total Per Week: 3

CHD 265 - Advanced Observation and Participation in Early Childhood/Primary Settings

Credits: 3

Focuses on implementation of activity planning and observation of children through participation in early childhood settings. Emphasizes responsive teaching practices and assessment of children's development. Reviews legal and ethical implications of working with children. Supports the student in creating a professional educational portfolio. Includes 40 hours of field placement in early learning setting.

Lecture Hours: Lecture 2 hours. Field Placement 2 hours.
Total Per Week: 4

CHD 270 - Administration of Early Childcare Programs

Credits: 3

Examines the skills needed for establishing and managing early childhood programs. Emphasizes professionalism and interpersonal skills, program planning, staff selection and development, creating policies, budgeting, and developing forms for record keeping.

Lecture Hours: 3
Total Per Week: 3

CHM 110 - Survey of Chemistry

Credits: 3

Introduces the basic concepts of general, organic, and biochemistry with emphasis on their applications to other disciplines. No previous chemistry background required.

Lecture Hours: 3
Total Per Week: 3

Prerequisites: Placement above EDE 10, Placement above MDE 10

CHM 111 - College Chemistry I

Credits: 4

Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Students must earn a grade of C or higher in the lecture portion of the course to earn an overall grade of C or higher. Part I of II. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Lab Hours: 3
Total Per Week: 6

Prerequisite: Placement into MTH 161 or higher and ENG 111 eligible.

CHM 112 - College Chemistry II

Credits: 4

Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Students must earn a grade of C or higher in the lecture portion of the course to earn an overall grade of C or higher. Part II of II. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Lab Hours: 3
Total Per Week: 6

Prerequisite: CHM 111 with a grade of C or higher

CHI 101 - Beginning Chinese I

Credits: 4

Introduces cultural awareness, listening, speaking, reading, and writing skills and emphasizes basic sentence structure. Part I of II. This is a UCGS transfer course.

Lecture Hours: 4
Total Per Week: 4

CHI 102 - Beginning Chinese II

Credits: 4

Introduces cultural awareness, listening, speaking, reading, and writing skills and emphasizes basic sentence structure. Part II of II. This is a UCGS transfer course

Lecture Hours: 4
Total Per Week: 4

Prerequisite: CHI 101 or two years of successful completion of high school Chinese, or demonstrated experiential learning, or by placement test, or equivalent.

CHI 201 - Intermediate Chinese I

Credits: 4

Continues to develop cultural awareness, listening, speaking, reading, and writing skills, and introduces complex sentence structures. Classes may be conducted in target language. Part I of II. This is a UCGS transfer course.

Lecture Hours: 4
Total Per Week: 4

Prerequisite: CHI 102, or three years of successful completion of high school Chinese, or demonstrated experiential learning, or by placement test, or equivalent.

CHI 202 - Intermediate Chinese II

Credits: 4

Continues to develop cultural awareness, listening, speaking, reading, and writing skills, and emphasizes complex sentence structures. Classes may be conducted in the target language. Part II of II. This is a UCGS transfer course.

Lecture Hours: 4
Total Per Week: 4

Prerequisite: CHI 201 , or four years of successful completion of high school Chinese, or demonstrated experiential learning, or by placement test, or equivalent.

CST 110 - Introduction to Human Communication

Credits: 3

Examines the elements affecting human communication in individual (e.g., intrapersonal, interpersonal), small group, and public communication contexts with an emphasis on the practice of communication skills in each context. The assignments in the course require college-level reading and analysis of scholarly studies and coherent communication through written reports including the production of at least one APA/MLA-formatted individual writing assignment. This is a UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Placement of EDE 11/ENG 111.

CSC 110 - Principles of Computer Science

Credits: 3

Provides a broad introduction to the field of computer science. Introduces design techniques, development of algorithms, and applications of computer science. Includes the idea of abstraction as a problem solving technique. Examines the functionality of computing innovations and computing systems. Discusses the potential impacts of these innovations from a social, legal, and ethical perspective. The assignments in this course require mathematical problem solving skills, algebraic modeling and functions, and use of variables. This is a UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

CSC 221 - Introduction to Problem Solving and Programming

Credits: 3

Introduces problem solving and implementation of solutions using a high level programming language in a structured programming environment. Includes concepts and practice of structured programming, problem-solving, top-down design of algorithms, a high level programming language syntax, control structures, arrays, and an introduction into object oriented programming. First course in a three-course sequence (CSC 221, CSC 222 , CSC 223). The assignments in this course require mathematical problem solving skills, algebraic modeling and functions, and use of variables.

Lecture Hours: 3
Total Per Week: 3

CSC 222 - Object-Oriented Programming

Credits: 4

Introduces the concepts and techniques of object-oriented programming to students with a background in procedural programming and problem solving. Uses a high-level computer language to illustrate and implement the topics. Second course in a three-course sequence (CSC 221, CSC 222, CSC 223).

Lecture Hours: 4
Total Per Week: 4

Prerequisite: CSC 221 or equivalent, or departmental consent.

CAD 201 - Computer Aided Drafting and Design I

Credits: 3

Teaches computer-aided drafting concepts and equipment designed to develop a general understanding of components of a typical CAD system and its operation. (Credit will not be awarded for both CAD 201 and DRF 201.)

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

CAD 202 - Computer Aided Drafting and Design II

Credits: 3

Teaches production drawings and advanced operations in computer aided drafting. (Credit will not be awarded for both CAD 202 and DRF 202.)

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

CAD 203 - Computer Aided Drafting and Design III

Credits: 3

Teaches advanced CAD applications. Includes customization and/or use of advanced software. (Credit will not be awarded for both CAD 203 and DRF 203.)

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

CAD 231 - Computer Aided Drafting I

Credits: 3

Teaches computer aided drafting concepts and equipment designed to develop a general understanding of components

and operate a typical CAD system.

Lecture Hours: 2
Lab Hours: 3
Total Per Week: 5

CAD 232 - Computer Aided Drafting II

Credits: 3

Teaches advanced operation in computer-aided drafting.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

CAD 233 - Computer Aided Drafting III

Credits: 3

Exposes student to 3-D and modeling. Focuses on proficiency in Production drawing using a CAD system.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

CAD 238 - Computer-Aided Modeling and Rendering I

Credits: 3

Focuses on training students in the contemporary techniques of 3D modeling, rendering, and animation on the personal computer. Introduces the principles of visualization, sometimes known as photo-realism, which enables the student to create presentation drawings for both architectural and industrial product design. Uses computer animation to produce walk-throughs that will bring the third dimension to architectural designs. Part I of II.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

CAD 239 - Computer-Aided Modeling and Rendering II

Credits: 3

Focuses on training students in the contemporary techniques of 3D modeling, rendering, and animation on the personal computer. Introduces the principles of visualization, sometimes known as photo-realism, which enables the student to create presentation drawings for both architectural and industrial product design. Uses computer animation to produce walk-throughs that will bring the third dimension to architectural designs. Part II of II.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

CAD 241 - Parametric Solid Modeling I

Credits: 3

Focuses on teaching students the design of parts by parametric and solid modeling. Topics covered will include but not be limited to, sketch profiles; geometric and dimensional constraints; 3-D features; model generation by extrusion, revolution and sweep; and the creation of 2-D drawing views that include sections, details and auxiliary. Part I of II.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

CAD 242 - Parametric Solid Modeling II

Credits: 3

Focuses on teaching students the design of parts by parametric solid modeling. Topics covered will include, but not be limited to, sketch profiles; geometric and dimensional constraints; 3-D features; model generation by extrusion, revolution and sweep; and the creation of 2-D drawing views that include sections, details and auxiliary. Part II of II.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

CAD 243 - Parametric Solid Modeling III

Credits: 3

Focuses on teaching students the software for the design of parts and assemblies by means of advanced parametric solid modeling to include advanced mechanical drafting techniques and building mechanical assemblies.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

Prerequisites: CAD 241, CAD 242

DRF 160 - Machine Blueprint Reading

Credits: 3

Introduces interpreting of various blueprints and working drawings. Applies basic principles and techniques such as visualization of an object, orthographic projection, technical sketching and drafting terminology. Requires outside preparation.

Lecture Hours: 3
Total Per Week: 3

ECO 201 - Principles of Macroeconomics

Credits: 3

Presents the fundamental macroeconomic concepts, theories, and issues including the study of scarcity and opportunity cost, supply and demand, national economic growth, inflation, recession, unemployment, fiscal and monetary policies, and international trade. Develops an appreciation of how these economic concepts apply to consumer, business, and government decisions, and their effect on the overall economy. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisites: Placement of EDE 11/ENG 111. Placement above MDE 10.

ECO 202 - Principles of Microeconomics

Credits: 3

Presents the fundamental microeconomic concepts, theories, and issues including the study of scarcity and opportunity cost, supply and demand, elasticities, marginal revenues and costs, profits, production and distribution. Develops an appreciation of how these economic concepts apply to consumer and business decisions, and their effect on the individual. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisites: Placement of EDE 11 /ENG 111. Placement above MDE 10.

EDU EEE - Education Elective

Credits: 3

Education Electives

EDU 200 - Foundations of Education

Credits: 3

Explores the foundational topics related to education. Emphasizes the historical, philosophical, social, legal, ethical, and professional aspects of teaching. This course requires a practicum with a minimum of 20 hours of observation in a K-12 setting.

Lecture Hours: 3
Total Per Week: 3

Prerequisites: All Developmental English requirements met and successful completion of 24 credits of transfer courses.

EDU 204 - Teaching in a Diverse Society

Credits: 3

Examines how personal and professional identities, positioning, and intersectional positionalities, values, attitudes, beliefs, and behaviors impact teaching and learning. Develops an understanding of similar and unique characteristics of PreK-12 students and their families, including culture, race, ethnicity, religion, language and learning abilities, gender

socializations and sexual orientation. This course requires a practicum with a minimum of 20 hours of observation in a K-12 setting.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: EDU 200

EDU 235 - Health, Safety, and Nutritional Education

Credits: 3

Focuses on the health and developmental needs of children and the methods by which these needs are met. Emphasizes positive health, hygiene, nutrition and feeding routines, childhood diseases, and safety issues. Emphasizes supporting the mental and physical wellbeing of children, as well as procedures for reporting child abuse.

Lecture Hours: 3
Total Per Week: 3

EDU 250 - Foundations of Exceptional Education

Credits: 3

Explores the historical, ethical, social, cultural, and legal practices for providing educational services for individuals with exceptionalities including early intervention, inclusion, adapting environments, and supporting positive behavior. Includes the study of characteristics of individuals with exceptionalities and the influence of culture and environment on development. Focuses on models, theories, and trends in special education.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: EDU 200.

ADJ EEE - Criminal Justice Elective

Credits: 3

Administration of Justice Elective (ADJ EEE)

EDU EEE - Education Elective

Credits: 3

Education Electives

EDU EEE - Education Elective

Credits: 12

Education Electives

EDU EEE - Education Elective

Credits: 3

Education Electives

EEE EEE - College Transfer Elective

Credits: 3

College Transfer Electives (EEE EEE)

EEE EEE - College Transfer Elective

Credits: 3

College Transfer Electives (EEE EEE)

EEE EEE - College Transfer Elective

Credits: 3

EEE EEE - College Transfer Electives

EEE EEE - College Transfer Electives

Credits: 4

College Transfer Electives (EEE EEE)

EEE EEE - College Transfer Electives

Credits: 6

College Transfer Electives (EEE EEE)

EEE EEE - College Transfer Electives

Credits: 7

College Transfer Electives (EEE EEE)

EEE EEE - College Transfer Electives

Credits: 15

College Transfer Electives (EEE EEE)

EEE EEE - College Transfer Electives

Credits: 18

College Transfer Electives (EEE EEE)

ENG EEE - English Literature Elective

Credits: 3

English Literature Elective (ENG EEE)

ENG EEE - English Requirement

Credits: 3-6

English Requirement (Technical Studies)

FA EEE - Fine Arts Electives

Credits: 3

Fine Arts Electives (FA EEE)

FA EEE - Fine Arts Electives

Credits: 4

Fine Arts Electives (FA EEE)

Foreign Language EEE - Foreign Language Elective

Credits: 4

Foreign Language Elective

HIS EEE - History Elective

Credits: 6

History Elective (HIS EEE)

HIS EEE - History Elective

Credits: 3

History Elective (HIS EEE)

HUM EEE - Humanities Requirement

Credits: 3-6

Humanities Requirement (Technical Studies)

HUM EEE - Humanities/Fine Arts Elective

Credits: 3

Humanities/Fine Arts Elective (HUM EEE)

HUM EEE - Humanities/Fine Arts Electives

Credits: 6

Humanities Electives (HUM EEE)

ITE EEE - Information Technology Electives

Credits: 3

Information Technology Electives (ITE EEE)

ITE EEE - Information Technology Electives

Credits: 4

Information Technology Electives (ITE EEE)

ITE EEE - Information Technology Electives

Credits: 3-4

Information Technology Electives (ITE EEE)

MTH EEE - Mathematics Elective

Credits: 3

Mathematics Electives (MTH EEE)

MTH EEE - Mathematics Electives

Credits: 4

Mathematics Electives (MTH EEE)

MTH EEE - Mathematics Electives

Credits: 5

Mathematics Electives (MTH EEE)

MTH EEE - Mathematics Electives

Credits: 6

Mathematics Electives (MTH EEE)

MTH EEE - Mathematics Requirement

Credits: 3-4

MTH 245 and above

MTH or NAS EEE - Math or Natural Science Requirement

Credits: 3-6

Math or Natural Science Requirement (Technical Studies)

MTS EEE - Motorsports Management and Technology Electives

Credits: 6

Motorsports Management and Technology Electives

NAS EEE - Natural Science Elective

Credits: 4

Natural Sciences Electives (NAS EEE)

NAS EEE - Natural Science Elective

Credits: 4

BIO 101 or CHM 111

NAS EEE - Natural Science Elective

Credits: 4

CHM 111, CHM 112, BIO 101, or BIO 102
(*CHM 111 prior to CHM 112 or BIO 101 prior to BIO 102)*

NAS EEE - Natural Science Electives

Credits: 3

Natural Sciences Electives (NAS EEE)

NAS EEE - Natural Science Electives

Credits: 8

Natural Sciences Electives (NAS EEE)

NAS EEE - Natural Science Electives

Credits: 3-4

Natural Sciences Electives

NAS EEE - Natural Science Electives

Credits: 16

Natural Sciences Electives (NAS EEE)

NAS EEE - Natural Science Electives

Credits: 8

Natural Science Electives, Health Science

Pathway Elective - Pre-BSN or Health Science

Credits: 6-7

Pre-BSN Electives include:

BIO 150: Microbiology for Health Science 4 credits, and

HLT 250: General Pharmacology 3 credits

Health Sciences Electives include:

HLT 110: Personal and Community Health 3 credits, or

PED 210: Introduction to Physical Education & Heatlh 3 credits,

 and

HLT 143: Medical Terminology I 3 credits

PED/HLT EEE - Wellness Elective

Credits: 1

Wellness Electives (PED/HLT EEE)

PED/HLT EEE - Wellness Electives

Credits: 2

Wellness Electives (PED/HLT EEE)

PED/HLT EEE - Wellness Electives

Credits: 3

Wellness Electives (PED/HLT EEE)

PSY 200 or SOC 200 - Principles of Psychology/Principles of Sociology

Credits: 3

Students should take either PSY 200 or SOC 200 to fulfill requirement.

Science EEE - Science Elective

Credits: 3-4

Science Elective

SOC EEE - Social Science Elective

Credits: 3

Social Science Electives (SOC EEE)

SOC EEE - Social Science Elective

Credits: 3

Social Science Electives (SOC EEE)

SOC EEE - Social Science Electives

Credits: 6

Social Science Electives (SOC EEE)

SOC EEE - Social Science Electives

Credits: 9

Social Science Electives (SOC EEE)

SOC EEE - Social Science Electives

Credits: 15

Social Science Electives (SOC EEE)

SOC EEE - Social Science Requirement

Credits: 3-6

Social Science Requirement (Technical Studies)

TEC EEE - Technical Elective

Credits: 3

Technical Elective

TEC EEE - Technical Elective

Credits: 6

Technical Elective

TEC EEE - Technical Electives

Credits: 12

Technical Electives

TECH EEE - Technical Studies Electives

Credits: 44-52

The student must complete one career studies certificate or certificate program along with other technical classes to reach credit requirement. Technical elective courses may be taken in the areas of Business, CADD, Drafting, Electricity, Electronics, Machining, Mechatronics, Information Technology, Motorsports, Safety, or Welding. A coherent plan of study must be approved by the Chief Academic Officer or **designee**.

EGR 110 - Engineering Graphics

Credits: 3

Presents theories and principles of orthographic projection. Studies multiview, pictorial drawings and sketches, geometric construction, sectioning, lettering, tolerancing, dimensioning and auxiliary projections. Studies the analysis and graphic presentation of space relationships of fundamental geometric elements; points, lines, planes and solids.

Includes instruction in Computer Aided Drafting.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

EGR 216 - Computer Methods In Engineering and Technology

Credits: 3

Provides advanced level experience in using a computer as a tool for solving technical problems and performing office functions. Includes computer hardware and operating system usage, structured programming in a selected high level language, use of word processing software, computer graphics and spreadsheets. Focuses on the analysis and solution of problems in engineering and technology.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

EGR 277 - Digital Logic

Credits: 3

Presents an introduction to digital logic, including such topics as number systems, Boolean Algebra, minimization techniques, implementation of digital functions, sequential machines, state diagrams, state tables, and programmable logic devices.

Lecture Hours: 3
Total Per Week: 3

EGR 298 - Seminar and Project

Credits: 1

Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field.
May be repeated for credit. Variable hours.

EGR 299 - Supervised Study

Credits: 3

Assigns problems for independent study incorporating previous instruction and supervised by the instructor.
May be repeated for credit.

ELE 110 - Home Electric Power

Credits: 3

Covers the fundamentals of residential power distribution, circuits, panels, fuse boxes, breakers, and transformers.
Includes study of the national electrical code, purpose and interpretation.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

ELE 113 - Electricity I

Credits: 3

Teaches principles of electricity covering fundamentals, devices and components in both DC and AC circuits. Part I of II.

Lecture Hours: 3
Total Per Week: 3

ELE 115 - Basic Electricity

Credits: 3

Covers basic circuits and theory of fundamental concepts of electricity. Presents a practical approach to discussion of components and devices.

Lecture Hours: 3
Total Per Week: 3

ELE 138 - National Electric Code Review I

Credits: 3

Covers purpose and interpretation of the National Electrical Code as well as various charts, code rulings and wiring methods. Prepares the student to take the journeyman-level exam.

Lecture Hours: 2
Total Per Week: 2

Prerequisite: ELE 110

ELE 156 - Electrical Control Systems

Credits: 3

Includes troubleshooting and servicing electrical controls, electronic motors, motor controls, motor starters, relays, overloads, instruments and control circuits.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

ELE 229 - Troubleshooting and Maintenance of Electrical Systems

Credits: 3

Introduces techniques of troubleshooting electrical systems and equipment such as motors, relays, power distribution, lighting, solenoids, and generators. Includes hands-on lab practices to develop and perform problem solving skills, repair and preventative maintenance of various types of electrical equipment using wiring diagrams, special meters, various troubleshooting procedures and safety practices.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

ELE 233 - Programmable Logic Controller Systems I

Credits: 3

Teaches operating and programming of programmable logic controllers. Covers analog and digital interfacing and communication schemes as they apply to system. Part I of II.

Lecture Hours: 2-3
Lab Hours: 3
Total Per Week: 5-6

Prerequisite: ETR 156 and MEC 140

ELE 239 - Programmable Controllers

Credits: 3

Examines installation, programming, interfacing, and concepts of troubleshooting programmable controllers.

Lecture Hours: 1-2
Lab Hours: 2
Total Per Week: 3-4

ELE 245 - Industrial Wiring

Credits: 3

Teaches the practical applications of industrial and commercial wiring. Includes the principles essential to the understanding of conduit applications and other raceway installations. Includes conduit sizing, cutting, bending, and threading.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

ELE 246 - Industrial Robotics Programming

Credits: 3

Introduces industrial robotics and their programming for repetitive manufacturing systems. Includes the design of software that ensures safe operation and programming of both on- and off-line robot operations. This course is cross-

listed with IND 246. Credit will not be awarded for both.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

EMS 111 - Emergency Medical Technician

Credits: 7

Prepares student for certification as a Virginia and National Registry EMT. Focuses on all aspects of pre-hospital basic life support as defined by the Virginia Office of Emergency Medical Services curriculum for Emergency Medical Technician.

Lecture Hours: 5
Lab Hours: 4
Total Per Week: 9

Corequisite: EMS 120. Prerequisite: CPR certification at the Health Care Provider level

EMS 120 - Emergency Medical Technician-Clinical

Credits: 1

Provides supervised direct patient contact introducing the student to the assessment and emergency care of sick and injured patients. This course is a corequisite for EMS 111.

Lab Hours: 2
Total Per Week: 2

EMS 121 - Preparatory Foundations

Credits: 2

Introduces fundamental concepts established by the National Emergency Medical Service Education Standards (NEMSES) for Advanced EMT and Paramedic curricula. Includes EMS systems, introduction to research, workforce safety and wellness, EMS system communications, introduction to public health, legal and ethical issues.

Lecture Hours: 2
Total Per Week: 2

Prerequisites: Current Virginia EMT and CPR certification as approved by the Virginia Office of EMS

EMS 123 - EMS Clinical Preparation

Credits: 1

Introduces the student to local clinical agencies and prepares the student for clinical activities above the level of EMT. Includes prerequisites required by clinical affiliates, therapeutic communication, primary assessment, history taking, secondary assessment, reassessment, monitoring devices and documentation.

Lab Hours: 2
Total Per Week: 2

Prerequisite: Current Virginia EMT and CPR certification as approved by the Virginia Office of EMS

EMS 125 - Basic Pharmacology

Credits: 1

Prepares students to demonstrate competency concerning basic principles of pharmacology, drug dosage calculations and medication administration. Introduces medications listed in the Advanced EMT (AEMT) scope of practice.

Lecture Hours: 1
Total Per Week: 1

Prerequisite: Current Virginia EMT and CPR certification as approved by the Virginia Office of EMS
Corequisite: EMS 126

EMS 126 - Basic Pharmacology Lab

Credits: 1

Focuses on the safe administration of medications in the emergency setting. Includes drug dose calculation and covers multiple routes of administration including oral, intramuscular, subcutaneous, intravenous, and intraosseous and other methods within the scope of practice for the emergency care provider.

Lab Hours: 2
Total Per Week: 2

Prerequisite: Current Virginia EMT and CPR certification as approved by the Virginia Office of EMS
Corequisite: EMS 125

EMS 127 - Airway, Shock and Resuscitation

Credits: 1

Introduces concepts associated with pre-hospital emergency care of the individual experiencing airway difficulty or in need of resuscitation or shock management.

Lecture Hours: 1
Total Per Week: 1

Prerequisite: Current Virginia EMT and CPR certification as approved by the Virginia Office of EMS
Corequisite: EMS 128

EMS 128 - Airway, Shock and Resuscitation Lab

Credits: 1

Focuses on specific skills related to airway, resuscitation and shock management.

Lab Hours: 2
Total Per Week: 2

Prerequisite: Current Virginia EMT and CPR certification as approved by the Virginia Office of EMS
Corequisite: EMS 127

EMS 135 - Emergency Medical Care

Credits: 2

Prepares the student to assess and manage patients with common medical emergencies.

Lecture Hours: 2
Total Per Week: 2

Prerequisites: EMS 121, EMS 123, EMS 125, EMS 126, EMS 127, and EMS 128
Corequisite: EMS 136

EMS 136 - Emergency Medical Care Lab

Credits: 1

Focuses on specific skills related to the assessment and management of common medical emergencies.

