Catalog Home

Catalog Disclaimer

The College Catalog is provided for informational purposes to students/applicants. This Catalog does not constitute a contract, expressed or implied, between any applicant, student, or graduate of Blue Ridge CTC. The College reserves the right to change any statement in this document, including, but not limited to, course offerings, curricula, academic policies, rules, regulations, refunds, courses, tuition, and/or fees. These changes may occur during a student's enrollment or otherwise. Changes will be implemented at the direction of College Authorities.

Securing a degree does not guarantee employment. Employment is a contract/agreement between employee and employer; the College is not responsible for the hiring decisions of any employer.

Nondiscrimination Statement

Blue Ridge CTC is committed to fostering a diverse and inclusive culture by promoting diversity, inclusion, equality, and intercultural and intercommunity outreach. Accordingly, the College does not discriminate on the basis of race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression in the administration of any of its educational programs, activities, or with respect to admission or employment.

FERPA Statement

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

- The right to inspect and review the student's education records within 45 days of the day that BRCTC receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected.
    - Records on Disability services and accommodations need to be directed to the Office of Accessibility Services.
    - Records on Financial Aid need to be directed to the Office of Financial Aid.
    - Records of payments and charges need to be directed to the Finance Office.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask for an amendment to a record should write the office responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
- The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
    - BRCTC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

Once a student has enrolled and begun attending a post-secondary institution, it is the student who has the rights defined under FERPA. Parents of enrolled students in post-secondary DO NOT have any rights that are mandated under FERPA, regardless of their involvement in helping to fund the student's education. There are three ways in which parents and other individuals may access their student's records.

- If the student signs a written consent giving the access.
- If the person has a court order or subpoena directing the institution to release the records.
- If the parent can establish that the student is their tax dependent for the most recent tax year according to the IRS Tax Code (this information will be housed in the Financial Aid Office).

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Blue Ridge Community and Technical College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Blue Ridge Community and Technical College may disclose appropriately designated "directory information" without written consent, unless you have advised the Registrar's Office to the contrary in accordance with Blue Ridge Community and Technical College procedures. The primary purpose of directory information is to allow Blue Ridge Community and Technical College to include information from your education records in certain publications and during Freedom of Information Act (FOIA) requests. Examples include:

- Dean's, President's, or Honors listings
- Graduation programs
- Enrolled student listings
- Graduate listings

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, other educational institutions and military branches.

If you do not want Blue Ridge Community and Technical College to disclose information designated below as directory information from your education record without your prior written consent, you must notify the Registrar's Office by completing the Request for Confidentiality Status on Student Record (see below). Blue Ridge Community and Technical College has designated the following information as directory information: [Note: a request for information may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Date of birth
- Major field of study
- Student type
- Dates of attendance
- Participation in officially recognized activities
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Submitting a Request for Confidentiality Status on Student Record

Students who wish to submit a request for confidentiality status must complete the online form. Once the form has been received, students should expect a response from the Registrar's Office within 5 business days confirming receipt of the request.

By submitting a request for confidentiality status, students understand that their name will not be included on any College publication, which includes, but is not limited to:

- Dean's, President's, or Honors listings
- Graduation programs
- Enrolled student listings
- Graduate student listings

The form is located within the student's BRIDGE account.

Welcome from the President

Message from the President

In my introduction I usually talk about the importance of a good education. A good education is even more important now than ever. With a good education you can earn a living, raise a family, help those less fortunate, and have a better chance of leading the life you dream about. As President of the College, I have the opportunity to see lives improved and students grow and prosper. Being able to do so is a very fulfilling feeling, and I am most fortunate to be the President of an institution that changes lives for the better.

Even though it looks as if the pandemic is behind us in many ways, we have learned a lot about what to do in order to make learning more accessible to students. One of the improvements in access to learning is our Hyflex model of instruction. In many classes a student can attend live, remotely, or watch a recorded class at a time that is convenient. In addition to this new course delivery system there are many continuing good things at Blue Ridge. Among them are:

- We offer many opportunities for students to complete work at Blue Ridge Community and Technical College and transfer to a baccalaureate institution.
- High School students in Berkeley, Jefferson, and Morgan County Schools experience exciting programs that will prepare completers for a jump start on their college education.
- Our Culinary Academy continues to prepare healthy and affordable meals for purchase by our faculty, staff, and students. Good nutrition is a major part of maintaining a healthy and productive life, and our Bruins are there to help with that goal.
- With the help of West Virginia Invests, students can now qualify for study in selected degree programs at a greatly reduced cost to the student.
- Our Foundation continues to offer scholarships to qualified students which greatly enhance the affordability of a college education and the success of our students.
- Our accreditation is strong and we have terrific partnerships with many local and regional industries that can be future employers for students in occupational programs.

Blue Ridge continues to be a very busy place with a lot going on. Within the pages of our catalog, I think you will find an enormous amount of information that will guide you toward a good education, and maybe, just maybe, you will find a field of interest that provides a lifetime of enjoyment and a career that is gratifying and rewarding. Our College continues to deliver in our areas of strength. Whether you chose to pursue workforce preparation, transfer programs, or early college we can help you.

At Blue Ridge, students are why we exist. Our students are the primary factor in making our College a success. Without our students, we simply would have no reason for being. We have a fantastic group of faculty and staff who are here to help you succeed in achieving your goals, whether that is to prepare for a career or to transfer to a four-year degree program. The services and education we offer are many and varied, and it can be overwhelming at times for the new or even experienced student. Rest assured our faculty and staff can help you in your quest to achieve your goals. We are here to help and we are glad you have chosen Blue Ridge Community and Technical College.

Welcome to The Ridge!

Best Wishes,

Dr. Peter G. Checkovich

General Information

Mission Statement

Blue Ridge Community and Technical College provides our diverse student population with life-changing education, training, and services that drive economic development within the communities we serve.

Vision Statement

Blue Ridge Community and Technical College is the first choice for higher education that drives career growth and economic development in our region and surrounding communities.

Core Values:

Stewardship:

- Put student access, learning, and success first.
- Support a safe, collaborating, and engaging environment for employees and students.
- Provide an optimum learning environment for students.
- Use College resources responsibly.
- Demonstrate care for facilities.

Integrity:

- Engage and actively contribute to the overall success of the College.
- Think creatively and develop solutions.
- Act honestly and ethically.
- Provide accurate and thorough information.
- Be courageous to be even better.

Civility:

- Communicate with respect, trust, and care.
- Respect differences.
- Listen actively.
- Be aware of your impact on others.
- Discuss differences and resolve conflicts.

Entrepreneurship:

- Embrace our business partners.
- Think proactively and innovatively.
- Be adaptable and flexible for shifting priorities.
- Identify areas for continuous improvement.
- OWN enrollment.
- Take calculated risks wisely.

Policy of Nondiscrimination

Blue Ridge CTC is committed to fostering a diverse and inclusive culture by promoting diversity, inclusion, equality, and intercultural and intercommunity outreach. Accordingly, the College does not discriminate on the basis of race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression in the administration of any of its educational programs, activities, or with respect to admission or employment. This advertisement is for informational purposes only. Printed and/or electronic documents produced by the College do not constitute a contract, expressed or implied, between an applicant or student. For important information about the educational debt, earnings, and completion rates of students enrolled in Certificate Programs at Blue Ridge CTC, visit: www.blueridgectc.edu/GEinfo

Blue Ridge Community and Technical College is required by Section 904, Title IX, Education Amendments of 1972, not to deny admission on the ground of blindness or severely impaired vision; by 45 CFR 84, Subpart E, Section 84.42, and by Section 504 Rehabilitation Act of 1973, nor to deny admission on basis of handicap; by 45 CFR 90, 91 not to discriminate on basis of age; and by 45 CFR 86, Subpart C, Section 86.21, not to deny admission on basis of sex. By Title Vl of the Civil Rights Act of 1964, no person shall be subjected to discrimination on the ground of race, color, or national origin. Blue Ridge Community and Technical College is an equal opportunity-affirmative action employer in compliance with Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Education Amendments of 1972), Section 504, Rehabilitation Act of 1973, American with Disabilities Act, and other applicable laws and regulations.

ADA Coordinator:
Christine Colwell, Student
Access Coordinator
Blue Ridge Community and Technical
College
13650 Apple Harvest Drive
Martinsburg, WV 25403
304.260.4380 ext 2117
ccolwellccolwell@blueridgectc.edu

EEO Coordinator:
Human Resources
Blue Ridge Community and
Technical College
13650 Apple Harvest Drive
Martinsburg, WV 25403
304.260.4380 ext. 2231
hr@blueridgectc.edu

Title IX Coordinator:
Christine Colwell, Student Access
Coordinator
Blue Ridge Community and Technical
College
13650 Apple Harvest Drive
Martinsburg, WV 25403
304.260.4380 ext. 2117
ccolwell@blueridgectc.edu

Academic Calendars

The academic year consists of two 15-week semesters offered in the fall and spring of each year. Additionally, a 10-week summer session is offered. (Dates listed in the academic calendar are subject to change. Please check the website for updated information).

Fall 2023		
08/18/2023	Fri	Add/Drop and Late Registration (Late Fee Applies) via BRIDGE

08/21/2023	Mon	Classes Begin
08/28/2023	Mon	Last Day to Add/Drop or Late Register via BRIDGE - ends @ 11:00 pm
09/01/2023	Fri	Last Day to Change a Course from Credit to Pass/Fail Status via Bridge
09/04/2023	Mon	Labor Day Holiday – College Closed
09/04/2023	Mon	Last Day to Change a Course from Credit to Audit Status via Bridge
09/18/2023	Mon	Mid-Term Grades Due at 9am for First Half Semester Courses
10/06/2023	Fri	Last Day to Withdraw from First Half Semester Courses
10/09/2022	Mon	First Day of Mid-Term Exams (Full Semester)
10/14/2022	Sat	Last Day of Mid-Term Exams (Full Semester)
10/16/2023	Mon	Mid-Term Grades due at 9:00 am for Full Semester Courses Final Grades due at 9:00 am for First Half Semester Courses Second Half Semester Courses Begin First Day of Academic Advisement for Continuing Students for Spring
10/18/2023	Wed	Grades Available on BRIDGE – Tentative
10/23/2023	Mon	First Day of Spring BRIDGE Registration for Continuing Students Spring Booklist Available (Tentative)
11/01/2023	Wed	Last Day to Apply for December Graduation for Associate Degrees via Bridge
11/13/2023	Mon	Mid-term Grades Due at 9am for Second Half Semester Courses
11/15/2023	Wed	Last Day to Apply for December Graduation for a Certificate Degree (See Advisor)
11/17/2023	Fri	Deadline for Administrative Withdraws
11/20/2023	Mon	First Day of Thanksgiving Recess
11/27/2023	Sun	Last Day of Thanksgiving Recess
12/01/2023	Fri	Last Day to Withdraw from Full Semester or Second Second Half Semester Course
12/04/2023	Mon	First Day of Last Week of Class/First Day of Final Exams
12/09/2023	Sat	Last Day of Semester/Last Day of Final Exams
12/11/2023	Mon	Grades Due at 9:00 am
12/13/2023	Wed	Grades Available on BRIDGE - Tentative

Spring 2024

Date	Day	Event
1/12/2024	Fri	Add/Drop and Late Registration (Late Fee Applies) via BRIDGE
1/15/2024	Mon	Martin Luther King Jr Day, College Closed
1/16/2024	Tue	Classes Begin
1/22/2024	Mon	Last Day to Add/Drop or Late Register via BRIDGE – ends @ 11:00 pm
1/29/2024	Mon	Last Day to Change a Course from Credit to Pass/Fail Status via Bridge
2/05/2024	Mon	Last Day to Change a Course from Credit to Audit Status via Bridge
2/12/2024	Mon	Mid-Term Grades due at 9:00 am for First Half Semester Courses
3/01/2024	Fri	Last Day to Withdraw from First Half Semester Course
3/04/2024	Mon	First Day of Mid-Term Exams (Full Semester)
3/09/2024	Sat	Last Day of Mid-Term Exams (Full Semester)
3/11/2024	Mon	Mid-Term Grades due at 9:00 am for Full Semester Courses Final Grades due at 9:00 am for First Half Semester Courses Second Half Semester Courses Begin First Day of Academic Advisement for Continuing Students Summer & Fall
3/13/2024	Wed	Grades Available on BRIDGE - Tentative

3/18/2024	Mon	First Day of Summer BRIDGE Registration for Continuing Students Summer Booklist Available (Tentative)
3/20/2024	Wed	First Day of Fall BRIDGE Registration for Continuing Students Fall Booklist Available (Tentative)
4/01/2024	Mon	Mid-Term Grades due at 9am for Second Half Semester Courses
4/05/2024	Fri	Last Day to Apply for May Graduation for Associate Degrees or Certificate (See advisor)
4/08/2024	Mon	First Day of Spring Recess
4/14/2024	Sun	Last Day of Spring Recess
4/26/2024	Fri	Deadline for Administrative Withdraws
5/03/2024	Fri	Last Day to Withdraw from Full Semester or Second Half Semester Course
5/06/2024	Mon	First Day of Last Week of Class/esFirst Day of Final Exams
5/11/2024	Sat	Last Day of Semester/Last Day of Final Exams
5/13/2024	Mon	Grades Due at 9:00 am
5/15/2024	Wed	Grades Available on BRIDGE - Tentative
5/24/2024	Fri	Commencement (Tentative)

Summer 2024

5/24/2024	Fri	Add/Drop and Late Registration (Late Fee Applies) via BRIDGE
5/27/2024	Mon	Memorial Day, College Closed
5/28/2024	Tue	Classes Begin
6/03/2024	Mon	Last Day to Add/Drop or Late Register via BRIDGE – ends @ 11:00 pm
6/03/2024	Mon	Last Day to Change a Course from Credit to Pass/Fail Status via Bridge
6/05/2024	Wed	Last Day to Change a Course from Credit to Audit Status via Bridge
6/21/2024	Fri	Last Day to Withdraw from First Half Semester Course
7/01/2024	Mon	First Half Semester Courses End
7/01/2024	Mon	Last Day to Apply for August Graduation for Associate Degrees or Certificate (See advisor)
7/03/2024	Wed	Mid-Term Grades due at 9:00 am for Full Semester Courses Final Grades due at 9:00 am for First Half Semester Courses Second Half Semester Courses Begin
7/04/2024	Thur	Independence Day, College Closed
7/05/2024	Fri	Grades Available on BRIDGE - Tentative
7/26/2024	Fri	Deadline for Administrative Withdrawals Last Day to Withdraw from Second Half Semester and Full Semester Courses
7/29/2024	Mon	First Day of Last Week of Classes/First day of Finals
8/03/2024	Sat	Last Day of Semester/Last Day of Finals
8/05/2024	Mon	Grades due at 9:00 am
8/07/2024	Wed	Grades Available on BRIDGE - Tentative

Accreditation

Blue Ridge Community and Technical College (BRCTC) serves the West Virginia counties of Berkeley, Jefferson, and Morgan. As a major economic driver in the region, Blue Ridge Community and Technical College provides all of our students with a firm foundation of knowledge and our graduates the necessary skills to join the workforce as well-prepared professionals. The College has expanded its outreach in numerous areas, including major corporations, high school students, donors, small businesses, and the local legislative delegation.

Blue Ridge Community and Technical College was independently accredited by the Higher Learning Commission in February 2005. During January 2021, the College received reaffirmation from the Higher Learning Commission after a successful comprehensive evaluation.

For more information regarding the institution's accreditation status, please visit https://www.blueridgectc.edu/accreditation/

About Blue Ridge Community and Technical College

Blue Ridge Community and Technical College has a headquarters building located on Apple Harvest Drive, Martinsburg, WV. The 55,000 square foot building offers 18 classrooms, additional parking, and Culinary Academy faculty and student led food service. The gorgeous building is a welcomed addition to the scenery and backdrop within Berkeley County, West Virginia and will easily serve the thousands of students to come.

The College leases over 100,000 square feet of space at its Technical Center located in the Berkeley Business Park, Winchester Avenue, Martinsburg, WV. This facility is designed to accommodate new and emerging careers in the region including sectors such as Allied Health, Manufacturing, Electric Utility, and Information Technology and Computer Science.

A partnership with the College, Morgan County Commission, and Procter & Gamble created an opportunity to expand a lease at the Pines Opportunity Center located in Berkeley Springs, WV. This 12,000 square foot space provides the community with opportunity to enroll in high school/early College courses, many degree programs, customized business training, and career advancement. The Pines Opportunity Center is home to the College's Spring Tech Innovation Lab which serves the area as an innovative business incubator.

Workforce Training Solutions

Blue Ridge Community and Technical College is a resource for employers in Berkeley, Morgan, and Jefferson Counties. Its relevant curriculum and educational programs, together with strong business and industry training programs, have created a learning organization whose students and graduates are among the best-prepared citizens and workers in the state.

Blue Ridge Community and Technical College provides educational solutions to the emerging and incumbent workforce that include customized curriculum design and instructional delivery, supports industry certification, internships and apprenticeships, and improves the workplace performance of our customers. For additional information, please visit our website (www.blueridgectc.edu) or contact Amber Butcher at abutcher@blueridgectc.edu, Kim Moss at kmoss@blueridgectc.edu, or Anne Myers at amyers@blueridgectc.edu.

Campus Locations

Headquarters

Blue Ridge Community and Technical College Headquarters is located at 13650 Apple Harvest Drive, Martinsburg, West Virginia 25403, and the phone number is (304) 260-4380. Blue Ridge Community and Technical College administrative and faculty offices are at this location.

Technology Center

Blue Ridge Community and Technical College opened its Technology Center in the Berkeley Business Park, located at 5550 Winchester Avenue, Martinsburg, WV 25405. The Technology Center held its ribbon cutting ceremony on June 18, 2008. Governor Joe Manchin, III gave the keynote address. This building was opened with a partnership with Allegheny Energy. The facility has an indoor and outdoor pole park, classrooms, lab classrooms for Culinary Arts, Mechatronics, Physical Therapy Assisting, Medical Assisting, Applied Lab Technician, Environmental Science, Heavy Equipment Technician, Plastics, computer labs, and many office spaces. This site is approved by The Higher Learning Commission and the Department of Education. Please contact the College for more information.

The Pines Opportunity Center

Blue Ridge Community and Technical College began using the Morgan County Center during the Fall of 2012. The Center is located in the Pines Opportunity Center, 109 War Memorial Drive, at the former Berkeley Springs hospital. Currently, there are five standard classrooms along with several smaller rooms that can easily accommodate small groups and meetings. Please contact the College for more information.

Admissions

Admission Requirements

Students seeking admission to Blue Ridge Community and Technical College as degree-seeking students must have graduated from high school or passed the GED or TASC Assessment. To apply the following items must be submitted to the Admissions Office:

1. Complete Blue Ridge Community and Technical College Degree Seeking Application.
2. $25 Application Fee.
3. Submit copy of a government issued ID. (updated September 2023)
4. ACT/SAT/or other placement test scores such as the WV Grade 11 Math and English Assessments (*Accuplacer is given to students without scores; for cutoff scores to be placed in foundation level classes, please review the Support Services section of this catalog*).
5. Official transcripts.
   a. High School*, GED or TASC scores **REQUIRED FOR ADMISSION**
      Students who have earned a prior degree or earned 15 or more college credits may have the high school transcript requirement waived upon receipt of official College transcripts. Students may still be required to submit high school transcripts for Financial Aid requirements.
   b. Any and all colleges attended **MAY BE REQUIRED FOR FINANCIAL AID AND TRANSFER OF CREDITS**

*Determining Validity of High School Completion
Upon receipt of the high school completion documentation, Admissions Office staff confirms the diploma is valid typically by reviewing the high school seal and/or signature. If there is reason to believe the diploma is inauthentic or granted by an ineligible post-secondary institution, further review may be necessary. Typically, validity is determined by the confirming the high school's accreditation status with the agency that has jurisdiction over the high school. If unable to validate through the accrediting agency and/or if additional information is needed, the Admissions Office performs due diligence with actions such as, contacting the high school for additional information and/or consulting with other post-secondary school leadership located in proximity to the high school in question.

Admission to Limited Enrollment Programs

The following associate degree programs have additional requirements for admission into the program.

1. Board of Governors, A.A.S.
2. Electric Utility Technology, A.A.S.
3. Nursing A.S.N.
4. Physical Therapist Assisting, A.A.S.
5. Technical Studies, A.A.S.
6. Veterinary Technology A.A.S.

Types of Enrollment

First-time Freshmen

Students who have never attended a college or university before are classified as freshmen and must:

1. Complete Blue Ridge Community and Technical College Degree Seeking Application.
2. Pay the $25 Application Fee.
3. Submit copy of a government issued ID. (updated September 2023)
4. Submit ACT/SAT/or other placement test scores such as the WV Grade 11 Math and English Assessments (*Accuplacer is given to students without scores; for cutoff scores to be placed in foundation level classes, please review the* Support Services section *of this catalog*).
5. Provide official transcripts.
   a. High School, GED or TASC scores **REQUIRED FOR ADMISSION**
6. Complete separate Financial Aid paperwork (FAFSA) if interested in applying for Financial Aid.
7. Register for and complete an Orientation/Registration Session (included with acceptance letter).

Readmits

Students who have previously attended Blue Ridge Community and Technical College, have not attended another institution since prior enrollment, and would like to re-enroll are classified as readmitted students and must:

1. Complete Blue Ridge Community and Technical College Degree Seeking Application.
2. Pay the $25 Application Fee.
3. Submit copy of a government issued ID. (updated September 2023)
4. Check BRIDGE to make sure you have no holds from previous attendance on your academic record. Holds or suspensions may prevent you from being readmitted.
5. Complete separate Financial Aid paperwork (FAFSA) if interested in applying for Financial Aid.
6. Register for and complete an Orientation/Registration Session (included with acceptance letter).

Continuing students who have not been registered for one or two semesters (not including summer) can meet with their academic advisor to register for courses without reapplying for admission. (This policy does not apply to students who have been suspended, attended another institution while not at BRCTC (see Transfer/Readmit below), or who have not been enrolled for longer than two semesters).

Transfers

Students who have previously attended any other college (s) or university (ies) are classified as transfer students. Transfer students must:

1. Complete Blue Ridge Community and Technical College Degree Seeking Application.
2. Pay the $25 Application Fee.
3. Submit copy of a government issued ID. (updated September 2023)
4. Provide official High School transcripts, TASC Assessment, or GED Scores. **REQUIRED FOR ADMISSION**
   Students who have earned a prior degree or earned 15 or more college credits may have the high school transcript requirement waived upon receipt of official College transcripts. Students may still be required to submit high school transcripts for Financial Aid requirements.
5. Provide official transcripts for any/all colleges attended **MAY BE REQUIRED FOR FINANCIAL AID AND TRANSFER OF CREDITS**
6. Complete separate Financial Aid paperwork (FAFSA) if interested in applying for Financial Aid.
7. Register for and complete an Orientation/Registration Session (included with acceptance letter).

For an associate degree, a student must complete at least 24 credit hours of coursework at Blue Ridge Community and Technical College. The last 12 hours of coursework for an associate degree must be completed at Blue Ridge Community and Technical College. For the Board of Governors, Occupational Development, and Technical Studies Associate of Applied Science degrees, a student must complete at least 12 credit hours at a regionally accredited institution and at least 3 credit hours at Blue Ridge Community and Technical College.

Students who do not submit transcripts from other institutions may encounter issues with Financial Aid. In order to avoid these issues, submission of all official College transcripts is recommended.

Transfer/Readmits

Students who have previously attended Blue Ridge Community and Technical College and then attended any other college(s) or university(ies) during their absence are considered transfer/readmit students. Transfer/Readmits must:

1. Complete Blue Ridge Community and Technical College Degree Seeking Application.
2. Pay the $25 Application Fee.
3. Submit copy of a government issued ID. (updated September 2023)
4. Provide official transcripts from schools attended during absence from Blue Ridge Community and Technical College. **MAY BE REQUIRED FOR FINANCIAL AID AND TRANSFER OF CREDITS**
5. Complete separate Financial Aid paperwork (FAFSA) if interested in applying for Financial Aid.
6. Register for and complete an Orientation/Registration Session (included with acceptance letter).

For an associate degree, a student must complete at least 24 credit hours of coursework at Blue Ridge Community and Technical College. The last 12 hours of coursework for an associate degree must be completed at Blue Ridge Community and Technical College. For the Board of Governors, Occupational Development, and Technical Studies Associate of Applied Science degrees, a student must complete at least 12 credit hours at a regionally accredited institution and at least 3 credit hours at Blue Ridge Community and Technical College.

Students who do not submit transcripts from other institutions may encounter issues with Financial Aid. In order to avoid these issues, submission of all official College transcripts is recommended.

Absence from College/Readmission

Degree-seeking students in good academic standing who must discontinue their studies for a brief time will be considered eligible to re-enroll in future semesters, as long as they return after no more than two consecutive regular semesters (not including summer sessions), and do not take courses at another institution during that time without prior approval from the College.

Students who are on suspension, who take courses at another institution without prior approval, or who are absent from studies for more than three consecutive regular semesters (not including summer sessions), must re-apply for admission to the College.

Students wishing to return after an absence of no more than two consecutive regular semesters should make an appointment with their advisor and register for classes via BRIDGE.

Orientation/Registration

Blue Ridge Community and Technical College's Orientation/Registration is required for all incoming associate degrees and/or certificate-seeking students. The Orientation/Registration will cost the student $25.00. The purpose of the Blue Ridge Community and Technical College's Orientation/Registration is to familiarize students with policies, procedures, online services, campus services, and other academic and campus information and to register for classes. Orientation/Registration may be completed self-paced online and/or in-person. Below are the steps to registering for Orientation/Registration:

1. Admitted students will receive an email with their acceptance letter indicating Orientation/Registration instructions.
2. Follow instructions included in the acceptance letter regarding Orientation/Registration.
3. Complete Placement Testing prior to Orientation/Registration if needed. Contact the Testing Center at 304-260-4380, extension 2114 testing@blueridgectc.edu with questions regarding testing.

Non-Degree Seeking Students

Non-degree students are those who wish to take courses at Blue Ridge Community and Technical College but do not desire to enroll in any specific program or pursue a degree.

- Non-degree students are generally not eligible for Financial Aid. Some specialized programs may be eligible, but they have a separate registration process.
- Non-degree students are not assigned an advisor.
- Steps to enroll:
    a. Complete the non-degree application (available online at www.blueridgectc.edu).
    b. Submit copy of a government issued ID. (updated September 2023)
    c. Submit placement test scores or unofficial college transcripts for proper placement in certain courses requiring pre-requisites. If no placement scores are available, schedule a Placement Test at the Testing Center.
    d. Students will receive an email with directions on payment and book(s), confirmation of registration, and instructions regarding BRIDGE.
    e. Pay the required tuition fee after registration.

Note: Once all of the above paperwork is received, non-degree students may continue to register for upcoming semesters in BRIDGE. If the student does not register for two consecutive semesters, the student will need to reapply. If the student wishes to become degree-seeking, they will need to apply as a degree-seeking student. Non-degree students do not have priority registration in BRIDGE.

High School Students

Students who are currently enrolled in high school and wish to take college-level courses at Blue Ridge Community and Technical College are classified as high school students.

- Students must have at least a 2.0 high school GPA.
- Submit copy of a government issued ID. (updated September 2023)
- Students must have placement test scores for proper placement in math or English. For specific score requirements, please refer to the Support Services section of this catalog.
- The total number of high school and college instructional hours in one semester is not to exceed 19.
- Steps to enroll:
    a. Complete the non-degree application (available online at www.blueridgectc.edu), if you have a minimum of a 2.0 high school GPA.
    b. Submit placement test scores or unofficial college transcripts for proper placement in certain courses requiring pre-requisites. If no placement scores are available, schedule a Placement Test at the Testing Center.
    c. Submit a current unofficial transcript of high school courses taken.
    d. Home-schooled students must also submit a letter of current registration from the county in which they are enrolled.
    e. Submit all of the above together in one packet to the Admissions Office.
    f. Pay the required tuition fee after registration.

Note: All of the above paperwork is required once per academic year. Students continuing each semester may register through BRIDGE.

Fee Waiver

Blue Ridge Community and Technical College recognizes the American College Test's or College Board's Application Fee Waiver Program for economically-disadvantaged students. The appropriate request for a fee waiver should be submitted by the High School Guidance Counselor with the admissions application form.

Admission of Differently-abled Students

Different abilities can create barriers with admittance into certain programs at Blue Ridge Community and Technical College. College officials seek to provide accommodations to support students with different abilities. The college must have reasonable notice from the student to enroll in the Office of Accessibility Services. The student may be asked to provide documentation regarding their condition, disability, or accommodation needs. Previous IEP or 504 plans do NOT automatically transfer, because accommodations at the collegiate level are self-reported. Please refer to the website for the Accessibility Services Student Handbook to learn more about the intake process and documentation guidelines. Inquiries or requests should be directed to the Office of Accessibility Services at access@blueridgectc.edu.

Classification for Residency for Admissions and Fee Purposes

General

The institutional officer designated by the President shall assign students enrolling in a West Virginia public institution of higher education a residency status for admission, tuition, and fee purposes. In determining residency classification, the issue is essentially one of domicile. In general, the domicile of a person is that person's true, fixed, permanent home, and place of habitation. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as is deemed necessary to establish the domicile of a student. The burden of establishing domicile for admission, tuition, and fee purposes is upon the student. If there is a question as to domicile, the matter must be brought to the attention of the designated officer at least two weeks prior to the deadline for the payment of tuition and fees. Any student found to have made a false or misleading statement concerning domicile shall be subject to institutional disciplinary action and will be charged the non-resident fees for each academic term theretofore attended. The previous determination of a student's domiciliary status by one institution is not conclusive or binding when subsequently considered by another institution; however, assuming no change of facts, the prior judgment should be given strong consideration in the interest of consistency. Out-of-state students being assessed resident tuition and fees as a result of reciprocity agreement may not transfer said reciprocity status to another public institution in West Virginia.

Residence Determined by Domicile

Domicile within the state means the adoption of the state as a fixed permanent home and involves personal presence within the state with no intent on the part of the applicant or, in the case of the dependent student, the applicant's parent(s), to return to another state or county. Residing with relatives (other than the parent(s)/legal guardian) does not, in and of itself, cause the student to attain domicile in this state for admission of fee payment purposes. West Virginia domicile may be established upon the completion of at least 12 months of continued presence within the state prior to the date of registration, provided that such 12 months' presence is not primarily for the purpose of attendance at any institution of higher education in West Virginia. The establishment of West Virginia domicile with less than 12 months' presence prior to the date of registration must be supported by evidence of positive and unequivocal action. In determining domicile, institutional officials should give consideration to such factors as the ownership or lease of a permanently-occupied home in West Virginia, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering of motor vehicles in West Virginia, possessing a valid West Virginia driver's license, and marriage to a person already domiciled in West Virginia. Proof of a number of these actions should be considered only as evidence that may be used in determining whether or not a domicile has been established. Factors militating against the establishment of West Virginia domicile might include such considerations as the student not being self-supporting, being claimed as a dependent on federal or state income tax returns or on the parents' health insurance policy if the parents reside out of state, receiving financial assistance from state student aid programs in other states, and leaving the state when school is not in session.

Dependency Status

A dependent student is one who is listed as a dependent on the federal or state income tax return of his or her parent(s) or legal guardian or who receives major financial support from that person. Such a student maintains the same domicile as that of the parent(s) or legal guardian. In the event the parents are divorced or legally separated, the dependent student takes the domicile of the parent with whom he or she lives or to whom he or she has been assigned by court order. However, a dependent student who enrolls and is properly classified as an in-state student maintains that classification as long as the enrollment is continuous and that student does not attain independence and establish domicile in another state. A nonresident student, who becomes independent while a student at an institution of higher education in West Virginia, does not, by reason of such independence alone, attain domicile in this state for admission or fee payment purposes.

Change of Residence

A person who has been classified as an out-of-state student and who seeks resident status in West Virginia must assume the burden of providing conclusive evidence that he or she has established domicile in West Virginia with the intention of making a permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by a person's statements but also by that person's actions. In making a determination regarding a request for a change in residency status, the designated institutional officer shall consider those actions referenced in the Residence Determined by Domicile above. The change in classification, if deemed to be warranted, shall be effective for the academic term or semester next following the date of the application for reclassification.

Metro Fee

A metro fee was established in Fall 2016. Those students from bordering counties pay a lesser fee than out-of-state students. Neighboring counties include:

- Frederick County, Maryland
- Washington County, Maryland
- Franklin County, Pennsylvania
- Fulton County, Pennsylvania
- Clarke County, Virginia
- Frederick County, Virginia
- Loudoun County, Virginia

Aliens

An alien who is in the United States on a resident visa or who has filed a petition for naturalization in the naturalization court, and who has established a bona fide domicile in West Virginia as defined in Residence Determined by Domicile, may be eligible for in-state residency classification, provided that person is in the state for purposes other than to attempt to qualify for residency status as a student. Political refugees admitted into the United States for an indefinite period of time and without restriction on the maintenance of a foreign domicile may be eligible for an in-state classification as defined in Residence Determined by Domicile. Any person holding a student or other temporary visa cannot be classified as an in-state student. Currently, Blue Ridge Community and Technical College is not a SEVIS institution; therefore, we cannot accept students on an F-1 VISA.

Former Domicile

A person who was formerly domiciled in the state of West Virginia and who would have been eligible for an in-state residency classification at the time of his/her departure from the state may be immediately eligible for classification as a West Virginia resident provided such person returns to West Virginia within a one-year period of time and satisfies the conditions of Residence Determined by Domicile of these rules regarding proof of domicile and intent to remain permanently in West Virginia.

Appeal Process

The initial determination of residency classification by the Registrar may be appealed to the institutional committee on residency appeals, which is established by the President to receive and act on appeals of initial residency decisions. The decision of the institutional committee on residency appeals may be appealed to the President of the Institution. The appeal shall end at the institutional level.

Expenses

Payment

The West Virginia Higher Education Policy Commission regulations require the College to operate strictly on a cash basis with all payments and obligations being collected in advance.

If payment is made by check, registration will be considered incomplete until the check covering the required fees has cleared the bank on which it is written. The Cashier's Office will accept cash, credit cards, money orders, or approved personal checks written for the exact amount of the obligation. All checks must be payable to Blue Ridge Community and Technical College and third-party checks will not be accepted. A student's registration may be canceled when payment is made by a check which is dishonored by the bank. If the returned check is in payment of tuition and fees, the business office is required to declare the fees unpaid and registration canceled. The return of a check for any reason constitutes late registration, and the applicable late-registration fee shall be assessed. In such case, the student may re-register upon redemption of the unpaid check, payment of the $10 returned check handling charge, and payment of the applicable late fee of $25. The returned check fee of $10 will be collected for each check returned unpaid by the bank upon which it is drawn, unless the drawer obtains an admission of error from the bank.

All student charges are payable at the time of registration for each semester. Students in debt to the College from a previous semester or term will not be permitted to enroll until all obligations are paid. Any outstanding and unpaid financial obligation to the College can result in withholding the student's grades, transcript of credits, diploma, and official reports. Students will not be permitted to attend classes until registration has been completed. In addition, outstanding balances greater than 30 days may be referred to a collection agency in accordance with the Blue Ridge Community and Technical College Debt Collection policy. *The College may refer to a College-designated third party agency or an approved contracted collection agency any invoices outstanding 30 days after the "third and final notice" which is given when an invoice is outstanding at 90 days.*

Student employees will be required to pay tuition and fees at the same time as other students. The student employee will receive paychecks from the State of West Virginia for work performed during the previous month. All fees and expenses are subject to change without prior notice.

Enrollment Fees Per Semester—FY 2023-2024

	West Virginia Students	Out-of-State Students	High School Students	Senior Citizen Students	Veteran Students	Metro Students
	Enrolled at Blue Ridge Community and Technical College	Enrolled at Blue Ridge Community and Technical College	Enrolled at Blue Ridge Community and Technical College	Enrolled at Blue Ridge Community and Technical College	Enrolled at Blue Ridge Community and Technical College	Enrolled at Blue Ridge Community and Technical College
Hours	Fee	Fee	Fee	Fee	Fee	Fee

1	$181.00	$327.00	$25.00	$91.00	$181.00	$222.00
2	$362.00	$654.00	$50.00	$182.00	$362.00	$444.00
3	$543.00	$981.00	$75.00	$273.00	$543.00	$666.00
4	$724.00	$1,308.00	$100.00	$364.00	$724.00	$888.00
5	$905.00	$1,635.00	$125.00	$455.00	$905.00	$1,110.00
6	$1,086.00	$1,962.00	$150.00	$546.00	$1,086.00	$1,332.00
7	$1,267.00	$2,289.00	$175.00	$637.00	$1,267.00	$1,554.00
8	$1,448.00	$2,616.00	$200.00	$728.00	$1,448.00	$1,776.00
9	$1,629.00	$2,943.00	$225.00	$819.00	$1,629.00	$1,998.00
10	$1,810.00	$3,270.00	$250.00	$910.00	$1,810.00	$2,220.00
11	$1,991.00	$3,597.00	$275.00	$1,001.00	$1,991.00	$2,442.00
12	$2,172.00	$3,924.00	$300.00	$1,092.00	$2,172.00	$2,664.00
Full Year	$4,344.00	$7,848.00	$600.00	$2,184.00	$4,344.00	$5,328.00

Rates are subject to the approval of the West Virginia Higher Education Policy Commission.

*Students living in Frederick or Washington counties in Maryland; Clark, Frederick, or Loudoun counties in Virginia; or Franklin or Fulton counties in Pennsylvania will receive a metro fee which is less expensive than out of state.

*Students receiving veteran's benefits will receive the same tuition rate as In-State Students.

An Explanation as to Use of Enrollment Fees—FY 2023-2024

	West Virginia Students		Out-of-State Students		High School Students		Senior Citizen Students		Veteran Students		Metro Students	
	(Per Credit Hr Rate)	(Full Time Rate)	(Per Credit Hr Rate)	(Full Time Rate)	(Per Credit Hr Rate)	(Full Time Rate)	(Per Credit Hr Rate)	(Full Time Rate)	(Per Credit Hr Rate)	(Full Time Rate)	(Per Credit Hr Rate)	(Full Time Rate)
Capital Fee:	$2.00	$24.00	$2.00	$24.00	$0.00	$0.00	$1.00	$12.00	$2.00	$24.00	$2.00	$24.00
Restricted for statewide												

capital improvement purposes by WV statute.												
Technology Fee:	$11.00	$132.00	$11.00	$132.00	$1.50	$18.00	$5.50	$66.00	$11.00	$132.00	$11.00	$132.00
Restricted to defray expenses for the development of college technology.												
College Operation Fee:	$168.00	$2,016.00	$314.00	$3,768.00	$23.50	$282.00	$84.50	$1,014.00	$168.00	$2,016.00	$209.00	$2,508.00
Unrestricted for general operating purposes.												
TOTAL	**$181.00**	**$2,172.00**	**$327.00**	**$3,924.00**	**$25.00**	**$300.00**	**$91.00**	**$1,092.00**	**$181.00**	**$2,172.00**	**$222.00**	**$2,664.00**

Refund Policy

Students who withdraw in accordance with College procedures may receive a refund of tuition and fees in accordance with the schedules outlined below. The refund calculation is based on the amount paid toward tuition and fees. **There are no refunds on partial withdrawals.** Refunds are determined from the first day of the school term, which officially begins with completion of orientation/registration. The official withdrawal date is certified by the Registrar. Refund checks are issued through the State Treasury, and receipt of a refund may take up to six weeks depending on the date of withdrawal.

To get a 100% refund you must drop ALL classes by the end of add/drop.

Regular Session

During the first and second weeks   90%

During the third and fourth weeks   75%

During fifth through eighth weeks   50%

Beginning with ninth week	No Refund

Summer Session

During the first 10% of the term	90%
From 11% to 25% of the term	75%
From 26% to 50% of the term	50%
After 50% of the term is completed	No Refund

Special Fees

Admission Application Fee (nonrefundable)	25.00
Board of Governors Transcript Posting Fee (per credit)	10.00
Diploma Replacement	20.00
Late Payment	25.00
Late Registration	25.00
Online Course Fees per credit hour	25.00
Orientation Fee	25.00
Returned Check Handling Fee	10.00
Science Lab Fee	10.00-100.00
Student ID Replacement	5.00
Transcripts	10.00
Verification Services (Clearinghouse)	10.00

Additional fees may be assessed for individual courses or programs. These fees are listed in the comments section in the schedule of classes.

Audit Fees Per Semester

Enrollment fees for students enrolled in courses for audit (without credit) are the same as if credit were given. (The only exception applies to students who are 65 and over requesting the senior citizen discount.)

Reduced Tuition and Fee Program

WV Residents who are at least 65 Years of Age

1. To be eligible for this program the applicant must complete the application/registration form and choose one of the following options:
    a. Register under this program for all classes for credit ($91/per credit hour).
    b. Register under this program for all classes for noncredit ($12.50/per credit hour).
    (A student cannot mix these two options or mix this program with regular tuition course registration.)
2. A student eligible for this plan follows the same guidelines as other degree and/or non-degree seeking students.
3. The total tuition and standard fees for the credit option will be 50 percent of the normal rates charged to state residents.
4. The total tuition and standard fees for the noncredit option will be $12.50 per credit hour.
5. Students under this plan will be expected to pay full charges for special fees, including laboratory fees, which are required of all other students.
6. Students must pay at the time of registration to avoid being dropped for nonpayment.
7. In lieu of a grade, an AU will be entered for courses in the noncredit option.
8. Students may withdraw according to established dates.
9. The standard refund policy applies, as do all other college policies not specifically addressed herein.
10. All College academic policies apply.
11. Students who wish to register under this plan must contact the Admissions Office at admissions@blueridgectc.edu to qualify and have their status manually updated each term.

Currently Enrolled High School Students

Students currently enrolled in high school are eligible for reduced tuition rates at $25 per credit hour. All online, technology, and other lab fees apply.

Scholarships and Financial Aid

Financial Aid for Blue Ridge Community and Technical College students are part of Enrollment Management Services in the offices at 13650 Apple Harvest Drive in Martinsburg. To reach the office by phone, call (304) 260-4380. Select option #1 for Student Service, then select option #2 for Financial Aid or visit the website at www.blueridgectc.edu/financial-aid/. Current students can view and update financial aid status using BRIDGE.

Financial assistance is available based on merit and/or financial need. Awards are given for a period of one academic year, which begins in August, and students must apply for financial aid and/or scholarships each year. The following sections describe guidelines for application, financial aid programs, responsibilities of students and/or parents, and deadlines. More detailed information is available from the Financial Aid Office.

Application Process

Any student who wishes to apply for federal and/or state financial assistance must submit the Free Application for Federal Student Aid (FAFSA) and be admitted to the College in an eligible program. Some certificate programs are eligible for federal aid and the WV HEAPS (Higher Education Assistance for Part-time Students) Grant. All applicants are required to submit the FAFSA and are urged to begin the application process as early as possible after October 1, each year that they will be enrolled. If the student will be enrolled for the Fall, he/she is strongly encouraged to fill out a FAFSA by March 1.

Once the FAFSA is filed with the Department of Education, the application may be selected for a process called verification. The Department of Education randomly selects 30 percent or more of all applicants for verification. Students selected will be notified in writing of required documentation, which includes the verification form, signed copies of student and parent tax return transcripts (for dependent students), and W-2s. Any student with special circumstances, such as loss of employment, extraordinary medical/dental expenses, divorce/separation, or other

situations, which could not be reported on the FAFSA, may write a letter to the Financial Aid Office asking for a review of his/her circumstances.

Federal and State Grant Programs

Federal Pell Grant

A federal grant, which is based on income, family size, and other factors as determined by filing the FAFSA, is for undergraduate students only. The maximum award for 2023-2024 is $7,395. Pell Grants do not have to be paid back and are available for full and part-time attendance.

Federal SEOG

The Federal Supplemental Educational Opportunity Grant may be available to students demonstrating exceptional need. Awards are available for full and part-time attendance. Standard awards typically range up to $750 per year but can vary based on financial need.

West Virginia Invests

West Virginia Invests is a "last dollar in" financial aid program that covers up to the cost of tuition for certificate or associate degree programs in specific high-demand fields, as determined by the West Virginia Department of Commerce. Eligible degree and certificate programs are listed on our website at http://www.blueridgectc.edu. Student's eligibility is based on enrollment status, previous degree status, number of credit hours completed, a drug test, and community service hours. Interested students should apply online at http://www.wvinvests.org.

West Virginia Grant Program

This is a need-based state grant program administered by the Higher Education Policy Commission. Awards are to West Virginia residents and amounts vary by institution. For 2023-2024, the grant amount will range up to $3,300, based on the Expected Family Contribution and students must be enrolled full-time (12 credit hours or more) each semester. Since it is a need-based program, a FAFSA must be filed by April 15, 2023.

PROMISE Scholarship

West Virginia PROMISE (Providing Real Opportunities for Maximizing In-state Excellence) is a merit-based scholarship program designed to keep qualified students in West Virginia by making college affordable. It pays 100% of mandatory tuition and fees at Blue Ridge Community and Technical College. It is the full responsibility of the student to ensure adherence to the PROMISE guidelines. For full program details, please refer to the College Foundation of WV website: https://www.collegeforwv.com/programs/promise-scholarship/. The FAFSA and PROMISE application deadline is March 1, 2023.

WV Higher Education Assistance for Part-time Student Grant (HEAPS)

This is a need-based state grant for part-time students in a degree or eligible certificate programs. The award amount is based on tuition charges and is determined by individual schools. A FAFSA is required.

Federal Work Study

Federal work-study provides part-time jobs for undergraduates with financial need, which allows students to earn money to assist with living expenses. The program encourages community service work and work related to a student's course of study.

If you are interested in obtaining a Federal Work Study job while you are enrolled at Blue Ridge, make sure you apply for aid early. It is encouraged that you complete the FAFSA by March 1 each year. The Financial Aid Office awards funds on a first-come-first-served basis. Please check your award on your BRIDGE account to verify that you are Federal Work Study eligible. If you feel you may be eligible and have not been awarded, please contact the Financial Aid Office.

You will earn at least the current federal minimum wage. However, you may earn more depending on the type of work you do and the skills required for the position. Students must also meet Satisfactory Academic Progress.

Your total work-study award will depend on:

- when you apply,
- your level of financial need, and
- Blue Ridge's funding level.

For a list of Federal Work-Study positions, please check our bulletin board located next to the Human Resources Office as well as on the Human Resources Website, http://www.blueridgectc.edu/about-blue-ridge/human-resources/faculty-and-staff/, and search for "student employment."

Student and Parent Loans

The Financial Aid Office processes student and parent loans through the William D. Ford Federal Direct Loan Program funded by the U.S. Department of Education. Students must be enrolled in a minimum of six credit hours in an eligible program to qualify for a Direct Stafford Loan. Federal regulations require that an origination fee is deducted from every Federal Direct Subsidized and Unsubsidized Stafford Loan. Direct Stafford loans that are first disbursed on or after Oct. 1, 2022, and before Oct. 1, 2023 have an origination fee of 1.057%.

Federal Direct PLUS loans also have origination fees. For PLUS Loans first disbursed on or after Oct. 1, 2022, and before Oct. 1, 2023, the origination fee is 4.228%.

Federal Direct Loans

After the student has completed the FAFSA, all eligible students will be awarded the base Stafford loan amount based on the student's grade level. Any student who wants a lower amount need only indicate that amount when the loan is accepted. The amount any student may borrow each academic year is based on:

1. Grade level
2. Length of the academic program
3. Dependent or independent status
4. Enrollment status (full or part-time) must be at least half-time
5. Institutional budgets assigned to each student

Listed below are the maximum amounts per year a student may borrow under the Direct Loan Program as an undergraduate seeking a two-year degree:

Annual Loan Limits for Dependent Students	Annual Loan Limits for Independent Students
(effective July 1, 2009)	*(and dependent students whose parents cannot borrow PLUS)*

	Base Amount	Additional Unsubsidized Loan		Base Amount	Additional Unsubsidized Loan
First-Year Students	$3,500	$2,000	**First-Year Students**	$3,500	$6,000
Second Year Students	$4,500	$2,000	**Second Year Students**	$4,500	$6,000

No student seeking an associate degree may borrow above $10,500 each academic year. The amount and type of loan a student may receive vary by his/her total cost of education and the amount of other financial aid received. Grade level for transfer students for loan processing is based on the total number of hours accepted by Blue Ridge Community and Technical College. A student may request more than the base loan amount by completing the "Additional Unsubsidized Loan Request Form." This form is available after July 1 of each year.

A first-time borrower must sign a Master Promissory Note (MPN) and complete Federal Direct Loan Entrance Counseling. The promissory note and entrance counseling should be signed electronically at www.studentaid.gov. The electronic confirmation of entrance counseling and completion of an MPN is sent directly to the Financial Aid Office.

All loans are disbursed in two payments per semester, usually 30 days after the beginning of each term, and again at the midpoint of the term. All funds are applied to any outstanding obligations to the College before the student receives a refund.

Direct Parent Loan for Undergraduate Students (PLUS)

Applications for the Parent Loan for Undergraduate Students (PLUS) are available on the Blue Ridge Community and Technical College website. Parent loans are processed based on the amount requested, on the student's cost of attendance, and on the amount of other financial aid received. A credit check by the Federal Loan Servicer is required for processing. If a parent's credit is denied, a student can apply for an unsubsidized loan in his/her name.

Alternative Loans

Other loans may be available to students with a demonstrated need or special situations. These require credit checks and are available through private banks, credit unions, or other private lending institutions. Outside loan applications are available online at the lenders' websites.

Loan Repayment Information

William D. Ford Federal Direct Loans do not have to be repaid until six months after the student graduates or ceases attending on at least a half-time basis. Any student who drops below six hours of enrollment must begin repaying his/her loan six months from that time. Only one six-month grace period is granted to each student. The repayment process for parent loans begins within 60 days after the last disbursement for the year, usually in March if the loan is for two semesters. Current minimum repayment amounts are $50, depending on the repayment plan. Several repayment plans exist for all loan programs. To view repayment plan options go to www.studentaid.gov/repay-loans/understand/plans. Exit Counseling must be completed at the time of graduation or when the student goes below half-time enrollment.

Exit Counseling is completed online at www.studentaid.gov.

Other Types of Assistance

Veteran's

Refer to the Veterans section of this catalog.

Vocational Rehabilitation

Students with physical or learning disabilities may be eligible for assistance with education expenses through their state department of vocational rehabilitation. Students should contact the local Division of Rehabilitation Services to inquire about programs available.

Disbursements/Refunds

Disbursement of Funds

Financial aid is awarded for the full academic year with half available for the fall semester and half for the spring semester. Student payment for tuition and fees is due prior to the start of each semester. Students receiving financial aid to assist with these expenses will have that aid applied first to institutional charges. Purchase of books and supplies through Blue Ridge Community and Technical College's bookstore official vendor may be billed directly to the student account if the student has a credit balance.

Refund of Excess Financial Aid

All financial aid, including loans, is applied to the student account to cover institutional costs. No refund is given to the student until all obligations to the College are met. All Title IV funds awarded (Federal Pell Grant, Federal SEOG, and Direct Loans) are refundable according to program regulations. Refunds for excess financial aid are normally available shortly after funds have been disbursed and on a weekly basis thereafter.

Refunds/Returns Due to Withdrawal

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. Federal Title IV financial aid program eligibility must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the Financial Aid Office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of aid earned using the following Federal Return of Title IV funds formula:

> Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

> Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

> Aid to be returned = 100% of the aid that could be disbursed minus the percentage of earned aid multiplied by the total amount of aid that could have been disbursed during the payment period or term.

> If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of funds. Keep in mind that when Title IV funds are returned, the student may owe a balance to the institution.

> If a student earned more aid than was disbursed to the student, the institution would owe the student a post-withdrawal disbursement which must be paid within 30 days of the student's withdrawal date.

Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Parent (PLUS) Loan
4. Federal Pell Grant
5. Federal Supplemental Opportunity Grant
6. Other Title IV assistance
7. Other State of West Virginia
8. Private and Institutional Aid
9. The student

Satisfactory Academic Progress Policy

The policy for Satisfactory Academic Progress is effective as of July 1, 2011, and supersedes any previous policy. Federal regulations require Blue Ridge Community and Technical College to establish Satisfactory Academic Progress (SAP) standards for all students in an eligible degree or certificate programs who wish to receive financial aid. Any student receiving Title IV Financial Aid is required to maintain Satisfactory Academic Progress according to The Compilation of Financial Aid Regulations (34 CFR, through 12/31/95 as published by the Department of Education, section 668.34). Every student is required to complete a certain number of hours attempted to show that he/she is progressing towards a degree in his/her program of study. Each student must also maintain a grade point average consistent with the regulations governing Satisfactory Academic Progress. Satisfactory Academic Progress is required for students to receive financial aid in any of the following programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Direct Loans, or Parent Loan for Undergraduate Students (PLUS) and State Grant Programs including the West Virginia Higher Education Grant and Part-time Programs.

Students must satisfy both grade point average and attempted hours standards for progress toward a degree.

Standards Measured by Grade Point Average

1. All Associate Degree and eligible certificate program students must maintain a minimum of a 2.0-grade point average (GPA). This includes transfers and re-admitted students.
2. Any student admitted or readmitted on academic probation who does not meet the grade point average standards may appeal to the Financial Aid Scholarship and Appeals Committee at Blue Ridge Community and Technical College. Please refer to www.blueridgectc.edu/financial-aid/ for more information.

Standards Measured by Hours Attempted

As a student progresses through his/her program, he/she must pass at least 67% of credit hours attempted, including transfer and pass/fail hours and the following:

F   Failure

I   Incomplete

IF   Incomplete/Failure

W   Withdrawals

R   Repeat

The above types of attempted hours are combined with all passing grades in determining progress. Transfer credits accepted by Blue Ridge Community and Technical College will be added to institutional hours to determine total hours attempted.

Example 1	Example 2
Attempt 20	Attempt 25
Pass 15	Pass 15
15 / 20 = 75%	15 / 25 = 60%
Student is passing	Student is failing

Hours Attempted Standard

Standards Measured by Maximum Hours

Any student in a program leading to an associate degree must complete their degree or certificate program within 150% of the usual hours required by the program. Students who will be at maximum hours within 15 credits are also checked at the end of each semester for continued eligibility.

Students working on a second degree or certificate will receive financial aid ONLY for the coursework needed to complete the degree.

Satisfactory Academic Progress will be evaluated at the end of each semester, including summer term(s). Students must meet all Satisfactory Academic Progress standards. The GPA and percentage standards will be checked at the end of each semester and become effective immediately. Students not in compliance with grade point average and/or percentage standards for the first time will automatically be given a warning period of one semester, during which they will have eligibility for financial aid. Those who are given a warning period will be notified in writing. Students failing academic progress after the warning period are suspended from financial aid eligibility and will be notified in writing. Students may appeal the suspension of financial aid based on special circumstances which include, but are not limited to, the death of a close relative or injury or illness of the student. The student must provide documentation of the appeal circumstances. All appeals are considered on a case-by-case basis and a letter of appeal must be submitted, with documentation, to the Financial Aid Office at least one week prior to the appeal date listed in the suspension letter. A student can only regain eligibility by meeting the institution's current Satisfactory Academic Progress Standards.

Blue Ridge Community and Technical College Scholarships

There are various scholarships available to Blue Ridge Community and Technical College Students. Please visit the website at https://www.blueridgectc.edu/financial-aid/scholarships/.

Registration Information

Class Schedule

Semester class schedules are available at www.blueridgectc.edu. Students are encouraged to refer to the website for the most up-to-date version of the schedule.

Academic Advisement

Academic advising is an on-going and developmental process which assists students in the clarification of their educational and professional goals and the development of plans for the realization of those goals. It is a multifaceted process by which students are assisted in realizing their maximum educational potential through communication and information exchanges with an advisor. An Academic Advisor is initially assigned based on academic interest expressed by the student. It is the responsibility of both the student and his/her Academic Advisor to participate in the advising process equally. The Academic Advisor serves as a resource for course/career planning and academic progress review and as an agent of referral to other campus services as necessary. The Academic Advisor is not authorized to change the established policy of the College. After consultation with an Academic Advisor, it is ultimately the student's responsibility to choose and implement his/her academic program and to see that all specific requirements for that program and all general requirements for graduation from the College have been met in an acceptable and timely manner.

BRIDGE

BRIDGE is a secure online program that provides web-based services for students. BRIDGE can be used to:

- Register for classes
- Add/Drop classes
- Withdraw from classes
- View midterm and final grades
- Review Charges
- Review & Print Class Schedules
- Review & Print Unofficial Transcripts
- Review Financial Aid
- Complete Registrar & Academic Change Forms
- Email Instructors
- Pay for tuition
- Review degree evaluation and progress toward graduation through DegreeWorks
- Apply for Graduation
- Order Official Transcripts
- Print Enrollment Verifications
- Update Veteran Classification and Self Identify
- Shop for textbooks through the campus bookstore
- Obtain tax forms (1098-T)

To access BRIDGE, go to the Blue Ridge Community and Technical College Home Page and click the "BRIDGE" link. The Student Log On page requires a username and password. All first-time users should retrieve username/password under the "Log In Instructions" section. Returning users who have forgotten their username or password can retrieve their original username and password online, and returning users who have changed their original password must contact BRCTC IT Support to reset their password. Once logged in, BRIDGE provides students' access to the following screens: Personal Information, Student Records and Registration, Degree Works, Billing and Financial Aid, and Miscellaneous.

DegreeWorks

DegreeWorks is an academic advising and degree audit program that students and advisors use to assess program completion and develop academic plans. Students have easy access to the course descriptions for the courses that they would still need to register for. The student has access to their advisor name and email so they can correspond easily with their advisor without having to go elsewhere to look up the advisor's email address. Students can see any holds that may prevent them from registering and they can also see any degrees that have been applied for or awarded at

BRCTC (as well as any degrees they have earned at another institution before transfer). The Release of Information for FERPA has been added to the DegreeWorks header, so students, faculty, and staff can easily see if a FERPA release has been granted to a specific individual and exactly what information that person has access to on the student record. Students can see their test scores and what courses they are mandated to take based on their test scores which can be a pre-requisite to other courses the student needs to complete their degree. There are What-If audits that can illustrate a student's progress when looking at options for changing majors so that the student can see what courses would be needed to complete a new major. There are three built-in GPA calculators to assist students with raising their GPA over time. There is a section for advisor and staff notations so that a student can easily go back and see what was discussed with their advisor, and these notes will also travel from advisor to advisor and be visible to staff that may be assisting the student. All approved course substitutions will also show to the student as they are listed on the DegreeWorks account. Combined with the Ellucian Program of Study requirements for financial aid, students can easily tell if a course falls outside of their current major. All eligible courses in progress must count towards the major in order to apply financial aid towards covering their costs.

Registration Information

General Information

To register for classes on BRIDGE, the student must log on using his or her username and password. After selecting the Student Records and Registration screen, the student will click on Registration and then select Register for Classes. After selecting the appropriate semester of registration, the student can then either search for classes or enter the CRN's for the classes for which he or she wishes to register. It is recommended that the student consult with their academic advisor when selecting courses.

Course Reference Number (CRN)

Class registration on BRIDGE is conducted by entering the Course Reference Number (CRN) for each class. The CRN for each class is listed in the Class Schedule. If special permission or approval is required to register for a course, students must communicate with the appropriate person listed in the Schedule of Classes before registering.

Registration Holds

BRIDGE will inform students of any holds on their accounts. Students with outstanding financial or other obligations will not be permitted to register until all obligations are cleared by the appropriate office(s).

Online Classes

Technology allows some classes to be taught online. Class formats vary as follows (check the comment section of the course schedule):

Delivery Mode	Percent of contact hours made online	Definition	Comments field of class schedule	Additional Course Fee
Online-Asynchronous	100%	Fully-online course with all contact hours made online; Asynchronous classes let students complete their work on their own time within a given time frame provided by the instructor.	Online	$25 per credit

Online-Synchronous	100%	Fully-online course with all contact hours made online. Students and instructors in synchronous classes are online at the same time, specified by the day and time on the class schedule. All students must be online at that exact time to participate in the class.	Virtual Class	$25 per credit
Blended	75-99%	Mostly online courses with approximately five or fewer on-campus meetings; meetings are often held for orientations, proctored exams, or other scheduled activities noted on the syllabus.	Blended: Web & Campus	$10 per credit
Hybrid	~50%	Approximately half of the course is delivered on-campus while half is delivered online. Courses either meet on-campus at a standard time every other week or just once per week for half the hours.	Hybrid: 50% Online	$10 per credit
Hyflex	0-100%	Class meetings occur on-campus and online simultaneously. For each meeting, a student chooses to attend on-campus, online synchronously (Zoom), or online asynchronously (Blackboard).		
Web-Assisted	0%	All contact hours are made in the classroom, but students complete coursework and access course materials online. The use of the web component is mandatory and has an impact on the students' success.	Web-Assisted	
Traditional	0%	All contact hours are made in the classroom. Content may be made available online, but student interaction with online materials does not impact their grade.		

