FALL CATALOG

Centura COLLEGE
ALLIED HEALTH & TRADES

2023

Vol. 12. Edited: June 6, 2023. Publication Date: June 12, 2023. Effective Date: July 17, 2023.

With knowledge, comes great power. Learn responsibly.

The photographs in this catalog may be of industry and are not necessarily representative of the campus facilities.

This catalog is predominately distributed electronically by the Centura College brand to conserve resources and can be found at www.CenturaCollege.edu. However, a printed copy may be obtained by contacting Centura College.

LETTER FROM THE PRESIDENT

Introduction

Congratulations on your decision to pursue a higher education at Centura College. Founded in 1969, our institution is steeped in a tradition of career education and workforce development. Our programs are designed with an experienced group of industry leaders to make sure that we are preparing students for today's workplace, and our campuses are custom-built to support budding professionals within the industries we serve.

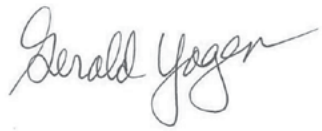
I am particularly proud of our faculty, who will be teaching you over the following semesters of your education. Our faculty members are hand-selected from the workforce, and are seasoned veterans from the industry for which you are preparing. In order to teach at our institution, faculty members are required not only to have the appropriate academic background, but also years of professional work in business and industry. Your instructors throughout your program will bring wisdom, guidance, and practical scenarios directly from the workplace, assuring that you will be prepared both theoretically and practically to become a professional within your chosen career field.

Our campuses benefit from relationships with local hospitals, offices, and businesses who employ our graduates. As you near graduation, you will work one-on-one with a Career Services Coordinator who will help you explore job opportunities that fit your interest. I also think you'll appreciate our campus facilities, which include a Veterans Center, a Student Lounge, an innovative Learning Resource Center, hands-on laboratories that simulate the working environment, a variety of technological resources, and several other features that are designed for your success.

I'm glad you have chosen to join our academic community, and I look forward to watching you develop your career within our institution.

Welcome to Centura College.

I hereby certify that the contents of this catalog are true and correct to the best of my knowledge.



Sincerely,
Gerald W. Yagen, President

TABLE OF CONTENTS

MISSION STATEMENT

Centura College helps adult students gain the skills and attitudes necessary for a meaningful entry-level career position. We strive to be responsive to the needs of our students, as well as businesses, industries, and government. We are committed to high academic standards in all curricular offerings, and we are dedicated to providing the services that support our students' efforts to succeed.

CORE EDUCATIONAL OBJECTIVES

Centura College is dedicated to the success of our students from the moment they enroll, through the academic process, and into their professional lives after graduation. Our core educational objectives guide our support of student success throughout the process.

We provide quality academic programs and student support services through innovative delivery methods, in order to support students' successful educational achievement, graduation, professional certification where applicable, and employment within today's marketplace.

We support graduates' transition into entry-level professional positions within their fields of study, encouraging them to positively influence their employers, their professional industry, and their local communities.

We rely upon experienced and engaging faculty to provide an excellent educational experience to a wide array of students, benefitting from the faculty's direct experience within the professional workplace.

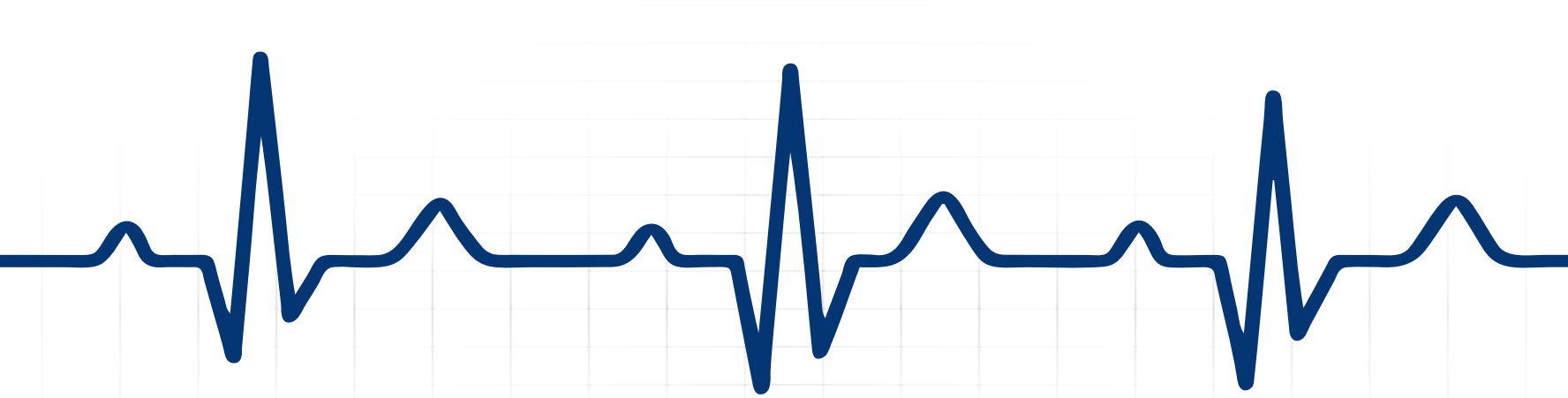
We teach students to develop sound financial literacy and strong fiscal decision-making as they complete their academic programs, enter the workforce, and take control of their financial futures.

We encourage personal development, interpersonal skills, and commitment to community and personal ethics, so students grow to become not only more skilled professionals but also better human beings.

INSTITUTIONAL HISTORY

Our organization was founded in 1969 as an agency dedicated to workforce development and career training. Founding President Gerald Yagen formed Employment Services, Inc. in Norfolk, Virginia to provide contemporary employment services to those in need of careers throughout Southeastern Virginia. His employment agency thrived through the 1970s, and in 1982, he founded The Electronics Institute of Technology, a post-secondary institution that provided electronics, computer, and office administration training to those seeking to enhance their career potential. In the mid-1980s, Inc. Magazine selected the organization as one of the 500 fastest growing privately held companies in America.

Though The Electronics Institute of Technology originally offered technological training for the contemporary office setting, the main campus moved to a larger facility in Virginia Beach in 1986 and began expanding its program offerings. The institution developed additional academic programs for educating students in healthcare, legal, business, computer networking, and other technical areas, and expanded to additional branch campuses in Norfolk and Newport News in 1987, as well as building a new Home Office location in Virginia Beach in 1988. Due to this expansion of technical program areas and locations throughout Southeastern Virginia, the school changed its name to Tidewater Tech in 1989, and added an additional branch location in Chesapeake in 1995.



1982

The Electronics Institute of Technology, was founded by Gerald Yagen.

1986

The Electronics Institute of Technology began expanding its program offerings.

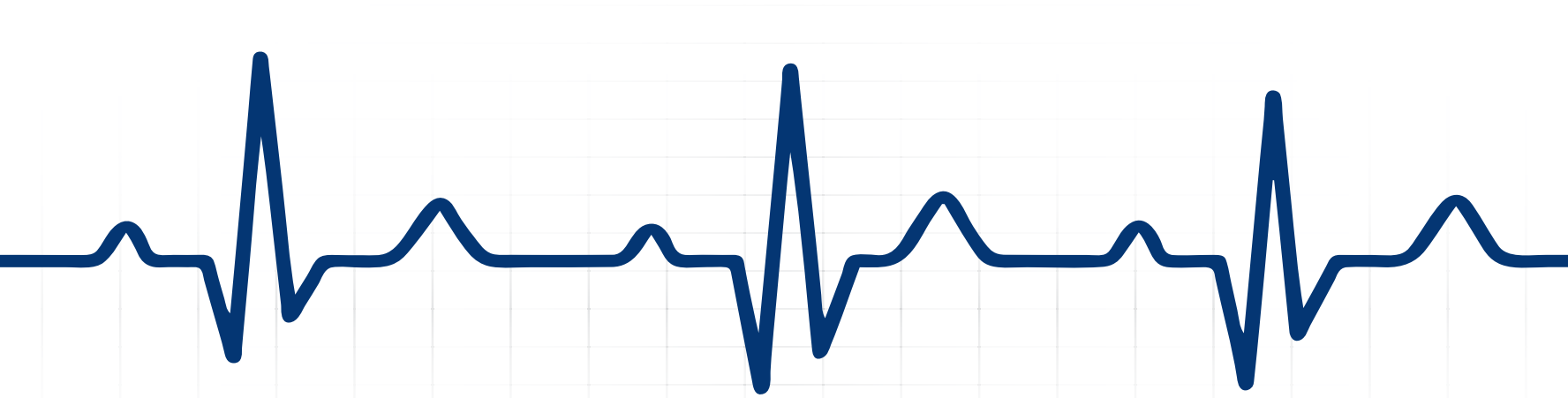
1989

The Electronics Institute of Technology changed its name to Tidewater Tech.

WHERE IT ALL STARTED

The institution launched a second school group named Beta Tech, opening a campus in Petersburg, Virginia in 1992. The Petersburg location moved to an expanded campus in Richmond in 1995, focusing on nursing, dental assisting, medical assisting, and other allied health programs.

The schools continued to grow and develop, adding degree programs at all campuses to better prepare graduates with expanded academic credentials. As the schools added degree programs, the school systems merged under one new name in 2008: Centura College. Centura College continues to provide certificate, diploma and degree programs to students in Virginia preparing them for careers within the contemporary workforce. In 2022, the Chesapeake campus was designated as the main campus.



1992

The institution launched a second school group, Beta Tech.

2008

The school systems merged under one new name, Centura College.

2020

Centura College continues to provide training to students with the addition of a number of skilled trades program.

CAMPUS FACILITIES AND LOCATIONS

Each Centura College campus is custom-designed to serve the needs of students within the individual training programs offered at the campus. Each year, our Program Advisory Committees from all of the disciplines we serve survey our campus space, equipment, training aids, learning resource center, and all other aspects of the campus to provide input and guidance on the ways in which we can improve our learning space for students. Furthermore, our campuses are visited on an ongoing basis to assure that we are serving our students by maintaining high standards for space, equipment, technology, and campus life.

FACILITIES

LEARNING SPACES

Each campus features authentic laboratory space to support our hands-on educational process, as well as contemporary classroom space to optimize the learning experience. Our campuses are Wi-Fi enabled, so students can learn with a variety of academic technologies, and the technical laboratories are equipped with technical training aids, similar to those used within the business-working environment.

Lecture halls are designed to accommodate a maximum of 35 students, and laboratory spaces are designed to accommodate a maximum of 25 students. Computer laboratories provide one computer per student. All buildings are air conditioned, carpeted where appropriate, and lighted by modular lighting systems. Buildings are accessible to those with physical limitations, including parking spaces designated as disability parking.

LEARNING RESOURCE CENTER - LRC

The institution subscribes to the Library Information Resources Network (LIRN) for Internet-based library services. These services provide expansive online resources from the InfoTrac Search Bank, including:

Business and Company Resource Center with PROMT

Custom Newspapers including Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference, Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and Student Resource Center-Gold

ProQuest Direct: Psychology Journals

The Electric Library (Selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast)

Bowker's Books in Print

Each campus also provides a variety of print publications as recommended by faculty and Program Advisory Committee members based on the academic programs offered at the location.

