

Workforce Development & Continuing Education

Continuing Education Courses

Listed below are classes offered by Workforce Development & Continuing Education that are not part of a Career Studies Certificate. Some classes may be offered only when requested by a specific employer or for an identified community need.

Health

HLT 105	CPR (American Heart Association)	1 credit
HLT 106	First Aid and Safety (American Red Cross)	2 credits
HLT 195	Standard First Aid (American Red Cross)	1 credit

Career Studies Certificates

Length: Variable for part-time Continuing Education students.

Normally equivalent to one semester of full-time community college work as an evening program. All of the courses in a Career Studies Certificate program will not be offered in a single semester.

Purpose: These certificate programs are designed as a response to needs identified by employers to upgrade skills of employees. The programs provide an opportunity for adults to investigate career possibilities or specialized interests. Some programs may be offered only when requested by a specific employer or for an identified community need.

Career Studies Program Options:

- American Sign Language
- Automotive Technology (NVS)
- Culinary Arts (NVS)
- Fire Science Technology
- Nurse Aide

Admission Requirements: Student must meet general admission requirement established by the College.

Program Requirements: The Career Studies Certificate curricula includes selected specialized courses that are designed as distinct “mini-curricula” to meet minimum occupational and adult interest requirements. Upon satisfactory completion of a particular program option with a C average, the graduate will contact Workforce Development & Continuing Education and apply to receive a Certificate in Career Studies with the appropriate specialization. Not eligible for graduation honors. Twenty-five percent of courses must be taken at home institution.

Program Conditions: Career Studies Program Options will be developed and implemented as community needs are identified and institutional resources permit. Normally courses in the various programs may be offered when all the following conditions are met: (1) justifiable student enrollment, (2) adequate facilities, (3) qualified instructors, and (4) adequate financial resources. The flexibility of the program option approach provides for the activation or the deactivation of program options depending upon the above factors.

American Sign Language

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
ASL 101	American Sign Language I	3	0	3
ASL 102	American Sign Language II	3	0	3
ASL 125	History & Culture of the Deaf Community I	3	0	3
ASL 201	American Sign Language III	3	0	3
ASL 202	American Sign Language IV	3	0	3
INT 130	Interpreting: An Introduction to the Profession	3	0	3
Total		18	0	18

Fire Science Technology

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FST 100	Principles of Emergency Service	3	0	3
FST 110	Fire Behavior and Combustion	3	0	3
FST 210	Legal Aspect of Fire Service	3	0	3
FST 115	Fire Prevention	3	0	3
FST 120	Occupational Health and Safety	3	0	3
FST 205	Fire Protection Hydraulics and Water Supply	3	0	3
FST 220	Building Construction for Fire Protection	3	0	3
FST 235	Strategy and Tactics	3	0	3
Total		24	0	24

Nurse Aide

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester (Fall)				
HLT 105	CPR	1	0	1
HCT 101	^{1,2} Health Care Tech I	3	0	3
HCT 102	^{1,2} Health Care Tech II	1	6	3
PSY 230	Developmental Psychology	3	0	3
Total		8	6	10
Second Semester (Spring)				
HLT 261	³ Basic Pharmacy I	3	0	3
ITE 115 or 119	Intro. to Computer Applications Information Literacy	3	0	3
HUM EEE	Recommendations: REL 230, MUS 121, or ART 201	3	0	3
Total		9	0	9

Total Minimum Credits for the Nurse Aide CSC **19**

Footnotes:

1. Approved by the Virginia Board of Nursing and prepares you to take the Nurse Aid licensure exam.
2. Criminal background may prevent you from participating in required clinical work.
3. Approved by the Board of Pharmacy and meets the requirements set forth by the Virginia Board of Pharmacy Regulation. You will be eligible to take the Pharmacy Technician Certification Exam.