Since the comments field is limited to 28 characters, in some cases only a portion of the designation will fit into the field. Information in the comments field will be listed in the following order, where applicable:

1. Special Fees
2. Pre-requisites
3. Delivery mode (using one of the designations above)
4. OER (Open Educational Resources), meaning free online texts

Online classes are enumerated in the online schedule at www.blueridgectc.edu. The specific format of an online class is defined by the instructor and is available during registration in the comments section of the online schedule.

Special Topics Courses

The College offers courses that fulfill short-term needs not justifying permanent listing in the catalog or which respond to requests received on short notice. Credit given will vary from one to four hours, and the course may be repeated as needed by the department. Topics for these courses will be created as needed by each department. Special Topics courses vary in content with each offering. When offered, a Special Topics course title includes a subtitle describing that course's specific content.

Variable Credit Courses

Variable credit courses are listed in the Schedule of Classes with a range of hours the course may be taken. To enter variable credit, first register for the course on BRIDGE. Then click on Schedule and Options and click the number 1 under Hours. Change to the correct number of credit hours and click Enter, followed by the Submit button. Changes to

variable credit courses MUST be completed by the end of add/drop for each semester. For specific dates, please refer to the Academic Calendar.

Academic Load

Students may register for a maximum of 19 credit hours during Fall and Spring semesters, or a maximum of 14 credits in the Summer semester. In no case may a student enroll for over 23 hours per semester. A student who wishes to enroll for more than the maximum credit hours must have an overall grade point average of 3.0 or better, secure an email approval of the Academic Advisor and Program Coordinator, and complete the Academic Change Form in BRIDGE. If the overall grade point average is less than 3.0, students must first petition the Admissions and Credits Committee for permission before proceeding to get required signatures. Approval forms for an Overload Request and Petition forms are available in a student's BRIDGE account.

Closed Class

BRIDGE will indicate if a course is closed by giving a registration error message on the screen. The student can then check other sections of the same course for available openings by scrolling down and clicking on class search. If a class is closed a student may add themselves to the waitlist (if it is not already at capacity).

Waitlisting

If a class is full or closed students have the option to waitlist themselves in the registration screen in their BRIDGE account. If students attempt to register for the course (entering the CRNs in the boxes on the add/drop classes screen in Bridge) and are notified the class is full or closed, they may navigate to the bottom right corner of the page and select Waitlist. Continue to press Submit until the green Save Successful box appears in the top right corner. A maximum of 10 students can be waitlisted for a class. At such a time when a seat becomes available in a course, the first student on the waitlist will be notified via their Blue Ridge CTC email and will then have 24 hours to register for the class using their Bridge account. If the 24 hour time expires and the student has taken no action to register in BRIDGE, their place on the waitlist is lost, and the seat becomes available to the next student on the waitlist.

Time Conflicts

If a student requests two courses whose start and/or end time overlap, a time conflict is created. The student can then check other sections of the same course for available openings by scrolling down and clicking on class search. Time conflicts require written permission from the instructor of both courses. One instructor will complete the override using their Faculty BRIDGE account, and then the student will be able to register for courses using their Student Bridge account.

Other Conflicts

Students cannot register in BRIDGE for two sections of the same course. This includes special topics courses with the same number, such as 199 or 299. Students should report to their Academic Advisor for approval.

Confirm Schedule

After all CRN numbers have been entered and if there are no registration errors, the student must click Submit Changes. When finished, click on Confirm Schedule. Click on Menu then click on Student Detail Schedule to check accuracy.

Registration Process

Currently Enrolled, Degree-Seeking Students

Students who are degree-seeking and currently enrolled at Blue Ridge Community and Technical College are the first to register for future semester classes. Early registration takes place around October and March. Students must meet with their Academic Advisor to discuss their class schedule. Students are able to choose their schedule by looking at their DegreeWorks account and choosing sections of courses from our website, under Current Schedule. When registration opens, currently enrolled students can log on to BRIDGE, select Student Services, and then select Registration to register for classes. Students who are not registered for classes for two consecutive semesters, excluding summer terms, will need to reapply before the beginning of the semester as a re-admit student. Students who have been academically suspended must apply for readmission.

Special Non-Degree Seeking Students

Registration for Special Non-Degree Seeking Students is on-going when registration opens around March and October. There is no application fee and the student is not eligible for financial aid. Students who have applied for admission and who have been admitted into a degree-seeking program must register for classes during a scheduled advisement and registration session. Students who have not applied for admission and who have not been admitted will be required to complete a Special Non-Degree Seeking Student Application. Payment should be made after the registration process has been completed.

Late Registration

Students who begin registering for classes on or after the Friday before the first day of classes of the semester will be charged a $25 late registration fee. The student may still register via BRIDGE through the first week of classes. The late registration fee will be charged to the student's account.

Add/Drop Period

The first five class days of the fall and spring semesters and the first four days of summer are known as the Add/Drop period (check the Academic Calendar for specific dates each term). During this period, classes may be added or dropped from the student's schedule via BRIDGE. A course dropped during this period will not appear on the student's transcript, and the student will not be charged. The student is not required to gain the Academic Advisor's approval for any classes added or dropped from his or her class schedule. However, communication with the advisor and financial aid is highly encouraged to see how it will affect graduation progress and aid received.

Credits From Other Sources

A Blue Ridge Community and Technical College student may transfer previous college credits from other higher education institutions or prior learning assessments preceding enrollment. This includes but is not limited to Military credits, College Level Examination Program (CLEP), World Education Services (WES), or other applicable transcripts.

Transfer Courses before Enrollment

Blue Ridge Community and Technical College articulates credits from an institution that is accredited by a regional, national, programmatic, or other accredited body recognized by the U.S. Department of Education. There is no time limit on college transcripts; however, there are time limits on certain classes. Successful classes from previous institutions transfer. Courses that received a failing or incomplete grade are not articulated. Coursework meeting 70% or more of the learning objectives of the Blue Ridge CTC comparable course will be accepted. Transfer GPAs are

calculated into the overall GPA at Blue Ridge Community and Technical College. Transfer credits are included in determining Satisfactory Academic Progress and may place a student on Financial Aid and/or Academic Probation upon enrollment. During the application process, the student is required to have all transcripts from previous institutions sent to Blue Ridge Community and Technical College. Only official copies of transcripts will be accepted. Courses on the West Virginia Core Coursework Transfer Agreement are honored. Credits taken at any West Virginia public institution shall count towards a student's credit residency requirement. Nursing courses from other programs are not eligible for transfer towards the Blue Ridge Nursing program.

Advanced Placement Tests

To receive credit for Advanced Placement (AP) Tests, students must have the testing service send the AP results directly to the Blue Ridge Community and Technical College, Office of the Registrar (transcripts@blueridgectc.edu).

College Level Examination Program (CLEP) Tests

Credit may be awarded by Blue Ridge Community and Technical College for the successful completion of many of the CLEP Subject Examinations. Information about CLEP Exams can be found at www.collegeboard.com/clep. Blue Ridge CTC is an official CLEP Testing site. To receive credit for CLEP Tests, students must have the testing service send the results directly to the Blue Ridge Community and Technical College, Office of the Registrar (testing@blueridgectc.edu).

Courses Taken at Other Institutions while attending Blue Ridge Community and Technical College

Blue Ridge Community and Technical College students must apply for transfer approval before enrollment to take a non-Blue Ridge Community and Technical College course at another institution. To apply for transfer approval, the student must be in good academic standing (institutional and overall GPA of 2.0 or above). No course that a student has attempted at another institution while on suspension shall be accepted by Blue Ridge Community and Technical College as part of the credit hours necessary for graduation. A student who previously enrolled in a Blue Ridge Community and Technical College course may not petition to retake that course at another institution. To receive credit for a non-Blue Ridge Community and Technical College course, the student must complete a Transfer Approval Form making the request. The student will follow all procedures enumerated on that form including signatures of approval. After obtaining the appropriate signatures, the student must submit the completed form to the Registrar's Office via BRIDGE. Should any of the electronic signatures not be secured, the student may file a petition with the Blue Ridge Community and Technical College Admissions & Credits Committee. The completed petition along with the completed Transfer Approval Form and the student's written justification for seeking the course elsewhere may be submitted to the Blue Ridge Community and Technical College Admissions and Credits Committee for final action. Articulation course agreements do not apply to any repeated Blue Ridge Community and Technical College course in which a student has received a grade of D or F. No D or F grade can be replaced by an equivalent transfer course. Upon approval of the Transfer Approval Form, the student will receive notification via their Blue Ridge Community and Technical College email address. The student is then responsible for registering and paying for the class at the other institution. When the class has been completed and the other institution has issued a grade to the student, it is the student's responsibility to have an official transcript sent to Blue Ridge Community and Technical College, Office of the Registrar (transcripts@blueridgectc.edu). Once the transcript is received, the Office of the Registrar will post the credits as transfer credit with the grade earned at the other institution.

Reverse Transfer

The BRCTC Reverse Transfer Policy is part of the statewide West Virginia Reverse Transfer (WVRT) policy. This policy was developed to assist students who have earned at least 15 credit hours at BRCTC prior to transferring to a

Baccalaureate program. The Reverse Transfer Policy graduation must be requested prior to or at the same time as the Baccalaureate graduation. A student who has earned an associate degree or higher is not eligible for reverse transfer.

Minimum requirements for Reverse Transfer:

- Student must have earned at least 15 credits at BRCTC.
- Student may not have earned an associate degree or higher prior to the request for reverse transfer.
- Student must be in Good Standing in the Baccalaureate program.

WVRT Procedures:

1. The student will contact the Office of the Registrar at the baccalaureate institution (known as the host institution) and request that their transcript be sent to BRCTC (degree granting institution) through the National Student Clearinghouse Reverse Transfer program.
2. The student will complete an application for the WVRT program for BRCTC. This form will be submitted in person to the Welcome Desk, emailed to registrar@blueridgectc.edu, or faxed to 304-260-4376.
3. Once BRCTC receives the records from the National Student Clearinghouse and the application, the student's information will be processed and eligibility determined.
4. BRCTC will notify the student via email if they currently qualify for the degree (based on current degree requirements).
5. If the student qualifies, they will be awarded the degree during the next graduation cycle in May, August, or December.

The degree awarded will not be any different than any other associate degree that BRCTC awards. There is no time limit on students completing the associate degree through the WVRT; however, each candidate must meet all current programmatic and institutional requirements to earn that specific degree.

Special Examination for Course Credit

For certain courses, a student may have the opportunity to take a special examination for course credit.

- Course credit may not be granted through special examination for courses previously attempted or resulted in a failing grade or withdraw.
- Course credit through special examination is only available to currently enrolled, degree-seeking students in good academic standing.
- Course credit through special examination may be attempted only once per course.
- Course credit through special examination is posted to the transcript as CR and will not affect GPA.
- The Special Examination for Course Credit assesses a fee of $25 per credit hour. Periodically the College will hold workshops designed to prepare the student for Special Examination for Course Credit. Participation in these workshops requires an additional fee. Participation in these workshops is not required to take a Special Examination for Course Credit.
- Payment of the fee for Special Examination of Course Credit must be made before the administration of the exam.
- No money will be refunded if any examination is failed.
- For more information about **Special Examinations for Course Credit,** see the Program Coordinator.

For an associate degree, a student must complete at least 24 credit hours of coursework at Blue Ridge Community and Technical College. The last 12 hours of coursework for an associate degree must be completed at Blue Ridge Community and Technical College. For the Board of Governors, Occupational Development, and Technical Studies Associate of Applied Science degrees, a student must complete at least 12 credit hours at a regionally accredited institution and at least 3 credit hours at Blue Ridge Community and Technical College.

Enrollment

Academic Load

A semester hour consists of one hour of recitation with two preparation hours per week. Twelve semester hours per semester constitute a minimum full-time academic load. The normal load is 15 hours per semester thus making 60 credit hours in four semesters (two years).

Academic Probation, and Suspension

At the end of each grading period, each student's institutional and cumulative grade point average is calculated. The calculation is determined by dividing the number of earned quality points by the number of quality hours. In the computation of the institutional and cumulative grade point average, a grade of Incomplete ("I") will not be included in the quality hours. When the grade of "I" is replaced by a passing or failing grade, the student's grade point average will be revised by Enrollment Management. However, having a grade of "I" will result in the student not making the Honor's, Dean's, or President's List.

A student whose institutional GPA or cumulative GPA falls below a 2.0 in any semester will be placed on Probation I. If the student fails to raise their institutional and cumulative GPA's to a 2.0 or higher the student will be Continued on Probation (also known as Probation II). To be removed from probation, a student must attain BOTH a 2.0 institutional GPA and a cumulative GPA (includes coursework attempted from other institutions).

Once a student is continued on probation, they are required to maintain an institutional semester GPA of 2.0 or above. If during any semester, their semester GPA drops below a 2.0, the student will be suspended for one semester (two semesters for second suspension and any subsequent suspension). During a period of academic suspension, no credits earned at another institution will be accepted at Blue Ridge Community and Technical College. If students are suspended at the end of the spring semester, they are eligible to register for the summer term, only if mathematically, they are able to raise both their institutional and cumulative GPA to a 2.0 or higher. The student will continue on probation for the summer term but will need to bring their institutional and cumulative GPA's above a 2.0 to be eligible to register for fall.

The student who has been suspended from the College for the first time must re-apply for admission after one semester by completing an application for admission. The student who has been suspended from the College two or more times must apply for readmission after one academic year by completing an application for admission. All suspended students must pay a $25 application fee. Students receiving federal financial aid must also adhere to satisfactory academic progress requirements set forth by Financial Aid.

Enrollment Verification

Students requiring verification of enrollment for insurance or other purposes can print their Enrollment Verification directly from their BRIDGE account. This is located under Records and Registration, National Student Clearinghouse, and Obtain and Enrollment Certificate.

Repeating Courses

A student may not repeat a course or courses for credit where the original grade was a C or better. Variable credit courses may be repeated until the maximum hours have been earned.

60 Hour Repeat Rule

A student who earns a D, F, or IF grade in any course completed no later than the semester or summer term that the 60th semester hour is attempted (including transfer hours) may repeat the institutional course before receiving an associate degree. The course(s) must be repeated at Blue Ridge Community and Technical College. For each course, the original grade of D, F, or IF shall be disregarded from the GPA and the subsequent grade shall be used for determining the student's GPA. The original grade shall not be deleted from the student's record. If the D, F, or IF is

completed after the 61st semester hour is attempted (including transfer hours) both grades will be calculated into the student's GPA.

Grading

Academic Forgiveness Policy

The Academic Forgiveness Policy does not alter, change, or amend any other existing policies at Blue Ridge Community and Technical College and is formulated to be consistent with Series 22 of the West Virginia Council for Community & Technical Education and supersedes all previous Academic Forgiveness Policies at Blue Ridge Community and Technical College.

Academic Forgiveness is intended for the student who is returning to college with a grade point deficiency. This policy covers only those students who have not been enrolled as a full-time student (12 or more semester credit hours) at any institution of higher learning during the four consecutive academic years immediately preceding the readmission semester. This policy is limited to degree-seeking students who have not yet been awarded their first academic degree. Academic Forgiveness will be granted only once for any student. The Academic Forgiveness Policy may be applied after a readmitted student has earned twelve credit hours that apply toward graduation with a minimum GPA of 2.0 (certain programs may have different standards, such as Board of Governors and Technical Studies). These twelve hours must be earned at Blue Ridge Community and Technical College. A student desiring Academic Forgiveness must complete an Academic Forgiveness Form and file it in the Registrar's Office (found online via BRIDGE). This request must certify that the applicant has not been enrolled as a full-time student (twelve or more credit hours) in any institution of higher learning during the four consecutive academic years immediately preceding the readmission semester. If the student has attended any institution of higher education on a part-time basis during the specified four-year period, the student must have earned at least a 2.0 GPA in all coursework attempted.

The Academic Forgiveness Request Form requires the student to indicate whether he or she wishes to exclude from the GPA calculation (1) all F and IF grades; or (2) all F, IF, and D grades earned before the four consecutive academic years immediately preceding the beginning of the readmission semester. This includes those grades appearing as transferred grades on the official transcript. If a student chooses to have all D grades excluded from the GPA calculation, it is with the understanding that the courses for which the D grades were earned cannot be used to satisfy any requirements for graduation. When and if all prerequisite conditions have been met, Academic Forgiveness will be granted upon the successful completion of twelve credit hours of courses numbered 100 or above with a minimum GPA of 2.0. The Registrar will then officially calculate the student's current GPA. However, no grade will be removed from the permanent record. The College is not bound by the decision of any other institution to disregard grades earned in college courses. Similarly, students should be aware that other institutions may not recognize Academic Forgiveness extended by Blue Ridge Community and Technical College.

Final Examination

The policy of the College is to require that final examination be given at the end of each class term. Final exams are to be given during the last week of class at the regularly scheduled meeting time.

Grade Point Average

A student's grade-point average is computed on all work that a student has attempted for college credit (including Blue Ridge Community and Technical College credits and transfer credits). Courses with a grade of W and courses that are taken on a pass/fail or audit basis are not considered courses attempted for college credit in the computation of a student's grade point average. Quality points are based on the point value per semester hour multiplied by the number of hours of coursework attempted. A student taking a three-hour course and receiving a grade of C would earn 6 quality points. (C = 2 quality points times 3 hours.) To compute a grade point average, divide the total quality points

accumulated by the total credit hours attempted for which college credit is given toward graduation (e.g., 220 quality points accumulated divided by 88 credit hours attempted for college credit = (220/88) = 2.50 GPA.

Grade Reports

Midterm and final grade reports follow the normal grading system. Midterm and final grades are available on BRIDGE.

Grading System

Summary of Grading System		
Grade	Explanation	Point Value per Semester Hour
A	Superior	4
B	Good	3
C	Average	2
D	Below Average, the lowest passing grade	1
F	Failure	0
AU	Audit*	0
I	Incomplete*	
W	Withdraw without grade point penalty*	
P	Pass*	
IF	Failure due to irregular withdrawal from college from a single class	
CR	Credit only awarded*	

Not used in the computation of grade point average.

Auditing Courses (AU grade)

A student may initially register for a course as an auditor. Declaration of a change in a course from credit status to audit status must be processed within the first 15 class days (Monday–Friday) of a fall or spring academic session or within the first three class days (Monday–Friday) of a summer session. Any later change must be appealed to the Blue Ridge Community and Technical College Admissions and Credits Committee. An auditor is expected to comply with the instructor's attendance policy. Regular College fees are charged for persons auditing a course. No credit is awarded for an audited class.

Incomplete Grades (I grade)

A grade of incomplete may be given to a student who has satisfactorily completed most of the requirements for a course, but because of illness or other extenuating circumstances, has not completed all of the requirements. Students receiving an incomplete must confer with the instructor before the end of the semester to determine the exact deficiencies that are to be made up within the next semester. The instructor and student shall agree on what needs to be

submitted and the timeline for the student to complete the work. If the student is not available to meet with the professor before the end of the semester for which the incomplete grade is sought, the student must consult with the instructor early in the following semester to determine the requirements and the timetable for completing the work for the course. When the work has been completed, the instructor must complete and return a Grade Change Form using their BRIDGE account with the new grade. Incomplete grades issued during the fall semester must be submitted no later than noon on the Friday before final grades are due for the following spring semester. Incomplete grades issued during the spring semester must be submitted no later than noon on the Friday before final grades are due for the following fall semester. Incomplete grades issued during any summer session must be submitted no later than noon on the Friday before final grades are due for the following fall semester. If the incomplete is not made up in accordance with this time schedule, the grade automatically becomes an IF. When an incomplete grade is changed, the student's grade point average is recomputed. However, having a grade of "I" will result in the student potentially not making the President's, Dean's, or Honor's List as these items are calculated at the end of the term and are not recalculated for Incompletes. Any exceptions to these procedures must be submitted to the Blue Ridge Community and Technical College Admissions and Credits Committee.

Pass/Fail (P/F grade)

Students may choose to take elective courses on a pass/fail basis instead of the regular grading system, in accordance with the following:

1. Electives shall be defined as courses not directly required for a degree. Thus, the required electives within the major field of concentration would be excluded from the pass/fail option. In the event of a change in major fields, the course previously taken on a pass/fail option if applicable to the new major field shall be substituted by approved courses. Required general study courses also will be excluded from the pass/fail option. The ultimate responsibility for correct scheduling rests with the student.
2. A passing grade in the pass/fail option will be equivalent to the normal passing range of A through D in the conventional system.
3. All students are eligible for the pass/fail option with the exception of those currently on academic probation.
4. Students will be limited to 24 hours of pass/fail options, with not more than one course to a maximum of four credit hours being taken during one session.
5. A student must make a declaration for the pass/fail option by the tenth class day of the semester. This decision will be final.

Final Grade Appeals

In order to successfully appeal a final grade, a student must offer convincing arguments that good cause exists for mandating a change of grade. A grade may be appealed exclusively for the following reasons: discrimination, error in calculation, or that the grade was awarded in an arbitrary or capricious manner. Refer to the Student Handbook section entitled "Grade Appeal Procedures" for the Student Grade Appeals procedure.

Contact Hours to Credit Hours

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement. An institutionally established equivalency reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester. Federal regulations require that a semester hour must include at least 37.5 clock hours of instruction. One semester credit hour equals 15 classroom hours of lecture, 30 hours of laboratory, and 50 hours of practicum or internship. Institutions may have courses that are in compressed format, self-paced, or otherwise alternatively structured. Credit assignments should be reasonable.

The credit hour is based upon what is often referred to as seat-time because it starts from the amount of time a student spends in a classroom. One semester credit hour consists of 15 hours in a classroom plus an assumed two hours of

homework for every hour in the classroom, so that it represents a total of 45 hours. A three-credit course at a college on a semester calendar therefore normally meets three hours a week for 15 weeks and assumes that students are doing 6 hours a week of homework. (Except that an "hour" in the classroom is usually 50 minutes, an understanding developed to accommodate the need for students to have time to get from one class to another on a college campus).

Credit Hour Equivalencies

A semester hour of credit (or credit hour) is based upon the average number of hours of instruction taught weekly. The ratio of weekly contact hours to credit hours varies with the type of instruction being used.

- Theory. Instruction focused on principles, concepts, or ideas. It generally requires extensive out-of-class preparation prior to class each week as well as follow-up assignments. "Theory" instruction is the term, which will be used to include lecture, recitation, discussion, demonstration, seminar, online, and hybrid. "Theory" instruction is under the direct supervision of an instructor. Ratio: 1:15 (one hour of credit for fifteen contact hours).
- Laboratory. A practical application laboratory is generally required in career and technical programs; it requires limited out-of-class assignments per week; emphasis is on the use of equipment, tools, machines, etc. found within the lab environment. "Practical application laboratory" involves the development of manual skills and job proficiency and is under the direct supervision of an instructor. Ratio: 1:30. (One hour of credit for thirty contact hours).
- Internship, Clinical, or Practicum. Student activity is planned and coordinated jointly by an institutional representative and the employer, with the employer having the responsibility for the control and supervision of the student on the job. Ratio: 1:50 (one hour of credit for fifty contact hours).

Withdrawal

Withdrawal from a Course

A student may withdraw from a class during the dates posted on the Academic Calendar for each term or part of a term. Students should speak to their Advisor/Financial Aid/Veterans Office BEFORE withdrawing from a course to see if it may impact their program progress, graduation requirements, or Financial Aid. A grade of "W" will appear on the student's transcript. A "W" grade does not affect the grade point average (see Grading System in this section). Multiple "W" grades may affect a student's eligibility for future financial aid (see Satisfactory Academic Progress Policy in the Scholarships and Financial Aid section). Failure to withdraw properly may lead to a grade of "F" on your transcript, students may need to return Financial Aid and/or students may be placed on hold which will prohibit future registration. There are no refunds for a partial withdrawal.

Procedure for Withdrawal from a Course

This is to withdraw from one or more courses in a semester. This is completed on the students' BRIDGE account.

1. Log into BRIDGE
2. Select Student Records and Registration
3. Select Registration from the left-hand side menu
4. Select Register for Classes
5. Choose the appropriate semester (time restrictions do apply)
6. Once in the Register for Classes page, refer to the Summary Box of classes in the bottom right box corner of the page
7. Go to the class the student wants to withdraw from. In the Actions area, click on the appropriate withdraw option: either WITHDRAW ONLINE or WITHDRAW DUE TO COVID19
8. Once the Action Box is updated with the withdraw option, press the gray Submit button

9. There will be a green SAVE SUCCESSFUL box in the top right corner of the page upon a successfully withdrawn course

NOTE: There <u>are no refunds for a partial</u> withdrawal.

NOTE: Refunds on Complete Withdraws are based on the instructor reported last date of attendance.

Students who discontinue attending class without following the proper withdrawal procedures can receive a grade of F or IF in the course(s) (see *Grading System* **in this Section).**

A refund of tuition may be available if the **Complete Withdrawal** is during the designated refund period for each semester (*see* **Refund Policy** *in the Expenses Section of the Catalog*).

Financial Aid recipients: prior to withdrawing from your last class, contact Financial Aid to see how this withdraw will affect bills, aid, and monies owed to the institution.

Although a student may receive advice from an agent of the College, the final responsibility for a decision concerning withdrawal rests with the student, in consultation with the course instructor and Academic Advisor, in accordance with College policies. Prior to withdrawing from a course, those students receiving financial aid should refer to the Satisfactory Academic Progress Policy in *the Scholarships and Financial Aid Section of this Catalog.*

Summary of Drop/Withdrawal Dates

Dropping some but not all Courses during the Add/Drop Period

ACTION	Drop a course via BRIDGE
DATE	First five class days of the fall and spring semesters
GRADE	A dropped course does not appear on the transcript
REFUND	Potentially, depending on the total registered credit hours (full versus part-time tuition)

Withdrawal from some but not all Courses after the Add/Drop Period

ACTION	Withdraw from a course(s)
DATE	Sixth class day through Friday of the final week of class during the fall and spring semesters
GRADE	W
REFUND	No refund

Complete Drop

ACTION	Drop all Courses in a given Semester via BRIDGE
DATE	First five class days of the fall and spring semesters
GRADE	A dropped course does not appear on the transcript
REFUND	Potentially, depending on the total registered credit hours (full versus part-time tuition)

Complete Withdrawal

ACTION	Completely withdraw from the College for all enrolled classes via BRIDGE
DATE	Sixth class day through Friday of the final week of class during the fall and spring semesters
GRADE	W
REFUND	Potentially, depending on the effective date of the Request for Withdrawal From College form

Attendance Policy for all MATH Courses

Students are expected to attend all classes, confer with their instructors about any absences and submit the appropriate documentation to the Office of Accessibility Services in the event of an excused absence. In the absence of communication between the student and instructor, nonattendance is assumed to be unexcused.

During a full-term, fall or spring semester course, any student who accumulates **two consecutive weeks** of unexcused absence in a math class may be administratively withdrawn from the course. During half-term fall or spring semester course or a full-term summer semester course, any student who accumulates **one consecutive week** of unexcused absence in a math class may be administratively withdrawn from the course. When either instance of nonattendance occurs, **the student will be notified by their instructor** of the pending administrative withdrawal from the course via Blue Ridge email. Students then have exactly **one week** from the date of notification to contact the instructor and provide documentation to the Office of Accessibility Services so that it can be determined if the absences are excused.

During terms of other lengths, accumulating **five consecutive class hours** of unexcused absence may result in an administrative withdrawal. The student will be notified by their instructor of the pending administrative withdrawal via Blue Ridge email. Students then have **two business days** from the date of the email notification to contact the instructor and provide documentation for the absence to the Office of Accessibility Services.

An administrative withdrawal may have financial aid, insurance, and college enrollment repercussions.

Attendance Policy for English 100, 100R, and English Co-requisite Pair Courses

During a full-term term, any student who accumulates **three consecutive weeks** of unexcused absence in a course will, **without notification**, be administratively withdrawn from that course unless the student contacts the instructor and provides documentation to Student Services so that it can be determined if the absences will be excused. During terms of other lengths, **nine consecutive class hours** of unexcused absence will result in an administrative withdrawal unless the student contacts the instructor and provides documentation to Student Services so that it can be determined if the absences are excused. Should administrative withdrawal occur, it may have financial aid, insurance, and college enrollment repercussions.

Transcripts

Official Academic Transcript Request

Any financial obligations to the college, on behalf of the student, must be satisfied before transcripts will be released.

Transcript Ordering, a service of the National Student Clearinghouse, offers a fast, simple and secure way to order copies of your transcript via the Web. You'll be guided through the easy step-by-step process and receive email updates on your order, which may be tracked online.

Transcript Ordering complies with all published guidelines of the Family Educational Rights and Privacy Act (FERPA), which protects students' privacy rights in their education records.

Transcripts can be ordered via the Web 24/7 through the National Student Clearinghouse. You can place as many orders as you like in one session using any major credit card. Your card will only be charged after your order has been completed. Order updates are available via mobile text message and will also be emailed to you. You can also track your order online using your email address and order number.

Students ordering transcripts via the National Student Clearinghouse, who have designated campus to pick up, should wait for a call to ensure transcript availability prior to attempting to retrieve the requested transcript.

OFFICIAL ACADEMIC TRANSCRIPT REQUEST – PAPER

Transcripts not ordered through the Clearinghouse require three to five business days for processing.

STEP 1:
If you need to request an official copy of your transcript, you will need to pick up a Transcript Request form. Transcripts are released only upon written request from the student with the student's signature and printed name plainly shown. E-mail requests cannot be accepted.

STEP 2:
Be sure to include your name, all previous names, addresses, phone numbers, student ID number (or social security number if you can't remember your C number), dates of attendance, and graduation date (if applicable) on the request.

STEP 3:
Include the complete address to which the transcript should be sent.

STEP 4:
Send completed transcript request and payment ($10 per transcript - make payment at www.blueridgectc.edu, transcripts will not be sent without payment) to the Office of the Registrar by mailing or faxing your completed form to:

Office of the Registrar
Blue Ridge CTC
13650 Apple Harvest Drive
Martinsburg, WV 25403
FAX: 304-260-4376

Financial Obligations

All financial obligations must be reconciled before a transcript will be released.

Attention

Transcripts picked up by students will be stamped ISSUED TO STUDENT. Such a transcript may not be acceptable to the person or institution receiving it.

Graduation

Application for Graduation for Associate Degrees

Students MUST apply for graduation. For associate degrees, students within two semesters of graduation should check with their Academic Advisor to begin the graduation application process, which can be completed in BRIDGE. Generally, students wishing to graduate in May MUST apply for graduation in BRIDGE no later than April 1, students wishing to graduate in August MUST apply for graduation in BRIDGE no later than July 1, and students wishing to

graduate in December MUST apply for graduation in BRIDGE no later than November 1. Specific deadlines for graduation application are listed in the Academic Calendar located in the Blue Ridge Community and Technical College Catalog or online at www.blueridgectc.edu.

Associate degree completers from August, December, and May are eligible to participate in the Commencement Ceremony in May.

Ultimately, it is the student's responsibility to initiate the graduation application and evaluation process. Failure to apply for graduation in a timely manner could result in the postponement of graduation for the student.

Application for Graduation for Certificate Degree Programs

For certificate programs, students within one semester of graduation should check with their academic advisor to begin the graduation application process. Certificates are awarded in May, August, and December of each year at the same time as Associate Degrees. Students are required to meet with their advisor to apply for graduation for a Certificate of Applied Science Degree.

Certificate earners do not walk during the Commencement Ceremony.

Ultimately, it is the student's responsibility to initiate the graduation application and evaluation process. Failure to apply for graduation in a timely manner could result in the postponement of graduation for the student.

Minimum Grade Point Average

A minimum 2.0-grade point average (or a C average) is required for both: 1) all collegiate level course work attempted (overall GPA) and 2) all Blue Ridge Community and Technical College course work attempted (institutional GPA).

Minimum Semester Hours

The minimum number of semester hours for an associate degree is 60 semester credit hours of courses numbered 100 and above. The required number of semester hours for each individual associate degree is listed in the Associate Degree Programs section of this catalog.

The minimum number of semester hours for a certificate degree program is 30 semester credit hours of courses numbered 100 and above.

Residence (College) Credit Hours Required

For an associate degree, a student must complete at least 24 credit hours of coursework institutionally, with the last 12 hours of coursework being completed at Blue Ridge Community and Technical College.

For the Board of Governors, Occupational Development, and Technical Studies degrees, a student must complete at least 12 credit hours at a regionally accredited institution and at least 3 credit hours at Blue Ridge Community and Technical College.

For a certificate degree, a student must complete at least 12 credit hours of coursework at any regionally accredited institution of higher education.

Academic Recognition

For the designation of High Honors at graduation, a student must have earned a cumulative grade point average for 3.75 or higher. To graduate with Honors, a student must have earned a cumulative grade point average of 3.50 to 3.74.

Veterans and Military Service Members

College Credit for Military Service

Students who have completed basic training in military service may be granted credits based on training and experience, which may be used to satisfy Liberal Arts physical education and/or elective requirements. If the student was not in a service branch that has basic training, then Blue Ridge Community and Technical College will grant the same credit to individuals who present a certified copy of their DD-214 form after completing a minimum of one year of active military service. It is the student's responsibility to request this credit and to verify this military experience to the Registrar. Other credits may be awarded based upon military experience and/or training. Correspondence work completed at accredited institutions of higher learning cooperating with the Armed Forces Institute is accepted by colleges in West Virginia.

Residency Policy

To remain approved for VA's GI Bill ® programs, schools must charge in-state tuition and fee amounts to "covered individuals." A covered individual is defined in the Choice Act as:

- A Veteran who lives in the state in which the Institution of Higher Learning (IHL) is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty services of 90 days or more.
- A spouse or child using transferred benefits who live in the state in which the IHL is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the transfer discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state in which the IHL is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service 90 days or more.

An individual described above will retain covered individual status as long as he/she remains continuously enrolled (other than during regularly scheduled breaks between terms) at the public IHL. Public IHLs must offer in-state tuition and fees to all covered individuals with Post-9/11 GI Bill and Montgomery GI Bill - Active Duty (MGIB-AD) benefits in order for programs to remain approved for GI Bill benefits for terms beginning after July 1, 2015. VA will not issue payments for any students eligible for the Post-9/11 GI Bill or the MGIB-AD until the school becomes fully compliant.

The residency policy allows veterans and current military service members residing outside of West Virginia to be eligible for in-state tuition. If you are a dependent of a veteran or service member attending Blue Ridge Community and Technical College under any VA Education benefit (i.e. Chapter 33, Chapter 35, MyCAA), you are also eligible for in-state tuition.

VA Education Benefits

The Veterans Administration provides a number of programs for veterans and service personnel seeking funding for education and/ or training. Please contact the School Certifying Official at Blue Ridge Community and Technical College to inquire about available assistance or call 1-888-442-4551 to speak with the VA benefits hotline.

All students using VA education benefits must complete the initial VA application process through www.vets.gov (excluding Chapter 31). Students must submit a copy of their Certificate of Eligibility and a Veteran's Enrollment Reporting Form to the School Certifying Official.

Veteran's Enrollment Reporting Form

If you wish to use VA Education Benefits, you must complete the Veteran's Enrollment Reporting form and submit it to the School Certifying Official. Forms are available online through the Veterans link at https://www.blueridgectc.edu/financialaid/veterans. Forms must be completed after registration and should be submitted at least 30 days prior to the start of each semester. VA Education Benefits will not be initiated if the form is not submitted or is submitted incomplete. It is the student's responsibility to notify the School Certifying Official of their registration, ensure all courses for which they are registered are required as part of their degree plan and maintain Satisfactory Academic Progress. Once the completed form is submitted and processed, a registration hold will be placed on the student's account at which point the student will need to contact the School Certifying Official in order to make future changes to that semester's schedule.

Veteran's Re-Education Act

Eligibility for funding by the Veteran's Re-Education Act is determined by the Department of Veterans Affairs, and awards are given to West Virginia residents who have exhausted all other veteran's benefits and must meet other criteria related to need. Applications may be obtained from the Financial Aid Office.

Tuition Assistance

Tuition Assistance is available for all active duty military members including Guard and reserve.

State Tuition Assistance for Guard members must be requested 60 days prior to the start of each semester. Grades must be submitted at the completion of each semester.

Federal Tuition Assistance requests must be submitted 2 to 3 weeks prior to the start of each semester. Grades must be submitted at the completion of each semester.

Montgomery GI Bill ® (Chapter 30)

The Montgomery GI Bill ® pays a flat rate per term /semester. The monthly rate is paid to the student and it is the student's responsibility to pay the school for tuition/fees. There is no housing allowance or book stipend for students utilizing this chapter. Students must certify their enrollment with the VA at the end of each month.

VA Vocational Rehabilitation (Chapter 31)

If you have a service-connected disability, you may be entitled to benefits under this program. Veterans will contact their VA Vocational Rehabilitation Counselor and submit an application. It will be necessary to have a disability rating to participate in this program.

Once deemed entitled by Vocational Rehabilitation Counselor and you are accepted to Blue Ridge, the VA counselor will send Blue Ridge an Authorization 1905 Form to certify your enrollment. Students must still complete the Veterans Enrollment Reporting Form each semester in order for benefits to be certified.

Post 9/11 GI Bill ® (Chapter 33)

The Post 9/11 GI Bill ® will pay the tuition and fees directly to the school. Students attending school with greater than half time rate of pursuit will be given a monthly housing allowance based on the Zip Code of the school. Online only students will receive a housing allowance half of the national average. Every student receives an annual book stipend of up to $1,000. Students must certify their enrollment with the VA at the end of each month.

Survivors' and Dependents' Educational Assistance (DEA) Program (Chapter 35)

This benefit is for spouses and children of 100% permanently and totally disabled veterans. This benefit pays a monthly amount directly to the student. The student must then pay the school for tuition/fees. There is no housing allowance or book stipend for students utilizing this chapter of benefits.

Reserve/Guard Montgomery GI Bill ® (Chapter 1606)

The Montgomery GI Bill ® pays a flat rate per term /semester. The monthly rate is paid to the student and it is the student's responsibility to pay the school for tuition/fees. There is no housing allowance or book stipend for students utilizing this chapter. Students must submit a NOBE (Form DD2384-1) to the School Certifying Official and certify their enrollment with the VA at the end of each month.

Priority Registration

All students using VA education benefits are eligible for priority registration. In order to participate, students must send course information (course title, subject, number, and CRN) for the classes that the student wishes to be registered in, by the Wednesday prior to open registration for each semester. This should be emailed to vetsource@blueridgectc.edu. If there are pre-requisite or program requirements, the School Certifying Official will contact the student at their Blue Ridge e-mail before proceeding to register the student in any course.

Payment Compliance

Blue Ridge Community and Technical College comply with Section 103 of the Veterans Benefits and Transition Act of 2018. This regulation goes into effect on August 1, 2019. For any student using Chapter 33/GI Bill or Chapter 31/Vocational Rehabilitation, BRCTC will not prevent enrollment, will not assess late payment penalties, require additional funding, or deny access to school resources PRIOR to the VA payment. BRCTC does require that students receiving Chapter 33 or Chapter 31 benefits to have submitted the Certificate of Eligibility and Veteran's Enrollment Reporting Form prior to the start of classes.

Military Student Withdraw Policy

Definitions

- Active Military Duty—Called or ordered to state or federal active service in any active duty or reserve component of the Armed Forces of the United States or of the National Guard of this state or any other state.
- Military Member—Any person who is a current, active member of active duty, reserves, or guard unit of any branch of the United States Armed Forces.
- Unexpected Drop—A drop necessitated solely because of an unforeseen, unplanned, emergent military call to duty or geographic reassignment that prevents the student service member from attending class and completing coursework as planned. Geographic reassignment must be demonstrated by orders clearly stating that the student is physically relocating during the term in question.

Policy

In the event of an unexpected call to duty, the student service member shall be afforded a choice of options for completion of enrolled coursework.

- Drop all registered courses without academic penalty and receive no credit for the course pursued, but receive a refund of tuition and fees for the term, as permitted within adherence to financial aid regulations, or

- Receive an "incomplete" grade for the course if at least 70% of coursework is complete with a class average of C or better and written verification of permission from the instructor or department chair is provided. Course work must be completed within one year of release from military duty.

Student service members seeking relief under this rule must provide proof, in the form of a dated copy of official orders, that the call to duty or reassignment could not reasonably have been foreseen prior to the beginning of the term in which the student was registered.

This rule shall not be applicable in the case of planned military training during an enrolled term if the planned military training was scheduled and the service member was notified of it prior to the beginning of the term. In this case, please follow the guidelines for notifying your instructor outlined in the Student Handbook under "attendance".

Military Attendance Policy

Prior to missing class, students will be expected to provide, at a minimum, an e-mail from their command outlining the dates for which they will be absent. Upon their return, the student must provide formal documentation (i.e. orders, or a letter written and signed by the commander) to verify their absence.

If the student is aware of the training prior to the start of the semester, it is the responsibility of that student to work out a plan for completing the missed coursework and assignments with the instructor(s) of the class(es) from which they will be absent.

Additional Services and Support

Blue Ridge CTC Student Veteran Association (BRCTC SVA)

The mission of the BRCTC SVA is to provide veterans, military service members, and their families with resources, support, and advocacy needed to succeed in higher education and following graduation by:

- Assisting new student veterans in the transition to college life
- Serving as an outreach mechanism
- Assisting veterans in locating and accessing the many services and benefits available to them by providing information and support
- Educating the campus and community of current issues facing our veterans and service members
- Inviting guest speakers to campus who support the mission and advocate on behalf of our veterans
- Building camaraderie and providing a peer and professional network for student veterans
- Working with other veteran advocacy groups (IVMF, VFW, American Legion, IAVA, etc.) and attending national conferences
- Building a positive military community and becoming involved on campus and in the community by conducting social, fundraising, networking, and advocacy events.

Assistant Registrar/School Certifying Official

The designated point of contact on campus for veterans, service members, and their families lies with the Office of the Registrar. The Assistant Registrar/SCO is available to assist with VA education benefits questions, provides access to community resources, ensure VA compliance, and certify enrollment. For questions or to schedule a meeting, please contact vetsource@blueridgectc.edu.

Five Star Challenge

In keeping up with the initiative of the 2015-2016 Five Star Challenge posed by the West Virginia Office of Veterans Education and training, Blue Ridge CTC continues to uphold our commitment to student veterans. We strive to meet the unique needs of this special population by ensuring top-down support of military, veterans, and their families, allowing for easy access and affordability, offering specialized academic support, fostering cultural and social support, and increasing community collaboration.

Principles of Excellence

Blue Ridge CTC adheres to the requirements of the Principles of Excellence. As outlined by the program, Blue Ridge CTC offers easy access to the cost breakdown for students each semester and to their individual education plan. Students can easily view this information through their BRIDGE account.

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

Support Services

Academic Recognition

All degree-seeking students have the opportunity to receive academic honors based on their semester GPA. Academic Honors will fall into three categories and will be automatically awarded based on the grades that are submitted at the end of the semester.

- To be named to the President's List, a degree-seeking student must earn a grade point average of 4.0 for the semester.
- To be named to the Dean's List, a degree-seeking student must earn a grade point average of 3.5 to 3.99 for the semester.
- To be named to the Honors List, a degree-seeking student must earn a grade point average of 3.0 to 3.49 for the semester.

All students enrolled at Blue Ridge Community and Technical College have the opportunity to be selected by a faculty member as a recipient of a student award. Each semester, nominations are collected based on an individual's outstanding contributions to the college campus. Recipients may be selected to receive either a Spirit Award or the Outstanding Student of the Semester Award. Receipt of awards are notated on a student's academic transcript.

Bookstore

Blue Ridge Community and Technical College has a dedicated bookstore located at the Technology Center. Students can purchase textbooks in the bookstore and can also order online through the website at www.blueridgectc.edu/bookstore. Textbooks will be available for pick up at the Technology Center location. Other items are also sold within the bookstore, including Blue Ridge CTC apparel, software, study aids, etc. The current bookstore hours vary, extended hours may be available throughout the semester for book buyback and sales.

Follett's Blue Ridge Community and Technical College Book Order Website is www.blueridgectc.edu/bookstore.

Student ID Card

Blue Ridge Community and Technical College students, upon enrollment, are provided a BRIDGE Student ID Card. This card should be visible at all times while on campus and must be presented upon request by administrators or faculty of Blue Ridge Community and Technical College for identification purposes. A $5.00 fee is charged for the

replacement of this card. Students are required to carry this card at all times. The BRIDGE card is the property of Blue Ridge Community and Technical College and is nontransferable. Use of this card constitutes acceptance of the terms and conditions in effect at the time of use. Report lost, stolen, or found cards immediately to the Campus Security at 304-260-4380 ext 2250.

E2 Campus

Blue Ridge and Technical College offers the E2 Campus Alert System to notify students of emergency situations and/or emergency closings. To sign-up for E2 Campus, students should text the word "AlertMe" to #79516. Employees should text "employee" to #79516.

Computer Accounts

All registered students are assigned a computer account upon registration. Students are required to obtain their account information over BRIDGE. Computer accounts allow students access and use of the Internet, email and various software in computer labs. College computers cannot be accessed without a username and password. For more information, visit the Information Technology Services website at www.blueridgectc.edu.

Library Services

The College provides web-based library resources through a variety of research database subscriptions. Research and Reference Services are available to students through the E-Learning department to support students in their academic research needs. To obtain Research and Reference Services, email elearn@blueridgectc.edu or call (304) 260-4380 extension 2349.

Career Services

Blue Ridge Community and Technical College provides free career development services for students and alumni. The Office of Career Services supports the full lifecycle of a student from career and degree exploration to job placement. Services include: Career Assessment and Advising, Resume and Cover Letter Assistance, Mock Interviews, Job Search Assistance, Career Training & Workshops, and Job Placement through our campus recruiting opportunities including our online job board, employer connections, career fairs, and networking events. Contact the Office of Career Services by emailing CareerServices@blueridgectc.edu.

Clubs and Orgs

Blue Ridge Community and Technical College has several clubs and special interest groups which meet the needs of a diverse student body. For questions regarding clubs and orgs, contact the Student Government Association Advisor.

Phi Theta Kappa

Phi Theta Kappa International Honor Society serves to recognize and encourage the academic achievement of two-year college students and provide opportunities for individual growth and development through honors, leadership and service programming. To be eligible to join, a student must have a 3.5 GPA.

Developmental Courses

- ENGL 100 - English Essentials (3)
- ENGL 100R - Reading Essentials (3)

- ENGL 101L - English Composition I Lab (3)

- ENGL 110L - Tech Writing & Comm Lab (3)

- MATH 100 - Math Essentials (3)

- MATH 100A - Algebra Essentials (3)

- MATH 101L - Intro to Mathematics Lab (1)

Placement Testing/Assessment

The standards for assessment and placement established by the West Virginia Council for Community and Technical College Education (Title 135 Series 21) are designed to establish uniform procedures for the placement of students in credit-bearing courses in Mathematics and English which can be applied toward an undergraduate academic degree.

Students may be exempted from taking placement tests/assessments by meeting any of the following criteria:

1. The student has already earned a degree from an accredited college (official transcripts must be submitted to the Office of Admissions).
2. Students who have previously taken and received a passing grade in a college level English and Math course from an accredited college (official transcripts must be submitted to the Office of Admissions).
3. Students with acceptable SAT/ACT scores (official score report must be submitted to the Office of Admissions). See chart below for acceptable scores.
4. Students with acceptable Accuplacer, or Asset scores from other accredited colleges (official score report must be submitted to the Office of Admission). See chart below for acceptable scores.
5. Students with acceptable WV Grade 11 Assessment scores in English and Mathematics.

Placement Testing/Assessment: Scores & Course Placement

Students who do not meet these exemptions have the option of taking the placement tests/assessments. Students may also choose not to take the placement tests/assessments with the understanding that they must start with foundation courses for the subjects in which they did not test.

Additional assessments may be available and used for course placement. Please contact the Testing Center about these options.

READING	ACT	SAT *	ACCUPLACER*	SAT (Prior to March 1, 2016)
ENGL 100R (Reading Essentials)	16 or Below (Reading)	22 or Below (Reading)	251 or Below (Reading)	410 or Below (Reading)
Exempt from a Reading Course	17 or Above (Reading)	23 or Above (Reading)	252 or Above (Reading)	420 or Above (Reading)

ENGLISH	ACT	SAT*	ACCUPLACER*	SAT (Prior to March 1, 2016)
ENGL 111 (Applied Technical Writing) OR (Co-requisite Courses) 6 credits in one semester ENGL 101 (Written English) WITH ENGL 101L (Written English Lab) OR ENGL 110 (Technical Writing) WITH ENGL 110L (Technical Writing Lab)	17 or Below (English)	479 or Below OR 12 or below (Composite Essay Score)	249 or below (Writing)	440 or below (Writing)
ENGL-101 (Written English) OR ENGL-110 (Technical Writing)	18 or Above (English)	480 or Above OR 13 or Above Composite Essay Score	250 or Above (Writing)	450 or Above (Writing)
MATH	ACT	SAT*	ACCUPLACER*	SAT (Prior to March 1, 2016)

MATH-100 (Math Essentials)	17 or Below	499 or below (Math)	249 or Below (QAS) or 235 or below (Advanced Algebra Functions)	420 or Below
MATH-100A (Algebra Essentials)	18 or above (Math)	500-509 (Math)	250-254 (QAS) or 236 or above (Advanced Algebra Functions)	430-450
(Co-requisite Courses) 4 credits Math 101- (Intro to Mathematics) **with** Math-101L (Intro to Math Lab) **4 credits in one semester**	N/A	490 or Above (Math)	240 or Above (QAS)	N/A
MATH-101 (Intro to Mathematics MATH-102 (Technical Math)	19 or Above (Math)	510 or Above (Math)	250 or Above (QAS)	430-450
MATH-105 (College Algebra)	21 or Above	530 or Above (Math)	260 or Above (QAS)	460 or Above
MATH-114 (Elem Probability & Statistics) MATH-154 (Finite Mathematics)	20 or Above	520 or Above (Math)	255 or Above (QAS)	460 or Above

MATH-106(Trigonometry) MATH-108 (Pre-Calculus)	24 or Above	580 or Above (Math)	250 or Above (Advanced Algebra Functions)	550 or Above
MATH-207 (Calculus)	28 or Above	660 or Above (Math)	276 or Above (Adv Alg Functions)	600 or Above

The Office of Accessibility Services

The Office of Accessibility Services (OAS) provides accessibility to students with different abilities in the college environment. OAS assists students with accommodations, advocacy, empowerment, goal planning, and study skills. Registering with OAS at Blue Ridge Community and Technical College is a self-reporting process. Students seeking accommodations can send appropriate documentation to the OAS Student Access Coordinator using the online registration form. After receiving documentation, the student and OAS Student Access Coordinator may schedule an intake meeting. Please review the documents found at www.blueridgectc.edu. If you identify as a person in need of accommodations, we encourage you to contact the OAS Student Access Coordinator at access@blueridgectc.edu or (304) 260-4380, ext. 2117.

SKILLS 101 (ENGL 100S and/or MATH 100S)

SKILLS 101 is an intensive test preparation program designed for all students but with a specific focus on those needing placement testing. While ENGL 100S - Developmental English (1) is designed as a workshop with 16 intensive hours of instruction in a week, MATH 100S - Developmental Mathematics (1) uses an online delivery format. The goal is that students' skills will be enhanced, and they can test or retest for successful placement into college-level English or mathematics courses.

Student Conduct

Students are expected to abide by the rules and regulations set forth in the Student Handbook. The Student Handbook reflects the College community's expectations and standards established for each of its members. The handbook and student judicial system are founded on principles of fairness and due process and a commitment to the educational development of students and are designed to balance the interests of the College community as a whole with the protection of students' individual liberties.

Disciplinary action on campus deals administratively and developmentally with prohibited or unacceptable student behavior in the College community. Any complainant may refer any student or organization to the Office of Student Success. Official College action will be taken when a student's or student group's behavior violates community standards, interferes either with the College's educational purpose or with its duty to protect and preserve individual health, welfare, and property. When the behavior is aggravated or presents a continuing danger to the College community, accused students are subject to separation from the institution.

Thus, the primary purpose of this handbook is to serve the interests of both the Blue Ridge Community and Technical College community and the individual student by:

1. Establishing the College's authority to discipline students.
2. Outlining the general rights and responsibilities of students.
3. Asserting the specific standards of conduct expected of students.
4. Describing actions which can be taken when misconduct occurs.
5. Establishing procedures which ensure due process in the adjudication of complaints concerning students.
6. Imposing sanctions and/or providing conflict resolution in the College setting to protect, deter, and educate.

For further information regarding the standards, proscribed conduct and sanctions of students, refer to the Student Handbook found on the Blue Ridge CTC website at www.blueridgectc.edu.

Title IX

As a recipient of federal funds, Blue Ridge Community and Technical College is required to comply with Title IX of the Higher Education Amendments of 1972 which prohibits discrimination on the basis of sex in education programs or activities. Title IX states that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Sexual misconduct, as defined in this policy, is a form of sex discrimination prohibited by Title IX. We encourage members of the campus community who experience any form of sexual misconduct discussed in this policy to contact our Blue Ridge Community and Technical College's Title IX Coordinator, Christine Colwell, at 304-260-4380, extension 2117. Also, complaints can be submitted through the Blue Ridge Community and Technical College's website. For more information regarding Title IX, refer to the Blue Ridge Community and Technical College's website or Student Handbook.

Violation of Student Rights

Any student who believes that his/her rights were violated shall:

1. Refer to the Student Handbook which can be found on the Blue Ridge CTC website at www.blueridgectc.edu.
2. Meet with the Assistant Dean of Student Outreach to file a complaint.

The Student Code of Conduct is founded on principles of fairness and due process, and a commitment to the educational development of students and is designed to balance the interests of the College community as a whole with the protection of students' individual liberties. For more information on the Student Handbook, go to the Blue Ridge CTC website at www.blueridgectc.edu for a copy.

Academic Programs

General Education Core

Associate of Applied Science (AAS) General Education Core

Blue Ridge Community and Technical College has a General Education Core designed to fulfill the three institutional goals:

- The student will develop college-level communication skills.
- The student will develop general knowledge about and awareness of society.
- The student will develop fundamental thinking and reasoning skills necessary for academic study and career success.

To graduate with a certificate after 30 credits of study, a student is required to take 6 credits from the General Education Core, one course in Communication and one in Mathematics, thus addressing goals one and three.

To graduate with an Associate of Applied Science degree, a student is required to take 15 credits from the General Education Core, including one course in Communication, one in Social & Cultural Awareness, and one in Scientific & Quantitative Reasoning, thus addressing all three institutional goals.

For an Associate of Arts degree and an Associate of Science degree – which are degrees that typically prepare a student to continue to a four-year institution or beyond – 24 credits from the General Education Core are required, including one course in Communication, one in Social & Cultural Awareness, and one in Scientific & Quantitative Reasoning, thus addressing all three institutional goals.

Refer to the Academic Programs section in the catalog to see which of the General Education Core courses fulfill the requirements for that degree.

General education courses approved for an Associate of Applied Science degree are included in the following table.

Communication	Scientific & Quantitative Reasoning	Social & Cultural Awareness
CAS 111 Information Literacy (3)++	BIOL 100 Human Body (3)	AGRB 101 Introduction to Agribusiness (3)
COMM 202 Fundamentals of Speech (3)++	BIOL 101 General Biological Science I (4)++	ART 103 Introduction to Visual Arts (3)++
COMM 205 Professional Communication (3)++	BIOL 102 General Biological Science II (4)++	BUSN 160 Organizational Behavior (3)++
COMM 230 The Art & Science of Persuasion (3)++	BIOL 120 &121 Anatomy and Physiology I & Lab (4)++	CGEN 100 First Year Experience (3) ++
ENGL 101 Written English (3)++	BIOL 122 & 123 Anatomy and Physiology II & Lab (4)++	ECED 105 Child Development (3)
ENGL 102 Writing for Arts and Humanities (3)++	BIOL 220 & 221 Microbiology & Lab (4)++	ECON 123 Contemporary Economics (3) ++
ENGL 110 Technical Writing and Communication (3)++	CHEM 125 Introduction to Chemistry (4)++	ECON 205 Principles of Macroeconomics (3)
ENGL 111 Applied Technical Writing (4)++	CHEM 127 General Organic & Biological Chemistry I (4)++	ECON 206 Principles of Microeconomics (3)
ENGL 204 Survey of American Literature (3)++	CHEM 128 General Organic & Biological Chemistry II (4)++	EDET 180 Building Better Relationships (2) ++
ENGL 208 Survey of World Literature (3)	EDET 201 Fundamentals of Electricity I (2)++	EDET 181 Conflict Resolution (2)++
MDIA 101 Introduction to Media Studies (3)	EDET 202 Fundamentals of Electricity II (2)++	ENGL 215 The Art of Literature (3)
COMM 230 Art and Science of Persuasion (3)	ENVT 101 Environmental Science (3)	GEOG 105 World Cultural Geography (3)

	GEOL 101 Geological Sciences (4)	GSPE 210 Fitness for Life (3)
	LTEC 101 Chemistry for Technicians I (4)	HIST 101 World History to 1500 (3)
	LTEC 120 Biology for Technicians I (4)	HIST 102 World History Since 1500 (3)
	LTEC 121 Biology for Technicians II (4)	HIST 201 United States History until 1877 (3)
	MATH 101 Introduction to Mathematics (3)	HIST 202 United States History since 1877 (3)
	MATH 102 Technical Mathematics (3)	HIST 210 WV and Appalachian History (3)
	MATH 103 Pharmaceutical Math (3)	IT 105 Computer Ethics ++
	MATH 105 Algebra (3)	MUSC 111 Introduction to Music (3) ++
	MATH 106 Trigonometry (3)	PHIL 101 Introduction to Philosophy (3)
	MATH 108 Pre-Calculus (4)	PHIL 111 Phil of World Religions (3)
	MATH 114 Elementary Probability & Stats (3)	PSCI 100 Intro to Political Ideology (3)
	MATH 154 Finite Mathematics (3)	PSCI 101 American Federal Government (3)
	MECH 102 & 102L Technical Physics & Lab (4)	PSCI 201 Intro to Int'l Relations (3)
	PHYS 103 General Physical Science I (4)++	PSYC 203 Introduction to Psychology (3)
	PHYS 104 General Physical Science II (4)++	PSYC 210 Human Growth and Development (3)
		SOCI 203 General Sociology (3)
		SOCI 205 Social Problems (3)
		SOCI 215 Human Relations (3)

Associate of Arts (AA) General Education Core

Blue Ridge Community and Technical College has a General Education Core designed to fulfill the three institutional goals:

- The student will develop college-level communication skills.
- The student will develop general knowledge about and awareness of society.
- The student will develop fundamental thinking and reasoning skills necessary for academic study and career success.

To graduate with a certificate after 30 credits of study, a student is required to take 6 credits from the General Education Core, one course in Communication, and one in Mathematics, thus addressing goals one and three.

To graduate with an Associate of Applied Science degree, a student is required to take 15 credits from the General Education Core, including one course in Communication, one in Social & Cultural Awareness, and one in Scientific & Quantitative Reasoning, thus addressing all three institutional goals.

For an Associate of Arts degree and an Associate of Science degree – which are degrees that typically prepare a student to continue to a four-year institution or beyond – 24 credits from the General Education Core are required, including one course in Communication, one in Social & Cultural Awareness, and one in Scientific & Quantitative Reasoning, thus addressing all three institutional goals.

Refer to the Academic Programs section in the catalog to see which of the General Education Core courses fulfill the requirements for that degree.

Communication	Scientific & Quantitative Reasoning	Social & Cultural Awareness
COMM 202 Fundamentals of Speech (3) ++	BIOL 100 Human Body (3)	ART 103 Introduction to Visual Arts (3)++
ENGL 101 Written English (3) ++	BIOL 101 General Biological Science I (4) ++	ECON 123 Contemporary Economics (3)++
ENGL 102 Writing for Arts and Humanities (3) ++	BIOL 102 General Biological Science II (4) ++	ENGL 215 The Art of Literature (3)
ENGL 204 Survey of American Literature (3)	BIOL 120 &121 Anatomy and Physiology I & Lab (4)++	GSPE 210 Fitness for Life (3)
ENGL 208 Survey of World Literature (3)	BIOL 122& 123 Anatomy and Physiology II & Lab (4)++	HIST 101 Wld Hist to 1500:Early Man-Ren (3)
	BIOL 220&221 Microbiology & Lab (4)++	HIST 102 Wld Hist since 1500:Ren-Prsnt (3)
	CHEM 125 Introduction to Chemistry (4)++	HIST 210 WV and Appalachian History (3)
	CHEM 127 General Organic & Biological Chemistry I (4)++	MUSC 111 Introduction to Music (3)++
	CHEM 128 General Organic & Biological Chemistry II (4)++	PHIL 111 Phil of World Religions (3)
	GEOL 101 Geological Sciences (4)	PSCI 100 Intro to Political Ideology (3)

	MATH 101 Introduction to Mathematics (3)	PSCI 101 American Federal Government (3)
	MATH 105 Algebra (3)	
	MATH 106 Trigonometry (3)	PSCI 201 Intro to Int'l Relations (3)
	MATH 108 Pre-Calculus (4)	PSYC 203 Introduction to Psychology (3)
	MATH 114 Elementary Probability & Stats (3)	PSYC 210 Human Growth and Development (3)
	MATH 154 Finite Mathematics (3)	SOCI 203 General Sociology (3)
	PHYS 103 General Physical Science I (4)++	SOCI 215 Human Relations (3)
	PHYS 104 General Physical Science II (4)++	THEA 101 Introduction to Theatre (3)

Associate of Science (AS) General Education Core

Blue Ridge Community and Technical College has a General Education Core designed to fulfill the three institutional goals:

- The student will develop college-level communication skills.
- The student will develop general knowledge about and awareness of society.
- The student will develop fundamental thinking and reasoning skills necessary for academic study and career success.