VETERANS CENTER AND STUDENT LOUNGE

Each campus offers a variety of spaces for students to use for recreation, relaxation, studying, and enjoying student life. Most campuses provide a Veterans Center, designed to promote a healthy learning experience for military veterans from all branches, offering comfortable furniture and veteran services to those who served our country. A student lounge is open to all students for relaxation between and after classes. Vending machines are available for student use. Smoking is not permitted in these areas or elsewhere in the school buildings, but smoking is permitted in designated areas outside the school building.

LOCATIONS

CHESAPEAKE, VA

932 Ventures Way,
Chesapeake, VA 23320
(757) 549-2121

The Chesapeake Main campus occupies over 27,000 square feet of space between two buildings. The campus features one large computer lab, three medical assisting labs, each of which simulate a clinical environment, a Limited-Scope Radiologic Technology laboratory, two massage therapy laboratories and a massage clinic that features six spa treatment rooms. Additionally, the Chesapeake campus features four Professional Esthetician labs, eleven lecture orientated classrooms, two student lounges, a Career Services center, an Online Learning Center, and a Learning Resource Center, all of which are for both students and alumni.

COMMITMENT TO COMMUNITY

NORFOLK, VA

7020 N. Military Highway,
Norfolk, VA 23518
(757) 853-2121

The Norfolk Branch Campus occupies over 24,000 square feet of space on one floor. The campus features five computer laboratories, three fully equipped medical labs, two Construction Electrician labs, one Carpentry Lab, one Wind Turbine Lab, two dental labs with seven operatories, a panoramic x-ray room and dark room, one large dental materials lab with dry and wet workstations, and 11 lecture rooms.

Centura College Norfolk campus is a branch campus of Centura College Chesapeake.
932 Ventures Way, Chesapeake, VA 23320

COMMITMENT TO COMMUNITY

NEWPORT NEWS, VA

616 Denbigh Boulevard,
Newport News, VA 23608
(757) 874-2121

The Newport News Branch Campus occupies over 32,000 square feet of space between two buildings. The campus features student wi-fi access, 4 computer laboratories, 16 lecture halls, 3 medical labs simulating a doctor's office, 2 massage therapy labs, 2 massage therapy clinics, as well as 2 HVAC laboratories. The campus also houses an Events Room, a Campus Life Center, and a Veterans Affairs Center.

Centura College Newport News campus is a branch campus of Centura College Chesapeake.
932 Ventures Way, Chesapeake, VA 23320

LOCATIONS

RICHMOND, VA

7914 Midlothian Turnpike,
North Chesterfield, VA 23235
(804) 330-0111

The Richmond Branch Campus includes approximately 23,000 square feet of space. The campus features 14 lecture Classrooms, computer labs and a resource learning center. Additionally, the campus includes medical laboratories that simulate a medical facility as well as laboratories for welding, HVAC, and electrical simulations. The HVAC labs house modern electrical and refrigeration trainers that can simulate real-life scenarios.

Centura College Richmond campus is a branch campus of Centura College Chesapeake.
932 Ventures Way, Chesapeake, VA 23320

LOCATIONS

VIRGINIA BEACH, VA

2697 Dean Drive,
Virginia Beach, VA 23452
(757) 340-2121

The Virginia Beach Branch Campus occupies over 24,000-square feet with two floors, housing all residential classes and administrative, recruitment, and student support functions of the school. The administrative offices are located on the first floor along with one lecture room, Veterans Center, staff lounge, student lounge, event room, and the LRC. The second floor has educational staff offices, seven lecture rooms, two medical labs (one simulating a hospital room and one simulating a doctor's office), and PearsonVue testing center. The second floor also houses staff and student lounges.

Centura College Virginia Beach campus is a branch campus of Centura College Chesapeake.
932 Ventures Way, Chesapeake, VA 23320

PROGRAMS AND COURSES BY CAMPUS

VIRGINIA BEACH, VA

- Associate of Applied Science Degree in Biomedical Equipment Technology †
- Associate of Occupational Science Degree in Medical Assisting with a Concentration in Clinical Support †
- Heating, Ventilation, and Air Conditioning Diploma
- Medical Assistant Diploma †
- Medical Assistant with Limited Scope Radiologic Technology Diploma †

NORFOLK, VA

- Associate of Occupational Science Degree in Medical Assisting with a Concentration in Clinical Support †
- Carpentry Diploma
- Construction Electrician Diploma
- Dental Assistant Diploma †
- Medical Assistant Diploma †
- Medical Assistant with Limited Scope Radiologic Technology Diploma
- Medical Billing and Coding Diploma †
- Wind Turbine Technician Diploma

CHESAPEAKE, VA

- Bachelor of Science Degree in Business with a Concentration in Allied Health Management †
- Bachelor of Science Degree in Business with a Concentration in Operations Management (100% online)
- Associate of Applied Science Degree in Business with a Concentration in Management (100% online)
- Associate of Occupational Science Degree in Medical Assisting with a Concentration in Clinical Support †
- Massage Therapy Diploma †
- Master Esthetician Diploma †
- Medical Assistant Diploma †
- Medical Assistant with Limited Scope Radiologic Technology Diploma
- Professional Esthetician Diploma †
- Solar Technician Diploma

PROGRAMS AND COURSES BY CAMPUS

NEWPORT NEWS, VA

Combination Welding Diploma
Heating, Ventilation, and Air Conditioning Diploma
Massage Therapy Diploma †
Medical Assistant with Limited Scope Radiologic Technology Diploma
Medical Assistant Diploma †

NORTH CHESTERFIELD, VA - RICHMOND

Combination Welding Diploma
Construction Electrician Diploma
Heating, Ventilation, and Air Conditioning Diploma
Medical Assistant Diploma †

Not all programs available at all locations.

† Program is currently approved to offer via hybrid delivery and some online coursework may be utilized.

CONNECTING YOU

BACHELOR OF SCIENCE DEGREE IN BUSINESS WITH A CONCENTRATION IN ALLIED HEALTH MANAGEMENT

80 WEEKS/ 19 MONTHS*

The Allied Health Management concentration offers a strong core of leadership, technology, and finance courses, while it focuses on advanced coursework in community health and medical office team management. The program also offers a range of general education courses to support students' written and verbal communication, analytical skills, problem solving, and research ability. This concentration will help health care professionals prepare for advancement and management within their environments.

Upon successful completion of this concentration, students are prepared for career opportunities within hospitals, dental or medical clinics, billing and coding departments, and other divisions of medical facilities.

COURSE NAME	CREDIT HOURS
BU 3320 Organizational Development for Managers	3.0
BU 3350 Law, Ethics, and Labor Relations	3.0
BU 4320 Strategic Management	3.0
BU 4340 Economic Principles	3.0
BU 4390 Operations Management Capstone	3.0
BU 4396 Operations Management Case Study	3.0
AH 3300 The Healthcare Industry	3.0
AH 3320 Healthcare Management	3.0
AH 3340 Intro to Community Health	3.0
AH 4310 Human Resource Administration	3.0
AH 4360 Financial Management	3.0
AH 4361 Managerial Accounting	3.0
IT 3375 Advanced Computer Applications	3.0

Students will take 21.0 Credit hours from the following General Education courses, assuring at least one course is taken in each of these areas: quantitative analysis, written communication, oral communication, and social sciences. Not all electives are available at all campuses.

GE 3300 Modern Sociological Studies	3.0
GE 3301 Social Psychology	3.0
GE 3310 Speech and Communication Strategies	3.0
GE 3320 Statistics	3.0
GE 3330 Environmental Science	3.0
GE 3340 Historical Movements in Art	3.0
GE 3341 Historical Movements in Classical Music	3.0
GE 4300 Politics, Popular Culture, and Public Policy	3.0
GE 4301 Modern Global History	3.0
GE 4310 Advanced Expository Writing	3.0
GE 4330 Regional Geography of the World	3.0

60 TOTAL

**** The approved length of the program is 120 total credits and 34 months. The Allied Health Management concentration is a hybrid program offered at the Chesapeake campus. This includes 60 credits accepted as transfer credits and the above 60 credits taught 100% online.***

DEGREE PROGRAMS

BACHELOR OF SCIENCE DEGREE IN BUSINESS WITH A CONCENTRATION IN OPERATIONS MANAGEMENT

80 WEEKS/ 19 MONTHS*

The Operations Management concentration prepares students for employment as a manager or supervisor in the contemporary workplace within their field. This program balances technical, occupational, and general education courses that provides a well-rounded education for our students. The student receives instruction in project management, finance, and leading office software to create spreadsheets, slide shows, and other visual aids. The occupationally related section of the program is designed to teach the student the language of business and provide them with the knowledge they will need to solve business problems with innovative solutions. The student will take courses in ethics, finance, marketing, project management, economics, report writing, decision-making, eBusiness, international business, group dynamics, entrepreneurship, quantitative analysis, cultural diversity, organizational development, and strategic management.

Operations Managers play a key role in contributing to an organization's profitability and viability. The role of an Operations Manager can vary widely depending on the industry and size of the organization. As a company's needs change, it is the individuals who are interested in management and career advancement in business that gain a distinct competitive advantage.

COURSE NAME	CREDIT HOURS
BU 3320 Organizational Development for Managers	3.0
BU 3340 International Business	3.0
BU 3342 Marketing Approaches in the 21st Century	3.0
BU 3350 Law, Ethics, and Labor Relations	3.0
BU 4310 Human Resource Management	3.0
BU 4320 Strategic Management	3.0
BU 4340 Economic Principles	3.0
BU 4350 Project Management	3.0
BU 4360 Financial Management	3.0
BU 4370 Quantitative Analysis	3.0
BU 4390 Operations Management Capstone	3.0
BU 4396 Operations Management Case Study	3.0
IT 3375 Advanced Computer Applications	3.0

Students will take 21.0 Credit hours from the following General Education courses, assuring at least one course is taken in each of these areas: quantitative analysis, written communication, oral communication, and social sciences. Not all electives are available at all campuses.

GE 3300 Modern Sociological Studies	3.0
GE 3301 Social Psychology	3.0
GE 3310 Speech and Communication Strategies	3.0
GE 3320 Statistics	3.0
GE 3330 Environmental Science	3.0
GE 3340 Historical Movements in Art	3.0
GE 3341 Historical Movements in Classical Music	3.0
GE 4300 Politics, Popular Culture, and Public Policy	3.0
GE 4301 Modern Global History	3.0
GE 4310 Advanced Expository Writing	3.0
GE 4330 Regional Geography of the World	3.0

60 TOTAL

**** The approved length of the program is 120 total credits and 34 months. The Operations Management concentration is a fully distance education program offered at the Chesapeake campus. This includes 60 credits accepted as transfer credits and the above 60 credits taught 100% online.***

DEGREE PROGRAMS

ASSOCIATE OF APPLIED SCIENCE DEGREE IN BIOMEDICAL EQUIPMENT TECHNOLOGY

65 WEEKS/15 MONTHS

The Biomedical Equipment Technology (BMET) program prepares students for entry-level employment within the field of healthcare technology management. Students have the opportunity to learn specialized skills necessary to install, inspect, maintain, repair, calibrate, modify, and design biomedical equipment and support systems, to adhere to medical standards and guidelines. The BMET program allows students to gain the proper knowledge and skill levels to earn employment as a biomedical equipment technician, biomedical equipment support specialist, biomedical engineering specialist, medical systems technician, field service engineers, or other entry-level role related to the biomedical equipment maintenance field.