Lab Hours: 2
Total Per Week: 2

Prerequisites: EMS 121, EMS 123, EMS 126, EMS 127, and EMS 128
Corequisite: EMS 135

EMS 137 - Trauma Care

Credits: 1

Prepares the student to assess and manage injured patients, developing his/her problem-solving ability in the treatment of trauma involving various body systems.

Lecture Hours: 1
Total Per Week: 1

Prerequisites: EMS 121, EMS 123, EMS 125, EMS 126, EMS 127,and EMS 128
Corequisite: EMS 138

EMS 138 - Trauma Care Lab

Credits: 1

Focuses on the skills required for the assessment and management of patients with traumatic injury.

Lab Hours: 2
Total Per Week: 2

Prerequisites: EMS 121, EMS 123, EMS 125, EMS 126, EMS 127, and EMS 128
Corequisite: EMS 137

EMS 139 - Special Populations

Credits: 1

Focuses on the pre-hospital assessment and management of patients in a specific population including pediatrics, geriatrics, obstetrics/gynecology (OB/GYN), bariatric, abuse, sexual assault and special needs.

Lecture Hours: 1
Total Per Week: 1

Prerequisites: EMS 121, EMS 123, EMS 125, EMS 126, EMS 127, and EMS 128
Corequisite: EMS 140

EMS 140 - Special Populations Lab

Credits: 1

Develops skills related to the assessment and management of patients in a specific population including pediatrics, geriatrics, obstetrics/gynecology (OB/GYN), bariatric, abuse, sexual assault and special needs.

Lab Hours: 2
Total Per Week: 2

Prerequisites: EMS 121, EMS 123, EMS 125, EMS 126, EMS 127, and EMS 128
Corequisite: EMS 139

EMS 141 - Cardiovascular Care

Credits: 2

Focuses on assessment and management of cardiac-related emergencies. Covers basic dysrhythmia recognition and relates it to overall cardiac patient care.

Lecture Hours: 2
Total Per Week: 2

Prerequisites: EMS 121, EMS 123, EMS 125, EMS 126, EMS 127, and EMS 128
Corequisite: EMS 142

EMS 142 - Cardiovascular Care Lab

Credits: 1

Focuses on skills involved in the assessment and management of cardiac-related emergencies. Devlops competency in basic dysrhythmia recognition and overall cardiac patient care.

Lab Hours: 2
Total Per Week: 2

Prerequisites: EMS 121, EMS 123, EMS 125, EMS 126, EMS 127, and EMS 128
Corequisite: EMS 141

EMS 150 - Advanced Emergency Medical Technician (AEMT)

Credits: 7

Prepares students to build upon content in the Emergency Medical Technician (EMT) curriculum and demonstrate competency in specific advanced skills and knowledge.

Lecture Hours: 5
Lab Hours: 4
Total Per Week: 9

Prerequisite: EMS 170

EMS 163 - Prehospital Trauma Life Support (PHTLS)

Credits: 1

Prepares for certification as a Prehospital Trauma Life Support provider as defined by the American College of Surgeons.

Lecture Hours: 1
Prerequisites: EMS 111 or equivalent.

EMS 164 - Advanced Medical Life Support (AMLS)

Credits: 1

Covers current topics of care for adult patients suffering extensive medical conditions and emergencies, and offers certification as an Advanced Medical Life Support (AMLS) as defined by the National Association of Emergency Medical Technicians (NAEMT).

Lecture Hours: 1
Total Per Week: 1

EMS 165 - Advanced Cardiac Life Support (ACLS)

Credits: 1

Prepares for certification as an Advanced Cardiac Life provider. Follows course as defined by the American Heart Association.

Lecture Hours: 1
Prerequisites: EMS 100, 153 or equivalent.

EMS 167 - Emergency Pediatrics Course (EPC)

Credits: 1

Provides a unique approach to pediatric medical care, offering assessment techniques that can help EMS practitioners rapidly and accurately assess pediatric patients to determine which situations may be life threatening and require immediate intervention. Offers certification as defined by the National Association of Emergency Medical Technicians (NAEMT).

Lecture Hours: 1
Total Per Week: 1

EMS 170 - ALS Internship I

Credits: 1

Begins the first in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room, Trauma Centers and various advanced life support units.

Lab Hours: 3
Co-requisite: EMS 150

EMS 175 - Paramedic Clinical Experience I

Credits: 1

Introduces students to live patient assessment and management in the clinical setting. Begins a continuum of learning involving live patients that leads to entry-level competence at the paramedic level.

Lab Hours: 3
Total Per Week: 3

Prerequisites: EMS 121, EMS 123, EMS 125, EMS 126, EMS 127, and EMS 128

EMS 202 - Paramedic Pharmacology

Credits: 2

Focuses on advanced pharmacological interventions, medications and their effects.

Lecture Hours: 2
Total Per Week: 2

Prerequisites: EMS 125, EMS 126, EMS 135, EMS 136, EMS 137, EMS 138, EMS 139, EMS 140, EMS 141, and EMS 142

EMS 203 - Advanced Patient Care

Credits: 2

Focuses on the comprehensive assessment and management of patients in out-of-hospital and inter-facility scenarios.

Content is centered on problem-solving through integration of didactic, psychomotor and affective curricula.

Lecture Hours: 2
Total Per Week: 2

Prerequisites: EMS 135, EMS 136, EMS 137, EMS 138, EMS 139, EMS 140, EMS 141, and EMS 142
Corequisite: EMS 204

EMS 204 - Advanced Patient Care Lab

Credits: 2

Focuses on the comprehensive assessment and management of out-of-hospital and inter-facility patients using scenario-based learning.

Lab Hours: 4
Total Per Week: 4

Prerequisites: EMS 135, EMS 136, EMS 137, EMS 138, EMS 139, EMS 140, EMS 141, and EMS 142
Corequisite: EMS 203

EMS 206 - Pathophysiology for the Health Professions

Credits: 3

Focuses on the pathological processes of disease with emphasis on the anatomical and physiological alterations of the human body systems. Includes diagnosis and management appropriate to the advanced health care provider in and out of the hospital environment.

Lecture Hours: 3
Total Per Week: 3

Prerequisites: BIO 141 and BIO 142

EMS 210 - EMS Operations

Credits: 1

Focuses on matters related to Emergency Medical Services (EMS) operations, incident and scene safety and awareness, triage, multiple and mass casualty incident operations and medical incident management (command and control of EMS incidents).

Lab Hours: 2
Total Per Week: 2

Prerequisites: EMS 135, EMS 136, EMS 137, EMS 138, EMS 139, EMS 140, EMS 141, EMS 142

EMS 212 - Leadership and Professional Development

Credits: 1

Focuses on the development of leadership within the field of Emergency Medical Services (EMS), topics include civic engagement, personal wellness, resource management, ethical considerations in leadership and research.

Lecture Hours: 1
Total Per Week: 1

Prerequisites: EMS 135, EMS 136, EMS 137, EMS 138; EMS 139; EMS 140; EMS 141; EMS 142

EMS 216 - Paramedic Review

Credits: 1

Provides the student with intensive review for the practical and written portions of the National Registry Paramedic exam. May be repeated once, for credit.

Lecture Hours: 1
Lab Hours: 2

EMS 247 - Paramedic Clinical Experience II

Credits: 1

Continues the student experience with live patient assessment and management in the clinical setting. It is the second step in a continuum of learning involving live patients that leads to entry-level competence at the paramedic level.

Lab Hours: 3
Total Per Week: 3

Prerequisites: EMS 135, EMS 136, EMS 137, EMS 138, EMS 139, EMS 140, EMS 141, EMS 142, EMS 175

EMS 248 - Paramedic Comprehensive Field Experience

Credits: 2

Expands the student experience with live patient assessment and management into the field setting. It is the third step in a continuum of learning involving live patients that leads to entry-level competence at the paramedic level.

Lab Hours: 6
Total Per Week: 6

Prerequisites: EMS 135, EMS 136, EMS 139, EMS 140, EMS 141, EMS 142, and EMS 175

EMS 249 - Paramedic Capstone Internship

Credits: 2

Provides summative evaluation of the Paramedic student in the cognitive, psychomotor, and affective domains.

Lab Hours: 6

Total Per Week: 6

Prerequisites: EMS 202, EMS 203, EMS 204, EMS 206, EMS 247, and EMS 248

ENG 111 - College Composition I

Credits: 3

Introduces and prepares students to the critical processes and fundamentals of writing in academic and professional contexts. Teaches the use of print and digital technologies to promote inquiry. Requires the production of a variety of academic texts, totaling at least 4500 words (15 pages typed) of polished writing. This course requires proficiency in using word processing and learning management software. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Placement of EDE 11/ENG 111 corequisite.

ENG 112 - College Composition II

Credits: 3

Further develops students' ability to write for academic and professional contexts with increased emphasis on argumentation and research. Requires students to evaluate, integrate, and document print and digital sources to produce a range of academic and multimodal texts, culminating in a fully documented research paper. This course requires proficiency in using word processing and learning management software. This is a UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: ENG 111

ENG 115 - Technical Writing

Credits: 3

Develops ability in technical writing through extensive practice in composing technical reports and other documents. Guides students in achieving voice, tone, style, and content in formatting, editing, and graphics. Introduces students to technical discourse through selected reading. This course applies to career/technical education (CTE) programs.

Lecture Hours: 3
Total Per Week: 3

ENG 131 - Technical Report Writing I

Credits: 3

Offers a review of organizational skills including paragraph writing and basic forms of technical communications, various forms of business correspondence, and basic procedures for research writing. Includes instruction and practice in oral communication skills. This course applies to career/technical education (CTE) programs. ENG 113 serves both transfer and CTE programs.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Placement of EDE 11/ENG 111.

ENG 210 - Advanced Composition

Credits: 3

Helps students refine skills in writing non-fiction prose. Guides development of individual voice and style. Introduces procedures for publication.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: ENG 112 or divisional approval.

ENG 245 - British Literature

Credits: 3

Examines British literary traditions and texts from diverse time periods, genres, and authors. Develops critical thinking and interpretive skills through close reading, discussion, and analysis of literary texts in their historical, cultural, social, and/or literary contexts. This is a UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: ENG 112 or departmental approval

ENG 246 - American Literature

Credits: 3

Examines American literary traditions and texts from diverse time periods, genres, and authors. Analyzes literary works within their historical, cultural, social, and/or literary contexts. Emphasizes skills of close reading. Develops critical thinking and interpretive skills through discussion, interpretation, and analysis of these texts. This is a UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: ENG 112 or departmental approval

ENG 250 - Children's Literature

Credits: 3

Examines the history and development of children's literature of diverse genres, time periods, and authors. Focuses on analysis of texts for literary qualities and audience. Develops critical thinking and interpretive skills through close reading, discussion, and analysis of literary texts. This is a UCGS transfer course.

Prerequisite: ENG 112 or divisional approval

ENG 255 - World Literature

Credits: 3

Examines literary texts across a variety of cultures, genres, and time periods. Develops critical thinking and interpretive skills through close reading, discussion, and analysis of literary texts from around the world in their historical, cultural, social, and/or literary contexts. This is a UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: ENG 112 or departmental approval

ENG 258 - African American Literature

Credits: 3

Explores the stories African American authors tell about themselves, their communities, and the world. Examines common and diverging themes within African American literary traditions through the study of diverse authors, genres, and literary movements from a variety of time periods. Emphasizes interpretive and critical analysis skills developed through close reading and consideration of historical and cultural contexts. This is a UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: ENG 112 or divisional approval

EDE 10 - English Composition Preparation

Credits: 3

Provides academic skills and support for introductory composition. Students will identify and apply academic skills including critical reading, writing, thinking, and research. Upon successful completion of EDE 10, instructors recommend enrollment in EDE 11/ENG 111 or ENG 111 or ENG 115/ENG 131.

Lecture Hours: 3
Total Per Week: 3

EDE 11 - English Composition Readiness

Credits: 3

Provides academic support for successful completion of ENG 111. Students will identify and apply academic skills including critical reading, writing, thinking, and introductory research.

Lecture Hours: 3
Total Per Week: 3

Corequisite: ENG 111

ETR 140 - Introduction to Mechatronics

Credits: 3

Presents foundational concepts in mechatronics including analog and digital electronics, sensors, actuators, microprocessors, and microprocessor interfacing to electromechanical systems. Surveys components and measurement equipment used in the design, installation, and repair of mechatronic equipment and circuits. This course is cross-listed with MEC 140. Credit will not be awarded for both.

Lecture Hours: 2
Lab Hours: 3
Total Per Week: 5

ETR 156 - Digital Circuits and Microprocessor Fundamentals

Credits: 4

Introduces characteristics and applications of digital logic elements including gates, counters, registers, displays and pulse generators. Applies microprocessor theory and applications, including internal architecture of the micro-processor, interfacing, input/output, and memory.

Lecture Hours: 3
Lab Hours: 3
Total Per Week: 6

ETR 230 - Mechatronic Process Control

Credits: 3

Studies systems integrating mechanical components with electrical components and logic devices used to control manufacturing operations. Surveys electromechanical actuators, sensors, digital to analog conversion, and methods of computer control as related to the managing and monitoring of manufacturing processes.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

Prerequisite: MEC 140

ETR 246 - Electronic Motor Drives Systems

Credits: 3

Introduces advanced operations, setup, programming and troubleshooting of electronic motor drives that are used for the control of industrial AC motors.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

ETR 298 - Seminar and Project

Credits: 1

Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

FIN 107 - Personal Finance

Credits: 3

Presents a framework of personal money management concepts, including establishing values and goals, determining sources of income, managing income, preparing a budget, developing consumer buying ability, using credit, understanding savings and insurance, providing for adequate retirement, and estate planning.

Lecture Hours: 3
Total Per Week: 3

FRE 101 - Beginning French I

Credits: 4

Introduces cultural awareness, listening, speaking, reading, and writing skills and emphasizes basic sentence structure. Part I of II. This is a UCGS transfer course.

Lecture Hours: 4
Total Per Week: 4

FRE 102 - Beginning French II

Credits: 4

Introduces cultural awareness, listening, speaking, reading, and writing skills and emphasizes basic sentence structure. Part II of II. This is a UCGS transfer course.

Lecture Hours: 4
Total Per Week: 4

Prerequisite: FRE 101, or two years of successful completion of high school French, or demonstrated experiential learning, or by placement test, or equivalent.

FRE 201 - Intermediate French I

Credits: 3

Continues to develop cultural awareness, listening, speaking, reading, and writing skills, and introduces complex sentence structures. Classes may be conducted in target language. Part I of II. This is a UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: FRE 102 or three years of successful completion of high school French, or demonstrated experiential learning, or by placement test, or equivalent.

FRE 202 - Intermediate French II

Credits: 3

Continues to develop cultural awareness, listening, speaking, reading, and writing skills, and emphasizes complex sentence structures. Classes may be conducted in the target language. Part II of II. This is a UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: FRE 201, or four years of successful completion of high school French, or demonstrated experiential learning, or by placement test, or equivalent.

GEO 210 - People and The Land: Intro to Cultural Geography

Credits: 3

Provides an introduction to themes in human geography and the ways in which human geographers study spatial relationships in the world. Emphasizes geospatial tools and concepts to examine global patterns of human demographics, culture, geopolitics, and economic and environmental interdependence through introduction to a broad range of subject matter. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: A placement of EDE 11/ENG 111.

GER 101 - Beginning German I

Credits: 4

Introduces cultural awareness, listening, speaking, reading, and writing skills and emphasizes basic sentence structure. Part I of II. This is a UCGS transfer course.

Lecture Hours: 4
Total Per Week: 4

GER 102 - Beginning German II

Credits: 4

Introduces cultural awareness, listening, speaking, reading, and writing skills and emphasizes basic sentence structure. Part II of II. This is a UCGS transfer course.

Lecture Hours: 4
Total Per Week: 4

Prerequisite: GER 101, or two years of successful completion of high school German, or demonstrated experiential learning, or by placement test, or equivalent.

GER 201 - Intermediate German I

Credits: 3

Continues to develop cultural awareness, listening, speaking, reading, and writing skills, and introduces complex sentence structures. Classes may be conducted in target language. Part I of II. This is a UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: GER 102, or three years of successful completion of high school German, or demonstrated experiential learning, or by placement test, or equivalent.

GER 202 - Intermediate German II

Credits: 3

Continues to develop cultural awareness, listening, speaking, reading, and writing skills, and emphasizes complex sentence structures. Classes may be conducted in the target language. Part II of II. This is UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: GER 201 , or four years of successful completion of high school German, or demonstrated experiential learning, or by placement test, or equivalent.

GOL 105 - Physical Geology

Credits: 4

Introduces the science of physical geology through a comprehensive systems-based examination of Earth's structure, composition, rocks and minerals, landforms, geomorphology, and agents responsible for shaping and modifying its environments. Explores the origin and evolution of Earth's topographic and bathymetric features, geologic phenomena, and geologic hazards, resulting from plate tectonics. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Lab Hours: 3
Total Per Week: 6

GOL 106 - Historical Geology

Credits: 4

Traces the evolution of the earth and life through time. Presents scientific theories of the origin of the earth and life and interprets rock and fossil record. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Lab Hours: 3
Total Per Week: 6

GOL 110 - Earth Systems: An Environmental Geology Perspective

Credits: 4

Introduces concepts in earth systems including earth materials, plate tectonics, weathering, surface and groundwater, wasting, volcanoes, earthquakes and coastal, as well as pollution and climate change. Explores major topics relating human interaction with the physical environment through case studies. Reinforces applications through laboratory experiments, demonstrations, and field studies. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Lab Hours: 3
Total Per Week: 6

HCT 110 - Therapeutic Communication In The Health Care Setting

Credits: 3

Develops therapeutic relationship, communication and culture, problem solving, electronic communication, techniques in therapeutic communication and blocks to therapeutic communication. Addresses assertiveness, anger, and managing team conflict.

Lecture Hours: 3
Prerequisite: EDE 10

HIM 143 - Managing Electronic Billing In A Medical Practice

Credits: 3

Presents practical knowledge on use of computer technology in medical practice management. Develops basic skills in preparation of universal billing claim. Explores insurance claim processing issues.

Lecture Hours: 3
Prerequisite: Placement above EDE 10, Placement above MDE 10

HIS 111 - World Civilizations Pre-1500 CE

Credits: 3

Surveys the history of Asia, Africa, the Americas, and Europe from antiquity to approximately 1500. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Placement of EDE 11/ENG 111.

HIS 112 - World Civilizations Post-1500 CE

Credits: 3

Surveys the history of Asia, Africa, Europe, and the Americas from approximately 1500 CE through the present. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Placement of EDE 11/ENG 111.

HIS 121 - United States History to 1877

Credits: 3

Introduces the history of the United States from its origins to 1877. Includes the European exploration, development of the American colonies and their institutions, the Revolution, major political, social and economic developments, geographical expansion, the Civil War, and Reconstruction. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Placement of EDE 11/ENG 111.

HIS 122 - United States History Since 1865

Credits: 3

Introduces the history of the United States from 1865 to present. Includes major political, social and economic developments since 1865, overseas expansion, the two world wars, the Cold War and the post-Cold War era. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Placement of EDE 11/ENG 111.

HIS 231 - Introduction to Latin American History

Credits: 3

Examines the development of Latin American civilizations from the pre-Columbian era to the present.

Lecture Hours: 3
Total Per Week: 3

HLT 100 - First Aid and Cardiopulmonary Resuscitation

Credits: 2

Focuses on principles and techniques of safety, first aid, and cardiopulmonary resuscitation.

Lecture Hours: 2
Prerequisite: EDE 10.

HLT 105 - Cardiopulmonary Resuscitation

Credits: 1

Provides training in coordinated mouth-to-mouth artificial ventilation and chest compression, choking, life-threatening emergencies, and sudden illness.

Lecture Hours: 1

HLT 106 - First Aid and Safety

Credits: 2

Focuses on the principles and techniques of safety and first aid.

Lecture Hours: 2
Prerequisite: EDE 10.

HLT 110 - Personal and Community Health

Credits: 3

Introduces students to the basic concepts of health and dimensions of wellness through exploration of a variety of personal health topics. Identifies factors that affect the health status of individuals in addition to health promotion and disease prevention at the personal and community level.
HLT 110 Detailed Outline

Lecture Hours: 3
Total Per Week: 3

HLT 141 - Introduction to Medical Terminology

Credits: 1

Focuses on medical terminology for students preparing for careers in the health professions. This course applies to career/technical education (CTE) programs.

Lecture Hours: 1
Prerequisite: EDE 10.

HLT 143 - Medical Terminology

Credits: 3

Provides an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, word stems and technical terms with emphasis on proper spelling, pronunciation and usage.

Lecture Hours: 3
Prerequisite: EDE 10.

HLT 170 - Introduction to Massage

Credits: 1

Introduces the student to the field of massage therapy. Student practices basic Swedish massage strokes, aromatherapy,

effleurage, petrissage and friction, as well as indications and contra-indication for massage.

Lecture Hours: 1
Co-requisite: NAS 150.

HLT 180 - Therapeutic Massage I

Credits: 3

Introduces the student to the history and requirements for massage therapy. Covers the terms and practice of massage with introduction to equipment, safety, and ethics as well as massage movements and techniques. Includes information about the benefits of massage, contraindications, client interview, client-therapist relationship, draping, good body mechanics, and anatomical landmarks. Basic massage techniques are blended into a relaxing, health enhancing full-body session preparing the students for their student clinical experience.

Lecture Hours: 1
Lab Hours: 6
Total Per Week: 7

Prerequisites: EDE 10 and MDE 10. Co-requisite HLT 170, NAS 150.

HLT 193 - Muscles and Massage

Credits: 4

Covers new content not covered in existing courses in the discipline. Allows instructor to explore content and instructional methods to assess the course's viability as a permanent offering.

Lecture Hours: 4
Corequisite: HLT 280.

HLT 220 - Concepts of Disease

Credits: 3

Emphasizes general principles, classifications, causes, and treatments of selected disease processes. Intended primarily for students enrolled in health technology programs.

Lecture Hours: 3
Prerequisite: EDE 10. Co-requisite HLT 281.

HLT 230 - Principles of Nutrition

Credits: 3

Introduces students to the basic concepts of nutrition and its impact on personal wellness. Emphasizes an evidence-based approach to various topics, such as the nutrient components of food, the components of a healthy eating pattern, and the relationship between diet and health. Provides a behavioral approach to nutrient guidelines for the development and maintenance of optimum wellness. The assignments in the course require college-level reading fluency and coherent communication through documented written reports.

Lecture Hours: 3
Prerequisite: EDE 10.

HLT 250 - General Pharmacology

Credits: 3

Emphasizes general pharmacology for the health related professions covering general principles of drug actions/reactions, major drug classes, specific agent within each class, and routine mathematical calculations needed to determine desired dosages.

Lecture Hours: 3
Prerequisite: EDE 10.

HLT 280 - Therapeutic Massage II

Credits: 3

Introduces the student to the history and requirements for massage therapy. Covers the terms and practice of massage with introduction to equipment, safety, and ethics as well as massage movements and techniques. Includes information about the benefits of massage, contraindications, client interview, client-therapist relationship, draping, good body mechanics, and anatomical landmarks. Basic massage techniques are blended into a relaxing, health enhancing full-body session preparing the student for their student clinical experience.

Lecture Hours: 1
Lab Hours: 6
Total Per Week: 7

Prerequisite: HLT 180/HLT 170. Corequisite HLT 193.

HLT 281 - Therapeutic Massage III

Credits: 3

Introduces the concept of consultation, client management, session design, and integration of specific therapeutic approaches into a full-body session. Students learn to give specific therapeutic attention to the regions of the back, neck and torso. Using knowledge of muscle anatomy, students perform more advanced massage techniques to address hypertonicity, chronic ischemia, trigger points, fibrotic tissue, adhesions and scar tissue. Includes common clinical applications in the body regions covered and the integration of specific techniques into a full-body session.