To graduate with a certificate after 30 credits of study, a student is required to take 6 credits from the General Education Core, one course in Communication, and one in Mathematics, thus addressing goals one and three.

To graduate with an Associate of Applied Science degree, a student is required to take 15 credits from the General Education Core, including one course in Communication, one in Social & Cultural Awareness, and one in Scientific & Quantitative Reasoning, thus addressing all three institutional goals.

For an Associate of Arts degree and an Associate of Science degree – which are degrees that typically prepare a student to continue to a four-year institution or beyond – 24 credits from the General Education Core are required, including one course in Communication, one in Social & Cultural Awareness, and one in Scientific & Quantitative Reasoning, thus addressing all three institutional goals.

Refer to the Academic Programs section in the catalog to see which of the General Education Core courses fulfill the requirements for that degree.

General education courses approved for an Associate of Science degree are included in the following table.

Communication	Scientific & Quantitative Reasoning	Social & Cultural Awareness

CAS 111 Information Literacy (3)++	BIOL 100 Human Body (3)	AGRB 101 Introduction to Agribusiness (3)
COMM 202 Fundamentals of Speech (3)++	BIOL 101 General Biological Science I (4) ++	ART 103 Introduction to Visual Arts (3) ++
ENGL 101 Written English (3)++	BIOL 102 General Biological Science II (4) ++	CGEN 100 First Year Experience (3) ++
ENGL 102 Writing for Arts and Humanities (3) ++	BIOL 120 &121 Anatomy and Physiology I & Lab (4) ++	ECED 105 Child Development (3)
ENGL 110 Technical Writing and Communication (3) ++	BIOL 122 & 123 Anatomy and Physiology II & Lab (4) ++	ECON 205 Principles of Macroeconomics (3)
ENGL 204 Survey of American Literature (3) ++	BIOL 220 & 221 Microbiology & Lab (4)++	ECON 206 Principles of Microeconomics (3)
ENGL 208 Survey of World Literature (3)	CHEM 125 Introduction to Chemistry (4) ++	ENGL 215 Art of Literature (3)
	CHEM 127 General Organic & Biological Chemistry I (4) ++	GEOG 105 World Cultural Geography (3)
	CHEM 128 General Organic & Biological Chemistry II (4) ++	GSPE 210 Fitness for Life (3)
	ENVT 101 Environmental Science (3)	HIST 101 World History to 1500 (3)
	GEOL 101 Geological Sciences (4)	HIST 102 World History Since 1500 (3)
	MATH 101 Introduction to Mathematics (3)	HIST 210 WV and Appalachian History (3)
	MATH 102 Technical Mathematics (3)	IT 105 Computer Ethics (3) ++
	MATH 105 Algebra (3)	MUSC 111 Introduction to Music (3) ++
	MATH 106 Trigonometry (3)	PHIL 101 Introduction to Philosophy (3)
	MATH 108 Pre-Calculus (4)	PHIL 111 Phil of World Religions (3)
	MATH 114 Elementary Probability & Stats (3)	PSCI 100 Intro to Political Ideology (3)
	MATH 154 Finite Mathematics (3)	PSCI 101 American Federal Government (3)

	PHYS 103 General Physical Science I (4) ++	PSCI 201 Intro to Int'l Relations (3)
	PHYS 104 General Physical Science II (4) ++	PSYC 203 Introduction to Psychology (3)
	BIOL 175 Human Body for EMS (3)	PSYC 210 Human Growth and Development (3)
		SOCI 203 General Sociology (3)
		SOCI 215 Human Relations (3)
		THEA 101 Introduction to Theatre (3)

Associate of Science in Nursing (ASN) General Education Core

Blue Ridge Community and Technical College has a General Education Core designed to fulfill the three institutional goals:

- The student will develop college-level communication skills.
- The student will develop general knowledge about and awareness of society.
- The student will develop fundamental thinking and reasoning skills necessary for academic study and career success.

To graduate with a certificate after 30 credits of study, a student is required to take 6 credits from the General Education Core, one course in Communication, and one in Mathematics, thus addressing goals one and three.

To graduate with an Associate of Applied Science degree, a student is required to take 15 credits from the General Education Core, including one course in Communication, one in Social & Cultural Awareness, and one in Scientific & Quantitative Reasoning, thus addressing all three institutional goals.

For an Associate of Arts degree and an Associate of Science degree – which are degrees that typically prepare a student to continue to a four-year institution or beyond – 24 credits from the General Education Core are required, including one course in Communication, one in Social & Cultural Awareness, and one in Scientific & Quantitative Reasoning, thus addressing all three institutional goals.

Refer to the Academic Programs section in the catalog to see which of the General Education Core courses fulfill the requirements for that degree.

General education courses approved for an Associate of Science degree are included in the following table.

Communication	Scientific & Quantitative Reasoning	Social & Cultural Awareness
CAS 111 Information Literacy (3)++	BIOL 100 Human Body (3)	AGRB 101 Introduction to Agribusiness (3)
COMM 202 Fundamentals of Speech (3)++	BIOL 101 General Biological Science I (4) ++	ART 103 Introduction to Visual Arts (3) ++
ENGL 101 Written English (3)++	BIOL 102 General Biological Science II (4) ++	CGEN 100 First Year Experience (3) ++

ENGL 102 Writing for Arts and Humanities (3) ++	BIOL 120 &121 Anatomy and Physiology I & Lab (4) ++	ECED 105 Child Development (3)
ENGL 110 Technical Writing and Communication (3) ++	BIOL 122& 123 Anatomy and Physiology II & Lab (4) ++	ENGL 215 Art of Literature (3)
ENGL 204 Survey of American Literature (3) ++	BIOL 220&221 Microbiology & Lab (4)++	GEOG 105 World Cultural Geography (3)
ENGL 208 Survey of World Literature (3)	CHEM 125 Introduction to Chemistry (4) ++	GSPE 210 Fitness for Life (3)
	CHEM 127 General Organic & Biological Chemistry I (4) ++	HIST 101 World History to 1500 (3)
	CHEM 128 General Organic & Biological Chemistry II (4) ++	HIST 102 World History Since 1500 (3)
	ENVT 101 Environmental Science (3)	HIST 210 WV and Appalachian History (3)
	GEOL 101 Geological Sciences (4)	IT 105 Computer Ethics (3) ++
	MATH 101 Introduction to Mathematics (3)	MUSC 111 Introduction to Music (3) ++
	MATH 102 Technical Mathematics (3)	PHIL 101 Introduction to Philosophy (3)
	MATH 105 Algebra (3)	PHIL 111 Phil of World Religions (3)
	MATH 106 Trigonometry (3)	PSCI 100 Intro to Political Ideology (3)
	MATH 108 Pre-Calculus (4)	PSCI 101 American Federal Government (3)
	MATH 114 Elementary Probability & Stats (3)	PSCI 201 Intro to Int'l Relations (3)
	MATH 154 Finite Mathematics (3)	PSYC 203 Introduction to Psychology (3)
	PHYS 103 General Physical Science I (4) ++	PSYC 210 Human Growth and Development (3)
	PHYS 104 General Physical Science II (4) ++	SOCI 203 General Sociology (3)
		SOCI 215 Human Relations (3)
		THEA 101 Introduction to Theatre (3)

Certificate (CAS) General Education Core

Blue Ridge Community and Technical College has a General Education Core designed to fulfill the three institutional goals:

- The student will develop college-level communication skills.
- The student will develop general knowledge about and awareness of society.
- The student will develop fundamental thinking and reasoning skills necessary for academic study and career success.

To graduate with a certificate after 30 credits of study, a student is required to take 6 credits from the General Education Core, one course in Communication and one in Mathematics, thus addressing goals one and three.

To graduate with an Associate of Applied Science degree, a student is required to take 15 credits from the General Education Core, including one course in Communication, one in Social & Cultural Awareness, and one in Scientific & Quantitative Reasoning, thus addressing all three institutional goals.

For an Associate of Arts degree and an Associate of Science degree – which are degrees that typically prepare a student to continue to a four-year institution or beyond – 24 credits from the General Education Core are required, including one course in Communication, one in Social & Cultural Awareness, and one in Scientific & Quantitative Reasoning, thus addressing all three institutional goals.

Refer to the Academic Programs section in the catalog to see which of the General Education Core courses fulfill the requirements for that degree.

General education courses approved for a Certificate of Applied Science degree are included in the following table.

Communication	Scientific & Quantitative Reasoning	Social & Cultural Awareness
CAS 111 Information Literacy (3)++	BIOL 100 Human Body (3)	AGRB 101 Introduction to Agribusiness (3)
COMM 202 Fundamentals of Speech (3)++	BIOL 101 General Biological Science I (4)++	ART 103 Introduction to Visual Arts (3)++
COMM 205 Professional Communication (3)++	BIOL 102 General Biological Science II (4)++	BUSN 160 Organizational Behavior (3)++
ENGL 101 Written English (3)++	BIOL 120 &121 Anatomy and Physiology I & Lab (4)++	CGEN 100 First Year Experience (3)++
ENGL 102 Writing for Arts and Humanities (3)++	BIOL 122& 123 Anatomy and Physiology II & Lab (4)++	ECED 105 Child Development (3)
ENGL 110 Technical Writing and Communication (3)++	BIOL 220&221 Microbiology & Lab (4)++	ECON 123 Contemporary Economics (3) ++
ENGL 111 Applied Technical Writing (4)++	CHEM 125 Introduction to Chemistry (4)++	EDET 180 Building Better Relationships (2) ++
ENGL 204 Survey of American Literature (3)++	CHEM 127 General Organic & Biological Chemistry I (4)++	EDET 181 Conflict Resolution (2)++

ENGL 208 Survey of World Literature (3)	CHEM 128 General Organic & Biological Chemistry II (4)++	ENGL 215 The Art of Literature (3)
MDIA 101 Introduction to Media Studies (3)	EDET 201 Fundamentals of Electricity I (2)++	GEOG 105 World Cultural Geography (3)
	EDET 202 Fundamentals of Electricity II (2)++	GSPE 210 Fitness for Life (3)
	ENVT 101 Environmental Science (3)	HIST 101 World History to 1500 (3)
	GEOL 101 Geological Sciences (4)	HIST 102 World History Since 1500 (3)
	LTEC 101 Chemistry for Technicians I (4)	HIST 201 United States History until 1877 (3)
	LTEC 120 Biology for Technicians I (4)	HIST 202 United States History since 1877 (3)
	LTEC 121 Biology for Technicians II (4)	HIST 210 WV and Appalachian History (3)
	MATH 101 Introduction to Mathematics (3)	IT 105 Computer Ethics ++
	MATH 102 Technical Mathematics (3)	MUSC 111 Introduction to Music (3) ++
	MATH 105 Algebra (3)	PHIL 101 Introduction to Philosophy (3)
	MATH 106 Trigonometry (3)	PHIL 111 Phil of World Religions (3)
	MATH 108 Pre-Calculus (4)	PSCI 100 Intro to Political Ideology (3)
	MATH 114 Elementary Probability & Stats (3)	PSCI 101 American Federal Government (3)
	MATH 154 Finite Mathematics (3)	PSCI 201 Intro to Int'l Relations (3)
	MECH 102 & 102L Technical Physics & Lab (4)	PSYC 203 Introduction to Psychology (3)
	PHYS 103 General Physical Science I (4)++	PSYC 210 Human Growth and Development (3)
	PHYS 104 General Physical Science II (4)++	SOCI 203 General Sociology (3)
		SOCI 215 Human Relations (3)

Associate of Applied Science

Accounting, A.A.S.

This two-year program prepares students to enter the workforce directly in bookkeeping, accounting support, paraprofessional, and future accounting supervisory positions. The program includes accounting and business skills as well as college transfer and supporting courses.

Program Overview

Accounting support technicians, bookkeepers and paraprofessionals are the financial record keepers of a business and examine, analyze and interpret accounting data for the purpose of sharing financial data and reporting financial performance. Duties may include recording financial activity and preparing internal and external financial reports. Responsibilities include updating and maintaining accounting records, processing expenditures, receipts, payables, receivables, and payroll. They may also analyze, verify, prepare and communicate financial and tax related information. Excellent reading skills and a combination of interest and ability to concentrate on detail, an analytical mind, good judgment, and absolute integrity are necessary for success in the field of accounting.

Program Outcomes

- Demonstrate a basic understanding of fundamental accounting and business knowledge
- Apply critical thinking skills by using accounting models to solve accounting problems
- Analyze various accounting transactions for the purpose of recording and reporting the effects on business operations
- Exhibit competency in using business and accounting information technology
- Express appropriate verbal, non-verbal, professional and technological communication skills

Career Opportunities

There is a wide range of employment possibilities for accounting paraprofessionals. Job titles may include accounting clerk, auditing clerk, financial analyst, bookkeeper, bank teller, budget analyst, payroll clerk, accounting assistant, loan clerk, tax preparer, and account representative. Typical places of employment include accounting departments in governmental agencies, financial institutions, not for profit, private business and public accounting firms.

Salary Ranges: $35,000 - $55,000

Note: All salary estimations are based on current position and educational trends. Blue Ridge and The School of Professional Studies and University Transfer cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Curriculum for an Associate of Applied Science in Accounting

General Education Core	15
Accounting Core	12

Concentration	33
Total Credit Hours Required	**60**

General Education Core

- ART 103 - ~Introduction to Visual Arts (3) OR
- MUSC 111 - ~Introduction to Music (3)
- ENGL 101 - ~English Composition I (3)
- HIST 101 - ~World History to 1500: Early Man Through the Renaissance (3) OR
- HIST 102 - ~World History Since 1500: The Renaissance Through the Present (3)
- MATH 101 - ~Introduction to Mathematics (3) OR
- MATH 105 - ^Algebra (3) OR
- MATH 154 - ~Finite Mathematics (3)
- PSYC 203 - ~Introduction to Psychology (3) OR
- SOCI 203 - ~General Sociology (3)

Subtotal Credit Hours Required   **15**

Accounting Core

- ACCT 201 - Principles of Accounting I (3)
- ACCT 202 - Principles of Accounting II (3)
- ACCT 261 - Individual Taxation (3)
- ACCT 280 - QuickBooks Accounting (3) OR
- ACCT 215 - Small Business Accounting (3)

Subtotal Credit Hours Required   **12**

Concentrations

The concentrations within the AAS Accounting degree offers flexibility for you and your advisor to design your own Accounting Program based on your career goals. You must select ONE of the following concentrations:

Transfer to Professional Accounting

- ACCT 150 - Intro to Accounting Profession (1)
- BIOL 101 - ^General Biological Science I (4) AND
- BIOL 102 - ~General Biological Science II (4) OR
- PHYS 103 - ~General Physical Science I (4) AND
- PHYS 104 - ~General Physical Science II (4)
- BUSN 212 - Business Law 3

- COMM 202 - ~Fundamentals of Speech (3)
- ECON 205 - ~Principles of Macroeconomics (3)
- ECON 206 - ~Principles of Microeconomics (3)
- ENGL 102 - ~English Composition II (3)
- ENGL 204 - ~Sur of American Lit (3) OR
- ENGL 208 - ~Survey of World Literature I (3) OR
- HIST 201 - ~US History to 1877 (3) OR
- HIST 202 - ~US History Since 1877 (3)
- GSPE 210 - Fitness for Life (3)
- MATH 114 - ~Elem Probability & Statistics (3)

Subtotal Credit Hours Required   33

Bookkeeping

- ACCT 180 - Personal Finance (3)
- ACCT 220 - Payroll Accounting (3)
- ACCT 292 - Field Experience (3)
- BUSN 101 - Introduction to Business (3)
- BUSN 108 - Business Etiquette & Image (3)
- CAS 111 - Information Literacy (3)
- CAS 210 - Outlook Complete (3) OR
- CAS 211 - Word Complete (3)
- CAS 213 - Excel Complete (3)
- CAS 217 - Data File Management (3)
- COMM 202 - ~Fundamentals of Speech (3) OR
- COMM 205 - ~Professional Communications (3) OR
- COMM 207 - Interpersonal Communication in the Workplace (3)
- GEOG 105 - ~World Cultural Geography (3) OR
- GSPE 210 - Fitness for Life (3) OR
- MATH 114 - ~Elem Probability & Statistics (3) OR
- PSCI 101 - ~American Federal Government (3)

Subtotal Credit Hours Required   33

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Agribusiness, A.A.S.

The goal of this degree is to provide students with knowledge that will prepare them for entry-level positions or the opportunity to start their own business in a variety of agricultural businesses. This degree may assist students in finding employment in agribusiness that includes nursery and landscaping, farm management, and financial and insurance organizations. Students will pursue courses in business practices as well as electives in animal or plant sciences.

Program Outcomes

- Locate entry-level employment opportunities in a variety of agricultural professions, industries, and localities.
- Implement entrepreneurial skills sufficient enough to open a business.
- Implement basic business management skills into an agricultural business setting.
- Exhibit skills for a successful transition for continued education.
- Identify employment opportunities that match students' career goals and abilities.
- Implement sound business practices into an agricultural business setting.

Curriculum for an Associate of Applied Science in Agribusiness

General Education Core	28
Agribusiness Core	32
Total Credit Hours Required	**60**

General Education Core

- BIOL 101 - ^General Biological Science I (4) OR
- LTEC 120 - Biology for Technicians I (4)
- BIOL 102 - ~General Biological Science II (4) OR
- LTEC 121 - Biology for Technicians II (4)
- CAS 111 - Information Literacy (3) OR
- COMM 205 - ~Professional Communications (3)
- CHEM 127 - ~General, Organic & Biochem I (4) OR
- LTEC 101 - Chemistry for Technicians I (4)
- CHEM 128 - ~General, Organic & Biochem II (4) OR
- LTEC 102 - Chemistry for Technicians II (4)
- ENGL 110 - ~Technical Writing & Communication (3) OR
- ENGL 101 - ~English Composition I (3)
- MATH 101 - ~Introduction to Mathematics (3)
- PSYC 203 - ~Introduction to Psychology (3) OR
- SOCI 203 - ~General Sociology (3)

Subtotal Credit Hours Required   **28**

Agribusiness Core

Students can take any combination of Agribusiness Core Electives to total 32 credit hours. Below is a partial list of courses available; however, any course with a AGRB subject code will meet the criteria. Students MUST complete AGRB 101 - Agribusiness Introduction (3).

- AGRB 101 - Agribusiness Introduction (3)
- AGRB 110 - Introduction to Animal Science (3)
- AGRB 112 - Intro to Equestrian Science (3)
- AGRB 113 - Intro to Swine Production (3)
- AGRB 114 - Intro Poultry, Goats, & Llamas (3)
- AGRB 115 - Intro to Cattle Production (3)
- AGRB 116 - Companion Animal Science (3)
- AGRB 120 - Intro to Food Production (3)
- AGRB 122 - Farm to Table & Microgardens (3)
- AGRB 124 - Licensing and Food Safety (3)
- AGRB 126 - Sustainable Agriculture (3)
- AGRB 128 - Intro to Crop Production (3)
- AGRB 130 - Customer Service Excellence (3)
- AGRB 140 - Agribusiness Marketing (3)
- AGRB 150 - Agribusiness Management (3)
- AGRB 160 - Intro to Farm Equipment (3)
- AGRB 170 - Agricultural Govt Relations (3)
- AGRB 180 - Landscape Design (3)
- AGRB 181 - Intro to Landscape Plants (3)
- AGRB 182 - Intro to Trees & Shrubs (3)
- AGRB 183 - Landscape Accessories (3)
- AGRB 210 - Princ of Animal Science (3)
- AGRB 212 - Princ of Equine Science (3)
- AGRB 217 - Animal Nutrition (3)
- AGRB 226 - Princ of Sustainable Ag (3)
- AGRB 228 - Princ of Crop Production (3)
- AGRB 240 - Agribusiness Marketing (3)
- AGRB 250 - Principles of AGRB Mgmt (3)
- AGRB 270 - State and Local Government (3)
- AGRB 280 - Advanced Landscape Design (3)
- AGRB 281 - Pest Management (3)
- AGRB 292 - Agribusiness Internship (1-4)

Subtotal Credit Hours Required   **32**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Applied Laboratory Technician, A.A.S.

The Applied Laboratory Technology degree program prepares students for a challenging career as a laboratory technician. Students in this program will learn to:

- Operate laboratory equipment.
- Conduct routine sample analyses.
- Conduct analyses that evaluate product quality and consistency.
- Operate equipment and instrumentation for quality assurance procedures.
- Monitor chemical processes and test the quality of products to make sure that they meet standards and specifications.
- Demonstrate appropriate setup and maintenance of laboratory instruments and equipment.
- Prepare chemical solutions.
- Conduct chemical and physical experiments, tests, and analyses for a variety of purposes.
- Analyze the results of tests and analyses.

Program Overview

The Applied Laboratory Technology, A.A.S. degree program is a continuation of the Applied Laboratory Technician Certificate program. This program trains students to work in a quality assurance facility conducting routine testing and sampling. The Applied Laboratory Technology, A.A.S. degree program gives students the ability to choose two different concentrations at the time of admissions. The *Microbiology Concentration* emphasizes the routine microbiological tasks required in a quality assurance laboratory. The *Analytical Concentration* emphasizes the routine analytical tasks required in a quality assurance laboratory. Students will develop the problem-solving skills needed to work in a laboratory environment.

Curriculum for an Associate of Applied Science in Applied Laboratory Technology

General Education Core	15
Applied Laboratory Technician Core	13
Concentration	32
Total Credit Hours Required	**60**

General Education Core

- CAS 111 - Information Literacy (3)
- COMM 205 - ~Professional Communications (3)
- ENGL 101 - ~English Composition I (3) OR
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 - ~Introduction to Mathematics (3) OR
- MATH 102 - Technical Mathematics (3)
- SOCI 215 - ~Human Relations (3)

Subtotal Credit Hours Required   15

Applied Laboratory Technology Core

- LTEC 101 - Chemistry for Technicians I (4)
- LTEC 102 - Chemistry for Technicians II (4)
- LTEC 111 - Laboratory Technician III (2)
- LTEC 112 - Laboratory Technician IV (3)

Subtotal Credit Hours Required   13

Concentration

Choose one concentration for completion of the program:

Analytical Concentration

- LTEC 140 - Process Quality (2)
- LTEC 141 - Analytical Instrumentation (3)
- LTEC 143 - Process Technology-Operation (3)
- LTEC 144 - Process Technology-Systems (3)
- LTEC 211 - Federal Lab Safety & Regs (3)
- LTEC 255 - Advanced QC: GxP (3)
- Restricted Electives - Choose from List with Advisor (15)

Subtotal Credit Hours Required   32

Microbiology Concentration

- LTEC 120 - Biology for Technicians I (4)
- LTEC 121 - Biology for Technicians II (4)
- LTEC 200 - Microbiology for Technicians (4)
- LTEC 201 - Industrial Microbiology (4)
- LTEC 211 - Federal Lab Safety & Regs (3)
- LTEC 255 - Advanced QC: GxP (3)
- Restricted Electives - Choose from List with Advisor (10)

Subtotal Credit Hours Required   32

Restrictive Electives

Students must choose Restricted Electives from this list:

- EDET 181 - Conflict Resolution (2)
- LTEC 150 - Precision Measurement and QC (2)
- LTEC 160 - Water Operator I (3)
- LTEC 161 - Waste Water Operator I (3)
- LTEC 292 - Internship (1-4)
- MATH 100 - Math Essentials (3)
- MATH 100A - Algebra Essentials (3)
- MATH 101 - ~Introduction to Mathematics (3)
- MATH 105 - ^Algebra (3)
- MATH 114 - ~Elem Probability & Statistics (3)
- MECH 102 - Technical Physics (2)
- MECH 102L - Technical Physics Lab (2)
- MECH 260 - Process Control & Instrumentation (3)

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Applied Technology, A.A.S.

If you have a trade and hope to increase your earning potential, consider a degree in Applied Technology. Specially designed for trade professionals (in areas such as carpentry, HVAC, surgical technology, culinary arts, automotive, masonry, agriculture, or information technology), the Blue Ridge Community and Technical College Degree in Applied Technology gives credit to students with existing national certifications and prepares their path to additional certifications.

Program Overview

The Associate of Applied Science Degree in Applied Technology is a broad-spectrum technical studies degree program designed to accommodate the transfer of credit for students from a variety of technical, trade, and skills-based backgrounds. It is a useful option for individuals who wish to earn an applied degree and who have been trained in areas such as carpentry, automotive, masonry, agriculture, information technology, or other technical trades.

Students complete 9 hours of required general education courses as well as 15 hours of coursework from restricted content areas. Technical electives used to complete the program of study can be a combination of credits earned from previous college coursework, trade-based training or vocational studies, and will be evaluated on a case-by-case basis. Additional technical electives can be selected by the student under the guidance of his or her academic advisor.

A student may not complete a Board of Governors A.A.S. and this degree.

Program Outcomes

- Demonstrate the interpersonal and evaluative skills necessary to effectively provide and receive constructive feedback.
- Identify ways in which lifelong learning and technical interests correlate with college level learning.
- Exhibit skills necessary for a successful transition to other colleges/universities or into the workforce.

- Apply work experience to reduce the average time toward earning a degree.
- Assess historical, social, political trends that have shaped culture through completing general education courses.
- Cultivate an understanding of basic computer concepts applicable in the real world environment.
- Explain theoretical correlation of prior learning from previous experience and how it applies to the current degree path.
- Identify soft skills necessary for successful transition into the technical workplace.

Career Opportunities

Upon earning an applied technology associate degree, students will be prepared to be chosen in their field because of enhanced skills. The skills earned from an applied technology degree can potentially earn a student over $1 million in extra income over a lifetime.

Note: All salary estimations are based on the current position and educational trends. Blue Ridge Community and Technical College cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Curriculum for an Associate of Applied Science in Applied Technology

General Education Core	9
Restricted Coursework	15
Field Experience	3
Technical Electives	33
Total Credit Hours Required	**60**

General Education Core

- CAS 111 - Information Literacy (3)
- ENGL 110 - ~Technical Writing & Communication (3) OR
- ENGL 101 - ~English Composition I (3)
- MATH 101 - ~Introduction to Mathematics (3) or higher

Subtotal Credit Hours Required   9

Restricted Coursework

- Communication & Life Skills (6)
  (e.g. COMM, CAS 110, 111, 230, ENGL 101, 102, 110, 204, 208, MDIA 101)
- Social Awareness (3)
  (e.g. ART 103, BUSN 160, CGEN 100, ECON 123, EDET 180, 181, ENGL 215, GSPE 210, HIST 101, 102, 201, 202, 210, IT 105, 269, MUSC 111, PHIL 100, 101, 201, PSYC 203, PSYC 210, SOCI 203)
- Scientific & Quantitative Reasoning (6)
  (e.g. BIOL, CHEM 125, 127, 128, EDET 201, 202, GSPE 210, LTEC 120, 121, MATH, PHYS 103, 104)

Subtotal Credit Hours Required   15

Field Experience

- CGEN 292 - Field Experience (1-6)

Subtotal Credit Hours Required   3

Technical Electives

- Transfer credits and/or any combination of electives (33)

Subtotal Credit Hours Required   33

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Applied UAS Technologies, A.A.S.

The Applied UAS (Unmanned Aerial Systems) Technologies A.A.S. program is a workforce education program designed to prepare students for a career as a drone technician or GIS technician. The program includes courses covering UAS operations and UAS and small pilot flight planning. The program prepares students for the FAA part 107 license; the passage of the exam is not guaranteed. Students will be able to plan a data-gathering project, collect reliable data, manipulate data, and publish professional maps using these data. Data processing using GIS software is a focus of the program.

Students may obtain a variety of jobs upon completion of the program including Drone Technicians, Remote Sensing Technicians, Photogrammestrists, GIS Analysts for local government, and Data Entry Clerks.

Program Outcomes

- Have the skills necessary to obtain employment as a drone operator, GIS analyst, photogrammetric or remote sensing technician.
- Operate UAS equipment and prepare small pilot flight plans.
- Interpret FAA part 107 legislation to prepare for remote pilot certification.
- Analyze collected data and publish aerial data as a professional deliverable.
- Implement GIS Software in data processing applications.

Curriculum for an Associate of Applied Science in Applied UAS Technologies

General Education Core	16
Applied UAS Technologies Core	35
Restricted Electives	9
Total Credit Hours Required	**60**

General Education Core

- ENGL 110 - ~Technical Writing & Communication (3)
- ENVT 101 - Environmental Science (3)
- GEOL 101 - ~Geological Sciences (4)
- MATH 114 - ~Elem Probability & Statistics (3)
- SOCI 215 - ~Human Relations (3)

Subtotal Credit Hours Required   16

Applied UAS Technologies Core

- ENVT 220 - Environmental Software (3)
- ENVT 230 - Geoscience Studies (3)
- UAS 101 - Intro to Drone Applications (2)
- UAS 102 - Drone Operations I (3)
- UAS 103 - Drone Operations II (3)
- UAS 105 - Introduction to GIS (3)
- UAS 201 - Private Pilot Ground School (3)
- UAS 205 - Environmental GIS (3)
- UAS 206 - GIS for Urban Planning (3)
- UAS 230 - Aviation Meteorology (3)
- UAS 240 - Drone Imaging (3)
- UAS 270 - Drone Project Planning (3)

Subtotal Credit Hours Required   35

Restricted Electives

Students must choose 9 credits of Restricted Electives from this list (with their advisor):

- AGRB 140 - Agribusiness Marketing (3)
- AGRB 150 - Agribusiness Management (3)
- BUSN 101 - Introduction to Business (3)
- BUSN 213 - Small Business Fundamentals (3)

- CAD 201 - 3D Modeling (1)
- CAD 201L - 3D Modeling Lab (2)
- DBM 101 - Database Concepts/SQL (3)
- ENVT 108 - Intro to OSHA and EPA (3)
- ENVT 240 - Watershed Studies (3)
- ENVT 270 - Environmental Grant MGT (3)
- MATH 100A - Algebra Essentials (3)
- RENG 101 - Renewable Energy Technology (1)
- RENG 101L - Renewable Energy Tech Lab (2)
- RENG 201 - Solar Thermal Energy (1)
- RENG 201L - Solar Thermal Energy Lab (2)
- SDE 188 - Intro to Programming Logic (3)
- SDE 195 - Programming in Python (3)
- UAS 250 - Intro to Small Electronics (3)
- UAS 292 - Internship in Applied UAS (1-4)
- UAS 299 - Special Topics (1-4)
- UAS 199 - Special Topics (1-4)

Baking and Pastry, A.A.S.

To enter a career in the foodservice and hospitality industry, consider a degree in Baking and Pastry. Students learn classical baking and cooking techniques within a wide variety of cuisines. This program provides foundations in nutrition, safety and sanitation, origins of food, and more.

Program Overview

Blue Ridge Community and Technical College Culinary Academy's Programs are designed to provide students with the practical knowledge and skills necessary to prepare for successful employment in an entry to a mid-level position within the foodservice and hospitality and tourism industry through a certificate or degree program.

Students will learn baking fundamentals, which include a wide variety of classical and modern dessert techniques, from scaling ingredients to constructing elaborate centerpieces. This along with courses that build on immersing the student in all aspects of culinary foundations such as nutrition, safety and sanitation, origins of food, food history, food costing, product efficiency, sense of urgency, attention to detail and culinary artistry. Practical lab experiences will help to complete the well-rounded student for entry into the workforce. Students will be able to experience the flow of their product from creation to service in this degree program through our Bruin Café lab and other service opportunities.

Program Outcomes

- Demonstrate an organized and sanitary workstation.
- Demonstrate accurate measuring and portioning.
- Identify and describe procedures and techniques for controlling food costs.
- Demonstrate accurately sized knife cuts.
- Demonstrate how to safely handle and operate knives and kitchen equipment.
- Practice team building and communication.
- Identify baking specific ingredients.
- Follow standardized recipes and production procedures.
- Identify and execute baking methods.
- Demonstrate professionalism (clean and complete uniform, on time, good attitude, respectful).

Career Opportunities

If you choose a degree in Baking and Pastry, you will be prepared for entry to mid-level positions within the industry. You can seek positions within foodservice, hospitality, and tourism.

Curriculum for an Associate of Applied Science in Baking and Pastry

General Education Core	15
Baking and Pastry Core	45
Total Credit Hours Required	**60**

General Education Core

- BUSN 160 - Organizational Behavior (3) OR
- COMM 205 - ~Professional Communications (3) OR
- SOCI 215 - ~Human Relations (3)
- CAS 111 - Information Literacy (3)
- ENGL 110 - ~Technical Writing & Communication (3)
- GSPE 210 - Fitness for Life (3)
- MATH 101 - ~Introduction to Mathematics (3)

Subtotal Credit Hours Required   **15**

Baking and Pastry Core

- CART 115 - Safety/Sanitation in Food Serv (2)
- CART 120 - Bruin Cafe Lecture (1)
- CART 120L - Bruin Cafe Lab (3)
- CART 170 - Bread Fundamentals (1)
- CART 170L - Bread Fundamentals Lab (3)
- CART 203 - Culinary Nutrition (3)
- CART 212 - Baking Skills & Development (4)
- CART 245 - Cooking Fundamentals I Lecture (1)
- CART 245L - Cooking Fundamentals I Lab (3)
- CART 280 - Cake Design and Professional Decorating (4)
- CART 292 - Culinary Arts Internship (1-4) (4)
- CART 294 - International Pastries and Desserts (4)
- CART 295 - Pastry Showpieces (4)
- HOSP 220 - Controlling Food Costs (2)
- MATH 100 - Math Essentials (3)
- Restricted Electives in CART or HOSP (3)

Subtotal Credit Hours Required   **45**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Board of Governors, A.A.S.

Exclusively designed for the adult learner, the Board of Governor's Degree gives students the flexibility to design their degree and earn it at a faster pace. By using a portfolio process, past work, learning, college, or military experience can potentially count towards college credits. For students out of high school for at least two years and not holding a previous degree, the pace and flexibility of the program will accelerate studies in general education subjects such as business, criminal justice, information technology, and natural sciences.

Program Overview

The Board of Governors A.A.S. requires 60 credit hours, which includes a general education core of 21 credit hours and 39 credit hours of general electives. The structure of the degree assures flexibility in program design to meet the individual needs of adult students. The required general education courses assure the development of essential skills and competencies necessary for an associate-level graduate. The general electives category allows students to demonstrate and document a defined occupational proficiency.

Students are encouraged to explore various options for obtaining credit for prior learning experiences including standardized exams, challenge exams, credential validation, and portfolio credit. Students who choose to earn credit for college-level learning acquired through professional work experience or other life experiences must complete CGEN 112 - Prior Learning Development (3). ENGL 101 - ~English Composition I (3) must be completed with a grade of C or better before registering for CGEN 112. There is a $300 fee to submit a portfolio. There is a $10 per credit fee for posting credits to the transcript. The portfolio provides the opportunity for equating documented, college level, experiential learning to college credit. College courses successfully completed at regionally accredited institutions may be transferred into the program and applied toward the 60-credit requirement.

Students in the Board of Governors A.A.S. Program are subject to Blue Ridge Community and Technical College's requirements for admissions, basic skills testing, and appropriate course placement, including developmental education courses, which may not count toward completion of the program. Blue Ridge Community and Technical College Catalog requirements regarding academic standards, student conduct, and graduation procedures also apply.

Students completing the Associate of Applied Science Degree in Board of Governors will:

- Demonstrate the interpersonal and evaluative skills necessary to effectively provide and receive constructive feedback.
- Identify ways in which lifelong learning and aesthetic interests correlate with college-level learning.
- Exhibit skills necessary for a successful transition to other colleges/universities or into the workforce.
- Apply work experience to reduce the average time toward earning a degree
- Assess historical, social, political trends that have shaped culture through completing general education courses.
- Cultivate an understanding of basic computer concepts applicable in the real-world environment.
- Explain the theoretical correlation of prior learning from previous experience and how it applies to the current degree path.

Career Opportunities

This degree program prepares students for entry into or to move up in, a variety of business, criminal justice, technology, or scientific fields.

Curriculum for an Associate of Applied Science Degree in Board of Governors

General Education	21
General Electives	39
Total Credit Hours Required	**60**

General Education Required Areas

Communications* 6 Credit Hours

Typical Courses: English, Grammar, Composition, Communications

- COMM 202 - ~Fundamentals of Speech (3)
- COMM 205 - ~Professional Communications (3)
- ENGL 101 - ~English Composition I (3) *
- ENGL 102 - ~English Composition II (3)
- ENGL 110 - ~Technical Writing & Communication (3)

Note:

Three credit hours must be ENGL 101 or ENGL 110

Social Sciences/Humanities 6 Credit Hours

Typical Courses: ASL, ART 103, BUSN 160, CGEN 100, ECED 106, ECON 123, EDET 180, 181, ENGL 215, FREN, GEOG 105, GEOL 101, GSPE 210, GRMN, HIST 101, 102, 201, 202, IT 105, 269, JAPN, MUSC 111, PHIL 101, 111, PSCI, PSYC 203, 210, SPAN

- ASL 101 - Sign Language I (3)
- ASL 102 - Sign Language II (3)
- ASL 103 - Sign Language III (3)
- ASL 104 - Sign Language IV (3)
- ART 103 - ~Introduction to Visual Arts (3)
- BUSN 160 - Organizational Behavior (3)
- CGEN 100 - First Year Experience (3)
- ECED 106 - Health, Nutrition and Safety (3)
- ECON 123 - ~Contemporary Economics (3)
- EDET 180 - Building Better Relationships (2)
- EDET 181 - Conflict Resolution (2)
- ENGL 215 - ~The Art of Literature (3)
- FREN 101 - French I (3)
- FREN 102 - French II (3)
- GEOG 105 - ~World Cultural Geography (3)

- GEOL 101 - ~Geological Sciences (4)
- GRMN 101 - German I (3)
- GRMN 102 - German II (3)
- HIST 101 - ~World History to 1500: Early Man Through the Renaissance (3)
- HIST 102 - ~World History Since 1500: The Renaissance Through the Present (3)
- HIST 201 - ~US History to 1877 (3)
- HIST 202 - ~US History Since 1877 (3)
- IT 105 - Computer Ethics (3)
- IT 269 - Project Management (3)
- JAPN 101 - Japanese I (3)
- JAPN 102 - Japanese II (3)
- MUSC 111 - ~Introduction to Music (3)
- PHIL 101 - Introduction to Philosophy (3)
- PHIL 111 - Phil of World Religions (3)
- PSCI 100 - ~Introduction to Political Ideology (3)
- PSCI 101 - ~American Federal Government (3)
- PSYC 203 - ~Introduction to Psychology (3)
- PSYC 210 - Human Growth & Development (3)
- SOCI 203 - ~General Sociology (3)
- SPAN 101 - Spanish I (3)
- SPAN 102 - Spanish II (3)

Mathematics/Science 6 Credit Hours

Typical Courses: BIOL, CHEM 125, 127, 128, EDET 201, 202, GSPE 210, LTEC 120, 121, MATH 101:299, PHYS 103, 104

- BIOL 101 - ^General Biological Science I (4)
- BIOL 102 - ~General Biological Science II (4)
- BIOL 120 - ^Human Anatomy & Physiology I (3)
- BIOL 121 - ^Human Anatomy & Phys I Lab (1)
- BIOL 122 - ^Human Anatomy & Physiology II (3)
- BIOL 123 - ^Human Anatomy & Phys II Lab (1)
- BIOL 220 - Microbiology (3)
- BIOL 221 - Microbiology Lab (1)
- CHEM 125 - ~Introduction to College Chemistry (4)
- CHEM 127 - ~General, Organic & Biochem I (4)
- CHEM 128 - ~General, Organic & Biochem II (4)
- EDET 201 - Fundamentals of Electricity I (2)
- EDET 202 - Fundamentals of Electricity II (2)
- GSPE 210 - Fitness for Life (3)
- LTEC 120 - Biology for Technicians I (4)
- LTEC 121 - Biology for Technicians II (4)
- MATH 101 - ~Introduction to Mathematics (3)
- MATH 105 - ^Algebra (3)
- MATH 106 - ^Trigonometry (3)
- MATH 154 - ~Finite Mathematics (3)
- PHYS 103 - ~General Physical Science I (4)

- PHYS 104 - ~General Physical Science II (4)

Computer Literacy 3 Credit Hours

Typical Courses: Information Literacy, Understanding Computers

- CAS 110 - Understanding Computers (3)
- CAS 111 - Information Literacy (3)

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

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Business Operations, A.A.S.

The Associate of Applied Science in Business Operations introduces students to foundational business theories and practices related to planning, communication, marketing, human relations, and management. This degree is geared toward the student who may not be pursuing a baccalaureate degree. Students will examine the legal and ethical considerations influencing business today while developing effective communication, critical thinking, and technical skills needed in the workplace. The program allows students to focus on a specific concentration that best meets their personal and career goals.

Upon successful completion of all The Associate of Applied Science in Business Operations program requirements, graduates will be able to:·

•Communicate in a professional manner through both online and in-person communication.

•Evaluate both professional conduct and corporate conduct for ethical issues.

•Apply classroom skills to the real world through experience in the field.

•Demonstrate a basic understanding of fundamental accounting and business knowledge

•Implement goals for an organization and direct the actions of others to achieve them.

•Demonstrate an overall understanding of business and organizational procedures and aspects.

Curriculum for an Associate of Applied Science in Business

General Education Core	15
Business Core	12
Concentration	33
Total Credit Hours Required	**60**

General Education Core

- COMM 202 - ~Fundamentals of Speech (3)
- ECON 205 - ~Principles of Macroeconomics (3)
- ECON 206 - ~Principles of Microeconomics (3)
- ENGL 101 - ~English Composition I (3)
- MATH 101 - ~Introduction to Mathematics (3) OR
- MATH 105 - ^Algebra (3)

Subtotal Credit Hours Required   15

Business Operations Core

- COMM 205 - ~Professional Communications (3)
- BUSN 205 - Business Ethics (3)
- BUSN 231 - Marketing (3)
- BUSN 212 - Business Law 3

Subtotal Credit Hours Required   12

Concentration

Choose one concentration for completion of the program:

Foundations Concentration

- ACCT 201 - Principles of Accounting I (3) OR
- ACCT 215 - Small Business Accounting (3)
- BUSN 120 - Principles of Sales I (3)
- BUSN 165 - Consumer Behavior (3)
- BUSN 234 - Social Media Marketing (3) OR
- BUSN 245 - Advertising (3)
- BUSN 250 - Management and Leadership (3) OR
- BUSN 255 - Teamwork & Managing Teams (3)
- BUSN 101 - Introduction to Business (3) OR
- BUSN 213 - Small Business Fundamentals (3)
- BUSN 125 - Customer Service Management (3)
- BUSN 175 - Human Resource Management I (3)
- COMM 203 - Ethical Communication (3) OR
- COMM 207 - Interpersonal Communication in the Workplace (3)
- BUSN 292 - Field Experience (1-6) (2)
- BUSN 295 - Capstone Research (1)
- PSCI 101 - ~American Federal Government (3) OR

- PSCI 102 - ~State & Local Government (3) OR
- PSYC 203 - ~Introduction to Psychology (3) OR
- SOCI 203 - ~General Sociology (3)

Subtotal Credit Hours Required **33**

Small Business Concentration

- ACCT 215 - Small Business Accounting (3)
- CAS 111 - Information Literacy (3)
- BUSN 165 - Consumer Behavior (3)
- BUSN 234 - Social Media Marketing (3) OR
- MDIA 201 - Digital Branding (3)
- BUSN 250 - Management and Leadership (3) OR
- BUSN 255 - Teamwork & Managing Teams (3)
- BUSN 175 - Human Resource Management I (3)
- BUSN 213 - Small Business Fundamentals (3)
- FINC 215 - Small Business Finance (3)
- BUSN 217 - Small Business Dev Plan (3)
- BUSN 292 - Field Experience (1-6) (2)
- BUSN 295 - Capstone Research (1)
- PSCI 101 - ~American Federal Government (3) OR
- PSCI 102 - ~State & Local Government (3) OR
- PSYC 203 - ~Introduction to Psychology (3) OR
- SOCI 203 - ~General Sociology (3)

Subtotal Credit Hours Required **33**

Transfer Concentration

- ACCT 201 - Principles of Accounting I (3)
- ART 103 - ~Introduction to Visual Arts (3) OR
- ENGL 215 - ~The Art of Literature (3) OR
- MUSC 111 - ~Introduction to Music (3) OR
- THEA 101 - ~Introduction to Theatre (3)
- ACCT 202 - Principles of Accounting II (3)
- BIOL 101 - ^General Biological Science I (4) AND
- BIOL 102 - ~General Biological Science II (4) OR
- PHYS 103 - ~General Physical Science I (4) AND
- PHYS 104 - ~General Physical Science II (4)
- BUSN 201 - Principles of Management (3)
- ENGL 102 - ~English Composition II (3)
- ENGL 204 - ~Sur of American Lit (3) OR

- ENGL 208 - ~Survey of World Literature I (3) OR
- HIST 201 - ~US History to 1877 (3) OR
- HIST 202 - ~US History Since 1877 (3) OR
- HIST 206 - American Women's History (3) OR
- HIST 207 - African American History (3)
- MATH 114 - ~Elem Probability & Statistics (3)
- HIST 101 - ~World History to 1500: Early Man Through the Renaissance (3) OR
- HIST 102 - ~World History Since 1500: The Renaissance Through the Present (3)
- Restricted Electives: PSCI, SOCI, PSYC (1)

Subtotal Credit Hours Required   33

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Catering & Hospitality Management, A.A.S.

To enter a career in the foodservice and hospitality industry, consider a degree in Catering & Hospitality Management. Students learn classical cooking and baking techniques within a wide variety of cuisines. This program provides foundations in nutrition, safety and sanitation, origins of food, hospitality and restaurant management, marketing, and more.

Program Overview

Students will be exposed to classical culinary and baking techniques. In addition to these foundational courses, students will learn safety and sanitation, food purchasing and costing, catering management, and basic business processes. Practical lab experiences, including the operation of a fully equipped food truck, will help to complete the student's education. Students will experience the flow of their product from creation to service in this degree program through our Bruin Café lab, Food Truck lab and other service opportunities.

Program Outcomes

- Demonstrate an organized and sanitary workstation.
- Demonstrate accurate measuring and portioning.
- Follow standardized recipes and production procedures.
- Identify and describe procedures and techniques for controlling food costs.
- Demonstrate customer service skills.
- Practice team building and communication.
- Demonstrate professionalism (clean and complete uniform, on time, good attitude, respectful).
- Demonstrate leadership in both the front and back of the house operations.
- Construct a business plan for a small food service operation.
- Demonstrate critical thinking skills.

Career Opportunities

If you choose a degree in Catering & Hospitality Management, you will be prepared for entry to mid-level positions within the industry. You can seek positions within foodservice, hospitality, and tourism.

Curriculum for an Associate of Applied Science in Catering and Hospitality Management

General Education Core	15
Culinary Arts Core	45
Total Credit Hours Required	**60**

General Education Core

- BUSN 160 - Organizational Behavior (3)
- CAS 111 - Information Literacy (3)
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 - ~Introduction to Mathematics (3)
- SOCI 215 - ~Human Relations (3)

Subtotal Credit Hours Required   **15**

Culinary Arts Core

- CART 115 - Safety/Sanitation in Food Serv (2)
- CART 120 - Bruin Cafe Lecture (1)
- CART 120L - Bruin Cafe Lab (3)
- CART 204 - Inventory and Purchasing (3)
- CART 212 - Baking Skills & Development (4)
- CART 245 - Cooking Fundamentals I Lecture (1)
- CART 245L - Cooking Fundamentals I Lab (3)
- CART 246 - Cooking Fundamentals II (1)
- CART 246L - Cooking Fundamentals II Lab (3)
- CART 264 - Catering Fundamentals (4)
- CART 292 - Culinary Arts Internship (1-4) (4)
- HOSP 210 - Hosp & Restaurant Management (2)
- HOSP 220 - Controlling Food Costs (2)
- HOSP 240 - Culinary Customer Service (2)
- HOSP 258 - Hosp & Restaurant Marketing (3)
- HOSP 290 - Food Truck Lab (4)
- Restricted Electives in CART, HOSP, or MATH 100 (3)

Subtotal Credit Hours Required   **45**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Computer Network Engineering Technologies, A.A.S.

The Blue Ridge Community and Technical College Computer Network Engineering Technologies degree is a solid choice for students considering an advanced technology career. The program offers a flexible environment where students can develop the skills to enter a rapidly changing networking workforce. Designed for students with an in-depth knowledge of Cisco networking, the Blue Ridge Community and Technical College program develops network fluency and troubleshooting skills. The emphasis on networking technology complements a variety of certification training choices.

Program Overview

The Computer Network Engineering Technologies program offers an associate of applied science degree, incorporating vendor certification training for students preparing for entry-level employment or advancement in a variety of occupations, courses, and professional certificate programs within the networking field. The program will offer students a solid background in networking technology complemented by an array of certification training choices. All courses leading toward certification are taught by certified instructors.

The program offers a flexible environment where students can develop the background necessary to enter a rapidly changing and growing networking workforce and/or transfer to a four-year institution for further undergraduate education. Students in the Computer Network Engineering Technologies Program are subject to the Blue Ridge Community and Technical College's requirements for admissions, basic skills testing, and appropriate course placement. Blue Ridge Community and Technical College Catalog requirements regarding academic standards, student conduct, and graduation procedures also apply.

Students in this program will complete hands-on activities that will help to develop network fluency and troubleshooting skills. They construct projects based on real-life environments that demonstrate the core protocols used in the industry.

An internship in a networking or information technology-related area is required for graduation. Students are expected to locate their internship site. Detailed information about the internship requirements and expectations is available from the student's advisor.

Program Outcomes
Students completing the Associate of Applied Science Degree in Computer Network Engineering will:

- Comprehend and apply computer-networking principles to provide a solution-focused skill set to address real-world business needs and scenarios.
- Analyze various physical and software technologies that allow modern networks to share data, video and voice communications over a single network.
- Understand technical focused aspects of security to varying degrees, depending on their desired path of study.
- Design a capstone that encompasses the knowledge and hands-on skills central to core networking concepts, such as a router, switch, wireless configuration and operations, network traffic path selection, networking best practice, troubleshooting techniques, and developing rationally designed networks and supportive reasoning.

- Develop the necessary communication skills to coordinate working on a team project, how to troubleshoot logical and design errors along with technical errors, and be able to provide clear and precise documentation of a project to aid future work such as maintenance and upgrades.
- Demonstrate the necessary knowledge and experience to sit for varying industry-recognized certifications.

Career Opportunities

Blue Ridge Community and Technical College will equip graduates with the skills to design, administer, and maintain network systems in a variety of settings. With completed degree and certifications, graduates may earn $40,000–$50,000 annually in entry-level network support positions with a future potential of earning more than $80,000.

Note: All salary estimations are based on the current position and educational trends. Blue Ridge Community and Technical College cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Curriculum for an Associate of Applied Science in Computer Network Engineering Technologies

General Education Core	15
Technical Core	45
Total Credit Hours Required	**60**

General Education Core

- CAS 111 - Information Literacy (3)
- COMM 202 - ~Fundamentals of Speech (3)
- ENGL 110 - ~Technical Writing & Communication (3)
- IT 105 - Computer Ethics (3)
- MATH 105 - ^Algebra (3)

Subtotal Credit Hours Required   15

Technical Core

- CGEN 292 - Field Experience (1-6)
- CNET 111 - Networking Fundamentals (3)
- CNET 121 - Network+ (3) OR
- CYBR 160 - Information Security Fundamentals (3)
- CNET 131 - Introduction to Networks (4)
- CNET 211 - Switch, Route & Wireless Essen (5)
- CNET 221 - Enterprise, Networking, Securi (6)
- CNET 270 - Intro to Virtualization (4)
- CYBR 101 - Intro to CyberSecurity (3)
- IT 189 - Operating Sys Fundamentals (3)
- IT 244 - Cloud/Virtualization (4)
- SDE 188 - Intro to Programming Logic (3)

- SDE 195 - Programming in Python (3)

Subtotal Credit Hours Required　　　45

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Criminal Justice, A.A.S.

The Criminal Justice AAS degree introduces students to various topics related to criminal justice and the law, such as corrections, criminal investigation, American court systems, and police organization and management. Students will also be introduced to fields of study that impact the criminal justice field, such as abnormal psychology and crisis intervention.

Upon successful completion of all Associate of Applied Science in Criminal Justice requirements, graduates will be able to:

- Demonstrate an understanding of the historic origins, structure, and operation of our American Criminal Justice system.
- Demonstrate an understanding of the laws, Constitutional requirements, and legally defined procedures that criminal justice professionals have to adhere to when working within the field of criminal justice.
- Articulate ethical implications of decision-making in a professional capacity.
- Develop and demonstrate sufficient critical self-awareness to understand the influence of personal biases and values when interacting with diverse groups.
- Communicate effectively, both orally and in writing, and demonstrate basic knowledge of information technology as applied to criminal justice research and practice.
- Identify and reflect upon the need for positive interaction between the Criminal Justice System and the community it serves.
- Identify issues of diversity and human rights in relation to the workings of the criminal justice system.

Curriculum for an Associate of Applied Science in Criminal Justice

General Education Core	18
Criminal Justice Core	42
Total Credit Hours Required	**60**

General Education Core

- ENGL 101 - ~English Composition I (3)
- ENGL 102 - ~English Composition II (3) OR

- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 - ~Introduction to Mathematics (3)
- PSYC 203 - ~Introduction to Psychology (3)
- SOCI 203 - ~General Sociology (3)

Subtotal Credit Hours Required   15

Criminal Justice Core

- CJST 200 - Intro Crim Justice Sys (3)
- CJST 205 - Interrogation & Rprt Writing (3)
- CJST 220 - Criminal Investigation (3)
- CJST 240 - Crim Just Org & Management (3) OR
- BUSN 108 - Business Etiquette & Image (3) OR
- BUSN 250 - Management and Leadership (3)
- CJST 250 - Juvenile Justice System (3)
- CJST 260 - The Correctional System (3)
- CJST 265 - Community Corrections (3)
- CJST 292 - Internship (1–6)
- COMM 202 - ~Fundamentals of Speech (3) OR
- COMM 205 - ~Professional Communications (3) OR
- COMM 207 - Interpersonal Communication in the Workplace (3) OR
- COMM 220 - Introduction to Intercultural Communication (3)
- HSRV 250 - Crisis Intervention (3)
- LGST 200 - Legal Ethics (3)
- LGST 230 - Criminal Law and Procedure (3)
- PSCI 101 - ~American Federal Government (3)
  OR
- LGST 260 - Constitutional Law (3)
- SOCI 205 - ~Social Problems (3) OR
- PSYC 205 - Abnormal Psychology (3) OR
- PSYC 240 - Social Psych of Substance Use (3)
  Restricted Electives (3) Any CJST or SOCI

Subtotal Credit Hours Required   45

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Culinary Arts, A.A.S.

To enter a career in the foodservice and hospitality industry, consider a degree in Culinary Arts. Students learn classical cooking and baking techniques within a wide variety of cuisines. This program provides foundations in nutrition, safety and sanitation, origins of food, and more.

Program Overview

Blue Ridge Community and Technical College Culinary Academy's Programs are designed to provide students with the practical knowledge and skills necessary to prepare for employment in an entry to a mid-level position within the foodservice, hospitality and tourism industry through a certificate or degree program.

Students will learn classical cooking and baking techniques, which include a wide variety of regional cuisines, along with courses that build on immersing the student into all aspects of culinary foundations such as nutrition, safety and sanitation, origins of food, food history, food costing, product efficiency, sense of urgency, attention to detail and culinary artistry. Practical lab experiences will help to complete the well-rounded student for entry into the workforce. Students will be able to experience the flow of their product from creation to service in this degree program through our Bruin Café lab and other service opportunities.

Program Outcomes

- Demonstrate an organized and sanitary workstation.
- Demonstrate accurate measuring and portioning.
- Identify and describe procedures and techniques for controlling food costs.
- Demonstrate accurately sized knife cuts.
- Demonstrate how to safely handle and operate knives and kitchen equipment.
- Practice team building and communication.
- Identify ingredients.
- Follow standardized recipes and production procedures.
- Identify and execute cooking methods.
- Demonstrate professionalism (clean and complete uniform, on time, good attitude, respectful).

Career Opportunities

If you choose a degree in Culinary Arts, you will be prepared for entry to mid-level positions within the industry. You can seek positions within foodservice, hospitality, and tourism.

Curriculum for an Associate of Applied Science in Culinary Arts

General Education Core	15
Culinary Arts Core	45
Total Credit Hours Required	**60**

General Education Core

- BUSN 160 - Organizational Behavior (3) OR
- COMM 205 - ~Professional Communications (3) OR
- SOCI 215 - ~Human Relations (3)
- CAS 111 - Information Literacy (3)

- GSPE 210 - Fitness for Life (3)
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 - ~Introduction to Mathematics (3)

Subtotal Credit Hours Required   15

Culinary Arts Core

- CART 115 - Safety/Sanitation in Food Serv (2)
- CART 120 - Bruin Cafe Lecture (1)
- CART 120L - Bruin Cafe Lab (3)
- CART 200 - International Cuisines Lecture (1)
- CART 200L - International Cuisines Lab (2)
- CART 201 - Stocks, Soups, and Sauces (1)
- CART 201L - Stock, Soups & Sauces Lab (2)
- CART 203 - Culinary Nutrition (3)
- CART 212 - Baking Skills & Development (4)
- CART 231 - Garde Manger and Cold Presentations (3)
- CART 245 - Cooking Fundamentals I Lecture (1)
- CART 245L - Cooking Fundamentals I Lab (3)
- CART 246 - Cooking Fundamentals II (1)
- CART 246L - Cooking Fundamentals II Lab (3)
- CART 292 - Culinary Arts Internship (1-4) (4)
- CART 296 - Ala Carte (3)
- HOSP 220 - Controlling Food Costs (2)
- MATH 100 - Math Essentials (3)
- Restricted Electives in CART (3)

Subtotal Credit Hours Required   45

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

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Cyber Security, A.A.S.

As cyber-crime evolves, the need to protect sensitive information is more critical than ever. The Blue Ridge Community and Technical College Cyber Security program addresses the needs of government agencies, organizations, and businesses throughout West Virginia and the D.C. metropolitan region. The curriculum explores risk, threat, and

security assessments, and teaches students how to safeguard businesses, develop a security policy, and respond to incidents.

Program Overview

Modern technology has made business use of computer technology essential. As technology continues to evolve and progress, there is an emphasis placed on safeguarding an organization's or a company's information. The Cyber Security program has been created to address the needs of government agencies, organizations, and the private sector within the local West Virginia community and DC Metropolitan area. The Cyber Security program offers an Associate of Applied Science Degree, incorporating vendor certification training, for students preparing for entry-level employment or advancement in a variety of occupations and courses in Cyber Security.

Students will complete hands-on activities that will introduce to basic principles and security concepts related to active mitigation of known common threats. The curriculum discusses risk, threat, and security assessments and utilizing them to develop a security policy, business continuity, disaster recovery, and incident response planning. The program also covers security methods, controls and procedures, ethics, laws, and digital forensics. In addition, the program describes the use of cryptography as a tool, software development processes, and protection. Students will develop an understanding of the information assurance progression and how they can apply this knowledge to support their organization.

Students in the Cyber Security Program are subject to the Blue Ridge Community and Technical College's requirements for admissions, basic skills testing, and appropriate course placement, including developmental education courses, which may not count toward completion of the program. Blue Ridge Community and Technical College Catalog requirements regarding academic standards, student conduct, and graduation procedures also apply.

Program Outcomes

- Explain the ethics, laws, and regulations as they apply to the Cybersecurity profession.
- Utilize security tools to identify and protect information security assets.
- Identify and demonstrate the understanding of Cybersecurity terminology, principles, concepts, and methodologies.
- Develop various policies, including; Acceptable Use, Business Continuity, Disaster Recovery, and Incident Response.
- Research current threats and attacks and identify how to mitigate those threats.