While in school, students have the ability to learn the fundamentals of medical equipment maintenance, medial and electronic terminology, safety codes and regulations, and basic instrumentation device theory and operation. The education offered in the program will be rounded out with general education courses in communication, mathematics, psychology, ethics, and physics. This balanced learning approach provides the student with the ability to gain an appropriate skill set to help cultivate future biomedical equipment technicians.

The healthcare technology management department, as well as other third-party independent service organizations, desire both the skills of our graduates and the professional skills, attention to detail, commitment to safety, ability to follow procedures and document processes, and interpersonal soft skills that we teach within the program. The program concludes with an externship course, which focuses on hands-on application of the knowledge and skills acquired for maintaining a healthcare facility's patient care and medical staff equipment. Students are eligible to become employed in positions that relate to the educational and training objectives of the program, including:

Servicing, repairing, calibrating, and modifying biomedical equipment
Troubleshoot and repair general/low-risk equipment
Examining replacement parts for defects
Using maintenance manuals in the efforts to make repairs
Perform scheduled maintenance and safety testing
Assure inspections performed in accordance with requirements and standards
Keeping records of maintenance and repair work and logs of all inspections, discrepancies, replacements, check lists
Conducting specified periodic inspections of biomedical equipment

COURSE NAME	CREDIT HOURS
BMET 1010 Introduction to Biomedical Equipment Technology	3.0
BMET 1020 Electronics: Basic AC/DC Circuits	3.0
BMET 1030 Safety, Regulations, and Security	3.0
BMET 1025 Electronics: Devices and Circuits	3.0
BMET 1040 Anatomy and Physiology Fundamentals	3.0
BMET 1050 Fluid Dynamics	3.0
BMET 1060 Computer Systems and Networking	3.0
BMET 1070 Chemistry Essentials	3.0
BMET 1080 Technical Writing and Reporting	3.0
BMET 2010 Instrumentation: Diagnostic Devices	3.0
BMET 2020 Instrumentation: Imaging Devices	3.0
BMET 2030 Instrumentation: Treatment Devices	3.0
BMET 2040 Instrumentation: Laboratory Equipment	3.0
BMET 2050 Biomedical Equipment Technology Externship	3.0
CD 1500 Success in College and the Workplace	3.0

Students will take 15 credit hours from the following General Education courses, assuring at least one course is taken in each of these areas: quantitative analysis, written communications, oral communications, and social sciences. Not all electives are available at all campuses.

GE 1300 Critical Cognition	3.0
GE 1310 English Composition	3.0
GE 1311 Communication Studies	3.0
GE 1312 Communications	3.0
GE 1320 Mathematics	3.0
GE 2300 Psychology	3.0
GE 2301 Sociology	3.0
GE 2302 Human Factors in Behavior and Performance	3.0
GE 2310 Comparative Literature	3.0
GE 2325 College Algebra	3.0
GE 2330 Physical Science	3.0
GE 2335 Physics	3.0
GE 2340 Logic and Ethics	3.0

60 TOTAL

DEGREE PROGRAMS

ASSOCIATE OF APPLIED SCIENCE DEGREE IN BUSINESS WITH A CONCENTRATION IN MANAGEMENT

65 WEEKS/15 MONTHS

Centura College's Associate of Applied Science Degree in Business prepares students for entry-level careers and opportunities within the contemporary business workplace. The core curriculum of the program teaches business technologies and software, along with financial, managerial, and leadership principles.

Management Concentration

The Management concentration is designed to provide the student with the skills and knowledge they will need to compete in today's business marketplace. This program prepares the student with basic business skills, management techniques, and administrative practices associated with the contemporary business and technical environment. As a member of a management team, they may be responsible for ensuring that other employees of the organization and its customers receive satisfactory service and quality; answer customers' questions and handle complaints; oversee the work of associates; provide day-to-day oversight of a department; and establish and implement policies, goals, objectives, and procedures.

Management students will be trained in the language of business with courses in management, accounting, sales and retail management, marketing, human resources, international business, business plan development and customer service. The student will be trained in basic computer literacy while learning some of the most popular software packages in word processing, spreadsheets, database management, and presentations. Upon successful completion, students are prepared for career opportunities as an office manager, assistant store manager, assistant store manager, department manager, customer service manager, retail store manager, and many other entry-level management positions.

COURSE NAME	CREDIT HOURS
BU 1320 Business Foundations	3.0
BU 1330 Principles of Management	3.0
AC 1340 Accounting I	3.0
AC 2322 Computerized Accounting	3.0
BU 2302 Business Law	3.0
BU 2330 Sales and Retail Management	3.0
BU 2340 Principles of Marketing	3.0
BU 2350 Human Resource Management	3.0
BU 2360 Customer Service	3.0
BU 2370 Introduction to Economics	3.0
BU 2380 Introduction to International Business	3.0
BU 2390 Business Plan Development	3.0
IT 1330 Computer Applications	3.0
IT 2320 Database Management	3.0
CD 1500 Success in College and the Workplace	3.0

Students will take 15 credit hours from the following General Education courses, assuring at least one course is taken in each of these areas: quantitative analysis, written communications, oral communications, and social sciences. Not all electives are available at all campuses.

GE 1300 Critical Cognition	3.0
GE 1310 English Composition	3.0
GE 1311 Communication Studies	3.0
GE 1312 Communications	3.0
GE 1320 Mathematics	3.0
GE 2300 Psychology	3.0
GE 2301 Sociology	3.0
GE 2302 Human Factors in Behavior and Performance	3.0
GE 2310 Comparative Literature	3.0
GE 2325 College Algebra	3.0
GE 2330 Physical Science	3.0
GE 2340 Logic and Ethics	3.0

60 TOTAL

This program is taught 100% online at the Chesapeake campus.

DEGREE PROGRAMS

ASSOCIATE OF OCCUPATIONAL SCIENCE DEGREE IN MEDICAL ASSISTING WITH A CONCENTRATION IN CLINICAL SUPPORT

65 WEEKS/15 MONTHS*

The Medical Assisting with a Concentration in Clinical Support program prepares students for entry-level employment in the medical support field. The program provides the student with the opportunity to gain knowledge and skills to become employed as a medical assistant working in physicians' office, office and hospital laboratories, urgent care centers and other health care facilities.

Students will be presented with information focusing on the skills necessary for clinical and administrative tasks performed in the medical assistant field. The program allows students the ability to gain the skills necessary to take vital signs, perform medical laboratory procedures, clinical procedures, injections, and assist physicians with in-office examinations. Additionally, students will learn the fundamentals of medical terminology, anatomy and physiology, medical billing and coding, insurance essentials, electronic health records, computer concepts, professionalism, time management and communications skills.

The program concludes with a Capstone course, which guides and prepares the student for a medical assisting industry certification exam. Upon successful completion of the program requirements, students will receive an Associate in Occupational Science Degree in Medical Assisting. Students are eligible to become certified and become employed in positions that are related to the educational and training objectives of the program.

COURSE NAME	CREDIT HOURS
MA 1200 Anatomy and Physiology I	3.0
MA 1201 Anatomy and Physiology II	3.0
MA 1210 Medical Terminology	3.0
MA 1220 Medical Assistant Role I	3.0
MA 1221 Medical Assistant Role II	3.0
MA 1230 Math for Health Care Professionals	3.0
MA 1235 Principles of Pharmacology	3.0
MA 1241 Insurance Essentials	3.0
MA 2200 Medical Office Procedures	3.0
MA 2210 Phlebotomy and Laboratory Procedures	3.0
MA 2220 Exam Room Procedures	3.0
MA 2240 Electronic Health Records	3.0
MA 2280 Medical Assistant Clinical Capstone	3.0
MA 2291 Medical Assistant Externship	3.0
BU 2360 Customer Service	3.0
IT 1330 Computer Applications	3.0
CD 1500 Success in College and the Workplace	3.0

Students will take 9 credit hours from the following General Education courses:

GE 1300 Critical Cognition	3.0
GE 1310 English Composition	3.0
GE 1311 Communication Studies	3.0
GE 1312 Communications	3.0
GE 1320 Mathematics	3.0
GE 2300 Psychology	3.0
GE 2301 Sociology	3.0
GE 2302 Human Factors in Behavior and Performance	3.0
GE 2310 Comparative Literature	3.0
GE 2325 College Algebra	3.0
GE 2330 Physical Science	3.0
GE 2340 Logic and Ethics	3.0

60 TOTAL

This is a hybrid program at the Chesapeake campus with 12 to 16 credits in the above description being offered online.
**** The full length of the program, to include 60 total credits, is 65 weeks/15 Months.***

DIPLOMA AND CERTIFICATE PROGRAMS

CARPENTRY

48 WEEKS/12 MONTHS

The Carpentry program provides students the opportunity to gain technical skills to build, install and or repair residential, commercial, and industrial structures such as floors, walls, roofing, windows, and doors, as well as interior and exterior building structures. The program offers students who graduate from the program the ability to learn how to construct, repair, and install building framework and structures made from wood and other building materials. Areas of study include construction drawings, framing, floor systems, roofing, ceilings, moisture protection, rigging practices, drywall, cabinetry, concrete forms, interior and exterior finishes, site preparation, and crew leadership. Additionally, students will have the opportunity to learn mathematical calculations necessary to plan and build structures, and soft skills to include communication skills, team work and professionalism.

Students will learn how to safely use the tools of the trade to assist with cutting and shaping wood, plastic, fiberglass or drywall. Some of these commonly used hand tools include levels, chisels and squares as well as an assortment of power tools such as circular saws, nail guns, sanders and various welding machines. Hands-on, and troubleshooting applications in a classroom and lab setting are also presented to include various angle cuts, assembling and aligning walls, building roof systems, blueprint reading, and the safe usage of various hand and power tools needed for this trade.

Students will have the opportunity to complete the Occupational Safety and Health Administration (OSHA) 10-hour safety certification, the National Center for Construction Education & Research (NCCER) Levels I, II, III, IV and CPR/Basic Life Support.

COURSE NAME	CREDIT HOURS
COR 100 Introductory Craft Skills	4.0
CAR 110 Introduction to Construction Carpentry	4.0
CAR 120 Introduction to Framing	4.0
CAR 130 Framing and Finishing I	4.0
CAR 140 Framing and Finishing II	4.0
CAR 150 Forms I	4.0
CAR 160 Forms II	4.0
CAR 170 Advanced Carpentry I	4.0
CAR 180 Advanced Carpentry II	4.0
	36 TOTAL

Objectives include:

Complete the OSHA 10-hour online safety certification.
Identify and effectively use various types of measuring devices.
Demonstrate how to safely use various types of tools.
Understand construction drawings, specifications and layout.
Identify imperial and metric systems of measurement.
Calculate basic mathematical problems.
Understand various types of building materials.
Demonstrate the safe handling of various types of building materials.
Plan, estimate and install floor, wall and roofing systems.
Identify and describe the types of stairways.
Identify the tools and components of coldformed steel framing systems.
Describe, plan estimate and install various types of exterior finishes.
Describe the various types of insulating materials used.
Calculate and plan the installation of drywall systems.
Describe the different types of trim used in finish work.
Select, inspect and demonstrate the safe use of rigging equipment.
Identify the techniques for safely working in and around excavations.
Understand of the properties of concrete and how to mix concrete.
Demonstrate the safe use of the tools for reinforcing materials.
Demonstrate the ability to erect, plumb and brace forms.
Understand procedures for handling, placing and finishing concrete.
Understand the methods used to perform leveling, angular and distance measurements in site layout.
Describe the planning process that takes place in a new construction site.
Describe the skills needed to become an effective crew leader.

