

# PROGRAM AND COURSE DEFINITIONS

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## Program Definitions

### Academic Programs

The College offers degrees, certificates and career studies certificates to students who successfully complete any of BRCC's Academic Programs (<https://catalog.brcc.edu/programs-study/>).

1. An Associate of Arts (A.A.) or Associate of Science (A.S.) degree is awarded to students who plan to transfer to a baccalaureate degree program at a four-year college or university.
2. An Associate of Applied Science (A.A.S.) degree is awarded to students who major in one of the career and technical curricula and who plan to obtain employment immediately upon graduation from the College.
3. A Certificate is awarded to students who complete a non-degree curriculum of at least 30 credits.
4. A Career Studies Certificate (CSC) is awarded to students who complete a non-degree career and technical program of 9 to 29 credits.

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## General Education Definitions

The College includes appropriate general education courses in each Associate degree to provide the educational foundation necessary to promote intellectual and personal development. Course content represents a broad body of general knowledge about one or more of the major social, cultural, historical or scientific forces that have shaped human identity and the world. Content is not focused upon a particular occupation or on professional skills. While most courses transfer readily to senior institutions, it is the student's responsibility to determine if particular courses transfer to a given school.

### General Education Rationale

BRCC defines a general education rationale for each associate degree type:

- Associate of Arts (<https://catalog.brcc.edu/programs-courses/gen-ed-rationale-aa/>)
- Associate of Science (<https://catalog.brcc.edu/programs-courses/gen-ed-rationale-as/>)
- Associate of Applied Science (<https://catalog.brcc.edu/programs-courses/gen-ed-rationale-aas/>)

### General Education Student Learning Outcomes

Upon completion of any associate degree, graduates will demonstrate competency in the identified student learning outcomes (<https://catalog.brcc.edu/programs-courses/general-education-outcomes/>) (SLOs).

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## Workforce Training and Certifications

The College provides a dynamic program of workforce training solutions (<https://catalog.brcc.edu/workforce-training/>) which support community and economic development initiatives to promote an excellent quality of life and prosperous business climate for the region. Programs are typically shorter term training with several leading to licensure and/or certification.

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## Additional Program Information

### Fast Forward

In response to both demand and need for workforce training in the community, BRCC's Workforce Solutions Division offers the FastForward (<https://www.brcc.edu/workforce-development/financial-assistance/fastforward/>) **Program** for individuals pursuing a high-demand industry credential. Often, the cost of training for high-demand occupations can create financial barriers. The Fast Forward Program has funding opportunities available to qualifying applications.

### G3

The G3 Program (<https://www.brcc.edu/G3/>) (Get Skilled, Get a Job, Get Ahead) provides financial assistance to low-income and middle-income Virginia students who are enrolled in an educational program that leads to an occupation in a high-demand field. G3 Programs may be at the Career Studies Certificate, or A.A.S. degree level or may be workforce programs that do not award credit. Whenever feasible, BRCC delivers programs as short-term certificates that are stackable into Associate of Applied Science degree programs.

## Uniform Certificate of General Studies (UCGS)

The UCGS (<https://catalog.brcc.edu/programs-study/ucgs/>) is a one-year curriculum of study that consists of 30-32 semester hours where all courses shall be transferrable and satisfy a lower-division general education requirement at any public institution of higher learning, except as approved by the State Council of Higher Education for Virginia.

## Course Definitions

### Course Descriptions

The course descriptions (<https://catalog.brcc.edu/courses-az/>) identify each course that BRCC offers. Each course description includes:

- Course prefix and number
- Course Title
- Course Credits
- Course prerequisites and/or corequisites
- Course Description
- Course lecture, laboratory, and total contact hours per week
- Classification of the course as a Passport Transfer course or Uniform Certificate of General Studies (UCGS) Transfer course, if applicable

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## Course Numbering System

- Courses numbered (MDE 10, MDE 60, EDE 10, ESL 41 and ESL 42) are developmental studies courses. The credits earned in these courses are not used in computing grade point average and do not apply toward graduation or transfer. However, such courses carry credit for the purpose of tuition payment.
- Courses numbered 10-99 are basic occupational courses for diploma and certificate programs. The credits earned in these courses are applicable toward diploma and certificate programs but are not applicable toward an associate degree.
- Courses numbered 100-199 are freshman courses applicable toward an associate degree and/or certificate and diploma programs.
- Courses numbered 200-299 are sophomore courses applicable toward an associate degree and/or certificate and diploma programs.
- Courses numbered MDE 54, MDE 61, EDE 11, and ESL 95 are co-requisite courses. The credits earned in these courses are not used in computing grade point average and do not apply toward graduation or transfer. However, such courses carry credit for the purposes of tuition payment.

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## Course Prerequisites and Co-Requisites

If any prerequisites are required to enroll in a course, these prerequisites will be identified in the course description in the College Catalog. The Catalog also indicates which courses must be taken in sequence (i.e. CHM 111-CHM 112). When co-requisites are required for a course, usually the co-requisites must be taken at the same time. The prerequisites or their equivalent must be completed satisfactorily before enrolling in a course unless special permission is obtained from the instructor.

***Students must ensure that any required prerequisite (including placement test results) is documented in their student record prior to registration. The College reserves the right to administratively withdraw students from courses for which they have not met the prerequisites.***

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## Course Hours

The educational programs combine the teaching of theoretical concepts in "lecture" with an appropriate amount of application of principles and practical training in "laboratory" under faculty supervision. The teaching of theoretical concepts in lectures, seminars, discussions, and other similar classes is identified as "lecture" and the teaching of the application of principles and practical training in laboratories, seminars, shop, clinical training, supervised work experiences, and other similar classes is identified as "laboratory."

The number of lecture hours in class each week (including lecture, seminar, and discussion hours) and/or the number of laboratory hours in class each week (including laboratory, shop, supervised practice, and cooperative work experiences) are indicated for each course in the course description. The total number of lecture and laboratory hours in class each week is also called "contact" hours because it is time spent under the direct supervision of a faculty member. In addition to attending the required lecture and laboratory hours as listed in the course descriptions, students also must spend time on out-of-class assignments. Each credit hour usually requires two hours of out-of-class study per week. Credits are indicated in the course description section.

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## Credit Hour

A credit hour<sup>1</sup> is defined as the objectives and amount of work a student could reasonably accomplish in three hours of academically engaged time per week in a 15-week semester, verified by achievement of intended student outcomes. In a seated lecture class, each credit hour would represent

one 50-minute “hour” of formal instruction<sup>2</sup> and approximately two hours of independent student work per week over a 15-week semester, and a final examination. Distance learning or hybrid courses may not include the same amount of synchronous instruction, but will include equivalent objectives and intended student outcomes.

One laboratory credit hour can be the equivalent of two to five contact hours, depending on the discipline (An expanded definition is included in the Virginia Community College System Policy Manual 5.3.0.1 – 5.3.0.2)

<sup>1</sup>Credit Hour: Also referred to as a Carnegie Unit.

<sup>2</sup>Contact Hour: One 50-minute “hour” of formal instruction.

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## Course Offerings

All courses are not offered each semester and some are offered only every other year. Students are advised to refer to the current Schedule of Classes, as well as consult with an academic advisor for assistance with planning ahead.

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## Course Updates

BRCC updates the Catalog annually at the end of the spring semester. Normally, any course changes made during an academic year are captured in the next publication. Occasionally, an element of a course (description, or more rarely a part of the content) may require a change during the course of the academic year. This type of action will be reflected in a Course Update (<https://catalog.brcc.edu/courses-az/course-updates/>) in the Catalog Addendum.