Career Opportunities

The need for cybersecurity analysts expands into industries from financial services, manufacturing, government agencies, utilities, healthcare, and retail. Student knowledge of security methods, controls and procedures, ethics, laws, and digital forensics makes Blue Ridge Community and Technical College graduates an asset to the workplace. With certifications, an estimated entry-level salary is between $55,000–$84,900.

Note: All salary estimations are based on the current position and educational trends. Blue Ridge Community and Technical College cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Curriculum for an Associate of Applied Science in Cyber Security

General Education Core	15
Technical Core	45
Total Credit Hours Required	**60**

General Education Core

- CAS 111 - Information Literacy (3)
- COMM 202 - ~Fundamentals of Speech (3)
- ENGL 110 - ~Technical Writing & Communication (3)
- IT 105 - Computer Ethics (3)
- MATH 105 - ^Algebra (3)

Subtotal Credit Hours Required   15

Technical Core

- CNET 111 - Networking Fundamentals (3)
- CYBR 101 - Intro to CyberSecurity (3)
- CYBR 160 - Information Security Fundamentals (3)
- CYBR 192 - Practicum (3)
- CYBR 210 - Intrusion Detection (3)
- CYBR 284 - Tactical Perimeter Defense (3)
- CGEN 292 - Field Experience (1-6)
- IT 185 - Introduction to Linux (3)
- IT 244 - Cloud/Virtualization (4)
- IT 269 - Project Management (3) OR
- CYBR 290 - Applied Cybersecurity Concepts (3)
- SDE 188 - Intro to Programming Logic (3)
- Any CNET, CYBR, DBM, IT or SDE course not used above (11)

Subtotal Credit Hours Required   45

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

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Data Management, A.A.S.

The Data Management Program provides a successful graduate with the courseware to acquire a blend of the core competencies of a database professional. Students will learn data management through study and hands-on experience with database environments and analyzing databases using various data schemes. Students will recognize and utilize best practices of data manipulation techniques to extract, transform and load data into various platforms. Students will learn data analytics by examining the data visualization and analysis process and common statistical techniques for the classification of data. Students will discuss and practice appropriate methods for reports and dashboard development.

Key subjects will include common data structures, data types, data acquisition, data manipulation, query optimization, descriptive statistical methods, analytics tools, visualization, design components for reports and dashboards. Also included are aspects of data mining, common data tools, and data governance and control concepts.

DBM Program Outcomes

- Communicate effectively with both verbal and written forms
- Perform and share cooperatively in teams or groups
- Research and present technical concepts using office productivity software
- Identify basic concepts of data schemas and dimensions
- Compare and contrast common data structures, formats, and markup languages
- Explain data integration and collection methods
- Discuss common techniques for data manipulation and optimization
- Understand and apply different statistical methods
- Describe key analysis techniques
- Use the appropriate type of visualization
- Design components for reports and dashboards
- Summarize the importance of data governance and quality control with data
- Identify common data analytics tools

Curriculum for an Associate of Applied Science in Data Management

General Education Core	15
Technical Core	45
Total Credit Hours Required	**60**

General Education Core

- CAS 111 - Information Literacy (3)
- COMM 202 - ~Fundamentals of Speech (3)
- ENGL 110 - ~Technical Writing & Communication (3)
- IT 105 - Computer Ethics (3)
- MATH 114 - ~Elem Probability & Statistics (3)

Subtotal Credit Hours Required   15

Technical Core

- CGEN 292 - Field Experience (1-6)
- DBM 101 - Database Concepts/SQL (3)
- DBM 102 - Data Fundamentals (3)

- DBM 110 - Data Applications I (3)
- DBM 120 - Data Analytics I (3)
- DBM 191 - Data Practicum 3
- DBM 201 - Database Concepts and Governance (3)
- DBM 210 - Data Apps II/Data Mining (3)
- DBM 220 - Data Analytics/Visualization (3)
- CAS 217 - Data File Management (3)
- SDE 188 - Intro to Programming Logic (3)
- Restricted Electives in CNET, CYBR, DBM, IT, SDE, CAS, MDIA (12)

Subtotal Credit Hours Required   45

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Digital Media Specialist, A.A.S.

As technology has changed, computer-based media has become a popular communication technology. The digital media specialist degree introduces students to essential web design software, basic troubleshooting, help desk technical skills, and business-centered official applications such as document processing, spreadsheets, databases, and presentation software. The digital media specialist degree also introduces students to computer graphic design software and computer programming, animation, web design, and other current topics such as social media, podcasting, digital photography and video production. The course focuses on informational, business, commercial, entertainment, and media-based applications. This degree incorporates vendor certification training, specifically in Adobe certifications, for students preparing for entry-level employment or career advancement in a variety of occupations within the digital media field.

Program Overview

A student pursuing an Associate of Applied Science degree in Digital Media Specialist must complete the requirements for the general education core and the technology core. With the exceptional growth being experienced in the Eastern Panhandle, well-trained digital media specialist support personnel are essential for business and industry. The Digital Media Specialist A.A.S. degree provides students with the training needed for employment upon graduation.

Students completing the Associate of Applied Science degree in Digital Media Specialist will understand and be able to demonstrate basic skills in writing, reading, math, and decision-making and communication, graphic design skills, web page design skills, presentation, and publication design skills, and business-centered office applications to be prepared for employment within the ever-changing information technology field.

Students in the Digital Media Specialist Degree Program will:

- Complete hands-on activities that help develop computer application fluency and fundamental technical skills.
- Employ business-centered and professional applications for document processing, spreadsheets, databases, and presentation design.

- Complete project-based activities which incorporate publication and document creation, design skills, electronic presentation skills, web design skills, and media development skills to prepare for the work environment.
- Utilize essential web design software, graphic design software, and animation software to create digital and/or print publications.
- Perform basic troubleshooting and help desk technical skills to aid in computer support training.

Career Opportunities

Students in the digital media specialist degree program complete hands-on activities that help develop computer application fluency, design theories, and fundamentals technical skills. They complete project-based activities, which incorporate publication and document creation and design skills, electronic presentation skills, and web design skills to prepare for the work environment. Upon earning a degree, digital media specialist graduates may pursue entry-level employment in a variety of business, government, and educational institutions. A Blue Ridge Community and Technical College training in graphic design, web design, and publication development and design applications will add value to the workplace.

Curriculum for an Associate of Applied Science in Digital Media Specialist

General Education Core	15
Technical Core (Track)	45
Total Credit Hours Required	**60**

General Education Core

- CAS 111 - Information Literacy (3)
- ENGL 101 - ~English Composition I (3) OR
- ENGL 110 - ~Technical Writing & Communication (3)
- IT 105 - Computer Ethics (3)
- MATH 101 - ~Introduction to Mathematics (3)
- MDIA 101 - Introduction to Media Studies (3)

Subtotal Credit Hours Required   15

Specialty Tracks

You must select ONE of the following specialty tracks:

Computer Applications Track

- CAS 192 - Computer Apps Practicum (1)
- CAS 210 - Outlook Complete (3)
- CAS 211 - Word Complete (3)
- CAS 212 - PowerPoint Complete (3)
- CAS 213 - Excel Complete (3)

- CAS 214 - Access Complete (3)
- CAS 217 - Data File Management (3)
- IT 189 - Operating Sys Fundamentals (3)
- MDIA 104 - Web Page Design (3)
- CGEN 292 - Field Experience (1-6)
- SDE 188 - Intro to Programming Logic (3)
- Restricted Elective ACCT/BUSN/CAS/CYBER/DBM/IT/MDIA/SDE (14)

Subtotal Credit Hours Required   **45**

Media Track

- CAS 217 - Data File Management (3)
- MDIA 102 - Intro to Adobe Photoshop (3)
- MDIA 104 - Web Page Design (3)
- MDIA 107 - Into to Illustrator/InDesign (3)
- MDIA 108 - Multimedia Presentation Develo (3)
- MDIA 192 - Media Practicum (1)
- MDIA 201 - Digital Branding (3)
- MDIA 202 - Video Production (3)
- MDIA 203 - Advanced Photoshop & Animate (3)
- MDIA 206 - Site Designer (3)
- MDIA 220 - Publication Design (3)
- CGEN 292 - Field Experience (1-6)
- Restricted Electives in ACCT/ART/BUSN/CAS/CYBER/DBM/IT/MDIA/SDE

Subtotal Credit Hours Required   **45**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

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Early Childhood Specialist, A.A.S.

The A.A.S. Early Childhood Specialist degree is a 60-credit program to prepare students for employment as pre-school child care center teachers, teachers aids in WV counties recognizing the curriculum and other child care centers serving children birth to age 6. Students combine theories with practical applications where possible. The program focuses on the cognitive, emotional and physical development of young children and appropriate curriculum and activities to enhance the development of young children. The program includes administrative and management skills for those

individuals that will obtain supervision and management positions. Students learn communication and management skills. Students learn to maintain childcare center records in accordance with West Virginia and federal laws. Students are prepared for employment upon graduation from the program.

Program Outcomes

- Prepare students for employment in pre-school childcare centers, teacher's aids, and other childcare centers serving children birth to age 6.
- Apply theories of early childcare with practical applications.
- Implement age-appropriate curriculum and classroom activities.
- Prepare to assume supervision roles in an early childcare facility.
- Maintain childcare facility records in accordance with West Virginia and Federal Law requirements.
- Apply professional written and spoken communication skills with staff and parents.

Curriculum for an Associate of Applied Science Degree in Early Childhood Specialist

General Education Core	15
Early Childhood Specialist Core	33
Restricted Electives	12
Total Credit Hours Required	**60**

General Education Core

- COMM 202 - ~Fundamentals of Speech (3) OR
- COMM 205 - ~Professional Communications (3) OR
- SOCI 215 - ~Human Relations (3)
- ECED 105 - Child Development (3)
- ENGL 101 - ~English Composition I (3) OR
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 - ~Introduction to Mathematics (3)
- PSYC 210 - Human Growth & Development (3)

Subtotal Credit Hours Required   15

Early Childhood Core

Each student will work with their advisor and choose 33 credits of Early Childhood Courses for their individualized program. Choices can include:

- APTR 101 - ACDS:Intr Child Developmnt I (5)
- APTR 102 - ACDS:Planning for Whole Child (5)
- APTR 103 - ACDS:Facilitation of Learning (5)
- APTR 104 - ACDS:Becoming Independent (5)

- ECED 101 - Found of Early Childhood Ed (3)
- ECED 103 - Early Language and Literacy (3)
- ECED 106 - Health, Nutrition and Safety (3)
- ECED 165 - Assessment of Young Children (3)
- ECED 206 - Family/Community Engagement (3)
- ECED 210 - Infant & Toddler Development (3)
- ECED 220 - Early Childhood Inclusion (3)
- ECED 230 - Early Childhood Admin (3)
- ECED 235 - Current Topics ECED (3)
- ECED 292 - Early Childhood Internship (3)

Restricted Electives

Each student must work with their advisor to choose 12 credits of restricted electives. Choices can include:

- ASL 101 - Sign Language I (3)
- ASL 102 - Sign Language II (3)
- BUSN 101 - Introduction to Business (3)
- BUSN 201 - Principles of Management (3)
- CAS 111 - Information Literacy (3)
- COMM 202 - ~Fundamentals of Speech (3)
- COMM 205 - ~Professional Communications (3)
- ENGL 100 - English Essentials (3)
- GSPE 210 - Fitness for Life (3)
- MATH 100 - Math Essentials (3)
- PSYC 203 - ~Introduction to Psychology (3)
- SOCI 203 - ~General Sociology (3)
- SOCI 215 - ~Human Relations (3)
- SPAN 101 - Spanish I (3)
- SPAN 102 - Spanish II (3)

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

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Electric Distribution Engineering Technology, A.A.S.

Climbing toward your future? Elevate your career options as a line worker! This experiential program will prepare you with the technical skills, knowledge, and safety techniques in this rapidly-growing profession.

Program Overview

The Electric Distribution Engineering Technology program was created through a partnership between Blue Ridge Community and Technical College and Allegheny Energy, providing educational opportunities for a field that has

typically been limited to internal apprenticeship opportunities. Through this program, endorsed by the Utility Workers Union of America (UWUA) Local 102, students will learn the skills necessary to become a lineworker.

The Electric Lineworker program is designed to provide the technical skills required for new utility workers. Traditional academic instruction gives students an understanding of the technology fueling today's electrical utilities, while hands-on laboratories, such as pole training areas and equipment labs, ensure that students are prepared for the job on day one.

Students seeking a fast-track to employment may enroll in the Electric Lineworker Certificate Program, which provides the fundamental skills required for employment in the electric utility field. Those seeking specific technical knowledge with a broader understanding of the electrical utility environment can pursue an Associate of Applied Science Degree. Both programs are taught by highly trained and credentialed faculty and include technical modules, hands-on laboratories, equipment training, and paid internships.

Students in the Electric Distribution Engineering Technology program are subject to Blue Ridge Community and Technical College's requirements for admission, informed consent form, basic skills testing, and appropriate course placement, including developmental education courses, which may not count toward completion of the program. Blue Ridge CTC requirements regarding academic standards, student conduct, and graduation procedures also apply.

Program Outcomes

- Demonstrate professionalism (clean and complete uniform, on time, positive attitude, respectful).
- Conduct thorough pre-job briefings including hazard recognition.
- Identify safety equipment.
- Practice teambuilding and effective communication.
- Identify and describe procedures for safely operating a bucket truck and digger derrick.
- Identify and demonstrate procedures for safely climbing poles.
- Identify electrical distribution materials, tools, equipment, and activities.
- Demonstrate how to safely auger a hole and erect a wooden utility pole.
- Understand basic electrical theory as it relates to power distribution (single phase and 3 phase AC circuits, transformers, and conductors).
- Demonstrate the ability to correctly read and interpret power systems layout drawings.

Career Opportunities

Upon graduation, you will be prepared to enter into a career as a line worker. Students graduating with this degree have a 99% hire rate and earn an average income of $30,000 to $50,000 per year.

Note: All salary estimations are based on the current position and educational trends. Blue Ridge Community and Technical College cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Curriculum for an Associate of Applied Science in Electric Distribution Engineering Technology

General Education Core	17
EDET Technical Core	43
Total Credit Hours Required	**60**

General Education Core

- CAS 111 - Information Literacy (3)

- COMM 205 - ~Professional Communications (3)
- ENGL 111 - Applied Technical Writing (4)
- EDET 180 - Building Better Relationships (2)
- EDET 181 - Conflict Resolution (2)
- MATH 102 - Technical Mathematics (3)

Subtotal Credit Hours Required   17

EDET Technical Core

- EDET 101 - Intro to Line Worker (2)
- EDET 102 - Fundamentals of Electric Power Distribution (2)
- EDET 103 - Heavy Equipment Familiarization (2)
- EDET 120 - Adv Pole Working Workshop (1)
- EDET 121 - Safety for Electrical Line Workers (2)
- EDET 130 - Underground Line Maintenance (2)
- EDET 131 - Substation Basics (2)
- EDET 140 - Overhead Line Maintenance (1)
- EDET 150 - Fundamentals of Electricity (4)
- EDET 151 - Circuit Analysis (4)
- EDET 295 - Practicum Skills Evaluations (1-4)
- Restricted Electives in MATH 100, ENGL 100, SOCI 215, CAD, EDET, HET, MECH, MET, or RENG (17)

Subtotal Credit Hours Required   43

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Electric Utility Technology, A.A.S.

Power Systems Institute in Partnership with FirstEnergy

Established by FirstEnergy in 2000, the **Power Systems Institute (PSI)** is a unique, two-year program that combines classroom learning with hands-on training. Students enrolled in the PSI program at Blue Ridge Community and Technical College have the opportunity to earn an **Associate of Applied Science in Electric Utility Technology.** This program, offered in partnership with FirstEnergy and Blue Ridge Community and Technical College, is a pre-employment program. Students are not guaranteed employment; however, students with the right grades, skills, and attitude will have the potential to be hired by FirstEnergy. Financial Aid may be available for qualified students.

Steps in the Selection Process

1. **Program Orientation**
   This is your opportunity to learn more about the program and decide if a career as a lineworker is right for you.
2. **Technical Evaluation**
   Prospective students are evaluated on a series of hands-on activities that are performed on the job.
3. **Placement Testing**
   Transcript review and/or placement testing in reading, math, and writing is completed before prospective students register for classes.
4. **Background Screening**
   Prospective students must successfully pass a background screen consisting of criminal and driving history.
5. **D.O.T. Physical**
   Prospective students must provide a completed Medical Examiners Certificate.
6. **Climbing Course**
   Prospective students learn the basics of climbing wood poles and are evaluated for enrollment in the PSI program.
7. **Interview**
   Prospective students participate in an interview with FirstEnergy management.

Program Outcomes

- Demonstrate professionalism.
- Practice teambuilding and effective communication.
- Identify and describe safety procedures related to line work.
- Understand basic electrical theory as it relates to power distribution (single phase and 3 phase AC circuits, transformers, and conductors).
- Demonstrate skills necessary to gain employment with First Energy.

Curriculum for an Associate of Applied Science in Electric Utility Technology

General Education Core	23
EUT Technical Core	37
Total Credit Hours Required	**60**

General Education Core

- BUSN 160 - Organizational Behavior (3)
- CAS 111 - Information Literacy (3)
- COMM 205 - ~Professional Communications (3)
- ECON 123 - ~Contemporary Economics (3)
- ENGL 111 - Applied Technical Writing (4)
- MATH 102 - Technical Mathematics (3)
- MECH 102 - Technical Physics (2)
- MECH 102L - Technical Physics Lab (2)

Subtotal Credit Hours Required   23

EUT Technical Core

- ACCT 180 - Personal Finance (3)
- BUSN 108 - Business Etiquette & Image (3)
- CGEN 101 - Career Transition (3)
- EDET 150 - Fundamentals of Electricity (4)
- EDET 151 - Circuit Analysis (4)
- EDET 155 - Positive Workplace Comm (5)
- EUT 101 - Overhead Lines Technology I (3)
- EUT 102 - Overhead Lines Technology II (3)
- EUT 201 - Overhead Lines Technology III (3)
- EUT 202 - Overhead Lines Technology IV (3)
- MATH 100 - Math Essentials (3)

Subtotal Credit Hours Required   37

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Engineering Technology, A.A.S.

The Engineering Technology program is an interdisciplinary hands-on engineering technology program that incorporates elements of electrical engineering technology and mechanical engineering technology. This program was designed for the student who wants the skills to work in the design and automation industries. The program also provides students the option to pursue a bachelor's degree in mechanical engineering technology, electrical engineering technology, or engineering management.

Program Overview

Graduates of the Engineering Technology Degree may begin their careers as electrical engineering technicians, mechanical engineering technicians, controls technicians, manufacturing engineering technicians, maintenance management, designers, and machinists. Students who pursue this degree should gain the knowledge needed to sit for certifications in CAD and machining.

Students will gain an understanding of the technology utilized in modern manufacturing and engineering firms. Hands-on innovative laboratories, in areas such as electricity and electronics, the strength of materials, fluid power, industrial controls, CNC machining, and CAD will prepare students for the job. Internships may be available.

Program Outcomes

- Demonstrate professionalism (on time, positive attitude, respectful).
- Identify safety equipment.
- Practice team building and effective communication.
- Understand technology utilized in modern distribution and processing industries.

- Identify tools and equipment.
- Write industrial PLCs (Programmable Logic Controls).
- Understand the fundamentals of Quality Control.
- Demonstrate how to properly set up, program, operate, maintain and troubleshoot a scaled manufacturing system.
- Understand advanced concepts and applications of fluid power technology including hydraulics and pneumatics.
- Demonstrate proper application and connection of electrical motors, transformers, and solenoids.

Career Opportunities

Engineering technicians can specialize in the design, control systems, materials, process control, instrumentation, automotive systems, robotics, machining, and processes used in the refrigeration and air conditioning fields. The average annual salary for graduates in this field is $54,480 to $62,330 with the top ten percent earning over $84,000.

Curriculum for an Associate of Applied Science in Engineering Technology

General Education Core	16
Technical Core	44
Total Credit Hours Required	**60**

General Education Core

- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 105 - ^Algebra (3)
- MATH 106 - ^Trigonometry (3) OR
- MATH 108 - ^Pre-Calculus (4)
- MECH 102 - Technical Physics (2)
- MECH 102L - Technical Physics Lab (2)
- PSYC 203 - ~Introduction to Psychology (3) OR
- SOCI 203 - ~General Sociology (3)

Subtotal Credit Hours Required   16

Technical Core

- CAD 102 - CAD Applications (2)
- CAD 102L - CAD Applications Lab (2)
- CAD 201 - 3D Modeling (1)
- CAD 201L - 3D Modeling Lab (2)
- MECH 106 - Electricity & Electronics (2)
- MECH 106L - Electricity & Electronics Lab (2)
- MECH 120 - Fluid Power (3)
- MECH 230 - Industrial Controls (2)

- MECH 250 - Intro to PLC (3)
- MECH 255 - Adv PLC & Int Automation (2)
- MECH 260 - Process Control & Instrumentation (3)
- MECH 270 - Manufac Proc & Quality Control (3)
- MET 120 - Statics (3)
- MET 200 - Introduction to CAM (2)
- MET 201 - Intro to CNC Programming (2)
- MET 220 - Strength of Materials (4)
- ROB 210 - Robotics I (2)
- Restricted Electives in CAD 205, CAD 292, CAS 111, CHEM 125, COMM 202, MATH @, MECH 292 (4)

Subtotal Credit Hours Required   44

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

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Environmental Science Technician, A.A.S.

The Environmental Science Technician A.A.S. program is a workforce education program with two concentrations. Students can prepare to become an Environmental Science Technician with a concentration in Environmental Studies.

 Students in the Environmental Studies concentration will be prepared to obtain employment as environmental sampling and testing technicians, environmental monitoring technicians, water and wastewater technicians, provide environmental mitigation services and other environmentally related jobs.

Upon completion of the Environmental Studies concentration, the student should be able to:

- Recognize and evaluate the effects of exposures in the workplace.
- Monitor and evaluate compliance with NPDES and air permits in field applications.
- Evaluate the interaction between human activities and the condition of a watershed.
- Apply GIS to analyze environmental data in a real-world application.

Students can prepare to become an Environmental Science Technician with a concentration in Occupational Safety. Students in the Occupational Safety concentration will be prepared to become Occupational Health and Safety Technicians in manufacturing settings or environmental settings. Occupational Health and Safety Technicians inspect workplaces for adherence to regulations on safety, health and the environment. Technicians work with specialists to test and measure potential hazards to help prevent harm to workers, property, the environment, and the general public.

Upon completion of the Occupational Safety concentration, the student should be able to:

- Apply safe work practices in fire safety and confined space rescue.
- Respond with the appropriate techniques to uncover all pertinent facts of a safety incident.

- Incorporate good record keeping, hazard identification, product safety, and behavioral-based safety practices into a coherent safety management program.

Curriculum for an Associate of Applied Science in Environmental Science Technology

General Education Core	15
Environmental Science Technician Core	18
Concentration	27
Total Credit Hours Required	**60**

General Education Core

- CAS 111 - Information Literacy (3) OR
- PSYC 203 - ~Introduction to Psychology (3)
- COMM 205 - ~Professional Communications (3)
- ENGL 101 - ~English Composition I (3) OR
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 - ~Introduction to Mathematics (3) OR
- MATH 102 - Technical Mathematics (3)
- SOCI 215 - ~Human Relations (3)

Subtotal Credit Hours Required   15

Environmental Science Technology Core

- CAD 108 - Geographic Information Systems (2)
- ENVT 101 - Environmental Science (3)
- ENVT 105 - Intro to Safety (1)
- ENVT 140 - Industrial Hygiene (3)
- ENVT 150 - Air and Water Permits (3)
- LTEC 101 - Chemistry for Technicians I (4)
- LTEC 111 - Laboratory Technician III (2)

Subtotal Credit Hours Required   18

Concentration

Choose one concentration for completion of the program:

Environmental Studies Concentration

- ENVT 230 - Geoscience Studies (3)
- ENVT 235 - Pollution Studies (3)
- ENVT 240 - Watershed Studies (3)
- LTEC 160 - Water Operator I (3)
- LTEC 161 - Waste Water Operator I (3)
- Restricted Electives - Choose from List (12)

Subtotal Credit Hours Required   **27**

Occupational Safety Concentration

- ENVT 108 - Intro to OSHA and EPA (3)
- ENVT 200 - HAZWOPER (3)
- ENVT 250 - Industrial Fire Safety (3)
- ENVT 255 - Incident Investigation (3)
- ENVT 260 - Environmental Safety Mgmt (3)
- Restricted Electives - Choose from List (12)

Subtotal Credit Hours Required   **27**

Restrictive Electives

Students must choose Restricted Electives from this list:

- AGRB 124 - Licensing and Food Safety (3)
- AGRB 126 - Sustainable Agriculture (3)
- AGRB 181 - Intro to Landscape Plants (3)
- ENVT 121 - OSHA 30 Construction (2)
- ENVT 220 - Environmental Software (3)
- ENVT 270 - Environmental Grant MGT (3)
- ENVT 292 - Internship in Env. Studies (1-4)
- ENVT 299 - Special Topics (1-4)

Program Disclaimer

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Food Service Retail Management, A.A.S.

This degree program provides you with the skills and confidence to be a manager in the foodservice industry with special emphasis on culinary foundations, business, and human relations.

Program Overview

Blue Ridge Community and Technical College Culinary Academy's Programs are designed to provide students with the practical knowledge and skills necessary for employment in an entry to a mid-level position within the foodservice and hospitality and tourism industry through a certificate or degree program.

Students will learn classical cooking and baking techniques, which include a wide variety of regional cuisines, along with courses that build on immersing the student into all aspects of culinary foundations such as nutrition, safety and sanitation, origins of food, food history, food costing, product efficiency, sense of urgency, attention to detail and culinary artistry. Practical lab experiences will help to complete the well-rounded student for entry into the workforce. Students will be able to experience the flow of their product from creation to service in this degree program through our Bruin Café lab.

Food Service Retail Management students will assist in the maintenance of a functional retail operation and become exposed to front and back of the house leadership activities, critical thinking, customer service, and human relations management through an in-house Bruin Cafe internship.

Program Outcomes

- Demonstrate an organized and sanitary workstation.
- Demonstrate accurate measuring and portioning.
- Follow standardized recipes and production procedures.
- Identify and describe procedures and techniques for controlling food costs.
- Demonstrate customer service skills.
- Practice team building and communication.
- Demonstrate professionalism (clean and complete uniform, on time, good attitude, respectful).
- Demonstrate leadership in both the front and back of the house operations.
- Construct a small business plan for a foodservice operation.
- Demonstrate critical thinking skills.

Career Opportunities

If you choose a degree in Food Service Retail Management, you will be prepared for entry to mid-level positions within the industry. You can seek positions within foodservice, hospitality, and tourism.

Curriculum for an Associate of Applied Science in Food Service Retail Management

General Education Core	15
Food Service Retail Management Core	45
Total Credit Hours Required	**60**

General Education Core

- BUSN 160 - Organizational Behavior (3)
- COMM 205 - ~Professional Communications (3) OR
- SOCI 215 - ~Human Relations (3)
- CAS 111 - Information Literacy (3)

- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 - ~Introduction to Mathematics (3)

Subtotal Credit Hours Required   15

Food Service Retail Management Core

- BUSN 101 - Introduction to Business (3)
- CART 115 - Safety/Sanitation in Food Serv (2)
- CART 120 - Bruin Cafe Lecture (1)
- CART 120L - Bruin Cafe Lab (3)
- CART 200 - International Cuisines Lecture (1)
- CART 200L - International Cuisines Lab (2)
- CART 201 - Stocks, Soups, and Sauces (1)
- CART 201L - Stock, Soups & Sauces Lab (2)
- CART 203 - Culinary Nutrition (3)
- CART 204 - Inventory and Purchasing (3)
- CART 212 - Baking Skills & Development (4)
- CART 231 - Garde Manger and Cold Presentations (3)
- CART 245 - Cooking Fundamentals I Lecture (1)
- CART 245L - Cooking Fundamentals I Lab (3)
- CART 246 - Cooking Fundamentals II (1)
- CART 246L - Cooking Fundamentals II Lab (3)
- CART 292 - Culinary Arts Internship (1-4) (1)
- CART 296 - Ala Carte (3)
- HOSP 220 - Controlling Food Costs (2)
- MATH 100 - Math Essentials (3)

Subtotal Credit Hours Required   45

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Health Information Management, A.A.S.

This program provides students with a diverse blend of course work in administrative technology and information management. Students interested in medical coding, health information regulations, and computer applications in the healthcare setting will find this career track rewarding.

Students can sit for various credentialing exams, such as the CCS or CPC. Students are eligible to sit for the RHIT. This does not imply a guarantee.

Accreditation Statement:

The Health Information Management accreditor of Blue Ridge Community and Technical College is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College's accreditation for the associate degree in Health Information Management has been reaffirmed through 2029-2030.

Mission

The mission of the Health Information Management (HIM) program is to educate and prepare professionals for a successful career in the HIM field. The knowledge provided will allow graduates to enhance health care delivery in the area improving not only the quality of life for our service area but the economic development as well.

Program Outcomes

- **Summarize** medical terminology, systems of classification, and methods of reimbursement commonly used in the health Information Management field.
- **Explain** legal and ethical concerns related to confidentiality, security, and privacy issues in Health Information Management.
- **Compute** best practice quantitative solutions related to health information statistics, financial management, and accounting standards.
- **Examine** compliance issues related to government regulations, licensure, and certification requirements.
- **Compare and contrast** essentials of leadership across business functions.

Curriculum for an Associate of Applied Science in Health Information Management

General Education Core	19
HIM Core	41
Total Credit Hours Required	**60**

General Education Core

- BIOL 120 - ^Human Anatomy & Physiology I (3)
- BIOL 121 - ^Human Anatomy & Phys I Lab (1) (this course is optional)
- BIOL 122 - ^Human Anatomy & Physiology II (3)
- BIOL 123 - ^Human Anatomy & Phys II Lab (1)
- CAS 111 - Information Literacy (3)
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 114 - ~Elem Probability & Statistics (3)
- PSYC 203 - ~Introduction to Psychology (3)

Subtotal Credit Hours Required   19

HIM Core

- CAHS 141 - Intro to Pharmacology (3)
- CAHS 142 - Pathophysiology of Disease (3)
- CAHS 206 - HC Law & Ethics (3)
- HIM 101 - Fundamentals of HIM (2)
- HIM 200 - Coding I (3)
- HIM 201 - Coding II (3)
- HIM 202 - Healthcare Information Systems (3)
- HIM 205 - HC Stats & Perf Improvement (4)
- HIM 206 - Supervision & Leadership (3)
- HIM 207 - Advanced Coding (3)
- HIM 208 - Externship (2)
- HIM 209 - Capstone (3)
- HIM 220 - HIM Reimbursement Methods (3)
- MAST 102 - Medical Terminology (3)

Subtotal Credit Hours Required   41

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

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Healthcare Professions, A.A.S.

In the face of an aging population with new treatments and technologies, allied health careers are on the rise. Our healthcare professions' degree program positions you for success in a variety of medical fields. Our program acquaints you with medical knowledge and terminology and refines your communications and life skills, social awareness, and critical and analytical thinking abilities.

Program Outcomes

- Demonstrate appropriate verbal, non-verbal, therapeutic, professional, and technological communication skills in their practice.
- Facilitate collaboration among all health care team members and the patients in their care.
- Demonstrate proficiency in using sound clinical decision making to plan safe and effective client care.
- Perform an informed discussion about the moral, ethical, and legal aspects of the healthcare profession.

Career Opportunities

Upon achieving a degree, you may seek employment in hospitals, clinics, home health agencies, or physicians' offices. If you seek a more specific career path in fields such as nursing, medical assisting, paramedicine, or physical therapist assisting, explore other health science degree programs here.

Disclaimer: Are you pursuing this degree to apply to a selective entry program or transfer to a different school? Work with an advisor to create a customized academic plan. You may want to prioritize certain courses over others to avoid taking unnecessary credits or delay application to your desired program. Also, transferability of courses is at the discretion of the receiving institution and are subject to change without notice. It is ultimately the student's responsibility to confirm your course selections with the receiving institution's admissions team, program coordinator and/or advisors.

Curriculum for an Associate of Applied Science in Healthcare Professions

General Education Core	15-20
Technical Core	16
Concentration	24-29
Total Credit Hours Required	**60**

General Education Core

- BIOL 100 - The Human Body (3) OR
- BIOL 120 - ^Human Anatomy & Physiology I (3) AND
- BIOL 121 - ^Human Anatomy & Phys I Lab (1) AND
- BIOL 122 - ^Human Anatomy & Physiology II (3) AND
- BIOL 123 - ^Human Anatomy & Phys II Lab (1)
- ENGL 101 - ~English Composition I (3) OR
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 - ~Introduction to Mathematics (3) OR higher
- CAS 111 - Information Literacy (3)
- PSYC 203 - ~Introduction to Psychology (3)

Subtotal Credit Hours Required   **15-20**

Technical Core

- MATH 103 - Pharmacological Math (3) OR
- CAHS 141 - Intro to Pharmacology (3)
- MAST 102 - Medical Terminology (3)
- CAHS 142 - Pathophysiology of Disease (3) OR
- PTA 108 - Patho of Disease for PTA (3)
- MAST 210 - Medical Law & Ethics (1)
- COMM 202 - ~Fundamentals of Speech (3) OR
- COMM 205 - ~Professional Communications (3)

Subtotal Credit Hours Required   **16**

Concentrations

Health Sciences Concentration

The concentration in Health Sciences provides students with the foundational knowledge, skills and abilities to pursue and enhance career opportunities in various healthcare disciplines. With a broad understanding of the health sciences, you'll be prepared to start your career immediately after graduation, apply to selective entry healthcare programs at Blue Ridge CTC, or transfer to other colleges or universities.

- Restricted Electives: CAHS, BIOL, CHEM, PHYS, NURS, PTA, EMSP, HIM, MAST, PLBT, ENGL 102, ART 103, SOC 203, MATH 114 (19 -24 credits)
  Subtotal Credit Hours Required   24-29

Healthcare Leadership Concentration

This interdisciplinary program integrates the health sciences with business management theory to prepare graduates to be industry leaders in the healthcare field. With a broad understanding of the health sciences, you'll be prepared to start your career immediately after graduation, apply to selective entry healthcare programs at Blue Ridge CTC, or transfer to other colleges or universities.

- BUSN 160 - Organizational Behavior (3)
- BUSN 201 - Principles of Management (3)
- BUSN 250 - Management and Leadership (3)
- BUSN 255 - Teamwork & Managing Teams (3)
- Restricted Electives: BUSN 101, BUSN 175, BUSN 273, BUSN 277, BUSN 231, BUSN 212, CAHS, BIOL, CHEM, PHYS, NURS, PTA, EMSP, HIM, MAST, PLBT, ENGL 102, ART 103, SOC 203, MATH 114 (15 - 20 credits)

  Subtotal Credit Hours Required   24-29

Medical Administrative Assistant Concentration

Medical Administrative Assistants perform valuable administrative duties on the healthcare team. Our program prepares you for an entry-level job in healthcare administration. The program is comprised of non-clinical components, with the lecture as well as competency-based experiences in performing administrative procedures. Students who successfully complete this concentration may be able to sit for certification exams.

- CAS 210 - Outlook Complete (3)
- CAS 211 - Word Complete (3)
- CAS 213 - Excel Complete (3)
- MAST 100 - Principles of Medical Assisting (1)
- MAST 108 - Admin Medical Assisting (1)
- MAST 108L - Admin Medical Assisting Lab (2)
- Restricted Electives: CAHS, BIOL, CHEM, PHYS, NURS, PTA, EMSP, HIM, MAST, PLBT, ART 103, SOC 203, MATH 114 (11-16 credits)

  Subtotal Credit Hours Required   24-29

Program Disclaimer

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Heavy Equipment Technician, A.A.S.

The Heavy Equipment Technician program provides hands-on technical skills for the heavy equipment industry.

Program Overview

Graduates of the Heavy Equipment Technician program will be able to diagnose, service, and repair electro-mechanical systems in the electrical utility, agricultural, construction, forestry, mobile recovery, and transportation industries. Students who pursue this degree should gain the knowledge to sit for certification in CAD and machining.

The Heavy Equipment Technician degree instruction involves classroom theory, live stop demonstrations, and repair of heavy equipment currently used in the industry. Making repairs on actual equipment is vital to skill development.

Program Outcomes

- Demonstrate professionalism (clean and complete uniform, on time, positive attitude, respectful).
- Identify safety equipment.
- Demonstrate the necessary skills to work safely in the industrial setting.
- Practice teambuilding and effective communication.
- Identify welding equipment, types of electrodes, types of welds, and welding positions.
- Understand the basics of metal fabrication.
- Identify and troubleshoot hydraulic motors and pumps.
- Understand basic electrical theory as it relates to power distribution.
- Understand advanced concepts and applications of fluid power technology including hydraulics and pneumatics.
- Create basic programs for CNC mills and lathes.

Career Opportunities

Heavy Equipment Technicians can see job opportunities as field service technicians, mobile heavy equipment technicians, construction equipment technicians, agricultural equipment technicians, and heavy equipment R&D technician. The average salary for students in this field is $47,690.

Curriculum for an Associate of Applied Science in Heavy Equipment Technician

General Education Core	15
Technical Core	45
Total Credit Hours Required	**60**

General Education Core

- CAS 111 - Information Literacy (3)
- ENGL 110 - ~Technical Writing & Communication (3)

- MATH 102 - Technical Mathematics (3)
- MECH 102 - Technical Physics (2)
- MECH 102L - Technical Physics Lab (2)
- EDET 180 - Building Better Relationships (2) OR
- EDET 181 - Conflict Resolution (2) OR
- PSYC 203 - ~Introduction to Psychology (3) OR
- SOCI 203 - ~General Sociology (3)

Subtotal Credit Hours Required   15

Technical Core

- CAD 201 - 3D Modeling (1)
- CAD 201L - 3D Modeling Lab (2)
- EDET 103 - Heavy Equipment Familiarization (2)
- HET 110 - Welding I (2)
- HET 120 - Fabrication (2)
- HET 206 - Heavy Equipment Electronics (3)
- HET 210 - Welding II (2)
- HET 220 - Mobile Hydraulics (3)
- MECH 101 - Introduction to Mechatronics (1)
- MECH 101L - Intro to Mechatronics Lab (2)
- MECH 106 - Electricity & Electronics (2) AND
- MECH 106L - Electricity & Electronics Lab (2) OR
- EDET 150 - Fundamentals of Electricity (4)
- MECH 110 - Mechanical Systems I (3)
- MECH 120 - Fluid Power (3)
- MECH 121 - Safety Awareness & OSHA 10 (2) OR
- EDET 121 - Safety for Electrical Line Workers (2)
- MECH 201 - Systematic Troubleshooting (3)
- MECH 210 - Mechanical Systems II (3)
- MECH 230 - Industrial Controls (2)
- MET 201 - Intro to CNC Programming (2)
- Restricted Electives in EDET, HET, MECH (3)

Subtotal Credit Hours Required   45

Program Disclaimer

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Human Services, A.A.S.

An associate's degree in Human Services offers graduates the opportunity to make a positive impact on the lives and people in their communities. Students will be able to promote awareness and obtain knowledge and specific skills needed to work in the human and social services fields. The program introduces students to services related to human development concepts and trains them to work with at-risk socioeconomic populations, including the elderly, children, persons with mental health or physical handicaps, and those experiencing problems with addiction disorders.

Upon successful completion of program requirements, graduates will be able to:

- Demonstrate knowledge of the historical development and scope of human services.
- Define the human service systems, which include individuals, families, groups, organizations, and communities within the society and their interaction.
- Develop awareness of one's own values, personalities, reaction patterns, interpersonal styles, limitations, and self-care practices.
- Demonstrate knowledge and skills in the administrative aspects of service delivery.
- Demonstrate effective written and oral communication skills that represent competence and professionalism in the human services field.
- Demonstrate sensitivity and show an understanding of respect for individuals and groups with ethnic, cultural, gender and racial differences.
- Apply critical thinking skills to problem solve in human service practices.
- Demonstrate the ability to identify and analyze service needs, plan appropriate services and intervention strategies for various populations, implement services, and evaluate outcomes of services.
- Exemplify the values, attitudes, and ethical standards of the human services profession and the ability to follow its ethical guidelines.
- Differentiate between the various addiction disorders as well as substances that can lead to addiction.

Curriculum for an Associate of Applied Science in Human Services

General Education Core	20
Human Services Core	18
Concentration	22
Total Credit Hours Required	**60**

General Education Core

- BIOL 101 - ^General Biological Science I (4)
- BIOL 102 - ~General Biological Science II (4)
- COMM 202 - ~Fundamentals of Speech (3)
- ENGL 101 - ~English Composition I (3)
- PSYC 203 - ~Introduction to Psychology (3)
- SOCI 203 - ~General Sociology (3)

Subtotal Credit Hours Required   20

Human Services Core

- HSRV 101 - Intro to Social Work & HSRV (3)
- HSRV 201 - Interview, Intake, Case Mgmt (3)
- HSRV 210 - Ethics, Values, Cultural Compt (3)
- HSRV 220 - Internship (3)
- PSYC 205 - Abnormal Psychology (3)
- SOCI 205 - ~Social Problems (3)

Subtotal Credit Hours Required   18

Concentrations

You must select ONE of the following concentrations:

Transfer to Social Work

- ECON 123 - ~Contemporary Economics (3) OR
- ECON 205 - ~Principles of Macroeconomics (3)
- ENGL 102 - ~English Composition II (3)
- ENGL 204 - ~Sur of American Lit (3) OR
- ENGL 208 - ~Survey of World Literature I (3)
- HIST 101 - ~World History to 1500: Early Man Through the Renaissance (3) OR
- HIST 102 - ~World History Since 1500: The Renaissance Through the Present (3)
- MATH 105 - ^Algebra (3)
- PSCI 101 - ~American Federal Government (3)
  or
- PSCI 102 - ~State & Local Government (3) (note: choose course with advisor)
- PSYC 240 - Social Psych of Substance Use (3)
- Restricted Electives in ART, MUSC or THEA (1)

Subtotal Credit Hours Required   22

Addiction Studies

- CJST 265 - Community Corrections (3)
- HSRV 230 - Community Org & Advocacy (3)
- HSRV 250 - Crisis Intervention (3)
- HSRV 260 - Introduction to Addiction (3)
- HSRV 270 - Psychopharm of Addiction (3)
- HSRV 280 - Addiction Counseling (3)
- MATH 101 Intro to Mathematics or Higher (3)
- Restricted Electives in LGST, PSCI, or SOCI (1)

Subtotal Credit Hours Required   22

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Information Technology, A.A.S.

The Blue Ridge Community and Technical College Information Technology Degree program prepares students for achievement in a high-demand field. The program's flexibility gives students a background in computer technology, an array of vendor certification training choices, and numerous internship opportunities. The IT degree will hone student skills in troubleshooting and repair, hardware, networking, operating systems, cloud/virtualization, basic programming, web development and security.

Program Overview

The Information Technology program offers an associate of applied science degree, incorporating non-vendor specific certification training, for students preparing for entry-level employment or advancement in a variety of occupations, courses, and professional certificate programs in information technology. The program will offer students a solid background in computer technology complemented by a full array of non-vendor specific certification training choices. All courses preparing for certification are taught by qualified instructors.

The program offers a flexible environment where students can develop the background necessary to enter the rapidly changing information technology workforce and/or transfer to a four-year institution for further undergraduate education. Students in the Information Technology Program are subject to the Blue Ridge Community and Technical College's requirements for admissions, basic skills testing, and appropriate course placement. Blue Ridge Community and Technical College Catalog requirements regarding academic standards, student conduct, and graduation procedures also apply.

Students in this program will complete hands-on activities that will help to develop computer fluency and transferable computer troubleshooting skills. They complete project-based activities which will incorporate Internet research skills and electronic presentation skills to prepare for the work environment. By completing these activities students will also develop a conceptual understanding of and obtain functional skills in computer hardware, networking, operating systems, basic programming and security.

An internship in an office technology related area is required for graduation. Students are expected to locate their internship site. Detailed information of the internship requirements and expectations is available from the student's advisor.

Program Outcomes

- Communicate effectively with both verbal and written forms.
- Perform and share cooperatively in teams or groups.
- Develop practical skills and knowledge for positions within the information technology profession.
- Research and present technical concepts using office productivity software.
- Review and practice computer and network etiquette and ethics found in working environments.

- Administer and troubleshoot a computer/network infrastructure.
- Evaluate best practices in security concepts to maintain confidentiality, integrity, and availability of computer network systems.
- Demonstrate mastery of IT concepts and terminology.
- Compare and contrast the functions of common operating systems.
- Explain database concepts and the role of databases.
- Evaluate and discuss new and future technologies into current systems.
- Describe current cloud/virtualization computing concepts.

Career Opportunities

Classroom training, internships, and certification opportunities will enable graduates to pursue entry-level positions in computer repair, computer networking, consulting, help desk support, training, or programming. Upon earning an IT degree with certifications, graduates in entry-level network support positions can earn approximately $40,000–$50,000 annually with a potential of eventually earning $60,000 or more.

For graduates seeking a four-year degree, Blue Ridge Community and Technical College has partnered with various four-year institutions to assist students in achieving this goal. These agreements provide students the opportunity to complete their degrees at Blue Ridge Community and Technical College while pursuing bachelor's degrees with other institutions. Students are able to fulfill their degree requirements at Blue Ridge Community and Technical College with the accessibility of online forums to connect them to their four-year institutions.

Note: All salary estimations are based on the current position and educational trends. Blue Ridge Community and Technical College cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Curriculum for an Associate of Applied Science in Information Technology

General Education Core	15
Technical Core	45
Total Credit Hours Required	**60**

General Education Core

- CAS 111 - Information Literacy (3)
- COMM 202 - ~Fundamentals of Speech (3) OR
- COMM 205 - ~Professional Communications (3)
- ENGL 101 - ~English Composition I (3) OR
- ENGL 110 - ~Technical Writing & Communication (3)
- IT 105 - Computer Ethics (3)
- MATH 105 - ^Algebra (3)

Subtotal Credit Hours Required   15

Technical Core

- CGEN 292 - Field Experience (1-6) (3)
- CNET 111 - Networking Fundamentals (3)
- CYBR 101 - Intro to CyberSecurity (3)
- DBM 101 - Database Concepts/SQL (3) OR
- SDE 188 - Intro to Programming Logic (3)
- IT 102 - IT Fundamentals (3)
- IT 180 - A+ Core 1 (3)
- IT 181 - A+ Core 2 (3)
- IT 185 - Introduction to Linux (3)
- IT 189 - Operating Sys Fundamentals (3)
- IT 191 - Practicum (4)
- IT 244 - Cloud/Virtualization (4)
- IT 253 - TCP/IP (3)
- IT 270 - Server I (3)
- Restricted Electives in CNET, CYBR, DBM, IT, MDIA, SDE (4)

Subtotal Credit Hours Required   45

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Mechatronics, A.A.S.

Our degree program is geared toward students seeking a challenging and exciting career as a high-tech problem-solver. Over the course of the program, you will learn to apply concepts in mathematics, science, and engineering to install, program, control, and maintain automated equipment commonly used in manufacturing, distribution, and processing.

Program Overview

The Mechatronics program supplies local industries with maintenance technicians who can install, service, repair and maintain a variety of industrial automation equipment. The first year of the program prepares the student to be a certified machine operator. After completing the first year and taking the Siemens certification exam, the student will be ready to enter the employment market and gain valuable on-the-job experience. This will give the student a chance to apply their new skill set and obtain greater insight into industry practices.

Students will gain an understanding of the technology utilized in modern distribution and processing industries. Hands-on laboratories, in areas such as electricity and electronics, mechanics, fluid power, motor controls, and quality controls will prepare students for the job on day one. Computer-Aided Design and Networking are included. Internships are available.

Program Outcomes

- Demonstrate professionalism (on time, positive attitude, respectful).
- Identify safety equipment.

- Practice teambuilding and effective communication.
- Understand the technology utilized in modern distribution and processing industries.
- Identify tools and equipment.
- Write industrial PLCs (Programmable Logic Controls).
- Understand the fundamentals of Quality Control.
- Demonstrate how to properly set up, program, operate, maintain and troubleshoot a scaled manufacturing system.
- Understand advanced concepts and applications of fluid power technology including hydraulics and pneumatics.
- Demonstrate proper application and connection of electrical motors, transformers, and solenoids.

Career Opportunities

Mechatronic specialists often find rewarding careers in the automotive, aerospace, medical device, and heavy equipment industries. Local employment opportunities abound within this field at companies such as: EcoLab, Essroc, Macy's Distribution, Fed-Ex, U.S. Silica, Ply Gem, Monoflo, O'Sullivan, Cenetic Landis, Automated Merchandising Systems, New World Pasta, and other firms in West Virginia, Maryland, Northern Virginia, and Southern Pennsylvania.

Curriculum for an Associate of Applied Science in Mechatronics

General Education Core	16
Technical Core	44
Total Credit Hours Required	**60**

General Education Core

- CAS 111 - Information Literacy (3)
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 102 - Technical Mathematics (3)
- MECH 102 - Technical Physics (2)
- MECH 102L - Technical Physics Lab (2)
- IT 105 - Computer Ethics (3) OR
- IT 269 - Project Management (3) OR
- PSYC 203 - ~Introduction to Psychology (3) OR
- SOCI 203 - ~General Sociology (3)

Subtotal Credit Hours Required   16

Technical Core

- CAD 201 - 3D Modeling (1)
- CAD 201L - 3D Modeling Lab (2)
- MECH 101 - Introduction to Mechatronics (1)

- MECH 101L - Intro to Mechatronics Lab (2)
- MECH 106 - Electricity & Electronics (2)
- MECH 106L - Electricity & Electronics Lab (2)
- MECH 110 - Mechanical Systems I (3)
- MECH 120 - Fluid Power (3)
- MECH 121 - Safety Awareness & OSHA 10 (2)
- MECH 201 - Systematic Troubleshooting (3)
- MECH 210 - Mechanical Systems II (3)
- MECH 230 - Industrial Controls (2)
- MECH 250 - Intro to PLC (3)
- MECH 255 - Adv PLC & Int Automation (2)
- MECH 260 - Process Control & Instrumentation (3)
- MECH 270 - Manufac Proc & Quality Control (3)
- MECH 280 - Integrated Manufacturing Systems (1)
- MECH 280L - Integrated Manuf Systems Lab (2)
- MECH 292 - Internship (1-4)
- Restricted Electives in any CAD, INST, MECH, RENG, ROB (2)

Subtotal Credit Hours Required   44

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Medical Assisting, A.A.S.

Medical assistants perform valuable administrative and clinical duties on the healthcare team. If you seek a meaningful career in patient care, you will welcome the possibilities for growth in this rising field. Our program prepares you for an entry-level job in healthcare and helps you contribute directly to the well-being of your community. Our program includes an externship experience—an added preparation for life in the working world.

Program Overview

The Medical Assisting program is a career-oriented program that prepares students to work primarily in ambulatory care settings under the direction of a physician. The program is comprised of clinical and non-clinical components, with the lecture as well as competency-based experiences in performing administrative and clinical procedures. General education and program requirements are designed for students interested in pursuing management positions within physician offices. There is also a non-compensated externship experience in which students work in an actual ambulatory care setting. Externship sites may have their own requirements that students must meet prior to their externship experience. Medical Assisting degree students must maintain a grade of "C" or better in all required courses. Students must provide appropriate health records that include a history and physical, required immunizations, and a negative TB test prior to externship.   Students must also have a current American Heart Association's "Healthcare Provider" CPR certification as well as First Aid certification and meet the program's technical standards. Also, students will undergo a background check and drug screen prior to externship. Any negative findings

may prohibit a student from participating in their externship, and thus not be able to complete the Medical Assisting degree program. Students who successfully complete the program are required to sit for the American Medical Technologists' national certification exam in medical assisting *.

In order to sit for the American Medical Technologists' national certification exam in medical assisting, a graduate must have proof of High School diploma or G.E.D.

Mission Statement

Blue Ridge Community and Technical College's Medical Assisting Program is committed to providing learner-centered career programs for a diverse student population to pursue professional administrative and clinical medical education within the college's service area. These programs are designed to provide graduates with the opportunity to obtain entry-level jobs in allied health careers, and in so doing, contribute to the growth and development of their communities.

Program Goals

The following goals are the primary purposes for the Medical Assisting Program:

1. Prepare competent, entry-level allied health professionals in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. Prepare students for nationally recognized certification exams.
3. Prepare graduates to obtain jobs in allied health fields.
4. Prepare graduates who can function in and contribute to the well-being of their communities.

Outcomes

Students will be able to:

- Demonstrate an understanding of the content areas of the curriculum in medical assisting. These content areas are anatomy and physiology, medical terminology, medical law and ethics, psychology, communication, medical assisting administrative procedures, medical assisting clinical procedures, and professional components.
- Apply knowledge from content areas to competencies in administrative, clinical, and general skills of medical assisting.
- Analyze the essential elements of core content areas and competencies.
- Critically evaluate patient care and administrative scenarios and use appropriate judgment within the scope of practice of medical assistants.
- Display a professional commitment to the ethical, legal, and compassionate practice of medicine in diverse communities.
- Demonstrate hands-on competency in administrative, clinical, and general skills of medical assisting.
- Communicate effectively with all members of healthcare teams, patients and others associated with the medical profession.
- Function as a competent, professional member of a healthcare team both administratively and clinically.
- Continue to learn and grow in healthcare professions and life.
- Contribute to the development and growth of their communities in creative ways.

Career Opportunities

As a medical assistant, your busy schedule may include greeting patients, answering telephone calls, scheduling appointments, and filing medical records. Your clinical work may include serving as a liaison between doctor and patient, preparing patients for exams, administering medications, and drawing blood.

Curriculum for an Associate of Applied Science in Medical Assisting

General Education Core	15
Medical Core	20-29
Concentration	16-25
Total Credit Hours Required	**60**

Concentrations

Choose one concentration for completion of the program:

Medical Assisting Foundation

General Education Core	15
Medical Core	20
Medical Assisting Foundation	25
Total Credit Hours Required	**60**

General Education Core

- CAS 111 - Information Literacy (3)
- COMM 205 - ~Professional Communications (3)
- MATH 103 - Pharmacological Math (3)
- ENGL 101 - ~English Composition I (3) OR
- ENGL 110 - ~Technical Writing & Communication (3)
- PSYC 203 - ~Introduction to Psychology (3) OR
- SOCI 203 - ~General Sociology (3)

Subtotal Credit Hours Required   **15**

Medical Core

- MAST 100 - Principles of Medical Assisting (1)
- MAST 102 - Medical Terminology (3)
- MAST 108 - Admin Medical Assisting (1)
- MAST 108L - Admin Medical Assisting Lab (2)
- MAST 204L - Clinical Care (2)
- MAST 207L - Advanced Clinical Care (3)
- MAST 210 - Medical Law & Ethics (1)
- MAST 212 - Medical Assisting Externship I (2)
- MAST 214 - MA Review and Certification Prep (1)
- MAST 216 - Clinical & Administrative Externship II (2)
- PLBT 100L - Essentials of Phlebotomy (2)

Subtotal Credit Hours Required   **20**

Medical Assisting Core

- BIOL 100 - The Human Body (3)
- BIOL 100L - The Human Body Lab (1)

Nursing Foundation (Pre-Nursing)

General Education Core	15
Medical Core	23
Nursing Foundation	22
Total Credit Hours Required	**60**

Students interested in pursuing an Associate of Science in Nursing

The Nursing degree is a selective entry program. Students will initially declare Medical Assisting as their major with a concentration in Nursing Foundations. During completion of the first semester of coursework, the student will:

1. Complete the pre-requisites for the Nursing program and apply for possible acceptance,
2. Continue in the Medical Assistant degree path, until accepted into the program, or
3. Graduate with an Associate of Applied Science degree in Medical Assisting.

For more information about the requirements for the Associate of Science in Nursing, visit the Nursing page on Blue Ridge CTC's website.

General Education Core

- COMM 205 - ~Professional Communications (3)
- ENGL 101 - ~English Composition I (3)
- CAS 111 - Information Literacy (3)
- MATH 101 - ~Introduction to Mathematics (3) OR
- MATH 114 - ~Elem Probability & Statistics (3)
- PSYC 203 - ~Introduction to Psychology (3) OR
- SOCI 203 - ~General Sociology (3)

    Subtotal Credit Hours Required   **15**

Medical Core

- MAST 100 - Principles of Medical Assisting (1)
- MAST 102 - Medical Terminology (3)
- MAST 108 - Admin Medical Assisting (1)
- MAST 108L - Admin Medical Assisting Lab (2)
- MAST 204L - Clinical Care (2)
- MAST 207L - Advanced Clinical Care (3)
- MAST 210 - Medical Law & Ethics (1)
- MAST 212 - Medical Assisting Externship I (2)
- MAST 214 - MA Review and Certification Prep (1)

- MAST 216 - Clinical & Administrative Externship II (2)
- PLBT 100L - Essentials of Phlebotomy (2)
- MATH 103 - Pharmacological Math (3)

Subtotal Credit Hours Required   **23**

Nursing Core

- BIOL 120 - ^Human Anatomy & Physiology I (3)
- BIOL 121 - ^Human Anatomy & Phys I Lab (1)
- BIOL 122 - ^Human Anatomy & Physiology II (3)
- BIOL 123 - ^Human Anatomy & Phys II Lab (1)
- CAHS 142 - Pathophysiology of Disease (3)
- Restricted Electives: BIOL, CAHS, EMSP, NURS, PTA, PLBT 102, CAS, SOCI, PSYC, ELL, ASL, CHEM (11)

Subtotal Credit Hours Required   **22**

Rehabilitation Foundation (pre-Physical Therapy Assistant)

General Education Core   15

Medical Core   29

Rehabilitation Foundation   16

Total Credit Hours Required   **60**

Students interested in pursuing an Associate of Applied Science degree in Physical Therapist Assisting (PTA)
The PTA degree is a selective entry program. Students will initially declare Medical Assisting as their major with a concentration in Rehabilitation Foundations. During completion of the first year of coursework, the student will:
1) Complete the pre-requisites for the PTA program and apply for possible acceptance,
2) Continue in the Medical Assistant degree path, until accepted into the program, or
3) Graduate with an Associate of Applied Science degree in Medical Assisting.

For more information about the requirements for the Associate of Applied Science degree in Physical Therapist Assisting, visit the PTA page on Blue Ridge CTC's website.

General Education Core

- COMM 205 - ~Professional Communications (3)
- ENGL 110 - ~Technical Writing & Communication (3)
- CAS 111 - Information Literacy (3)
- PSYC 203 - ~Introduction to Psychology (3)
- MATH 101 - ~Introduction to Mathematics (3)

Subtotal Credit Hours Required   **15**

Medical Core

- MAST 100 - Principles of Medical Assisting (1)
- MAST 102 - Medical Terminology (3)
- MAST 108 - Admin Medical Assisting (1)
- MAST 108L - Admin Medical Assisting Lab (2)
- MAST 204L - Clinical Care (2)
- MAST 207L - Advanced Clinical Care (3)
- MAST 210 - Medical Law & Ethics (1)
- MAST 212 - Medical Assisting Externship I (2)
- MAST 214 - MA Review and Certification Prep (1)
- MAST 216 - Clinical & Administrative Externship II (2)
- PLBT 100L - Essentials of Phlebotomy (2)
- CAHS 141 - Intro to Pharmacology (3)
- BIOL 100 - The Human Body (3)

Rehabilitation Core

- PTA 108 - Patho of Disease for PTA (3)
- PTA 109 - Physics for PTA (1)
- PTA 111 - Anatomy & Physiology for PTA (4)
- Restricted Electives: BIOL, CAHS, EMSP, NURS, PTA, PLBT 102, CAS, SOCI, PSYC, ELL, ASL, CHEM (8)

Subtotal Credit Hours Required   **16**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Occupational Development, A.A.S. - Child Development Specialist

Program Overview

The Associate of Applied Science degree in Occupational Development-Child Care Specialist is designed to provide special career training for those individuals who have completed or are in the process of completing a Registered Apprenticeship Program (RAP) in Child Development through the U.S. Department of Labor's Office of Apprenticeship.

There is a growing need in the United States for childcare at daycare centers. Some employers are making a collaborative effort to provide dependent care for their employees by establishing centers or expanding existing ones. Job opportunities for this degree include employment in community childcare facilities and in individual homes.

Our program carries an apprenticeship requirement, which integrates into the formal higher education curriculum of academically sound "Registered Apprenticeship Programs" (RAPs), which are recommended by the United States Bureau of Apprenticeship and Training (BAT). For guidance completing the apprenticeship portion of the program, contact the local United States Bureau of Apprenticeship Coordinator and refer them to the Apprenticeship for Child Development Specialist website at www.wvacds.org.