DIPLOMA AND CERTIFICATE PROGRAMS

COMBINATION WELDING (Richmond Campus Only)

48 WEEKS/12 MONTHS

The Combination Welding program provides the student with the knowledge and skills necessary for entry-level employment in metal fabrication and repair. Numerous industries rely upon welding in the manufacturing process.

This program incorporates shop safety throughout the program to ensure safe practices, while completing required competencies. Topics include blueprint reading, measurement, cylinder safety, and plasma and oxy-fuel cutting. Students set up amperage adjustment and voltage polarity prior to welding mild steel. Students engage in in-depth study and practice of shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux core arc welding (FCAW), and gas tungsten arc welding (GTAW).

Students will have the opportunity to complete the Occupational Safety and Health Administration (OSHA) 10-Hour Safety Certification and American Welding Society (AWS) qualifications. Employment opportunities include shipyard metal fabrication/repair, highway construction, and building construction using ferrous and nonferrous metals. Students are eligible to become employed in positions that are related to the educational and training objectives of the program.

COURSE NAME	CREDIT HOURS
WES 164 Fundamentals of Modern Welding	4.0
WES 184 Shielded Metal Arc Welding (Flat and Horizontal)	4.0
WES 204 Shielded Metal Arc Welding (Vertical)	4.0
WES 224 Shielded Metal Arc Welding (Overhead)	4.0
WES 244 Gas Metal Arc Welding and Flux Core Arc Welding	4.0
WES 264 Special Cutting and Gas Tungsten Arc Welding Processes	4.0
WES 284 Advanced Shielded Metal Arc Welding	4.0
WES 314 Advanced Structural Gas Metal Arc Welding	4.0
WES 324 Advanced Gas Tungsten Arc Welding	4.0
	36 TOTAL

DIPLOMA AND CERTIFICATE PROGRAMS

COMBINATION WELDING (Newport News Campus Only)

33 WEEKS/8 MONTHS

The Combination Welding diploma program teaches the fundamentals of welding, which includes the preparation and joining of pieces of metal into machine parts and other equipment. This program provides students with the ability to gain knowledge and skills necessary for entry-level employment in a career that utilizes metal fabrication and repair.

Students have the opportunity to obtain industry competencies in shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux core arc welding (FCAW), and gas tungsten arc welding (GTAW), The program allows students to become proficient at blueprint reading, plasma and oxyfuel cutting, measurement, and cylinder safety. Students also learn skills associated with career success, such as effective communication, listening skills, time management, problem-solving, and organizational skills.

Students meet the following educational and training objectives upon completion of the program:

- **Recognize possible safety hazards in the welding shop or other work environments**
- **Describe the operation of each welding and cutting process**
- **List and identify the components of a shielded metal arc welding station**
- **Select the proper working power source, polarity, shielding gas, flow rate, tungsten electrode type, diameter, nozzle size, and filler metal required to produce an acceptable weld using the GTAW process**
- **Setup, adjust, and operate various types of SMAW welding machines**
- **Identify the various types of shielding gases used for GMAW and understand how they affect the shape and penetration of the completed welds**
- **Properly assemble and adjust the equipment required to produce an acceptable weld using the GMAW and FCAW processes**
- **Name the various types of shielding gases used in GTAW, describe their characteristics, and evaluate their effectiveness**
- **Identify and specify the type of electrode used for GTAW, referring to the tables provided in the book and using the AWS electrode classification system**

COURSE NAME	CREDIT HOURS
WES 1161 Fundamentals of Modern Welding	4.0
WES 1181 Shielded Metal Arc Welding Flat and Horizontal	4.0
WES 1201 Shielded Metal Arc Welding Vertical	4.0
WES 1221 Shielded Metal Arch Welding Overhead	4.0
WES 1241 Gas Metal Arc Welding & Flux Core Arc Welding Processes	4.0
WES 1261 Special Cutting and Gas Tungsten Arc Welding	4.0
	24 TOTAL

Students have the opportunity to obtain the Combination Welding certifications below:

- **Occupational Safety and Health Administration (OSHA) 10-Hour Safety Certification**
- **American Welding Society (AWS) Vertical (3G) and Overhead (4G) Certification**

DIPLOMA AND CERTIFICATE PROGRAMS

CONSTRUCTION ELECTRICIAN

48 WEEKS/12 MONTHS

The Construction Electrician program provides students with the technical skills to setup, install, repair and maintain electrical systems that provide heating, cooling, lighting, communications, and power distribution for residential, commercial and industrial structures. Students are introduced with theory, electrical applications, hands-on, and troubleshooting applications in a classroom and lab setting. Areas of study include electrical theory, safety, wiring methods, blueprint reading, and electric equipment selection including electrical load protection, Life-safety systems, preventive and corrective maintenance of electrical equipment.

The program provides the opportunity to complete the Occupational Safety and Health Administration (OSHA) 10-hour safety certification and the National Center for Construction Education & Research (NCCER) Levels I, II, III. The Centura College Construction Electrician program is an approved tradesman formal vocational training provider with the Department of Professional and Occupational Regulation (DPOR) Virginia Board of Contractors. The Construction Electrician courses are a prerequisite to licensure as a Virginia journeyman tradesman.

COURSE NAME	CREDIT HOURS
COR 100 Introductory Craft Skills	4.0
ELE 111 Introduction to Construction Electrician	4.0
ELE 121 Basic Electricity	4.0
ELE 131 Wiring Methods	4.0
ELE 141 Electric Services	4.0
ELE 151 Electric Conduit Methods	4.0
ELE 161 Electric Motor Principles	4.0
ELE 171 Electrical Controls	4.0
ELE 181 Life Safety Specialty Systems	4.0
	36 TOTAL

Objectives include:

State the tasks typically performed by an electrician
Explain the responsibilities and aptitudes of an electrician
Complete the OSHA 10-hour online safety certification
Identify the electrical meters used to measure voltage, current, and resistance
Explain the basic characteristics of series and parallel circuits
Calculate the peak and effective voltage or current values for an AC waveform
Properly select and install various lighting fixtures
Size pull and junction boxes for various applications
Install contactors and relays
Demonstrate how voltmeters, ohmmeters, and ammeters are used
Test control circuits
Measure motor winding insulation resistance and compensate for temperature
Select the proper materials and tools for medium-terminations and splices
Perform basic video system installation procedures
Isolate a fault in a video system
Connect a multi-tap transformer for the required secondary voltage
Troubleshoot a Programmable Logic Controllers in a lab environment
Select input and output modules for Allen-Bradley SLC 500 PLCs
Create relay logic circuits for process and industrial control problems
Select, size, and install electric heat tracing equipment on selected pipelines and vessels in accordance with manufacturer's instruction and NEC requirements
Select wiring methods for Class I, Class II, and Class III hazardous locations
Test transformers, capacitors, contactors, and relays

DIPLOMA AND CERTIFICATE PROGRAMS

DENTAL ASSISTANT

48 WEEKS/12 MONTHS

The Dental Assistant diploma program prepares students for entry-level employment in the dental field. This program is approved by the Commission on Dental Accreditation (CODA) and offers the opportunity for students to obtain knowledge and skills needed to become a dental assistant who work in dental offices, private and government hospitals, state and local public dental departments, dental schools, and dental clinics.

Students will be presented with information focusing on the skills necessary for clinical and administrative tasks performed in a dental facility. The program allows students the ability to gain the skills necessary to perform infection control, dental x-rays, prepare tray set-ups, assist the dentist with oral procedures, and provide postoperative instruction. Additionally, students will have the ability to learn the fundamentals of dental terminology, dental anatomy, pharmacology, assist with arranging appointments and managing patient records.

The program includes dental assistant certification exams which students are provided throughout their program as well as during the dental Capstone course. Upon successful completion of the program requirements, students will receive a Dental Assistant diploma. Students are eligible to become certified and become employed in positions that are related to the educational and training objectives of the program.

COURSE NAME	CREDIT HOURS
DA 1403 Introduction to Dental Assisting	4.0
DA 1407 Dental Emergency Management	2.0
DA 1411 Dental Infection Control and Pharmacology	2.5
DA 1415 Dental Psychology	1.0
DA 1423 Dental Radiology I	3.0
DA 1425 Dental Radiology II	2.0
DA 1431 Basic Dental Procedures	2.0
DA 1441 Dental Materials and Lab Techniques	4.0
DA 1445 Dental Specialties	2.5
DA 1453 Advanced Dental Procedures	4.0
DA 1463 Dental Assistant Capstone	5.5
DA 2401 Dental Externship I	4.0
DA 2411 Dental Externship II	3.5
CDD 1500 Success in College and the Workplace	2.0
	42 TOTAL

*Approximately 20% of the coursework will be online.

DIPLOMA AND CERTIFICATE PROGRAMS

HEATING, VENTILATION, AND AIR CONDITIONING

48 WEEKS/12 MONTHS

The Heating, Ventilation, and Air Conditioning (HVAC) program provides students with the technical skills necessary for entry-level employment in the air-conditioning and refrigeration industry.

Get practical, hands-on competencies for the three areas of HVAC:

- Mechanical
- Electrical
- Airflow systems
- Extensive troubleshooting

Areas of study include:

- Air-conditioning fundamentals
- Electrical theory
- Refrigerants
- Heat pumps & other heating systems
- Refrigeration equipment, icemakers & ice cream machines
- Commercial water-cooled air conditioning systems
- Brazing and soldering techniques

Students will have the opportunity to complete HVAC certifications:

- Occupational Safety and Health Administration (OSHA) 10-Hour Safety Certification
- Environmental Protection Agency (EPA) Section 608 Refrigerant
- Transition Certification.

Objectives include:

Describe the basic refrigeration cycle

List procedures used for bending copper tubing

Discuss procedures used for soldering and brazing tubing

Describe a standing pressure test

Explain how magnetism is used to produce electricity

State the difference between alternating current and direct current

List the units of measurement for electricity

Describe the different types of open single-phase motors used to drive fans, compressors, and pumps

Describe the various types of motor applications

Trace the circuitry in a diagram of an electric forced-air furnace

Perform basic troubleshooting of electrical problems in an electric-forced air furnace

Define high- and low-temperature refrigeration

Describe the differences between the operating characteristics of water-cooled and air-cooled systems

COURSE NAME	CREDIT HOURS
RHVS 100 Air Conditioning and Refrigeration I	4.0
RHVS 115 Air Conditioning and Refrigeration Controls I	4.0
RHVS 117 Air Conditioning and Refrigeration Controls II	4.0
RHVS 124 Heating Systems	4.0
RHVS 132 Commercial Air Conditioning and Refrigeration	4.0
RHVS 141 Comfort and Psychometrics	4.0
RHVS 156 Heat Pumps	4.0
RHVS 186 Advanced Troubleshooting and Service	4.0
RHVS 192 Air Conditioning and Refrigeration II	4.0
	36 TOTAL

Identify types of duct system installations

Describe the installation of metal duct

List and briefly explain the five diagnostic tests of a residential energy audit

Discuss health and safety issues as they relate to indoor air quality for energy audits

Troubleshoot mechanical problems on an air-to-air heat pump

Troubleshoot electrical problems on an air-to-air heat pump

Troubleshoot Air Flow problems on an air-to-air heat pump

Calculate the standard operating discharge pressures at various ambient conditions

Select the correct instruments for troubleshooting electrical problems in an air-conditioning system

Check the line and low-voltage power supplies

Troubleshoot basic electrical problems in an air conditioning system

List different types of chilled-water air-conditioning systems

Describe the operation of a centrifugal compressor in a high-pressure chiller

The Centura College HVAC program is an approved tradesman formal vocational training provider with the Department of Professional and Occupational Regulation (DPOR) Virginia Board of Contractors. The HVAC courses are a prerequisite to licensure as a Virginia journeyman tradesman.

