

CAREER STUDIES CERTIFICATES

HEATING, VENTILATION AND AIR CONDITIONING

Contact: Eddie Swain 757.789.1752

Purpose: This 15-credit certificate program is designed to train individuals for employment as competent technicians in the Heating, Ventilation and Air Conditioning (HVAC) field. Upon successful completion of the program and of the HVAC Excellence Outcome Assessments, graduates will receive a nationally recognized certificate of achievement in Electrical, Air Conditioning, Oil Heat, and Heat Pumps, and classes will count toward the Journeyman and Masters state license in HVAC.

Required Courses	Course Credits
AIR 121 Air Conditioning and Refrigeration	3
AIR 134 Circuits and Controls	3
AIR 193 EPA Certification	1
AIR 154 Heating Systems	3
AIR 235 Heat Pumps	<u>3</u>
Total Minimum Credits Required	13

Program Prerequisites/Co-requisites

Students must demonstrate proficiency in basic math and reading equivalent to MTH 02 and ENG 04. Once enrolled in the program, students must maintain a 2.0 GPA.

Fees for EPA testing and certification testing are the student's responsibility.

COMPUTER-AIDED DRAFTING AND DESIGN

Contact: Ray Middleton 757.789.1759

Required Courses	Course Credits
ARC 121-122 Architectural Drafting I-II	6
CIV 100 Introduction to Surveying	2
CIV 115 Civil Engineering Drafting	3
DRF 111-112 Technical Drafting I-II	6
DRF 201-202 Computer Aided Drafting and Design I-II	8
GIS 200 Geographical Information Systems I	<u>4</u>
Total Minimum Credits Required	29

EARLY CHILDHOOD DEVELOPMENT

Contact: Thom O'Mara 757.789.1766

Purpose: This program may be looked upon as the student's first step in understanding the developmental needs of young children. It provides basic instruction about the profession, curriculum development, behavior management, health, safety, and nutrition. The program is designed for individuals considering a career in the field of early childhood education, for employees in a child-care program needing professional development, or parents looking to increase their understanding of young children and what constitutes a quality early childhood program.

Required Courses		Course Credits
CHD 120	Introduction to Early Childhood Education	3
CHD 125	Creative Activities for Young Children	3
CHD 205	Guiding the Behavior of Young Children	3
HLT 135	Health, Safety, and Nutrition for Young Children	<u>3</u>
Total Minimum Credits Required		12

Early Childhood Recommended Sequence

Fall	<u>Credits</u>	Spring	<u>Credits</u>
(1) CHD 120	3	(2) CHD 125	3
(3) HLT 135	3	(4) CHD 205	3

(1) through (4) suggested sequence if taking one course per semester.

REAL ESTATE

Contact: Dean of Instruction 757.789.1748

Purpose: The real estate certificate is designed to further the education of those in the field of real estate sales.

Required Courses		Course Credits
REA 100	Principles of Real Estate	4
REA 215	Real Estate Brokerage	3
REA 216	Real Estate Appraisal	3
REA 217	Real Estate Finance	3
REA 245	Real Estate Law	3
ENG or SPD Elective		<u>3</u>
Total Minimum Credits Required		19

LONG-TERM CARE ASSISTANT

Contact: Patricia Diem 757.789.1789 or Dean of Instruction 757.789.1748

Purpose: This program is designed to prepare individuals to work as personal care, home health, nurse aides, and/or authorized agents. Admission requirement: Ninth grade reading and sixth grade math skills as measured by the college placement tests.

Required Courses		Course Credits
HCT 101	Health Care Technician I	3
HCT 102	Health Care Technician II	3
HCT 190	Coordinated Internship in Health Care	2
HLT 105	CPR	1
HCT 115	Medication Administration Training	<u>3</u>
Total Minimum Credits Required		12

Admission

The Long-Term Care Assistant program is a high demand curriculum for which the number of applicants exceeds the number of spaces available. To provide a consistent and fair means of admission, the college has adopted the guidelines below.

1. Admission to the program will be offered on a first-come/first-served basis. Admission will be based on the dates students complete the application process and placement tests. Applications must be submitted prior to July 15 each year.
2. First priority is given to residents of the Eastern Shore of Virginia, second to other Virginia residents, and third to out-of-state students.
3. Once all students have been accommodated under this policy, the College may accept additional registrations for program courses on a first-come/first-served basis.
4. Students who are not admitted must reapply the following year.
5. The Senior Citizen Waiver of Tuition benefit is not available for this high-demand program.

The program is approved by the Virginia Board of Nursing. The Board of Nursing can deny certification to any applicant who has filed false credentials and/or who has falsely represented facts on the application for certification and/or has committed a felony/misdemeanor. Background checks for criminal history and sex offender crimes against minors are required. Students must provide official results of the Virginia State Police background investigation relative to criminal convictions. Some health facilities may not employ individuals who have committed certain criminal acts. Students who have convictions may be prohibited from clinical practice and may not complete the program. **Students are responsible for costs related to required testing fees, liability insurance, uniforms, books, and criminal history and sex offender crimes against minors background checks.**

SMALL BUSINESS MANAGEMENT

Contact: Irvin Jackson 757.789.1784

Purpose: This program is designed to train individuals for entry-level supervisor positions. It is also designed to assist those who are already employed in increasing management skills for promotional purposes and for those individuals who are interested in starting and owning a business.

Required Courses		Course Credits
ACC 105	Office Accounting or	
ACC 211	Principles of Accounting I	3
BUS 100	Introduction to Business	3
BUS 111	Principles of Supervision	3
BUS 165	Small Business Management or	
BUS 116	Entrepreneurship	3
BUS 190	Coordinated Internship in Business	3
MKT 100	Principles of Marketing	3
ITE 115	Intro to Comp Appl and Concepts	<u>3</u>
Total Minimum Credits Required		21

Small Business Management Suggested Sequence

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
ACC 105 or 211	3	BUS 111	3
BUS 100	3	BUS 116 ¹	0-3
BUS 165 ¹	0-3	MKT 100	3
ITE 115	<u>3</u>	BUS 190	<u>3</u>
	9-12		9-12

1f BUS 165 is not taken in the fall semester then BUS 116 should be taken in the spring semester.

WELDING

Contact: Brian Lilliston 757.789.1769 or Dean of Instruction 757.789.1748

Purpose: This program is designed to prepare students to work as welders in industry and to provide them with an introduction to the various types of equipment and materials used in welding. AWS, ASME and other certifications are also available.

Courses Required		Course Credits
WEL 21	Arc Welding I	5
WEL 22	Arc Welding II	5
WEL 31	Introductory Gas Tungsten Arc Welding	4
WEL 32	Introductory Gas Metal Arc Welding	6
WEL 150	Topics: Blueprint Reading	<u>2</u>
Total Minimum Credits Required		2

Welding Suggested Sequence

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
WEL 21	5	WEL 31	4
WEL 22	<u>5</u>	WEL 32	6
	10	WEL 150	<u>2</u>
			12