Lecture Hours: 1
Lab Hours: 6
Total Per Week: 7

Prerequisite: HLT 280. Corequisite: HLT 220.

HMS 100 - Introduction to Human Services

Credits: 3

Introduces human service agencies, roles and careers. Presents a historical perspective of the field as it relates to human services today. Additional topics include values clarification and needs of target populations.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Placement of EDE 11/ENG 111.

HMS 121 - Basic Counseling Skills I

Credits: 3

Develops skills needed to function in a helping relationship. Emphasizes skills in attending, listening and responding. Clarifies personal skill strengths, deficits and goals for skill improvement.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Placement of EDE 11/ENG 111.

HMS 141 - Group Dynamics I

Credits: 3

Examines the stages of group development, group dynamics, the role of the leader in a group, and recognition of the various types of group processes. Discusses models of group dynamics that occur as a result of group membership dynamics.

Lecture Hours: 3
Prerequisite: Placement of EDE 11/ENG 111.

HMS 230 - Ethics in Human Services

Credits: 3

Examines ethical concepts specific to human services organizations and careers. Considers self-determination, informed consent, confidentiality, boundaries, conflict of interest, dual relationships, as well as value clarification and the impact of culture.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Placement of EDE 11/ENG 111.

HMS 258 - Case Management and Substance Abuse

Credits: 3

Focuses on the process for interviewing substance abuse clients. Includes intake, assessment, handling denial, and ending the interview. Teaches skills for writing short-term goals and treatment plans with emphasis on accountability. Examines various reporting devices.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Placement of EDE 11/ENG 111.

HUM 256 - Comparative Mythology

Credits: 3

Studies the cultural expressions of mythology. Considers selected mythologies representing diverse global culture, with emphasis on parallels and divergences in structure, purpose, and representation in literature and the arts. The assignments in this course require college-level reading, analysis of scholarly studies, and coherent communication through properly cited and formatted written reports. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

IND 101 - Quality Assurance Technology I

Credits: 3

Studies principles and techniques of quality engineering for the management, design engineering economics, production, and assurance of quality. Emphasizes fundamentals of total quality assurance for product and process control. May include design review, fundamentals of statistics procurement control, sampling and control chart systems, quality reporting, process capability analysis, tool and gauge control, document control, or troubleshooting quality control. Part I of II.

Lecture Hours: 3
Total Per Week: 3

Prerequisites: Placement above EDE 10, Placement above MDE 10

IND 123 - Introduction to Lean Manufacturing and Six Sigma

Credits: 1

Covers basic Lean and Six Sigma concepts. Examines the importance of Lean and Six Sigma as pertaining to the world of manufacturing. Provides students with the opportunity to demonstrate the impact of Lean and Six Sigma manufacturing environment.

Lecture Hours: 1
Total Per Week: 1

IND 125 - Installation and Preventive Maintenance

Credits: 3

Studies practices in the installation of machinery, including mounting, grouting, leveling, and alignment. Examines methods of preventive maintenance including inspection, scheduled maintenance, controls, record keeping, repair parts stocking, and safety considerations.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

IND 160 - Introduction to Robotics

Credits: 3

Studies evolution and history of robotics with an emphasis on automated and flexible manufacturing. Presents advantages and limitations of present robot systems.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

IND 181 - World Class Manufacturing

Credits: 3

Studies the principles and applications of the globalization of industry. Emphasizes the fundamentals of interpersonal/team, process, organization skills, total quality tools for continuous improvement, statistical process control, manufacturing resource planning and just-in-time.

Lecture Hours: 3
Total Per Week: 3

IND 195 - Introduction to Manufacturing and Advanced Films Technology

Credits: 3

Introduces basic concepts and skills of the Advanced Manufacturing and Advanced Films Technology fields. Presents discussion of manufacturing career opportunities and industry practices with specific emphasis on the history, purpose, practice and organization of the advanced films industry. Introduces the foundation mathematics for industrial measurements, English/SI system conversions and statistical process control. Covers concepts of automated system integration, quality assurance, teamwork and positive work ethics.

Lecture Hours: 3
Total Per Week: 3

IND 243 - Principles and Applications of Mechatronics

Credits: 3

Introduces terminology and principles related to Mechatronic system design and application. Integrates concepts of electrical/electronic, mechanical and computer technologies in the development, setup, operation and troubleshooting of automated products and systems. Covers breakdown of various automated manufacturing operations with emphasis on system planning, development and troubleshooting processes.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

Corequisite: MEC 140 or instructor consent.

IND 250 - Introduction to Basic Computer Integrated Manufacturing

Credits: 3

Presents basic principles used in the design and implementation in a computer integrated manufacturing system. Emphasizes team concept and all aspects of a computer integrated manufacturing system to include the following: Robotics, Conveyor Control, Machining Center Integration Quality Control, Statistical Quality Control, and Computer Integrated Manufacturing (CIM) software.

Lecture Hours: 1-2
Lab Hours: 3-9
Total Per Week: 4-9

IND 290 - Coordinated Internship

Credits: 3

Supervised on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit.

IND 295 - Topics In Advanced Films Technology

Credits: 3

Introduces the web coating process, including formulating product and raw materials, mixing and solution handling, feed systems, coating application process, coating equipment, substrates, and drying. Covers dyeing and instrumentation concepts, process measurements and monitoring, and web winding. Presents basic concepts of lean manufacturing and Six Sigma as relates to troubleshooting and problem solving.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

ITD 110 - Web Page Design I

Credits: 3

Stresses a working knowledge of web site designs, construction, and management using HTML, or XHTML. Includes headings, lists, links, images, image maps, tables, forms, and frames.

Lecture Hours: 3
Total Per Week: 3

ITD 112 - Designing Web Page Graphics

Credits: 3

Explores the creation of digital graphics for web design. Include basic design elements such as color and layout will be explored utilizing a computer graphics program(s).

Lecture Hours: 3
Total Per Week: 3

ITD 130 - Database Fundamentals

Credits: 3

Introduces the student to Relational Database and Relational Database theory. Includes planning, defining and using a database; table design, linking, and normalization; types of databases, database description and definition.

Lecture Hours: 3
Total Per Week: 3

ITD 210 - Web Page Design II

Credits: 3

Incorporates advanced techniques in web site planning, design, usability, accessibility, advanced site management, and maintenance utilizing web editor software(s).

Lecture Hours: 3
Total Per Week: 3

ITE 55 - Certification Preparation

Credits: 1

Serves as a review of objectives for a specific Certification. Uses certification test preparation software, when available, in conjunction with a faculty resource person. May be repeated for credit.

Lecture Hours: 1

ITE 140 - Spreadsheeting for Business

Credits: 3

Provides a working knowledge of a commercial spreadsheet package to include design and development of a variety of worksheets, preparing graphs, working with database queries, macro writing, menu techniques, and decision analysis tools.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: ITE 152

ITE 152 - Introduction to Digital and Information Literacy and Computer Applications

Credits: 3

Develops understanding of digital and information literacy. Introduces basic computer concepts in hardware, software, cyber, cloud, database, and operating systems. Includes hands-on experience developing word processing, spreadsheet and presentation documents. Evaluates the reliability of sources. Covers creating a simple web page. Examines topics such as social, legal, and ethical issues. This is a UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

ITE 290 - Coordinated Internship

Credits: 3

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

ITE 297 - Cooperative Education

Credits: 3

Supervises in on-the-job training for pay in approved business, industrial and service firms, coordinated by the college's cooperative education office.

ITE 299 - Supervised Study

Credits: 1

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

ITN 106 - Microcomputer Operating Systems

Credits: 3

Teaches use of operating system utilities and multiple-level directory structures, creation of batch files, and configuration of microcomputer environments. May include a study of graphical user interfaces.

Lecture Hours: 3
Total Per Week: 3

ITN 107 - Personal Computer Hardware and Troubleshooting

Credits: 3

Includes specially designed instruction to give a student a basic knowledge of hardware and software configurations. Includes the installation of various peripheral devices as well as basic system hardware components.

Lecture Hours: 3
Total Per Week: 3

ITN 154 - Introduction to Networks - CISCO

Credits: 4

Provides instruction in the fundamentals of networking environments, the basics of router operations, and basic router and switch configuration.

Lecture Hours: 3
Lab Hours: 2
Total Per Week: 5

ITN 155 - Switching, Routing and Wireless Essentials - CISCO

Credits: 4

Provides the skills and knowledge to install, operate, and troubleshoot routers and switches in small networks. Introduces students to wireless local area networks (WLANS) and network security concepts.

Lecture Hours: 3
Lab Hours: 2
Total Per Week: 5

Prerequisite: ITN 154

ITN 170 - Linux System Administration

Credits: 3

Focuses instruction on the installation, configuration and administration of the Linux operating system and emphasizes the use of Linux as a network client and workstation.

Lecture Hours: 3
Total Per Week: 3

ITN 257 - Cloud Computing: Infrastructure and Services

Credits: 3

Focuses on cloud infrastructure, deployment, security models, and the key considerations in migrating to cloud computing. Covers the technologies and processes required to build traditional, virtualized, and cloud data center environments, including computation, storage, networking, desktop and application virtualization, business continuity, security, and management.

Lecture Hours: 3
Total Per Week: 3

ITN 260 - Network Security Basics

Credits: 3

Provides instruction in the basics of network security in depth. Includes security objectives, security architecture, security models and security layers; risk management, network security policy, and security training. Includes the five security keys, confidentiality integrity, availability, accountability and auditability.

Lecture Hours: 3
Total Per Week: 3

ITN 261 - Network Attacks, Computer Crime and Hacking

Credits: 4

Encompasses in-depth exploration of various methods for attacking and defending a network. Explores network security concepts from the viewpoint of hackers and their attack methodologies. Includes topics about hackers, attacks, Intrusion Detection Systems (IDS) malicious code, computer crime and industrial espionage.

Lecture Hours: 4
Total Per Week: 4

Prerequisite: ITN 260

ITN 262 - Network Communication, Security and Authentication

Credits: 4

Covers an in-depth exploration of various communication protocols with a concentration on TCP/IP. Explores communication protocols from the point of view of the hacker in order to highlight protocol weaknesses. Includes Internet architecture, routing, addressing, topology, fragmentation and protocol analysis, and the use of various utilities to explore TCP/IP.

Lecture Hours: 4
Total Per Week: 4

Prerequisite: ITN 260

ITN 263 - Internet/Intranet Firewalls and E-Commerce Security

Credits: 3

Gives an in-depth exploration of firewall, Web security, and e-commerce security. Explores firewall concepts, types, topology and the firewall's relationship to the TCP/IP protocol. Includes client/server architecture, the Web server, HTML and HTTP in relation to Web Security, and digital certification, D.509, and public key infrastructure (PKI).

Lecture Hours: 3
Total Per Week: 3

Prerequisite: ITN 260

ITN 266 - Network Security Layers

Credits: 3

Provides an in-depth exploration of various security layers needed to protect the network. Explores Network Security from the viewpoint of the environment in which the network operates and the necessity to secure that environment to lower the security risk to the network. Includes physical security, personnel security, operating system security, software security and database security.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: ITN 260

ITN 267 - Legal Topics In Network Security

Credits: 3

Conveys an in-depth exploration of the civil and common law issues that apply to network security. Explores statutes, jurisdictional, and constitutional issues related to computer crimes and privacy. Includes rules of evidence, seizure and evidence handling, court presentation and computer privacy in the digital age.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: ITN 260

ITN 290 - Coordinated Internship

Credits: 3

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

ITN 297 - Cooperative Education

Credits: 3

Supervises in on-the-job training for pay in approved business, industrial and service firms, coordinated by the college's cooperative education office. Is applicable to all occupational- technical curricula at the discretion of the college. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

ITP 110 - Visual Basic Programming I

Credits: 3

Involves instruction in fundamentals of event-driven programming using Visual Basic. Emphasizes program construction, algorithm development, coding, debugging, and documentation of graphical user interface applications.

Lecture Hours: 3
Total Per Week: 3

ITP 120 - Java Programming I

Credits: 3

Entails instruction in fundamentals of object-oriented programming using Java. Emphasizes program construction, algorithm development, coding, debugging, and documentation of console and graphical user interface applications.

Lecture Hours: 3
Total Per Week: 3

ITP 137 - Programming IOS Devices

Credits: 3

Examines object-oriented Objective C design and programming concepts for Mac OS X, iPhone and iPad. Introduces the tools and APIs for the latest iOS SDK, and how they fit together to build full-featured iOS and Mac OS X applications.

Lecture Hours: 3
Total Per Week: 3

ITP 220 - Java Programming II

Credits: 4

Imparts instruction in application of advanced object-oriented techniques to application development using Java. Emphasizes database connectivity, inner classes, collection classes, networking, and threads.

Lecture Hours: 4
Total Per Week: 4

Prerequisite: ITP 120.

INS 210 - Principles of Instrumentation

Credits: 3

Introduces the basic concepts and terminology of process control systems. Presents types of control systems, applicable component elements, basic control analysis, and documentation requirements for measuring instruments and signal conditioning.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

INS 230 - Instrumentation I

Credits: 3

Presents the fundamental scientific principles of process control including temperature, pressure, level, and flow measurements. Topics include transducers, thermometers, and gauges are introduced along with calibration.

Lecture Hours: 2
Lab Hours: 3
Total Per Week: 5

JPN 101 - Beginning Japanese I

Credits: 4

Introduces cultural awareness, listening, speaking, reading, and writing skills and emphasizes basic sentence structure.

Part I of II. This is a UCGS transfer course.

Lecture Hours: 4
Total Per Week: 4

JPN 102 - Beginning Japanese II

Credits: 4

Introduces cultural awareness, listening, speaking, reading, and writing skills and emphasizes basic sentence structure. Part II of II. This is a UCGS transfer course.

Lecture Hours: 4
Total Per Week: 4

Prerequisite: JPN 101 or two years of successful completion of high school Japanese, or demonstrated experiential learning, or by placement test, or equivalent.

LGL 110 - Introduction to the Law and the Paralegal

Credits: 3

Introduces various areas of law in which a paralegal may be employed. Includes study of the court system (Virginia and federal); a brief overview of criminal law, torts, family law, evidence, the U.C.C., contracts, and ethics; the role of the paralegal; and other areas of interest.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: ENG 115

LGL 115 - Real Estate Law For Legal Assistants

Credits: 3

Studies law of real property and gives in-depth survey of the more common types of real estate transactions and conveyances such as deeds, contracts, leases, and deeds of trust. Focuses on drafting these various instruments and studies the system of recording and search of public documents.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: ENG 115

LGL 117 - Family Law

Credits: 3

Studies elements of a valid marriage, grounds for divorce and annulment, separation, defenses, custody, support, adoptions, and applicable tax consequences. Includes property settlement, pre- and ante-nuptial agreements, pleadings, and rules of procedure. May include specific federal and Virginia consumer laws.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: ENG 115

LGL 126 - Legal Writing

Credits: 3

Studies proper preparation of various legal documents, including legal memoranda, letters, and pleadings. Involves practical applications. May include case and appellate briefs.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: LGL 125 , ENG 115 or permission from instructor.

LGL 200 - Ethics For The Legal Assistant

Credits: 1

Examines general principles of ethical conduct applicable to paralegals. Includes the application of rules of ethics to the practicing paralegal.

Lecture Hours: 1
Total Per Week: 1

Prerequisite: ENG 115

LGL 215 - Torts

Credits: 3

Studies fundamental principles of the law of torts and may include preparation and use of pleadings and other documents involved in the trial of a civil action. Emphasizes intentional torts, negligence, personal injury, products liability, and malpractice cases.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: ENG 115

LGL 218 - Criminal Law

Credits: 3

Focuses on major crimes, including their classification, elements of proof, intent, conspiracy, responsibility, parties, and defenses. Emphasizes Virginia law. May include general principles of applicable constitutional law and criminal procedure.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: ENG 115

LGL 219 - Basics of Litigation Support

Credits: 3

Provides a practical understanding and knowledge of litigation support services, including docket control, case management, document production and organization. Examines the use of privileged documents and various court clerks' offices. Focuses on multiple party case management.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: ENG 115

LGL 225 - Estate Planning and Probate

Credits: 3

Introduces various devices used to plan an estate, including wills, trust, joint ownership and insurance. Considers various plans in light of family situations and estate objectives. Focuses on practices involving administration of an estate including taxes and preparation of forms.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: ENG 115

LGL 290 - Coordinated Internship

Credits: 2

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

MAC 101 - Machine Shop I

Credits: 8

Introduces the machinist to identification, care, and use of precision tools and instruments. Emphasizes the operation of the drill press, lathe, power saw, grinder, and milling machine. Covers the sharpening of lathe curing tools, safety, and good housekeeping. Provides for operation and setup on the various types of precision grinders, milling machines, and drill presses. Part I of II.

Lecture Hours: 5
Lab Hours: 9
Total Per Week: 14

MAC 102 - Machine Shop II

Credits: 7

Introduces the machinist to identification, care, and use of precision tools and instruments. Emphasizes the operation of the drill press, lathe, power saw, grinder, and milling machine. Covers the sharpening of lathe curing tools, safety, and good housekeeping. Provides for operation and setup on the various types of precision grinders, milling machines, and drill presses. Part II of II.

Lecture Hours: 5
Lab Hours: 9
Total Per Week: 14

MAC 116 - Machinist Handbook

Credits: 2

Uses the machinist handbook as a ready reference book of tabular data, formulas, designs and processes relating to machine technology.

Lecture Hours: 2
Total Per Week: 2

MAC 121 - Numerical Control I

Credits: 3

Focuses on numerical control techniques in metal forming and machine processes. Includes theory and practice in lathe and milling machine computer numerical control program writing, setup and operation. Part I of II.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

MAC 122 - Numerical Control II

Credits: 3

Focuses on numerical control techniques in metal forming and machine processes. Includes theory and practice in lathe and milling machine computer numerical control program writing, setup and operation. Part II of II.

Lecture Hours: 1-2
Lab Hours: 2-3
Total Per Week: 3-5

MAC 126 - Introductory CNC Programming

Credits: 3

Introduces programming of computerized numerical control machines with hands-on programming and operation of CNC machines.

Lecture Hours: 2

Lab Hours: 3
Total Per Week: 5

MAC 127 - Advanced CNC Programming

Credits: 3

Provides in-depth study of programming computerized numerical control machines.

Lecture Hours: 3

MAC 150 - Introduction to Computer Aided Manufacturing

Credits: 3

Introduces computer aided manufacturing (CAM) with emphasis on programming of numerical control machinery. Teaches program writing procedures using proper language and logic and a CAM programming system to produce numerical control code for machines. Teaches basic computer usage, 2 1/2D and 3D CAD-CAM integration, and code-to-machine transfer.

Lecture Hours: 1-2
Lab Hours: 2-4
Total Per Week: 3-6

MAC 161 - Machine Shop Practices I

Credits: 3

Introduces safety procedures, bench work, hand tools, precision measuring instruments, drill presses, cut-off saws, engine lathes, manual surface grinders, and milling machines.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

MAC 162 - Machine Shop Practices II

Credits: 3

Introduces safety procedures, bench work, hand tools, precision measuring instruments, drill presses, cut-off saws, engine lathes, manual surface grinders, and milling machines. Part II of II.

Lecture Hours: 2
Lab Hours: 2-3
Total Per Week: 4-5

MAC 163 - Machine Shop Practices III

Credits: 3

Offers practice in the operation of the drill press, engine lathe, vertical milling machine, horizontal milling machine, and the surface grinder. Introduces practical heat treatment of directly hardenable steels commonly used in machine shops. Part I of II.

Lecture Hours: 2
Lab Hours: 3
Total Per Week: 5

MAC 164 - Machine Shop Practices IV

Credits: 3

Offers practice in the operation of the drill press, engine lathe, vertical milling machine, horizontal milling machine, and the surface grinder. Introduces practical heat treatment of directly hardenable steels commonly used in machine shops. Part II of II.

Lecture Hours: 2
Lab Hours: 3
Total Per Week: 5

MAC 221 - Advanced Machine Tool Operations I

Credits: 7

Focuses on advanced lathe and mill work with concentration on fits, finishes, inspection, quality control, and basic heat treating. Includes design and construction of specific projects to determine the student's operational knowledge of all equipment. Part I of II.

Lecture Hours: 4
Lab Hours: 9
Total Per Week: 13

MAC 231 - Advanced Precision Machining I

Credits: 3

Teaches machining principles and calculations necessary for the precision required by the machinist. Emphasizes advanced lathe and mill work with concentration of fits. finishes, inspection, and quality control. Includes design and construction of specific projects to determine the student's operational knowledge of all equipment. Part I of II.

Lecture Hours: 2
Lab Hours: 3
Total Per Week: 5

MKT 100 - Principles of Marketing

Credits: 3

Presents principles, methods, and problems involved in marketing to consumers and organizational buyers. Discusses problems and policies connected with distribution and sale of products, pricing, promotion, and buyer motivation. Examines variations of marketing research, legal, social, ethical, e-commerce, and international considerations in marketing.

Lecture Hours: 3
Prerequisite: Placement of EDE 11/ENG 111.

MKT 201 - Introduction to Marketing

Credits: 3

Introduces students to the discipline of marketing and the need to create customer value and relationships in the marketplace. Presents an overview of the marketing principles and management strategies, along with the analytical tools used by organizations in the creation of a marketing plan.

MTH EEE - MTH 161 & 162 or MTH 167

Credits: 5-6

Student must take MTH 161 and MTH 162 or MTH 167

MTH 111 - Basic Technical Mathematics

Credits: 3

Provides a foundation in mathematics with emphasis in arithmetic, unit conversion, basic algebra, geometry and trigonometry. This course is intended for CTE programs.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Placement above MDE 10

MTH 130 - Fundamentals of Reasoning

Credits: 3

Presents elementary concepts of algebra, linear graphing, financial literacy, descriptive statistics, and measurement & geometry. Based on college programs being supported by this course, colleges may opt to add additional topics such as logic or trigonometry. This course is intended for occupational/technical programs.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Placement above MDE 10

MTH 154 - Quantitative Reasoning

Credits: 3

Presents topics in proportional reasoning, modeling, financial literacy and validity studies (logic and set theory). Focuses on the process of taking a real-world situation, identifying the mathematical foundation needed to address the problem, solving the problem and applying what is learned to the original situation. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Placement into MTH 154 using direct enrollment criteria or placement into MDE 54/MTH 154 corequisite

MTH 155 - Statistical Reasoning

Credits: 3

Presents elementary statistical methods and concepts including visual data presentation, descriptive statistics, probability, estimation, hypothesis testing, correlation and linear regression. Emphasis is placed on the development of statistical thinking, simulation, and the use of statistical software. Credit will not be awarded for both MTH 155: Statistical Reasoning and MTH 245: Statistics I or equivalent. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Placement into MTH 155 using direct enrollment criteria or placement into MDE 55/MTH 155 corequisite

MTH 161 - Precalculus I

Credits: 3

Presents topics in power, polynomial, rational, exponential, and logarithmic functions, and systems of equations and inequalities. Credit will not be awarded for both MTH 161: Precalculus I and MTH 167 - Precalculus With Trigonometry or equivalent. This is a Passport Transfer and UCGS course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Direct placement into MTH 161 using direct enrollment criteria or placement into MDE 61/MTH 161 corequisite.

MTH 162 - Precalculus II

Credits: 3

Presents trigonometry, trigonometric applications including Law of Sines and Cosines and an introduction to conics. Credit will not be awarded for both MTH 162: Precalculus II and MTH 167 - Precalculus With Trigonometry or equivalent. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Placement or completion of MTH 161 - Precalculus I or equivalent with a grade of C or better.