DIPLOMA AND CERTIFICATE PROGRAMS

MASSAGE THERAPY

33 WEEKS/8 MONTHS

The Massage Therapy diploma program provides students with the opportunity to gain the theoretical knowledge and practical skills necessary to gain entry-level positions as licensed massage therapists. The program prepares students to become employed as massage therapists working in health spas, salons, fitness centers, cruise lines, resort hotels, and medical and chiropractic offices.

Areas of study include, the fundamentals of anatomy and physiology, kinesiology, myology, massage and bodywork assessment and massage theory and application. Additionally, the program allows students to gain the skills necessary to perform massage techniques that will assist with both relaxation and pain management.

Students will have the opportunity to take the Massage and Bodywork Licensing Examination in accordance with licensing requirements set forth by the Virginia Department of Health Professions.

COURSE NAME*	CREDIT HOURS
MTC1100 Massage Standards & Applications	4.0
MTC1120 Systems & Complementary Modalities	4.0
MTC1130 Systems & Applications	4.0
MTC1140 Musculoskeletal System	4.0
MTC1150 Pathology & Clinical Massage	4.0
MTC1160 Professional Practice	4.0
	24 TOTAL

**Approximately 20% of the coursework will be online.*

DIPLOMA AND CERTIFICATE PROGRAMS

MEDICAL ASSISTANT

48 WEEKS/12 MONTHS

The Medical Assistant diploma program prepares students for entry-level employment in the medical support field. The program provides students the opportunity to gain the knowledge and skills to become employed as a medical assistant working in physician offices, office and hospital laboratories, urgent care centers and other health care facilities.

Students will be presented with information focusing on the skills necessary for clinical and administrative tasks performed in the medical assistant field. The program allows students the ability to gain the skills necessary to take vital signs, perform medical laboratory procedures, clinical procedures, injections, and assist physicians with in-office examinations. Additionally, students will have the ability to learn the fundamentals of medical terminology, anatomy and physiology, professionalism, time management and communications skills.

The program concludes with a Capstone course, which guides and prepares the student for a medical assistant industry certification exam. Upon successful completion of the program requirements, students will receive a Medical Assistant diploma. Students are eligible to become certified and become employed in positions that are related to the educational and training objectives of the program.

COURSE NAME	CREDIT HOURS
MA 1200 Anatomy and Physiology I	3.0
MA 1201 Anatomy and Physiology II	3.0
MA 1210 Medical Terminology	3.0
MA 1220 Medical Assistant Role I	3.0
MA 1221 Medical Assistant Role II	3.0
MA 1235 Principles of Pharmacology	3.0
MA 2200 Medical Office Procedures	3.0
MA 2210 Phlebotomy and Laboratory Procedures	3.0
MA 2220 Exam Room Procedures	3.0
MA 2280 Medical Assistant Clinical Capstone	3.0
MA 2291 Medical Assistant Externship	3.0
CD 1500 Success in College and the Workplace	3.0
	36 TOTAL

DIPLOMA AND CERTIFICATE PROGRAMS

MEDICAL ASSISTANT WITH LIMITED SCOPE RADIOLOGIC TECHNOLOGY

65 WEEKS/ 15 MONTHS

The Medical Assistant with Limited Scope Radiologic Technology diploma program prepares students for entry-level employment in the medical field. This program provides the student the opportunity to gain the knowledge and skills necessary to become employed as a medical assistant with limited radiography for work in physician offices, hospitals, urgent care centers, and other health care facilities.

Areas of study include, fundamentals of medical terminology, anatomy and physiology, medical laboratory and exam room procedures, insurance billing, radiologic procedures, image production, radiologic equipment operation, and radiation safety measures. In addition, the program allows students to gain the skills necessary to measure vital signs, perform EKG's, urinalysis and phlebotomy procedures, perform Cardiopulmonary Resuscitation (CPR), administer injections, use electronic health records, perform general radiologic procedures, and assist physicians within office examinations.

The program concludes with two capstone courses. The first course guides the student in preparing for a medical assistant industry certification exam. The second capstone course prepares the student for the limited scope radiologic exam. Upon successful completion of the program requirements, students will receive a Medical Assistant with Limited Scope Radiologic Technology diploma. The education and training objectives in the medical assistant with limited scope radiologic technology program allow students the opportunity to apply with the Virginia Board of Medicine to take the Limited Scope of Practice in Radiography exam from the American Registry of Radiologic Technologist (ARRT).

COURSE NAME		CREDIT HOURS
MA 1200	Anatomy and Physiology I	3.0
MA 1201	Anatomy and Physiology II	3.0
MA 1210	Medical Terminology	3.0
MA 1220	Medical Assistant Role I	3.0
MA 1221	Medical Assistant Role II	3.0
MA 1235	Principles of Pharmacology	3.0
MA 2200	Medical Office Procedures	3.0
MA 2210	Phlebotomy and Laboratory Procedures	3.0
MA 2220	Exam Room Procedures	3.0
MA 2280	Medical Assistant Clinical Capstone	3.0
MA 2291	Medical Assistant Externship	3.0
RAD 1010	Safety and Radiation Protection	3.0
RAD 1020	Image Production & Equipment Operation	3.0
RAD 1030	Radiologic Procedures	3.0
RAD 1041	ARRT Exam Prep	3.0
CD 1500	Success in College and the Workplace	3.0
		48 TOTAL

DIPLOMA AND CERTIFICATE PROGRAMS

MEDICAL BILLING AND CODING

33 WEEKS/8 MONTHS

The Medical Billing and Coding diploma program prepares students for entry-level employment in the medical billing and coding field. The program provides students the opportunity to gain the knowledge and skills to become a medical biller and coder working in hospitals, insurance companies, physician billing offices, home health agencies, and other healthcare facilities.

Students will be presented with information focusing on the skills necessary for billing and coding tasks performed in the medical billing and coding field. The program allows students the ability to gain the skills necessary to analyze health data and transcribe diagnostic and procedural terms and services into a code for analysis and billing. Additionally, students will have the ability to learn the fundamentals of medical terminology, ICD-10 and CPT coding, computer software applications, legal and ethical issues in healthcare, communication reporting, professionalism, time management and communication skills.

The program concludes with a Capstone course, which guides and prepares the student for a medical billing and coding industry certification exam. Upon successful completion of the program requirements, students will receive a Medical Billing and Coding diploma. Students are eligible to become certified and become employed in positions that are related to the educational and training objectives of the program.

COURSE NAME	CREDIT HOURS
AHD 1001 Medical Terminology	3.0
AHD 1101 Anatomy and Physiology	1.5
MBC 1101 MBC Communications and Reports	2.0
MBC 1201 Pharmacology	1.5
MBC 1301 ICD-10 Coding I	1.5
MBC 1311 ICD-10 Coding II	2.0
MBC 1401 CPT Coding I	1.5
MBC 1411 CPT Coding II	2.0
MBC 1501 Health Information and Delivery	2.0
MBC 1601 Legal & Ethical Issues in Healthcare	2.0
MBC 1701 Computer Software Apps in Healthcare I	1.5
MBC 1702 Computer Software Apps in Healthcare II	2.0
MBC 1801 Medical Billing and Coding Capstone	2.0
MBC 1901 Medical Billing and Coding Externship	3.0
CDD 1500 Success in College and the Workplace	2.0
	29.5 TOTAL

*Approximately 20% of the coursework will be online.

DIPLOMA AND CERTIFICATE PROGRAMS

PROFESSIONAL ESTHETICIAN

33 WEEKS/8 MONTHS

The Professional Esthetician diploma program provides students with the theoretical knowledge and practical skills necessary for students to gain entry level positions as a licensed esthetician. The program prepares students to become employed as estheticians working in salons, beauty and health spas, med spas, and dermatology offices.

While in school, students will have the opportunity to learn the fundamentals of skin care, anatomy and physiology as it pertains to the esthetics field, safety, health screening, and skin care analysis. Students will gain the skills necessary to perform make-up application for general and special occasions, lash application, tinting, perming, and hair removal, as well as manual and machine facials. Additionally, students will have the opportunity to learn body treatments, including body wraps, masks, scrubs, and aromatherapy.

The education and training objectives in the professional esthetician program allow students the opportunity to take the practical and theory exams for estheticians with the Virginia Board for Barbers and Cosmetology Department of Professional and Occupational Regulation.

Objectives include:

- **Discuss school and department policies and procedures.**
- **Understand the qualities necessary to be successful in a service profession.**
- **Describe the business of esthetics and understand the basic principles of selling products.**
- **Identify professional ethics and practices involved in the skin care industry.**
- **Explain the laws and regulations in esthetics.**
- **Identify safety measures for infection control, disinfection, and sterilization according to the Occupational Safety and Health Administration (OSHA) requirements.**
- **Discuss the importance of confidentiality and client record keeping.**
- **Describe the basics of nutrition, diet and the elements of health and skin care.**
- **Explain and understand the anatomy and physiology of skin structures and functions.**
- **Describe skin types, conditions, and diseases and disorders of the skin.**
- **Demonstrate the proper procedures for body wraps, masks, scrubs, and aromatherapy.**
- **Explain proper make-up applications including set-up, supplies, and implementation.**
- **Demonstrate the proper applications of false eye lashes, lash extensions, lash tinting, and lash perming.**
- **Identify and perform proper techniques for lightning of the hair on the axial and appendicular body (excluding the scalp).**
- **Describe and perform hair removal by waxing, tweezing, chemical hair removal, and mechanical hair removal.**
- **Explain health screening, skin care analysis, and consultation.**
- **Demonstrate appropriate cleansing techniques, mask application, and extraction techniques.**
- **Identify and perform basic effleurage and related movements and manipulations of the face and body.**
- **Demonstrate and perform manual and machine facials.**
- **Utilize appropriate specific safety measures.**
- **Explain testing strategies for theoretical and practical licensing exams.**

COURSE NAME	CREDIT HOURS
EST100 Professional Practices and Skin Care	4.0
EST110 General Science and Safety	4.0
EST120 Body Systems and Treatments	4.0
EST130 Make-up and Hair Removal	4.0
EST140 Skin Care Treatments	4.0
EST150 Exam Review and Facial Treatments	4.0
	24.0 TOTAL

**Approximately 20% of the coursework will be online.*

DIPLOMA AND CERTIFICATE PROGRAMS

MASTER ESTHETICIAN

33 WEEKS/8 MONTHS

The Master Esthetician diploma program provides students with the theoretical knowledge and practical skills necessary for students to gain entry level positions as a licensed master esthetician. The program gives students the opportunity to become employed as master estheticians working in salons, beauty and health spas, med spas, and dermatology offices.