Students in the Occupational Development Program are subject to the Blue Ridge Community and Technical College's requirements for admissions. Apprenticeship credits are posted after completion of General Education courses and upon submission of the appropriate documentation from the Department of Labor.

Program Outcomes

- Prepare students for employment as child care center teachers, aids in schools, or other pre-school child care programs serving children birth to age 6.
- Apply theories of early childcare with practical applications.
- Implement age-appropriate curriculum and classroom activities.
- Prepare to assume supervision roles in an early childcare facility.
- Maintain childcare facility records in accordance with West Virginia and Federal Law requirements.
- Apply professional written and spoken communication skills with staff and parents.

Career Opportunities

Upon degree completion, students may enjoy increased wages and solid job security. You will be qualified to seek a fulfilling career in childcare facilities as a supervisor or as a classroom aide in an elementary school.

Curriculum for an Associate of Applied Science in Occupational Development

Component I - General Education	15
Component II - Classroom Instruction in the Occupation	15
Component III - On the Job Training (OJT) in the Occupation	30
Total Credit Hours Required	**60**

Component I - General Education

- COMM 202 - ~Fundamentals of Speech (3) OR
- COMM 205 - ~Professional Communications (3)
- ENGL 101 - ~English Composition I (3) OR
- ENGL 110 - ~Technical Writing & Communication (3)
- ECED 105 - Child Development (3)
- MATH 101 - ~Introduction to Mathematics (3)
- PSYC 210 - Human Growth & Development (3)

Subtotal Credit Hours Required   15

Component II - Classroom Instruction in the Occupation

Students will choose 15 credits from the following list of Restricted Electives
- ECED 101 - Found of Early Childhood Ed (3)
- ECED 103 - Early Language and Literacy (3)

- ECED 106 - Health, Nutrition and Safety (3)
- ECED 107 - Early Childhood Curriculum (3)
- ECED 165 - Assessment of Young Children (3)
- ECED 206 - Family/Community Engagement (3)
- ECED 220 - Early Childhood Inclusion (3)
- ENGL 100 - English Essentials (3)
- MATH 100 - Math Essentials (3)

Subtotal Credit Hours Required   **15**

Component III - On-the-Job-Training (OJT) in the Occupation

- Apprenticeship for Child Development

    Subtotal Credit Hours Required   **30**

Note: Registered Apprenticeship Program (RAP) in Child Development through the U.S. Department of Labor's Office of Apprenticeship is required to complete Component III

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Occupational Development, A.A.S. – Advanced Home Health Aide

Program Overview

The Associate of Applied Science degree in Occupational Development-Advanced Home Health Aide is designed to provide special career training for those individuals who have completed or are in the process of completing a Registered Apprenticeship Program (RAP) in Advanced Home Health Aide through the U.S. Department of Labor's Office of Apprenticeship.

Our program carries an apprenticeship requirement, which integrates into the formal higher education curriculum of academically sound "Registered Apprenticeship Programs" (RAPs), which are recommended by the United States Bureau of Apprenticeship and Training (BAT). For guidance completing the apprenticeship portion of the program.

Students in the Occupational Development Program are subject to the Blue Ridge Community and Technical College's requirements for admissions. Apprenticeship credits are posted after completion of 30 credits of the General Education and Classroom Instruction in the Occupation courses and upon submission of the appropriate documentation from the Department of Labor.

Program Outcomes

- Prepare students for employment as an Advanced Home Health Aide. Students will be able to:
- Provide compassionate care to patients regardless of different values, beliefs, cultures, and lifestyles.

- Demonstrate proficiency in planning safe and effective patient care.
- Maintain documentation in accordance with West Virginia and Federal Law requirements.
- Apply professional written and spoken communication skills with patients, their families, and healthcare providers.
- Provide care according to legal, ethical, and professional standards.

Career Opportunities

There is a growing need in the United States for home health aides. Job opportunities for this degree include employment with community healthcare providers and private pay options in individual's homes.

Curriculum for an Associate of Applied Science in Occupational Development: Advanced Home Health Aide

Component I - General Education	16
Component II - Classroom Instruction in the Occupation	24
Component III - On the Job Training (OJT) in the Occupation	20
Total Credit Hours Required	**60**

Component I - General Education

- ENGL 101 - ~English Composition I (3) OR
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 - ~Introduction to Mathematics (3)
- BIOL 100 - The Human Body (3)
- BIOL 100L - The Human Body Lab (1)
- PSYC 203 - ~Introduction to Psychology (3)
- CAS 111 - Information Literacy (3)

Subtotal Credit Hours Required   **16**

Component II - Classroom Instruction in the Occupation

- MATH 103 - Pharmacological Math (3) OR
- CAHS 141 - Intro to Pharmacology (3)
- MAST 102 - Medical Terminology (3)
- CAHS 206 - HC Law & Ethics (3)
- Restricted Electives (17 credits)
    - Choose from the following list:
    - CAHS 142 – Pathophysiology of Disease (3)
    - COMM 205 – Professional Communications (3)

- o PSYC 210 – Human Growth & Development (3)
- o SOCI 120 – Applied Sociology in Healthcare (3)
- o ASL 101 – Sign Language 1 (3)
- o ASL 102 – Sign Language 2 (3)
- o SPAN 101 – Spanish 1 (3)
- o SPAN 102 – Spanish 2 (3)
- o Any course in: MAST, PLBT, CAHS, BIOL, CHEM, PHYS, NURS, HIM, PTA, EMSP

Subtotal Credit Hours Required   **24**

Component III - On the Job Training (OJT) in the Occupation

- APTR 170 - Advanced Home Health Aide (10)
- APTR 175 - Home Health Apprenticeship (10)

Subtotal Credit Hours Required   **20**

Note: Registered Apprenticeship Program (RAP) Advanced Home Health Aide through the U.S. Department of Labor's Office of Apprenticeship is required to complete Component III.

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Paralegal Studies, A.A.S.

The Associate of Applied Science Degree in Paralegal Studies degree program is designed to provide graduates with an understanding of the law and the United States court systems. An emphasis is placed on legal terminology, legal research and writing, and technology used in the legal field. Graduates are prepared for employment in a law firm or government agency, with career possibilities such as legal secretary, legal assistant, and paralegal.

Program Outcomes

Students completing the Associate of Applied Science Degree in Paralegal Studies will be able to:
• Identify legal terminology needed to communicate with professionals in the legal field. (Remember)
• Demonstrate professional skills necessary to a paralegal career, including oral and written communication and technology skills. (Understand)
• Describe the sources of law, hierarchy and powers of various state and federal courts. (Understand)
• Utilize appropriate ethical behavior within the legal field. (Apply)
• Apply critical thinking and research skills within a legal context. (Apply)
• Analyze a variety of legal sources, including statutes and case law, and apply them to a given set of facts. (Analyze)
• Compose various types of legal correspondence and legal documents. (Create)

Curriculum for an Associate of Applied Science in Paralegal Studies

General Education Core	18
Paralegal Core	42
Total Credit Hours Required	**60**

General Education Core

- CAS 111 - Information Literacy (3)
- COMM 202 - ~Fundamentals of Speech (3)
- ENGL 101 - ~English Composition I (3)
- MATH 101 - ~Introduction to Mathematics (3)
- PSCI 101 - ~American Federal Government (3)
- PSYC 203 - ~Introduction to Psychology (3)

Subtotal Credit Hours Required   **18**

Paralegal Core

- LGST 100 - Intro to Law & Legal Systems (3)
- LGST 103 - Legal Terminology (3)
- LGST 150 - Legal Research and Writing (3)
- LGST 200 - Legal Ethics (3)
- LGST 210 - Laws of Domestic Relations (3)
- LGST 213 - American Court System (3)
- LGST 220 - Civil Litigation (3)
- LGST 230 - Criminal Law and Procedure (3)
- LGST 260 - Constitutional Law (3)
- CAS 211 - Word Complete (3)
- CAS 213 - Excel Complete (3)
- LGST 292 - Field Experience (1-6)
- Choose two of the following:
  BUSN 212 – Business Law 3
  BUSN 230 - Business Etiquette & Image 3
  CAS 210 - Outlook Complete 3
  CAS 230 – Office Administration 3
  COMM 205 – Professional Communications 3
  ENGL 102 – Writing for Arts and Humanities 3
  SOCI 203 – General Sociology 3

Subtotal Credit Hours Required   **42**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Paramedic, A.A.S.

The Paramedic Program is a 60 Credit Hour Associate of Applied Science Degree program that is designed for students who are interested in pursuing careers in advanced emergency care. As of July 1, 2020, the U.S. Department of Education has implemented (Regulation 34 CFR 668.43 (a) (5) (v)) which requires Blue Ridge CTC's Paramedic program to provide a list of all states where our curriculum meets state educational requirements for certification. The National Registry Paramedic certification is a requirement for initial state licensure in all states except Montana, where it is optional, and New York and North Carolina, where alternate entry is available. Students should contact the state Department of EMS in the state they would like to be initially certified for more specific information.

Prior to registering for any advanced clinical (200 level) EMSP courses, students are required to:

- Complete the Emergency Medical Technician (EMT) course before or during the first semester.
- Obtain a valid EMT certification, which meets the U.S. Department of Transportation's National Standard
- Curriculum for Emergency Medical Technicians, no later than February 15th of the second semester.
- Pass the ALS Entrance Exam with a 70% or higher and submit the following documentation to the EMS Program Director:
  1. An application to the advanced clinical (200 level) EMSP courses
  2. A photocopy of current CPR (AHA Healthcare Provider Course) certification
  3. Current EMT card from either: National Registry, West Virginia, Maryland, Pennsylvania, or
  4. A completed immunization record prior to participation in any EMS Practicum course
  5. An annual PPD results (or chest X-ray, if appropriate)
  6. Successfully complete a urine drug screen
  7. Successfully complete a national criminal background check

Students in the Paramedic Program are subject to Blue Ridge Community and Technical College's requirements for admissions, basic skills testing, and appropriate course placement, including mandated developmental courses, which are not counted toward completion of the program. Blue Ridge Community and Technical College Catalog requirements regarding academic standards, student conduct, and graduation procedures also apply.

Blue Ridge CTC Paramedic Program Goal

To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

EMS TECHNICAL STANDARDS

The following activities are examples of the kind of activities in which a student in the Paramedic Program will be required to perform in order to successfully complete the program.

1. Critical Thinking: Paramedic students should possess critical thinking ability sufficient for clinical judgment. For example, the paramedic student must be able to prioritize the care of the critically injured or ill patient.
2. Interpersonal Skills: Paramedic students shall possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of social, emotional, cultural and intellectual backgrounds. For example, the student shall establish rapport with clients/patients and health care team members.
3. Communication Skills: Paramedic students shall possess communication abilities sufficient for interaction with others in verbal and written forms. For example: providing verbal encode to medical direction from the field and documentation of patient care.

4. Mobility: Paramedic students shall possess physical abilities sufficient to move from room to room, maneuver in small spaces, stand and walk for extensive periods of time and lift average-size adults with help. For example: transferring patients on to stretchers, loading and unloading stretchers into the ambulance and moving about the scene to search and discover patients.
5. Motor Skills: Paramedic students shall possess gross and fine motor abilities sufficient to provide safe and effective care. For example: calibrate and use designated equipment, insertion of tubes and initiation of intravenous and intraosseous infusions and administration of medications.
6. Hearing: Paramedic students shall possess auditory ability sufficient to monitor and assess health needs. For example: hear monitor alarms, emergency signals, and cries for help and auscultate breath and bowel sounds.
7. Visual: Paramedic students shall possess visual ability sufficient for observation and assessment necessary for care. For example: observe patient/client responses to treatment, use of designated equipment and assessment of a patient.
8. Tactile: Paramedic students shall possess tactile ability sufficient for physical assessment. For example: perform palpation and percussion, assessment of skin vital signs.

Curriculum for an Associate of Applied Science in Paramedic

General Education Core	15
EMS Core	45
Total Credit Hours Required	**60**

General Education Core

- BIOL 175 - Human Body for EMS (3)
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 - ~Introduction to Mathematics (3)
- PSYC 203 - ~Introduction to Psychology (3)

Subtotal Credit Hours Required   **17**

Restricted Electives in BUSN 101, BUSN 175, BUSN 273, BUSN 277, BUSN 231, BUSN 212, CAHS, BIOL, CHEM, PHYS, NURS, PTA, EMSP, HIM, MAST, ENGL 101, ENGL 102, ART 103, SOCI 201, or MATH 114 (6 credits)

EMS Concentration

- EMSP 101 - Introduction to EMS (2)
- EMSP 103 - EMS Operations (3)
- EMSP 104 - EMS Practicum (1)
- EMSP 104L - EMS Lab I (1)
- EMSP 201 - Adv Airway Mgmt & Pt Assessment (3)
- EMSP 202 - Pathophysiology of Shock & Trauma Resuscitation (3)
- EMSP 203 - Pre-Hospital Pharmacology (3)
- EMSP 204 - EMS Practicum II (2)
- EMSP 204L - EMS Lab II (1)
- EMSP 205 - Medical Emergencies I (3)
- EMSP 205L - Medical Emergencies I Lab (1)

- EMSP 206 - EMS Practicum III (2)
- EMSP 206L - EMS Lab III (1)
- EMSP 207 - Medical Emergencies II (3)
- EMSP 208 - Special Patients & Situations (3)
- EMSP 208L - EMS Lab IV (1)
- EMSP 209 - EMS Practicum IV (2)
- EMSP 209I - EMS Internship (1-3)
- EMSP 210 - Paramedic Capstone (2)

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Physical Therapist Assisting, A.A.S.

The Physical Therapist Assisting (PTA) program is a 1 + 1 program. One year of prerequisites must be completed prior to starting the Fall semester of the technical phase. Because students apply on March 1st each year, students may be enrolled in prerequisites during the Spring semester and still apply. The midterm grades for those spring semester courses will be used to determine acceptance. Acceptance would be contingent upon the successful completion of those spring courses. If prerequisites are still left over to complete during any summer term, those students will NOT be considered for acceptance until the following year. In ALL prerequisite coursework, each student must earn a C or better. Once in the technical phase of this PTA program, it will last one year plus one five-week summer session. Once in the program, each student must maintain at least a 78% test average in order to keep their spot in the program. Admission to the PTA program is competitive and twenty students will be admitted to the PTA program each Fall.

A numerical score sheet is used to select 20 students for each class. Points are assigned for grades in all prerequisite courses, volunteer experience, the brief narrative written on the application, and previous degrees earned. For students who use EDGE credits for any of the prerequisite courses, a grade from the high school transcript will be utilized on the score sheet. Students who have previously earned an associate's or a bachelor's degree qualify for additional points. Students who have all A's in all of the PTA prerequisite courses qualify for additional points. Degrees earned at the end of the spring semester of which the student has applied to the technical phase WILL still allow the student to earn the extra points for the degree. Acceptance would be contingent upon the student actually earning the degree. The minimum requirement for volunteer hours is 20 total hours split between two distinctly different practice settings. Students are asked NOT to complete much over the 20-hour requirement so that we do not overwhelm clinical sites. The total score for the PTA score sheet for acceptance is composed of: 60% letter grades in prerequisite courses, 10% volunteer hours, 15% written essay on application, and 15% past degrees obtained. The 20 students with the highest scores are chosen. An applicant with a score below 130 in section A of the PTA Score sheet for Acceptance would not be a qualified applicant. 130 is the minimum qualifying score to get into the program.

The <u>completed</u> application packet must be submitted to the program coordinator by **March 1st** for the next entering class. Late applications are accepted only if space allows.

The Program's mission is to prepare graduates to be licensed as Physical Therapist Assistants and work in any health care setting so that the physical therapy needs of the citizens in our service region can be met.

Although technical competence is the predominant goal, broader academic abilities are also desired for PTA graduates. The general studies component of the curriculum provides the avenue for developing effective speaking, writing, and thinking skills to form a foundation for lifelong learning.

To fulfill this mission, the Program will:

1. Provide students with a program of study that will assist them in developing the knowledge and skills necessary to pass the National Physical Therapist Assistant Licensure Examination.
2. Hold high expectations for student acquisition of academic and clinical skills, and professional behaviors so that our graduates possess entry-level skills.
3. Maintain contact with health care providers and consumers in our service region to ensure that the Program remains relevant and continues to serve the needs of all communities of interest.

Graduate Goals

Upon successful completion of the PTA program the graduate is expected to:

- Exhibit conduct that reflects practice standards that are legal, ethical and safe.
- Implement a plan of care established by the physical therapist.
- Demonstrate competence in performing data collection through tests, measurements, and observations.
- Use verbal, non-verbal, and written communication in an effective, appropriate and capable manner.
- Demonstrate professional behavior through attendance, promptness, and the ability to assume appropriate responsibility.
- Demonstrate the cognitive knowledge basic to physical therapy intervention.

Student Abilities

To meet these goals, the student must be able to:

- Obtain information during class time and outside of class from lecture, text, computer-based, and video formats.
- Obtain information from the medical record.
- Produce written responses to assignments.
- Compose progress notes for the medical record.
- Complete in-class small group assignments.
- Receive and transmit information to the instructors, classmates, supervising physical therapists, and patients.
- Perform physical therapy techniques in high (standing), medium (sitting), and low (squatting, stooping) body positions.
- Operate equipment with knobs, switches, touch pads, and touch screens.
- Lift and position classmates, patients, and equipment.
- Assist and guard classmates and patients while they practice standing, walking, and moving into and out of wheelchairs.
- Assist classmates and patients while they perform therapeutic exercises.
- Perform physical therapy techniques and move about the clinical facility for up to 8 hours a day, 40 hours a week.
- Assess the patient's verbal and nonverbal response to treatment.
- Complete multi-step work assignments.

This program will prepare students to sit for the national PTA licensure examination which is required to practice in most states. This program will also prepare the PTA students to work in a variety of physical therapy settings including; acute care, outpatient orthopedics, skilled nursing, rehabilitation center, and nursing homes. The PTA licensure examination is administered at a Prometric test center in coordination with the Federation of State Boards of Physical Therapy (FSBPT). It is a national licensure, which is accepted by all states that require licensure. There is a standard passing score, which all states have agreed upon.

The students will have a total of 4 clinical education experiences. Each of these experiences will occur in a different setting so that the PTA student will be well rounded and prepared to work in any setting after graduation. The students will be evaluated by their clinical instructors while in the clinic or hospital.

The Physical Therapist Assistant Program at Blue Ridge Community and Technical College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue Suite 100, Alexandria, Virginia 22305; telephone: 703-706-3245; email: accreditation@apta.org ; website: http://www.capteonline.org . If needing to contact the program/institution directly, please call Dr. Chrystal McDonald at 304-260-4380, ext 3408 or email cmcdonal@blueridgectc.edu

Graduating Class	# Applied	# Accepted	Admission Rate	Graduation Rate	1st Time Licensure Pass Rate	Overall Licensure Pass Rate	Employment Rate
Class of 2018	39	20	54%	100%	84.2%	94.7%	94%
Class of 2019	48	20	47%	90%	88.2%	94.1%	100%
Class of 2020	35	20	57%	80%	68.8%	75.0%	92%
Class of 2021	34	20	68%	55%	90.9%	100%	100%

	2 year average graduation rate	2 year average employment rate	2 year average licensure pass rates- 1st time	2 year average licensure pass rates- ultimate
Average for Class of 2019 and Class of 2020	85%	96%	76%	84.7%
Average for Class of 2020 and Class of 2021	67.5%	96%	79.9%	87.5%

Dr. Chrystal McDonald is the Program Coordinator. You can reach her at 304-260-4380, ext 3408 with any questions or complaints about the PTA program. Brandy Bartley is the Clinical Coordinator, and she can be reached at 304-260-4380, ext 3313.

PTA Accreditation

PTA Application

PTA Scoresheet for Acceptance New

Volunteer Hours Verification Form

Career Opportunities

As a Physical Therapist Assistant, you will be prepared to work alongside a Physical Therapist, helping patients recovering from injuries and other health conditions regain their ability to move and thrive.

Curriculum for an Associate of Applied Science in Physical Therapist Assisting

Prerequisites and Support Core	29
Technical Core	41
Total Credit Hours Required	**70**

Prerequisites and Support Core

- BIOL 100 - The Human Body (3)
- CAHS 141 - Intro to Pharmacology (3)
- CAS 111 - Information Literacy (3)
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 - ~Introduction to Mathematics (3)
- MAST 102 - Medical Terminology (3)
- PSYC 203 - ~Introduction to Psychology (3)
- PTA 108 - Patho of Disease for PTA (3)
- PTA 109 - Physics for PTA (1)
- PTA 111 - Anatomy & Physiology for PTA (4)

Subtotal Credit Hours Required   29

Technical Core

- PTA 101 - Intro to Physical Therapy (2)
- PTA 102 - Patient & Professional Relationship (2)
- PTA 103 - Intro to Patient Care (3)
- PTA 104 - Physical Agents (4)
- PTA 105 - Kinesiology (3)
- PTA 106 - Clinical Education I (1)
- PTA 107 - Clinical Education II (3)
- PTA 201 - Therapeutic Exercise (4)
- PTA 202 - Orthopedics (4)
- PTA 203 - Neurology (4)
- PTA 204 - Clinical Education III (5)
- PTA 205 - Capstone Seminar (1)
- PTA 206 - Clinical Education IV (5)

Subtotal Credit Hours Required   41

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Plastics Engineering Technology, A.A.S.

The Plastics Engineering Technology Program is one of the few programs in the United States and the only Plastics Engineering Technology program in the tri-state area (WV, MD, VA). This program leads to an Associate of Applied Science in Plastics Engineering Technology and could provide students the option to pursue a bachelor's degree in plastics engineering technology, mechanical engineering technology, or engineering management.

Program Overview

Graduates of the Plastics Engineering Technology program can enter careers such as Plastics Process Technician, Maintenance Technician, Quality Technician, Designers, Technical Sales, and Dye Makers. Students who pursue this degree should be eligible to sit for certification in CAD and machining.

Students will gain an understanding of the technology utilized in modern manufacturing and engineering firms. Students will have access to hands-on, innovative laboratories in areas such as Robotics, CNC, CAD, and Plastic Processing. Internships may be available.

Program Outcomes

- Demonstrate professionalism (on time, positive attitude, respectful).
- Identify industrial and personal safety equipment.
- Practice team building and effective communication.
- Identify tools and equipment used in plastics engineering.
- Understand the fundamentals of Quality Control.
- Demonstrate how to properly set up, program, operate, maintain and troubleshoot a scaled manufacturing system.
- Understand the fundamentals of plastics processing.
- Understand the processing methods of injection and blow molding.
- Utilize CAS and CAW to construct molds and plastic parts.
- Identify common robotic applications in the workplace.

Career Opportunities

Plastics Engineering Technicians may find employment opportunities with the consumer product, food and beverage, automotive, medical, aerospace, and toy manufacturers. The average annual salary for students in this field is between $44,480 and $55,770, with the top ten percent earning over $80,000. Employment opportunities may be available at employers such as LogoPlaste, Technimark, Parker Plastics, Brentwood, and Monoflo.

Curriculum for an Associate of Applied Science in Plastics Engineering Technology

General Education Core	16
Technical Core	44
Total Credit Hours Required	**60**

General Education Core

- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 105 - ^Algebra (3)
- MATH 106 - ^Trigonometry (3) OR
- MATH 108 - ^Pre-Calculus (4)
- MECH 102 - Technical Physics (2)
- MECH 102L - Technical Physics Lab (2)
- PSYC 203 - ~Introduction to Psychology (3) OR
- SOCI 203 - ~General Sociology (3)

Subtotal Credit Hours Required   16

Technical Core

- CAD 102 - CAD Applications (2)
- CAD 102L - CAD Applications Lab (2)
- CAD 201 - 3D Modeling (1)
- CAD 201L - 3D Modeling Lab (2)
- MECH 106 - Electricity & Electronics (2)
- MECH 106L - Electricity & Electronics Lab (2)
- MECH 110 - Mechanical Systems I (3)
- MECH 120 - Fluid Power (3)
- MECH 121 - Safety Awareness & OSHA 10 (2)
- MET 120 - Statics (3)
- MET 200 - Introduction to CAM (2)
- MET 201 - Intro to CNC Programming (2)
- MET 220 - Strength of Materials (4)
- PLET 120 - Introduction to Plastics (3)
- PLET 200 - Plastics Processing (3)
- PLET 210 - Plastics Design (3)
- ROB 210 - Robotics I (2)
- Restricted Electives in MECH, MET, PLET or ROB (3)

Subtotal Credit Hours Required   44

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Software Development Engineering, A.A.S.

This degree prepares students for entry-level employment and career advancement in a variety of occupations within the software development profession. The degree program introduces students to the most current languages, integrated development environments, and operating systems, focusing on problem solving and development cycles for business applications. As technology has changed, computer, web and mobile applications have become widely used in society. The software development engineering degree prepares students to develop applications for a variety of platforms.

Program Overview

Blue Ridge Community and Technical College offers a Software Development Engineering A.A.S. degree that provides students with the knowledge and skills needed for employment upon graduation. Using the most current versions of industry standard computer programming languages and integrated development environments, a practical applied approach is taken with an emphasis on programming skills for desktop, web-based and mobile environments. Students will develop project management, communication, problem solving and teamwork skills valued in industry.

Program Outcomes

- Explain the theoretical fundamentals of software development.
- Develop practical skills and knowledge for positions within the software engineering profession.
- Apply competencies required by the software design industry through hands-on practice.
- Apply software engineering principles to provide a solution-focused skill set to real-world business needs and scenarios.
- Use current languages, methodologies, and integrated development environments to develop secure program code for a variety of platforms, including web and mobile.
- Produce robust software using the program development cycle to analyze, design, implement, deploy, document, and maintain applications.
- Complete a capstone project applying project management, communication, problem-solving and teamwork skills to a large software development project.

Career Opportunities

Upon earning a degree, software development engineering graduates may pursue entry-level employment in a variety of business, government, private and educational institutions. With growth in the software development field expected to increase faster than average, well-trained software development personnel are needed in business and industry. A Blue Ridge Community and Technical College software development engineering college credential will give graduates many workplace options and pathways to further study in the computer industry.

Curriculum for an Associate of Applied Science in Software Development Engineering

General Education Core	16
SDE Core	44
Total Credit Hours Required	**60**

General Education Core

- CAS 111 - Information Literacy (3)
- COMM 202 - ~Fundamentals of Speech (3)
- ENGL 110 - ~Technical Writing & Communication (3)
- IT 105 - Computer Ethics (3)

- MATH 108 - ^Pre-Calculus (4)

Subtotal Credit Hours Required   16

SDE Core

- IT 189 - Operating Sys Fundamentals (3)
- IT 269 - Project Management (3)
- MATH 105 - ^Algebra (3)
- MDIA 104 - Web Page Design (3)
- SDE 188 - Intro to Programming Logic (3)
- SDE 193 - Programming in C# (3)
- SDE 194 - Programming in Java (3)
- SDE 195 - Programming in Python (3)
- SDE 200 - Mobile App Development (4)
- SDE 204 - Server Side Web Development (3)
- SDE 209 - Applied App Development (4)
- Any 292 Field Experience (3)
- Restricted Electives (6) - CNET, CYBR, DBM, IT, MATH 207, MDIA, SDE

Subtotal Credit Hours Required   44

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Technical Studies, A.A.S.

This program is exclusively designed for students or prospective students currently employed by an employer who is working with Blue Ridge Community and Technical College. Our program allows employers to customize a course of study for their employees while giving them the skill sets to use technology effectively sharpen communication skills, and develop practical problem-solving strategies.

Program Overview

The Blue Ridge Community and Technical College can customize this degree program for employers. Certificate programs are also available.

Goals of the Technical Studies Program include:

- Cultivate the abilities of employees to use technology effectively and responsibly.

- Implement strategies for employees to communicate information effectively through reading, writing, speaking and listening.
- Develop employee's abilities to solve problems through understanding, reasoning, research, and productive teamwork.
- Identify ways in which lifelong learning and technical interests correlate with college-level learning.
- Demonstrate the interpersonal and evaluative skills necessary to effectively provide and receive constructive feedback.

This program is only for individuals whose employer is working with Blue Ridge Community and Technical College to ensure completion of this degree.

Career Opportunities

Completing this degree may enhance your professional skill sets and may increase your opportunities for upward mobility.

Curriculum for an Associate of Applied Science in Technical Studies

Component I – General Education Core	15
Component II – Technical Core	12
Component III – Occupational Specialty	18
Component IV – On-the-Job Training	15
Total Credit Hours Required	**60**

Degree programs implemented under this degree designation will include instruction consistent with the following components and categories.

Component I – General Education Core

- ENGL 101 - ~English Composition I (3) OR
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 or Higher (3)
- Restricted Electives in CAS, COMM, ENGL, ESL, or LANG (3)
- Restricted Electives in ECON, HIST, PSCI, PSYC, or SOCI (3)
- Restricted Electives in BIOL, CHEM, COMM, ECON, ENGL, ESL, LANG, HIST, MATH, MLT, PSCI, PSYC, or SOCI (3)
  Note: Restricted Electives must be taken from the General Education Core Competency list.

Subtotal Credit Hours Required   15

Component II – Technical Core

Each program of study must include a general technical core that meets the goal of developing skills that may be applied to a variety of occupations or that may be specific to an occupation.

Subtotal Credit Hours Required   12

Component III – Occupational Specialty

The component consists of technical specialty courses specific to an occupational area. Industry-based education and training programs are to be converted to college credit at the ratio of 15:1 and at a rate consistent with the lab hour/credit ratio of the degree-granting institution for laboratory credit.

Subtotal Credit Hours Required   18

Component IV – On-the-Job Training

The component consists of a paid or unpaid OJT, internship, or practicum performed in a business or industry setting in the occupational area. The on-the-job training component is to be converted to credit hours at a ratio of 150:1 with the maximum of 2,080 contact hours allowable. A statement of the total number of contact hours experience through on-the-job training will be placed on the college record.

Subtotal Credit Hours Required   15

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

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Veterinary Technology A.A.S.

The mission of Blue Ridge Community and Technical College's veterinary technology program is to provide a supportive learning environment and the hands-on experience needed to prepare students to work as veterinary health care professionals. This includes an emphasis on the professionalism, leadership, and clinical competency necessary for the promotion of animal health and welfare, public health, and the human-animal bond.

The program provides instruction in small, large, and laboratory animal medical and surgical nursing, laboratory techniques, office protocol, emergency medicine, specialty medicine, and other topics.

The curriculum includes practical clinical internship experience in a licensed, approved veterinary facility.

Courses in animal science and health are combined with a general education component. Upon completion of the program, the student will be awarded an Associate in Applied Science in Veterinary Technology degree.

PROGRAM OUTCOMES

- Graduates will be able to obtain entry level positions within veterinary medicine
- Graduates will understand and support the role of the human-animal bond, the importance of animal welfare and the veterinary professional's ethical role in upholding humane and ethical treatment of all animals
- Application of critical thinking skills in assessment of patient care

PROGRAM ACCREDITATION

This program is not accredited by the American Veterinary Medical Association (AVMA).

CAREER OPPORTUNITES

The student will be prepared to work in a variety of clinical settings including but not limited to: general veterinary practice, specialty veterinary medicine; emergency, critical care, oncology, dentistry, internal medicine, surgery, ophthalmology, behavior, nutrition, zoos, research labs, reference labs, animal health pharmaceutical marketing, etc.

APPLICATION AND SELECTION PROCESS

Applicants to the veterinary technology program must complete a separate application for admittance into the veterinary technology program. Please contact the program director for deadline information.

GPA & GRADE REQUIREMENT

Students must earn a grade point average (GPA) of 2.75 or better in all program courses to maintain enrollment.

Earn a minimum grade of C in all required courses for the A.A.S degree.

A Curriculum for an AAS in Veterinary Technology

General Education Core	17
Technical Core	43
Total Credit Hours Required	**60**

General Education Core

- LTEC 101 - Chemistry for Technicians I (4) OR
- CHEM 127 - ~General, Organic & Biochem I (4)
- MATH 101 - ~Introduction to Mathematics (3) OR
- MATH 102 - Technical Mathematics (3)
- ENGL 101 - ~English Composition I (3) OR
- ENGL 110 - ~Technical Writing & Communication (3)
- LTEC 120 - Biology for Technicians I (4) OR
- BIOL 101 - ^General Biological Science I (4)
- SOCI 203 - ~General Sociology (3) OR
- SOCI 215 - ~Human Relations (3) (preferred)

Subtotal General Education Credit Hours Required   17

Technical Core

- VET 101 - Veterinary Anatomy Phys. (3)
- VET 101L - Veterinary Anatomy Phys. Lab (1)
- VET 102L - Veterinary Clinic Practice (2)
- VET 103L - Animal Diseases & Nursing Lab 1 (2)
- VET 104 - Veterinary Terminology Nomenclature 1
- VET 105 - Vet Tech Internship I 1.5
- VET 110L - Veterinary Surgery Anes. Nurse Lab I 2
- VET 111 - Vet Pharmacology Calculations 3
- VET 112L - Vet Diagnostic Imaging I Lab 2
- VET 106 - Vet Tech Internship II 1.5
- VET 113L - Veterinary Dentistry I Lab 2
- VET 201 - Farm Animal Health 3
- VET 202L - Veterinary Diagnostic Imaging II 2
- VET 203L - Vet Surgery Anes. Nurse II Lab (3)
- VET 204L - Vet Dentistry II Lab 2
- VET 205 - VET Ethics - Professionalism 1
- VET 107 - Vet Tech Internship III 1.5
- VET 210L - Animal Disease Nursing II Lab 3
- VET 211L - Avian, Exotic, Lab Animal Med 2
- VET 108 - Vet Tech Internship IV 1.5
- VET 250 - Vet Tech Internship (6)
- VET 212 - Vet Emergency Critical Care 3

Subtotal Technical Core Credit Hours Required   43

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Associate of Arts

Liberal Arts, A.A.

Blue Ridge Community and Technical College's Liberal Arts Program features a balanced and flexible curriculum with coursework in communication, scientific and quantitative reasoning, and social and cultural awareness in addition to content, transfer, or career-specific coursework in six different concentrations designed to meet the needs of a diverse group of Liberal Arts majors.

The Communication Studies concentration can be completed in the Guided Accelerated Pathway in just 15 months for students who qualify. New cohorts begin each summer.

Program Overview

The **Open Transfer Concentration** offers the most flexibility in course selection and options to tailor the curriculum to the individual student's aspirations. Additional concentrations provide an in-depth study of specific content areas and/or articulate to content-related four-year degree programs. The **Communication Studies Concentration** is designed for students who want to gain proficiency in interpersonal and professional communication skills or prepare for transfer programs such as public relations, communications, journalism, or management. The **English Concentration** is designed for students who desire an in-depth study of literature and composition. The **History Concentration** is designed for students who wish to specialize in history and/or plan to transfer to a four-year degree program in history. The **Mathematics Concentration** is designed for students who intend to pursue a math-intensive degree program or career. Finally, the **Natural Science Concentration**, with its emphasis on biology and/or chemistry, is designed for students who intend to pursue a four-year degree/career related to the natural sciences. With such diverse options, the Liberal Arts Degree positions students for success in a variety of careers or university majors. Degree completion demonstrates to employers and transfer institutions that liberal arts graduates are knowledgeable individuals with the ability to communicate, reason, and thrive in diverse workplaces and educational environments.

A.A. Liberal Arts Mission/Program Goals:

- Assist students in gaining a better understanding of themselves and their relationships with others.
- Encourage students to become and remain informed citizens.
- Inspire students to become lifelong learners to keep pace with today's global economy.
- Support students in their efforts to understand and embrace diversity in an ever-changing, complex world.
- Provide the tools and experiences necessary to successfully transition into other educational institutions or into the workforce.

A.A. Liberal Arts Learner Outcomes:

- Students will demonstrate the interpersonal and evaluative skills necessary to effectively participate in a group and both provide and receive constructive feedback.
- Students will identify ways in which lifelong learning and aesthetic interests are important for living a balanced, enjoyable life.
- Students will exhibit the academic and social skills necessary for successful transition to other colleges/universities or into the workforce.
- Students will apply ethical principles in both written and oral communication.
- Students will assess the historical and political issues that have shaped our culturally diverse country and articulate the importance of their roles as informed and participatory citizens.
- Students will express insight into an appreciation of the arts and evaluate their relevance in today's society.
- Students will cultivate an understanding of the complex cultural texture of today's world.

Career Opportunities

The flexibility of the Liberal Arts Open Transfer Concentration allows students to work with their academic advisors to select courses relevant to a broad range of prospective university transfer programs or careers. The more specialized concentrations offer focused study in the disciplines of Communication Studies, English, History, Mathematics, or Natural Sciences and prepare students for success in the respective university transfer programs or content-related career fields. No matter the chosen concentration, the Liberal Arts Program hones the skills necessary for students to become critical thinkers, effective communicators, well-informed citizens, and valuable employees.

Curriculum for an Associate of Arts Degree in Liberal Arts

General Education Core	35
Concentration	25-27
Total Credit Hours Required	**60-62**

General Education Core

- ART 103 - ~Introduction to Visual Arts (3) OR
- ENGL 215 - ~The Art of Literature (3) OR
- MUSC 111 - ~Introduction to Music (3) OR
- THEA 101 - ~Introduction to Theatre (3)
- BIOL 101 - ^General Biological Science I (4) AND
- BIOL 102 - ~General Biological Science II (4) OR
- CHEM 127 - ~General, Organic & Biochem I (4) AND
- CHEM 128 - ~General, Organic & Biochem II (4) OR
- GEOL 101 - ~Geological Sciences (4) OR
- PHYS 103 - ~General Physical Science I (4) AND
- PHYS 104 - ~General Physical Science II (4)
- COMM 202 - ~Fundamentals of Speech (3)
- ENGL 101 - ~English Composition I (3)
- ENGL 102 - ~English Composition II (3)
- ENGL 204 - ~Sur of American Lit (3) OR
- ENGL 208 - ~Survey of World Literature I (3)
- HIST 101 - ~World History to 1500: Early Man Through the Renaissance (3) OR
- HIST 102 - ~World History Since 1500: The Renaissance Through the Present (3)
- MATH 101 - ~Introduction to Mathematics (3) OR
- MATH 105 - ^Algebra (3) OR
- MATH 106 - ^Trigonometry (3) OR
- MATH 108 - ^Pre-Calculus (4) OR
- MATH 114 - ~Elem Probability & Statistics (3) OR
- MATH 154 - ~Finite Mathematics (3)
- PSCI 100 - ~Introduction to Political Ideology (3) OR
- PSCI 101 - ~American Federal Government (3) OR
- PSCI 102 - ~State & Local Government (3)
- PSYC 203 - ~Introduction to Psychology (3) OR
- SOCI 203 - ~General Sociology (3)

Subtotal Credit Hours Required   35

> *Students should consult their academic advisor regarding the selection of specific general education course requirements for their respective concentration.*

Concentrations

Choose one concentration for completion of the program:

Communication Studies Concentration

- COMM 205 - ~Professional Communications (3)
- Select 12 credits from COMM 201, 203, 206, 207, 220, 221, 230 (12)
- Free Electives (10)

Subtotal Credit Hours Required   25

English Concentration

- ENGL 201 - Intro to Literary Study (3)
- ENGL 204 - ~Sur of American Lit (3) OR
- ENGL 208 - ~Survey of World Literature I (3)
- ENGL 212 - Shakespeare (3)
- ENGL 215 - ~The Art of Literature (3)
- ENGL 270 - Traditional Grammar (3)
- FREN 101 - French I (3) AND
- FREN 102 - French II (3) OR
- GRMN 101 - German I (3) AND
- GRMN 102 - German II (3) OR
- SPAN 101 - Spanish I (3) AND
- SPAN 102 - Spanish II (3)
- Free Electives (4)

Subtotal Credit Hours Required   25

History Concentration

- ECON 123 - ~Contemporary Economics (3) OR
- ECON 205 - ~Principles of Macroeconomics (3)
- GSPE 210 - Fitness for Life (3)
- HIST 201 - ~US History to 1877 (3)
- HIST 202 - ~US History Since 1877 (3)
- HIST 206 - American Women's History (3)
- HIST 207 - African American History (3)
- HIST 210 - ~WV and Appalachian History (3)
- GRMN 101 - German I (3) AND
- GRMN 102 - German II (3) OR
- FREN 101 - French I (3) AND
- FREN 102 - French II (3) OR
- SPAN 101 - Spanish I (3) AND
- SPAN 102 - Spanish II (3)

Subtotal Credit Hours Required   27

Mathematics Concentration

- ECON 205 - ~Principles of Macroeconomics (3) OR
- ECON 206 - ~Principles of Microeconomics (3)
- ENGL 110 - ~Technical Writing & Communication (3)
- HIST 201 - ~US History to 1877 (3) OR
- HIST 202 - ~US History Since 1877 (3)
- MATH 106 - ^Trigonometry (3)
- MATH 108 - ^Pre-Calculus (4)
- MATH 114 - ~Elem Probability & Statistics (3)
- MATH 207 - ^Calculus I (4)
- Free Electives (2)

Subtotal Credit Hours Required   25

Open Transfer Concentration

- HIST 101 - ~World History to 1500: Early Man Through the Renaissance (3) OR
- HIST 102 - ~World History Since 1500: The Renaissance Through the Present (3)
- Restricted Electives in ACCT 201, 202, ART, ASL, BIOL, BUSN, CHEM, COMM, CAS 111, ECON, EDUC, ENGL, FREN, GEOG, GEOL, GRMN, GSPE, HIST, LANG, MATH 101, MATH 105, MATH 106, MATH 108, MATH 114, MATH 154, MATH 200, MATH 207, MUSC, NURS, PHIL, PHYS, PSCI, PSYC, SOCI, or SPAN (16)
- Free Electives (6)

Subtotal Credit Hours Required   25

Natural Science Concentration

- CHEM 127 - ~General, Organic & Biochem I (4)
- CHEM 128 - ~General, Organic & Biochem II (4)
- ECON 205 - ~Principles of Macroeconomics (3) OR
- ECON 206 - ~Principles of Microeconomics (3)
- MATH 106 - ^Trigonometry (3)
- MATH 108 - ^Pre-Calculus (4)
- MATH 114 - ~Elem Probability & Statistics (3)
- MATH 207 - ^Calculus I (4)

Subtotal Credit Hours Required   25

Note(s):

Each course may be used to fulfill only one requirement.

Students who intend to transfer out-of-state should work with their academic advisor to determine the appropriate course selections based on their intended major and potential transfer institutions.

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

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Associate of Science

Business Administration, A.S.

The Associate of Science Degree in Business Administration is for students who, upon graduation, plan to go on to the baccalaureate degree program. This program provides a solid foundation in the general education curriculum while developing social awareness and the communication and critical thinking skills needed to be successful in college and business. Students also acquire a basic understanding of accounting, economics, marketing, business law, and management that will serve them well in future studies and their careers.

Upon successful completion of all Associate of Science in Business Administration program requirements, graduates will be able to:

- Describe the fundamentals of business, its core theories, and practices, using relevant business terminology. (Comprehension)
- Recognize the ethical issues present in society. (Comprehension)
- Identify an economic, political, or other social challenge spanning countries, cultures, or continents. (Comprehension)
- Complete an analytical task using a recognized business method. (Application)
- Use graphs or other visual depictions of trends, relationships, or changes in status to explain past, present, or future business situations. (Application)
- Discover recognized business methods to gather and evaluate information. (Analysis)
- Apply alternative approaches to answering a question in a real-world business setting. (Analysis)
- Prepare evidence for an economic, political, or other social challenge and propose a solution to it. (Analysis).

Curriculum for an Associate of Science in Business Administration

General Education Core	29
Business Core	33
Total Credit Hours Required	**62**

General Education Core

- ART 103 - ~Introduction to Visual Arts (3) OR
- ENGL 215 - ~The Art of Literature (3) OR
- MUSC 111 - ~Introduction to Music (3) OR
- THEA 101 - ~Introduction to Theatre (3)
- BIOL 101 - ^General Biological Science I (4) AND
- BIOL 102 - ~General Biological Science II (4) OR
- PHYS 103 - ~General Physical Science I (4) AND
- PHYS 104 - ~General Physical Science II (4)
- COMM 202 - ~Fundamentals of Speech (3)
- ENGL 101 - ~English Composition I (3)
- ENGL 102 - ~English Composition II (3)
- HIST 101 - ~World History to 1500: Early Man Through the Renaissance (3) OR
- HIST 102 - ~World History Since 1500: The Renaissance Through the Present (3)
- MATH 114 - ~Elem Probability & Statistics (3)
- MATH 105 - ^Algebra (3) OR
- MATH 108 - ^Pre-Calculus (4) OR
- MATH 154 - ~Finite Mathematics (3)

Subtotal Credit Hours Required   29

Business Core

- ACCT 201 - Principles of Accounting I (3)
- ACCT 202 - Principles of Accounting II (3) OR
- BUSN 101 - Introduction to Business (3) OR
- BUSN 213 - Small Business Fundamentals (3) OR
- BUSN 280 - Business Information Systems (3)
- ECON 210 - Money and Banking (3)
- BUSN 175 - Human Resource Management I (3) OR
- BUSN 205 - Business Ethics (3)
- BUSN 201 - Principles of Management (3)
- BUSN 231 - Marketing (3)
- COMM 205 - ~Professional Communications (3)
- ECON 205 - ~Principles of Macroeconomics (3)
- ECON 206 - ~Principles of Microeconomics (3)
- ENGL 204 - ~Sur of American Lit (3) OR
- ENGL 208 - ~Survey of World Literature I (3) OR
- HIST 201 - ~US History to 1877 (3) OR
- HIST 202 - ~US History Since 1877 (3) OR
- HIST 206 - American Women's History (3) OR
- HIST 207 - African American History (3)
- BUSN 212 - Business Law 3
- PSCI 100 - ~Introduction to Political Ideology (3) OR
- PSCI 101 - ~American Federal Government (3) OR
- PSCI 102 - ~State & Local Government (3) OR

- PSYC 203 - ~Introduction to Psychology (3) OR
- SOCI 203 - ~General Sociology (3)

Subtotal Credit Hours Required   **33**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Education, A.S.

The Associate of Science in Education addresses introductory topics related to teaching and learning and prepares students for transfer to an upper-division program leading to professional licensure or certification. Students will complete general education courses to target communication skills, critical thinking, and problem-solving skills, and to sharpen social awareness. Students will also gain foundational knowledge about the education system and teaching as a profession in preparation for admittance to a pre-licensure program. Students select from the following specializations: Social Studies (5-Adult), General Science (5-Adult), Biology (9-Adult), Mathematics (5-Adult), English (5-Adult), Elementary (K-6), or Physical Education.

Program Outcomes

- Exhibit awareness of the complexity of the education system and the teaching profession.
- Express an awareness of relationships between personal learning principles, contexts of learning, instruction, student learning outcomes, and assessment.
- Demonstrate effective oral, written, and technological communication skills.
- Apply critical thinking and problem-solving skills to diverse situations.
- Exhibit social awareness and collective understanding in order to effectively collaborate with others.
- Express the necessity to plan for the diverse and unique learning needs of all students.

Graduation Requirements for the Associate of Science in Education

- Overall Cumulative GPA of 2.75 for graduation.
- Passing scores on the Praxis Core Exams: Reading 156, Writing 162, and Math 150.
- A "C" or better in all required courses if transferring to a four year institution.

Curriculum for an Associate of Science in Education

Professional Education Core	12
Concentration	51-56
Total Credit Hours Required	60-65

Professional Education Core

- EDUC 150 - Seminar in Education (1)
- EDUC 200 - Foundations of Education (3)
- EDUC 220 - Soci & Psyc Cond of Learning (4)
- EDUC 260 - Survey of Exceptional Child (3)
- EDUC 292 - Praxis Core Prep (1)

Subtotal Credit Hours Required   12

Choose a Concentration:

Biology (9-Adult)

- ART 103 - ~Introduction to Visual Arts (3) OR
- MUSC 111 - ~Introduction to Music (3) OR
- ENGL 215 - ~The Art of Literature (3)
- BIOL 101 - ^General Biological Science I (4)
- BIOL 102 - ~General Biological Science II (4)
- BIOL 120 - ^Human Anatomy & Physiology I (3)
- BIOL 122 - ^Human Anatomy & Physiology II (3)
- CHEM 125 - ~Introduction to College Chemistry (4)
- COMM 202 - ~Fundamentals of Speech (3)
- PSYC 203 - ~Introduction to Psychology (3) OR
- SOCI 203 - ~General Sociology (3)
- ENGL 101 - ~English Composition I (3)
- ENGL 102 - ~English Composition II (3)
- CHEM 127 - ~General, Organic & Biochem I (4)
- CHEM 128 - ~General, Organic & Biochem II (4)
- GSPE 210 - Fitness for Life (3)
- HIST 101 - ~World History to 1500: Early Man Through the Renaissance (3) OR
- HIST 102 - ~World History Since 1500: The Renaissance Through the Present (3)
- HIST 201 - ~US History to 1877 (3) OR
- HIST 202 - ~US History Since 1877 (3)
- MATH 114 - ~Elem Probability & Statistics (3) OR
- MATH 105 - ^Algebra (3) OR
- MATH 108 - ^Pre-Calculus (4) OR
- MATH 207 - ^Calculus I (4)

Subtotal Credit Hours Required   56

Elementary (K-6)

Either/or options in the Elementary (K-6) specialization represent specific requirements for corresponding four-year programs. Students MUST choose General Education courses with the approval of their advisor based on the university to which they choose to transfer.

- ART 103 - ~Introduction to Visual Arts (3) OR
- MUSC 111 - ~Introduction to Music (3) OR
- ENGL 215 - ~The Art of Literature (3) OR
- ECED 103 - Early Language and Literacy (3)
- BIOL 101 - ^General Biological Science I (4)
- PHYS 103 - ~General Physical Science I (4) OR
- CHEM 127 - ~General, Organic & Biochem I (4)
- PHYS 104 - ~General Physical Science II (4) OR
- GEOL 101 - ~Geological Sciences (4)
- HIST 210 - ~WV and Appalachian History (3) OR
- GEOG 105 - ~World Cultural Geography (3)
- PSYC 210 - Human Growth & Development (3) OR
- GSPE 210 - Fitness for Life (3)
- COMM 202 - ~Fundamentals of Speech (3)
- ENGL 101 - ~English Composition I (3)
- ENGL 102 - ~English Composition II (3)
- ENGL 204 - ~Sur of American Lit (3) OR
- ENGL 208 - ~Survey of World Literature I (3) OR
- HIST 101 - ~World History to 1500: Early Man Through the Renaissance (3) OR
- HIST 102 - ~World History Since 1500: The Renaissance Through the Present (3)
- HIST 201 - ~US History to 1877 (3) OR
- HIST 202 - ~US History Since 1877 (3)
- MATH 232 - Math for Elem Teachers I (3)
- MATH 233 - Math for Elem Teachers II (3)
- MATH 114 - ~Elem Probability & Statistics (3)
- MATH 105 - ^Algebra (3)
- PSCI 101 - ~American Federal Government (3) OR
- PSYC 203 - ~Introduction to Psychology (3)

Subtotal Credit Hours Required   54

English (5-Adult)

- ENGL 215 - ~The Art of Literature (3)
- BIOL 101 - ^General Biological Science I (4) OR
- PHYS 103 - ~General Physical Science I (4)
- BIOL 102 - ~General Biological Science II (4) OR
- PHYS 104 - ~General Physical Science II (4)
- COMM 202 - ~Fundamentals of Speech (3)
- ECON 123 - ~Contemporary Economics (3) OR
- ECON 205 - ~Principles of Macroeconomics (3) OR
- PSCI 101 - ~American Federal Government (3)

- ENGL 101 - ~English Composition I (3)
- ENGL 102 - ~English Composition II (3)
- ENGL 204 - ~Sur of American Lit (3)
- ENGL 207 - Teach Rdg & Young Adult Lit (3)
- ENGL 208 - ~Survey of World Literature I (3)
- ENGL 270 - Traditional Grammar (3)
- GSPE 210 - Fitness for Life (3)
- HIST 101 - ~World History to 1500: Early Man Through the Renaissance (3) OR
- HIST 102 - ~World History Since 1500: The Renaissance Through the Present (3)
- SPAN 101 - Spanish I (3)
- SPAN 102 - Spanish II (3)
- MATH 101 - ~Introduction to Mathematics (3) OR
- MATH 105 - ^Algebra (3) OR
- MATH 154 - ~Finite Mathematics (3)

Subtotal Credit Hours Required   53

General Science (5-Adult)

- ART 103 - ~Introduction to Visual Arts (3) OR
- MUSC 111 - ~Introduction to Music (3) OR
- ENGL 215 - ~The Art of Literature (3)
- BIOL 101 - ^General Biological Science I (4)
- BIOL 102 - ~General Biological Science II (4)
- CHEM 127 - ~General, Organic & Biochem I (4)
- CHEM 128 - ~General, Organic & Biochem II (4)
- COMM 202 - ~Fundamentals of Speech (3)
- ENGL 101 - ~English Composition I (3)
- ENGL 102 - ~English Composition II (3)
- GSPE 210 - Fitness for Life (3)
- HIST 101 - ~World History to 1500: Early Man Through the Renaissance (3) OR
- HIST 102 - ~World History Since 1500: The Renaissance Through the Present (3)
- HIST 201 - ~US History to 1877 (3) OR
- HIST 202 - ~US History Since 1877 (3)
- MATH 114 - ~Elem Probability & Statistics (3) OR
- MATH 105 - ^Algebra (3) OR
- MATH 108 - ^Pre-Calculus (4) OR
- MATH 207 - ^Calculus I (4)
- SOCI 203 - ~General Sociology (3)

Subtotal Credit Hours Required   51

Mathematics (5-Adult)

- ART 103 - ~Introduction to Visual Arts (3) OR
- MUSC 111 - ~Introduction to Music (3) OR
- ENGL 215 - ~The Art of Literature (3)
- COMM 202 - ~Fundamentals of Speech (3)
- ECON 205 - ~Principles of Macroeconomics (3)
- ENGL 101 - ~English Composition I (3)
- ENGL 102 - ~English Composition II (3)
- ENGL 204 - ~Sur of American Lit (3) OR
- ENGL 208 - ~Survey of World Literature I (3) OR
- HIST 201 - ~US History to 1877 (3) OR
- HIST 202 - ~US History Since 1877 (3)
- GSPE 210 - Fitness for Life (3)
- HIST 101 - ~World History to 1500: Early Man Through the Renaissance (3) OR
- HIST 102 - ~World History Since 1500: The Renaissance Through the Present (3)
- MATH 108 - ^Pre-Calculus (4)
- MATH 114 - ~Elem Probability & Statistics (3)
- MATH 207 - ^Calculus I (4)
- PHYS 201 - General Physics I (4)
- SDE 188 - Intro to Programming Logic (3)
- Restricted Electives-Choose with Advisor (6)

Subtotal Credit Hours Required   51

Physical Education (K-12)

- ART 103 - ~Introduction to Visual Arts (3) OR
- MUSC 111 - ~Introduction to Music (3) OR
- ENGL 215 - ~The Art of Literature (3)
- BIOL 101 - ^General Biological Science I (4) OR
- PHYS 103 - ~General Physical Science I (4)
- BIOL 102 - ~General Biological Science II (4) OR
- PHYS 104 - ~General Physical Science II (4)
- BIOL 120 - ^Human Anatomy & Physiology I (3)
- BIOL 121 - ^Human Anatomy & Phys I Lab (1)
- BIOL 122 - ^Human Anatomy & Physiology II (3)
- BIOL 123 - ^Human Anatomy & Phys II Lab (1)
- COMM 202 - ~Fundamentals of Speech (3)
- ENGL 101 - ~English Composition I (3)
- ENGL 102 - ~English Composition II (3)
- GSPE 210 - Fitness for Life (3)
- GEOG 105 - ~World Cultural Geography (3) OR
- PSYC 203 - ~Introduction to Psychology (3) OR
- SOCI 203 - ~General Sociology (3)
- HIST 101 - ~World History to 1500: Early Man Through the Renaissance (3) OR
- HIST 102 - ~World History Since 1500: The Renaissance Through the Present (3)

- HIST 201 - ~US History to 1877 (3) OR
- HIST 202 - ~US History Since 1877 (3)
- MATH 101 - ~Introduction to Mathematics (3) OR
- MATH 105 - ^Algebra (3) OR
- MATH 154 - ~Finite Mathematics (3)
- PSCI 101 - ~American Federal Government (3) OR
- ECON 123 - ~Contemporary Economics (3) OR
- ECON 205 - ~Principles of Macroeconomics (3) OR
- ECON 206 - ~Principles of Microeconomics (3)
- PHED 104 Foundations of Health and Physical Education-To Be Completed at Shepherd University (3)

Subtotal Credit Hours Required   52

Social Studies (5-Adult)

- ART 103 - ~Introduction to Visual Arts (3) OR
- MUSC 111 - ~Introduction to Music (3) OR
- ENGL 215 - ~The Art of Literature (3)
- BIOL 101 - ^General Biological Science I (4) OR
- PHYS 103 - ~General Physical Science I (4)
- BIOL 102 - ~General Biological Science II (4) OR
- PHYS 104 - ~General Physical Science II (4)
- COMM 202 - ~Fundamentals of Speech (3)
- ECON 205 - ~Principles of Macroeconomics (3)
- ECON 206 - ~Principles of Microeconomics (3)
- ENGL 101 - ~English Composition I (3)
- ENGL 102 - ~English Composition II (3)
- GEOG 105 - ~World Cultural Geography (3)
- GSPE 210 - Fitness for Life (3)
- HIST 101 - ~World History to 1500: Early Man Through the Renaissance (3) OR
- HIST 102 - ~World History Since 1500: The Renaissance Through the Present (3)
- HIST 201 - ~US History to 1877 (3)
- HIST 202 - ~US History Since 1877 (3)
- MATH 101 - ~Introduction to Mathematics (3) OR
- MATH 105 - ^Algebra (3) OR
- MATH 154 - ~Finite Mathematics (3)
- PSCI 101 - ~American Federal Government (3)
- PSYC 203 - ~Introduction to Psychology (3)

Subtotal Credit Hours Required   53

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

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Social Sciences, A.S.

The Associate of Science degree in Social Sciences will serve as a meta-major for students seeking four-year degrees in social science fields. It fulfills general education and introductory level core requirements that are transferrable to specific baccalaureate programs at four-year colleges and universities. Students graduating with an A.S. in Social Sciences follow a specific concentration and direct their scholarship at the two-year level towards four-year degrees in one of the following fields in the social sciences: Economics, Education, Political Science, Psychology, and Sociology. Each concentration leads to building specific career-related skills based on tailored coursework and advised choice of credit-bearing electives.

The Psychology concentration can be completed in the Guided Accelerated Pathway in just 15 months for students who qualify. New cohorts begin each summer.

The degree offers sound preparation for students who wish to enhance critical thinking and problem-solving skills, writing skills, and an awareness of social context to be applied to practical work experiences. The skills mastered through the completion of an A.S. in Social Sciences will aid students in future studies, in the workplace, and in positioning themselves for success within their chosen career fields. The objectives of the degree program are to prepare graduates to:

- Analyze and evaluate information from quantitative and/or qualitative sources to solve problems in conventional and innovative ways.
- Demonstrate effective expression of ideas in writing and through discussion to general and specialized audiences.
- Describe how diverse perspectives might affect interpretations of problems in politics, society, and human relationships.
- Identify basic terminology, practices, and the scope of specific fields of study within social sciences.