MTH 167 - Precalculus With Trigonometry

Credits: 5

Presents topics in power, polynomial, rational, exponential, and logarithmic functions, systems of equations, trigonometry, and trigonometric applications, including Law of Sines and Cosines, and an introduction to conics. Credit will not be awarded for both MTH 167: Precalculus with Trigonometry and MTH 161/MTH 162: Precalculus I and II or equivalent. This is a Passport Transfer course.

Lecture Hours: 5
Total Per Week: 5

Prerequisite: Direct placement into MTH 167 using direct enrollment criteria or placement into MDE 61/MTH 167 corequisite.

MTH 245 - Statistics I

Credits: 3

Presents an overview of statistics, including descriptive statistics, elementary probability, probability distributions, estimation, hypothesis testing, correlation, and linear regression. Credit will not be awarded for both MTH 155 - Statistical Reasoning and MTH 245: Statistics I or equivalent. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Completion of MTH 154 or MTH 161 or equivalent with a grade of C or better.

MTH 261 - Applied Calculus I

Credits: 3

Introduces limits, continuity, differentiation and integration of algebraic, exponential and logarithmic functions, and techniques of integration with an emphasis on applications in business, social sciences and life sciences. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Completion of MTH 161 or equivalent with a grade of C or better.

MTH 263 - Calculus I

Credits: 4

Presents concepts of limits, derivatives, differentiation of various types of functions and use of differentiation rules, application of differentiation, antiderivatives, integrals and applications of integration. This is a Passport and UCGS transfer course.

Lecture Hours: 4
Total Per Week: 4

Prerequisite: Completion of MTH 167 or MTH 161/MTH 162 or equivalent with a grade of C or better.

MTH 264 - Calculus II

Credits: 4

Continues the study of calculus of algebraic and transcendental functions including rectangular, polar, and parametric graphing, indefinite and definite integrals, methods of integration, and power series along with applications. Features instruction for mathematical, physical and engineering science programs. This is a UCGS transfer course.

Lecture Hours: 4
Total Per Week: 4

Prerequisite: Completion of MTH 263 or equivalent with a grade of C or better.

MTH 265 - Calculus III

Credits: 4

Focuses on extending the concepts of function, limit, continuity, derivative, integral and vector from the plane to the three dimensional space. Covers topics including vector functions, multivariate functions, partial derivatives, multiple integrals and an introduction to vector calculus. Features instruction for mathematical, physical and engineering science programs.

Lecture Hours: 4
Total Per Week: 4

Prerequisite: Completion of MTH 264 - Calculus II or equivalent with a grade of C or better.

MTH 266 - Linear Algebra

Credits: 3

Covers matrices, vector spaces, determinants, solutions of systems of linear equations, basis and dimension, eigenvalues, and eigenvectors. Features instruction for mathematical, physical and engineering science programs.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Completion of MTH 263 or equivalent with a grade of B or better or MTH 264 or equivalent with a grade of C or better.

MDE 10 - Introduction to Algebra

Credits: 3

Covers topics in arithmetic through introduction to variables and equations.

Lecture Hours: 3
Total Per Week: 3

MDE 54 - Learning Support for Quantitative Reasoning

Credits: 3

Provides support to ensure success for students co-enrolled in Quantitative Reasoning (MTH 154). Course will review

foundational topics through direct instruction, guided practice, and individualized support.

Lecture Hours: 3
Total Per Week: 3

Corequisite: MTH 154

MDE 55 - Learning Support for Statistical Reasoning

Credits: 3

Provides support to ensure success for students co-enrolled in Statistical Reasoning (MTH 155). Course will review foundational topics through direct instruction, guided practice, and individualized support.

Lecture Hours: 3
Total Per Week: 3

Corequisite: MTH 155

MDE 60 - Intermediate Algebra

Credits: 3

Covers topics in algebra.

Lecture Hours: 3
Total Per Week: 3

MDE 61 - Learning Support for Pre-Calculus

Credits: 3

Provides support to ensure success for students co-enrolled in Pre-Calculus (MTH 161). Course will review foundational topics through direct instruction, guided practice, and individualized support.

Lecture Hours: 3
Total Per Week: 3

Corequisite: MTH 161

MEC 112 - Processes of Industry

Credits: 3

Analyzes the processes of manufacturing products from materials for industry/engineering. Includes machining, casting, forming, molding, hot/cold working, chipless machining, and welding. Addresses quality assurance and inspection procedures.

Lecture Hours: 3
Total Per Week: 3

MEC 119 - Introduction to Basic CNC and CAM

Credits: 3

Teaches the basic concepts of Computer Numerical Control (CNC) programming of Numerical Control Machinery with emphasis on Computer Aided Manufacturing (CAM)/Computer Aided Drafting (CAD). Program writing procedures will be based on using the following: basic G-code programming language for CNC machinery, CAD/CAM programming systems to produce correct code for CNC Machinery, basic computer usage, CAD/CAM integration, and code-to-machine transfer via Distributive Numeric Control (DNC).

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

MEC 140 - Introduction to Mechatronics

Credits: 3

Presents foundational concepts in mechatronics including analog and digital electronics, sensors, actuators, microprocessors, and microprocessor interfacing to electro-mechanical systems. Surveys components and measurement equipment used in the design, installation, and repair of mechatronic equipment and circuits.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

MEC 155 - Mechanisms

Credits: 3

Studies the purpose and actions of CAMS, gear trains, levers, and other mechanical devices used to transmit control. Focuses on motions, linkages, velocities, and acceleration of points within a link mechanism, layout method for designing cams and gear grain. Requires preparation of weekly laboratory reports.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

MEC 165 - Applied Hydraulics, Pneumatics and Hydrostatics

Credits: 3

Teaches fluid power system design, operation, testing, maintenance and repair. Includes reservoirs, pump connecting valves, cylinders, pressure regulating valves, flow control valves, hydraulic motors, and introduction to basic hydrostatic hydraulic systems.

Lecture Hours: 2
Lab Hours: 3
Total Per Week: 5

Prerequisite: MEC 140 or instructor consent.

MEC 290 - Coordinated Internship

Credits: 2

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

MTS 105 - Fundamentals of Motorsports Technology

Credits: 3

Introduces manual transmissions and differentials used in Stock car racing. Demonstrates and performs installation, repair, and maintenance of stock care repair, and maintenance of stock car manual gearboxes and final drive units.

Lecture Hours: 1
Lab Hours: 4
Total Per Week: 5

MTS 120 - Introduction to Motorsports Technology

Credits: 3

Introduces the student to a survey of the Motorsports Industry. Explores the student to a broad overview of the industry, terminology and technology associated with developing a competition racecar.

Lecture Hours: 3
Total Per Week: 3

MTS 125 - Motorsports Technology I

Credits: 3

Introduces the student to the various systems of the racecar. Focuses on the inter-related functions and the theoretical concepts of the high performance race engine. Emphasizes hands-on skills with identification and installation of component parts of a race engine.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

Prerequisite: MTS 120.

MTS 126 - Motorsports Technology II

Credits: 3

Introduces the student to charging, ignition systems and fuel systems of Stock car racing. Provides hands-on experience with specialized ignition systems, charging systems, fuel cells, fuel delivery, carburetion, and back up systems.

Lecture Hours: 2

Lab Hours: 2
Total Per Week: 4

Prerequisite: MTS 125

MTS 130 - Motorsports Structural Technology I

Credits: 3

Introduces the student to the basic design and fabrication of a racecar. Develops skills for use of the tools, equipment, and materials in the production of a racecar. Emphasizes safety, accuracy, and aesthetics of the racecar and the work environment.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

Prerequisites: MTS 125 and WEL 130

MTS 131 - Motorsports Structural Technology II

Credits: 3

Introduces the student to the design and fabrication of a roll cage. Develops skills in the use of tools, equipment, and materials selection to bend, form, and fabricate the primary structural safety component. Emphasizes NASCAR and other sanctioning bodies' specifications.

Lecture Hours: 1
Lab Hours: 4
Total Per Week: 5

Prerequisite: MTS 130

MTS 132 - Motorsports Structural Technology III

Credits: 3

Introduces the student to the design and fabrication of body parts. Develops skills in the use of tools, equipment, and materials selection to bend, form, and fabricate the primary structural safety component. Emphasizes NASCAR and other sanctioning bodies' specifications.

Lecture Hours: 1
Lab Hours: 4
Total Per Week: 5

Prerequisite: MTS 130 and MTS 131

MTS 135 - Sheet Metal Fabrication

Credits: 3

Introduces sheet metal terminology, fabrication, and installation for covering structural framework of race cars.

Provides project oriented, problem-based experiences with equipment and machinery used in the Motorsports Industry.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

MTS 140 - Stock Car Engines I

Credits: 3

Provides a comprehensive study concerning all areas of race engines including cylinder block configuration and classification. Covers principles of race engine operation and subsystems. Included are lubrication systems (both wet and dry sump) and specialized cooling systems.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

MTS 150 - Engine Machining Processes I

Credits: 4

Introduces general machining techniques and practices relating to engines and fabrication of Stock Car engine parts. Includes applied mathematics operations found in machining race engines.

Lecture Hours: 2
Lab Hours: 4
Total Per Week: 6

MTS 195 - High Performance Engine Induction Systems

Credits: 3

Introduces the concepts and practices of modification in the upper engine systems. Includes carburetion, cylinder heads, intake manifold, valves, and components that supply gas and air to the engine. Hands on experiences will reinforce the research and development stages of the high performance engine horsepower output development.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

MTS 210 - Race Car Setup I

Credits: 3

Introduces the student to basic chassis geometry. Develops skills to square the wheelbase, set ride heights, and establish proper weight distribution. Emphasizes teamwork, communication of settings, and accuracy in set up.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

Prerequisite: MTS 131

MTS 211 - Race Car Setup II

Credits: 3

Exposes the student to advanced racecar geometry. Develops skills to engage in on-track adjustments for top performance of the vehicle. Emphasizes application of skills on-site and under race conditions.

Lecture Hours: 1
Lab Hours: 4
Total Per Week: 5

Prerequisite: MTS 210

MTS 240 - Stock Car Engines II

Credits: 3

Introduces the student to the engine short block assembly and proper machining of the cylinder block. Employs various machining techniques needed to bore final size, relieve pressure, and lighten the cylinder block for assembly.

Lecture Hours: 1
Lab Hours: 4
Total Per Week: 5

Prerequisites: MTS 140 and MTS 150

MTS 250 - Engine Machining Processes II

Credits: 3

Introduces the student to comprehensive machining techniques related to engine and fabrication processes of race engine parts. Demonstrates and performs modern CNC machining operations for race engines.

Lecture Hours: 1
Lab Hours: 4
Total Per Week: 5

Prerequisites: MTS 140 and MTS 150

MTS 290 - Coordinated Internship

Credits: 2

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

MTS 295 - Introduction to Pit Stop

Credits: 2

Introduces the student to the importance of health, wellness and safety procedures for increased performance and reliability in Pit Stop times. Focuses on the basics and speed of chassis adjustments, tire changing, jacking, and gas can process.

Lecture Hours: 3
Total Per Week: 3

MTS 298 - Dyno Engine Performance

Credits: 3

Introduces the comprehensive use of the Engine Dynamometer within the high performance environment. Includes advanced theory and applications for engine performance factors. Provides hands on experiences with working engines.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

Corequisite: MTS 240 and MTS 250.

MTS 298 - Project In Motorsports Marketing

Credits: 3

Builds on basic marketing and management principles by applying them to real world Motorsports projects. Students will apply marketing techniques to market Motorsports products and services.

MTS 299 - Supervised Study

Credits: 1

Assigns problems for independent study incorporating previous instruction and supervised by the instructor.

MUS 121 - Music in Society

Credits: 3

Explores the language of music through an introduction to basic elements, forms and styles across time. Acquaints students with composers' lives and influential creative individualities, discovering representative works and milestones in western society. Develops techniques for listening analytically and critically. Reviews historical development and significance of art music within the context of evolving societal structures. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Placement of EDE 11/ENG 111.

NAS 150 - Human Biology

Credits: 4

Surveys the structure and function of the human body. Applies principally to students who are not majoring in the health or science fields.

Lecture Hours: 4
Total Per Week: 4

Prerequisite: EDE 11/ENG 111 corequisite and one high school college prep level science class with no grade below C.

NSG 100 - Introduction to Nursing Concepts

Credits: 4

Introduces concepts of nursing practice and conceptual learning. Focuses on basic nursing concepts with an emphasis on safe nursing practice and the development of the nursing process. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments.

Lecture Hours: 3
Lab Hours: 3
Total Per Week: 6

Prerequisite: Acceptance to nursing program; BIO 141, MTH 155 , PSY 230 , ENG 111 , and SDV 100 . Corequisite: NSG 106, NSG 130, NSG 200, BIO 142, and HLT 105.

NSG 106 - Competencies For Nursing Practice

Credits: 2

Focuses on the application of concepts through clinical skill development. Emphasizes the use of clinical judgement in skill acquisition. Includes principles of safety, evidence-based practice, informatics and math computational skills. Prepares students to demonstrate competency in specific skills and drug dosage calculation including the integration of skills in the care of clients in simulated settings. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments.

Lecture Hours: 1
Lab Hours: 3
Total Per Week: 4

Prerequisite: BIO 141, MTH 155 , ENG 111 , PSY 230 , SDV 100 . Corequisite: NSG 100, NSG 130, NSG 200, BIO 142 and HLT 105.

NSG 115 - Healthcare Concepts For Transition

Credits: 4

Focuses on role transition from Licensed Practical Nurse to Registered professional nurse. Incorporates concepts of nursing practice and conceptual learning to promote health and wellness across the lifespan. Uses clinical judgment to explore care delivery for selected diverse populations with common and predictable illnesses. Emphasizes the use of clinical judgment in skill acquisition.

Lecture Hours: 3

Lab Hours: 3
Total Per Week: 6

Prerequisite: BIO 141 & BIO 142, ENG 111, PSY 230, MTH 155, and SDV 100 . Acceptance to the Transition Program; Corequisites: NSG 200 Health Promotion and Assessment; BIO 150 , Microbiology for Health Sciences and HLT 105 Cardiopulmonary Resuscitation.

NSG 130 - Professional Nursing Concepts

Credits: 1

Introduces the role of the professional nurse and fundamental concepts in professional development. Focuses on professional identity, legal/ethical issues and contemporary trends in professional nursing.

Lecture Hours: 1
Total Per Week: 1

Prerequisite: BIO 141, MTH 155 , ENG 111 , PSY 230 , and SDV 100 . Corequisite: NSG 100, NSG 106, NSG 200, BIO 142, and HLT 105.

NSG 152 - Health Care Participant

Credits: 3

Focuses on the health and wellness of diverse families, individuals and the community throughout the lifespan. Covers concepts that focus on client attributes and preferences regarding healthcare. Emphasizes population-focused care. Provides supervised learning experiences in college nursing laboratories , clinical/community settings, and/or cooperating agencies, and/or simulated environments.

Lecture Hours: 2
Lab Hours: 3
Total Per Week: 5

Prerequisite: BIO 142, NSG 100, NSG 106, NSG 130, NSG 200. Corequisite: NSG 170 and BIO 150

NSG 170 - Health/Illness Concepts

Credits: 6

Focuses on the nursing care of individuals and/or families throughout the lifespan with an emphasis on health and illness concepts. Includes concepts of nursing care for the antepartum client and clients with common and predictable illnesses. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments.

Lecture Hours: 4
Lab Hours: 6
Total Per Week: 10

Prerequisite: BIO 142, NSG 100, NSG 106, NSG 130 and NSG 200 . Corequisite: NSG 152 and BIO 150.

NSG 200 - Health Promotion and Assessment

Credits: 3

Introduces assessment and health promotion for the individual and family. Includes assessment of infants, children, adults, geriatric clients and pregnant females. Emphasizes health history and the acquisition of physical assessment skills with underlying concepts of development, communication, and health promotion. Prepares students to demonstrate competency in the assessment of clients across the lifespan. Provides supervised learning experiences in college nursing laboratories, clinical/communities settings, and/or simulated environments.

Lecture Hours: 2
Lab Hours: 3
Total Per Week: 5

Prerequisite: BIO 141, MTH 155, ENG 111, PSY 230, and SDV 100. Corequisite: NSG 100, NSG 106, NSG 130, BIO 142, and HLT 105.

NSG 210 - Health Care Concepts I

Credits: 5

Focuses on care of clients across the lifespan in multiple settings including concepts related to physiological health alterations and reproduction. Emphasizes the nursing process in the development of clinical judgement for clients with multiple needs. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments.

Lecture Hours: 3
Lab Hours: 6
Total Per Week: 9

Prerequisite: BIO 150 , NSG 152, NSG 170. Corequisite: NSG 211 and ENG 112.

NSG 211 - Health Care Concepts II

Credits: 5

Focuses on care of clients across the lifespan in multiple settings including concepts related to psychological and physiological health alterations. Emphasizes the nursing process in the development of clinical judgement for clients with multiple needs. Provides supervised learning experiences in college nursing laboratories, clinical/community settings and/or simulated environments.

Lecture Hours: 3
Lab Hours: 6
Total Per Week: 9

Prerequisite: NSG 152, NSG 170 and BIO 150 . Corequisite: NSG 210 and ENG 112. Must pass NSG 210 prior to NSG 211 when offered dynamically.

NSG 230 - Advanced Professional Nursing Concepts

Credits: 2

Develops the role of the professional nurse in the healthcare environment in preparation for practice as a registered nurse. Introduces leadership and management concepts and focuses on the integration of professional behaviors in a variety of healthcare settings.

Lecture Hours: 2
Prerequisite: NSG 210, NSG 211 and ENG 112. Corequisite: NSG 252, NSG 270, and HUM EEE.

NSG 252 - Complex Health Concepts

Credits: 4

Focuses on nursing care of diverse individuals and families integrating complex health concepts. Emphasizes clinical judgement, patient-centered care and collaboration.

Lecture Hours: 4
Prerequisite: NSG 210, NSG 211 and ENG 112. Corequisite: NSG 230, NSG 270, HUM EEE.

NSG 270 - Nursing Capstone

Credits: 4

Provides students the opportunity to comprehensively apply and integrate learned concepts from previous nursing courses into a capstone experience. Emphasizes the mastery of patient-centered care, safety, nursing judgement, professional behaviors, informatics, quality improvement, and collaboration in the achievement of optimal outcomes of care. Provides supervised learning experiences in faculty and/or preceptor-guided college nursing laboratories, clinical/community settings, and/or simulated environments.

Lab Hours: 12
Prerequisite: NSG 210, NSG 211, and ENG 112 . Corequisite: NSG 230, NSG 252, and HUM EEE.

NUR 21 - Nurse Aide Clinical Experience

Credits: 1

Provides guided nurse aide experiences for practicing skills in the clinical setting. Applies fundamental principles of basic nurse aide care.

Lab Hours: 3
Prerequisite EDE 10, NUR 27.

NUR 27 - Nurse Aide I

Credits: 5

Teaches care of older patients with emphasis on the social, emotional, and spiritual needs. Covers procedures; communication and interpersonal relations; observation, charting and reporting; safety and infection control; anatomy and physiology; personal care, nutrition and patient feeding; death and dying. May include laboratory or clinical hours.

Lecture Hours: 4
Lab Hours: 3
Total Per Week: 7

Prerequisite: EDE 10.

NUR 135 - Drug Dosage Calculations

Credits: 1

Focuses on apothecary, metric, household conversion in medication dosage calculation for adult and pediatric clients. Provides a practical approach to learning to calculate and prepare medications and solutions. Includes calculating intravenous flow rates.

Lecture Hours: 1
Prerequisite: MDE 10 or equivalent.

PED 101 - Fundamentals of Physical Activity I

Credits: 1

Presents principles underlying the components of physical fitness. Utilizes conditioning activities involving cardiovascular strength and endurance, respiratory efficiency, muscular strength, and flexibility. May include fitness assessment, nutrition and weight control information, and concepts of wellness. Part I of II.

Lecture Hours: 0
Lab Hours: 2
Total Per Week: 2

PED 102 - Fundamentals of Physical Activity II

Credits: 1

Presents principles underlying the components of physical fitness. Utilizes conditioning activities involving cardiovascular strength and endurance, respiratory efficiency, muscular strength, and flexibility. May include fitness assessment, nutrition and weight control information, and concepts of wellness. Part II of II

Lecture Hours: 0
Lab Hours: 2
Total Per Week: 2

Prerequisite: PED 101.

PED 107 - Exercise and Nutrition I

Credits: 1

Provides for the study and application of fitness and wellness and their relationship to a healthy lifestyle. Defines fitness and wellness, evaluates the student's level of fitness and wellness. Students will incorporate physical fitness and wellness into the course and daily living. A personal fitness/wellness plan is required for the 2 credit course. Part I of II.

Lecture Hours: 0
Lab Hours: 2
Total Per Week: 2

PED 108 - Exercise and Nutrition II

Credits: 1

Provides for the study and application of fitness and wellness and their relationship to a healthy lifestyle. Defines fitness and wellness, evaluates the student's level of fitness and wellness. Students will incorporate physical fitness and wellness into the course and daily living. A personal fitness/wellness plan is required for the 2 credit course. Part II of II.

Lecture Hours: 0
Lab Hours: 2
Total Per Week: 2

PED 109 - Yoga

Credits: 1

Focuses on the forms of yoga training emphasizing flexibility.

Lecture Hours: 0
Lab Hours: 2
Total Per Week: 2

PED 111 - Weight Training I

Credits: 1

Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Part I of II.

Lecture Hours: 0
Lab Hours: 2
Total Per Week: 2

PED 112 - Weight Training II

Credits: 1

Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Part II of II.

Lecture Hours: 0
Lab Hours: 2
Total Per Week: 2

PED 118 - Baseball Fundamentals I

Credits: 1

Enhances the mental and physical ability of students for playing the sport of baseball. Consists of units related to weight training, flexibility, fielding, throwing, hitting, pitching, and position play. Students will gain knowledge about

the history of the sport and gain an understanding and respect for the game and its role in society.

Lecture Hours: 0
Lab Hours: 2
Total Per Week: 2

PED 119 - Baseball Fundamentals II

Credits: 1

Continues to enhance the mental and physical ability of students for playing the sport of baseball. Continues to teach the skills necessary to play the sport. Provides students with the opportunity to evaluate, train, and coach players in order to enhance others' playing abilities. Provides an understanding of the multiple processes involved in forming a baseball team.

Lecture Hours: 0
Lab Hours: 2
Total Per Week: 2

PED 120 - Yoga II

Credits: 1

Focuses on the forms of yoga training emphasizing flexibility.

Lecture Hours: 0
Lab Hours: 2
Total Per Week: 2

Prerequisite: PED 109.

PED 129 - Self-Defense

Credits: 1

Examines history, techniques, and movements associated with self- defense. Introduces the skills and methods of self- defense emphasizing mental and physical discipline.

Lecture Hours: 0
Lab Hours: 2
Total Per Week: 2

PED 133 - Golf I

Credits: 1

Teaches basic skills of golf, rules, etiquette, scoring, terminology, equipment selection and use, and strategy. Part I of II.

Lecture Hours: 0
Lab Hours: 2
Total Per Week: 2

PED 137 - Martial Arts I

Credits: 1

Emphasizes forms, styles, and techniques of body control, physical and mental discipline, and physical fitness. Presents a brief history of development of martial arts theory and practice. Part I of II.

Lecture Hours: 0
Lab Hours: 2
Total Per Week: 2

PED 150 - Soccer

Credits: 1

Emphasizes soccer skills and techniques, strategies, rules, equipment, and physical conditioning.

Lecture Hours: 0
Lab Hours: 2
Total Per Week: 2

PED 152 - Basketball

Credits: 1

Introduces basketball skills, techniques, rules, and strategies

Lecture Hours: 0
Lab Hours: 2
Total Per Week: 2

PED 154 - Volleyball

Credits: 1

Introduces skills, techniques, strategies, rules, and scoring.

