

## Culinary Arts

### Cooperative Career Studies Certificate

Dual Enrollment with Washington County Career & Technical Education Center, Smyth County Career & Technical Education Center, and Virginia High School Only

Students must meet enrollment and eligibility requirements for the Dual Enrollment Sites listed above. Contact centers directly for enrollment information.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
HRI 106	Principles of Culinary Arts I	3	0	3
HRI 107	Principles of Culinary Arts II	3	0	3
HRI 128	Principles of Baking	2	3	3
HRI 158	Sanitation and Safety	3	0	3
<b>Total Credits for Career Studies Certificate</b>		<b>11</b>	<b>3</b>	<b>12</b>

## Industrial Supervision

### Career Studies Certificate

Program Coordinator: Ben Bullen • bbullen@vhcc.edu • 276-739-2452

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
PSY 120	Human Relations	3	0	3
BUS 200	Principles of Management	3	0	3
BUS 241	Business Law I	3	0	3
CST 100	Principles of Public Speaking	3	0	3
MKT 100	Principles of Marketing	3	0	3
SAF 127	Industrial Safety	2	0	2
<b>Total Credits for Career Studies Certificate</b>		<b>17</b>	<b>0</b>	<b>17</b>

## Small Business Management

### Career Studies Certificate

Program Coordinator: Ben Bullen • bbullen@vhcc.edu • 276-739-2452

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
MKT 100	Introduction to Marketing	3	0	3
BUS 100	Introduction to Business	3	0	3
BUS 200	Principles of Management	3	0	3
BUS 241	Business Law I	3	0	3
BUS 295	NX Level for Entrepreneurs	3	0	3
<b>Total Credits for Career Studies Certificate</b>		<b>15</b>	<b>0</b>	<b>15</b>

## Retail Management

### Career Studies Certificate

Program Coordinator: Ben Bullen • bbullen@vhcc.edu • 276-739-2452

Length: Two Semesters

**Purpose:** Designed for the retail industry, the Career Studies Certificate in Retail Management provides successful students with the knowledge, skills and competency required for managerial success.

**Occupational Objectives:** Managers, Assistant Managers and Department Managers.

**Admission Requirements:** A student eligible for admission to the College can normally be considered for admission to the Retail Management Certificate.

**Program Requirements:** The curriculum will include technical, industrial, and behavioral management courses that will prepare students for future success in a management career. Upon completion of the program, students are awarded the Career Studies Certificate in Retail Management.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>First Semester</b>				
ITE 119 or ITE 152	Information Literacy or Introduction to Digital and Information Literacy and Computer Applications	3	0	3
MKT 100	Principles of Marketing	3	0	3
AST 205	Business Communication	3	0	3
BUS 205	Human Resource Management	3	0	3
<b>Total</b>		<b>12</b>	<b>0</b>	<b>12</b>
<b>Second Semester</b>				
BUS 200	Principles of Management	3	0	3
BUS 201	Organizational Behavior	3	0	3
FIN 215	Financial Management	3	0	3
MKT 216	Retail Management	3	0	3
<b>Total</b>		<b>12</b>	<b>0</b>	<b>12</b>
<b>Total Credits for Career Studies Certificate</b>				<b>24</b>