Curriculum for an Associate of Science Degree in Social Sciences

Program Core	9
Concentration	51-53
Total Credit Hours Required	**60-62**

Social Sciences Core

- ENGL 101 - ~English Composition I (3)
- ENGL 102 - ~English Composition II (3)
- HIST 101 - ~World History to 1500: Early Man Through the Renaissance (3) OR
- HIST 102 - ~World History Since 1500: The Renaissance Through the Present (3)

Subtotal Credit Hours Required   9

Concentration

Choose one concentration for completion of the program:

Economics Concentration

- ART 103 - ~Introduction to Visual Arts (3) OR
- MUSC 111 - ~Introduction to Music (3)
- BIOL 101 - ^General Biological Science I (4) AND
- BIOL 102 - ~General Biological Science II (4) OR
- PHYS 103 - ~General Physical Science I (4) AND
- PHYS 104 - ~General Physical Science II (4)
- COMM 202 - ~Fundamentals of Speech (3)
- ECON 205 - ~Principles of Macroeconomics (3)
- ECON 206 - ~Principles of Microeconomics (3)
- ECON 210 - Money and Banking (3)
- ENGL 204 - ~Sur of American Lit (3) OR
- ENGL 208 - ~Survey of World Literature I (3)
- GSPE 210 - Fitness for Life (3)
- MATH 114 - ~Elem Probability & Statistics (3)
- MATH 154 - ~Finite Mathematics (3)
- PSCI 101 - ~American Federal Government (3)
- PSYC 203 - ~Introduction to Psychology (3) OR
- SOCI 203 - ~General Sociology (3)
- Restricted Electives in ACCT, BUSN, ECON, FINC, or PSCI (12)

Subtotal Credit Hours Required   53

Education Concentration

- ART 103 - ~Introduction to Visual Arts (3) OR
- MUSC 111 - ~Introduction to Music (3) OR
- ENGL 215 - ~The Art of Literature (3)
- COMM 202 - ~Fundamentals of Speech (3)
- EDUC 150 - Seminar in Education (1)
- EDUC 200 - Foundations of Education (3)
- EDUC 220 - Soci & Psyc Cond of Learning (4)
- EDUC 260 - Survey of Exceptional Child (3)
- EDUC 292 - Praxis Core Prep (1)
- GSPE 210 - Fitness for Life (3)
- Science Electives-BIOL 101/102, BIOL 120/121/122/123, CHEM 125, GEOL 101, PHYS 103/104, PHYS 201-Choose with Advisor (8)

- Math Electives - MATH 101, 105, 108, 114, 154, 200, 207, or 232 -Choose with Advisor (3)
- Restricted Electives - CAS 111, ECON 123, 205, 206, EDUC 204, EMSP 100/100L, ENGL 100, 204, 207, 208, GEOG 105, HIST 201, 202, PSCI 101, PSYC 203, 210, SDE 188, SPAN 101, 102, or SOCI 203-Choose with Advisor (19)

Subtotal Credit Hours Required   51

Global Studies Concentration

- PSCI 100 - ~Introduction to Political Ideology (3)
- BIOL 101 - ^General Biological Science I (4) OR
- PHYS 103 - ~General Physical Science I (4) OR
- ENVS 201 Environmental Science (at Shepherd) (4)
- ART 103 - ~Introduction to Visual Arts (3) OR
- MUSC 111 - ~Introduction to Music (3) OR
- ENGL 150 - ~Play Production (3)
- MATH 101 - ~Introduction to Mathematics (3) OR
- MATH 105 - ^Algebra (3) OR
- MATH 154 - ~Finite Mathematics (3)
- BIOL 102 - ~General Biological Science II (4) OR
- PHYS 104 - ~General Physical Science II (4) OR
- ENVS 202 Environmental Science II (at Shepherd) (4)
- GSPE 210 - Fitness for Life (3)
- PSYC 203 - ~Introduction to Psychology (3) OR
- SOCI 203 - ~General Sociology (3)
- COMM 220 - Introduction to Intercultural Communication (3)
- PHIL 101 - Introduction to Philosophy (3)
- SPAN 101 - Spanish I (3) OR
- GRMN 101 - German I (3)
- ECON 205 - ~Principles of Macroeconomics (3)
- SOCI 205 - ~Social Problems (3)
- SPAN 102 - Spanish II (3) OR
- GRMN 102 - German II (3)
- GEOG 105 - ~World Cultural Geography (3)
- ENGL 208 - ~Survey of World Literature I (3)
- PHIL 111 - Phil of World Religions (3)
- PSCI 201 - Intro to Int'l Relations (3) OR
- PSCI 220 - Intro to Political Theory (3)

    Subtotal Credit Hours Required   53

Political Science Concentration

- ART 103 - ~Introduction to Visual Arts (3) OR
- MUSC 111 - ~Introduction to Music (3) OR

- ENGL 150 - ~Play Production (3)
- BIOL 101 - ^General Biological Science I (4) AND
- BIOL 102 - ~General Biological Science II (4) OR
- PHYS 103 - ~General Physical Science I (4) AND
- PHYS 104 - ~General Physical Science II (4)
- COMM 202 - ~Fundamentals of Speech (3)
- ECON 123 - ~Contemporary Economics (3) OR
- ECON 205 - ~Principles of Macroeconomics (3)
- ENGL 204 - ~Sur of American Lit (3) OR
- ENGL 208 - ~Survey of World Literature I (3)
- GSPE 210 - Fitness for Life (3)
- LGST 100 - Intro to Law & Legal Systems (3)
- MATH 101 - ~Introduction to Mathematics (3) OR
- MATH 105 - ^Algebra (3) OR
- MATH 154 - ~Finite Mathematics (3)
- PSYC 203 - ~Introduction to Psychology (3) OR
- SOCI 203 - ~General Sociology (3)
- PHIL 101 - Introduction to Philosophy (3)
- HIST 207 - African American History (3)
- PSCI 100 - ~Introduction to Political Ideology (3)
- PSCI 101 - ~American Federal Government (3)
- PSCI 102 - ~State & Local Government (3)
- PSCI 201 - Intro to Int'l Relations (3) OR
- PSCI 210 - Intro to Comp Politics (3)
- Free Electives (3)

Subtotal Credit Hours Required   53

Psychology Concentration

- ART 103 - ~Introduction to Visual Arts (3) OR
- MUSC 111 - ~Introduction to Music (3) OR
- ENGL 215 - ~The Art of Literature (3)
- COMM 202 - ~Fundamentals of Speech (3)
- BIOL 101 - ^General Biological Science I (4)
- BIOL 102 - ~General Biological Science II (4)
- ECON 123 - ~Contemporary Economics (3)
- ENGL 204 - ~Sur of American Lit (3) OR
- ENGL 208 - ~Survey of World Literature I (3)
- GSPE 210 - Fitness for Life (3)
- MATH 101 - ~Introduction to Mathematics (3)
- PSYC 203 - ~Introduction to Psychology (3)
- PSYC 205 - Abnormal Psychology (3)
- PSYC 210 - Human Growth & Development (3)
- PSYC 240 - Social Psych of Substance Use (3)

- SOCI 203 - ~General Sociology (3)
- SOCI 205 - ~Social Problems (3)
- SPAN 101 - Spanish I (3) OR
- GRMN 101 - German I (3)
- SPAN 102 - Spanish II (3) OR
- GRMN 102 - German II (3)
- Free Electives (3)

Subtotal Credit Hours Required   53

Sociology Concentration

- ART 103 - ~Introduction to Visual Arts (3) OR
- MUSC 111 - ~Introduction to Music (3)
- BIOL 101 - ^General Biological Science I (4) AND
- BIOL 102 - ~General Biological Science II (4) OR
- PHYS 103 - ~General Physical Science I (4) AND
- PHYS 104 - ~General Physical Science II (4)
- CJST 200 - Intro Crim Justice Sys (3)
- CJST 220 - Criminal Investigation (3) OR
- CJST 250 - Juvenile Justice System (3)
- CJST 260 - The Correctional System (3)
- ECON 205 - ~Principles of Macroeconomics (3)
- ENGL 204 - ~Sur of American Lit (3) OR
- ENGL 208 - ~Survey of World Literature I (3)
- GSPE 210 - Fitness for Life (3)
- HIST 206 - American Women's History (3) OR
- HIST 225 - Gender & Sexuality in the U.S. (3)
- HIST 207 - African American History (3)
- LGST 230 - Criminal Law and Procedure (3)
- MATH 101 - ~Introduction to Mathematics (3) OR
- MATH 105 - ^Algebra (3)
- PSYC 203 - ~Introduction to Psychology (3)
- PSYC 205 - Abnormal Psychology (3)
- SOCI 203 - ~General Sociology (3)
- SOCI 205 - ~Social Problems (3)

Subtotal Credit Hours Required   53

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

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Associate of Science in Nursing

Nursing A.S.N.

PROGRAM OVERVIEW

The Associate of Science in Nursing (ASN) degree is a 60-credit program that spans 5 semesters, designed to prepare the graduate to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and to enter a career as a beginning practitioner of nursing. It is intended that the courses in nursing will provide students with an awareness of the value and dignity of people and a view of the patient as an integrated, unique individual requiring nursing knowledge and skill.

Mission Statement

The mission of the Blue Ridge Community and Technical College Associate of Science in Nursing Program is to enhance the health status of the region by educating professional nurses for entry into practice as caring and competent nurse generalists.

End of Program Student Learning Outcomes

Upon completing the Associate of Science in Nursing Program, the graduate will:

1. Advocate for patients and families from diverse backgrounds when delivering compassionate, equitable care that promotes inclusivity and well-being across the lifespan.
2. Apply the nursing process, nursing science, evidence-based knowledge, and clinical expertise when making clinical judgment decisions and managing care.
3. Integrate technologies and effective communication practices to support clinical judgment in all areas of professional nursing practice.
4. Use quality improvement strategies to effect change in the delivery of safe, effective care toward optimal patient outcomes.
5. Assume accountability for personal and professional behaviors that demonstrate the nursing standards of moral, ethical, and legal conduct, considering the impact of determinants of health.
6. Collaborate with patients, families, and other members of the healthcare team to contribute the nursing perspective in the management and coordination of patient care.

Accreditation

The Associate of Science in Nursing Program of Blue Ridge Community and Technical College at 13650 Apple Harvest Drive located in Martinsburg, WV, is accredited by the:

Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

(404) 975-5000

Licensure By Examination

Upon successful completion of the program, graduates are eligible to apply to any state Board of Nursing to take the NCLEX- RN examination. Each state has individual requirements of applicants for licensure by examination. West Virginia law addresses application criteria for licensure in West Virginia. According to West Virginia Code §30-7-11, the West Virginia Board of Examiners for Registered Professional Nurses has the power to deny the opportunity to procure licensure if the applicant has been convicted of a felony or for any other reason specified within West Virginia Code §30-7-11 (for more information, visit https://code.wvlegislature.gov/30-7-11/ and https://wvrnboard.wv.gov).

Students who are considering an academic program that may allow them to pursue professional licensure in another state or territory are strongly encouraged to check their state's or territory's information and contact the appropriate licensing agency to seek information and additional guidance before beginning a program outside of their state. Students should contact the Board of Nursing in the state they would like to be initially licensed for more specific information or may click here to find professional nursing licensure requirements for any state and jurisdiction. Additional disclosures regarding out-of-state licensure can be found on the Blue Ridge Community and Technical College Nursing webpage.

Admission to the Nursing Program

The Blue Ridge Community and Technical College Associate of Science in Nursing Program is selective entry and has a number of admission and prerequisite requirements. All admission requirements and procedures, including the application itself, are listed on the Nursing webpage.

Curriculum for an Associate of Science in Nursing Degree (ASN)

General Education Core

- BIOL 120 - ^Human Anatomy & Physiology I (3)
- BIOL 121 - ^Human Anatomy & Phys I Lab (1)
- BIOL 122 - ^Human Anatomy & Physiology II (3)
- BIOL 123 - ^Human Anatomy & Phys II Lab (1)
- BIOL 220 - Microbiology (3)
- BIOL 221 - Microbiology Lab (1)
- ENGL 101 - ~English Composition I (3)
- ENGL 102 - ~English Composition II (3)
- MATH 114 - ~Elem Probability & Statistics (3) OR
- MATH 101 - ~Introduction to Mathematics (3)
- PSYC 203 - ~Introduction to Psychology (3)

Subtotal Credit Hours Required   **24**

Nursing Core

- NURS 112 - Nursing Concepts (1)
- NURS 115 - Nursing Care I (6)
- NURS 125 - Nursing Pharmacology I (1)
- NURS 135 - Nursing Care II (8)
- NURS 145 - Nursing Pharmacology II (1)
- NURS 215 - Nursing Care III (8)
- NURS 225 - Nursing Pharmacology III (1)
- NURS 240 - Nursing Care IV (5)
- NURS 245 - Transition to Practice (5)

Subtotal Credit Hours Required **36**

Suggested Course Progression

Pre-admit semester courses must be completed before starting the Nursing Program and must be enrolled or in progress before an application is submitted. General education classes may be taken before the suggested semester but must be completed by the semester listed in order to progress forward in the Nursing Program. However, nursing (NURS) classes must be taken in the order and semester listed below.

**It is recommended that a student take MATH 114 if planning to transfer to an RN-BSN program with a statistics requirement after graduation from the ASN Program.

Pre-Admit Semester

- BIOL 120 - ^Human Anatomy & Physiology I (3)
- BIOL 121 - ^Human Anatomy & Phys I Lab (1)
- ENGL 101 - ~English Composition I (3)
- MATH 114 - ~Elem Probability & Statistics (3) OR
- MATH 101 - ~Introduction to Mathematics (3)

First Semester

- BIOL 122 - ^Human Anatomy & Physiology II (3)
- BIOL 123 - ^Human Anatomy & Phys II Lab (1)
- NURS 112 - Nursing Concepts (1)
- NURS 115 - Nursing Care I (6)
- NURS 125 - Nursing Pharmacology I (1)

Second Semester

- NURS 135 - Nursing Care II (8)
- NURS 145 - Nursing Pharmacology II (1)
- PSYC 203 - ~Introduction to Psychology (3)

Third Semester

- BIOL 220 - Microbiology (3)
- BIOL 221 - Microbiology Lab (1)
- NURS 215 - Nursing Care III (8)
- NURS 225 - Nursing Pharmacology III (1)

Fourth Semester

- ENGL 102 - ~English Composition II (3)
- NURS 240 - Nursing Care IV (5)
- NURS 245 - Transition to Practice (5)

Program Disclaimer

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Certificate

Addiction Studies Certificate

Addiction disorders are plaguing our community more and more every day. Being able to recognize addiction disorders, understand basic treatments, and how someone can advocate for change can be very impactful on our community. This certificate will give the student the knowledge and tools to begin to make that impact. Topics covered in the certificate include, but are not limited to, addiction, psychopharmacology, advocacy, crisis intervention, and components of addiction counseling.

A graduate will be able to:

- Identify various addictions and basic treatments
- Evaluate the impact a drug has on a person's body and brain
- Apply various advocacy techniques to deal with community issues
- Describe various theories and treatment processes for addiction disorders
- Recognize stressors, challenges, and other factors that are likely to precipitate an addiction disorder and/or crisis
- Examine stress in self and clients and develop strategies for coping
- Evaluate biases, stereotypes, and assumptions in working with various populations and addiction disorders

Curriculum for a Certificate in Addiction Studies

General Education Core   12

Addiction Studies Core	18
Total Credit Hours Required	**30**

General Education Core

- ENGL 101 - ~English Composition I (3)
- MATH 101 or Higher (3)
- PSYC 203 - ~Introduction to Psychology (3)
- SOCI 203 - ~General Sociology (3)

Subtotal Credit Hours Required   **12**

Addiction Studies Core

- HSRV 101 - Intro to Social Work & HSRV (3)
- HSRV 230 - Community Org & Advocacy (3)
- HSRV 250 - Crisis Intervention (3)
- HSRV 260 - Introduction to Addiction (3)
- HSRV 270 - Psychopharm of Addiction (3)
- HSRV 280 - Addiction Counseling (3)

Subtotal Credit Hours Required   **18**

Program Disclaimer

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Agribusiness Certificate

The Agribusiness Certificate Program is geared for students seeking a challenging and exciting career in the agricultural industry. Over the course of the certificate program, you will learn concepts in business to include customer service, marketing, and business management. You will also choose between core classes in animal science or food production.

Program Overview

The Agribusiness Program supplies local agricultural businesses with employees who have training in basic business disciplines as well as animal science or food production. The certificate program will be the first step in a career in

agriculture. After completion of the certificate, students can enter the agriculture workforce in entry-level positions. Positions may include agriculture retail, agricultural trade organizations, veterinary offices, produce markets, general farming businesses, and animal farming management.

Career Opportunities

Agribusiness students may find rewarding careers in veterinary offices, farmers' markets, farms, or animal science industries. Agribusiness students will have the opportunity to work in any state. Basic business and agriculture courses and training may allow certificate holders to be employed in a variety of industries and localities.

Program Outcomes

- Identify employment opportunities that match students' career goals and abilities.
- Apply customer service skills into agribusiness employment.
- Create a basic marketing plan that is unique to an agricultural business.

Curriculum for a Certificate in Agribusiness

General Education Core

Agribusiness Core

Total Credit Hours Required

General Education Core

- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 - ~Introduction to Mathematics (3)

Subtotal Credit Hours Required   **6**

Agribusiness Core

Students can take any combination of Agribusiness Core Electives to total 24 credit hours. Below is a partial list of courses available; however, any course with a AGRB subject code will meet the criteria.

- AGRB 101 - Agribusiness Introduction (3)
- AGRB 110 - Introduction to Animal Science (3)
- AGRB 112 - Intro to Equestrian Science (3)
- AGRB 113 - Intro to Swine Production (3)
- AGRB 114 - Intro Poultry, Goats, & Llamas (3)
- AGRB 115 - Intro to Cattle Production (3)
- AGRB 116 - Companion Animal Science (3)
- AGRB 120 - Intro to Food Production (3)
- AGRB 122 - Farm to Table & Microgardens (3)
- AGRB 124 - Licensing and Food Safety (3)
- AGRB 126 - Sustainable Agriculture (3)

- AGRB 128 - Intro to Crop Production (3)
- AGRB 130 - Customer Service Excellence (3)
- AGRB 140 - Agribusiness Marketing (3)
- AGRB 150 - Agribusiness Management (3)
- AGRB 160 - Intro to Farm Equipment (3)
- AGRB 170 - Agricultural Govt Relations (3)
- AGRB 180 - Landscape Design (3)
- AGRB 181 - Intro to Landscape Plants (3)
- AGRB 182 - Intro to Trees & Shrubs (3)
- AGRB 183 - Landscape Accessories (3)
- AGRB 210 - Princ of Animal Science (3)
- AGRB 212 - Princ of Equine Science (3)
- AGRB 217 - Animal Nutrition (3)
- AGRB 226 - Princ of Sustainable Ag (3)
- AGRB 228 - Princ of Crop Production (3)
- AGRB 240 - Agribusiness Marketing (3)
- AGRB 250 - Principles of AGRB Mgmt (3)
- AGRB 270 - State and Local Government (3)
- AGRB 280 - Advanced Landscape Design (3)
- AGRB 281 - Pest Management (3)
- AGRB 292 - Agribusiness Internship (1-4)

Subtotal Credit Hours Required   **24**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

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Applied Laboratory Technician Certificate

The Applied Laboratory Technician Certificate program prepares students to work in a variety of high demand laboratory careers. Our graduates will be prepared to work in manufacturing facilities such as chemical, pharmaceutical, food, or wastewater treatment. At the facility, they would monitor production processes or act as quality control technicians.

Other duties of an Applied Laboratory Technicians may include adjusting process equipment to improve production efficiency and output or collecting samples from production batches and testing the samples for impurities and other defects. Applied Laboratory Technicians also test product packaging to make sure it is well designed, durable, and will have a limited impact on the environment.

After completing the Applied Laboratory Technician Certificate Program, the student will be able to do the following:

- Monitor chemical processes and test the quality of products to make sure that they meet standards and specifications.

- Demonstrate appropriate setup and maintenance of laboratory instruments and equipment.
- Prepare chemical solutions.
- Conduct chemical and physical experiments, tests, and analyses for a variety of purposes.
- Analyze the results of tests and analysis.

Curriculum for a Certificate in Applied Laboratory Technician

General Education Core

Applied Laboratory Technician Core

Restricted Electives

Total Credit Hours Required

General Education Core

- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 102 - Technical Mathematics (3)

Subtotal Credit Hours Required   **6**

Applied Laboratory Technician Core

- LTEC 101 - Chemistry for Technicians I (4)
- LTEC 102 - Chemistry for Technicians II (4)
- LTEC 111 - Laboratory Technician III (2)
- LTEC 112 - Laboratory Technician IV (3)

Subtotal Credit Hours Required   **13**

Restricted Electives

The students can pick any 11 credits with approval from their advisor. Any LTEC course can be used as an restricted elective.

- CAS 111 - Information Literacy (3)
- LTEC 140 - Process Quality (2)
- LTEC 141 - Analytical Instrumentation (3)
- LTEC 143 - Process Technology-Operation (3)
- LTEC 144 - Process Technology-Systems (3)
- LTEC 160 - Water Operator I (3)
- LTEC 161 - Waste Water Operator I (3)
- LTEC 292 - Internship (1-4)

- ENGL 100 - English Essentials (3)
- MATH 100 - Math Essentials (3)
- MECH 260 - Process Control & Instrumentation (3)

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

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Applied UAS Technologies Certificate

The Applied UAS (Unmanned Aerial Systems) Technologies Certificate is a workforce education program designed to give students skills to use a UAS in a professional setting. The program includes courses covering flight, flight planning, project planning, data collection, and data manipulation using a UAS. The program also includes an introduction to geographic information systems. Completing this certificate can lead to applications in many fields including local and county governments, construction work, agriculture, GIS, emergency services, and urban development.

Program Outcomes

- Obtain employment as a drone operator or data collection technician.
- Operate UAS equipment and prepare small pilot flight plans.
- Interpret FAA part 107 legislation to prepare for remote pilot certification.

Curriculum for a Certificate in Applied UAS Technologies

General Education Core

Applied UAS Technologies Core

Total Credit Hours Required

General Education Core

- ENGL 110 - ~Technical Writing & Communication (3)
- ENVT 101 - Environmental Science (3)
- GEOL 101 - ~Geological Sciences (4)
- MATH 114 - ~Elem Probability & Statistics (3)

Subtotal Credit Hours Required   **13**

Applied UAS Technologies Core

- UAS 101 - Intro to Drone Applications (2)
- UAS 102 - Drone Operations I (3)
- UAS 103 - Drone Operations II (3)
- UAS 105 - Introduction to GIS (3)
- UAS 201 - Private Pilot Ground School (3)
- UAS 240 - Drone Imaging (3)

Subtotal Credit Hours Required   **17**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

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Baking and Pastry Certificate

This economical, practical certificate program prepares you with the skills necessary to enter the foodservice industry as an entry to a mid-level position within the foodservice, hospitality and tourism industry through a certificate program.

Program Overview

Students will learn baking fundamentals, which include a wide variety of baking techniques. This along with courses that build on immersing the student in all aspects of culinary foundations such as safety and sanitation, origins of food, food history, food costing, product efficiency, sense of urgency, attention to detail and culinary artistry. Practical lab experiences will help to complete the well-rounded student for entry into the workforce. Students will be able to experience the flow of their product from creation to service in this degree program through our Bruin Café lab and other service opportunities.

To be eligible to earn a Blue Ridge Community and Technical College Certificate the student must be a current degree-seeking student or complete the application and admissions process to the College. Eligibility to earn and receive a Blue Ridge Community and Technical College Certificate does not interfere with the degree-seeking status of the student.

Program Outcomes

- Demonstrate an organized and sanitary workstation.
- Demonstrate accurate measuring and portioning.
- Identify and describe procedures and techniques for controlling food costs.
- Demonstrate accurately sized knife cuts.
- Demonstrate how to safely handle and operate knives and kitchen equipment.
- Practice team building and communication.
- Identify baking specific ingredients.
- Follow standardized recipes and production procedures.
- Identify and execute baking methods.
- Demonstrate professionalism (clean and complete uniform, on time, good attitude, respectful).

Career Opportunities

If you choose a certificate in Baking and Pastry, you will be prepared for entry to mid-level positions within the industry. You can seek positions within foodservice, hospitality, and tourism.

Curriculum for a Certificate in Baking and Pastry

General Education Core	6
Baking and Pastry Core	24
Total Credit Hours Required	**30**

General Education Core

- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 - ~Introduction to Mathematics (3)

Subtotal Credit Hours Required **6**

Baking and Pastry Core

- CART 115 - Safety/Sanitation in Food Serv (2)
- CART 120 - Bruin Cafe Lecture (1)
- CART 120L - Bruin Cafe Lab (3)
- CART 170 - Bread Fundamentals (1)
- CART 170L - Bread Fundamentals Lab (3)
- CART 212 - Baking Skills & Development (4)
- CART 245 - Cooking Fundamentals I Lecture (1)
- CART 245L - Cooking Fundamentals I Lab (3)
- HOSP 220 - Controlling Food Costs (2)
- CART 280 - Cake Design and Professional Decorating (4)

Subtotal Credit Hours Required **24**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Bookkeeping Certificate

The Bookkeeping Certificate is designed to develop the ideal skill set for an individual to become a bookkeeper – the financial custodians of business. Students will learn and apply basic business, accounting and computer principles used by most small businesses. The goals of the certificate program are to prepare graduates to:

- Demonstrate a basic understanding of fundamental accounting and business knowledge.
- Analyze various accounting transactions for the purpose of recording and reporting the effects on business operation.
- Demonstrate competency in using business and accounting information technology.
- Express the appropriate verbal, non-verbal, professional, and technological communication skills.

Curriculum for a Certificate in Bookkeeping

General Education Core	9
Technical Core	21
Total Credit Hours Required	**30**

General Education Core

- CAS 111 - Information Literacy (3)
- COMM 202 - ~Fundamentals of Speech (3) OR
- COMM 205 - ~Professional Communications (3)
- MATH 105 - ^Algebra (3) OR
- MATH 114 - ~Elem Probability & Statistics (3) OR
- MATH 101 - ~Introduction to Mathematics (3)

Subtotal Credit Hours Required   9

Technical Core

- ACCT 180 - Personal Finance (3)
- ACCT 201 - Principles of Accounting I (3)
- ACCT 220 - Payroll Accounting (3) OR
- ACCT 261 - Individual Taxation (3)
- ACCT 280 - QuickBooks Accounting (3) OR
- ACCT 215 - Small Business Accounting (3)
- CAS 210 - Outlook Complete (3) OR
- CAS 217 - Data File Management (3)
- CAS 213 - Excel Complete (3)
- Restricted Electives (3)

Subtotal Credit Hours Required   21

Restricted Electives

- Any ACCT course 201 or higher (3) - not used above
- BUSN 101 - Introduction to Business (3)
- CAS 210 - Outlook Complete (3)
- CAS 211 - Word Complete (3)
- CAS 214 - Access Complete (3)
- CAS 217 - Data File Management (3)
- COMM 207 - Interpersonal Communication in the Workplace (3)

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

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Business and Technology Certificate

Designed to speed entry into a business environment, this certificate degree program equips students with knowledge of the business environment, commonly used computer application software, and trends affecting business and society. Crafted to meet the needs of employers and students alike, this program hones computer literacy, communication, and office administration skills for entry into a new workplace, or continued success within a current business environment.

Program Overview

The Business and Technology Certificate combines general education and business courses for the purpose of serving students studying business, office technology, and information technology. This certificate prepares students with introductory knowledge of the business environment, commonly used office technology programs, and up and coming trends affecting business and society.

To be eligible to earn a Blue Ridge Community and Technical College Certificate the student must be a current degree-seeking student or complete the application and admissions process to the college. Eligibility to earn and receive a Blue Ridge Community and Technical College Certificate does not interfere with the degree-seeking status of the student.

Program Outcomes

- Communicate effectively with both verbal and written forms.
- Research and present technological concepts using productivity software.
- Employ business-centered and professional applications for document processing, spreadsheets, databases, and presentation design.
- Utilize business-centered and professional software to create digital and/or print publications.
- Complete project-based activities, which incorporate publication and document creation, design skills, electronic presentation skills, to prepare for the work environment.

Career Opportunities

Communication and computer literacy skills may open the door to a wide range of advancement opportunities in legal, corporate, non-profit, and government office settings.

Curriculum for a Certificate in Business and Technology

General Education Core	9
Technical Core	21
Total Credit Hours Required	**30**

General Education Core

- CAS 111 - Information Literacy (3)
- COMM 202 - ~Fundamentals of Speech (3) OR
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 - ~Introduction to Mathematics (3) OR Higher

Subtotal Credit Hours Required   **9**

Technical Core

- BUSN 205 - Business Ethics (3) OR
- IT 105 - Computer Ethics (3)
- Practicum-Completion of CAS 192, CNET 192, CYBR 192, DBM 192, DMS 192, or IT 191 (1-2)
- Restricted Electives in any ACCT, BUSN, CAS, CGEN, CNET, CYBR, CJST, DMS, DBM, ECON, IT, MDIA, or SDE (16-17)

Subtotal Credit Hours Required   **21**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

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Business Operations Certificate

This certificate degree program offers students an overview of business operations and its legal, ethical, and regulatory environments. Student exposure can be in basic accounting and customer service functions, nonprofit management or marketing and sales. Verbal and written communication skills are the basis of this program to help make students even more competitive in the job market.

Program Goals

The Business Operations Certificate is designed to lay a foundation of basic business principles required for success in the student's personal or career objectives. This 30 credit program can lead the student to finish the Associate of Applied Science in Business and beyond to a baccalaureate program.

Graduates will be able to:

- Communicate in a professional manner through both online and in-person communication.
- Evaluate both professional conduct and corporate conduct for ethical issues.
- Apply classroom skills to the real world through experience in the field.

Curriculum for a Certificate in Business Operations

General Education Core	9
Business Core	21
Total Credit Hours Required	**30**

General Education Core

- COMM 202 - ~Fundamentals of Speech (3) OR
- COMM 205 - ~Professional Communications (3)
- ENGL 101 - ~English Composition I (3)
- MATH 101 or higher (3)

Subtotal Credit Hours Required   **9**

Business Core

- AGRB 101 - Agribusiness Introduction (3) OR
- BUSN 101 - Introduction to Business (3) OR
- BUSN 201 - Principles of Management (3) OR
- BUSN 213 - Small Business Fundamentals (3)
- ACCT 201 - Principles of Accounting I (3) OR
- BUSN 125 - Customer Service Management (3) OR
- BUSN 165 - Consumer Behavior (3) OR
- BUSN 175 - Human Resource Management I (3)
- FINC 201 - Principles of Finance I (3) OR
- BUSN 205 - Business Ethics (3) OR
- PHIL 205 - Introduction to Ethics (3)
- BUSN 212 - Business Law 3
- Any ACCT, AGRB, BUSN, ECON, or FINC course (9)

Subtotal Credit Hours Required   **21**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Cisco Certified Network Associate (CCNA) Certificate

The Information Technology field is experiencing explosive growth and Cisco Certified professionals are needed throughout the region. This program will provide students with the essential knowledge to install, configure, and operate simple LANs, WLANs, and WANs and prepare for the Cisco™ Certified Network Associate (CCNA) certification exam.

Program Overview

The Cisco Certified Network Associate program has been created to address the needs of businesses and organizations within the local West Virginia community. Information Technology is a growing field in this area and the need for certified technicians is growing at a rapid rate. This program will address this need at a local level and allow for resident businesses and organizations to hire from a local pool of talent as opposed to hiring outside of the local community to address their needs. This program will provide the student with the essential knowledge to install, configure, and operate simple routed LANs, WLANs, and WANs and prepare for the Cisco™ Certified Network Associate (CCNA) certification. Switched LAN Emulation networks made up of Cisco™ equipment will also be taught. The program is a focused coverage of Cisco™ router configuration procedures, which will be mapped to exam objectives for the Cisco CCNA certification exams.

Students seeking a rapid path to employment may enroll in the Cisco Certified Network Associate Certification Program, which will provide the fundamental knowledge and skills required for employment in the Networking portion of the Information Technology field. Those seeking specific technical knowledge and a broader, more marketable understanding of the networking environment can pursue the Cisco Certified Network Associate Certificate option. Both programs are instructed by highly trained and credentialed faculty and incorporate technical modules, hands-on laboratories, and equipment training.

Students in the Cisco Certified Network Associate program are subject to Blue Ridge Community and Technical College's requirements for admission, basic skills testing, and appropriate course placement, including developmental education courses, which may not count toward completion of the program. Blue Ridge Community and Technical College requirements regarding academic standards and student conduct also apply.

Program Outcomes

- Develop the necessary troubleshooting skills to restore network operations.
- Demonstrate the necessary skills to configure small business networks.
- Construct and design a business network through a capstone project.
- Develop the necessary communication skills to be able to coordinate and work on a team project, learn how to troubleshoot logical and design errors along with technical errors, and be able to provide clear and effective documentation of a project to aid future work such as maintenance and upgrades.
- Prepare and take the Cisco™ Certified Network Associate (CCNA) certification exam.

Career Opportunities

Blue Ridge Community and Technical College provides the knowledge to gain entry-level jobs in the IT field. The program is an excellent starting point for students who are uncertain of their specific IT paths but are considering a degree in computer network engineering.

Curriculum for a Certificate in Cisco Certified Network Associate

General Education	6
CCNA Core	24
Total Credit Hours Required	**30**

General Education

- COMM 202 - ~Fundamentals of Speech (3) OR
- COMM 205 - ~Professional Communications (3) OR
- ENGL 101 - ~English Composition I (3) OR
- ENGL 102 - ~English Composition II (3) OR
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 105 - ^Algebra (3) OR
- MATH 106 - ^Trigonometry (3)

Subtotal Credit Hours Required   6

CCNA Core

- CNET 111 - Networking Fundamentals (3)
- CNET 131 - Introduction to Networks (4)
- CNET 211 - Switch, Route & Wireless Essen (5)
- CNET 221 - Enterprise, Networking, Securi (6)
- CYBR 101 - Intro to CyberSecurity (3)
- CYBR 160 - Information Security Fundamentals (3)

Subtotal Credit Hours Required   24

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Cisco Certified Network Professional (CCNP) Certificate

The Cisco Certified Network Professional program has been created to address the expanding technology needs of businesses and organizations within the local West Virginia community. Designed to create a talent pool within our region, Blue Ridge Community and Technical College will equip students with the essential knowledge to install, configure, operate, troubleshoot, and manage advanced routing protocols; campus-wide enterprise networks; advanced switching technologies; network security; and Quality of Service (QoS).

Program Overview

Information Technology is a growing field in this area and the need for certified technicians is growing at a rapid rate. This program will address this need at a local level and allow for resident businesses and organizations to hire from a local pool of talent as opposed to hiring outside of the local community to address their needs.

Students seeking a rapid path to employment may enroll in the Cisco Certified Network Professional Certificate program. Those students seeking specific technical knowledge and a broader, more marketable understanding of networking can pursue the Cisco Networking Certificate option. Additionally, students may enroll in the A.A.S. degree, Computer Network Engineering Technologies in order to further augment their potential profitability. All programs are instructed by highly trained and credentialed faculty and incorporate technical modules, hands-on laboratories, and equipment training.

Students in any of the Cisco programs are subject to Blue Ridge Community and Technical College's requirements for admission, basic skills testing, and appropriate course placement, including developmental education courses, which may not count toward the completion of the program. Blue Ridge Community and Technical College requirements regarding academic standards and student conduct also apply.

Program Outcomes

- Understand and demonstrate the advanced routing protocols used by Internet Service Providers (ISPs).
- Exhibit an understanding of Advanced Layer 3 Switching through a final project.
- Illustrate the necessary troubleshooting skills used by advanced networking technicians.
- Develop the necessary communication skills to be able to coordinate and work on a team project, learn how to troubleshoot logical and design errors along with technical errors, and be able to provide clear and effective documentation of a project to aid future work such as maintenance and upgrades.

Career Opportunities

The Blue Ridge Community and Technical College Cisco certified network professional plan of study is designed to speed the graduate transition into an entry-level position in networking. Students seeking a broader, more marketable understanding of networking may pursue the Cisco networking certificate option, or enroll in our degree program in computer network engineering technologies to strengthen earning power.

Curriculum for a Certificate in Cisco Certified Network Professional

General Education	6
CCNP Core	24
Total Credit Hours Required	**30**

General Education Core

- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 105 - ^Algebra (3)

Subtotal Credit Hours Required   6

CCNP Core

- CNET 221 - Enterprise, Networking, Securi (6)
- CNET 265 - Advanced Routing (6)
- CNET 266 - Advanced Switching (4)
- CNET 267 - Advanced Troubleshooting (4)
- Restricted Electives in BUSN, CAS, CNET, CJST, CYBR, or IT (4)

Subtotal Credit Hours Required   24

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Clinical Medical Assistant Certificate

Program Overview

The Clinical Medical Assistant certificate program prepares students for a career in the healthcare industry where they will work primarily in ambulatory care settings under the direction of a physician. The program includes both clinical and non-clinical components, providing lecture and competency-based experiences.

As a medical assistant, your responsibilities will include greeting patients, answering telephone calls, scheduling appointments, and filing medical records. You will also assist with clinical tasks such as preparing patients for exams, administering medications, and drawing blood. Overall, the Medical Assisting program offers a meaningful career in patient care with opportunities for growth in a rising field.

To continue in this program, students must maintain a grade of "C" or better in all required courses. Upon successful completion of this certificate, students may be able to sit for certification exams.

Program Outcomes

Upon completion of this program students will be able to:

- Demonstrate knowledge of medical terminology, anatomy, and physiology.
- Perform clinical skills such as taking vital signs, performing electrocardiograms (EKGs), and administering injections and medications.
- Understand medical laws and ethics and maintaining patient confidentiality.
- Communicate effectively with patients and other healthcare professionals.
- Maintain patient medical records

- Assist with patient care in a variety of healthcare settings, including clinics, hospitals, and physician offices.

Curriculum for a Certificate of Applied Science in Clinical Medical Assistant

General Education Core	6
Technical Core	24
Total Credit Hours Required	**30**

General Education Core

- ENGL 101 - ~English Composition I (3) OR
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 - ~Introduction to Mathematics (3)

    Subtotal Credits Hours Required   **6**

Technical Core

- CAHS 110 - Healthcare Foundations I (6.5)
- CAHS 115 - Healthcare Foundations II (6)
- CMAS 210 - Clinical Medical Assisting I (5)
- CMAS 220 - Clinical Medical Assisting II (6.5)

    Subtotal Credit Hours Required   **24**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Cloud Computing Certificate

The Cloud Computing Certificate includes courses in Networking, Information Technology, Security and Programing Logic. Though the student does not sit for these CompTIA exams: Information Technology Fundamentals+ (ITF+), Cloud Essentials+ and Cloud+ domains are discussed.

This Certificate provides an opportunity for students preparing for entry-level employment or advancement in the cloud computing domains.

As a cloud computing specialist, an interest in and strong understanding of technology is pivotal. You must be able to develop and maintain secure virtual environments. A background working with system architecture components, such as networking and software, is needed. In addition to strong technical skills, you will also need strong soft skills.

Excellent collaborative skills will allow you to work with personnel across disciplines. Strong analytical reasoning is needed to effectively look at the strengths and weaknesses of projects.

Career Opportunities
The U. S. Bureau of Labor Statistics projects a growth of 5% in cloud related fields through the year 2030. Salaries vary depending upon geographic area, job description, experience and skill level. According to ZipRecruiter the annual salary of most cloud computing professionals ranges from $93,500 to $142,000 (25th to 75th percentile).

Classroom training, internships, and certification opportunities will enable graduates to pursue entry-level positions in computer repair, computer networking, consulting, help desk support, training, or programming. Upon earning an IT degree with certifications, graduates in entry-level network support positions can earn approximately $40,000–$50,000 annually with the potential of eventually earning $60,000 or more.

For graduates seeking a four-year degree, Blue Ridge Community and Technical College has partnered with various four-year institutions to assist students in achieving this goal. These agreements provide students the opportunity to complete their degrees at Blue Ridge Community and Technical College while pursuing bachelor's degrees with other institutions. Students are able to fulfill their degree requirements at Blue Ridge Community and Technical College with the accessibility of online forums to connect them to their four-year institutions.

Note: All salary estimations are based on the current position and educational trends. Blue Ridge Community and Technical College cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Cloud Computing Certificate Outcomes
• Understand common terms and definitions of cloud computing and provide examples.
• Understand several common definitions of cloud computing and their commonalities/differences.
• Understand the following characteristics of clouds and cloud services from a business perspective:

- Scalability
- Security
- Hardware independence
- Variable costs
- Time to market
- Distribution over the Internet.

• Compare and contrast the different types of cloud models
• Explain the importance of high availability and scaling in cloud environments
• Given a scenario, apply data security and compliance controls in cloud environments
• Given a scenario, integrate components into a cloud solution
• Given a scenario, maintain efficient operation of a cloud environment
• Given a scenario, perform appropriate backup and restore operations
• Given a scenario, perform disaster recovery tasks.
• Given a scenario, troubleshoot security issues
• Given a scenario, troubleshoot common performance issues

A Curriculum for a Certificate Cloud Computing

General Education Core 6

Technical Core	24
Total Credit Hours Required	**30**

General Education Core

- COMM 202 - ~Fundamentals of Speech (3) OR
- ENGL 101 - ~English Composition I (3) OR
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 - ~Introduction to Mathematics (3) Or Higher

Subtotal Credit Hours Required   **6**

Technical Core

- CNET 111 - Networking Fundamentals (3)
- CYBR 101 - Intro to CyberSecurity (3)
- IT 189 - Operating Sys Fundamentals (3)
- IT 102 - IT Fundamentals (3)
- IT 244 - Cloud/Virtualization (4)
- IT 245 - Cloud/Virtualization II (4)
- IT 270 - Server I (3)
- Restricted Elective from CNET, CYBR, DBM, IT, or SDE (1)

Subtotal Credit Hours Required   **24**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

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Communication Studies

This certificate provides the foundation for understanding the communication process used in both professional and personal environments. The student is introduced to techniques including non-verbal, professional, interpersonal, intercultural, persuasive, and social media communication. Alone, this Certificate enhances the communicator's ability to effectively and appropriately express ideas and share information. Combined with the Liberal Arts degree requirements, this Certificate leads to an Associate of Arts Degree in Liberal Arts with a concentration in Communication Studies.

Program Outcomes for Communication Studies Certificate:

- Provide the foundation for student's understanding of the communication process used in both professional and personal situations.
- Introduce student to techniques for improving non-verbal, professional, interpersonal, intercultural, persuasive, and social media communication.
- Enhance student's ability to effectively and appropriately express ideas and share information relevant to the audience, purpose, and situation.

Curriculum for a Certificate in Communication Studies

General Education Core	6
Communication Studies Core	24
Total Credit Hours Required	**30**

General Education Core

- COMM 202 - ~Fundamentals of Speech (3) OR
- COMM 205 - ~Professional Communications (3) OR
- ENGL 101 - ~English Composition I (3)
- MATH 101 - ~Introduction to Mathematics (3) or higher

Subtotal Credit Hours Required   **6**

Communication Studies Core

Choose 6 credits (2 courses) from the list below:
- COMM 203 - Ethical Communication (3)
- COMM 207 - Interpersonal Communication in the Workplace (3)
- COMM 230 - Art & Science of Persuasion (3)

Choose 6 credits (2 courses) from the list below:
- COMM 201 - Nonverbal Communication (3)
- COMM 206 - Social Media Communication (3)
- COMM 220 - Introduction to Intercultural Communication (3)
- Free Electives: Any course numbered 101 or above (12)

Subtotal Credit Hours Required   **24**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

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Community Corrections Specialist Certificate

The Blue Ridge Community and Technical College Certificate in Community Corrections offer the opportunity to build essential skills for community corrections professionals. Additionally, this initiative supports the growing demand for alternatives to incarceration. This certificate is designed to support criminal justice organizations such as Day Report Centers, Community Residential Programs, Parole & Probation Services, Advocacy groups, Attorneys, individuals supporting community correctional rehabilitation and criminal legal policies in their communities, and other organizations with a focus on alternatives to incarceration or a holistic approach.

Program Overview

The Community Corrections Specialist Certificate builds essential skills for those working in areas critical to alternatives to incarceration. Topics covered include grant writing, program evaluation, cultural competency, diversion approaches, trauma informed approaches, and treatment of underlying causes of deviance and recidivism. Social structural factors specific to the area and the role of counseling for the criminal justice professional will also be offered.

Curriculum for a Certificate in Community Corrections Specialist

General Education Core	6
Community Corrections Core	24
Total Credit Hours Required	**30**

General Education Core

- MATH 101 - ~Introduction to Mathematics (3) or higher
- COMM 202 - ~Fundamentals of Speech (3) OR
- COMM 205 - ~Professional Communications (3)

    Subtotal Credit Hours Required   **6**

Community Corrections Core

- CJST 125 - Grant Writing (3)
- CJST 130 - Program Evaluation (3)
- CJST 135 - Sexual Abuse Identification (3)
- CJST 265 - Community Corrections (3)
- SOCI 255 - Drugs & Society (3)
- Restricted Electives in CJST or SOCI (9)

    Subtotal Credit Hours Required   **24**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Computer Aided Design Certificate

Blue Ridge Community and Technical College can help you ascend to a career in design. As the only collegiate CAD/BIM program in the Eastern Panhandle, we help you understand principles of design and apply them to government and industry standards. Throughout the program, our expert instructors train you in the techniques and cutting-edge technologies embraced by the industry today.

Program Overview

The CAD/BIM program is a 30-hour training program in which students will use computer systems in the creation, modification, analysis or optimization of a design. Computer-Aided Design is the process of creating a technical drawing with the use of computer software. CAD software is used to increase the productivity of the designer, improve the quality of design, improve communications through documentation, and to create a database for manufacturing. Building Information Modeling is the creation of documents necessary for the design and construction of residential and commercial buildings, and all the systems within those buildings. Students will utilize state-of-the-art industry-recognized software. 3D modeling is emphasized, and equipment such as 3D printers, CNC machinery, laser engravers, and plasma cutters are included in the program to develop the link between design and production.

This certificate program is designed to be diverse, preparing students to enter a variety of CAD and CAD-related fields. Students trained in CAD/BIM may find jobs in architecture, mechanical design, surveying, civil design or geographic information systems.

Program Outcomes

- Demonstrate professionalism (on time, positive attitude, respectful).
- Practice teambuilding and effective communication.
- Identify tools and equipment used in Civil CAD and surveying.
- Understand drawings and graphics used in CAD and engineering projects.
- Develop a basic understanding of Civil CAD and Surveying.
- Develop an understanding of GIS.
- Demonstrate the safe operation of 3D modeling equipment.
- Develop parametric design solutions using 3D modeling software.
- Develop residential and commercial building models using 3D modeling software.

Career Opportunities

The knowledge and skills gained may help you secure entry-level employment on a design and construction team.

Curriculum for a Certificate in Computer Aided Drafting

General Education Core	9
Technical Core	21
Total Credit Hours Required	**30**

General Education Core

- CAS 111 - Information Literacy (3)
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 102 - Technical Mathematics (3) OR
- MATH 105 - ^Algebra (3)

Subtotal Credit Hours Required   9

Technical Core

- CAD 102 - CAD Applications (2)
- CAD 102L - CAD Applications Lab (2)
- CAD 106 - Intro to Civil CAD & Surveying (2)
- CAD 106L - Intro to Civil CAD Lab (1)
- CAD 108 - Geographic Information Systems (2)
- CAD 201 - 3D Modeling (1)
- CAD 201L - 3D Modeling Lab (2)
- CAD 205 - Building Information Modeling (1)
- CAD 205L - Building Info Modeling Lab (2)
- CAD 292 - CAD Internship (1-4) OR
- Restricted Electives in CAD or MECH (4)
- MET 200 - Introduction to CAM (2)

Subtotal Credit Hours Required   21

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Computer Application Specialist Certificate

The Computer Applications Certificate combines traditional, professional and business communication with computer applications. Certifications such as Microsoft Word, Excel, and Windows work well with the electives in this certificate program.

Program Outcomes

- Complete hands-on activities that help develop computer application fluency and fundamental technical skills.
- Employ business-centered and professional applications for document processing, spreadsheets, databases, and presentation design.
- Complete project-based activities, which incorporate publication and document creation, design skills, electronic presentation skills, to prepare for the work environment.
- Utilize business-centered and professional software to create digital and/or print publications.

To be eligible to earn a Blue Ridge Community and Technical College Certificate the student must be a current degree-seeking student or complete the application and admissions process to the College. Eligibility to earn and receive a Blue Ridge Community and Technical College Certificate does not interfere with the degree-seeking status of the student.

Curriculum for a Certificate in Computer Application Specialist

General Education Core	6
Technical Core	24
Total Credit Hours Required	**30**

General Education Core

- COMM 202 - ~Fundamentals of Speech (3) OR
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 - ~Introduction to Mathematics (3)

Subtotal Credit Hours Required   6

Technical Core

- BUSN 101 - Introduction to Business (3)
- CAS 192 - Computer Apps Practicum (1)
- CAS 211 - Word Complete (3)
- CAS 213 - Excel Complete (3)
- BUSN 205 - Business Ethics (3) OR
- IT 105 - Computer Ethics (3)
- Restricted Electives in any ACCT, BUSN, CAS, CNET, CYBR, ECON, IT, or MDIA (8)

Subtotal Credit Hours Required   24

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Culinary Arts Certificate

This economical, practical certificate program prepares you with the skills necessary to enter the foodservice industry as an entry to a mid-level position within the foodservice, hospitality and tourism industry through a certificate program.

Program Overview

Students will learn classical cooking techniques, which include a wide variety of regional cuisines, along with courses that build on immersing the student into all aspects of culinary foundations such as safety and sanitation, food costing, product efficiency, sense of urgency, attention to detail and culinary artistry. Practical lab experiences will help to complete the well-rounded student for entry into the workforce. Students will be able to experience the flow of their product from creation to service in this degree program through our Bruin Café lab and other service opportunities.

Program Outcomes

- Demonstrate an organized and sanitary workstation.
- Demonstrate accurate measuring and portioning.
- Identify and describe procedures and techniques for controlling food costs.
- Demonstrate accurately sized knife cuts.
- Demonstrate how to safely handle and operate knives and kitchen equipment.
- Practice team building and communication.
- Identify ingredients.
- Follow standardized recipes and production procedures.
- Identify and execute cooking methods.
- Demonstrate professionalism (clean and complete uniform, on time, good attitude, respectful).

Career Opportunities

If you choose a certificate in Culinary Arts, you will be prepared for entry to mid-level positions within the industry. You can seek positions within foodservice, hospitality, and tourism.

Curriculum for a Certificate in Culinary Arts

General Education Core	6
Culinary Arts Core	24
Total Credit Hours Required	**30**

General Education Core

- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 - ~Introduction to Mathematics (3)

Subtotal Credit Hours Required   6

Culinary Arts Core

- CART 115 - Safety/Sanitation in Food Serv (2)
- CART 120 - Bruin Cafe Lecture (1)
- CART 120L - Bruin Cafe Lab (3)
- CART 200 - International Cuisines Lecture (1)
- CART 200L - International Cuisines Lab (2)
- CART 201 - Stocks, Soups, and Sauces (1)
- CART 201L - Stock, Soups & Sauces Lab (2)
- CART 212 - Baking Skills & Development (4)
- CART 245 - Cooking Fundamentals I Lecture (1)
- CART 245L - Cooking Fundamentals I Lab (3)
- CART 246 - Cooking Fundamentals II (1)
- CART 246L - Cooking Fundamentals II Lab (3)

Subtotal Credit Hours Required   24

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Data Management Certificate

The Data Management Certificate provides the completer with an introduction to core competencies of a data management professional. Students will learn database management by establishing database environments and designing databases using structured and unstructured data schemes. Students will utilize Data Definition Language and Data Manipulation Language to define, retrieve, and manipulate data. Participants will study scripting and programming of data structures, algorithms, and best practices in secure coding. Students will learn data analytics by examining the data visualization and analysis process and common statistical techniques for the analysis of data. Students will practice summarizing and visualizing the characteristics of data sets.

Key subjects will include Data programming (SQL), Data Analytics, Data Applications, and IT fundamentals.

Program Outcomes

- Communicate effectively with both verbal and written forms.
- Perform and share cooperatively in teams or groups.
- Research and present technical concepts using office productivity software.

- Evaluate various databases and database management systems.
- Develop computer programming logic by incorporating input/output, control/repetition, data structures and manipulations with arrays and lists.

Curriculum for a Data Management Certificate

General Education Core	12
Technical Core	18
Total Credit Hours Required	**30**

General Education Core

- CAS 111 - Information Literacy (3)
- COMM 202 - ~Fundamentals of Speech (3) OR
- ENGL 101 - ~English Composition I (3) OR
- ENGL 110 - ~Technical Writing & Communication (3)
- IT 105 - Computer Ethics (3)
- MATH 101 - ~Introduction to Mathematics (3) Or higher level MATH

Subtotal Credit Hours Required   **12**

Technical Core

- DBM 102 - Data Fundamentals (3)
- DBM 101 - Database Concepts/SQL (3)
- DBM 110 - Data Applications I (3)
- DBM 120 - Data Analytics I (3)
- SDE 188 - Intro to Programming Logic (3)
- Restricted Elective – Any course in CNET/CYBER/DBM/IT/MDIA (3)

Subtotal Credit Hours Required   **18**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Digital Media Specialist Certificate

Blue Ridge Community and Technical College delivers the Digital Media Specialist Certificate program through courses that are designed to introduce students to web design and graphic design. These courses, in conjunction with other foundational courses, give students the technical and creative aptitude for a career in digital media.

Courses taken after the completion of the foundational courses and core courses in web design and graphic design will prepare students for certifications such as Adobe Photoshop ACA Certification, Adobe InDesign ACA Certification, Above Illustrator ACA Certification, and Microsoft Technology Associate HTML Application Development Fundamentals Certification.

Program Outcomes

- Complete hands-on activities that help develop computer application fluency and fundamental technical skills.
- Employ business-centered and professional applications for graphic design and web design.
- Complete project-based activities, which incorporate publication and document creation, design skills, electronic presentation skills, and web design skills to prepare for the work environment.
- Utilize essential web design software, graphic design software and animate software to create digital and/or print publications.

Curriculum for a Certificate in Digital Media Specialist

General Education Core

Technical Core

Total Credit Hours Required

General Education Core

- ENGL 101 - ~English Composition I (3) OR
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 - ~Introduction to Mathematics (3)

Subtotal Credit Hours Required   **6**

Technical Core

- CAS 217 - Data File Management (3)
- MDIA 102 - Intro to Adobe Photoshop (3)
- MDIA 104 - Web Page Design (3)
- MDIA 107 - Into to Illustrator/InDesign (3)
- MDIA 192 - Media Practicum (1)
- SDE 188 - Intro to Programming Logic (3)
- Restricted Electives in ART 103, ART 115, ART 205, BUSN 101, BUSN 125, BUSN 231, BUSN 245, CAS 211, CAS 214, MDIA 109, MDIA 121, MDIA 201, MDIA 202, SDE 193, SDE 194, SDE 195 (8)

Subtotal Credit Hours Required   **24**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Early Childhood Specialist Certificate

The Early Childhood Specialist Certificate Program prepares individuals to work with children from infancy through age six in diverse learning environments. Coursework includes child growth and development; physical/ nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children. The courses in this program are not intended for transfer to a Bachelor's Degree in Early Childhood Education.

Throughout the program, there is considerable emphasis placed on developing professional interaction styles consistent with fostering positive staff relationships, communication, and collaboration with parents, knowledge of community resources, and multicultural awareness of the diverse populations with whom the student will work.

Program Outcomes

- Complete WV State qualifications to be employed in a childcare center for ages birth to 6 years of age or other employment opportunities in child care centers, preschools, family childcare, and other related programs.
- Qualify for employment in a preschool child care center under the supervision of a qualified early childhood teacher.
- Communicate in an early childcare setting professionally and effectively with parents, staff members, and community resources.
- Complete state requirements for the WV Department of Education to function in a public school setting as a teacher's aide (permanent authorization per county).
- Operate effectively in diverse childcare and learning environments.

Career Opportunities

Employment opportunities include preschools, childcare centers, family childcare, and/or other programs for young children. Because you do not have to follow a set course sequence, you can choose classes that best fit your schedule and specific interests.

The following ECED courses are verified to meet community program requirements for permanent authorization by the West Virginia Department of Education and as required by each county for teacher's aides:

- ECED 103 - Early Language and Literacy (3)
- ECED 105 - Child Development (3)
- ECED 107 - Early Childhood Curriculum (3)
- ECED 165 - Assessment of Young Children (3)
- ECED 206 - Family/Community Engagement (3)
- ECED 220 - Early Childhood Inclusion (3)

Curriculum for a Certificate in Early Childhood

General Education Core	6
Early Childhood Core	24
Total Credit Hours Required	**30**

General Education Core

- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 - ~Introduction to Mathematics (3)

Subtotal Credit Hours Required   6

Early Childhood Core

Choose 24 credits with approval from advisor:
- APTR 101 - ACDS:Intr Child Developmnt I (5)
- APTR 102 - ACDS:Planning for Whole Child (5)
- APTR 103 - ACDS:Facilitation of Learning (5)
- APTR 104 - ACDS:Becoming Independent (5)
- ECED 101 - Found of Early Childhood Ed (3)
- ECED 103 - Early Language and Literacy (3)
- ECED 105 - Child Development (3)
- ECED 106 - Health, Nutrition and Safety (3)
- ECED 107 - Early Childhood Curriculum (3)
- ECED 165 - Assessment of Young Children (3)
- ECED 206 - Family/Community Engagement (3)
- ECED 220 - Early Childhood Inclusion (3)

Subtotal Credit Hours Required   24

NOTE: APTR courses are taken in approved West Virginia High Schools

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Electric Distribution Engineering Technology Certificate

Students looking for a fast-track to a highly skilled job should consider a career as a lineworker. The program, which is endorsed by the Utility Workers Union of America Local 102, provides hands-on laboratories, such as pole training and equipment labs, preparing students to enter the workforce upon completion of the program.

Program Overview

The Electric Distribution Engineering Technology program was created through a partnership between Blue Ridge Community and Technical College and Allegheny Energy, providing educational opportunities for a field that has typically been limited to internal apprenticeship opportunities. Through this program, endorsed by the Utility Workers Union of America (UWUA) Local 102, students will learn the skills necessary to become lineworkers.

The Electric Lineworker Program is designed to provide the technical skills required for new utility workers. Traditional academic instruction gives students an understanding of the technology fueling today's electrical utilities, while hands-on laboratories, such as pole training areas and equipment labs, ensure that students are prepared for the job on day one.

Students in the Electric Distribution Engineering Technology program are subject to Blue Ridge Community and Technical College's requirements for admission, basic skills testing, and appropriate course placement, including developmental education courses, which may not count toward completion of the program. Blue Ridge Community and Technical College requirements regarding academic standards, student conduct, and graduation procedures also apply.

Program Outcomes

- Demonstrate professionalism (clean and complete uniform, on time, positive attitude, respectful).
- Conduct thorough pre-job briefings including hazard recognition.
- Identify safety equipment.
- Practice team building and effective communication.
- Identify and describe procedures for safely operating a bucket truck and digger derrick.
- Identify and demonstrate procedures for safely climbing poles.
- Identify electrical distribution materials, tools, equipment, and activities.
- Demonstrate how to safely auger a hole and erect a wooden utility pole.
- Understand basic electrical theory as it relates to power distribution (single phase and 3 phase AC circuits, transformers, and conductors).
- Demonstrate the ability to correctly read and interpret power systems layout drawings.

Career Opportunities

Upon obtaining your certificate, you will be ready to embark upon a career as a lineworker. Lineworkers maintain an astounding 99% hire rate and earn an average of $30,000 to $50,000 per year.

Note: All salary estimations are based on the current position and educational trends. Blue Ridge Community and Technical College cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Curriculum for a Certificate in Electric Distribution Engineering Technology

General Education Core	7
EDET Technical Core	23
Total Credit Hours Required	**30**

General Education Core

- ENGL 111 - Applied Technical Writing (4)
- MATH 102 - Technical Mathematics (3)

Subtotal Credit Hours Required   7

EDET Technical Core

- EDET 101 - Intro to Line Worker (2)
- EDET 102 - Fundamentals of Electric Power Distribution (2)
- EDET 103 - Heavy Equipment Familiarization (2)
- EDET 120 - Adv Pole Working Workshop (1)
- EDET 121 - Safety for Electrical Line Workers (2)
- EDET 130 - Underground Line Maintenance (2)
- EDET 131 - Substation Basics (2)
- EDET 140 - Overhead Line Maintenance (1)
- EDET 150 - Fundamentals of Electricity (4)
- EDET 180 - Building Better Relationships (2)
- EDET 295 - Practicum Skills Evaluations (1-4)
- Restricted Electives in MATH 100, ENGL 100, SOCI 215, CAD, EDET, HET, MECH, MET, or RENG (1)

Subtotal Credit Hours Required   23

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Electrical Technician Certificate

Program Description

The Electrical Technician certificate program is geared toward students seeking a challenging and exciting career as a high-tech problem-solver. Over the course of the program, you will learn to apply concepts in mathematics, science, and engineering to install, program, control, and maintain automated equipment commonly used in manufacturing, distribution, and processing.

Program Overview

The electrical certificate program supplies local industries with maintenance technicians who can install, service, repair and maintain a variety of industrial automation equipment. After completion of this certificate you can go into the field

or continue on to an A.A.S. in Mechatronics or Engineering Technology. This will give the student a chance to apply their new skill set and obtain greater insight into industry practices.

Students will gain an understanding of the technology utilized in modern distribution and processing industries. Hands-on laboratories, in areas such as electricity and electronics, mechanics, fluid power, motor controls, and quality controls will prepare students for the job on day one. PLC's and Networking are included. Internships are available.

Program Outcomes

- Demonstrate professionalism (on time, positive attitude, respectful).
- Identify safety equipment.
- Practice teambuilding and effective communication.
- Understand the technology utilized in modern distribution and processing industries.
- Identify tools and equipment.
- Write industrial PLCs (Programmable Logic Controls).
- Demonstrate how to properly set up, program, operate, maintain and troubleshoot a scaled manufacturing system.
- Understand advanced concepts and applications of fluid power technology including hydraulics and pneumatics.
- Demonstrate proper application and connection of electrical motors, transformers, and solenoids.