Lecture Hours: 0
Lab Hours: 2
Total Per Week: 2

PED 156 - Softball

Credits: 1

Emphasizes softball skills, techniques, strategies, and rules.

Lecture Hours: 0
Lab Hours: 2
Total Per Week: 2

PED 157 - Soccer II

Credits: 1

Emphasizes advanced soccer skills and techniques, strategies, rules, equipment, and physical conditioning.

Lecture Hours: 0
Lab Hours: 2
Total Per Week: 2

Prerequisite: PED 150.

PED 206 - Sports Appreciation

Credits: 2

Focuses on the history, trends, rules, methods, strategy, and terminology of selected sports activities. Provides student awareness as a spectator and/or participant.

Lecture Hours: 2
Total Per Week: 2

Prerequisite: Placement of EDE 11/ENG 111.

PED 210 - Introduction to Physical Education and Health

Credits: 3

Provides an overview of the historical, philosophical, psychological, physiological, and sociological principles of health, physical education, and recreation.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: EDE 11/ENG 111 corequisite.

PHI 100 - Introduction to Philosophy

Credits: 3

Presents an introduction to philosophical problems and perspectives with emphasis on the systematic questioning of basic assumptions about meaning, knowledge, reality, and values. The assignments in the course require college-level reading fluency and coherent communication through written reports. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

PHI 220 - Ethics and Society

Credits: 3

Provides a systematic study of representative ethical concepts and theories and discusses their application to concrete moral dilemmas and social issues and problems. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Placement of EDE 11 /ENG 111.

PTH 105 - Introduction to Physical Therapist Assisting

Credits: 2

Introduces the physical therapist assistant student to the field of physical therapy practice and develops basic patient care skills for application in the initial physical therapy clinical experience.

Lecture Hours: 1
Lab Hours: 3
Total Per Week: 4

PTH 110 - Medical Reporting

Credits: 1

Emphasizes the principles of medical reporting, including the ability to abstract pertinent information from actual medical records. Includes the writing of patient progress notes in standardized formats and medical terminology.

Lecture Hours: 1

PTH 115 - Kinesiology for the Physical Therapist Assistant

Credits: 4

Focuses on the relationship of specific joint structure and function, the role of individual muscles and groups of muscles and neurologic principles in both normal and pathological movement. The course includes a review of basic physics and biomechanical principles applied to human movement. Includes specific posture and gait analysis.

Lecture Hours: 2
Lab Hours: 4
Total Per Week: 6

PTH 121 - Therapeutic Procedures I

Credits: 5

Prepares the students to properly and safely administer basic physical therapy procedures utilized by physical therapist assistants. The procedures include therapeutic modalities. Procedures may include therapeutic exercise, electrotherapy and cardiopulmonary rehabilitation. Part I of II.

Lecture Hours: 3
Lab Hours: 4
Total Per Week: 7

PTH 122 - Therapeutic Procedures II

Credits: 5

Prepares the students to properly and safely administer basic physical therapy procedures utilized by physical therapist assistants. The procedures include therapeutic modalities. Procedures may include therapeutic exercise, electrotherapy and cardiopulmonary rehabilitation. Part II of II.

Lecture Hours: 3
Lab Hours: 4
Total Per Week: 7

PTH 131 - Clinical Education

Credits: 3

Provides supervised instruction in the delivery of physical therapy in one of various clinical settings. Emphasizes the practice of all therapeutic skills learned in the first year, including direct patient care skills and all forms of communication.

Lab Hours: 9

PTH 151 - Musculoskeletal Structure and Function

Credits: 4

Studies the human musculoskeletal system. Covers terms of position and movement, location and identification of specific bony landmarks, joint structure and design, ligaments, muscle origin, action and innervation, and emphasizes types of contraction.

Lecture Hours: 2
Lab Hours: 4
Total Per Week: 6

PTH 210 - Psychological Aspects of Therapy

Credits: 2

Focuses on the psychological reactions and sociological impact of illness and injury in clients and their families, and among health care givers who work with them. Examines individual self-identity and the nature of changing client/ therapist relationships across the life span.

Lecture Hours: 2

PTH 225 - Rehabilitation Procedures

Credits: 4

Focuses on treatment techniques typical of long term rehabilitation, e.g., the rehabilitation of congenital, neurological and disfigurement associated with chronic injury and disease.

Lecture Hours: 2
Lab Hours: 4
Total Per Week: 6

PTH 226 - Therapeutic Exercise

Credits: 4

Emphasizes the basic principles underlying different approaches to exercise including rationale for treatment and may include neurological treatments such a simple facilitation and inhibitory techniques and the teaching of home programs.

Lecture Hours: 2
Lab Hours: 4
Total Per Week: 6

PTH 227 - Pathological Conditions

Credits: 3

Presents specific pathologic conditions commonly seen in physical therapy. Emphasizes musculoskeletal and neurological system conditions, and all major body systems are represented.

Lecture Hours: 3

PTH 245 - Professional Issues

Credits: 3

Examines the health care delivery system with regard to the current practice environment, federal and state influences, laws, and regulations, practice guidelines and ethical considerations which affect the practice of physical therapy.

Lecture Hours: 3

PTH 251 - Clinical Practicum I

Credits: 3

Provides instruction in local health care facilities in the actual administration of physical therapy treatments under the supervision of licensed physical therapists. Provides experience in a variety of clinical settings. Part I of II.

Lab Hours: 15

PTH 252 - Clinical Practicum II

Credits: 4

Provides instruction in local health care facilities in the actual administration of physical therapy treatments under the supervision of licensed physical therapists. Provides experience in a variety of clinical settings. Part II of II.

Lab Hours: 16

PTH 255 - Seminar in Physical Therapy

Credits: 2

Includes preparation for licensing examination, specialized lectures, and preparation of a student project.

Lecture Hours: 2

PHY 100 - Elements of Physics

Credits: 4

Covers basic concepts of physics, including Newtonian mechanics, properties of matter, heat transfer, waves, fundamental behavior of gases, optics, ionizing radiation, and fundamentals of electricity and magnetism. The assignments in the course require college-level reading fluency, coherent written communication, application of arithmetic, exponents, and algebraic skills such as solving for an unknown variable in an equation, and finding the slope and intercept from the equation of a line. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Lab Hours: 3
Total Per Week: 6

PHY 201 - General College Physics I

Credits: 4

Covers classical mechanics and thermodynamics. Includes kinematics, Newton's laws of motion, work, energy, momentum, rotational kinematics, dynamic and static equilibrium, elasticity, gravitation, fluids, simple harmonic motion, calorimetry, ideal gas law, and the laws of thermodynamics. Part I of II. This is a UCGS transfer course.

Lecture Hours: 3
Lab Hours: 3
Total Per Week: 6

Prerequisite: MTH 161 or MTH 167 with a grade of C or better.

PHY 202 - General College Physics II

Credits: 4

Covers waves, electromagnetism, optics, and modern physics. Includes mechanical waves, sound, electrostatics, Ohm's law and DC circuits, magnetic forces and magnetic fields, electromagnetic induction, ray optics, wave optics, and selected topics of modern physics. Part II of II. This is a UCGS transfer course.

Lecture Hours: 3
Lab Hours: 3
Total Per Week: 6

Prerequisite: PHY 201 with a grade of C or better and MTH 162 or MTH 167 with a grade of C or better.

PHY 241 - University Physics I

Credits: 4

Covers classical mechanics and thermodynamics. Includes kinematics, Newton's laws of motion, work, energy, momentum, rotational kinematics, dynamics and static equilibrium, elasticity, gravitation, fluids, simple harmonic motion, calorimetry, ideal gas law, and the laws of thermodynamics. Part I of II. This is a UCGS transfer course.

Lecture Hours: 3
Lab Hours: 3
Total Per Week: 6

Prerequisite: MTH 263 with a grade of C or better.

PHY 242 - University Physics II

Credits: 4

Covers waves, electromagnetism and optics. Includes mechanical waves and sound, electrostatics, Ohm's law and DC circuits, magnetic forces and magnetic fields, electromagnetic induction, AC circuits, ray optics, and wave optics. Part II of II. This is a UCGS transfer course.

Lecture Hours: 3
Lab Hours: 3
Total Per Week: 6

Prerequisites: PHY 241 with a grade of C or better and MTH 264 with a grade of C or better.

PLS 135 - U.S. Government and Politics

Credits: 3

Teaches the political structure, processes, institutions, and policymaking of the US national government. Focuses on the three branches of government, their interrelationships, and how they shape policy. Addresses federalism; civil liberties and civil rights; political socialization and participation; public opinion, the media; interest groups; political parties; elections; and policymaking. The assignments in the course require college-level reading fluency and coherent communication through written reports. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

PLS 136 - State and Local Government and Politics

Credits: 3

Teaches structure, powers, and functions of state and local government in the United States as related to federalism; constitutionalism; elections; powers of legislative, executive, and judicial powers of state and local government; state-local-federal relations; fiscal matters; metropolitan issues; and policy issues, like health, education, criminal justice and welfare. The assignments in the course require college-level reading fluency and coherent communication through written reports.

Lecture Hours: 3
Total Per Week: 3

PNE 145 - Trends In Practical Nursing

Credits: 1

Studies the role of the Licensed Practical Nurse. Covers legal aspects, organizations, and opportunities in practical nursing. Assists students in preparation for employment.

Lecture Hours: 1
Prerequisite: PNE 162 . Corequisite: PNE 164, PNE 158.

PNE 158 - Mental Health and Psychiatric Nursing

Credits: 2

Recognizes emotional needs of patients. Provides knowledge of the role that emotions play. Enables students to understand their own behavior as well as patient behavior.

Lecture Hours: 2
Prerequisite: PNE 162 . Corequisite: PNE 164, PNE 145.

PNE 161 - Nursing In Health Changes I

Credits: 7

Focuses on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions.

Lecture Hours: 4
Lab Hours: 9
Total Per Week: 13

Prerequisite: Acceptance to the PN program.

PNE 162 - Nursing In Health Changes II

Credits: 10

Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions.

Lecture Hours: 6
Lab Hours: 12
Total Per Week: 18

Prerequisite: PNE 161 and NUR 135.

PNE 164 - Nursing In Health Changes IV

Credits: 11

Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs

related to human functions.

Lecture Hours: 6
Lab Hours: 15
Total Per Week: 21

Prerequisite: PNE 162 . Corequisite: PNE 158, PNE 145

PSY 200 - Principles of Psychology

Credits: 3

Surveys the basic concepts of psychology. Covers the scientific study of behavior and mental processes, research methods, biological bases of behavior, sensation and perception, developmental psychology, learning, memory, thinking, intelligence, personality, social psychology, and psychological disorders and treatment. The assignments in the course require college-level reading fluency and coherent communication through written reports. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisites: Readiness to enroll in ENG 111 required.

PSY 210 - Statistics for Behavioral Sciences

Credits: 4

Introduces the principles and processes of statistics for behavioral science research. Focuses on selection and application of appropriate statistical tests and accurate interpretation of behavioral science data. Utilizes statistical software for conducting statistical analysis

Lecture Hours: 4
Total Per Week: 4

Prerequisites: PSY 200 and Corequisite: MTH 245 or equivalent

PSY 211 - Research Methodology for Behavioral Sciences

Credits: 4

Introduces the principles and processes of various research methods for applying the scientific method to understanding behavior. Includes preparation for and fundamental experience with designing, conducting, interpreting, and evaluating behavioral science research studies. Prepares students for creating APA-style research manuscripts to summarize research.

Lecture Hours: 3
Total Per Week: 3

Prerequisites: PSY 200 AND PSY 210 (currently PSY 213) or departmental approval.

PSY 215 - Psychopathology

Credits: 3

Explores historical views and current perspectives of psychopathology. Emphasizes major diagnostic categories and criteria, individual and social factors of maladaptive behavior, and types of treatments. Includes methods of clinical assessment and research strategies.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: PSY 200 or departmental approval

PSY 216 - Social Psychology

Credits: 3

Examines individuals in social contexts, their social roles, group processes and intergroup relations. Acquaints students with a scientific understanding of how the presence of other people, interactions with other people, and other situational factors influence human thoughts and behaviors. The assignments in the course require college-level reading, analysis of scholarly studies, and coherent communication through written reports (including the production of at least one APA-formatted individual writing assignment).

Lecture Hours: 3
Total Per Week: 3

Prerequisite: PSY 200

PSY 219 - Cross-Cultural Psychology

Credits: 3

Examines the systematic study of behavior and experience as it occurs in different cultures. Covers the interaction and interpretation of culture and development, self and identity, personality, gender, cognition, emotion, communication, physical health, mental health, and social behavior.

Lecture Hours: 3

PSY 230 - Developmental Psychology

Credits: 3

Traces development in context from pre-conception to death, including the physical, cognitive, and psychosocial domains. Examines methods of scientific inquiry as they apply to lifespan development. Addresses the interrelatedness of developmental domains, as well as the interdependent influences of environment and biology. Students majoring in or considering a major in Psychology should complete PSY 200 prior to PSY 230.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: Placement of EDE 11/ENG 111.

PSY 260 - Psychopharmacology and Substance Abuse

Credits: 3

Examines how psychoactive drugs interact with the body and the brain. Explores the use of prescription psychoactive drugs in American culture. Differentiates use and abuse of psychoactive substances so that symptoms of abuse can be identified in a person. Investigates various treatments of substance abuse.

Lecture Hours: 3
Total Per Week: 3

PSY 200, PSY 201 or divisional approval.

REL 200 - Survey of The Old Testament

Credits: 3

Surveys books of the Old Testament, with emphasis on prophetic historical books. Examines the historical and geographical setting and place of the Israelites in the ancient Middle East as background to the writings.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: EDE 11/ENG 111 corequisite.

REL 210 - Survey of The New Testament

Credits: 3

Surveys books of the New Testament, with special attention upon placing the writings within their historical and geographical setting.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: EDE 11/ENG 111 corequisite.

REL 237 - Religions of the East

Credits: 3

Studies major religious traditions originating in India and East Asia, including Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Daoism and Shinto. Examines origins, values, ethics, teachings, and practices. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

REL 238 - Religions of the West

Credits: 3

Studies major religious traditions originating in the Near East, including Judaism, Christianity, and Islam. Examines

origins, values, ethics, teachings, and practices.

Lecture Hours: 3
Total Per Week: 3

REL 240 - Religions in the U.S.

Credits: 3

Surveys various manifestations of religion in the American experience. Emphasizes concepts, problems, and issues of religious diversity and character of U.S. religious life. This is a Passport and UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

SAF 126 - Principles of Industrial Safety

Credits: 3

Teaches principles and practices of accident prevention, analysis of accident causes, mechanical safeguards, fire prevention, housekeeping, occupational diseases, first aid, safety organization, protection equipment and general safety principles and promotion.

Lecture Hours: 3
Total Per Week: 3

SAF 130 - Industrial Safety - OSHA 10

Credits: 1

Presents an introduction to occupational health and safety and its application in the workplace. Emphasizes safety standards and the Occupational Safety and Health Act (OSHA), its rules and regulations (OSHA 10).

Lecture Hours: 1
Total Per Week: 1

SOC 200 - Principles of Sociology

Credits: 3

Introduces fundamentals of social life. Presents significant research and theory in areas such as culture, social structure, socialization, deviance, social stratification, and social institutions.

Lecture Hours: 3
Total Per Week: 3

Prerequisites: Placement of EDE 11/ENG 111.

SOC 211 - Principles of Anthropology I

Credits: 3

Inquiries into the origins, development, and diversification of human biology and human cultures. Includes fossil records, physical origins of human development, human population genetics, linguistics, cultures' origins and variation, and historical and contemporary analysis of human societies. Part I of II. This is a Passport Transfer course.

Lecture Hours: 3
Total Per Week: 3

SOC 268 - Social Problems

Credits: 3

Applies sociological concepts and methods to analysis of current social problems. Includes delinquency and crime, mental illness, drug addiction, alcoholism, sexual behavior, population crisis, race relations, family and community disorganization, poverty, automation, wars, and disarmament.

Lecture Hours: 3
Total Per Week: 3

SPA 101 - Beginning Spanish I

Credits: 4

Introduces cultural awareness, listening, speaking, reading, and writing skills, and emphasizes basic sentence structure. Part I of II. This is a UCGS transfer course.

Lecture Hours: 4
Total Per Week: 4

SPA 102 - Beginning Spanish II

Credits: 4

Introduces cultural awareness, listening, speaking, reading, and writing skills and emphasizes basic sentence structure. Part II of II. This is a UCGS transfer course.

Lecture Hours: 4
Total Per Week: 4

Prerequisite: SPA 101, or two years of successful completion of high school Spanish, or demonstrated experiential learning, or by placement test, or equivalent.

SPA 201 - Intermediate Spanish

Credits: 3

Continues to develop cultural awareness, listening, speaking, reading, and writing skills, and introduces complex sentence structures. Classes may be conducted in target language. Part I of II. This is a UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: SPA 102, or three years of successful completion of high school Spanish, or demonstrated experiential learning, or by placement test, or equivalent.

SPA 202 - Intermediate Spanish

Credits: 3

Continues to develop cultural awareness, listening, speaking, reading, and writing skills, and emphasizes complex sentence structures. Classes may be conducted in the target language. Part II of II. This is a UCGS transfer course.

Lecture Hours: 3
Total Per Week: 3

Prerequisite: SPA 201, or four years of successful completion of high school Spanish, or demonstrated experiential learning, or by placement test, or equivalent.

SDV 100 - College Success Skills

Credits: 1

Assists students in transition to colleges. Provides overviews of college policies, procedures, curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students. May include English and Math placement testing. Strongly recommended for beginning students. Required for graduation.

Lecture Hours: 1
Total Per Week: 1

SDV 199 - Supervised Study In Transfer Programs

Credits: 1

Provides experience in preparation of application of admission to senior institutions, exploring degrees and programs of study at the senior institutions, assessment of core competencies, and assistance with other needs such as housing, study habits, and financial aid when transitioning from the community college to the senior institution. Assists students in understanding differences in community college life and academics and the senior institution.

Lecture Hours: 1
Total Per Week: 1

Prerequisite: ENG 111

SDV 299 - Supervised Study

Credits: 1

Assigns problems for independent study incorporating previous instruction and supervised by the instructor.

Lecture Hours: 1
Total Per Week: 1

WEL 117 - Oxyfuel Welding and Cutting

Credits: 3

Introduces history of oxyacetylene welding, principles of welding and cutting, nomenclature of the equipment, development of the puddle, running flat beads, and butt welding in different positions. Explains silver brazing, silver and soft soldering, and safety procedures in the use of tools and equipment.

Lecture Hours: 2
Lab Hours: 3
Total Per Week: 5

WEL 120 - Introduction to Welding

Credits: 3

Introduces history of welding processes. Covers types of equipment, and assembly of units. Stresses welding procedures such as fusion, non-fusion, and cutting oxyacetylene. Introduces arc welding and plasma arc cutting. Emphasizes procedures in the use of tools and equipment.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

WEL 123 - Shielded Metal Arc Welding (Basic)

Credits: 3

Teaches operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt, and fillet welds in all positions. Emphasizes safety procedures.

Lecture Hours: 2
Lab Hours: 3
Total Per Week: 5

WEL 124 - Shielded Metal Arc Welding (Advanced)

Credits: 4

Continues instruction on operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt, and fillet welds in all positions. Emphasizes safety procedures.

Lecture Hours: 2
Lab Hours: 6
Total Per Week: 8

WEL 126 - Pipe Welding I

Credits: 3

Teaches metal arc welding processes including the welding of pressure piping in the horizontal, vertical, and horizontal-fixed positions in accordance with section IX of the ASME Code.

Lecture Hours: 2
Lab Hours: 3
Total Per Week: 5

WEL 130 - Inert Gas Welding

Credits: 3

Introduces practical operations in the uses of inert-gas-shield arc welding. Discusses equipment, safety operations, welding practice in the various positions process applications, and manual and semi-automatic welding.

Lecture Hours: 2
Lab Hours: 3
Total Per Week: 5

WEL 135 - Inert Gas Welding

Credits: 2

Introduces practical operations in use of inert gas shielded arc welding. Studies equipment operation, setup, safety and practice of GMAW (MIG) and GTAW (TIG).

Lecture Hours: 1
Lab Hours: 3
Total Per Week: 4

WEL 141 - Welder Qualification Tests I

Credits: 3

Studies techniques and practices of testing welded joints through destructive and non-destructive tests. Part I of II.

Lecture Hours: 2
Lab Hours: 3
Total Per Week: 5

WEL 145 - Welding Metallurgy

Credits: 3

Studies steel classifications, heat treatment procedures, properties of ferrous and non- ferrous metals. Discusses techniques and practices of testing welded joints and destructive/ nondestructive, visual magnetic and fluorescent testing.

Lecture Hours: 2
Lab Hours: 2
Total Per Week: 4

WEL 150 - Welding Drawing and Interpretation

Credits: 3

Teaches fundamentals required for successful drafting as applied to the welding industry. Includes blueprint reading, geometric principles of drafting and freehand sketching, basic principles of orthographic projection, preparation of drawings and interpretation of symbols.

Lecture Hours: 2
Total Per Week: 2

WEL 160 - Gas Metal Arc Welding

Credits: 3

Introduces semi-automatic welding processes with emphasis on practical application. Includes the study of filler wires, fluxes, and gases.

Lecture Hours: 2
Lab Hours: 4
Total Per Week: 6

WEL 161 - Flux Cored Arc Welding (FCAW)

Credits: 3

Introduces flux cored semi-automatic welding processes with emphasis on practical application. Includes the study of filler wires, fluxes, and gases.

Lecture Hours: 2
Lab Hours: 3
Total Per Week: 5

WEL 164 - Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG)

Credits: 3

Introduces practical operations in the use of tungsten arc welding and equipment. Studies equipment operation setup, safety, and practice of Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG).

Lecture Hours: 2
Lab Hours: 3
Total Per Week: 5

WEL 198 - Seminar and Project

Credits: 4

Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field.

May be repeated for credit. Variable hours.

Lab Hours: 2

WEL 237 - Applied Welding Process

Credits: 3

Studies advanced welding applications for various materials, advanced welding skills and fabrication equipment. Examines materials to be welded such as stainless steel and aluminum, choosing the proper welding process such as advanced Gas Tungsten Arc Welding (GTAW)-Aluminum, Gas Metal Arc Welding (GMAW)-Aluminum and Shielded Metal Arc Welding (SMAW), developing the appropriate welding procedure for the materials chosen and successfully completing a capstone project for the entire course of study

Lecture Hours: 2
Lab Hours: 3
Total Per Week: 5

WEL 241 - Robotic Welding I

Credits: 2

Examines safety, setup, programming, and operation of a welding robot. Covers variables and problems in addition to solutions applied to provide a practical and efficient application of the Gas Metal Arc Welding (GMAW) process to an automated system. (Part I of II)

Lecture Hours: 1
Lab Hours: 3
Total Per Week: 2

WEL 242 - Robotic Welding II

Credits: 2

Incorporates skills learned in Robotic Welding I into simulating projects used in industry. Focuses on Gas Metal Arc Welding (GMAW) processes used to create weldments taken from industry drawings and blueprints. (Part II of II)

Lecture Hours: 1
Lab Hours: 3
Total Per Week: 4

Pre-requisite: WEL 241

WEL 247 - Welding Layout and Fabrication I

Credits: 2

Introduces student to project layout from shop sketches/blueprints, developing templates/patterns and the use of fabrication tools. Covers the safe operation of different types of manual metal fabrication equipment used in the industry. Examines safe and efficient use of the manual metal shear, metal roller, metal break and other fabrication. (Part I of II)

Lecture Hours: 1
Lab Hours: 3
Total Per Week: 4

Pre-requisite: WEL 150

WEL 298 - Seminar and Project

Credits: 2

Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field.
May be repeated for credit. Variable hours.