Areas of study include advanced skin care, anatomy and physiology, advanced cosmetic ingredients, pharmacology, safety, health screening, and advanced skin care analysis as it pertains to the master esthetics field. In addition, the program allows students to gain the skills necessary to perform microdermabrasion, light treatments, peels, and chemical exfoliations, as well as lymphatic drainage. Students have the opportunity to learn advanced treatments including crystal microdermabrasion, dermaplaning, chemical exfoliation, peels, and machine aided lymphatic drainage.

The education and training objectives in the master esthetician program allow students the opportunity to take the practical and theory exams for master estheticians with the Virginia Board for Barbers and Cosmetology Department of Professional and Occupational Regulation.

Objectives include:

- **Discuss school and department policies and procedures.**
- **Identify Health Insurance Portability and Accountability Act (HIPAA) guidelines and client privacy.**
- **Explain the purpose and role of the Occupational Safety and Health Administration (OSHA) and personal protective equipment (PPE).**
- **Discuss the importance of infections control, disinfection, and sterilization.**
- **Identify the U.S. Food and Drug Administration (FDA) and Material Safety Data Sheet (MSDS).**
- **Identify professional ethics and practices involved in the skin care industry.**
- **Explain and understand advanced anatomy and physiology.**
- **Describe skin typing, conditions, diseases, and disorders.**
- **Explain cosmetic ingredients and pharmacology.**
- **Explain proper techniques for microdermabrasion and dermaplaning.**
- **Demonstrate the proper applications of crystal microdermabrasion.**
- **Discuss the contraindications and indications of advanced esthetics treatments and procedures.**
- **Demonstrate advanced skin analysis, consultation, health screening, and documentation.**
- **Understand the proper applications for enzymes, herbal exfoliations, and vitamin based peels.**
- **Explain the steps in practical applications of alpha and beta hydroxy peels, and Jessner and Modified Jessner peels.**
- **Describe proper pretreatment and posttreatment methods for advanced esthetic applications.**
- **Discuss light treatments, light emitting diode (LED), and intense pulse light device (IPL).**
- **Understand the lymphatic system including functions, immunity, and edema.**
- **Explain contraindications and indication of lymphatic drainage.**
- **Demonstrate manual and machine lymphatic drainage techniques.**
- **Explain testing strategies for theoretical and practical licensing exams.**

COURSE NAME	CREDIT HOURS
EST200 Advanced Professional Practices and Skin Care	4.0
EST210 Advanced Body Systems and Treatments	4.0
EST220 Advanced Skin Care and Treatments	4.0
EST230 Advanced Procedures and Chemical Exfoliation	4.0
EST240 Lymphatic Drainage	4.0
EST250 Exam Review and Advanced Procedures	4.0
	24.0 TOTAL

**Approximately 20% of the coursework will be online.*

DIPLOMA AND CERTIFICATE PROGRAMS

SOLAR TECHNICIAN

27 WEEKS/ 7 MONTHS

The Solar Technician program provides students the opportunity to obtain technical skills to assemble, install, maintain, troubleshoot, and repair solar photovoltaic systems. Student will be introduced to fundamentals of construction fields with a focus on the power and solar industries. Areas of study include electrical theory, the use of electrical test equipment, circuitry, and an introduction to the National Electric Code (NEC) with special attention on electrical safety. In addition, the program focuses on renewable energy sources, site assessment, design, installation, inspection, maintenance, and troubleshooting of solar photovoltaic systems that convert sunlight to energy. The program provides students the opportunity to gain the knowledge and skills to qualify for entry-level employment as a Solar Technician working in manufacturing, construction, maintenance, and operation aspects of the solar industry.

The program provides the opportunity to complete the National Center for Construction Education & Research (NCCER) Introduction to Power Industry and Solar Photovoltaic Systems Installer certification(s), Occupational Safety and Health Administration (OSHA) 30-hour safety certification, and the North American Board of Certified Energy Practitioners (NABCEP) Associate certification.

Objectives include:

- **Identify different methods of converting energy into electricity.**
- **Describe the environmental impacts for producing and distributing electricity.**
- **Identify safety considerations associated with the power industry and photovoltaic (PV) installation.**
- **Demonstrate how to navigate the National Electrical Code (NEC®)**
- **Describe the typical components of residential, commercial, and industrial wiring systems.**
- **Understand the fundamentals of direct and alternating currents (AC/DC).**
- **Identify series and parallel circuits and instruments used to measure circuit values.**
- **Trace a basic electrical circuit and perform calculations using Ohm's law.**
- **Describe the tasks required to complete a site analysis for photovoltaic installation.**
- **Perform PV maintenance and troubleshooting.**
- **Identify appropriate codes and standards concerning the installation, operation, and maintenance of PV systems and equipment.**
- **Select suitable locations for installing inverters, controls, batteries, and components.**
- **Acquire and interpret site solar radiation and temperature data to establish performance expectations and use in electrical system calculations.**
- **Identify appropriate system designs and array configurations based on user loads, customer expectations, and site conditions.**
- **Determine PV panel layout, orientation, and mounting methods for optimum system production.**
- **Install, label, and terminate electrical wiring and devices in accordance with local and national codes.**
- **Inspect photovoltaic systems before installation and test the system to verify overall system operation.**
- **Identify tools and equipment required for maintaining and troubleshooting PV systems.**
- **Perform system maintenance as recommended by the photovoltaic manufacturer.**
- **Perform diagnostic procedures, interpret the results, and implement corrective measures on a malfunctioning system.**
- **Maintain records of system operation, performance, and maintenance.**

COURSE NAME	CREDIT HOURS
COR 100 Introduction to Craft Skills	4.0
SPT 110 Basic Electricity	4.0
SPT 120 Solar and the Power Industry	4.0
SPT 130 Site Assessment, Design, and Installation	4.0
SPT 140 Solar Maintenance and Troubleshooting	4.0
	20 TOTAL

DIPLOMA AND CERTIFICATE PROGRAMS

WIND TURBINE TECHNICIAN

48 WEEKS/12 MONTHS

The Wind Turbine Technician program provides students with the technical skills to install, maintain, and repair wind turbines. Students are introduced to the fundamentals of generating electrical power from wind energy. Areas of study include wind turbine safety, climbing wind towers, electrical theory, electrical circuits, electrical test equipment, alternating current and three-phase systems, circuits breakers and fuses, switching devices, wind turbine power distribution systems, fasteners and torquing, bearings, lubrication, and hydraulic systems associated with wind turbines. The program provides students the knowledge and skills to qualify for entry-level employment as a Wind Turbine Technician working in the manufacturing, construction, maintenance, and operation aspects of the wind industry.

The program provides the opportunity to complete Maritime based certification(s), the National Center for Construction Education & Research (NCCER) Introduction to Power Industry and Wind Turbine Maintenance Level I certification(s), and CPR/Basic Life Support.

Objectives include:

- **Complete Maritime based certifications.**
- **Identify electrical system safety guidelines for wind turbine service.**
- **Describe the purpose of Job Safety Analysis (JSA) meetings as it relates to wind turbine environment.**
- **Identify the purpose and use of required safety equipment for proper wind tower climbing.**
- **Describe how single-phase and three phase alternating current is developed.**
- **Describe the operating principles and functions of inductors.**
- **Describe the operating principles and functions of capacitors.**
- **Explain the principles and functions of transformers.**
- **Describe the application of circuit breakers and fuses in wind turbines.**
- **Describe how overload relays operate.**
- **Reading wiring diagrams involving contactors and relays.**
- **Troubleshoot, replace, and rewire relays.**
- **Identify sections and components of a power distribution system.**
- **Interpret one-line diagrams of a power distribution system.**
- **Identify electrical hazards associated with the power distribution system.**

COURSE NAME	CREDIT HOURS
COR 100 Introductory to Craft Skills	4.0
ELE 111 Introduction to Construction Electrician	4.0
ELE 121 Basic Electricity	4.0
ELE 131 Wiring Methods	4.0
WTT 150 Introduction to Wind Energy and Safety	4.0
WTT 160 Wind Turbine Electricity	4.0
WTT 170 Wind Power Controls & Distribution Systems	4.0
WTT 180 Wind Fasteners and Industrial Bearings	4.0
WTT 190 Hydraulic Systems and Lubrication	4.0
	36 TOTAL

- **Identify the different types of torque equipment.**
- **Inspect, maintain, and use tension equipment.**
- **Explain the use of taps and dies.**
- **Remove a broken bolt using an easy out.**
- **Read and interpret a material safety data sheet (MSDS).**
- **Identify and use lubrication equipment to apply lubricants.**
- **Read and interpret the requirements shown on wind turbine lubrication chart.**
- **Explain how to identify and interpret hydraulic schematics and symbols.**
- **Explain how to perform preventive maintenance actions on hydraulic components: check hydraulic fluid level, inspect, and replace hydraulic system strainers and filters, charge an accumulator, and perform necessary record keeping.**

ADMISSIONS

GENERAL REQUIREMENTS

Applicants must submit the following to be considered for admission:

Application for Admission
$25 Application Fee

The following requirements must also be met:

Applicants must be beyond the age of compulsory high school attendance and have an approved cosigner if under the age of 18.

Applicants must provide proof of graduation from high school, a General Education Diploma, or equivalent. If the applicant provides an international/foreign transcript, it must be translated into English and evaluated by a third party and determined to be equivalent to a US high school diploma.

Applicants must submit a government issued photo ID, such as:
Copy of a state issued driver's license
Copy of a state issued identification card
Copy of a passport

ADDITIONAL REQUIREMENTS BY PROGRAM

In addition to the aforementioned general requirements, applicants must meet program-specific requirements as outlined in the Technical Standards. Additional program specific admissions requirements are outlined below.

ALLIED HEALTH

Allied Health Applicants wishing to enroll in the following allied health disciplines will also be subject to additional requirements: The Massage Therapy, Professional Esthetician and Master Esthetician programs require potential students to submit to a criminal background. Potential students applying for these programs with pending felony charges or that have been charged with a felony will not be allowed admittance in the programs. Applicants for Dental Assistant will submit to the criminal background check and will be allowed admittance on a case-by-case basis, and must earn a minimum passing score of 14 or higher on the Wonderlic SLE. Professional and Master Esthetician applications must contain the student's signature and a two-inch by two-inch color head and shoulders photograph of the student.

BACHELOR OF SCIENCE IN BUSINESS DEGREE

Applicants wishing to enroll in the Bachelor of Science in Business degree program must provide a college transcript showing at least 60 semester, or 90 quarter credits earned in a business related program or the equivalency. Students transferring in the appropriate academic credit and completing the additional 60 credit hours will be awarded an 120 academic credit hour Bachelor of Science degree upon graduation.

TRADES

Wind Turbine Technician students are required to submit to a criminal background check. Potential students pending charges or that have been charged with a misdemeanor or felony or otherwise are ineligible for a TWIC card will not be allowed admittance into the Wind Turbine Technician program.

CONNECTING COMMUNITIES AND CAREERS

REMOTE/ONLINE LEARNING

Prior to students enrolling in a program that includes a distance education component, the student will be required to complete the Online Course Readiness Assessment (OCRA). A passing score is considered to be 12 correct answers out of 15 (80% or higher). Should an individual score below 80% they will be remediated prior to starting the program to ensure their capability to complete online coursework.