Career Opportunities

Electrical technicians often find rewarding careers in the automotive, aerospace, medical device, and heavy equipment industries. Local employment opportunities abound within this field at companies such as: EcoLab, Essroc, Macy's Distribution, Fed-Ex, U.S. Silica, Ply Gem, Monoflo, O'Sullivan, Cenetic Landis, Automated Merchandising Systems, New World Pasta, and other firms in West Virginia, Maryland, Northern Virginia, and Southern Pennsylvania.

Curriculum for a Certificate in Electrical Technician

General Education Core	6
Technical Core	24
Total Credit Hours Required	**30**

General Education Core

- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 102 - Technical Mathematics (3) OR
- MATH 105 - ^Algebra (3)

Subtotal Credit Hours Required   **6**

Technical Core

- MECH 101 - Introduction to Mechatronics (1)
- MECH 101L - Intro to Mechatronics Lab (2)

- MECH 106 - Electricity & Electronics (2)
- MECH 106L - Electricity & Electronics Lab (2)
- MECH 201 - Systematic Troubleshooting (3)
- MECH 230 - Industrial Controls (2)
- MECH 235 - Indust Wiring & Controls (3)
- MECH 250 - Intro to PLC (3)
- MECH 260 - Process Control & Instrumentation (3)
- ROB 210 - Robotics I (2)
- Restricted Electives in CAD, INST, MET, MECH, ROB - Internship perferred (1)

Subtotal Credit Hours Required   24

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Environmental Science Technician Certificate

The Environmental Science Technician Certificate program prepares students to work in a variety of safety and environmental jobs. Students will receive training in basic environmental, safety, and health disciplines. The certificate program will be the first step in a career in environmental science. Our graduates can enter the environmental workforce in entry-level positions in a variety of manufacturing settings and environmental settings, including environmental sampling and testing technicians, water and wastewater technicians, and occupational health and safety technicians.

Program Outcomes

- Describe the interactions between physical, chemical, and biological principles in human-environmental interactions.
- Recognize and control exposure to hazardous substances in the workplace.
- Describe the OSHA/EPA requirements surrounding inspection, fire, and chemical exposure.
- Demonstrate mastery of the concepts required to be a Class I Water Operator.
- Demonstrate mastery of the concepts required to be a Class I Wastewater Operator.

Curriculum for a Certificate in Environmental Science Technician

General Education Core	6
Applied Laboratory Technician Core	15
Restricted Electives	9
Total Credit Hours Required	**30**

General Education Core

- ENGL 101 - ~English Composition I (3) OR
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 - ~Introduction to Mathematics (3) OR
- MATH 102 - Technical Mathematics (3)

Subtotal Credit Hours Required   **6**

Environmental Science Technician Core

- CAD 108 - Geographic Information Systems (2)
- ENVT 101 - Environmental Science (3)
- ENVT 105 - Intro to Safety (1)
- ENVT 140 - Industrial Hygiene (3)
- LTEC 101 - Chemistry for Technicians I (4)
- LTEC 111 - Laboratory Technician III (2)

Subtotal Credit Hours Required   **15**

Restrictive Electives

The student can pick any 9 credits with approval from their advisor.

- CAS 111 - Information Literacy (3)
- ENVT 108 - Intro to OSHA and EPA (3)
- ENVT 200 - HAZWOPER (3)
- LTEC 160 - Water Operator I (3)
- LTEC 161 - Waste Water Operator I (3)
- PSYC 203 - ~Introduction to Psychology (3)

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

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Food Service Retail Management Certificate

This economical, practical certificate program prepares you with the skills to enter the foodservice industry as an entry-level manager within the foodservice, hospitality, and tourism industry through a certificate program.

Program Overview

Students will learn classical cooking techniques, which include a wide variety of regional cuisines, along with courses that build on immersing the student into all aspects of culinary foundations such as safety and sanitation, food costing, product efficiency, sense of urgency, purchasing and inventory, human relations, attention to detail and culinary artistry. Practical lab experiences will help to complete the well-rounded student for entry into the workforce. Students will be able to experience the flow of their product from creation to service in this degree program through our Bruin Café lab and other service opportunities.

Program Outcomes

- Demonstrate an organized and sanitary workstation.
- Demonstrate accurate measuring and portioning.
- Follow standardized recipes and production procedures.
- Identify and describe procedures and techniques for controlling food costs.
- Demonstrate customer service skills.
- Practice team building and communication.
- Demonstrate professionalism (clean and complete uniform, on time, good attitude, respectful).
- Demonstrate leadership in both the front and back of the house operations.
- Construct a small business plan for a foodservice operation.
- Demonstrate critical thinking skills.

Career Opportunities

If you choose a certificate in Food Service Retail Management, you will be prepared for entry to mid-level positions within the industry. You can seek positions within foodservice, hospitality, and tourism.

Curriculum for a Certificate in Food Service Retail Management

General Education Core	6
Food Service Retail Management Core	24
Total Credit Hours Required	**30**

General Education Core

- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 - ~Introduction to Mathematics (3)

Subtotal Credit Hours Required   6

Food Service Retail Management Core

- BUSN 101 - Introduction to Business (3)
- BUSN 201 - Principles of Management (3)

- CART 115 - Safety/Sanitation in Food Serv (2)
- CART 120 - Bruin Cafe Lecture (1)
- CART 120L - Bruin Cafe Lab (3)
- CART 201 - Stocks, Soups, and Sauces (1)
- CART 201L - Stock, Soups & Sauces Lab (2)
- CART 204 - Inventory and Purchasing (3)
- CART 245 - Cooking Fundamentals I Lecture (1)
- CART 245L - Cooking Fundamentals I Lab (3)
- CART 246 - Cooking Fundamentals II (1)
- CART 246L - Cooking Fundamentals II Lab (3)
  Elective in CART/HOSP/MATH 100 (1)

Subtotal Credit Hours Required   **24**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

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Health Sciences Certificate

The certificate in Health Sciences provides students with the foundational knowledge, skills and abilities to pursue and enhance career opportunities in various healthcare disciplines. With a broad understanding of the health sciences, you'll be prepared to start your career immediately after graduation, apply to selective entry healthcare programs at Blue Ridge CTC, or transfer to other colleges or universities.

PROGRAM OUTCOMES

At the end of this degree, students will be able to:

- Demonstrate appropriate verbal, non-verbal, therapeutic, professional, and technological communication skills in their practice.
- Use mathematical concepts to solve problems.
- Demonstrate the ability to use the scientific method of inquiry to complete exercises in a laboratory setting.
- Demonstrate computer skills.

Curriculum for a Certificate in Health Sciences

General Education Core	9
Technical Core	21
Total Credit Hours Required	**30**

General Education Core

- BIOL 100 - The Human Body (3)
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 103 - Pharmacological Math (3)

Subtotal Credit Hours Required   **9**

Technical Core

- MAST 102 - Medical Terminology (3)
- CAHS 142 - Pathophysiology of Disease (3)
- MAST 210 - Medical Law & Ethics (1)
- Restricted Electives: CAHS, BIOL, CHEM, PHYS, NURS, PTA, EMSP, HIM, MAST, PLBT, MATH 114 (14 credits)

Subtotal Credit Hours Required   **21**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Healthcare Leadership Certificate

If you are seeking leadership opportunities in hospitals, outpatient clinics, and public health agencies, a Certificate of Applied Science in Healthcare leadership may be for you. This interdisciplinary program integrates the health sciences and management theory to prepare graduates to be industry leaders in the healthcare field.

Career Opportunities

Students who complete a Certificate of Applied Science in Healthcare Leadership will build a solid foundation preparing them in a variety of roles in the healthcare industry.

Curriculum for a Certificate in Healthcare Leadership

General Education Core   6

Technical Core   24

Total Credit Hours Required   **30**

General Education Core

- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 103 - Pharmacological Math (3)

Subtotal Credit Hours Required   **6**

Technical Core

- BIOL 100 - The Human Body (3)
- MAST 102 - Medical Terminology (3)
- MAST 210 - Medical Law & Ethics (1)
- COMM 205 - ~Professional Communications (3)
- BUSN 160 - Organizational Behavior (3)
- BUSN 201 - Principles of Management (3) OR
- BUSN 250 - Management and Leadership (3)
- BUSN 255 - Teamwork & Managing Teams (3)
- Restricted Electives: BUSN 101, BUSN 175, BUSN 273, BUSN 277, BUSN 231, BUSN 212, CAHS, BIOL, CHEM, PHYS, NURS, PTA, EMSP, HIM, MAST, PLBT, (2 credits)

Subtotal Credit Hours Required   **24**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

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Information Security Certificate

Blue Ridge Community and Technical College delivers the Information Security Certificate program through courses that are designed to introduce students to programming, security basics, network monitoring, and risk assessment. These courses, in conjunction with other foundational courses, give students the technical aptitude for a career in information security.

Students will be introduced to security and risk assessment via courses already offered and cataloged by the College at the beginning of their sequence of training.

Program Outcomes

- Utilize various assessment tools to conduct a security audit and identify intrusions.
- Identify and demonstrate the understanding of Cybersecurity terminology, principles, concepts, and methodologies.
- Demonstrate an understanding of common operating systems management and maintenance.
- Research current threats and attacks and identify how to mitigate those threats.

Career Opportunities

Whether students are seeking a career as a network professional or currently working as a business manager or other Information Security professional, the Blue Ridge Community and Technical College Certificate in Technology Systems will help graduates implement high-functioning business and technology systems in the workplace. Additional Intrusion Detection and Ethical Hacking courses taken after the completion of foundational courses will prepare

students to sit for certification exams such as CompTIA Security+ and the Certified Ethical Hacker Professional certifications.

Curriculum for a Certificate in Information Security

General Education Core	12
Technical Core	18
Total Credit Hours Required	**30**

General Education Core

- CAS 111 - Information Literacy (3)
- COMM 202 - ~Fundamentals of Speech (3) OR
- ENGL 110 - ~Technical Writing & Communication (3)
- IT 105 - Computer Ethics (3)
- MATH 105 - ^Algebra (3)

Subtotal Credit Hours Required   **12**

Technical Core

- CNET 111 - Networking Fundamentals (3)
- CYBR 101 - Intro to CyberSecurity (3)
- CYBR 160 - Information Security Fundamentals (3)
- IT 185 - Introduction to Linux (3)
- SDE 188 - Intro to Programming Logic (3)
- Restricted Electives in CNET, CYBR, DBM, or IT (3)

Subtotal Credit Hours Required   **24**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Instrumentation Certificate

If you seek a hands-on career in the high-tech industry and the opportunity to quickly enter the job market, consider a certificate as an Instrumentation Technician. Our program prepares you to be an effective, interdisciplinary problem solver. You will learn to apply knowledge of mathematics, science, and engineering used in automated manufacturing, and process control. You will become efficient at controlling a variety of fluid processes to control temperature, level, and pressure.

Program Overview

The Instrumentation program supplies local industries with knowledgeable technicians who can operate, maintain, and perform preventative and routine maintenance on process control devices. The program is designed to prepare workers to sit for the ISA Instrumentation certification exam.

Students will gain an understanding of the technology utilized in processing industries. Hands-on laboratories, in areas such as electricity and electronics, fluid power, and the basics of programmable logic controllers will prepare the students to be "work ready". This program will give students a skill set that paves the way for a continuation of the Mechatronics A.A.S. program to become a certified technician.

Program Outcomes

- Demonstrate professionalism (clean and complete uniform, on time, positive attitude, respectful).
- Identify safety equipment.
- Practice team building and effective communication.
- Identify tools and equipment used in instrumentation.
- Identify key elements in common instrumentation systems.
- Understand the operation of instrumentation systems (pneumatic, electrical, and electronic).
- Determine the application of instrumentation systems in the workplace.
- Understand standard maintenance procedures, installation, and calibration practices involved in instrumentation.
- Analyze and control process control systems.
- Document and troubleshoot process control systems.

Career Opportunities

Instrumentation Technicians are in high demand around the globe, earning an average of $16 – $20 per hour, depending on their geographic region. Prospective employers in the region include Proctor and Gamble, EcoLab, Hood, Rustoleum and other firms in West Virginia, Maryland, Northern Virginia, and Southern Pennsylvania.

Note: All salary estimations are based on the current position and educational trends. Blue Ridge Community and Technical College cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Curriculum for a Certificate in Instrumentation

General Education Core	6
Technical Core	24
Total Credit Hours Required	**30**

General Education Core

- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 102 - Technical Mathematics (3)

Subtotal Credit Hours Required 6

Technical Core

- INST 165 - Instrumentation I (2)
- MECH 106 - Electricity & Electronics (2)
- MECH 106L - Electricity & Electronics Lab (2)
- MECH 120 - Fluid Power (3)
- MECH 121 - Safety Awareness & OSHA 10 (2)
- MECH 201 - Systematic Troubleshooting (3)
- MECH 230 - Industrial Controls (2)
- MECH 250 - Intro to PLC (3)
- MECH 260 - Process Control & Instrumentation (3)
- Restricted Electives in any CAD, INST, MECH, RENG, or ROB (2)

Subtotal Credit Hours Required 24

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Justice System Certificate

The Blue Ridge Community and Technical College Certificate in Justice System will help students gain entry-level skills for a variety of positions in criminal justice and law. Blue Ridge Community and Technical College will educate students in the skills of the criminal justice system.

Program Overview

The Justice System Certificate will introduce students to the criminal justice system. Topics covered include: corrections, law enforcement, investigations, the juvenile justice system, and careers in the field.
To be eligible to earn a Blue Ridge Community and Technical College Certificate the student must be a current degree-seeking student or complete the application and admissions process to the College. Eligibility to earn and receive a Blue Ridge Community and Technical College Certificate does not interfere with the degree-seeking status of the student.

Program Outcomes

Graduates will be able to:

- Weigh ethical implications of decision-making in a professional capacity
- Demonstrate sufficient critical self-awareness to understand the influence of personal biases and values when interacting with diverse groups

Curriculum for a Certificate in Justice System

General Education Core	9
Justice Core	21
Total Credit Hours Required	**30**

General Education Core

- ENGL 101 - ~English Composition I (3)
- MATH 101 - ~Introduction to Mathematics (3)
- PSYC 203 - ~Introduction to Psychology (3) OR
- SOCI 203 - ~General Sociology (3)

Subtotal Credit Hours Required   9

Justice Core

- CJST 240 - Crim Just Org & Management (3) OR
- BUSN 250 - Management and Leadership (3) OR
- BUSN 108 - Business Etiquette & Image (3)
- CJST 200 - Intro Crim Justice Sys (3)
- CJST 220 - Criminal Investigation (3)
- CJST 260 - The Correctional System (3)
- LGST 213 - American Court System (3)
- LGST 260 - Constitutional Law (3) OR
- PSCI 101 - ~American Federal Government (3)
- LGST 230 - Criminal Law and Procedure (3)

Subtotal Credit Hours Required   21

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Legal Office Assistant Certificate

The Legal Office Assistant Certificate is the first year of the A.A.S. Paralegal Studies Degree. This certificate also serves secretaries, administrative assistants, and office managers who are interested in law and procedure. This certificate represents the foundation of knowledge that may be applied in a variety of legal office situations.

To be eligible to earn a Blue Ridge Community and Technical College Certificate the student must be a current degree-seeking student or complete the application and admissions process to the College. Eligibility to earn and receive a Blue Ridge Community and Technical College Certificate does not interfere with the degree-seeking status of the student.

Students completing the Associate of Applied Science Degree in Paralegal Studies will be able to:
• Identify legal terminology needed to communicate with professionals in the legal field. (Remember)
• Demonstrate professional skills necessary to a paralegal career, including oral and written communication and technology skills. (Understand)
• Describe the sources of law, hierarchy, and powers of various state and federal courts. (Understand)
• Compose various types of legal correspondence and legal documents. (Create)

Curriculum for a Certificate in Legal Office Assistant

General Education Core	18
Legal Office Core	12
Total Credit Hours Required	**30**

General Education Core

- CAS 111 - Information Literacy (3)
- COMM 202 - ~Fundamentals of Speech (3)
- ENGL 101 - ~English Composition I (3)
- MATH 101 - ~Introduction to Mathematics (3)
- PSYC 203 - ~Introduction to Psychology (3)
- PSCI 101 - ~American Federal Government (3)

Subtotal Credit Hours Required   **18**

Legal Office Core

- LGST 100 - Intro to Law & Legal Systems (3)
- LGST 103 - Legal Terminology (3)
- LGST 150 - Legal Research and Writing (3)
- LGST 230 - Criminal Law and Procedure (3)

Subtotal Credit Hours Required   **12**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Machine Operator/Mechatronics Assistant Certificate

Program Description

If you seek a hands-on career in the high-tech industry, and entry into the job market, consider a certificate as a Certified Machine Operator and Mechatronics Assistant. Our program prepares you to be an effective, interdisciplinary problem solver. You will learn to apply knowledge of mathematics, science, and engineering used in manufacturing, distribution, and processing. You will become efficient at operating complex machinery while troubleshooting and foreseeing production problems before they arise.

Program Overview

The Assistant Mechatronics program supplies local industries with knowledgeable machine operators who can operate, maintain, and perform preventative and routine maintenance on a variety of industrial equipment. The program is designed to prepare workers for the Key Train Applied Technology test, which many local employers require for employment. Program completers can also test to become Siemens Certified Assistant Technicians. This certification is recognized worldwide and will open many employment opportunities.

Students will gain an understanding of the technology utilized in modern distribution and processing industries. Hands-on laboratories, in areas such as electricity and electronics, mechanics, fluid power, motor controls, and the basics of programmable logic controllers will prepare students to be "work ready". This program will give students a skill set that will make them ready for employment, and also pave the way for a continuation into the Mechatronics A.A.S. program to become a certified technician. Internships are available.

Program Outcomes

- Demonstrate professionalism (on time, positive attitude, respectful).
- Identify safety equipment.
- Practice team building and effective communication.
- Understand the technology utilized in modern distribution and processing industries.
- Identify tools and equipment.
- Write industrial PLCs (Programmable Logic Controls).
- Understand the fundamentals of Quality Control.
- Demonstrate how to properly set up, program, operate, maintain and troubleshoot a scaled manufacturing system.
- Understand advanced concepts and applications of fluid power technology including hydraulics and pneumatics.
- Demonstrate proper application and connection of electrical motors, transformers, and solenoids.

Career Opportunities

Machine Operators are in high demand around the globe, earning an average of $12 – $16 per hour, depending on their geographic region and the machine they operate. Prospective employers in the region include Procter and Gamble, EcoLab, Ply Gen, Brentwood Industries, American Woodmark, Monoflo, O'Sullivan, Cenetic Landis, Automated Merchandising Systems, New World Pasta, and other firms in West Virginia, Maryland, Northern Virginia, and Southern Pennsylvania.

Many of these employers have tuition assistance programs, which will help the student to continue their education, toward an A.A.S. in Mechatronics.

Note: All salary estimations are based on the current position and educational trends. Blue Ridge Community and Technical College cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Curriculum for a Certificate in Machine Operator/Mechatronics Assistant

General Education Core	9
Technical Core	21
Total Credit Hours Required	**30**

General Education Core

- CAS 111 - Information Literacy (3)
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 102 - Technical Mathematics (3)

Subtotal Credit Hours Required   **9**

Technical Core

- MECH 101 - Introduction to Mechatronics (1)
- MECH 101L - Intro to Mechatronics Lab (2)
- MECH 106 - Electricity & Electronics (2)
- MECH 106L - Electricity & Electronics Lab (2)
- MECH 110 - Mechanical Systems I (3)
- MECH 120 - Fluid Power (3)
- MECH 121 - Safety Awareness & OSHA 10 (2)
- MECH 201 - Systematic Troubleshooting (3)
- MECH 250 - Intro to PLC (3)

Subtotal Credit Hours Required   **21**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Medical Administrative Assistant Certificate

Medical Administrative Assistants perform valuable administrative duties on the healthcare team. Our program prepares you for an entry-level job in healthcare administration. The program is comprised of non-clinical components, with the lecture as well as competency-based experiences in performing administrative procedures. Students who successfully complete this certificate may be able to sit for certification exams.

Program Goals

The following goals are the primary purposes for the Medical Administrative Assisting Program:

1. Prepare competent, entry-level allied health professionals in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. Prepare students for nationally recognized certification exams.
3. Prepare graduates to obtain jobs in allied health fields.
4. Prepare graduates who can function in and contribute to the well-being of their communities.

Career Opportunities

As a administrative medical assistant, your busy schedule may include greeting patients, answering telephone calls, scheduling appointments, and filing medical records.

Curriculum for a Certificate in Medical Administrative Assistant

General Education Core	6
Technical Core	24
Total Credit Hours Required	**30**

General Education Core

- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 103 - Pharmacological Math (3)

    Subtotal Credit Hours Required   **6**

Technical Core

- BIOL 100 - The Human Body (3)
- MAST 100 - Principles of Medical Assisting (1)
- MAST 102 - Medical Terminology (3)

- MAST 108 - Admin Medical Assisting (1)
- MAST 108L - Admin Medical Assisting Lab (2)
- MAST 210 - Medical Law & Ethics (1)

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Medical Assisting Certificate

Our program prepares you with the skills to deliver quality care in a variety of settings. Our balance of academic and clinical components gives you the knowledge and hands-on opportunities to perform administrative and clinical procedures with confidence.

Program Overview

This certificate program is designed for the student interested in an entry-level position as a medical assistant in a medical office. The program provides lectures as well as competency-based training in both administrative and clinical procedures. There is also a non-compensated externship experience in which students work in an actual ambulatory care setting. Externship sites may have their own requirements that students must meet prior to their externship experience. Medical assisting certificate students must maintain a grade of "C" or better in all required courses. Students must provide appropriate health records that include a history and physical, required immunizations, and a negative TB test prior to externship. Students must also have a current American Heart Association's "Healthcare Provider" CPR certification as well as First Aid certification and meet the program's technical standards. Also, students will undergo a background check and drug screen prior to externship. Any negative findings may prohibit a student from participating in their externship, and thus not be able to complete the Medical Assisting certificate program. Students who successfully complete the program are required to sit for the American Medical Technologists' national certification exam in medical assisting *.

To be eligible to earn a Blue Ridge Community and Technical College Certificate the student must be a current degree-seeking student or complete the application and admissions process to the College. Eligibility to earn and receive a Blue Ridge Community and Technical College Certificate does not interfere with the degree-seeking status of the student.

In order to sit for the American Medical Technologists' national certification exam in medical assisting, the graduate must have proof of High School diploma or G.E.D.

Outcomes
Students will be able to:

- Demonstrate an understanding of the content areas of the curriculum in medical assisting. These content areas are anatomy and physiology, medical terminology, medical law and ethics, psychology, communication, medical assisting administrative procedures, medical assisting clinical procedures, and professional components.
- Apply knowledge from content areas to competencies in administrative, clinical, and general skills of medical assisting.
- Analyze the essential elements of core content areas and competencies.
- Critically evaluate patient care and administrative scenarios and use appropriate judgment within the scope of practice of medical assistants.

- Display a professional commitment to the ethical, legal, and compassionate practice of medicine in diverse communities.
- Demonstrate hands-on competency in administrative, clinical, and general skills of medical assisting.
- Communicate effectively with all members of healthcare teams, patients and others associated with the medical profession.
- Function as a competent, professional member of a healthcare team both administratively and clinically.
- Continue to learn and grow in healthcare professions and life.
- Contribute to the development and growth of their communities in creative ways.

Career Opportunities

As a medical assistant, you will work primarily in outpatient care settings under the direction of physicians.

Curriculum for a Certificate in Medical Assisting

General Education Core	9
Medical Core	21
Total Credit Hours Required	**30**

General Education Core

- COMM 205 - ~Professional Communications (3)
- MATH 103 - Pharmacological Math (3)
- BIOL 100 - The Human Body (3)

   Subtotal Credit Hours Required   **9**

Medical Core

- MAST 100 - Principles of Medical Assisting (1)
- MAST 102 - Medical Terminology (3)
- MAST 108 - Admin Medical Assisting (1)
- MAST 108L - Admin Medical Assisting Lab (2)
- MAST 204L - Clinical Care (2)
- MAST 207L - Advanced Clinical Care (3)
- MAST 210 - Medical Law & Ethics (1)
- MAST 212 - Medical Assisting Externship I (2)
- MAST 214 - MA Review and Certification Prep (1)
- MAST 216 - Clinical & Administrative Externship II (2)
- PLBT 100L - Essentials of Phlebotomy (2)
- BIOL 100L - The Human Body Lab (1)

   Subtotal Credit Hours Required   **21**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Medical Coding Specialist Certificate

This certificate degree program will prepare the student to become a specialist in Medical Coding. The Medical Coding Specialist will review patients' records and assign alphanumeric codes for each diagnosis and procedure codes performed by the medical provider. Through detailed instruction including professional practicum experience, the student will be prepared in ICD10 and CPT coding systems and will gain knowledge in medical terminology, disease processes, and pharmacology. Upon completion of this certificate, a student may sit for certification exams.

Program Outcomes

- **Summarize** medical terminology, systems of classification, and methods of reimbursement commonly used in the Health Information Management field.
- **Explain** legal and ethical concerns related to confidentiality, security, and privacy issues in Health Information Management.
- **Examine** compliance issues related to government regulations, licensure, and certification requirements.

Curriculum for a Certificate in Medical Coding Specialist

General Education Core

Medical Coding Core

Total Credit Hours Required

General Education Core

- BIOL 100 - The Human Body (3)
- CAS 111 - Information Literacy (3)
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 - ~Introduction to Mathematics (3)

Subtotal Credit Hours Required   **12**

Medical Coding Core

- CAHS 141 - Intro to Pharmacology (3)
- CAHS 142 - Pathophysiology of Disease (3)
- HIM 200 - Coding I (3)
- HIM 201 - Coding II (3)
- HIM 220 - HIM Reimbursement Methods (3)
- MAST 102 - Medical Terminology (3)

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Medical Lab Assistant Certificate

The Medical Lab Assistant (MLA) certificate program provides students with the knowledge and practical skills necessary to work in clinical laboratories. The MLA program is designed to teach students how to collect and process specimens, perform laboratory tests, analyze results, and maintain laboratory equipment. Some of the key topics covered in the program may include medical terminology, anatomy and physiology, microbiology, hematology, clinical chemistry, immunology, and phlebotomy.

The program typically includes both classroom instruction and hands-on training in a laboratory setting. Students will learn how to perform a variety of laboratory tests, including blood draws, urine and stool analysis, and microbiology cultures. They will also learn how to use laboratory equipment such as microscopes, centrifuges, and spectrophotometers.

To continue in this program, students must maintain a grade of "C" or better in all required courses. Upon successful completion of this certificate, students may be able to sit for certification exams.

Program Outcomes

Upon completion of this program students will be able to:

- Demonstrate knowledge of medical terminology, anatomy, and physiology.
- Perform laboratory tests and procedures, including sample collection, preparation, and analysis.
- Operate and maintain laboratory equipment and instruments, such as microscopes and centrifuges.
- Understand laboratory safety protocols and regulations.
- Demonstrate proficiency in aseptic techniques, including sterilization and disinfection.
- Communicate effectively with patients and healthcare professionals regarding laboratory procedures.
- Record and manage laboratory data, including patient information and test results.
- Adhere to ethical and legal standards in healthcare.
- Understand and apply quality control procedures in laboratory testing.
- Identify and troubleshoot common laboratory errors and problems.

Curriculum for a Certificate of Applied Science in Medical Lab Assistant

General Education Core	6
Technical Core	24
Total Credit Hours Required	30

General Education Core

- ENGL 101 - ~English Composition I (3) OR
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 - ~Introduction to Mathematics (3)

    Subtotal Credit Hours Required   **6**

Technical Core

- CAHS 110 - Healthcare Foundations I (6.5)
- CAHS 115 - Healthcare Foundations II (6)
- MLAS 210 - Medical Lab Assistant I (6)
- MLAS 220 - Medical Lab Assistant II (5.5)

    Subtotal Credit Hours Required   **24**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Paramedicine Certificate

The Paramedic Program is designed for students who are interested in pursuing careers in advanced emergency care. As of July 1, 2020, the U.S. Department of Education has implemented (Regulation 34 CFR 668.43 (a) (5) (v)) which requires Blue Ridge CTC's Paramedic program to provide a list of all states where our curriculum meets state educational requirements for certification. The National Registry Paramedic certification is a requirement for initial state licensure in many states. A few states such as Montana, New York, and North Carolina may have alternate entry. Students should contact the state Department of EMS in the state they would like to be initially certified for more specific information.

Prior to registering for any advanced clinical (200 level) EMSP courses, students are required to:

- Complete the Emergency Medical Technician (EMT) course before or during the first semester.
- Obtain a valid EMT certification, which meets the U.S. Department of Transportation's National Standard
- Curriculum for Emergency Medical Technicians, no later than February 15th of the second semester.
- Pass the ALS Entrance Exam with a 70% or higher and submit the following documentation to the EMS Program Coordinator:
1. An application to the advanced clinical (200 level) EMSP courses
2. A photocopy of current CPR (AHA Healthcare Provider Course) certification

3. Current EMT card from either: National Registry, West Virginia, Maryland, Pennsylvania, or
4. A completed immunization record prior to participation in any EMS Practicum course
5. An annual PPD results (or chest X-ray, if appropriate)
6. Successfully complete a urine drug screen
7. Successfully complete a national criminal background check

Students in the Paramedic Program are subject to Blue Ridge Community and Technical College's requirements for admissions, basic skills testing, and appropriate course placement, including mandated developmental courses, which are not counted toward completion of the program. Blue Ridge Community and Technical College Catalog requirements regarding academic standards, student conduct, and graduation procedures also apply.

Blue Ridge CTC Paramedic Program Goal

To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

EMS TECHNICAL STANDARDS

The following activities are examples of the kind of activities in which a student in the Paramedic Program will be required to perform in order to successfully complete the program.

1. Critical Thinking: Paramedic students should possess critical thinking ability sufficient for clinical judgment. For example, the paramedic student must be able to prioritize the care of the critically injured or ill patient.
2. Interpersonal Skills: Paramedic students shall possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of social, emotional, cultural and intellectual backgrounds. For example, the student shall establish rapport with clients/patients and health care team members.
3. Communication Skills: Paramedic students shall possess communication abilities sufficient for interaction with others in verbal and written forms. For example: providing verbal encode to medical direction from the field and documentation of patient care.
4. Mobility: Paramedic students shall possess physical abilities sufficient to move from room to room, maneuver in small spaces, stand and walk for extensive periods of time and lift average-size adults with help. For example: transferring patients on to stretchers, loading and unloading stretchers into the ambulance and moving about the scene to search and discover patients.
5. Motor Skills: Paramedic students shall possess gross and fine motor abilities sufficient to provide safe and effective care. For example: calibrate and use designated equipment, insertion of tubes and initiation of intravenous and intraosseous infusions and administration of medications.
6. Hearing: Paramedic students shall possess auditory ability sufficient to monitor and assess health needs. For example: hear monitor alarms, emergency signals, and cries for help and auscultate breath and bowel sounds.
7. Visual: Paramedic students shall possess visual ability sufficient for observation and assessment necessary for care. For example: observe patient/client responses to treatment, use of designated equipment and assessment of a patient.
8. Tactile: Paramedic students shall possess tactile ability sufficient for physical assessment. For example: perform palpation and percussion, assessment of skin vital signs.
9. Weight Bearing: Paramedic students shall possess the ability to lift and manipulate/move 45-50 pounds on a daily basis. For example position patients/clients, carry designated equipment.
10. Cognitive Abilities: Paramedic students shall possess an ability to be oriented to time, place and person and organize responsibilities, make decisions and function effectively in a critical situation. For example, a student shall assess client/patient complaints and implement appropriate plans for care.
11. Occupational Exposures: Paramedic students may be exposed to communicable diseases/ and or body fluids, toxic substances, medicinal preparations, and latex. Students shall use appropriate precautions at all times. For example, a student may be assigned a client/patient with a communicable disease and shall provide total care using universal precautions.
12. Driving Skills/Abilities: Paramedic students must have a valid Driver's License in order to complete their coursework at Blue Ridge Community and Technical College.

Career Opportunities

Paramedics must be able to perform under pressure—in settings demanding excellent clinical, stress management, and communication skills. As a paramedic, you will provide pre-hospital care to patients, administering medication, interpreting EKGs, and operating equipment.

Accredited by both the State of West Virginia and the Commission on Accreditation of Allied Health Program (click here for details), our graduates.

Paramedic Program Outcomes

CAAHEP Accredited Paramedic Programs and CoAEMSP Letter of Review (LoR) Programs track and report outcome measures annually to the Committee on Accreditation for the Emergency Medical Services Professions (CoAEMSP).

The most current CoAEMSP Annual Report was for the calendar year 2022.

The most recent success rate for the National Registry of EMT Paramedic/State Cognitive exam was 60%.

The most recent positive placement rate for graduates was 100%.

Positive placement is defined by the CoAEMSP as 'Employed full or part-time in a related field and/or continuing his/her education and/or serving in the military'. Positive placement is measured at the completion of the program.

The most recent retention rate was 100%.

Accreditation

The Paramedic program of Blue Ridge Community & Technical College 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).

Curriculum for a Certificate in Paramedicine

General Education Core	8
EMS Core	38
Total Credit Hours Required	**46**

General Education Core

- BIOL 120 - ^Human Anatomy & Physiology I (3)
- BIOL 121 - ^Human Anatomy & Phys I Lab (1)
- BIOL 122 - ^Human Anatomy & Physiology II (3)
- BIOL 123 - ^Human Anatomy & Phys II Lab (1)

Subtotal Credit Hours Required   8

Technical Core

- EMSP 101 - Introduction to EMS (2)
- EMSP 103 - EMS Operations (3)

- EMSP 104 - EMS Practicum (1)
- EMSP 104L - EMS Lab I (1)
- EMSP 201 - Adv Airway Mgmt & Pt Assessment (3)
- EMSP 202 - Pathophysiology of Shock & Trauma Resuscitation (3)
- EMSP 203 - Pre-Hospital Pharmacology (3)
- EMSP 204 - EMS Practicum II (2)
- EMSP 204L - EMS Lab II (1)
- EMSP 205 - Medical Emergencies I (3)
- EMSP 205L - Medical Emergencies I Lab (1)
- EMSP 206 - EMS Practicum III (2)
- EMSP 206L - EMS Lab III (1)
- EMSP 207 - Medical Emergencies II (3)
- EMSP 208 - Special Patients & Situations (3)
- EMSP 208L - EMS Lab IV (1)
- EMSP 209 - EMS Practicum IV (2)
- EMSP 209I - EMS Internship (1-3)
- EMSP 210 - Paramedic Capstone (2)

Subtotal Credit Hours Required   38

Precision Machining Certificate

Program Description

The Precision Machining certificate is a hands-on program that incorporates elements of machining and advanced manufacturing. This program was designed for the student who wants the skills to work in the precision machining and precision metal working industries. Many of these courses can be used to further pursue an A.A.S in Engineering Technology.

Program Overview

Graduates of the Precision Machining Certificate may begin their careers in mold making, machine building, tool making, die making, or CNC machinist. Students who pursue this degree should gain the knowledge needed to sit for certifications in CAD and machining.

Students will gain an understanding of the technology utilized in modern manufacturing and engineering firms. Hands-on innovative laboratories, in areas CNC machining, Quality Control, and CAD will prepare students for the job. Internships may be available.

Program Outcomes

- Demonstrate professionalism (on time, positive attitude, respectful).
- Identify safety equipment.
- Practice team building and effective communication.
- Understand technology utilized in modern distribution and processing industries.
- Identify tools and equipment.
- Understand the fundamentals of Quality Control.
- Perform computer numerical machine part production to industry standards.

- Demonstrate measurement techniques necessary for successful employment.
- Compose machine tool programs necessary for successful employment.

Career Opportunities

Engineering technicians can specialize in the design, control systems, materials, process control, instrumentation, automotive systems, robotics, machining, and processes used in the refrigeration and air conditioning fields. The average annual salary for graduates in this field is $44,420 with the top ten percent earning over $66,610. There are multiple prospective employers in the Eastern Panhandle of WV and additional employment opportunities throughout Maryland, Northern Virginia, and Southern Pennsylvania.

Many employers in this field have tuition assistance programs, which could help the student to continue their education, toward an A.A.S in Engineering Technology.

Note: All salary estimations are based on the current position and educational trends. Blue Ridge Community and Technical College cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Curriculum for a Certificate in Precision Machining

General Education Core	6
Technical Core	24
Total Credit Hours Required	**30**

General Education Core

- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 102 - Technical Mathematics (3) OR
- MATH 106 - ^Trigonometry (3) OR
- MATH 108 - ^Pre-Calculus (4)

Subtotal Credit Hours Required   6

Technical Core

- CAD 201 - 3D Modeling (1)
- CAD 201L - 3D Modeling Lab (2)
- MECH 101 - Introduction to Mechatronics (1)
- MECH 101L - Intro to Mechatronics Lab (2)
- MECH 121 - Safety Awareness & OSHA 10 (2)
- MET 105 - Introduction to Machining (3)
- MET 200 - Introduction to CAM (2)
- MET 201 - Intro to CNC Programming (2)
- MET 202 - CNC Programming II (3)
- Restricted Electives in CAD, INST, MET, MECH, ROB - Internship preferred (6)

Subtotal Credit Hours Required   24

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

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Professional Development Certificate

Program Overview

The Professional Development Certificate provides an opportunity for Blue Ridge Community and Technical College students to enhance their learning experience by completing a series of educational courses in a specialized area. Along with core courses, each certificate offers a balanced curriculum with coursework in communication, social and cultural awareness, and scientific and quantitative reasoning along with focused study in a particular content area. The coursework is essential to prepare students seeking to expand their knowledge and competencies as they complete an associate's degree and/or enter or advance in the workforce.

The certificate is designed to be completed in one year of full-time enrollment at Blue Ridge Community and Technical College. The specialized study is offered in the following areas: Communication Studies, General Education, Public Relations, and Social Sciences. The specific course requirements for each Professional Development Certificate Track are outlined below.

Program Outcomes

- Apply critical thinking and mathematical skills to solve problems.
- Compose coherent documents and oral presentations appropriate to a specific purpose and audience.
- Utilize psychological or sociological principles to analyze personal, societal, and organizational issues.

Career Opportunities

Completion of the Professional Development Certificate demonstrates to employers and transfer institutions a student's commitment to the acquisition of knowledge in both core subjects and a specialized content area. This coursework is designed to enhance academic and professional competencies.

Curriculum for a Certificate in Professional Development

General Education Core	12
Specialty Track	18
Total Credit Hours Required	**30**

General Education Core

- COMM 202 - ~Fundamentals of Speech (3)
- ENGL 101 - ~English Composition I (3) OR

- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 - ~Introduction to Mathematics (3) OR
- MATH 105 - ^Algebra (3) OR
- MATH 106 - ^Trigonometry (3) OR
- MATH 108 - ^Pre-Calculus (4) OR
- MATH 114 - ~Elem Probability & Statistics (3) OR
- MATH 154 - ~Finite Mathematics (3) OR
- MATH 207 - ^Calculus I (4)
- EDUC 220 - Soci & Psyc Cond of Learning (4) OR
- PSYC 203 - ~Introduction to Psychology (3) OR
- SOCI 203 - ~General Sociology (3)

Subtotal Credit Hours Required   12

Specialty Tracks:

You must select ONE of the following specialty tracks:

Communication Studies Track

- COMM 205 - ~Professional Communications (3)
- Any COMM 101 or above-not taken elsewhere in the program (9)
- Free Electives (6)

Subtotal Credit Hours Required   18

General Education Track

- Any credited course 100 level or above not taken elsewhere in the program

Subtotal Credit Hours Required   18

Public Relations Track

- COMM 205 - ~Professional Communications (3)
- PSCI 100 - ~Introduction to Political Ideology (3)
- PSCI 101 - ~American Federal Government (3)
- SOCI 215 - ~Human Relations (3)
- Free Electives (100 level or above) (6)

Subtotal Credit Hours Required   18

Social Science Track

- HIST 101+ - Any History 101 or above (3)
- PHIL 101 - Introduction to Philosophy (3)
- PSYC 203 - ~Introduction to Psychology (3)
- Free Electives (100 level or above) (9)

Subtotal Credit Hours Required   18

Program Disclaimer

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Renewable Energy Systems Certificate

The Renewable Energy program gives students skill sets in site evaluation, installation, servicing, and system modeling of Photovoltaic, Wind Turbine, Solar Thermal, and Geo-Thermal systems. Students also develop communication skills needed to communicate with inspectors as well as co-workers and customers in a professional manner.

Program Overview

The Renewable Energy program supplies local industries with knowledgeable technicians who can design, specify, and install appropriate renewable energy equipment and the systems that regulate and control that equipment. The certificate is aligned with the green energy and sustainability management sector, which needs professionals with a broad skill set focused on sustainability, as well as technical capabilities. The certificate can help students build additional skills in such areas as project development, sustainability assessment, systems engineering and strategic planning.

Hands-on laboratories, in areas such as electricity and electronics, and CAD prepare the students to be "work ready".

Program Outcomes

- Demonstrate professionalism (on time, positive attitude, respectful).
- Practice teambuilding and effective communication.
- Understand the technology utilized in renewable energy systems.
- Identify tools and equipment used for the installation of renewable energy systems.
- Understand basic renewable energy concepts.
- Understand Photovoltaics, Wind Turbine, and Solar Thermal systems.
- Identify regulations for renewable energy systems.

- Define solar thermal energy.
- Understand the use of the LEED rating system in residential and commercial building designs.
- Demonstrate proper application and connection of electrical motors, transformers, and solenoids.

Career Opportunities

Renewable Energy installers are in high demand. According to the U.S. Energy Information Administration, by 2040, 63 percent of the nation's electricity will be generated by lower-carbon options, including 16 percent from renewables. This shift will result in double-digit demand for sustainability specialists, planners, and installation workers. Graduates can expect to earn an average of $13 – $18 per hour, depending on their geographic region, and their willingness to travel to large project installations. Prospective employers in the region include Mountain View Solar, Milestone Solar, Millennium 3 Energy (MD), and Geostellar.

Note: All salary estimations are based on the current position and educational trends. Blue Ridge Community and Technical College cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Curriculum for a Certificate in Renewable Energy Systems

General Education Core	9
Technical Core	21
Total Credit Hours Required	**30**

General Concentration Core

- CAS 111 - Information Literacy (3)
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 102 - Technical Mathematics (3)

Subtotal Credit Hours Required   9

Technical Core

- CAD 210 - Green Building Design (2)
- CAD 210L - Green Building Design Lab (1)
- MECH 106 - Electricity & Electronics (2)
- MECH 106L - Electricity & Electronics Lab (2)
- MECH 121 - Safety Awareness & OSHA 10 (2)
- MECH 201 - Systematic Troubleshooting (3)
- RENG 101 - Renewable Energy Technology (1)
- RENG 101L - Renewable Energy Tech Lab (2)
- RENG 201 - Solar Thermal Energy (1)
- RENG 201L - Solar Thermal Energy Lab (2)
- Restricted Electives in CAD, INST, MECH, RENG, or ROB (3)

Subtotal Credit Hours Required   21

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Robotics Certificate

If you seek a hands-on career in the high-tech industry, and entry into the job market, consider a certificate as a Certified Robotics Technician. Our program prepares you to be an effective, interdisciplinary problem solver. You will learn to apply knowledge of mathematics, science, and engineering used in automated manufacturing, and distribution. You will become efficient at controlling a robotic device to sort, stack, assemble, paint and perform other automated functions.

Program Overview

The Robotics program supplies local industries with knowledgeable robotic technicians who can operate, maintain, and perform preventative and routine maintenance on various robotic devices. The program is designed to prepare workers to sit for the Kuka Robotics Technology certification exam.

Students will gain an understanding of the technology utilized in modern distribution and processing industries. Hands-on laboratories, in areas such as electricity and electronics, mechanics, fluid power, and the basics of programmable logic controllers will prepare the students to be "work ready". This program will give students a skill set that paves the way for a continuation of the Mechatronics A.A.S. program to become a certified technician.

Program Outcomes

- Demonstrate professionalism (on time, positive attitude, respectful).
- Identify safety equipment.
- Practice teambuilding and effective communication.
- Understand technology utilized in modern distribution and processing industries.
- Identify tools and equipment.
- Write industrial PLCs (Programmable Logic Controls).
- Understand advanced concepts and applications of fluid power technology including hydraulics and pneumatics.
- Demonstrate proper application and connection of electrical motors, transformers, and solenoids.
- Identify common robot applications in the workplace.
- Develop an understanding of industrial robotics installation, application, programming, and maintenance.

Career Opportunities

Robotics Technicians are in high demand around the globe, earning an average of $16 – $20 per hour, depending on their geographic region. Prospective employers in the region include EcoLab, Monoflo, O'Sullivan, New World Pasta and other firms in West Virginia, Maryland, Northern Virginia, and Southern Pennsylvania.

Note: All salary estimations are based on the current position and educational trends. Blue Ridge Community and Technical College cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Curriculum for a Certificate in Robotics

General Education Core	6
Technical Core	24
Total Credit Hours Required	**30**

General Concentration Core

- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 102 - Technical Mathematics (3)

Subtotal Credit Hours Required   **6**

Technical Core

- MECH 106 - Electricity & Electronics (2)
- MECH 106L - Electricity & Electronics Lab (2)
- MECH 110 - Mechanical Systems I (3)
- MECH 120 - Fluid Power (3)
- MECH 201 - Systematic Troubleshooting (3)
- MECH 250 - Intro to PLC (3)
- ROB 210 - Robotics I (2)
- ROB 220 - Robotics II (3)
- Restricted Electives in CAD, INST, MECH, RENG, or ROB (3)

Subtotal Credit Hours Required   **24**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Small Business Development Certificate

Small business is the backbone of the American Economy. Being able to understand how to not only start but to successfully run a small business is vital to the economy. This certificate will give the student the ability to successfully start and manage a small business. All aspects of a business from sales, accounting, marketing, and funding will be explored. The student will leave prepared to start a business and feel confident it will be successful.

A graduate will be able to:

- Communicate in a professional manner through online and in-person communication.
- Evaluate both professional conduct and corporate conduct for ethical issues.
- Build a business plan that is realistic.

Curriculum for a Certificate in Small Business Administration

General Education Core	9
Business Core	21
Total Credit Hours Required	**30**

General Education Core

- COMM 202 - ~Fundamentals of Speech (3) OR
- COMM 205 - ~Professional Communications (3)
- ENGL 101 - ~English Composition I (3) OR
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 or Higher (3)

Subtotal Credit Hours Required   **9**

Business Core

- ACCT 215 - Small Business Accounting (3)
- BUSN 213 - Small Business Fundamentals (3)
- BUSN 217 - Small Business Dev Plan (3)
- FINC 215 - Small Business Finance (3)
- BUSN 212 - Business Law 3
- Restricted Electives in ACCT, BUSN, ECON, or FINC (6)

Subtotal Credit Hours Required   **21**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Software Development Engineering Certificate

Blue Ridge Community and Technical College delivers the Software Development Engineering Certificate program through courses that are designed to introduce students to programming and mobile application development. These courses, in conjunction with other foundational courses, give students the technical aptitude for a career in software development engineering.

Courses taken after the completion of foundational courses and core courses in programming and application development will prepare students for certifications such as Microsoft Technology Associate Software Development Foundations, HTML Application Development Fundamentals, and MCSA Programming in HTMLS with JavaScript and CSS3.

Program Outcomes

- Explain theoretical fundamentals of software development.
- Develop practical skills and knowledge for positions within the software engineering profession.
- Apply competencies required by the software design industry through hands-on practice.
- Apply software engineering principles to provide a solution-focused skill set to real-world business needs and scenarios.
- Use current languages, methodologies, and integrated development environments to develop secure program code for a variety of platforms, including web and mobile.
- Produce robust software using the program development cycle to analyze, design, implement, deploy, document, and maintain applications.

Curriculum for a Certificate in Software Development Engineering

General Education Core

Technical Core

Total Credit Hours Required

General Education Core

- COMM 202 - ~Fundamentals of Speech (3) OR
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 105 - ^Algebra (3)

Subtotal Credit Hours Required   **6**

Technical Core

- MDIA 104 - Web Page Design (3)
- SDE 188 - Intro to Programming Logic (3)
- SDE 193 - Programming in C# (3)
- SDE 194 - Programming in Java (3)

- SDE 195 - Programming in Python (3)
- SDE 200 - Mobile App Development (4)
- Restricted Electives in CNET, CYBR, DBM, IT, MATH 207, MDIA, SDE (5)

Subtotal Credit Hours Required   **24**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Systems Networking Certificate

Students seeking entry into the field of advanced networking should consider a certificate in systems networking. The Blue Ridge program trains students in both the Cisco and Microsoft realms, providing essential knowledge about both parts of a functional corporate network. The program provides the background required for employment in the networking portion of the IT field. Blue Ridge will equip students with the training required to install, configure, and operate routed LANs, WLANs, and WANs, and prepare for the Cisco™ Certified Network Professional (CCNP) certification.

Program Overview

The Systems Networking certificate degree program is designed to address the needs of businesses and organizations within the local community. The field of Information Technology is growing regionally, and the need for certified technicians is advancing at a rapid rate. This course of study will provide the training required to install, configure, and operate simple routed LANs and WANs, and to prepare for the Cisco™ Certified Network Associate (CCNA) certification. The program also provides the essential knowledge and skills required for employment in the Networking portion of the Information Technology field.

The student will gain knowledge of switched LAN Emulation networks made up of Cisco™ equipment. The program is a focused coverage of Cisco™ router configuration procedures, which will be mapped to exam objectives for the Cisco composite CCNA or Cisco partial ICND 1 and ICND 2 certification exams. This program will also provide students with the knowledge to troubleshoot and repair desktop personal computers, install, maintain and manage Windows desktop operating systems, and manage, install, maintain, and troubleshoot Windows Server implementations. These additional courses will be mapped to the exam objectives for the Microsoft associate-level Windows Server domain administration exam.

Students in any program are subject to Blue Ridge Community and Technical College's requirements for admission, basic skills testing, and appropriate course placement, including developmental education courses, which may not count toward the completion of the program. Blue Ridge Community and Technical College requirements regarding academic standards and student conduct also apply.

Program Outcomes

- Merge networking concepts with the necessary server concepts to deploy a realistic enterprise network.
- Complete domain tests that include architecture, administration, storage management, security, and disaster recovery.

- Discuss troubleshooting scenarios involving the server domains and how a network technician would resolve potential issues.
- Develop the necessary communication skills to be able to coordinate and work on a team project, learn how to troubleshoot logical and design errors along with technical errors, and be able to provide clear and effective documentation of a project to aid future work such as maintenance and upgrades.

Career Opportunities

A wide range of government agencies and industries seek professionals in network design, network administration, and network engineering.

Curriculum for a Certificate in Systems Networking

General Education Core	6
Technical Core	24
Total Credit Hours Required	**30**

General Education Core

- ENGL 101 - ~English Composition I (3) OR
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 105 - ^Algebra (3) OR
- MATH 106 - ^Trigonometry (3)

Subtotal Credit Hours Required   **6**

Technical Core

- CNET 111 - Networking Fundamentals (3)
- CNET 131 - Introduction to Networks (4)
- CNET 211 - Switch, Route & Wireless Essen (5)
- CNET 221 - Enterprise, Networking, Securi (6)
- IT 189 - Operating Sys Fundamentals (3)
- IT 270 - Server I (3)

Subtotal Credit Hours Required   **24**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Technical Studies Certificate

This program is exclusively designed for students or prospective students currently employed by an employer who is working with Blue Ridge Community and Technical College. Our program allows employers to customize a course of study for their employees, while giving them the skill sets to use technology effectively; sharpen communication skills; and develop practical problem solving strategies.

Program Overview

The Blue Ridge Community and Technical College can customize this certificate degree for employers. Associate degree programs requiring additional credits for completion are also available.

Goals of the Technical Studies Program include:

- To increase the abilities of employees to use technology effectively and responsibly.
- To increase abilities of employees to communicate information effectively through reading, writing, speaking, and listening.
- To develop employee's abilities to solve problems through understanding, reasoning, research, and productive teamwork.
- To assist those employed in the workforce to understand that education is a life-long process.

Degree programs implemented under this degree designation will include instruction consistent with the following components and categories.

This program is only for individuals whose employer is working with Blue Ridge Community and Technical College to ensure completion of this degree.

Career Opportunities

Completing this degree will enhance your professional skill sets and increase your opportunities for upward mobility.

Curriculum for a Certificate in Technical Studies

Component I – General Education Core	6
Component II – Technical Core	6
Component III – Occupational Specialty	9
Component IV – On-the-Job Training	9
Total Credit Hours Required	**30**

Component I – General Education Core

- ENGL 101 - ~English Composition I (3) OR
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 100+ (3) OR
- Restricted Electives (3) *Electives must be taken from the General Education core competency.*

Subtotal Credit Hours Required   6

Component II – Technical Core

Each program of study must include a general technical core that meets the goal of developing skills that may be applied to a variety of occupations or that may be specific to an occupation

Subtotal Credit Hours Required   **6**

Component III – Occupational Specialty

The component consists of technical specialty courses specific to an occupational area. Industry based education and training programs are to be converted to college credit at the ratio of 15:1 and at a rate consistent with the lab hour/credit ratio of the degree granting institution for laboratory credit.

Subtotal Credit Hours Required   **9**

Component IV – On-the-Job Training

The component consists of a paid or unpaid OJT, internship, or practicum performed in a business or industry setting in the occupational area. The on-the-job training component is to be converted to credit hours at a ratio of 150:1 with the maximum of 2,080 contact hours allowable. A statement of the total number of contact hours experience through on-the-job training will be placed on the college record.

Subtotal Credit Hours Required   **9**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Technology Systems Certificate

The Blue Ridge Community and Technical College Certificate in Technology Systems strengthen skills in professional and business communication and information technology. Blue Ridge Community and Technical College combine oral and written communications with core technology classes and electives, equipping students with a grasp of technology systems. Sitting for certifications such as A+, CIW, and MCAS may complement the electives in this program, enhancing the impact of this credential.

Program Overview

The Technology System Certificate combines traditional professional and business communication with information technology. Certification such as A+, CIW, and MCAS work well with the restricted electives in this program; therefore, enhancing the credential that a Technology System Certificate provides.

To be eligible to earn a Blue Ridge Community and Technical College Certificate the student must be a current degree-seeking student or complete the application and admissions process to the College. Eligibility to earn and receive a Blue Ridge Community and Technical College Certificate does not interfere with the degree-seeking status of the student.

Program Outcomes

- Communicate effectively with both verbal and written forms.
- Perform and share cooperatively in teams or groups.
- Research and present technological concepts using office productivity software.
- Evaluate best practices in data security concepts to maintain confidentiality, integrity, and availability of databases and database management systems.
- Develop computer programs incorporating input/output, control/repetition, data structures and manipulations with arrays and lists.
- Design mathematical algorithms that are structured using top-down design by way of user-defined functions with parameters and return values.

Career Opportunities

Whether students are seeking a career as a network professional or currently working as a business manager or other IT professional, the Blue Ridge Community and Technical College Certificate in Technology Systems will help graduates implement high-functioning business and technology systems in the workplace. The certificate program ties in closely with the Information Technology A.A.S. degree, thus helping existing IT students expand their body of knowledge in networking and business.

Curriculum for a Certificate in Technology Systems

General Education Core	9
Technology Core	21
Total Credit Hours Required	**30**

General Education Core

- CAS 111 - Information Literacy (3)
- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 101 Intro to Mathematics or higher (3)

Subtotal Credit Hours Required   9

Technology Core

- CNET 111 - Networking Fundamentals (3)
- CYBR 101 - Intro to CyberSecurity (3)

- IT 102 - IT Fundamentals (3)
- IT 180 - A+ Core 1 (3)
- IT 181 - A+ Core 2 (3)
- IT 185 - Introduction to Linux (3) OR
- IT 189 - Operating Sys Fundamentals (3)
- DBM 101 - Database Concepts/SQL (3) OR
- SDE 188 - Intro to Programming Logic (3)

Subtotal Credit Hours Required   21

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Victim Advocacy Certificate

The Blue Ridge Community and Technical College Certificate in Victim Advocacy prepares graduates to be strong victim advocates in their communities. This includes a partnership effort with the National Advocate Credentialing Program (NACP). Those who complete the required coursework en route to earning the certificate, are authorized to use the C.A. credential after their name upon completion of the application with NACP.

Program Overview
The Victim Advocacy Certificate prepares learners to be active advocates in the field, offering the opportunity for learners to build skills in case management, investigation, trauma-informed approaches, and standards for professionalizing the field of victim advocacy. It also teaches essential skills for those working closely in fields involving gathering evidence from possible victims or witnesses of crime, particularly children. Topics covered include proper documentation, remote observations, rapport building, use of objectivity, and scientific methodology of interviewing models.

Program Outcomes
Graduates will be able to:
• Examine the emotional and social competencies essential for criminal justice professionals to do their jobs effectively
• Show understanding and respect for a culturally diverse environment
• Demonstrate ability to conduct a forensic interview using appropriate techniques
• Demonstrate the foundational skills necessary to become a credentialed advocate

Curriculum for a Certificate in Victim Advocacy

General Education Core   6

Victim Advocacy Core   24

Total Credit Hours Required 30

General Education Core

- MATH 101 - ~Introduction to Mathematics (3) or higher
- COMM 202 - ~Fundamentals of Speech (3) OR
- COMM 205 - ~Professional Communications (3)

    Subtotal Credit Hours Required 6

Victim Advocacy Core

- CJST 200 - Intro Crim Justice Sys (3)
- CJST 205 - Interrogation & Rprt Writing (3)
- CJST 220 - Criminal Investigation (3)
- CJST 266 - Forensic Interviewing (3)
- SOCI 288 - Victim Advocacy (3)
- Restricted Electives in SPAN OR CJST (3)
- Restricted Electives in CJST or SOCI (6)

    Subtotal Credit Hours Required 24

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Welding Certificate

The welding program is a 30-credit hour training program in which students will cut, weld, and modify a design in as little as one year. Students are taught blueprint reading, metallurgy, and basic CAD. Students will be exposed to various methods of cutting metals. Equipment such as plasma cutters, grinders, chop saws, tubing benders, and bandsaws are included in the program to introduce principals of fabrication. Welders can advance to more skilled jobs with additional training and experience.

Program Outcomes

- Demonstrate professionalism (on time, positive attitude, respectful).
- Identify safety equipment.
- Demonstrate the necessary skills to work safely in the industrial setting.
- Practice team building and effective communication.
- Understand the technology utilized in modern distribution and processing industries.
- Demonstrate proper operation of 3D modeling equipment.
- Identify tools and equipment used in welding.
- Identify types of electrodes, types of welds, and welding positions.

- Understand the basics of metal fabrication.
- Understand how to weld using Stick, arc, MIG, and TIG.

Career Opportunities

Employers across the Eastern Panhandle of West Virginia and along the I-81 corridor are seeking skilled welders with an understanding of fabrication, welding, and repair technicians. Blue Ridge Community and Technical College can aid students who seek a career in welding. Focusing solely on practical classes that range from oxyfuel welding and cutting, to tungsten inert gas (TIG) welding, this one year program provides students with an efficient way of learning the fundamentals of welding. Throughout the program, our expert instructors train students in the techniques and cutting-edge technologies embraced by the industry today.

The knowledge and skills gained may help you secure entry-level employment in the manufacturing, construction, or repair industries. Opportunities exist to become supervisors, inspectors, and instructors.

Curriculum for a Certificate in Welding

General Education Core

Technical Core

Total Credit Hours Required

General Education Core

- ENGL 110 - ~Technical Writing & Communication (3)
- MATH 102 - Technical Mathematics (3)

Subtotal Credit Hours Required   **6**

Technical Core

- CAD 201 - 3D Modeling (1)
- CAD 201L - 3D Modeling Lab (2)
- HET 110 - Welding I (2)
- HET 120 - Fabrication (2)
- HET 210 - Welding II (2)
- HET 211 - Advanced Welding (3)
- HET 212 - Weld Certification Prep (3)
- MECH 101 - Introduction to Mechatronics (1)
- MECH 101L - Intro to Mechatronics Lab (2)
- MECH 121 - Safety Awareness & OSHA 10 (2)
- Restricted Electives in HET, MECH, or MET - the internship is preferred (4)

Subtotal Credit Hours Required   **24**

Program Disclaimer

This curriculum includes a list of courses required for this program of study for this calendar year. Your Academic Plan can be found on DegreeWorks once you become a degree-seeking student.

Note: All salary projections are based on the current position and educational needs. BRCTC cannot guarantee that the projections given will be the salaries students or graduates will ultimately receive.