Lab Hours: 2
Total Per Week: 2

Workforce Development

Workforce, Economic, and Community Development

Workforce, Economic, and Community Development division of P&HCC aligns education and economic development to extend workforce development courses and programs to the community, including custom designed training for employers. Courses and programs are offered to serve business and industry and individuals seeking pre-employment and skills development, or career training and credentialing, as well as lifelong learners looking for engaging ways to enrich their lives. Continuing education is offered in the form of career credit courses and may include a variety of formats, such as in-person, live online, self-paced online, hybrid, 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 schedule of classes and register online at ph.augusoft.net. Anyone who has a request for a course not listed in this catalog should email wecd@patrickhenry.edu or call (276) 656-0260.

Mission Statement

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 P&HCC provides oversight of operations off-campus at the Thomas P. Dalton IDEA (Innovate, Design, Engineer, Accelerate) Center. Citing a desire to see the college maintain a presence in uptown Martinsville, the family of Mr. Thomas P. Dalton, through their generous donation, made it possible for P&HCC Real Estate Foundation to purchase the building which bears his name. The 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 IDEA Center.

Big IDEA Challenge

Hosted by the Thomas P. Dalton IDEA Center annually, this 30-day challenge gives entrepreneurs, individuals, and teams the opportunity to draft and build a prototype of their business, product, or technology into reality for a chance to win a prize package.

Fabrication Laboratory

The Fabrication Laboratory, housed at the Thomas P. Dalton IDEA Center, offers individuals and companies opportunities for digital fabrication in ways that are not practical or economical using mass production. Equipment in the Fab Lab includes a 3D printer, 3D scanner, laser engraver, vinyl cutter, CNC router, plasma cutter, mini-mill, vacuum former, injection molder, and welder.

The Fab Lab provides courses and training to students, businesses, and entrepreneurs.

- Build your own Electric Guitar
- Fab Lab Family Days
- **Fab Lab Innovation Kids Camp**
- Introduction to 3D Printing
- Introduction to Vinyl Cutting
- Learn to Use the Laser Cutter
- Learn to Use the Shopbot CNC Router
- Make a Personalized Wall Clock Using the Laser
- Stickers, T-Shirts, and Banners, Oh My!

Fab Lab Membership

Upon successful completion of a training class, entrepreneurs may choose to become a member of the Fab Lab. Members enjoy exclusive unlimited access to the equipment for a monthly fee.

Startup and Grow MHC

Startup and Grow Martinsville-Henry County, held at the Thomas P. Dalton IDEA Center, are entrepreneurial mentoring programs with intensive eight-week and four-week entrepreneurial boot camps, respectively, for startup and growing companies. Startup MHC is geared toward entrepreneurs who plan to start or have recently opened a business, while Grow MHC is for the more seasoned business owner who is ready to take a business to the next level. The application process is competitive and applicants must agree to the program guidelines. The Chamber's Partnership for Economic Growth (C-PEG) partners with P&HCC 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.

Verizon Innovative Learning Camp

P&HCC and Verizon are preparing the next generation for a future filled with opportunities. The Verizon Innovative Learning STEM Achievers program was launched to give middle school boys and girls access to a better future. Developed to enrich learning through design thinking, 3D printing, augmented reality, social entrepreneurship and mentorship, this engaging, hands-on program creates a more diverse pipeline for future careers in science, technology, engineering and math (STEM) fields.

Employer Services

Workforce, Economic, and Community Development division of P&HCC serves regional employers by providing training solutions to develop and sustain a qualified workforce, in support of economic development and community enrichment. Email wecd@patrickhenry.edu or call (276) 656-0260 to discuss training options.

Custom Designed Training

Skilled employees represent the single greatest competitive advantage of any business. P&HCC's professional workforce training staff can design, develop, and customize training and delivery approaches that align with the company's distinct needs, scheduling demands, and budgetary circumstances. 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 can be delivered to meet the dynamic needs of client scheduling demands.
- Courses can be tailored as academic credit or career credit.
- Courses can be offered on-campus or on-site.

Examples of Custom-Designed Training:

- Commercial Driver's License (CDL) Class A Endorsement
- Communication Skills
- Computer Skills
- Customer Service Skills
- Diversity, Equity & Inclusion
- Everything DiSC Management
- From Peer to Manager
- From Peer to Supervisor
- Giving and Receiving Constructive Feedback
- Heavy Equipment Operator
- Human Resources Principles and Practices
- Industry-Specific Skills
- Leadership Foundations
- Microsoft Office Suite
- Mike Rowe Works: MRW Work Ethic Certification
- OSHA 10 for General Industry
- OSHA 30 for General Industry
- Teamwork Skills
- Time Management Fundamentals

Job Skills Assessments

Workforce, Economic, and Community Development division of P&HCC partners with the following assessment providers 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 the strongest candidates. 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.

ACT WorkKeys

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, our professional workforce staff handles testing and scoring.

Skill areas include the following:

- Applied Math
- Applied Technology
- Business Writing
- Graphic Literacy
- Workplace Documents

Bennett Mechanical Comprehension Test (BMCT)

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.

DiSC®

DiSC® is a personality assessment tool used to improve teamwork, communication, and productivity in the workplace. 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).

Everything **DiSC®** assessments are used in thousands of organizations around the world, from sprawling government agencies and Fortune 500 companies to nonprofits and small businesses. The reason is simple: Everything DiSC® profiles help build stronger, more effective working relationships. Everything DiSC® Agile EQ™ creates a more emotionally intelligent, agile workforce. Globalization, new technologies, growing workplace diversity, and relentless competition are requiring companies to adapt and change more quickly than ever. That's where organizational agility comes in-a skill requiring EQ or emotional intelligence. By combining the personalized insights of **DiSC®** with active emotional intelligence, Everything **DiSC®** Agile EQ teaches participants to read the emotional and interpersonal requirements of a situation and respond quickly and appropriately.

Total Testing

As a leading provider of web-based skills testing, Total Testing offers hundreds of skill assessments in a wide range of areas, such as MS Office Suite, Clerical, Accounting, Customer Service, Retail Sales, Human Resources, Medical, Industrial, and more. Perfect for businesses of any size, looking to test hundreds of prospects or just one, Total Testing offer employers customization in pre- employment testing and employee development.

Wonderlic

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.

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 Facilities

To help area 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.

Professional Development

Workforce, Economic, and Community Development division of P&HCC offers the following professional development courses. 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. View schedule of classes and register online at ph.augusoft.net. Email fastforward@patrickhenry.edu or call (276) 656-0260 for more information.

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.

Computers and Technology

These hands-on courses introduce practical skills that students can use right away to enhance workflow.

- Introduction to Cyber Security
- Microsoft Access
- Microsoft Excel

- Microsoft PowerPoint
- Microsoft Word
- Taking Your Social Media to the Next Level
- Using Technology Resources to Build Stronger Teams

Construction and Trades

These courses are intended for meeting the requirements for pre-licensure and/or continuing education.

- Continuing Education for Tradesman
- Contractor Business Licensing

Job Skills

The following workshops introduce practical work skills.

- Customer Service: From Good to Great
- Mike Rowe Works: MRW Work Ethic Certification
- Unconscious Bias

Management and Leadership

Become a more effective leader with these professional development courses:

- Building Stronger Teams
- Communication Skills for Managers
- Conflict Management Skill Building
- DiSC for Managers Part 1
- DiSC for Managers Part 2
- Diversity Across the Generations
- From Peer to Manager
- From Peer to Supervisor
- Generational Diversity: Thriving Across our Differences
- Giving and Receiving Constructive Feedback
- How Effective Communication Builds Stronger Teams
- Managing Difficult Team Members Effectively
- Managing Time More Effectively
- Networking for a Greater Impact at Work'
- Women in Leadership Series

Training Partner

Workforce, Economic, and Community Development division of P&HCC partners with Development Dimensions International, Inc. (DDI), a global leadership consulting firm that helps develop exceptional leaders. Workforce staff are highly trained, DDI-certified facilitators, prepared to offer professional development courses that are focused on delivering measurable change in your leaders.

Workplace Safety

Occupational Safety and Health Administration (OSHA) Training courses help supervisors and workers reduce the risk of workplace hazards.

- OSHA 10 for General Industry
- OSHA 30 for General Industry

Workforce Training Programs

Workforce, Economic, and Community Development division of P&HCC 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 lead to an industry credential. Although no college credit are awarded for these programs, students are awarded a certificate of completion for each successfully completed course listing for continuing education documentation purposes. View schedule of classes and register online at ph.augusoft.net. *Tuition rates are subject to change at any time. Email wecd@patrickhenry.edu or call (276) 656-0260 for more information.

Health Care

Certified Billing and Coding Specialist (CBCS)

Length: 102 Course Hours

Purpose: Prepares students with the skills needed to become a certified billing and coding specialist.

Description: Students learn to process patient data for the proper assignment of ICD-10 coding and to prepare and process health insurance claims for reimbursement.

Prerequisite: High School Diploma or GED

Potential Certification: Upon successful completion of the program, students will be eligible to take the NHA CBCS exam, administered by P&HCC.

*Tuition: $3,099 Full Price; $1,033 FastForward WCG Price; **Get College Funded!**

Supplies and Fees: Tuition includes cost of required textbook, coding manuals, exam study guide and prep package, and exam voucher.

Program Learning Outcomes: Students will demonstrate the ability to properly code for illnesses, procedures, and other common medical needs in accordance with insurance standards.

Occupational Objective: CBCS's have an expansive range of opportunities for employment. Skills gained are essential to hospitals, physicians offices, surgery centers, nursing homes, dental offices, home healthcare agencies, mental health facilities and even insurance companies and consulting firms.

Certified Clinical Medical Assistant (CCMA)

Length: 114 Course Hours

Purpose: Prepares students with the skills needed to become a certified clinical medical assistant.

Description: Students learn to perform both administrative and patient clinical procedures in a variety of medical settings.

Tasks performed could include:

- Interviewing patients

- Measuring and recording vital signs
- Preparing exam rooms
- Cleaning and sterilizing medical equipment
- Assisting providers with exams and procedures
- Administering injections, topical and oral medications
- Performing venipuncture and point-of-care testing

Prerequisite: High School Diploma or GED

Potential Certification: Upon successful completion of the program, students will be eligible to take the NHA CCMA exam, administered by P&HCC.

*Tuition: $3,267 Full Price; $1,089 FastForward WCG Price; **Get College Funded!**

Supplies and Fees: Tuition includes cost of required textbook, workbook, supplies, CPR certification, exam study guide and practice tests, and exam voucher.

Program Learning Outcomes:

- Students will understand the medical assistant's role in patient-centered care in a variety of medical settings.
- Students will demonstrate skillful delivery of patient care in a variety of medical settings.

Occupational Objective: CCMA's work in physicians' offices, hospitals, outpatient clinics, and other healthcare facilities. Getting certified as a medical assistant can enhance your salary, make you more competitive, and build your skill set. Many employers look for candidates with credentials because it provides tangible proof of skills and knowledge.

Certified Nurse Aide (CNA)

Length: 162 Course Hours

Purpose: Prepares students for entry level practice in the health care field in the area of patient care in a variety of health service facilities.

Description: Teaches care of older patients with emphasis on the social, emotional, and spiritual needs. Covers procedures; communication and interpersonal relations; observation, charting and reporting; safety and infection control; anatomy and physiology; personal care, nutrition and patient feeding; death and dying. Clinical experience provides guided nurse aide experiences for practicing skills in the clinical setting. Applies fundamental principles of basic nurse aide care.

Potential Certification: Upon successful completion of the program, students will be eligible to take the Virginia State Board of Nursing's National Nurse Aide Assessment Program (NNAAP) exam, administered by Credentia 365.

*Tuition: $3,495 Full Price; $1,165 FastForward WCG Price; **Get College Funded!**

Supplies and Fees: Tuition includes cost of required textbook, workbook, supplies, fees, CPR certification, and exam voucher.

Clinical Agency Requirements: A negative drug screen, TB test, and criminal background check are required to be eligible to participate in the clinical learning experience. Students must also provide proof of COVID-19 vaccination. If the student is not willing or able to meet these guidelines, P&HCC would have no way to meet their educational needs for completion of the program.

Program Learning Outcomes: Students will demonstrate skillful delivery of patient care at the nurse aide level of preparation.

Occupational Objective: CNA's are eligible for employment in hospitals, skilled/residential nursing facilities, home care, physician offices, or other health related facilities.

Certified Phlebotomy Technician (CPT)

Length: 126 Course Hours

Purpose: Prepares students to serve a vital role in the healthcare industry as a phlebotomy technician.

Description: Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipuncture competently and safely. Techniques for specimen collection, specimen handling, and patient interactions will be developed. Students are introduced to basic medical terminology, anatomy and physiology, components of health care delivery, and clinical laboratory structure. A 36-hour internship is included which provides students with a hands-on experience where they can apply the principles and techniques learned in the program. Students will perform a minimum of 30 venipuncture and 10 capillary sticks on live individuals and will use a checklist of minimum skills that should be observed or practiced over the course of the internship.

Prerequisite: High School Diploma or GED

Potential Certification: Upon successful completion of the program, students will be eligible to take the NHA CPT exam, administered by P&HCC.

*Tuition: $2,334 Full Price; $778 FastForward WCG Price; **Get College Funded!**

Supplies and Fees: Tuition includes cost of textbook, supplies, CPR certification, exam study guide and prep package, and exam voucher. Nursing scrubs, shoes, and clinical requirements are the responsibility of the student (may be grant funded, if eligible).

Clinical Agency Requirements: A negative TB test and proof of vaccinations [T-Dap (within 10 years), MMR & Hepatitis B series] are required to be eligible to participate in the clinical learning experience. If the student is not willing or able to meet these guidelines, P&HCC would have no way to meet their educational needs for completion of the program.

Program Learning Outcomes: Students will demonstrate familiarity with all aspects related to blood collection and demonstrate the skills to perform venipuncture competently and safely.

Occupational Objective: CPT's work in hospitals, clinics, doctors' offices, nursing homes, private home care, medical labs, blood donation centers, research institutes, and insurance companies.

Certified Professional Coder (CPC)

Length: 120 Course Hours

Purpose: Prepares students with the skills needed to become a certified professional coder.

Description: Students learn to assign diagnoses, procedures, and medical codes for an array of clinical services and cases.

Prerequisite: CPCs need a good grasp on medical terminology and anatomy to understand medical charts and abstract important information. Therefore, previous experience working in healthcare with a high level knowledge of medical terminology, or successful completion of a medical terminology course, is recommended.

Potential Certification: Upon successful completion of the program, students will be eligible to take the American Academy of Professional Coder (AAPC) CPC exam, administered by Meazure Learning.

*Tuition: $3,897 Full Price; $1,299 FastForward WCG Price; **Get College Funded!**

Supplies and Fees: Tuition includes cost of required textbooks, coding manuals, AAPC membership, and exam voucher.

Program Learning Outcomes: Students will demonstrate proficiency at coding a wide variety of patient services.

Occupational Objective: This program provides an education in physician-based coding, which is used in the majority of healthcare environments-medical offices, walk-in clinics, telehealth groups, and labs.

Industrial

Automation and Robotics

Length: 105 Course Hours

Purpose: This program introduces students to the fundamental skills related to pursuing a career in Advanced Manufacturing. 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.

Description: This program provides an introduction to industrial robotics and explains how they are used in automated systems. Students learn to ensure systems are running at maximum capacity with an understanding of the role of each component and device. They learn to identify malfunctions and make minor repairs.

Co-Requisite: Siemens Mechatronic Systems Certification Program Level 1 and Festo Industry 4.0 Certification Program Level 1: Industry 4.0 Fundamentals.

Potential Certifications: Upon successful completion of the program, students will earn the Siemens Mechatronic Systems Certification Program (SMSCP) Level 1 certification, NC3 Festo Industry 4.0 Certification Program Level 1 certification, and MRW Work Ethic certification.

*Tuition: $4,200 Full Price; $1,400 FastForward WCG Price; **Get College Funded!**

Program Outcomes (students will demonstrate the ability to):

- Describe what comprises a mechatronic system or module.
- Explain the role of various electrical components within a given system or module.
- Explain the role of various mechanical components within a given system or module.
- Explain the role of various (electro) pneumatic and hydraulic components within a given system or module.
- Explain the role of programmable logic controllers within a given system or module.
- Read, analyze and utilize the technical documents such as data sheets, operation manuals, schematics, etc. for a mechatronic system.
- Carry out measurements on components in a mechatronic system.
- Correctly localize, identify and document causes of malfunctions based upon the technical documentation.
- Where possible correct malfunctions, or correctly identify the expertise required to correct a malfunction.
- Apply safety rules while working on the system.
- Transfer the knowledge learned from one system to another system.

Occupational Objective: Certified students will be well-grounded machine operators/technicians. Job opportunities include Electromechanical Technician, Production Technician, and Industrial Maintenance Technician.

Automation and Robotics Level 2

Length: 101.5 Course Hours

Purpose: This program is a comprehensive industry skills certification, based on industry and education partnerships to ensure students have the right set of skills to be industry ready.

Description: In this program, students build upon the skills developed in Level One. They fine tune those skills and apply them to real-world scenarios. Certified students will be skilled technicians who are able to assess and analyze the system as a whole. They can manage, investigate, repair and troubleshoot Industry 4.0 systems to maximize operation and process control. They understand how individual components interact with each other to make the whole system run efficiently.

Program Learning Outcomes: NC3 certified Level 2 students are skilled technicians able to assess and analyze the system as a whole. They can manage, investigate, repair and troubleshoot 4.0 systems to maximize operation and process control. They understand how individual components interact with each other to make the whole system run efficiently.

Prerequisite: Certification in Festo Industry 4.0 Certification Program Level 1: Industry 4.0 Fundamentals.

Potential Certification: Upon successful completion of this program, students will earn the NC-3 Festo Industry 4.0 Certification Program Level 2: Advanced Mechatronics Certification.

*Tuition: $2,100 Full Price; $700 FastForward WCG Price; **Get College Funded!**

Program Learning Outcomes: NC3 certified Level 2 students are skilled technicians able to assess and analyze the system as a whole. They can manage, investigate, repair and troubleshoot 4.0 systems to maximize operation and process control. They understand how individual components interact with each other to make the whole system run efficiently.

Occupational Objective:

- Mechatronics Technician
- Automation Technician
- Robotics Technician
- PLC Technician
- Applications Engineer

Skilled Trades

As a National Center for Construction Education & Research (NCCER) accredited college, P&HCC offers the following skilled trades programs to serve our students. NCCER is recognized nationally by the construction industry as the training, assessment, certification and career development standard for the construction and trade craft professional. NCCER credentials are portable and recognized globally, allowing craft professionals to advance in their careers and build upon their knowledge and skills. Credentials are easy to access, track and verify online, allowing learners to share their educational achievements and journey-level certifications with instructors, employers, and industry stakeholders. NCCER curriculum is set up in a module format. As students complete a module, an end-of-module exam is given. Upon successful completion of all modules in the curriculum, students receive a certificate and a wallet card.

Core-Introductory Craft Skills

Length: 74 Course Hours

Purpose: Successful completion of the Core curriculum is a prerequisite for any Level One craft certificate from NCCER.

Description: NCCER Core is designed as a rigorous, competency-based, industry-recognized program for career and technical education. Students learn the basics in safety, hand and power tools, construction math, materials handling, construction drawings, rigging and employability skills. The knowledge and skills established in Core are the foundation that successful construction careers are built on. Upon successful completion of the Core curriculum, students can pursue an advanced training program in a specialty area like carpentry, heavy equipment operations, HVAC, plumbing, or power line worker.

Potential Certification: Upon successful completion of all modules in the curriculum, students will receive the NCCER Core: Introduction to Basic Construction Skills certification.

*Tuition: $1,098 Full Price; $366 FastForward WCG Price; **Get College Funded!**

Supplies and Fees: Tuition includes cost of textbook, supplies, and NCCER subscription fee.

Program Learning Outcomes (students will demonstrate the ability to):

- Identify and follow safe work practices and procedures as well as how to properly inspect and use safety equipment.
- Add, subtract, multiply, and divide whole numbers, fractions, and decimals, as well as how to convert decimals, fractions, and percentages.
- Identify and take care of basic hand tools.
- Safely use and properly maintain a variety of power tools.
- Interpret construction drawings, recognize classifications of drawings, and use drawing dimensions.
- Perform basic inspection techniques, hitch configurations, and load-handling safety practices, as well as use American National Standards Institute hand signals.
- Interpret information in written and verbal form and communicate effectively using written and verbal skills, as well as using electronic communication devices.
- Effectively use critical thinking, computer, and relationship skills in the construction industry.
- Properly handle materials and move them around the job site, as well as choose the appropriate materials-handling equipment, recognize hazards, and follow materials-handling safety procedures.

Occupational Objective: Prepares students for entry-level positions on project sites.

Carpentry, Levels 1

Length: 150 Course Hours

Purpose: This rigorous curriculum prepares students for a career as skilled carpenters.

Description: This program is designed to help students build general carpentry skills. Students learn to construct, erect, install, and repair structures and fixtures made from wood and other materials.

Prerequisite: NCCER Core certification

Potential Certification: Upon successful completion of all modules in the curriculum, students will receive the NCCER Carpentry Levels 1 certification.

*Tuition: $2,349 Full Price; $783 FastForward WCG Price; **Get College Funded!**

Supplies and Fees: Tuition includes cost of textbook, supplies, and NCCER subscription fee.

Program Learning Outcomes: Students will demonstrate the ability to construct, erect, install, and repair structures and fixtures made from wood and other materials.

Occupational Objective: 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.

Heavy Equipment Operator Level 1

Length: 84 Course Hours

Purpose: This rigorous curriculum prepares students for a career as skilled heavy equipment operators.

Description: NCCER's Heavy Equipment Operations curriculum covers the foundational skills of safety, pre- and post-operation checks, site planning and layout, and operations for a range of light-duty and heavy equipment. Heavy Equipment Operations supports multiple unique training pathways and credentials for Utility Tractors, Forklift, Loader, Dozer, Motor Graders, and more. Heavy equipment simulator exercises are used to replicate real-life operating scenarios. This curriculum is designed to be used flexibly in conjunction with other craft training material.

Prerequisite: NCCER Core certification

Potential Certification: Upon successful completion of all modules in the curriculum, students will receive the NCCER Heavy Equipment Operations Level 1 certification.

*Tuition: $4,500 Full Price; $1,500 FastForward WCG Price; **Get College Funded!**

Supplies and Fees: Tuition includes cost of textbook, supplies, and NCCER subscription fee.

Program Learning Outcomes (students will demonstrate the ability to):

- Understand and describe career opportunities associated with heavy equipment operations.
- Explain work zone requirements and hazard communications; identify and describe safety practices associated with heavy equipment operations; and identify safety practices associated with trenches and excavations.
- Identify and describe heavy equipment used in construction and mining; describe vehicle drive systems used in heavy equipment; and explain hydraulic systems and their components.
- Describe prestart procedures for heavy equipment; and describe the procedures for starting, operating, and shutting down heavy equipment.
- Describe the different types of utility tractors and their equipment; and describe the procedures for starting, operating, and shutting down a utility tractor.
- Describe earth moving operations, the equipment and methods used in excavating, and the different methods used in stabilizing soils.
- Explain how to plan and lay out a site for grading; describe the equipment and methods used in making measurements and establishing finish grades.
- Identify and describe how operators can safely drive a forklift and explain the distinguishing features of SDCB (Sit-Down Counter-Balanced) forklifts.

Occupational Objective: Trainees of NCCER's Heavy Equipment Operations curriculum learn to work not only on construction building jobs, but also on infrastructure projects, such as roads, bridges and ports, and mining and timber operations.

HVAC Levels 1-4

Level 1 Length: 120 Course HoursPurpose: This rigorous four-level curriculum prepares students for a career as skilled heating, ventilation, and air conditioning mechanics and installers.