INTERNATIONAL ADMISSIONS REQUIREMENTS

International applicants must meet all of the general admissions requirements listed above. In addition, they must meet the following requirements:

- **Applicants must complete the International Student Application for Admission online via http://global.aviationmaintenance.edu/apply/.**
- **Applicants must provide a copy of their passport with an expiration date valid 6+ months beyond their start date.**
- **Applicants must pay the $100.00 Application Fee as well as the $500.00 Orientation Fee.**
- **Applicants must provide verification of English Language Proficiency by submitting one of the following minimum test scores, taken within 2 years of their application date (excluding Canadian and UK Citizens only):**
  - **Minimum TOEFL iBT score of 55**
  - **Minimum IELTS score of 5.5**
- **Applicants must demonstrate the ability to meet tuition and other financial obligations or the ability to qualify for financial aid as an eligible non-citizen.**
- **Applicants must sign the applicable International Student Enrollment Agreement for the campus, program, start date, and shift that they are applying for.**
- **Applicants must pay the SEVIS I-901 Fee of $350.00 via https: www.fmjfee.com/i901fee/ if/once acceptance is issued via the Form I-20.**
- **Applicants must obtain the proper Student Visa for the applicable program.**

Not all campuses are accepting international students at this time. Please see the campus for details.

ADMISSIONS APPLICATION PROCESS

The Admissions Department will assist with completing the application process. To apply:

Complete an interview with an Admissions Representative. If the applicant is under the age of 18, a parent or guardian should be present.

Complete and submit the Application for Admission along with $25 Application Fee.

Once the application and application fee have been submitted, the Admissions Representative will schedule a preliminary appointment with a Financial Aid Advisor. The applicant will be notified of the admission decision in writing. If the application is rejected, any fees paid will be fully refunded.

Applicants who have met all admissions criteria will be recommended for acceptance by the Director of Admissions or designee. An applicant's signed Student Enrollment Agreement does not constitute a contract until it has been approved by the Campus Executive Director or designee.

ADMISSIONS

STUDENT ORIENTATION

Before each program start, a mandatory Student Orientation is held to acclimate incoming students to the campus. During this time, students are introduced to key administrative staff and faculty, informed of the school's policies and procedures, and presented with the resources available to ensure their personal, academic, and professional success.

TRANSFER OF CREDIT POLICY

Applicants, including online learners, who wish to have either prior coursework from postsecondary institutions or military experience evaluated for credit may submit an application for transfer credit. Applicants planning to use VA Benefits to fund their education are required to submit an Application for Transfer Credit. Applicants may obtain this form from their Admissions Representative and must return it to the Registrar by the end of the first week of attendance. The applicant is responsible for providing transcripts and course descriptions, which must be received by the school before the end of the second week of classes.

The school reserves the right to accept or reject credit earned at other institutions. Approval of transfer credit is only granted with successful completion of similar coursework with a grade of C or better. No more than 70% of a program can be satisfied by transfer credits from a different institution. Once a decision has been made regarding the transfer of credits, the applicant will receive the results of their transcript evaluation form during a mandatory academic advising session.

In some instances, the institution may accept transfer credits for courses, even if the exact amount of credit hours from the previously taken course differs in credit hours from the course being replaced. For example, if a 5-credit course was previously taken and the course being accepted for transfer is a 6-credit course, then the institution may, at its discretion, award 6 transfer credit hours for the transferred course and consider the 6-credit hour requirement to have been met. Conversely, if the student is transferring a course that originally awarded 6 credit hours in for a course that is only 5 credits in the new program, the institution reserves the right to award credit for only that 5-credit course.

PROFESSIONAL AND MASTER ESTHETICIAN TRANSFER OF CREDIT POLICY

Professional Esthetician and Master Esthetician applicants who wish to have prior coursework evaluated for credit may also be required to complete an assessment of esthetics competencies. Based on the assessment, applicants may be given a maximum of 300 hours credit toward the requirements specified by the Department of Professional and Occupational Regulation Board of Barbers and Cosmetology. The applicant is responsible for providing transcripts and course descriptions. Credits awarded shall not exceed the actual hours of instruction on the transcript or the number of hours specified in the board-approved curriculum for a specific topic. Transfer credits will only be accepted for the Professional and Master Esthetician program from an accredited school.

TRANSFERABILITY OF CREDIT

Centura College does not guarantee the transferability of credits to any other educational institutions. The Associate of Applied Science Degree and Associate of Occupational Science Degree are terminal/occupational degrees, and the credits are generally not applicable to other degrees. Any decision on the comparability, appropriateness, and applicability of credits and whether they should be accepted is the decision of the receiving institution.

APPLICATION FOR RE-ENROLLMENT

A student applying for re-enrollment will need to go through Admissions. The student's academic records, conduct, and financial aid records will first be reviewed to determine eligibility. The student will then be notified and, if found eligible to re-enroll, guided through the admissions process.

CANCELLATION

If an applicant is rejected for admission, all monies previously paid will be refunded. All monies paid by an applicant must be refunded if requested within three (3) business days, or five (5) calendar days, of signing a Student Enrollment Agreement and making an initial payment. An applicant requesting cancellation more than three business days or five calendar days after signing the Student Enrollment Agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus the Application Fee of $25, but in no event may the school retain more than $150 ($100 for Virginia students). If the student has not previously visited the school, then these days commence from the time of the student's first visit or the student's regularly scheduled orientation, whichever occurs first.

FINANCIAL AID

POSTPONEMENT

In the event a scheduled new class start date is postponed by the school for longer than 45 calendar days, applicants may cancel this contract and are entitled to a full refund of all monies paid.

FINANCIAL AID

Financial aid is financial assistance to students whose resources may not fully cover the cost of their education. It consists of a combination of grants, loans, reimbursements, and other arrangements. Centura College is recognized by the U.S. Department of Education as a proprietary institution of higher education for the purpose of student participation in federal grant and loan programs.

Eligibility for Financial Aid Programs requires that a student be a U.S. citizen, eligible non-citizen, or permanent resident, and maintain Satisfactory Academic Progress.

Students are not eligible for financial aid if they are currently in default on a previous student loan or owe a repayment for a federal grant. In either case, a student may restore their eligibility by repaying in full or making satisfactory repayment arrangements.

For more information, please refer to the booklet Guide to Our Financial Aid Programs and Consumer Information, which can be obtained from your Admissions Representative, or by accessing the Student Portal. Prospective students and their parents are encouraged to meet with a Financial Aid Advisor for assistance in filling out applications for the various types of financial aid available.

GRANTS AND SCHOLARSHIPS

Grants and scholarships are considered gift aid and do not need to be repaid. Centura College can assist you in determining your eligibility for available programs.

FEDERAL PELL GRANT

The Federal Pell Grant Program is designed to assist undergraduates with education expenses. To qualify for this program, a student must not have previously earned a four-year degree or a professional degree. Eligibility for this award is primarily based upon parent/student income and assets, family size, and number in school. The amount actually awarded will also depend upon the expected family contribution, full- or part-time status, how long the student will be enrolled during the academic year, and the cost of the program.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

This grant is awarded to those students who demonstrate exceptional need, as defined by the U.S. Department of Education. The funding for this grant is very limited, so it may not be possible to meet the demand of all students within a given award year. To qualify for this program, a student must not have previously earned a four-year degree or a professional degree. Eligibility for this award is based upon expected family contribution, Pell eligibility, and the availability of federal funds.

FEDERAL LOANS

Loans are funds that are lent to a student in order to help defray educational expenses and must be repaid. Current interest rates and additional information are available from a Financial Aid Officer.

WILLIAM D. FORD FEDERAL DIRECT SUBSIDIZED LOAN PROGRAM

The William D. Ford Direct Subsidized Loan program provides low-interest, long-term loans. The federal government pays interest on the loan while the student is in school, as well as during the six-month grace period following their last date of attendance. Repayment generally begins six months after the student leaves the school. The interest rate varies annually, up to a maximum of 8.25%.

WILLIAM D. FORD FEDERAL DIRECT UNSUBSIDIZED LOAN PROGRAM

The William D. Ford Direct Unsubsidized Loan program provides low-interest, long-term loans. This loan program allows full-time student borrowers to defer repayment of the principle and/or interest until after graduation. Repayment generally begins six months after the student leaves the school. The interest rate varies annually, up to a maximum of 8.25%.

FINANCIAL AID / TUITION AND FEES

PARENT PLUS LOANS

Through the William D. Ford Direct Loan Program, parents of students determined to be dependent for financial aid purposes may apply for a Parent Loan for Undergraduate Students (PLUS Loan). The maximum loan amount varies depending upon the student's cost of attendance and any other aid the student may receive. Repayment usually begins on the date the last disbursement of the loan is made, though deferments may be available to the parent. The interest rate varies annually, up to a maximum of 9%.

REHABILITATIVE SERVICES

Centura College is approved to train qualified clients of the Department of Vocational Rehabilitative Services. The amount of financial assistance is dependent upon the counselor's recommendations. If the student has a disability, which may limit the normal pursuance of any position, the student may be eligible under this program. Contact your local Vocational Rehabilitation Office for more information.

TUITION

The school reserves the right to modify tuition and other charges upon sufficient notice. The tuition obligation for each program or course begins on the first day of class. The student will be charged an additional pro-rata amount for courses repeated or courses taken that cause the student to attempt more credits than listed on the student's Student Enrollment Agreement. The school may assign the agreement to a bank or other third party. No such transactions will alter the refund policy contained in this agreement. Any unpaid tuition becomes due and payable in full, less any applicable refund, upon the student's last day of class attendance. A Financial Aid Estimate Worksheet indicating how the prospective student will be able to meet their financial obligation to the school will be completed. If a promissory note is indicated, the promissory note will become a part of the Student Enrollment Agreement.

Students who do not pay in accordance with the foregoing terms or by a payment plan agreed upon by the student and the school are subject to dismissal at the discretion of the Campus Executive Director. Failure to pay in accordance includes returned checks and declined credit or debit card payments. The school reserves the right to withhold graduation services, career service assistance, and other services for failure to meet financial commitments. Unless other arrangements have been satisfactorily made, all outstanding unpaid tuition is due, in full, no later than the last day of classroom instruction.

Tuition costs include the use of equipment needed for class. Textbooks and tool kits are not included in the tuition, but can be purchased through the school. Estimated textbook cost does not include sales tax or shipping charges. Textbooks and tool kits are generally non-returnable, but some items ordered through the school's vendor may be returned for credit if they meet the return guidelines.

(See chart on next page)

FEES

A $25 Application Fee is required to apply for all programs and courses. This fee is not covered by financial aid and is separate from the tuition.

Additional fees for books, tool kits, and exams may be levied on the student's account ledger. These fees are separate from the tuition. The specific additional costs associated with each program, or course, are listed on the coinciding Student Enrollment Agreement.

The student will also be charged an additional fee or fees if he or she transfers in courses ($100 per evaluation of transfer credits), re-enrolls ($25), or requests an official transcript ($5 each).

A $25 per credit Technology Fee will be charged to students taking distance education courses to cover costs of the learning management system, distance education platform, and emerging technologies in the online delivery of courses.

