

CURRICULUM STATEMENT

Each educational program offered at Chester Career College provides students the opportunity to develop knowledge and skills; self-discipline and confidence; a professional attitude; and the ability to meet employer expectations in order to enter and advance in the job market.

All students are required to perform clinical or externship in which they obtain on-the-job training prior to graduating from the program. Student progress is monitored throughout the program to ensure that satisfactory progress is demonstrated in developing the required knowledge and skills. Placement assistance is provided to all students upon program completion.

CURRICULUM PLAN

Purpose: The primary purpose of the Curriculum Plan is to ensure that appropriate procedures are established and followed to maintain current and relevant educational programs. This Plan also ensures that each program is consistent with the mission of the school. Evaluations and feedback are sought from students, faculty, advisory committee, and employers. This feedback allows the school to evaluate the objectives and content of its educational programs and make revisions, deletions, or additions as needed.

Procedure: CCC has established procedures for curriculum revision. The following procedures are followed:

1. Student Evaluations - Students evaluate their courses, instructors, facilities, and program.
2. Faculty Evaluations – Faculty evaluates each educational program. They provide input regarding development, implementation, and evaluation of the program’s philosophy and objectives as well as curriculum revisions.
3. Graduate Surveys – The Student Services Director is responsible for ensuring that all graduates complete the Graduate Survey and Questionnaire. Documentation is maintained in the graduate placement files.
4. Employer Surveys – The Student Services Director is responsible for ensuring that employers are surveyed to document the effectiveness of training.
5. Advisory Committee – Program objectives, content and outcomes are discussed in Advisory Committee meetings. Input is sought from committee members.
6. Faculty Meetings - The Program Director schedules faculty meetings regularly. During these meetings, the curriculum is reviewed and discussed. Revisions are made as needed.
7. Professional Development - Keeping abreast of current trends and changes in the industry is vital for program effectiveness. Employees are encouraged to participate in professional development opportunities. The school also provides on-site training opportunities.
8. Certification/Licensure Exam Results - These results are used as indicators of program effectiveness.

9. Regulatory Agencies – Compliance with all regulatory guidelines are adhered when making program revision, deletions or adding new programs:
- Council on Occupational Education
 - State Council of Higher Education for Virginia
 - Commonwealth of Virginia, Board of Nursing
 - Commonwealth of Virginia, Board of Pharmacy
 - Commonwealth of Virginia, Board for Barbers and Cosmetology

Evaluations: Faculty, students, graduates and employers of graduates are surveyed in order to determine the effectiveness and relevance of all educational programs.

Feedback: Survey forms, evaluation results, feedback from advisory committees, faculty, and certification exam results are used to determine the need for program additions, revisions, modifications, and to ensure that each program is consistent with the mission of the school. The Program Director summarizes evaluations and feedback and shares the results with faculty, staff, advisory committee and CEO. The Placement Director summarized the graduate and employer survey forms. This feedback is used as a basis for curriculum revisions.