Description: NCCER's Heating, Ventilation, and Air Conditioning curriculum was designed to present both theoretical and practical skills to trainees. It covers concepts technicians need to safely install, maintain, troubleshoot and repair

multiple facets of residential, commercial and industrial heating, ventilation and air conditioning equipment. The four-level HVAC curriculum complies with the U.S. Department of Labor's standards for apprenticeship programs.

Level 1 Curriculum Requirements: NCCER Core certification

Potential Certification: Upon successful completion of all modules in the corresponding curriculum, students will receive the NCCER HVAC Levels 1-4 certification.

*Level 1 Tuition: $1,698 Full Price; $566 WCG FastForward Price; **Get College Funded!**

Supplies and Fees: Tuition includes cost of textbooks, supplies, and NCCER subscription fee.

Program Learning Outcomes: Students will demonstrate the ability to safely install, maintain, and troubleshoot HVAC systems.

Occupational Objective: A shortage of qualified HVAC technicians has created the need for trained personnel in the construction industry. Additionally, the increasing development of HVAC 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 often provides an advantage and a higher qualification for employment.

NEW! Students enrolled in the NCCER HVAC program can now earn the Environmental Protection Agency (EPA) certification. With successful completion of the program and the HVAC Level One certification, the additional EPA certification provides a competitive advantage in the labor market as it equips students with the essential knowledge of laws, regulations, and standards associated with refrigerant handling, thus reducing accidents and injuries.

Plumbing Levels 1-4

Level 1 Length: 110 Course Hours

Purpose: This rigorous four-level curriculum prepares students for a career as skilled plumbers.

Description: NCCER's Plumbing curriculum was designed to present the principles and practices of the plumbing trade. It covers the concepts technicians need to safely install, test, maintain, and repair many different types of pipe systems for residential, commercial, and public buildings. Coverage of math, drawings, code, and other critical knowledge skills ensure learners are set up for job success. The four-level Plumbing curriculum complies with the U.S. Department of Labor's standards for apprenticeship programs.

Curriculum Requirements: NCCER Core certification

Potential Certification: Upon successful completion of all modules in the corresponding curriculum, students will receive the NCCER Plumbing Levels 1-4 certification.

*Level 1 Tuition: $1,599 Full Price; $533 WCG FastForward Price; **Get College Funded!**

Supplies and Fees: Tuition includes cost of textbook, supplies, and NCCER subscription fee.

Program Learning Outcomes: Students will demonstrate the ability to safely install, test, maintain, and troubleshoot various types of pipe systems.

Occupational Objective: A shortage of qualified plumbers has created the need for trained personnel in the construction industry. Most people are familiar with plumbers who come to their home for repairs. However, in addition to these activities, plumbers install, maintain and repair many different types of pipe systems. Plumbers and their associated trades constitute one of the largest construction occupations.

Power Line Worker Training

Students are enrolled in Power Industry Fundamentals, Power Line Worker, and Power Line CDL Class A Endorsement curriculum to provide a comprehensive learning and credentialing experience.

Power Industry Fundamentals

Length: 80 Course Hours

Purpose: This program sets the stage for students entering into the electrical energy production field and serves as a prerequisite to the Power Line Worker program.

Description: Students learn about the many ways in which electricity can be produced, the economics involved in energy production, and the environmental impacts of distributing electrical power. This curriculum consists of NCCER's basic construction skills program, Core: Introductory Craft Skills, and an introductory module on the power industry.

Potential Certification: Upon successful completion of the program, students will earn the following certifications: AHA's Heartsaver First Aid, OSHA 10 Construction, VDOT's Work Zone Flagger, as well as NCCER's Core-Introductory Craft Skills and Power Industry Fundamentals.

*Tuition: $3600 Full Price; $1,200 FastForward WCG Price; **Get College Funded!**

Supplies and Fees: Tuition includes cost of textbooks and supplies.

Program Learning Outcomes: Students will demonstrate knowledge of the many ways in which electricity can be produced, the economics involved in energy production, and the environmental impacts of distributing electrical power.

Power Line Worker

Length: 320 Course Hours

Purpose: This program prepares students with the skills needed to become a power lineman.

Description: Students learn the fundamental aspects of power line worker to include safety, electrical theory, climbing techniques, aerial framing and rigging, and operating utility service equipment.

Prerequisite: Power Industry Fundamentals certification

Potential Certification: Upon successful completion of the program, students will earn the NCCER Power Line Worker 1 certification.

*Tuition: $4,500 Full Price; $1,500 FastForward WCG Price; **Get College Funded!**

Program Learning Outcomes: Students will demonstrate proficiency in all areas covered in class, including safety procedures, knots, rigging, proper use of tools and equipment, installation of meter boxes, framing and setting poles, pole top rescue, installation of transformers, reclosers, and sectionalizing devices, ascending and descending wooden and steel structures, pole inspection, installing and removing wiring, and wiring transformers.

Occupational Objective: This one-level Power Line Worker curriculum is the foundational level for three different training pathways: Power Line Worker: Distribution, Power Line Worker: Substation, and Power Line Worker: Transmission.

Power Line CDL Class A Endorsement

Length: 160 Course Hours

Purpose: This program prepares students to assume driver responsibilities on the road and at pickup/delivery points. Many of the vehicles utility companies use while repairing power lines require a commercial driver's license to operate.

Description: Students learn how to inspect and operate tractor trailers and to assume driver responsibilities on the road and at pickup/delivery points. This program prepares students to take the Virginia CDL Class A Endorsement examination.

Emphasis is placed on the following:

- vehicle inspections
- defensive driving
- range maneuvers
- motor carrier safety regulations
- trip planning
- cargo handling
- size/weight laws
- general maintenance procedures
- hours of service
- accident prevention

Potential Certification: Upon successful completion of the program, students will be eligible to take the Virginia CDL Class A Endorsement exam, administered by Virginia DMV.

*Tuition: $6,000 Full Price; $2,000 FastForward WCG Price; **Get College Funded!**

Program Learning Outcomes: Students will demonstrate proper, safe operation of tractor trailers.

Transportation

Commercial Driver's License: Class A Truck Driver Training

Length: 160 Course Hours

Purpose: This program is designed to prepare students for a rewarding career as tractor-trailer drivers who transport goods from one location to another.

Description: Students learn how to inspect and operate tractor trailers and to assume driver responsibilities on the road and at pickup/delivery points. This program prepares students to take the Virginia CDL Class A Endorsement examination.

Emphasis is placed on the following:

- vehicle inspections
- defensive driving
- range maneuvers
- motor carrier safety regulations
- trip planning
- cargo handling
- size/weight laws
- general maintenance procedures
- hours of service
- accident prevention

Potential Certification: Upon successful completion of the program, students will be eligible to take the Virginia CDL Class A Endorsement exam, administered by Virginia DMV.

*Tuition: $6,000 Full Price; $2,000 FastForward WCG Price; **Get College Funded!**

Program Learning Outcomes: Students will demonstrate proper, safe operation of tractor trailers.

Occupational Objective: Truck driving is a large industry with great opportunity. As a truck driver, you can choose from a variety of specialties within the occupation. You might work as a local pick-up or delivery driver, and follow the same routes to and from distributing centers and businesses in one regional area. You could work as a long-haul or heavy truck driver and carry goods and products across city and state lines.

Job Certifications

P&HCC partners with the following credentialing agencies to offer certification exams to students conveniently on campus, many of which are related to specific workforce training programs. These industry-recognized credentials signify to employers that employees are fully qualified for the job.

ACT WorkKeys 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.

National Center for Construction Education & Research (NCCER)

NCCER assessments are based upon the NCCER curriculum and have been developed in conjunction with subject matter experts from the industry. Participants are awarded the NCCER certification upon successful completion of all modules in the corresponding curriculum. For students who aspire to make a career in construction and gain industry-recognized credentials, an NCCER certification is the perfect option.

- Core-Introductory Craft Skills
- Carpentry
- Heavy Equipment Operator
- HVAC
- Plumbing
- Power Line Worker

National Coalition of Certification Centers (NC-3)

The NC3 certification is based upon the Festo Industry 4.0 curriculum. Students earn a comprehensive industry skills certification upon successful completion of the corresponding program.

- Festo Industry 4.0 Level 1: Fundamentals
- Festo Industry 4.0 Level 2: Applied

National Healthcareer Association (NHA)

Participants are awarded the NHA certification upon successful completion of the corresponding assessment. Being certified demonstrates to employers that you are dedicated to your chosen field.

- Certified Billing and Coding Specialist (CBCS)

- Certified Clinical Medical Assistant (CCMA)
- Certified Phlebotomy Technician (CPT)

Siemens Mechatronic Systems Certification Program (SMSCP)

The SMSCP assessment is based upon the SMSCP curriculum. Students earn a comprehensive industry skills certification in mechatronic systems upon successful completion of the SMSCP.

Career Credit Financial Assistance

Workforce, Economic, and Community Development division of P&HCC offers tuition assistance opportunities to students seeking workforce credentials. Financial aid, grants, and scholarships are available to students enrolling in workforce training programs and may pay up to 100% of tuition. We are also proud of the partnerships we share with area community service agencies to offer funding assistance and supportive services to our students. **Get College Funded!**

Funding Sources:

FastForward Workforce Credentials Grant (WCG)

Provides an opportunity for any Virginian to prepare for high-demand careers and earn an industry-recognized credential. WCG pays 2/3 of the cost of tuition: applicant pays 1/3 tuition upon enrollment, Commonwealth of Virginia pays 1/3 upon successful completion of the class, and the final 1/3 is paid by the Commonwealth of Virginia upon credential attainment. Student must agree to pay 1/3 of tuition to the college if the student does not successfully complete the program.

Get Skilled, Get a Job, Get Ahead (G3)

Provides an opportunity for any Virginian to prepare for high-demand careers and earn an industry-recognized credential.

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

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

Workforce Training Programs:

- Automation and Robotics
- Carpentry, Levels 1 - 4
- Certified Billing and Coding Specialist (CBCS)
- Certified Clinical Medical Assistant (CCMA)
- Certified Nurse Aide (CNA)
- Certified Phlebotomy Technician (CPT)
- Certified Professional Coder (CPC)
- Commercial Driver's License (CDL) Training
- Core-Introduction to Basic Construction Skills
- Heavy Equipment Operator
- HVAC, Levels 1 - 4
- Machining Level 1

- Plumbing, Levels 1 - 4
- Power Line Worker
- Siemens Mechatronic Systems Certification Program (SMSCP) Level 1

Personal Enrichment

Workforce, Economic, and Community Development division of P&HCC serves the community by helping participants explore 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. View the schedule of classes and register online at ph.augusoft.net. Email wecd@patrickhenry.edu or call (276) 656-0260 for more information.

Dance

- Popular Party Line Dance
- Contemporary Line Dance

Digital Photography

- Action Photography
- Introduction to Photography
- Still Life Photography: Flowers
- Understanding Exposure

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

Virtual Continuing Education

Workforce, Economic, and Community Development division of P&HCC offers a wide range of open enrollment online career credit courses and programs to meet the needs of our students. Email wecd@patrickhenry.edu or call (276) 656-0260 for more information.

Computer Applications

P&HCC partners with **Education to Go** (ed2go) to offer a wide selection of computer application classes. 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 twenty-two 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** (ed2go) 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 partners with **ProTrain Online** to offer the following industrial and skilled trade courses. To learn more, visit: http://PHCC.theknowledgebase.org/.

- 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 also partners 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, Education to Go (**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!

Career Credit Course Descriptions

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.

Build Your Own Electric Guitar. In this 8-week hands-on course, students learn to design and build your own electric guitar using the ShopBot Desktop Max CNC router. Students will learn woodworking, electronics, Computer-Aided Design (CAD) and manufacturing basics. Students will leave the class with a custom-designed guitar built with their own hands.

Building Stronger Teams. This course will discuss the elements of teamwork and the importance of communication.

Communication Skills for Managers. Communication skills are critical to personal interactions. Join us as we share best practices that may result in more engaged and productive employees. The strategies discussed are applicable for entry level, mid-level and seasoned managers and supervisors. Plan to put these tips to practice before the end of the workshop as this interactive course will require your participation.

Conflict Management Skill Building. Conflict among employees arise in all workplace environments. Learning how to effectively manage conflict among team members to enable greater working relationships and more productive and cohesive teams.

Contemporary Line Dance. Join Sue-Ann Ehmann as she teaches you your favorite "Party" dances like the Cupid Shuffle, Electric Slide, Wobble, Cha Cha Slide, Biker's Shuffle and more! Line dance is a proven stress reliever and an excellent way to fit exercise and fitness into your life

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.

Contractor Business 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.

Customer Service: From Good to Great! Learn how to deliver exceptional service and Wow your customers.

DiSC® for Managers Part 1. This course enables participants to gain a deeper understanding of self, direct reports, and their own managers and learn how their management style influences their approach to decision-making, time management, and problem solving. Course includes **DiSC®** assessment and thorough individualized management style report.

DiSC® for Managers Part 2. Develop strategies to support long term development and bring out the best in team members. Course includes **DiSC®** assessment and thorough individualized management style report.

Diversity Across the Generations. Discover how to effectively interact with team members to cultivate better working relationships and enhance communication in the workplace.

Excel for Business. Managing a small business can be challenging, let us help your business excel! Bring your lunch and join us for our upcoming entrepreneurial workshops on topics critical for today's small business success. In today's business environment, Microsoft Excel is an indispensable tool for professionals across various industries. This course is designed to provide participants with a comprehensive understanding of Excel's business applications. Whether you're a beginner or an intermediate user, this course will equip you with the skills and knowledge to efficiently and effectively use Excel to support your business tasks.

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: personalize a valentine gift using the laser, create a personal 3D picture light box, etch your own tumbler, and DIY stickers.

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.

From Peer to Manager. Discover how to effectively interact with team members across differences for better working relationships and enhancing communication in the workplace.

From Peer to Supervisor. This course will discuss the elements of teamwork and the importance of communication. This session will cover the five behaviors of a cohesive team including building trust, addressing conflict, gaining commitment, accountability, and driving results. Participants will discuss the impact of communication, building good relationships, making personal connections, and sharing information efficiently and effectively.

Generational Diversity. Today's workforce comprises four distinct generations -- each with its own shared history, common biases and core beliefs. Learning what makes each generation tick, and taking the time to consider your communication approach, will advance your relationships and help you lead your team during good times and through stressful situations.

Giving and Receiving Constructive Feedback. The process of giving and receiving feedback is inevitable and indispensable in a work environment. When feedback is effective, it can foster a growth mindset in the workforce and contribute to organizational success. In this course, participants will learn how to plan a feedback session and give feedback in a constructive manner. Learners will gain knowledge about proven models to construct feedback objectively and effectively. Techniques for managing unanticipated feedback and overcoming potential anxiety will also be discussed to support performance improvement, employee motivation, and workplace relationships.

How Effective Communication Builds Stronger Teams. This course will discuss the elements of teamwork, focus on building strong relationships, and help participants share information more efficiently and effectively across teams.

Introduction to 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.

Introduction to Cyber Security. In today's digital age, where technology is an integral part of our lives, understanding the fundamentals of cybersecurity is crucial. This course is designed to provide participants with a foundational understanding of key concepts, threats, and best practices in the field of cybersecurity.

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.

Introduction to Vinyl Cutting. Learn about one of the most popular machines in the Fab Lab - the vinyl cutter! Students will learn the software as well as how to cut and prepare the vinyl. In this hands on class, students will create their customized stickers and t-shirts. 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 vinyl cutter for their own projects.

Job Readiness. This course will provide students with an understanding of what it means to be ready for work. Students 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.

Learn to Use the 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! 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 laser cutter for their own projects and will know how to use this versatile modern tool to cut and engrave intricate designs.

Learn to Use the 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.

Make a Personalized Wall Clock Using the Laser. Learn the basics of laser engraving while creating a personalized wall clock! While using graphics software like Adobe Illustrator and Lightburn, students will design their clock then cut, etch and engrave their designs to create a fully functioning clock. With this incredibly precise tool, the possibilities are endless! 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 laser cutter for their own projects and will know how to use this versatile modern tool to cut and engrave intricate designs.

Managing Difficult Team Members Effectively. Managing difficult team members can pose a challenge, even for the most patient and mild-tempered employee. This session offers techniques for diffusing difficult situations and keeping things under control while simultaneously ensuring that the difficult team member is left feeling positive and still a contributing member of the team.

Managing Time More Effectively. This session will provide ways to manage your day and be more productive. You will learn how to address time management roadblocks including perfectionism, procrastination, and distractions. The course will provide time management techniques to stay organized and keep a clear mind, in both work and personal life.

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 YouTube.

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.

Mike Rowe Works: MRW Work Ethic Certification. This program examines the importance of four pillars - work ethic, personal responsibility, delayed gratification, and a positive attitude. Participants will see how they can derive value by adopting these principles, regardless of their job or skill set. Students who successfully complete the program will receive an industry recognized certificate from mikeroweWORKS Foundation.

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.

Networking for a Greater Impact at Work. Utilizing workplace tools and resources to increase performance and productivity allows accelerated progress among teams and across organizations and partners. This session will help you discover ways to uncover opportunities.

OSHA 10 for General Industry. 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 for General Industry. The 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.

Popular Party Line Dance. Join Sue-Ann Ehmann as she teaches you your favorite "Party" dances like the Cupid Shuffle, Electric Slide, Wobble, Cha Cha Slide, Biker's Shuffle and more! Line dance is a proven stress reliever and an excellent way to fit exercise and fitness into your life

Stickers, T-Shirts, and Banners, Oh My! Create your own one-of-a-kind, customized creations using vinyl cutting & printing methods with the Roland TrueVIS VG3-540 printer! This class is great for beginners or students who want to take it to the next level.

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 demonstrate tips and techniques for producing beautiful photographs.

Taking Your Social Media to the Next Level. In today's digital age, where technology is an integral part of our lives, understanding the fundamentals of cybersecurity is crucial. This course is designed to provide participants with a foundational understanding of key concepts, threats, and best practices in the field of cybersecurity.

Unconscious Bias. Learn to recognize and address biases for better decision-making, relationship building, and working more effectively in workplace environments.

Using Technology Resources to Build Stronger Teams. Learn how technology can enhance workplace performance. This course will provide an overview of resources that enable the integration of your staff, content, and tools essential for greater engagement and effectiveness.

Women in Leadership Series. Join us as we celebrate the ways that women lead in our community with a focus on physical, mental, and financial health and end our last session with inspiring messages from Leading Ladies in our community.

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

Manufacturing and Engineering Technology Complex, MET 1 & 2
67 Motorsports Drive, Martinsville, Virginia 24112 (276) 656-0292

P&HCC Patrick County Site
212 Wood Brothers Drive, Stuart, Virginia 24171 (276) 694-8778

The Gerald L. Baliles and Richard S. Reynolds, Sr. Learning Center

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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

Career Credit Course Descriptions

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.

Build Your Own Electric Guitar. In this 8-week hands-on course, students learn to design and build your own electric guitar using the ShopBot Desktop Max CNC router. Students will learn woodworking, electronics, Computer-Aided Design (CAD) and manufacturing basics. Students will leave the class with a custom-designed guitar built with their own hands.

Building Stronger Teams. This course will discuss the elements of teamwork and the importance of communication.

Communication Skills for Managers. Communication skills are critical to personal interactions. Join us as we share best practices that may result in more engaged and productive employees. The strategies discussed are applicable for entry level, mid-level and seasoned managers and supervisors. Plan to put these tips to practice before the end of the workshop as this interactive course will require your participation.

Conflict Management Skill Building. Conflict among employees arise in all workplace environments. Learning how to effectively manage conflict among team members to enable greater working relationships and more productive and cohesive teams.

Contemporary Line Dance. Join Sue-Ann Ehmann as she teaches you your favorite "Party" dances like the Cupid Shuffle, Electric Slide, Wobble, Cha Cha Slide, Biker's Shuffle and more! Line dance is a proven stress reliever and an excellent way to fit exercise and fitness into your life

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.

Contractor Business 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.

Customer Service: From Good to Great! Learn how to deliver exceptional service and Wow your customers.

DiSC® for Managers Part 1. This course enables participants to gain a deeper understanding of self, direct reports, and their own managers and learn how their management style influences their approach to decision-making, time management, and problem solving. Course includes **DiSC®** assessment and thorough individualized management style report.

DiSC® for Managers Part 2. Develop strategies to support long term development and bring out the best in team members. Course includes **DiSC®** assessment and thorough individualized management style report.

Diversity Across the Generations. Discover how to effectively interact with team members to cultivate better working relationships and enhance communication in the workplace.

Excel for Business. Managing a small business can be challenging, let us help your business excel! Bring your lunch and join us for our upcoming entrepreneurial workshops on topics critical for today's small business success. In today's business environment, Microsoft Excel is an indispensable tool for professionals across various industries. This course is designed to provide participants with a comprehensive understanding of Excel's business applications. Whether you're a beginner or an intermediate user, this course will equip you with the skills and knowledge to efficiently and effectively use Excel to support your business tasks.

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: personalize a valentine gift using the laser, create a personal 3D picture light box, etch your own tumbler, and DIY stickers.

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.

From Peer to Manager. Discover how to effectively interact with team members across differences for better working relationships and enhancing communication in the workplace.

From Peer to Supervisor. This course will discuss the elements of teamwork and the importance of communication. This session will cover the five behaviors of a cohesive team including building trust, addressing conflict, gaining commitment, accountability, and driving results. Participants will discuss the impact of communication, building good relationships, making personal connections, and sharing information efficiently and effectively.

Generational Diversity. Today's workforce comprises four distinct generations -- each with its own shared history, common biases and core beliefs. Learning what makes each generation tick, and taking the time to consider your communication approach, will advance your relationships and help you lead your team during good times and through stressful situations.

Giving and Receiving Constructive Feedback. The process of giving and receiving feedback is inevitable and indispensable in a work environment. When feedback is effective, it can foster a growth mindset in the workforce and contribute to organizational success. In this course, participants will learn how to plan a feedback session and give feedback in a constructive manner. Learners will gain knowledge about proven models to construct feedback objectively and effectively. Techniques for managing unanticipated feedback and overcoming potential anxiety will also be discussed to support performance improvement, employee motivation, and workplace relationships.

How Effective Communication Builds Stronger Teams. This course will discuss the elements of teamwork, focus on building strong relationships, and help participants share information more efficiently and effectively across teams.

Introduction to 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.

Introduction to Cyber Security. In today's digital age, where technology is an integral part of our lives, understanding the fundamentals of cybersecurity is crucial. This course is designed to provide participants with a foundational understanding of key concepts, threats, and best practices in the field of cybersecurity.

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.

Introduction to Vinyl Cutting. Learn about one of the most popular machines in the Fab Lab - the vinyl cutter! Students will learn the software as well as how to cut and prepare the vinyl. In this hands on class, students will create their customized stickers and t-shirts. 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 vinyl cutter for their own projects.

Job Readiness. This course will provide students with an understanding of what it means to be ready for work. Students 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.

Learn to Use the 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! 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 laser cutter for their own projects and will know how to use this versatile modern tool to cut and engrave intricate designs.

Learn to Use the 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.

Make a Personalized Wall Clock Using the Laser. Learn the basics of laser engraving while creating a personalized wall clock! While using graphics software like Adobe Illustrator and Lightburn, students will design their clock then cut, etch and engrave their designs to create a fully functioning clock. With this incredibly precise tool, the possibilities are endless! 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 laser cutter for their own projects and will know how to use this versatile modern tool to cut and engrave intricate designs.

Managing Difficult Team Members Effectively. Managing difficult team members can pose a challenge, even for the most patient and mild-tempered employee. This session offers techniques for diffusing difficult situations and keeping things under control while simultaneously ensuring that the difficult team member is left feeling positive and still a contributing member of the team.

