

Workforce Services

Career Studies Certificates

Advanced Manufacturing Concepts

Purpose: The Advanced Manufacturing Concepts Career Studies Certificate is designed to provide a program of study in modern manufacturing methods, quality and teamwork skills.

Occupational Objective: Engineering Technician I

Admission Requirements: Admission to the Advanced Manufacturing Concepts Career Studies Certificate is based upon the general requirements for the college. If a student meets the general admission requirements, a counselor will discuss the student's academic strengths and weaknesses. Any academic deficiencies may be corrected in the College's Developmental Studies program.

Program Requirements: To receive an Advanced Manufacturing Concepts Career Studies Certificate you must complete 15 credits of the listed courses.

Course		Credit
IND 145	Introduction to Metrology	3
IND 137	Teamwork and Problem Solving	3
IND 181	World Class Manufacturing	3
IND 235	Statistical Quality Control	3
IND 298	Capstone Project	3
Total Credits		15

Emergency Medical Services

Occupational Objective: The Career Studies Certificate in Emergency Medical Services is designed to prepare individuals to work in a variety of job entry-level positions in the broad field of health services. Job opportunities may be available with ambulance services, nursing homes, and home-health care sales and services. This program meets the educational requirements to sit for the Emergency Medical Technician Examination for State (Virginia) certification. The program is structured within the following courses:

Lecture	Lab	Course	Hours	Hours	Credit
EMS 112		Emergency Medical Technician — Basic I	2	2	3
EMS 113		Emergency Medical Technician — Basic II	2	2	3
PSY 126		Psychology for Business and Industry	3	0	3
Total Credits			9		

Interior Decorating

Occupational Objective: The Career Studies Certificate in Interior Decorating is to give the student the basic knowledge and occupational skills to pursue employment at the job entry level. Positions may include serving as interior decorator trainee/assistant, interior designer assistant, and residential or business interior decorator sales. The program is structured within the following courses:

Lecture	Lab	Course	Hours	Hours	Credit
DEC 100		Introduction to Interior Decorating	3	0	3
DEC 198		Seminar and Project	3	0	3
PSY 126		Psychology for Business and Industry	3	0	3
Total Credits			9		

Manufacturing Leadership

Purpose: The Manufacturing Leadership Career Studies Certificate is designed to provide a program of study in modern manufacturing methods, quality, teamwork and leadership skills.

Occupational Objectives: Engineering Technician and First Line Supervisor

Admissions Requirements: Admission to the Manufacturing Leadership Career Studies Certificate is based upon the general requirements for the college. If a student meets the general admission requirements, a counselor will discuss the student's academic strengths and weaknesses. Any academic deficiencies may be corrected in the College's Developmental Studies program.

Program Requirements: To receive a Manufacturing Leadership Career Studies Certificate you must complete 14 credits of the listed courses.

Course		Credit
IND 181	World Class Manufacturing	3
IND 137	Teamwork and Problem Solving	3
IND 235	Statistical Quality Control	3
PSY 126	Psychology for Business & Industry	3
IND 298	Capstone Project	2
Total Credits		14

Medical Terminology

Occupational Objective: The Career Studies Certificate in Medical Terminology is an employment option for clerk-typists and stenographers planning to seek employment as a medical records specialist in a medical facility, such as a hospital, medical clinic, or physician's office. Those entering the program should be proficient in typing and general secretarial skills or in the process of acquiring these skills. The program is structured within the following courses:

Lecture	Lab	Course	Hours	Hours	Credit
HLT 143		Medical Terminology I	3	0	3
HLT 144		Medical Terminology II	3	0	3
PSY 126		Psychology for Business and Industry	3	0	3
Total Credits			9		

Nurse Aide

Occupational Objective: The Nurse Aide is capable of working under the supervision of a licensed nurse in caring for residents of a long term health care facility or to work under limited supervision in the home. In either situation, the Nurse Aide will use basic skills in observation, communication, reporting, and assisting in maintaining a safe, clean environment for the patient. This program includes training in the following areas:

1. Orientation
2. Social, emotional, and spiritual needs
3. Communications and interpersonal relationships
4. Anatomy and physiology
5. Personal care
6. Nutrition and patient feeding
7. Activity and exercise
8. Safety and infection control
9. Admission, transfer, and discharge
10. Observation, charting, and reporting
11. Death and dying

The program is structured within the following courses:

Lecture	Lab	Course	Hours	Hours	Credit
NUR 25		Nursing Assistant	2	4	3
NUR 27		Nursing Assistant Advanced	2	3	3
NUR 98		Seminar and Project	2	2	3
Total Credits			9		

Pharmacy Technician

Occupational Objectives: Pharmacy technicians work in hospital, retail, home health care, nursing home, clinic, nuclear medicine, and mail order prescription pharmacies. Pharmacy technicians have been employed with medical insurance, medical computer software, drug manufacturing, drug wholesale, and food processing companies, and as instructors in pharmacy technician training programs. Currently, hospital, home health care, and retail pharmacies hire the majority of technicians.