Certification

Applied Laboratory Technician Skill Set Certificate

Blue Ridge Community and Technical College are providing a tremendous opportunity to individuals that have already earned an Associate or Bachelor's degree and would like to enter into a career as an applied laboratory technician or quality control technician.

If you have taken college chemistry you may qualify in as few as four courses.

Each enrollment is individualized to accommodate transfer courses.

Make an appointment today to review your transcripts and develop your individual Applied Laboratory Skill Set education plan.

- Call Elizabeth Spring 304-260-4380 ext. 3421 espring@blueridgectc.edu
- Call Cynthia Hull 304-260-4380 ext. 2405 chull@blueridgectc.edu

Applied Laboratory Technician Core

- LTEC 101 - Chemistry for Technicians I (4)
- LTEC 102 - Chemistry for Technicians II (4)
- LTEC 111 - Laboratory Technician III (2)
- LTEC 112 - Laboratory Technician IV (3)

Applied Laboratory Technician Restrictive Electives

- LTEC 140 - Process Quality (2)
- LTEC 141 - Analytical Instrumentation (3)
- LTEC 143 - Process Technology-Operation (3)
- LTEC 144 - Process Technology-Systems (3)
  (Others as approved by advisor)

Career Advancement Continuing Education

Blue Ridge Community and Technical College offers many classroom and online continuing education training opportunities. These courses begin continuously throughout the year. For a complete list of current course offerings go to our Career Advancement Registration site: http://blueridgectc.augusoft.net.

Some of our training courses include:

- American Management Association Certificates in Supervision and General Management
- Animal Care Nursing Assistant
- Bartending
- CCNA Bootcamp
- Computer User Certificate
- Health Care Provider CPR
- Hundreds of online course choices
- Master Chef Courses
- OSHA Safety Training
- Personal Trainer Certification
- Pet Grooming Professional
- Quality Assurance Technician
- Real Estate Pre-licensing for West Virginia
- Recovery Coach Academy
- ServSafe Training
- WV Notary

Cisco CCDA

Vendor Certification Tracks

Several course offerings within the Division of Information Technology are directly aligned to industry-level certification exams. These courses not only allow you to earn credit toward your degree or certificate, but they also prepare you to take a targeted vendor exam to validate your knowledge and skills to a potential or current employer. For detailed information on specific exams or certifications visit the Cisco®, CompTIA®, Microsoft®, Pearson Vue, or Certiport websites for objectives, skill sets, and sample questions.

Course completion does not guarantee receipt of a state or national certification. State and National certifications are based on individual student abilities and performance.

Program Requirements

These six courses individually lead to specific Cisco Network certifications. Combined, they encompass all of the material needed to obtain the Cisco Certified Design Associate certification.

- CNET 121 - Network+ (3)
- CNET 131 - Introduction to Networks (4)
- CNET 255 - Cisco Certified Design Associate (4)

Cisco CCNA

Vendor Certification Tracks

Several course offerings within the Division of Information Technology are directly aligned to industry-level certification exams. These courses not only allow you to earn credit toward your degree or certificate, but they also prepare you to take a targeted vendor exam to validate your knowledge and skills to a potential or current employer. For detailed information on specific exams or certifications visit the Cisco®, CompTIA®, Microsoft®, Pearson Vue, or Certiport websites for objectives, skill sets, and sample questions.

Course completion does not guarantee receipt of a state or national certification. State and National certifications are based on individual student abilities and performance.

Program Requirements

These courses lead to the Cisco Certified network Associate (CCNA) certification. Topics covered in these courses include; the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks, including implementation and verification of connections to remote sites in a WAN.

- CNET 121 - Network+ (3)
- CNET 131 - Introduction to Networks (4)

Cisco CCNP

Vendor Certification Tracks

Several course offerings within the Division of Information Technology are directly aligned to industry-level certification exams. These courses not only allow you to earn credit toward your degree or certificate, but they also prepare you to take a targeted vendor exam to validate your knowledge and skills to a potential or current employer. For detailed information on specific exams or certifications visit the Cisco®, CompTIA®, Microsoft®, Pearson Vue, or Certiport websites for objectives, skill sets, and sample questions.

Course completion does not guarantee receipt of a state or national certification. State and National certifications are based on individual student abilities and performance.

Program Requirements

These courses individually lead to specific Cisco Network certifications. Combined, they encompass all of the material needed to obtain the Cisco Certified Network Professional certification.

- CNET 131 - Introduction to Networks (4)
- CNET 265 - Advanced Routing (6)
- CNET 266 - Advanced Switching (4)
- CNET 267 - Advanced Troubleshooting (4)

CompTIA A+® Certification

Vendor Certification Tracks

Several course offerings within the Division of Information Technology are directly aligned to industry-level certification exams. These courses not only allow you to earn credit toward your degree or certificate, but they also prepare you to take a targeted vendor exam to validate your knowledge and skills to a potential or current employer. For detailed information on specific exams or certifications visit the Cisco®, CompTIA®, Microsoft®, Pearson Vue, or Certiport websites for objectives, skill sets, and sample questions.

Course completion does not guarantee receipt of a state or national certification. State and National certifications are based on individual student abilities and performance.

Program Requirements

These two courses map to the CompTIA A+ Certification exams (two exams).

- IT 180 - A+ Core 1 (3)
- IT 181 - A+ Core 2 (3)

CompTIA Network+® Certification

Vendor Certification Tracks

Several course offerings within the Division of Information Technology are directly aligned to industry-level certification exams. These courses not only allow you to earn credit toward your degree or certificate, but they also prepare you to take a targeted vendor exam to validate your knowledge and skills to a potential or current employer. For detailed information on specific exams or certifications visit the Cisco®, CompTIA®, Microsoft®, Pearson Vue, or Certiport websites for objectives, skill sets, and sample questions.

Course completion does not guarantee receipt of a state or national certification. State and National certifications are based on individual student abilities and performance.

Program Requirements

This single course maps to the CompTIA Network+ certification exam.

- CNET 121 - Network+ (3)

CompTIA Project+® Certification

Vendor Certification Tracks

Several course offerings within the Division of Information Technology are directly aligned to industry-level certification exams. These courses not only allow you to earn credit toward your degree or certificate, but they also prepare you to take a targeted vendor exam to validate your knowledge and skills to a potential or current employer. For detailed information on specific exams or certifications visit the Cisco®, CompTIA®, Microsoft®, Pearson Vue, or Certiport websites for objectives, skill sets, and sample questions.

Course completion does not guarantee receipt of a state or national certification. State and National certifications are based on individual student abilities and performance.

Program Requirements

This single course maps to the CompTIA Project+ certification exam.

- IT 269 - Project Management (3)

CompTIA Security® + Certification

Vendor Certification Tracks

Several course offerings within the Division of Information Technology are directly aligned to industry-level certification exams. These courses not only allow you to earn credit toward your degree or certificate, but they also prepare you to take a targeted vendor exam to validate your knowledge and skills to a potential or current employer. For detailed information on specific exams or certifications visit the Cisco®, CompTIA®, Microsoft®, Pearson Vue, or Certiport websites for objectives, skill sets, and sample questions.

Course completion does not guarantee receipt of a state or national certification. State and National certifications are based on individual student abilities and performance.

Program Requirements

This single course maps to the CompTIA Security+ certification exam.

- CYBR 160 - Information Security Fundamentals (3)

Dental Assisting Program

This Dental Assisting Program prepares students for entry-level positions in a variety of healthcare settings including dental offices, hospitals, and other similar facilities, familiarizing the student with all areas of pre-clinical dental assisting and training in the professional skills required to function as an assistant in the dental practice. It covers the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry and dental assisting; and policies and guidelines. Clinical aspects of oral anatomy, dental equipment, tooth structure, primary and permanent teeth, oral cavity and related structures, proper patient positioning, dental hand-pieces, dental anesthesia, sterilization, and asepsis. This program does not include a national or state certification objective which, in most states, requires 1 to 2 years of training or education.

If you seek a career in a high-growth field, our eight-week program prepares you as a dental assistant. As a key member of the healthcare team, you'll work hand-in-hand with dentists and hygienists to provide quality and corrective dental care. Over the course of your work day, you'll manage a variety of clinical and administrative responsibilities, such as sterilizing instruments, ordering supplies, and other office duties.

What are my career options?

Working in one of the fastest growing medical field careers, you can pursue employment in a dentist or orthodontist office, clinic, or hospital setting. Depending on the needs of your work environment, you may have the opportunity to work flexible hours.

This program is eligible for college credit after successful completion of the program.

Course Contact Hours - 60 hrs.

Registration Information

This special program requires a separate registration process.

- CAHS 154 - Dental Assisting (1–12)

EKG Technician Certification Program

This EKG Technician Certification Program prepares students to function as EKG Technicians. This program will include important practice and background information on the anatomy of the heart and physiology, medical disease

processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

As our population's healthcare needs continue to grow, certification as an EKG/cardiovascular technician gives you the chance to save and strengthen patients' lives. Working closely with a physician, you will find and identify patients' heart irregularities.

What are my career options?

Our program gives you the knowledge of state-of-the-art imaging technology to diagnose cardiac and vascular ailments in patients and prepares students to sit for the national certification exam. Our graduates pursue employment in physicians' offices, hospitals, and clinic settings.

This program is eligible for college credit after the successful completion of the program.

Course Contact Hours - 60 hrs.

Registration Information

This special program requires a separate registration process.

- CAHS 150 - EKG Technician (1–12)

Emergency Medical Responder

This Emergency Medical Responder (EMR) prepares the student for entry-level prehospital care and is eligible to take the national certification exam as an Emergency Medical Responder. This is an introductory course to emergency medical care for individuals that in the course of their normal duties are likely to be the first individual on the scene of a medical emergency. The course will cover what should be done until the ambulance unit arrives and will include CPR, an overview of EMS systems, basic airway management, patient assessment, circulation and automatic defibrillation, illness, and injury prevention, childbirth and children and scene operations. The course was previously known as First Responder until the incorporation of the new curriculum and scope of practices.

Course Requirements

This course is offered each spring semester. The national certification exam is available onsite at the main campus. To complete this course and be eligible to take the national certification exam you will be required to take both classes listed below during the same semester.

- EMSP 100 - Emergency Medical Responder (3)
- EMSP 100L - EMR Lab (1)

Emergency Medical Technician

This Emergency Medical Technician (EMT) prepares the student for entry-level prehospital care and is eligible to take the national certification exam as an Emergency Medical Technician. As an Emergency Medical Technician, you would be trained to work or volunteer for area Emergency Medical Services organizations. The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. Also with this course, you will be assigned to ride on an ambulance to perform your minimum of ten successful patient assessments at the Emergency Medical Technician level. The Emergency Medical Technician is a link from the scene to the emergency health care system. This course was previously known as EMT-Basic until the incorporation of the new curriculum and scope of practices. This course or the EMT-Basic is a required prerequisite for admission into the Paramedic Program.

Requirements

- EMSP 102 - Emergency Medical Technician (6)
- EMSP 102L - Emergency Medical Technician Lab (2)

After completing this program, students may be eligible to sit for certifying exams.

IC3 (Internet and Computer Core Certification®)

Vendor Certification Tracks

Several course offerings within the Division of Information Technology are directly aligned to industry-level certification exams. These courses not only allow you to earn credit toward your degree or certificate, but they also prepare you to take a targeted vendor exam to validate your knowledge and skills to a potential or current employer. For detailed information on specific exams or certifications visit the Cisco®, CompTIA®, Microsoft®, Pearson Vue, or Certiport websites for objectives, skill sets, and sample questions.

Course completion does not guarantee receipt of a state or national certification. State and National certifications are based on individual student abilities and performance.

Program Requirements

This single course maps to the IC3 certification exam.

- CAS 111 - Information Literacy (3)

MCSA (Microsoft® Certified Systems Administrator)

Vendor Certification Tracks

Several course offerings within the Division of Information Technology are directly aligned to industry-level certification exams. These courses not only allow you to earn credit toward your degree or certificate, but they also prepare you to take a targeted vendor exam to validate your knowledge and skills to a potential or current employer. For detailed information on specific exams or certifications visit the Cisco®, CompTIA®, Microsoft®, Pearson Vue, or Certiport websites for objectives, skill sets, and sample questions.

Course completion does not guarantee receipt of a state or national certification. State and National certifications are based on individual student abilities and performance.

Program Requirements

These courses, individually, lead to specific Microsoft certifications. Combined, they encompass all of the material needed to obtain the Microsoft Certified Systems Administrator Security certification.

- IT 270 - Server I (3)
- IT 289 - Server II (3)

Medical Billing and Coding Program

This medical billing and coding program offers the skills needed to resolve insurance billing problems, manually file claims using the ICD-10 and CPT-4 catalog procedures to complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The program covers the following areas:

- CPT-4 (Introduction, Guidelines, Evaluation, and Management).
- Specialty fields (such as surgery, radiology, and laboratory).
- ICD-10 (introduction and guidelines).
- Basic claims processes for medical insurance and third party reimbursements.

In light of new federal requirements for electronic medical records, the healthcare industry needs medical billers and coders now more than ever. Medical billing professionals keep records, calculate patient charges, and maintain files of payments made to accounts.

What are my career options?

As a medical biller and coder, you will use codes to keep track of patient illness, treatments, bills, and invoices. Work environments include hospitals, emergency rooms, or physicians' offices.

This course is eligible for college credit after the successful completion of the program.

Registration Information

This special program requires a separate registration process.

- CAHS 151 - Medical Coding/Billing (1–12)

CCI Disclaimer

Program completion does not guarantee receipt of a state or national certification. State and National certifications are based on individual student abilities and performance.

MOS (Microsoft® Office Specialist)

Vendor Certification Tracks

Several course offerings within the Division of Information Technology are directly aligned to industry-level certification exams. These courses not only allow you to earn credit toward your degree or certificate, but they also prepare you to take a targeted vendor exam to validate your knowledge and skills to a potential or current employer.

For detailed information on specific exams or certifications visit the Cisco®, CompTIA®, Microsoft®, Pearson Vue, or Certiport websites for objectives, skill sets, and sample questions.

Course completion does not guarantee receipt of a state or national certification. State and National certifications are based on individual student abilities and performance.

Program Requirements

Below is a list of courses that corresponds to a professional exam.

- CAS 210 - Outlook Complete (3)
- CAS 211 - Word Complete (3)
- CAS 212 - PowerPoint Complete (3)
- CAS 213 - Excel Complete (3)
- CAS 214 - Access Complete (3)

Pharmacy Technician Program

This comprehensive 60-hour program will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies, and other healthcare settings while working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement.

As our population grows and ages, skilled pharmacy professionals must supply the demand. Within 10 weeks Fast Track training for pharmacy technician will prepare you to work in a pharmacy, performing substantial duties such as retrieving drugs in the correct dosage, form, and strength, filling prescriptions, and preparing medications for dispensing to patients. The program also prepares students to sit for the national certification exam.

What are my career options?

As a pharmacy technician, you will work in a pharmacy filling prescriptions under the direction of a pharmacist. You may choose to work in retail pharmacies, mail order pharmacies, home infusion pharmacies, as well as long-term care facilities, hospitals, and clinics.

This program is eligible for college credit after the successful completion of the program.

Registration Information

This special program requires a separate registration process.

Contact: healthed@blueridgectc.edu

- CAHS 152 - Pharmacy Technician (1–12)

CCI Disclaimer

Program completion does not guarantee receipt of a state or national certification. State and National certifications are based on individual student abilities and performance.

Phlebotomy Technician Program with Externship

The 180-hour Phlebotomy Technician with Externship Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. The 80-hour classroom work includes terminology, anatomy and physiology, blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform venipuncture methods. This includes lab exercises, live blood draws, work with training arms and other exercises intended to prepare students to function as an entry-level Phlebotomy Technician.

This program also requires students to work in a CLIA approved laboratory setting and function under the direct supervision of a phlebotomist. The externship portion is one hundred (100) uncompensated hours in length to be completed within four weeks. Externship locations will be assigned to students by the Phlebotomy Externship Coordinator. Students are expected to perform a minimum of 100 successful blood collection procedures including venipunctures and dermal punctures. Successful completion may make the student eligible to sit for the ASCP Phlebotomy Certification exam.

What are my career options?

As a phlebotomy technician, you can pursue employment in a variety of settings, including hospitals, health centers, medical group practices, HMO's, public health facilities, veteran hospitals, and insurance carriers.

This program may be eligible for college credit after the successful completion of the program.

Registration Information

Registration Information: This special program requires a separate registration process. (You do not need to apply to the College.) Interviews are conducted by the Program Coordinator for selection into the program. At that time students will also schedule an Orientation Session with the Externship Coordinator. Both are required prior to registration for the program.

Contact: healthed@blueridgectc.edu

- CAHS 156 - Phlebotomy Tech w/Extern (7-10)

CCI Disclaimer

Program completion does not guarantee receipt of a state or national certification. State and National certifications are based on individual student abilities and performance.

Course Descriptions

Accounting

ACCT 150 - Intro to Accounting Profession (1)

ACCT 180 - Personal Finance (3)

ACCT 192 - Accounting Practicum (1)

ACCT 199 - Special Topics (1-4)

ACCT 201 - Principles of Accounting I (3)

ACCT 202 - Principles of Accounting II (3)

ACCT 215 - Small Business Accounting (3)

ACCT 220 - Payroll Accounting (3)

ACCT 230 - Intermediate Accounting I (3)

ACCT 231 - Intermediate Accounting II (3)

ACCT 250 - Managerial Accounting (3)

ACCT 260 - Income Tax (3)

ACCT 261 - Individual Taxation (3)

ACCT 262 - Business Taxation (3)

ACCT 280 - QuickBooks Accounting (3)

ACCT 292 - Field Experience (3)

ACCT 299 - Special Topics (1-4)

Agribusiness

AGRB 101 - Agribusiness Introduction (3)

AGRB 110 - Introduction to Animal Science (3)

AGRB 112 - Intro to Equestrian Science (3)

AGRB 113 - Intro to Swine Production (3)

AGRB 114 - Intro Poultry, Goats, & Llamas (3)

AGRB 115 - Intro to Cattle Production (3)

AGRB 116 - Companion Animal Science (3)

AGRB 120 - Intro to Food Production (3)

AGRB 122 - Farm to Table & Microgardens (3)

AGRB 124 - Licensing and Food Safety (3)

AGRB 126 - Sustainable Agriculture (3)

AGRB 128 - Intro to Crop Production (3)

AGRB 130 - Customer Service Excellence (3)

AGRB 140 - Agribusiness Marketing (3)

AGRB 150 - Agribusiness Management (3)

AGRB 160 - Intro to Farm Equipment (3)

AGRB 170 - Agricultural Govt Relations (3)

AGRB 180 - Landscape Design (3)

AGRB 181 - Intro to Landscape Plants (3)

AGRB 182 - Intro to Trees & Shrubs (3)

AGRB 183 - Landscape Accessories (3)

AGRB 199 - Special Topics (1-4)

AGRB 210 - Princ of Animal Science (3)

AGRB 212 - Princ of Equine Science (3)

AGRB 217 - Animal Nutrition (3)

AGRB 226 - Princ of Sustainable Ag (3)

AGRB 228 - Princ of Crop Production (3)

AGRB 240 - Agribusiness Marketing (3)

AGRB 250 - Principles of AGRB Mgmt (3)

AGRB 270 - State and Local Government (3)

AGRB 280 - Advanced Landscape Design (3)

AGRB 281 - Pest Management (3)

AGRB 292 - Agribusiness Internship (1-4)

AGRB 299 - Special Topics (1-4)

Applied Laboratory Technician

LTEC 101 - Chemistry for Technicians I (4)

LTEC 102 - Chemistry for Technicians II (4)

LTEC 111 - Laboratory Technician III (2)

LTEC 112 - Laboratory Technician IV (3)

LTEC 120 - Biology for Technicians I (4)

LTEC 121 - Biology for Technicians II (4)

LTEC 140 - Process Quality (2)

LTEC 141 - Analytical Instrumentation (3)

LTEC 143 - Process Technology-Operation (3)

LTEC 144 - Process Technology-Systems (3)

LTEC 150 - Precision Measurement and QC (2)

LTEC 160 - Water Operator I (3)

LTEC 161 - Waste Water Operator I (3)

LTEC 199 - Special Topics (1-4)

LTEC 200 - Microbiology for Technicians (4)

LTEC 201 - Industrial Microbiology (4)

LTEC 211 - Federal Lab Safety & Regs (3)

LTEC 255 - Advanced QC: GxP (3)

LTEC 292 - Internship (1-4)

LTEC 299 - Special Topics (1-4)

Apprenticeship

APTR 101 - ACDS:Intr Child Developmnt I (5)

APTR 102 - ACDS:Planning for Whole Child (5)

APTR 103 - ACDS:Facilitation of Learning (5)

APTR 104 - ACDS:Becoming Independent (5)

APTR 105 - Apprenticeship in Child Development (1-10)

Art

ART 103 - ~Introduction to Visual Arts (3)

ART 105 - Creativity, Color, & Design I (3)

ART 115 - Drawing I (3)

ART 199 - Special Topics (1-4)

ART 205 - Creativity, Color, & Design II (3)

ART 206 - Creativity, Color, & Design III (3)

ART 215 - Drawing II (3)

ART 299 - Special Topics (1-4)

Allied Health Science

APTR 170 - Advanced Home Health Aide (10)

APTR 175 - Home Health Apprenticeship (10)

CAHS 105 - Science for Allied Health (3)

CAHS 110 - Healthcare Foundations I (6.5)

CAHS 115 - Healthcare Foundations II (6)

CAHS 140 - Intro to Healthcare (3)

CAHS 141 - Intro to Pharmacology (3)

CAHS 142 - Pathophysiology of Disease (3)

CAHS 143 - Spanish for Healthcare (3)

CAHS 150 - EKG Technician (1–12)

CAHS 151 - Medical Coding/Billing (1–12)

CAHS 152 - Pharmacy Technician (1–12)

CAHS 154 - Dental Assisting (1–12)

CAHS 156 - Phlebotomy Tech w/Extern (7-10)

CAHS 171 - Advanced Patient Care (4)

CAHS 199 - Special Topics (1-4)

CAHS 206 - HC Law & Ethics (3)

CAHS 299 - Special Topics (1-4)

CMAS 199 - Special Topics (1-6)

CMAS 210 - Clinical Medical Assisting I (5)

CMAS 220 - Clinical Medical Assisting II (6.5)

CMAS 299 - Special Topics (1-6)

MLAS 199 - Special Topics (1-6)

MLAS 210 - Medical Lab Assistant I (6)

MLAS 220 - Medical Lab Assistant II (5.5)

MLAS 299 - Special Topics (1-6)

Biology

BIOL 100 - The Human Body (3)

BIOL 100L - The Human Body Lab (1)

BIOL 101 - ^General Biological Science I (4)

BIOL 102 - ~General Biological Science II (4)

BIOL 120 - ^Human Anatomy & Physiology I (3)

BIOL 121 - ^Human Anatomy & Phys I Lab (1)

BIOL 122 - ^Human Anatomy & Physiology II (3)

BIOL 123 - ^Human Anatomy & Phys II Lab (1)

BIOL 175 - Human Body for EMS (3)

BIOL 199 - Special Topics (1-4)

BIOL 220 - Microbiology (3)

BIOL 221 - Microbiology Lab (1)

BIOL 299 - Special Topics (1-4)

Business

BUSN 101 - Introduction to Business (3)

BUSN 108 - Business Etiquette & Image (3)

BUSN 120 - Principles of Sales I (3)

BUSN 125 - Customer Service Management (3)

BUSN 160 - Organizational Behavior (3)

BUSN 165 - Consumer Behavior (3)

BUSN 175 - Human Resource Management I (3)

BUSN 199 - Special Topics (1-4)

BUSN 201 - Principles of Management (3)

BUSN 205 - Business Ethics (3)

BUSN 212 - Business Law 3

BUSN 213 - Small Business Fundamentals (3)

BUSN 217 - Small Business Dev Plan (3)

BUSN 220 - Principles of Sales II (3)

BUSN 231 - Marketing (3)

BUSN 234 - Social Media Marketing (3)

BUSN 245 - Advertising (3)

BUSN 250 - Management and Leadership (3)

BUSN 255 - Teamwork & Managing Teams (3)

BUSN 273 - Human Resources Management II (3)

BUSN 277 - HR Compensation & Benefits (3)

BUSN 280 - Business Information Systems (3)

BUSN 292 - Field Experience (1-6)

BUSN 294 - Business Practicum (1-6)

BUSN 295 - Capstone Research (1)

BUSN 299 - Special Topics (1-4)

Catering & Hospitality Mgmt

HOSP 199 - Special Topics (1-4)

HOSP 210 - Hosp & Restaurant Management (2)

HOSP 220 - Controlling Food Costs (2)

HOSP 240 - Culinary Customer Service (2)

HOSP 258 - Hosp & Restaurant Marketing (3)

HOSP 290 - Food Truck Lab (4)

HOSP 299 - Special Topics (1-4)

Certification Exam Prep

CEP 150 - Network Support Analyst I (4)

CEP 199 - Special Topics (1-6)

CEP 299 - Special Topics (1-6)

Chemistry

CHEM 125 - ~Introduction to College Chemistry (4)

CHEM 127 - ~General, Organic & Biochem I (4)

CHEM 128 - ~General, Organic & Biochem II (4)

CHEM 199 - Special Topics (1-4)

CHEM 299 - Special Topics (1-4)

Communication

COMM 199 - Special Topics (1-4)

COMM 201 - Nonverbal Communication (3)

COMM 202 - ~Fundamentals of Speech (3)

COMM 203 - Ethical Communication (3)

COMM 205 - ~Professional Communications (3)

COMM 206 - Social Media Communication (3)

COMM 207 - Interpersonal Communication in the Workplace (3)

COMM 220 - Introduction to Intercultural Communication (3)

COMM 221 - Communicating Culture in Film (3)

COMM 230 - Art & Science of Persuasion (3)

COMM 299 - Special Topics (1-4)

Computer Aided Design

CAD 101 - Intro to Engineering Graphics (2)

CAD 102 - CAD Applications (2)

CAD 102L - CAD Applications Lab (2)

CAD 106 - Intro to Civil CAD & Surveying (2)

CAD 106L - Intro to Civil CAD Lab (1)

CAD 108 - Geographic Information Systems (2)

CAD 199 - Special Topics (1-4)

CAD 201 - 3D Modeling (1)

CAD 201L - 3D Modeling Lab (2)

CAD 205 - Building Information Modeling (1)

CAD 205L - Building Info Modeling Lab (2)

CAD 210 - Green Building Design (2)

CAD 210L - Green Building Design Lab (1)

CAD 292 - CAD Internship (1-4)

CAD 299 - Special Topics (1-4)

Computer Application Specialist

CAS 100 - Introduction to Keyboarding (2)

CAS 101 - Documents Processing (3)

CAS 110 - Understanding Computers (3)

CAS 111 - Information Literacy (3)

CAS 191 - Computer Support Practicum (1)

CAS 192 - Computer Apps Practicum (1)

CAS 199 - Special Topics (1-6)

CAS 210 - Outlook Complete (3)

CAS 211 - Word Complete (3)

CAS 212 - PowerPoint Complete (3)

CAS 213 - Excel Complete (3)

CAS 214 - Access Complete (3)

CAS 216 - Visio Complete (3)

CAS 217 - Data File Management (3)

CAS 230 - Office Administration (3)

CAS 240 - Computerized Accounting (3)

CAS 299 - Special Topics (1-6)

Computer Networking Configurat

CNC 101 - Information Technology Fund (3)

CNC 102 - Computer Configuration & Mgmt (6)

CNC 103 - Network Configuration & Mgmt (6)

CNC 199 - Special Topics (1-6)

CNC 201 - Adv. Windows Server 2012 Mgt (6)

CNC 202 - Network Security & Rsk Mgt (6)

CNC 203 - Interconnect Cisco NW Device (6)

CNC 299 - Special Topics (1-6)

Computer Network Engineering

CNET 111 - Networking Fundamentals (3)

CNET 121 - Network+ (3)

CNET 131 - Introduction to Networks (4)

CNET 199 - Special Topics (1-6)

CNET 211 - Switch, Route & Wireless Essen (5)

CNET 221 - Enterprise, Networking, Securi (6)

CNET 250 - CCNA Security (4)

CNET 255 - Cisco Certified Design Associate (4)

CNET 265 - Advanced Routing (6)

CNET 266 - Advanced Switching (4)

CNET 267 - Advanced Troubleshooting (4)

CNET 270 - Intro to Virtualization (4)

CNET 299 - Special Topics (1-6)

Criminal Justice

CJST 125 - Grant Writing (3)

CJST 130 - Program Evaluation (3)

CJST 135 - Sexual Abuse Identification (3)

CJST 190 - Introduction to Computer Forensics (3)

CJST 192 - Criminal Justice Practicum (1)

CJST 199 - Special Topics (1-4)

CJST 200 - Intro Crim Justice Sys (3)

CJST 205 - Interrogation & Rprt Writing (3)

CJST 210 - Introduction to Forensic Science (3)

CJST 211 - Examination of Questionable Documents (3)

CJST 212 - Intro to Serial Murder (3)

CJST 220 - Criminal Investigation (3)

CJST 225 - Terrorism (3)

CJST 231 - Criminal Trial Law (3)

CJST 240 - Crim Just Org & Management (3)

CJST 241 - Criminal Profiling (3)

CJST 243 - Critical Issues in Criminal Justice (3)

CJST 250 - Juvenile Justice System (3)

CJST 255 - Drugs & Society (3)

CJST 260 - The Correctional System (3)

CJST 265 - Community Corrections (3)

CJST 266 - Forensic Interviewing (3)

CJST 288 - Victim Advocacy (3)

CJST 290 - Criminological Theory (3)

CJST 292 - Internship (1–6)

CJST 293 - Criminal Justice On-the-Job-Training (1–13)

CJST 299 - Special Topics (1-4)

Culinary Arts

CART 100 - Intro Culinary Food Service (2)

CART 110 - Molecular Gastronomy (1)

CART 115 - Safety/Sanitation in Food Serv (2)

CART 116 - Servsafe Alcohol (1)

CART 120 - Bruin Cafe Lecture (1)

CART 120L - Bruin Cafe Lab (3)

CART 145 - Modern Cakes and Pastries (1)

CART 146 - Regional Italian Cuisine (1)

CART 147 - Farm to Table Cuisine (1)

CART 148 - Plated Desserts (1)

CART 149 - Atlantic Seafood (1)

CART 150 - Pasta On the Silk Road (1)

CART 151 - Native American Cuisine (1)

CART 152 - Californian Cuisine (1)

CART 170 - Bread Fundamentals (1)

CART 170L - Bread Fundamentals Lab (3)

CART 199 - Special Topics (1-4)

CART 200 - International Cuisines Lecture (1)

CART 200L - International Cuisines Lab (2)

CART 201 - Stocks, Soups, and Sauces (1)

CART 201L - Stock, Soups & Sauces Lab (2)

CART 203 - Culinary Nutrition (3)

CART 204 - Inventory and Purchasing (3)

CART 212 - Baking Skills & Development (4)

CART 231 - Garde Manger and Cold Presentations (3)

CART 245 - Cooking Fundamentals I Lecture (1)

CART 245L - Cooking Fundamentals I Lab (3)

CART 246 - Cooking Fundamentals II (1)

CART 246L - Cooking Fundamentals II Lab (3)

CART 264 - Catering Fundamentals (4)

CART 280 - Cake Design and Professional Decorating (4)

CART 292 - Culinary Arts Internship (1-4)

CART 294 - International Pastries and Desserts (4)

CART 295 - Pastry Showpieces (4)

CART 296 - Ala Carte (3)

CART 299 - Special Topics (1-4)

Cyber Security

CYBR 101 - Intro to CyberSecurity (3)

CYBR 115 - Introduction to Physical and Technical Security (3)

CYBR 125 - Prin Incident Response & Recov (3)

CYBR 130 - Cyber Crimes & Cyber Terrorism 3

CYBR 140 - Digital Investigation & Social Media 3

CYBR 160 - Information Security Fundamentals (3)

CYBR 190 - Security Assessment (3)

CYBR 192 - Practicum (3)

CYBR 199 - Special Topics (1-6)

CYBR 200 - CRYPTOGRAPHY (3)

CYBR 210 - Intrusion Detection (3)

CYBR 220 - Wireless Security (3)

CYBR 250 - Internet Security (3)

CYBR 280 - Network Defense and Countermeasures (3)

CYBR 281 - Ethical Hacking (3)

CYBR 283 - Computer Forensics (3)

CYBR 284 - Tactical Perimeter Defense (3)

CYBR 290 - Applied Cybersecurity Concepts (3)

CYBR 291 - Applied Cybersecurity Implemen (3)

CYBR 299 - Special Topics (1-6)

Database Management

DBM 101 - Database Concepts/SQL (3)

DBM 102 - Data Fundamentals (3)

DBM 110 - Data Applications I (3)

DBM 120 - Data Analytics I (3)

DBM 191 - Data Practicum 3

DBM 199 - Special Topics (1-4)

DBM 201 - Database Concepts and Governance (3)

DBM 210 - Data Apps II/Data Mining (3)

DBM 220 - Data Analytics/Visualization (3)

DBM 299 - Special Topics (1-4)

Early Childhood

ECED 101 - Found of Early Childhood Ed (3)

ECED 103 - Early Language and Literacy (3)

ECED 105 - Child Development (3)

ECED 106 - Health, Nutrition and Safety (3)

ECED 107 - Early Childhood Curriculum (3)

ECED 165 - Assessment of Young Children (3)

ECED 199 - Special Topics (1-4)

ECED 206 - Family/Community Engagement (3)

ECED 210 - Infant & Toddler Development (3)

ECED 220 - Early Childhood Inclusion (3)

ECED 230 - Early Childhood Admin (3)

ECED 235 - Current Topics ECED (3)

ECED 292 - Early Childhood Internship (3)

ECED 299 - Special Topics (1-4)

Economics

ECON 123 - ~Contemporary Economics (3)

ECON 199 - Special Topics (1-4)

ECON 205 - ~Principles of Macroeconomics (3)

ECON 206 - ~Principles of Microeconomics (3)

ECON 210 - Money and Banking (3)

ECON 299 - Special Topics (1-4)

Education

EDUC 150 - Seminar in Education (1)

EDUC 199 - Special Topics (1-6)

EDUC 200 - Foundations of Education (3)

EDUC 204 - Development of Infant & Child (3)

EDUC 211 - Education Practicum I (1)

EDUC 220 - Soci & Psyc Cond of Learning (4)

EDUC 260 - Survey of Exceptional Child (3)

EDUC 292 - Praxis Core Prep (1)

EDUC 299 - Special Topics (1-6)

Electric Distribution Engineering Technology

EDET 101 - Intro to Line Worker (2)

EDET 102 - Fundamentals of Electric Power Distribution (2)

EDET 103 - Heavy Equipment Familiarization (2)

EDET 120 - Adv Pole Working Workshop (1)

EDET 121 - Safety for Electrical Line Workers (2)

EDET 130 - Underground Line Maintenance (2)

EDET 131 - Substation Basics (2)

EDET 140 - Overhead Line Maintenance (1)

EDET 150 - Fundamentals of Electricity (4)

EDET 151 - Circuit Analysis (4)

EDET 155 - Positive Workplace Comm (5)

EDET 180 - Building Better Relationships (2)

EDET 181 - Conflict Resolution (2)

EDET 199 - Special Topics (1-4)

EDET 201 - Fundamentals of Electricity I (2)

EDET 202 - Fundamentals of Electricity II (2)

EDET 293 - Practical Line Work Internship II (4)

EDET 295 - Practicum Skills Evaluations (1-4)

EDET 299 - Special Topics (1-4)

Electric Utility Technology

EUT 101 - Overhead Lines Technology I (3)

EUT 102 - Overhead Lines Technology II (3)

EUT 199 - Special Topics (1-4)

EUT 201 - Overhead Lines Technology III (3)

EUT 202 - Overhead Lines Technology IV (3)

EUT 299 - Special Topics (1-4)

Emergency Medical Services

EMSP 100 - Emergency Medical Responder (3)

EMSP 100L - EMR Lab (1)

EMSP 101 - Introduction to EMS (2)

EMSP 102 - Emergency Medical Technician (6)

EMSP 102L - Emergency Medical Technician Lab (2)

EMSP 103 - EMS Operations (3)

EMSP 104 - EMS Practicum (1)

EMSP 104L - EMS Lab I (1)

EMSP 175 - Adv Emergency Medical Tech (20.5)

EMSP 176 - AEMT Transition Course (6.5-7.5)

EMSP 199 - Special Topics (1-4)

EMSP 201 - Adv Airway Mgmt & Pt Assessment (3)

EMSP 202 - Pathophysiology of Shock & Trauma Resuscitation (3)

EMSP 203 - Pre-Hospital Pharmacology (3)

EMSP 204 - EMS Practicum II (2)

EMSP 204L - EMS Lab II (1)

EMSP 205 - Medical Emergencies I (3)

EMSP 205L - Medical Emergencies I Lab (1)

EMSP 206 - EMS Practicum III (2)

EMSP 206L - EMS Lab III (1)

EMSP 207 - Medical Emergencies II (3)

EMSP 208 - Special Patients & Situations (3)

EMSP 208L - EMS Lab IV (1)

EMSP 209 - EMS Practicum IV (2)

EMSP 209I - EMS Internship (1-3)

EMSP 210 - Paramedic Capstone (2)

EMSP 211 - Field Research and Evaluation (2)

EMSP 275 - AEMT to Paramedic Bridge (26.5)

EMSP 288 - Paramedic Summer Practicum (1)

EMSP 299 - Special Topics (1-4)

English

ENGL 100 - English Essentials (3)

ENGL 100R - Reading Essentials (3)

ENGL 100S - Developmental English (1)

ENGL 101 - ~English Composition I (3)

ENGL 101L - English Composition I Lab (3)

ENGL 102 - ~English Composition II (3)

ENGL 110 - ~Technical Writing & Communication (3)

ENGL 110L - Tech Writing & Comm Lab (3)

ENGL 111 - Applied Technical Writing (4)

ENGL 150 - ~Play Production (3)

ENGL 199 - Special Topics

ENGL 201 - Intro to Literary Study (3)

ENGL 204 - ~Sur of American Lit (3)

ENGL 207 - Teach Rdg & Young Adult Lit (3)

ENGL 208 - ~Survey of World Literature I (3)

ENGL 210 - Creative Writing (3)

ENGL 211 - Intro to Horror Writing (3)

ENGL 212 - Shakespeare (3)

ENGL 215 - ~The Art of Literature (3)

ENGL 270 - Traditional Grammar (3)

ENGL 299 - Special Topics (1-3)

English as a Second Language

ELL 103 - English Language Learning III (3)

ESL 101 - ESL Transitions I (2)

ESL 102 - ESL Transitions II (2)

English Language Learning

ELL 101 - English Language Learning I (0.1-6)

ELL 102 - English Language Learning II (0.1-6)

Environmental Technician

ENVT 101 - Environmental Science (3)

ENVT 105 - Intro to Safety (1)

ENVT 108 - Intro to OSHA and EPA (3)

ENVT 121 - OSHA 30 Construction (2)

ENVT 140 - Industrial Hygiene (3)

ENVT 150 - Air and Water Permits (3)

ENVT 199 - Special Topics (1-4)

ENVT 200 - HAZWOPER (3)

ENVT 220 - Environmental Software (3)

ENVT 230 - Geoscience Studies (3)

ENVT 235 - Pollution Studies (3)

ENVT 240 - Watershed Studies (3)

ENVT 250 - Industrial Fire Safety (3)

ENVT 255 - Incident Investigation (3)

ENVT 260 - Environmental Safety Mgmt (3)

ENVT 270 - Environmental Grant MGT (3)

ENVT 292 - Internship in Env. Studies (1-4)

ENVT 299 - Special Topics (1-4)

Financial Management

FINC 201 - Principles of Finance I (3)

FINC 202 - Principles of Finance II (3)

FINC 215 - Small Business Finance (3)

Fire Science

FSCI 110 - Firefighter I (3)

FSCI 111 - Firefighter II (3)

FSCI 112 - Hazardous Materials I & II (3)

FSCI 113 - Hazardous Materials III (3)

FSCI 199 - Special Topics (1-4)

FSCI 299 - Special Topics (1-4)

Gaming Careers Institute

GAME 100 - Introduction to Table Games (1)

GAME 101 - Blackjack (2)

GAME 102 - Midi Baccarat (2)

GAME 103 - Poker (2)

GAME 104 - Roulette (2)

GAME 105 - Craps (4)

GAME 106 - Novelty (2)

GAME 199 - Special Topics (1-4)

GAME 299 - Special Topics (1-4)

General Education

CGEN 100 - First Year Experience (3)

CGEN 101 - Career Transition (3)

CGEN 110 - Portfolio Development I (2)

CGEN 111 - Portfolio Development II (1)

CGEN 112 - Prior Learning Development (3)

CGEN 115 - Technology Orientation (1)

CGEN 116 - Developing Computer Fluency (3)

CGEN 120 - Student Leadership Academy

CGEN 199 - Special Topics (1-4)

CGEN 200 - Learning Online (1)

CGEN 292 - Field Experience (1-6)

CGEN 299 - Special Topics (1-4)

CMTC 156 - Real Estate (6)

CMTC 199 - Special Topics (1-4)

CMTC 299 - Special Topics (1-4)

General Physical Education

GSPE 124 - Zumba (1)

GSPE 129 - Beginning Tap Dancing (1)

GSPE 147 - Women's Self-Defense (1–2)

GSPE 197 - Beginning Yoga (1–2)

GSPE 198 - Intermediate Yoga (1–2)

GSPE 199 - Special Topics (1-4)

GSPE 204 - Walking and Fitness (1)

GSPE 210 - Fitness for Life (3)

GSPE 299 - Special Topics (1-4)

Geography

GEOG 105 - ~World Cultural Geography (3)

Geology

GEOL 101 - ~Geological Sciences (4)

GEOL 103 - Historical Geology (4)

GEOL 199 - Special Topics (1-4)

GEOL 299 - Special Topics (1-4)

Health Information Management

HIM 101 - Fundamentals of HIM (2)

HIM 199 - Special Topics (1-6)

HIM 200 - Coding I (3)

HIM 201 - Coding II (3)

HIM 202 - Healthcare Information Systems (3)

HIM 203 - Basic Pharmacology for HIM (2)

HIM 204 - Healthcare Law & Ethics (3)

HIM 205 - HC Stats & Perf Improvement (4)

HIM 206 - Supervision & Leadership (3)

HIM 207 - Advanced Coding (3)

HIM 208 - Externship (2)

HIM 209 - Capstone (3)

HIM 220 - HIM Reimbursement Methods (3)

HIM 299 - Special Topics (1-6)

Heavy Equipment Technician

HET 110 - Welding I (2)

HET 120 - Fabrication (2)

HET 199 - Special Topics (1-4)

HET 206 - Heavy Equipment Electronics (3)

HET 210 - Welding II (2)

HET 211 - Advanced Welding (3)

HET 212 - Weld Certification Prep (3)

HET 220 - Mobile Hydraulics (3)

HET 292 - Internship (1-4)

HET 299 - Special Topics (1-4)

History

HIST 101 - ~World History to 1500: Early Man Through the Renaissance (3)

HIST 102 - ~World History Since 1500: The Renaissance Through the Present (3)

HIST 199 - Special Topics (1-4)

HIST 201 - ~US History to 1877 (3)

HIST 202 - ~US History Since 1877 (3)

HIST 206 - American Women's History (3)

HIST 207 - African American History (3)

HIST 210 - ~WV and Appalachian History (3)

HIST 214 - Latin American History (3)

HIST 225 - Gender & Sexuality in the U.S. (3)

HIST 299 - Special Topics (1-4)

Human Services

HSRV 101 - Intro to Social Work & HSRV (3)

HSRV 201 - Interview, Intake, Case Mgmt (3)

HSRV 210 - Ethics, Values, Cultural Compt (3)

HSRV 220 - Internship (3)

HSRV 230 - Community Org & Advocacy (3)

HSRV 240 - Research in Human Services (3)

HSRV 250 - Crisis Intervention (3)

HSRV 260 - Introduction to Addiction (3)

HSRV 270 - Psychopharm of Addiction (3)

HSRV 280 - Addiction Counseling (3)

HSRV 292 - Practicum/Field Work II (3)

Information Technology

IT 102 - IT Fundamentals (3)

IT 105 - Computer Ethics (3)

IT 180 - A+ Core 1 (3)

IT 181 - A+ Core 2 (3)

IT 185 - Introduction to Linux (3)

IT 189 - Operating Sys Fundamentals (3)

IT 191 - Practicum (4)

IT 199 - Special Topics (1-4)

IT 210 - Help Desk Technician (3)

IT 244 - Cloud/Virtualization (4)

IT 245 - Cloud/Virtualization II (4)

IT 253 - TCP/IP (3)

IT 269 - Project Management (3)

IT 270 - Server I (3)

IT 285 - Advanced Linux (3)

IT 289 - Server II (3)

IT 299 - Special Topics (1-4)

Instrumentation

INST 165 - Instrumentation I (2)

INST 199 - Special Topics (1-4)

INST 265 - Instrumentation II (3)

INST 299 - Special Topics (1-4)

Language

ASL 101 - Sign Language I (3)

ASL 102 - Sign Language II (3)

ASL 103 - Sign Language III (3)

ASL 104 - Sign Language IV (3)

FREN 101 - French I (3)

FREN 102 - French II (3)

GRMN 101 - German I (3)

GRMN 102 - German II (3)

JAPN 101 - Japanese I (3)

JAPN 102 - Japanese II (3)

LANG 105 - Deaf Culture & History (3)

LANG 141 - Russian I (3)

LANG 199 - Special Topics (1-4)

LANG 299 - Special Topics (1-4)

SPAN 101 - Spanish I (3)

SPAN 102 - Spanish II (3)

SPAN 199 - Special Topics (3)

Leadership Development

LEAD 101 - Understanding Leadership (1-2)

LEAD 102 - Leading by Communication (1-2)

LEAD 103 - Improving Personal Productivity (1-2)

LEAD 104 - Project Management (3)

LEAD 105 - Performance Management (1-2)

LEAD 106 - Customer Service (1-2)

LEAD 107 - Coaching & Retaining Talent (1-2)

LEAD 108 - Building & Leading Teams (1-2)

LEAD 109 - Leading & Sustaining Change (1-2)

LEAD 110 - Problem Solving, Brainstorming, & Critical Thinking (1-2)

LEAD 111 - Managing Conflict & Difficult Situations (1-2)

LEAD 112 - Leading Multi-Generational Workforce (1)

LEAD 113 - Effective Presentation Skills (2)

LEAD 114 - Preventing Harassment & Diversity Awareness (1)

Legal Studies

LGST 100 - Intro to Law & Legal Systems (3)

LGST 103 - Legal Terminology (3)

LGST 105 - Legal Office Technology (3)

LGST 150 - Legal Research and Writing (3)

LGST 199 - Special Topics (1-4)

LGST 200 - Legal Ethics (3)

LGST 210 - Laws of Domestic Relations (3)

LGST 213 - American Court System (3)

LGST 220 - Civil Litigation (3)

LGST 230 - Criminal Law and Procedure (3)

LGST 240 - Administrative Law (3)

LGST 260 - Constitutional Law (3)

LGST 292 - Field Experience (1-6)

LGST 299 - Special Topics (1-4)

Manufacturing Technology

MTEC 101 - Master Planning of Resources (2)

MTEC 102 - Basic Supply Chain Management (2)

MTEC 103 - Execution & Control of Operations (2)

MTEC 104 - Just-in-Time/Total Quality Management (2)

MTEC 105 - Detailed Scheduling/Planning (2)

MTEC 106 - Strategic Management of Resources (2)

MTEC 110 - Brain Smart Management (2)

MTEC 111 - Quality of Leadership (2)

MTEC 199 - Special Topics (1-4)

MTEC 292 - Manufacturing Occupational Internship (1-6)

MTEC 293 - Manufacturing On-the-Job Training (1-15)

Mathematics

MATH 100 - Math Essentials (3)

MATH 100A - Algebra Essentials (3)

MATH 100S - Developmental Mathematics (1)

MATH 101 - ~Introduction to Mathematics (3)

MATH 101L - Intro to Mathematics Lab (1)

MATH 102 - Technical Mathematics (3)

MATH 103 - Pharmacological Math (3)

MATH 105 - ^Algebra (3)

MATH 106 - ^Trigonometry (3)

MATH 108 - ^Pre-Calculus (4)

MATH 114 - ~Elem Probability & Statistics (3)

MATH 154 - ~Finite Mathematics (3)

MATH 199 - Special Topics (1-4)

MATH 200 - College Geometry (3)

MATH 207 - ^Calculus I (4)

MATH 232 - Math for Elem Teachers I (3)

MATH 233 - Math for Elem Teachers II (3)

MATH 299 - Special Topics (1-4)

Mechanical Engineering Tech

MET 105 - Introduction to Machining (3)

MET 120 - Statics (3)

MET 199 - Special Topics (1-4)

MET 200 - Introduction to CAM (2)

MET 201 - Intro to CNC Programming (2)

MET 202 - CNC Programming II (3)

MET 220 - Strength of Materials (4)

MET 299 - Special Topics (1-4)

Mechatronics

MECH 101 - Introduction to Mechatronics (1)

MECH 101L - Intro to Mechatronics Lab (2)

MECH 102 - Technical Physics (2)

MECH 102L - Technical Physics Lab (2)

MECH 105 - Electricity & Commercial Wiring (1)

MECH 105L - Electricity & Comme Wiring Lab (1)

MECH 106 - Electricity & Electronics (2)

MECH 106L - Electricity & Electronics Lab (2)

MECH 110 - Mechanical Systems I (3)

MECH 120 - Fluid Power (3)

MECH 121 - Safety Awareness & OSHA 10 (2)

MECH 130 - Plastics Technology (3)

MECH 140 - Robotics (1)

MECH 140L - Robotics Lab (2)

MECH 180 - Introduction to PLC (1)

MECH 199 - Special Topics (1-4)

MECH 201 - Systematic Troubleshooting (3)

MECH 207 - Advanced Electronics (1)

MECH 207L - Advanced Electronics Lab (2)

MECH 210 - Mechanical Systems II (3)

MECH 220 - Advanced Fluid Power with PLC (2)

MECH 230 - Industrial Controls (2)

MECH 235 - Indust Wiring & Controls (3)

MECH 250 - Intro to PLC (3)

MECH 255 - Adv PLC & Int Automation (2)

MECH 260 - Process Control & Instrumentation (3)

MECH 270 - Manufac Proc & Quality Control (3)

MECH 280 - Integrated Manufacturing Systems (1)

MECH 280L - Integrated Manuf Systems Lab (2)

MECH 292 - Internship (1-4)

MECH 299 - Special Topics (1-4)

Media Studies

MDIA 101 - Introduction to Media Studies (3)

MDIA 102 - Intro to Adobe Photoshop (3)

MDIA 104 - Web Page Design (3)

MDIA 105 - Internet Foundation (4)

MDIA 107 - Into to Illustrator/InDesign (3)

MDIA 108 - Multimedia Presentation Develo (3)

MDIA 109 - Intro to Design Principles (3)

MDIA 110 - Introduction to Podcasting (3)

MDIA 111 - Understanding Social Media (3)

MDIA 121 - Intro to Digital Photography (3)

MDIA 192 - Media Practicum (1)

MDIA 199 - Special Topics (1-4)

MDIA 201 - Digital Branding (3)

MDIA 202 - Video Production (3)

MDIA 203 - Advanced Photoshop & Animate (3)

MDIA 206 - Site Designer (3)

MDIA 210 - Advanced Podcasting (3)

MDIA 211 - Managing Social Media (3)

MDIA 220 - Publication Design (3)

MDIA 299 - Special Topics (1-4)

Medical Assisting

MAST 100 - Principles of Medical Assisting (1)

MAST 101 - Introduction to Medical Assisting (3)

MAST 102 - Medical Terminology (3)

MAST 105 - Insurance Billing & Coding (3)

MAST 106 - Medical Office Management (2)

MAST 106L - Medical Office Management Lab (1)

MAST 108 - Admin Medical Assisting (1)

MAST 108L - Admin Medical Assisting Lab (2)

MAST 199 - Special Topics (1-4)

MAST 202 - Clinical Care I (2)

MAST 202L - Clinical Care I Lab (1)

MAST 204L - Clinical Care (2)

MAST 206 - Clinical Care II (2)

MAST 206L - Clinical Care II Lab (1)

MAST 207L - Advanced Clinical Care (3)

MAST 210 - Medical Law & Ethics (1)

MAST 212 - Medical Assisting Externship I (2)

MAST 214 - MA Review and Certification Prep (1)

MAST 216 - Clinical & Administrative Externship II (2)

MAST 299 - Special Topics (1-4)

Medical Laboratory Technician

MLT 101 - Intro to Medical Laboratory Technician (2)

MLT 102 - Medical Laboratory Techniques (2)

MLT 199 - Special Topics (1-6)

MLT 200 - Hematology/Coagulation (3)

MLT 201 - Applied Immunology (3)

MLT 202 - Medical Microbiology (4)

MLT 203 - Immunohematology (3)

MLT 204 - Clinical Chemistry (4)

MLT 205 - Review & Certification Preparation (3)

MLT 210 - Clinical Practice I-Internship (4)

MLT 211 - Clinical Practice II-Internship (4)

MLT 299 - Special Topics (1-6)

Music

MUSC 111 - ~Introduction to Music (3)

MUSC 199 - Special Topics (1-4)

MUSC 299 - Special Topics (1-4)

Nursing

NURS 112 - Nursing Concepts (1)

NURS 115 - Nursing Care I (6)

NURS 125 - Nursing Pharmacology I (1)

NURS 135 - Nursing Care II (8)

NURS 145 - Nursing Pharmacology II (1)

NURS 199 - Special Topics (1-4)

NURS 215 - Nursing Care III (8)

NURS 225 - Nursing Pharmacology III (1)

NURS 240 - Nursing Care IV (5)

NURS 245 - Transition to Practice (5)

NURS 299 - Special Topics (1-4)

Orientation

ORIE 101 - Orientation to College (1-6)

ORIE 199 - Special Topics (1-4)

Philosophy

PHIL 101 - Introduction to Philosophy (3)

PHIL 111 - Phil of World Religions (3)

PHIL 199 - Special Topics (1-4)

PHIL 205 - Introduction to Ethics (3)

PHIL 299 - Special Topics (1-4)

Phlebotomy

PLBT 100L - Essentials of Phlebotomy (2)

PLBT 101 - Phlebotomy (3)

PLBT 102 - Phlebotomy Clinical Externship (3)

Physical Therapist Assistant

PTA 101 - Intro to Physical Therapy (2)

PTA 102 - Patient & Professional Relationship (2)

PTA 103 - Intro to Patient Care (3)

PTA 104 - Physical Agents (4)

PTA 105 - Kinesiology (3)

PTA 106 - Clinical Education I (1)

PTA 107 - Clinical Education II (3)

PTA 108 - Patho of Disease for PTA (3)

PTA 109 - Physics for PTA (1)

PTA 110 - Musculoskeletal Review (3)

PTA 111 - Anatomy & Physiology for PTA (4)

PTA 199 - Special Topics (1-4)

PTA 201 - Therapeutic Exercise (4)

PTA 202 - Orthopedics (4)

PTA 203 - Neurology (4)

PTA 204 - Clinical Education III (5)

PTA 205 - Capstone Seminar (1)

PTA 206 - Clinical Education IV (5)

PTA 299 - Special Topics (1-4)

Physics

PHYS 103 - ~General Physical Science I (4)

PHYS 104 - ~General Physical Science II (4)

PHYS 199 - Special Topics (1-4)

PHYS 201 - General Physics I (4)

PHYS 299 - Special Topics (1-4)

Plastics Engineering Technology

PLET 120 - Introduction to Plastics (3)

PLET 199 - Special Topics (1-4)

PLET 200 - Plastics Processing (3)

PLET 210 - Plastics Design (3)

PLET 292 - Internship (1-4)

PLET 299 - Special Topics (1-4)

Political Science

PSCI 100 - ~Introduction to Political Ideology (3)

PSCI 101 - ~American Federal Government (3)

PSCI 102 - ~State & Local Government (3)

PSCI 199 - Special Topics (1-4)

PSCI 201 - Intro to Int'l Relations (3)

PSCI 210 - Intro to Comp Politics (3)

PSCI 220 - Intro to Political Theory (3)

PSCI 299 - Special Topics (1-4)

Psychology

PSYC 199 - Special Topics (1-4)

PSYC 203 - ~Introduction to Psychology (3)

PSYC 205 - Abnormal Psychology (3)

PSYC 210 - Human Growth & Development (3)

PSYC 240 - Social Psych of Substance Use (3)

PSYC 299 - Special Topics (1-4)

Renewable Energy Systems

RENG 101 - Renewable Energy Technology (1)

RENG 101L - Renewable Energy Tech Lab (2)

RENG 199 - Special Topics (1-4)

RENG 201 - Solar Thermal Energy (1)

RENG 201L - Solar Thermal Energy Lab (2)

RENG 299 - Special Topics (1-4)

Robotics

ROB 199 - Special Topics (1-4)

ROB 210 - Robotics I (2)

ROB 220 - Robotics II (3)

ROB 299 - Special Topics (1-4)

Software Development

SDE 188 - Intro to Programming Logic (3)

SDE 193 - Programming in C# (3)

SDE 194 - Programming in Java (3)

SDE 195 - Programming in Python (3)

SDE 199 - Special Topics (1-4)

SDE 200 - Mobile App Development (4)

SDE 204 - Server Side Web Development (3)

SDE 209 - Applied App Development (4)

SDE 299 - Special Topics (1-4)

Sociology

SOCI 120 - Applied SOCI in Healthcare (3)

SOCI 199 - Special Topics (1-4)

SOCI 203 - ~General Sociology (3)

SOCI 205 - ~Social Problems (3)

SOCI 215 - ~Human Relations (3)

SOCI 220 - Sociology of Diverse Groups (3)

SOCI 255 - Drugs & Society (3)

SOCI 288 - Victim Advocacy (3)

SOCI 299 - Special Topics (1-4)

Theatre

THEA 101 - ~Introduction to Theatre (3)

Tri-County Education Workshops

EDTR 199 - Special Topics (1-4)

EDTR 299 - Special Topics (1-4)

Unmanned Aerial Systems

UAS 101 - Intro to Drone Applications (2)

UAS 102 - Drone Operations I (3)

UAS 103 - Drone Operations II (3)

UAS 105 - Introduction to GIS (3)

UAS 199 - Special Topics (1-4)

UAS 201 - Private Pilot Ground School (3)

UAS 205 - Environmental GIS (3)

UAS 206 - GIS for Urban Planning (3)

UAS 230 - Aviation Meteorology (3)

UAS 240 - Drone Imaging (3)

UAS 250 - Intro to Small Electronics (3)

UAS 270 - Drone Project Planning (3)

UAS 292 - Internship in Applied UAS (1-4)

UAS 299 - Special Topics (1-4)

Veterinary

VET 101 - Veterinary Anatomy Phys. (3)

VET 101L - Veterinary Anatomy Phys. Lab (1)

VET 102L - Veterinary Clinic Practice (2)

VET 103L - Animal Diseases & Nursing Lab 1 (2)

VET 104 - Veterinary Terminology Nomenclature 1

VET 105 - Vet Tech Internship I 1.5

VET 106 - Vet Tech Internship II 1.5

VET 107 - Vet Tech Internship III 1.5

VET 108 - Vet Tech Internship IV 1.5

VET 110L - Veterinary Surgery Anes. Nurse Lab I 2

VET 111 - Vet Pharmacology Calculations 3

VET 112L - Vet Diagnostic Imaging I Lab 2

VET 113L - Veterinary Dentistry I Lab 2

VET 199 - Veterinary Special Topics 1 to 4

VET 201 - Farm Animal Health 3

VET 202L - Veterinary Diagnostic Imaging II 2

VET 203L - Vet Surgery Anes. Nurse II Lab (3)

VET 204L - Vet Dentistry II Lab 2

VET 205 - VET Ethics - Professionalism 1

VET 210L - Animal Disease Nursing II Lab 3

VET 211L - Avian, Exotic, Lab Animal Med 2

VET 212 - Vet Emergency Critical Care 3

VET 250 - Vet Tech Internship (6)

VET 299 - Veterinary Special Topics 1 to 4

Workforce Development

WORK 101 - Workplace Readiness (1–4)

WORK 102 - Microsoft Office (1–4)

WORK 199 - Special Topics (1-4)

WORK 299 - Special Topics (1-4)

Other Courses

~ Core Coursework - Transfer Agreement

Faculty

Dr. Peter G. Checkovich (1987)
President
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B.A. University of Virginia (1971)
M.Ed. University of Virginia (1975)

Ed.S. University of Virginia (1979)
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B.S. Old Dominion University (2011)
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B.A. Harvard University (1987)
M.A. University of Virginia (2002)
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B.S. Mary Washington (1998)
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Workforce and Engineering Technologies

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