Managing Time More Effectively. This session will provide ways to manage your day and be more productive. You will learn how to address time management roadblocks including perfectionism, procrastination, and distractions. The course will provide time management techniques to stay organized and keep a clear mind, in both work and personal life.

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 YouTube.

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.

Mike Rowe Works: MRW Work Ethic Certification. This program examines the importance of four pillars - work ethic, personal responsibility, delayed gratification, and a positive attitude. Participants will see how they can derive value by adopting these principles, regardless of their job or skill set. Students who successfully complete the program will receive an industry recognized certificate from mikeroweWORKS Foundation.

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.

Networking for a Greater Impact at Work. Utilizing workplace tools and resources to increase performance and productivity allows accelerated progress among teams and across organizations and partners. This session will help you discover ways to uncover opportunities.

OSHA 10 for General Industry. 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 for General Industry. The 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.

Popular Party Line Dance. Join Sue-Ann Ehmann as she teaches you your favorite "Party" dances like the Cupid Shuffle, Electric Slide, Wobble, Cha Cha Slide, Biker's Shuffle and more! Line dance is a proven stress reliever and an excellent way to fit exercise and fitness into your life

Stickers, T-Shirts, and Banners, Oh My! Create your own one-of-a-kind, customized creations using vinyl cutting & printing methods with the Roland TrueVIS VG3-540 printer! This class is great for beginners or students who want to take it to the next level.

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 demonstrate tips and techniques for producing beautiful photographs.

Taking Your Social Media to the Next Level. In today's digital age, where technology is an integral part of our lives, understanding the fundamentals of cybersecurity is crucial. This course is designed to provide participants with a foundational understanding of key concepts, threats, and best practices in the field of cybersecurity.

Unconscious Bias. Learn to recognize and address biases for better decision-making, relationship building, and working more effectively in workplace environments.

Using Technology Resources to Build Stronger Teams. Learn how technology can enhance workplace performance. This course will provide an overview of resources that enable the integration of your staff, content, and tools essential for greater engagement and effectiveness.

Women in Leadership Series. Join us as we celebrate the ways that women lead in our community with a focus on physical, mental, and financial health and end our last session with inspiring messages from Leading Ladies in our community.

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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.Ed., 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 2024-2025 academic year:

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | V | W | X | Y | Z

Kimberlton B. Adkins
Scott Akers

Judy G. Biedrycki

Lindsey Bishop
Edythe A. Boitnott

Angel Bousman
Aila A. Boyd

Donal Bredamus

Glenn Burnett

Janet F. Cakir
James T. Cannon
James S. Cecil
Gayle F. Chaney
Jeanie H. Clark
Mary F. Compson

David L. Corns
James D. Corns

Holly C. Dillon
Teresa M. Donley
Ashley Dunovant

Ashley M. Eanes
Joshua A. Eanes

Melissa A. Fain
Paul A. Farrar II
Teresa S. Foley
Ashley R. Fultz

Sharon C. Gilbert
Connette T. Gill
Sarah E. Ginter
Mary A. Graham
Penelope S. Grande
Kenneth J. Guzman

Michael Hancock-Palmer

Christy L. Harbour
Julia L. Harned
Shannon J. Harrell
Jessica S. Henson
Sheila C. Hubbard
Diane H. Hughes

Frank A. Jagoda, III

Steve Johns
Gloria A. Johnson

Shannon G. King

Brian J. Lane
Charles J. Lane
Titus G. Lane

William H. Martin, Jr.
Chloe E. Mayhew

Angela Morris
Gregory S. Morrison

Lindsey M. Nester
Lori E. Nowlin

Candace J. Owens

Nancy Phillips

Kelly Poquette

Brandon L. Quesinberry

Troy G. Reeves
Christel J. Reges
Rebecca G. Renegar

Michael C. Scales
Hannah J. Simpson
Jeffrey R. Smith
Keri Soqui
James W. Soyars
Joyce C. Staples
Lori P. Strachan
Terrence A. Strickland

Frank B. Tatum
Amber K. Tejeda
Angela Tejeda-Rose
Wesley Tubbs
Jennifer R. Turner

Tiffani S. Underwood

Jenny J. Whitaker
Amy Williams
Cherica A. Williams
Benjamin J. Wooster

Katelyn M. Young

Hannah E. Zollars
Michelle W. Zollars
Richard T. Zollars

Athletics

Facilities/Transportation

JR Smith

Baseball

Brandon J. Nania, Head Coach

Hunter Steel, Assistant Coach

Matt Duffy, Assistant Coach

Monty Montgomery, Assistant Coach

Men's Basketball
Dan Milloy, Head Coach
Chuck Ellis, Assistant Coach

Women's Basketball
Brian Henderson, Head Coach
Jaliyuah Giggetts, Assistant Coach
Vacant, Assistant Coach

Bass Fishing
Jonathan Robinson, Head Coach

Boxing
Jomo Lucas, Head Coach

Cheer
April L. Neblett, Head Coach
Shelby White, Assistant Coach

Samantha Moore, Assistant Coach

Cross Country/Track
Andre R. Kidd, Head Coach
Kevin J. Underwood, Assistant Coach

Golf
Jim Arnold, Head Coach

Women's Soccer
Yanitzy Montesinos, Head Coach
Vacant, Assistant Coach

Men's Soccer

Brennan S. Murphy, Head Coach

Arthur de Souza, Assistant Coach

Houston Stutz, Assistant Coach

Softball
Roger Campbell, Head Coach

Brandi Woods, Assistant Coach

Jordan Haas, Assistant Coach

Women's Volleyball
Megan Condon, Head Coach
Vacant, Assistant Coach

Wrestling
Chad Lange, Head Coach
Dylan Johnson, Assistant Coach

eSports Coordinator

Nicole Held

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, Associate Vice President of Institutional Advancement
Letitia M. Pulliam, Executive Assistant
Cindy S. Gravely, Foundation Financial Coordinator

Athletics, Student Engagement & Inclusion
Brian M. Henderson
Assistant Vice President, Student Engagement/Athletics Director

Ruthanne Duffy
Assistant Athletic Director
Deputy Title IX Coordinator

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, Andre Kidd, R. McQuain

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
Jennifer M. Bowles, Director of Human Resources
Kierra D. Stockton, Human Resources Generalist
Steven D. Aaron, Payroll & Leave Specialist

Elizabeth Fulcher, HR Assistant

Facilities Services
Roberta L. Wright, Facilities Director

Housekeeping
Tammy Austin, Edward Batiste, Mark Christopher, R. Diane Hubbard, Charity L. Hylton, Chelsea Morris, Teresa Noel, Kathy Johnson, Barbie H. Stone, Donna G. Thompson

Maintenance
Brian R. Boyd, Trades Technician/HVAC

Building & Grounds Tech

Victor Boyd, Benjamin W. Clark, Danny R. Gammons, Michael Hylton, Barry A. McDaniel, Ronald W. Shotwell, Merritt Smith

Switchboard
Betsy Bishop, Victoria Foster

Police/Security
Gary C. Dove, Chief of Police/Emergency Planning Coordinator
Reggie W. Gravely, Police Officer
James H. Keaton, Police Officer
Orlando Manatou, Security Officer
William E. Maxwell, Security Guard
Richard Ratcliff, Police Officer

Stephen Smith, Security Officer
David White, Police Officer

Office of the Vice President, Academics and Student Success Services

Dr. Christopher Wikstrom, Vice President
Shannon E. Peters, Executive Assistant
Gloria A. Johnson, Administrative Assistant for Adjunct Services

Student Success
Meghan Eggleston, Dean
Samantha Moore, Student Success Administrative Assistant
Rachel E. Hodge, Education Support Specialist/Transfer Navigator

Joyce Divens, Advisor/SEED Data Coordinator

Megan Willis, SEED and Transfer Advisor

Betty Jo Ray, Student Success Case Management Assistant

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
Tracy Mosley, Nursing and Allied Health Administrative Assistant
Whitney M. Hall, Nursing Retention Coordinator
Christy Lester, G3 Healthcare Program Advisor

Dual Enrollment & Off Campus Sites
Chloe Mayhew, Coordinator of Dual Enrollment
Ashley D. Hughes, Off Campus Sites & Student Services Program Assistant
Cherica A. Williams, Lead Career Coach - Bassett High School
Jentonia Wilson, Career Coach - Magna Vista High School
Dianne H. Hughes, Career Coach - Patrick County High School
Lydia Prillaman, Career Coach - Martinsville High School

Patrick County Site
Angelia R. Brown, Patrick County Site Facilitator
Elizabeth W. Pruitt, Patrick County Site Specialist
Shannon Peters, Enrollment Specialist

Jennifer Puckett, Fab Lab Technician

Institutional Research and Effectiveness
Donata Worrell, Director of Planning and Evaluation
Lisa L. Finley, Research Analyst

Technology
Eric L. Arrington, Director of Information Technology/CIO
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
Becky Caldwell, 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, Coordinator of Library Services
Emily C. Keith, Administrative Office Specialist

Admissions and Records
Jessica M. Carter, Coordinator of Admissions and Records/Registrar
Jennifer L. Brown, Student Entry Specialist

Gloria A. Johnson, Admissions and Records Specialist

Advising
Travis W. Tisdale, Coordinator of Advising
Megan K. Walker, Student Success Navigator/Advising Technologies Lead
Lindsey B. Bishop, Outreach Advising Specialist
Terrence A. Strickland, FastForward/Technical Studies Advisor

Amber Shelton, G3 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
Seberina V. Tatum, Coordinator of Student Success Center
Lori S. Lowe-Bonds, College Success Coach
Valandrea M. Dillard, College Success Coach
Lisa K. Coffey, College Success Coach Program Specialist
Briana Koger, College Success & Great Expectations Coach
Christopher Mayshack, College Success Coach

Student Support Services
Patsy J. Anderson-Rusmisel, 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
Kenneth Guzman, disAbility/ Transfer Counselor

MHC After 3, Upward Bound, Upward Bound Math & Science, Talent Search
Shanna K. Francisco-King, Coordinator
Jill Harmon, Administrative Assistant
Donna K. McGarry, Experiential Learning Coordinator and Advisor

MHC After 3
Heather R. Carter, Assistant Coordinator Bassett & Magna Vista High School
Whitney D. Robinson, Assistant Coordinator Martinsville High School

Annette F. Bolio, Assistant Coordinator Laurel Park Middle School
Aaron Hopkins, Assistant Coordinator Fieldale Collinsville Middle School

Upward Bound
Ebony Coleman-Davis, Assistant Coordinator
Antonio D. Mattox, Advisor

Upward Bound Math and Science
Tiffany Campbell, Assistant Coordinator
Thomas (TJ) Philpott, Advisor and STEM Instructor

Talent Search
Kara Gilley, Assistant Coordinator
L. Adam Herod, Advisor

Office of the Vice President, Workforce, Economic and Community Development

Rhonda R. Hodges, Vice President
Lillie J. Gibson, Executive Assistant
Amanda W. Wikstrom, Hybrid IT/Industry 4.0 Faculty

Workforce Development
Shelira D. Morrison, Director of Workforce Development
Shannon Whitlow, Coordinator of Advising and Coaching

Tanya Sprinkle, Workforce Advising Specialist
Lisa M. Parnell, Workforce Development Support Specialist
Kaylyn Gary, Fast Forward Coach
Ellen Hairston, Workforce Grants Specialist

Desmond Prillaman, Workforce Advising and Coaching Specialist

Career Center
John C. Hazelwood, Career Services Coordinator
Regina M. Warren, Career Services Support Specialist

IDEA Center
Matthew B. Ratliff, Coordinator of Community Development Programs
Amy K. Reed, Community Development Support Specialist
Christopher E. Wagoner, Fab Lab Coordinator

Le'Bryan Patterson, RISE Community Business Navigator
Jennifer Puckett, Fab Lab Technician Patrick County

Marketing and Public Relations
Monica Hatchett, Director of Public Relations & Marketing
Kaitlin Bryant, 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

1. 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.
2. 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/her/their 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 866.321.4316
- Mount Regis Center treatment for addictions, 866.933.5109
- State Employee Assistance Service 703-552-8960

Local resources:

- Piedmont Community Services, 276.632.7128
- Anchor Commission, 276.634.2910

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 Community College, 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; men's and women's track and field; men's and women's Tennis; volleyball; men's wresting; 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.

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 (West Hall) 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 licenser. 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

1. 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).
2. 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.
3. 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.
4. 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 P&HCC Network

The network users of Patrick & Henry Community College 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 and at the Patrick County off-campus site.

Prohibited Access to the P&HCC Network

The network users of Patrick & Henry Community College 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 accordance with VCCS 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.
- COVID 19: Effective 3/12/2024
  - o Positive Test Result - The student will contact their instructors (regardless of face-to-face or online modality) immediately. The student will quarantine for a minimum of 3 days after the positive test result OR after the fever subsides without the use of fever reducing medications, whichever comes last. The student can then return to class and is strongly encouraged to wear a mask for the week after returning to class.
  - o COVID Exposure - The student should be diligent in monitoring their symptoms for 10 days after the exposure. Students are encouraged to test once during days 3-5 after the exposure occurred. If the student develops symptoms, do not attend class. The student should test immediately and follow-up with their instructors regarding the progress of their classes. If the student tests positive, follow the "Positive Test Result" guidance provided above.

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 advisor 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 West Hall, Room 23A

Science, Technology, Engineering & Math, Health and Applied Programs
Located in MET II, Administrative Offices

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 P&HCC 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 P&HCC 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 8 week session or 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 in SIS. 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 the Tutoring Center/Math Lab in the LRC. Ask instructors for help first. They keep engagement 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
- Maintaining credentials files
- Computer-assisted guidance programs
- Mock Interviews
- Cover Letter Writing
- Pre-employment Assessments
- Professionalism Workshops
- Connecting with Internships
- Access to Handshake Career Management Platform
- Assistance with job applications

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

1. **Financial Aid Good Standing (GS)** - Students who are meeting all aspects of the SAP policy or successfully following a designated academic progress plan.
2. **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.
3. **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).
4. **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

1. **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.

2. **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 assistance/financial aid information and forms/satisfactory academic progress, SAP, appeal form). 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 (FWS) 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 Bookstore may offer extended hourse 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. The Security Office is located in West Hall. 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 P&HCC Emergency Site (patrickhenry.edu).

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 access 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 SIS in the MyP&HCC student portal. 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 campus vending areas 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: GRS05: Public Two-year Graduation Rates (schev.edu). 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 10:00 a.m. because of a 2-hour delay, students will attend classes as scheduled from 10:00 a.m. 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 9:30 a.m. and finishes at 10:45 a.m. This is 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, students should attend class beginning at 10:00 a.m. 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 9:00 a.m. until 11:50 a.m., students will begin the class at 10:00 a.m. 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 off-campus sites including MET I, MET II, the Patrick County Site, The Gerald L. Baliles and Richard S. Reynolds, Sr. Learning Center, and IDEA Center 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 "Pat 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 Jennifer Bowles, 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 jbowles@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 a 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:

1. submission to such conduct is made a term or condition of education or employment; or
2. submission to or rejection of such conduct is used as basis for educational or employment decisions affecting the individual; or
3. 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 - Jennifer Bowles
West Hall, Room 148
276-656-0214
jbowles@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: Home - Virginia State Police (vspsor.com)

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 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.

P&HCC Academic Integrity policy and violation form

Expressive Activity Policy

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.

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.

Q. Disruptive Acts

1. Disrupting or obstructing the normal learning, living, or work environments of other members of the College community or the functions or activities of the College (as well as activities conducted on the College's property with its permission) is prohibited. Examples include: blocking entrances, corridors or exits; interfering with ongoing educational activities, cultural events, or recreational, extracurricular or athletic programs; unauthorized presence in a building after normal closing hours or after notice that the building is being closed; interfering with vehicular or pedestrian traffic; creating unsanitary conditions; and interfering with any other effort to protect the health and safety of members of the College community or larger public.

2. No person may obstruct, disrupt, or attempt by physical force to cancel or discontinue speech by any speaker or the observation of speech by any person intending to see or hear a speaker.

R. Violations of Laws, Regulations, and Ordinances

1. Prohibited conduct includes violations of federal, state, or local laws, regulations, orders, or ordinances.

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

S. Masking to Conceal Identity

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

T. Encampments

1. The construction or occupation of a Camping Tent is prohibited.

a. "Camping Tent" means any collapsible tent or structure, typically having as its basic components a flexible material supported by a framework, designed, intended, or used as temporary shelter while camping or on recreational outdoor outings. Camping Tents may include tents known as "pup tents," "dome tents," "cabin tents," "hiker tents," and "backpacking tents."

b. A "Camping Tent" does not include a tent with all sides entirely open and where there is an unobstructed view into such tent from the outside at all angles. All other conduct provisions apply to the use of open tents.

c. Only tents approved in advance pursuant to the College Facility Use policy shall be permitted. No Camping Tents shall be permitted at any time. All approved tents of any type must be removed no later than college campus closing time, no later than 12:00 a.m.

2. Camping is prohibited on property owned, leased, or operated by the College, Virginia Community College System, or their foundations.

a. "Camping" means the act of using any part of the property or facilities for living accommodation purposes, such as establishment of temporary or permanent living quarters, sleeping outdoors overnight or making preparations for overnight sleeping (including the laying down of bedding), storing personal belongings, using any tent, shelter, or similar structure regardless of size for sleeping; sleeping in, on, or under parked vehicles, or setting up temporary or permanent sleeping areas outdoors or in structures not designated for human occupancy.

b. "Camping" does not include the use of College, VCCS, or their foundations' property that has been wholly or partially designated as sleeping or relaxation areas; a tailgating activity in conjunction with a College, VCCS, or foundation event; or the use of temporary hammocks or lounge furniture for recreation or studying activities outdoors on College, VCCS, or foundation owned property during the hours which the college campus is open.

c. These prohibitions shall not apply to the College, the Virginia Community College System Office, or the College or System foundations or to Non-Camping Tents erected for their use.

d. These prohibitions shall not apply to federal, state, or local governments or their agencies or to Non-Camping Tents erected for their use.

U. Applicability:

1. The Code of Conduct, including this Addendum, shall apply both to the conduct of individual students as well as student organizations.

2. Each recognized student organization shall represent that its activities and the activities of its members will not violate federal, state, or local law; or the College's Code of Conduct, including this Addendum.

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

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 dealy 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 site.

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:

1. A student may vote for no more than one candidate per office unless otherwise indicated on the election ballot.
2. The candidate must be in attendance at the SGA meeting following the election to receive the results.
3. NO ballots can be removed from or added to the ballot box.
4. 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.

1. 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.
2. 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.

1. The president of the student body shall service as the president of the Senate.
2. The student Senate shall have the power of approval over all committee appointments made by the president of the student body.
3. 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.

1. 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.
2. A two-thirds majority or the Executive Committee is required to disapprove legislation passed by the student Senate.
3. 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.
4. 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.
5. 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:

1. Arise out of a breach of regulations set up by the Student Government Association
2. Arise out of a breach of the Code of Conduct of Patrick & Henry Community College
3. Be referred to it by any unit of the Student Government Association

4. Be referred to it by any dean or faculty member of the college
5. 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
6. 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
7. 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.

1. This censure shall be considered official notification of the senator's failure to meet duties, and the Senate's disapproval of this neglect.
2. No senator shall be allowed more than one censure during the term of office.
3. 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.

1. 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.
2. No officer shall be censured more than once during the term of office.
3. 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.

1. This formal request to resign shall be delivered by the Dean of Student Success and Enrollment Services
2. 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:

1. Vacancy in the office of the president of the student body shall be assumed by the vice-president.
2. 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.
3. 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 agreements, students who graduate from one of Virginia's 23 community colleges with an associate degree and a minimum grade point average may obtain GUARANTEED admission to more than 30 of the Commonwealth's colleges and universities. Please see the list below for copies of the current agreements:

Bluefield College (Nursing); Christopher Newport University; ECPI University (Nursing); Emory & Henry College; Ferrum College; George Mason University; George Washington University (Nursing); Hollins University; Liberty University; Longwood University; Mary Baldwin University (Nursing); Norfolk State University; Old Dominion University; Radford University; Randolph College; Randolph-Macon College; Regent University; Regis University; Shenandoah University; Saint Leo University; Strayer University; Sweet Briar College; University of Lynchburg (Nursing); University of Mary Washington; University of Virginia's College at Wise; University of Virginia (Nursing; Interdisciplinary Studies; Engineering); Virginia Commonwealth University (Nursing; Engineering); Virginia State University; Virginia Tech (Agriculture and Life Sciences; Engineering); Virginia Union University; Virginia Wesleyan University; Western Governors University; William and Mary

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/#statewidetransfer-agreements

P&HCC 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

Transfer Grant Program (CTG)

Virginia's Two-Year College Transfer Grant Program (CTG) allows qualifying students who complete their associate degree at a Virginia two-year public college and then transfer to a participating Virginia four-year college or university to receive up to $3,000 annually.

Students must have an associate 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, mathematics, technology, nursing, teaching or science. An additional $1,000 can be earned for students who transfer to Norfolk State University, Old Dominion University, Radford University, University of Virginia - College at Wise, Virginia Commonwealth University, or Virginia State University.)

For additional information, comprehensive list of participating schools, and eligibility requirements for the transfer grant, please visit Two-Year College Transfer Grant | Virginia State Council Of Higher Education, VA (schev.edu).

Tuition and Fees

The State Board for Community Colleges establishes the cost for tuition each year. Tuition for **2024-2025** is **$166.73** per credit hour for in-state students and **$381.33** 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; 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 https://studentaid.gov/h/apply-for-aid/fafsa 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 instutional 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.

- **G3 Grant** - G3 is the Governor's proposed investment in making community college more affordable for eligible low-income and middle-income Virginians who enroll in certain programs that lead to jobs in high-demand fields. G3 is a last-dollar program for any Virginia resident who qualifies for in-state tuition and whose family income falls below an identified threshold. Eligible students may enroll in programs leading to FastForward short-term credentials, certificates, or associate degrees. A FAFSA application is required to determine a student's eligibility for this grant.

- **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, must 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 in 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.

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

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 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.

The SEED Fund

The SEED Fund, sponsored by The Harvest Foundation, provides up to two and a half years of education at Patrick & Henry Community College at no cost to the student or their family. SEED students can choose to pursue an associate degree, certificate or career studies certificate. In order to qualify for the SEED Fund, the student must 1) be a resident of Martinsville or Henry County and have in-state residency status at the time of the award, 2) have a minimum high school grade point average of at least 2.5, 3) enroll at P&HCC the fall semester following graduation from high school or completion of the GED (high-school age population only) or homeschool program, 4) complete the SEED application and the P&HCC application, 5) file the Free Application for Federal Student Aid (FAFSA) each year, and 6) complete eight hours of community service each year. For more information on the SEED Fund and to apply click here.

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.

- Amy Thompson Ferguson Memorial Art & Math Scholarship - Awarded to a student enrolled in art or math-based programs of study.

- CD Stapleton/Reliable Welding Scholarship - Awarded to students who are enrolled in both the machining and welding programs of study. Preference is given for financial need, but not limited to financial aid recipients.

- Wanda Ayers-Slate Nursing Endowed Scholarship - Awarded to a Patrick County resident who is enrolled in the nursing curriculum.

- 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.

- 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.
- 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.
- 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.
- 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 and Beatrice 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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

- 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.
- 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.
- 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 a full-time student 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 a student with demonstrated financial need and a 2.5 GPA.
- 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, Bobbie Whitlow, and Joyce Young Memorial Scholarship - Awarded to a student with a 2.0 GPA and demonstrated financial need.
- 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
- 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/Stanleytown 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.

- 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 scholarships 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 Scholarship and Grants 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. All reports of incidents will be taken seriously and will be addressed 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.

1. **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.

2. **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

3. **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.

4. **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 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.