Admissions Requirements: In addition to the general admission requirements established for the College, entry into this program requires:

1. A high school diploma or a State approved equivalent education.
2. Acceptable admissions test scores or satisfactory completion of required developmental studies courses.
3. A personal interview with an admissions interview team. See note below.
4. A physician's report of good physical and mental health.

(The required health certificate form will be provided by the College and may be completed by a physician of your choice.)

Note: The Pharmacy Technician program is an academically rigorous program and there are more applicants than available seats in the program. Therefore, admission is on a selective basis, not first-come, first-served. The selection process considers the student's academic background as well as the timely and successful completion of Developmental Studies requirements.

Approximately one-half of the class will be selected by August of each year from those applicants meeting the second admissions requirement before January 1 and interviewed during February or March. The remaining spots in the class will be filled during June from those applicants meeting the second requirement before May 16.

Re-admission Requirements: Students wishing to be re-admitted to the program will follow the same procedures outlined above. Once a student is readmitted, there are additional requirements regarding repetition of previous coursework. A copy of these additional requirements may be obtained from the Workforce Services Department following readmission.

Program Requirements: To receive a Certificate in the Pharmacy Technician Career Studies program, you must complete a minimum of 24 credits with a grade point average of 2.00 or better. The credits are distributed according to the following outline:

Lecture	Lab	Course	Hours	Hours	Credit
	MTH 126	Math for Allied Health	3	0	3
	HTL 143	Medical Terminology I	3	0	3
	HLT 250	General Pharmacology	3	0	3
	HLT 261	Basic Pharmacy I	3	0	3
	HLT 263	Basic Pharmacy Lab.	0	2	2
	HTL 144	Medical Terminology II	3	0	3
	SPD 126	Interpersonal Communication	3	0	3
	HLT 290	Pharmacy Technician Lab./ Clinical Practice	1	15	4
	AST 114	Keyboarding/Info. Processing	1	0	1
	AST 115	Keyboarding/Info.Process Lab.	0	2	1
		Total Credits			26

Building Construction Trades

Purpose: The career studies program in Building Construction Trades is designed to help entry-level employees in construction-related trades obtain job specific knowledge and skills to improve their work performance and career status within the industry. The curriculum provides an understanding of the common principles and practices of the modern construction industry, as well as specific knowledge and skills in a trade area selected by the student. Five specializations are available: Electrical, HVAC, Plumbing, Carpentry and Masonry. The courses contained in these programs are applicable to fulfilling the related education requirements that are prerequisite to taking the Journeyman or Master Certification tests. Information on specific trade certification requirements may be obtained from the National Assessment Institute (NAI), Toll-Free in Virginia 1-800-356-3381.

Occupational Objectives: Opportunities for employment and license as a Journeyman or Master's Level Tradesman in the areas of Electrical, HVAC, Plumbing, Carpentry and Masonry fields.

Admission Requirements: Admission to the Building Construction Trades Career Studies Certificate Program is based upon the general requirements for admission to the college. Deficiencies in general education may require enrollment in Developmental Studies. The student is expected to select one of the available program options during admission and registration.

Program Requirements: Students entering any of the options must complete the three general education core courses as listed and all courses included in each option.

Course				Credit
MTH 103 Applied Technical Math				3
BLD 111 Blueprint Reading				3
SAF 120 Safety & Health Standard Regulations and Codes				3
Lecture Lab Course	Hours	Hours	Hours	Credit
ELE 110 Home Electric Power	2	2		3
ELE 133 Practical Electricity	2	2		3
ELE 134 Practical Electricity	2	2		3
ELE 131 National Electrical Code	3	0		3
ELE 216 Industrial Electricity	2	2		3
ELE 156 Electrical Control System	2	2		3
total Minimum Credits	13	10		18
AIR 121 A/C & Refrigeration I	2	2		3
AIR 122 A/C & Refrigeration I	2	2		3
AIR 123 A/C & Refrigeration III	2	2		3
AIR 154 Heating System	2	2		3
AIR 158 Mechanical	2	0		2
AIR 117 Metal Layout	1	6		3
Total Minimum Credits	11	14		17
BLD 20 Introduction to Plumbing	1	2		2
BLD 25 Analysis & Troubleshooting/Plumbing	2	2		3
BLD 195 Plumbing I	3	0		3
BLD 195 Plumbing II	3	0		3
BLD 195 Plumbing III	3	0		3
BLD 195 Plumbing IV	3	0		3
BLD 195 Plumbing V	3	0		3
Total Minimum Credits	18	4		20
BLD 131 Carpentry Framing I	3	4		5
BLD 132 Carpentry Framing II	3	4		5
BLD 133 Carpentry Framing III	3	4		5
BLD 134 Carpentry Framing IV	3	4		5
Total Minimum Credits	12	16		20
BLD 126 Basic Carpentry Principles	2	2		3
BLD 146 Form Work & Concrete Theory	2	2		3
BLD 147 Principles of Block and Bricklaying	1	2		3
BLD 181 Intro to Concrete Constr.	2	2		3
BLD 183 Reinforcing Concrete and Patented Forms	3	0		3
Total Minimum Credits	10	8		15