ACCREDITED PROGRAMS			
APPLICATION FEE	ADMINISTRATIVE FEE	LIBRARY FEE	TECHNOLOGY FEE
$25	$125	$12	$25

TUITION AND FEES

TUITION CHART

ACCREDITED PROGRAMS AND COURSES OF STUDY

PROGRAM/COURSE	COST PER CREDIT	TOTAL CREDITS	TUITION
Biomedical Equipment Technology (AAS)	$580	60	$34,800
Business with a Concentration in Management (AAS)	$580	60	$34,800
Business (BS)	$580	60	$34,800
Carpentry	$730	36	$26,280
Combination Welding (Richmond Campus Only)	$755	36	$27,180
Combination Welding (Newport News Campus Only)	$730	24	$17,520
Construction Electrician	$730	36	$26,280
Dental Assistant	$730	42	$30,660
Professional Esthetician	$730	24	$17,520
Master Esthetician	$730	24	$17,520
Heating, Ventilation, and Air Conditioning	$730	36	$26,280
Massage Therapy	$580	24	$13,920
Medical Assistant	$580	36	$20,880
Medical Assistant with Limited Scope Radiological Technology	$580	48	$27,840
Medical Assisting with a Concentration in Clinical Support (AOS)	$580	60	$34,800
Medical Billing and Coding	$580	29.5	$17,110
Solar Technician	$730	20	$14,600
Wind Turbine Technician	$730	36	$26,280

CLASS SCHEDULES

START AND GRADUATION DATES

2023 START DATES AND ESTIMATED GRADUATION DATES BY PROGRAM LENGTH

START DATE	27 WEEKS	33 WEEKS	48 WEEKS	65 WEEKS	80 WEEKS
1/17/23	7/16/23	8/20/23	12/3/23	3/24/24	7/14/24
2/21/23	8/20/23	9/24/23	1/14/24	5/5/24	8/18/24
3/27/23	9/24/23	10/29/23	2/18/24	6/9/24	9/22/24
5/8/23	10/29/23	12/3/23	3/24/24	7/14/24	10/27/24
6/12/23	12/3/23	1/14/24	5/5/24	8/18/24	12/1/24
7/17/23	1/14/24	2/18/24	6/9/24	9/22/24	1/19/25
8/21/23	2/18/24	3/24/24	7/14/24	10/27/24	2/23/25
9/25/23	3/24/24	5/5/24	8/18/24	12/1/24	3/30/25
10/30/23	5/5/24	6/9/24	9/22/24	1/19/25	5/11/25
12/4/23	6/9/24	7/14/24	10/27/24	2/23/25	6/22/25

2024 START DATES AND ESTIMATED GRADUATION DATES BY PROGRAM LENGTH

START DATE	27 WEEKS	33 WEEKS	48 WEEKS	65 WEEKS	80 WEEKS
1/16/24	7/14/24	8/18/24	12/1/24	3/30/25	7/20/25
2/20/24	8/18/24	9/22/24	1/19/25	5/11/25	8/24/25
3/25/24	9/22/24	10/27/24	2/23/25	6/22/25	9/28/25
5/6/24	10/27/24	12/1/24	3/30/25	7/20/25	11/2/25
6/10/24	12/1/24	1/19/25	5/11/25	8/24/25	12/7/25
7/15/24	1/19/25	2/23/25	6/22/25	9/28/25	1/18/26
8/19/24	2/23/25	3/30/25	7/20/25	11/2/25	2/22/26
9/23/24	3/30/25	5/11/25	8/24/25	12/7/25	3/29/26
10/28/24	5/11/25	6/22/25	9/28/25	1/18/26	5/10/26
12/2/24	6/22/25	7/20/25	11/2/25	2/22/26	6/14/26

HOLIDAY SCHEDULES

2023 HOLIDAY SCHEDULE

2023 HOLIDAY SCHEDULE	
HOLIDAY	**DATE**
New Year's Break	1/1/23 - 1/2/23
Martin Luther King, Jr. Day	1/16/23
Presidents' Day	2/20/23
Spring Break	4/8/23 - 4/16/23*
Memorial Day	5/29/23
Independence Day Break	7/4/23
Labor Day Break	9/4/23
Thanksgiving Break	11/23/23 - 11/24/23
Winter Break	12/23/23 - 12/31/23

2024 HOLIDAY SCHEDULE

2024 HOLIDAY SCHEDULE	
HOLIDAY	**DATE**
New Year's Break	1/1/24 - 1/1/24
Martin Luther King, Jr. Day	1/15/24
Presidents' Day	2/19/24
Spring Break	3/30/24 - 4/7/24*
Memorial Day	5/27/24
Independence Day Break	7/4/24
Labor Day Break	9/2/24
Thanksgiving Break	11/28/24 - 11/29/24
Winter Break	12/21/24 - 12/31/24

*Recommended Break. School may specify different dates within the same block.

2023 BLOCK/MODULAR CALENDAR

2023 BLOCK/MODULAR CALENDAR			
MONTH	**START DATE**	**END DATE**	**ONLINE END DATE**
January	1/17/23	2/16/23	2/19/23
February	2/21/23	3/23/23	3/26/23
April	3/27/23	5/4/23	5/7/23
May	5/8/23	6/8/23	6/11/23
June	6/12/23	7/13/23	7/16/23
July	7/17/23	8/17/23	8/20/23
August	8/21/23	9/21/23	9/24/23
September	9/25/23	10/26/23	10/29/23
November	10/30/23	11/30/23	12/3/23
December	12/4/23	1/11/24	1/14/24

CAREER / STUDENT SERVICES

CAREER SERVICES

The Career Services Department offers job placement assistance to all eligible students, graduates, and alumni in good standing. Career services offered by the Institution are not an obligation or guarantee of employment and no employer can guarantee that a graduate will earn any specific salary. Each graduate's program of study, academic performance, employer needs and location, current economic conditions, and other factors may affect salary levels and career prospects. Students, graduates, and alumni are provided self-directed career search strategies as well as assistance with resume writing, interviewing, job search activities, and job openings. Graduates who require additional assistance after their initial employment are encouraged to contact the campus to use the resources available in the Career Services Department.

STUDENT SERVICES

Student support services are offered by the school to cultivate a wellrounded educational experience both inside, and outside the classroom. Support services provide the basis for student success in academic endeavors and in the workplace. Comprehensive student support assistance and guidance are offered from the first day of class through graduation by Admissions, Financial Aid, Bursar, Registrar, Education, and Student Affairs staff at no additional cost to the student. Student Support Services provides a wide variety of services to maximize student satisfaction, personal, and academic success. It links students to a wide range of community services including, but not limited to: academic tutoring, housing, transportation, and child care resources. The college has a qualified Student Services Coordinator to assist students in all areas.

ACADEMIC SUCCESS

ADVISING AND TUTORING

Various types of student advising are offered to students on a continuing basis. Academic, vocational, and personal guidance is available to all students throughout their tenure at the school. This process begins with the Admissions Representative advising prospective students about available programs of study. The Admissions Representative also introduces prospective students to the Student Services Coordinator, Career Services Coordinator, and Program Coordinator or Director of Education if available during the campus tour. Tutoring assistance is continuously available to all students. Regular class attendance is a prerequisite for such tutoring, which will be scheduled outside of normal class time.

INDEPENDENT STUDY

Independent study requires a high level of self-directed learning on the part of the student. It may be used as an option to meet the needs of a student who must complete a course that would not otherwise be offered during the semester. Additionally an independent study may be used when no other course offerings are available and graduation would be delayed. Each syllabus for the independent study courses includes comprehensive educational objectives and a written outline of the competencies to be achieved through the course. Students should meet with the instructor on a weekly basis. No more than 10% of a program's credit hours may be taken via independent study.

COMMUNITY RESOURCES

Every campus's Student Services Office maintains a range of community and emergency resource information on childcare, transportation, housing, sexual assault, alcohol and drug abuse prevention, mental health counseling, safety, well being and a variety of other topics. This information is available in the Student Services Office, the Student Portal, and in other public areas within the campus.

SERVICES FOR STUDENTS WITH DISABILITIES

The school provides opportunity for student academic adjustment and accommodation. Any student who voluntarily discloses a disability will be afforded all rights, protections, and/or accommodations. The school maintains a campus-based Office of Disability Services. Students desiring more information about services may schedule an Information Session with the Campus Section 504 Liaison. Students seeking academic adjustment, auxiliary aid, or accommodation must submit their request to the Campus Section 504 Liaison by using the school's Office of Disability Services Request for Academic Adjustment/Accommodation Form. Students who have disability services related concerns may contact the campus-based Section 504 Liaison for information or the Corporate Section 504 Coordinator by mail at 4455 South Boulevard, Suite 200, Virginia Beach, Virginia 23452; toll free at (877) 604-2121; or, by email at dirsafcorp@centura.edu. For more information regarding services to students with disabilities, students may request a copy of the school's Student Guide to the Office of Disability Services brochure.

GENERAL POLICIES AND PROCEDURES

ADMINISTRATIVE DECISIONS

The school reserves the right to make any necessary changes in the policies, tuition, or fees upon proper notification to the appropriate regulatory agencies, when required. Any course is subject to cancellation if registrations do not justify continuation of the class. Normally, a minimum of five students is required for a class to be scheduled. The school reserves the right to make changes in the equipment, textbooks, and curriculum in the best interest of the student, and to reset class schedules and hours, consolidate classes, and change locations.

ATTENDANCE POLICY

The school records attendance for all scheduled classes. Students are expected to participate during every day of the module. The school holds a census during each module where it is determined if a student should be withdrawn for attendance, academic progress, or other reasons. If it is determined the student should be withdrawn, the date of determination will be the date of census or 14 calendar days from the last date of academic activity, whichever is sooner. Online students earn attendance by, at a minimum, submitting an assignment and participating within a discussion posting weekly. Earning attendance by meeting the minimum requirements does not necessarily equate to meeting all the required coursework for the week.

AUTHENTICATION POLICY

All work performed on the course management system of any institutional computer system is performed behind a password-protected Internet site, and students' identity is authenticated through private login information. All students are issued a username and password for online courses during the orientation process of enrollment. This user ID and password are used to access all course information and assessments. Students may not reveal their login information to any other person, and all activity within the password-protected course site is authenticated as the intellectual property and performance of that student. Additionally, the school forbids any acts of plagiarism, which is defined as submitting work, assessment, participation, or any academic activity that was not written or performed wholly by the student submitting that material. Acts of plagiarism or unauthorized access to a student's user ID is grounds for disciplinary action up to and including expulsion from the institution without the possibility of a refund of tuition.

CONSUMER INFORMATION

Postsecondary higher education institutions participating in Title IV are required by The Higher Education Act of 1965 (HEA) to distribute or make available disclosures and reporting requirements of the institution to the students, as well as the general public. You may contact the campus during normal business to request a paper copy of the information. For important information about the educational debt, earnings, and completion rates of students who attended the program, Notice of Non-Discrimination and other information, please visit our website at www.CenturaCollege.edu.

DISMISSAL

The school reserves the right to terminate a student's enrollment for excessive absenteeism, destruction or theft of school property, failure to maintain required academic progress, consumption or possession of alcoholic beverages, illegal drugs, or any weapon (firearms, explosives, or knives) while on school grounds, or the failure to follow school rules and policies. Furthermore, a student may be terminated for inability to meet required financial obligations or behavior inconsistent with professional business standards, which may prove to be disruptive to academic progress. In the case of dismissal for disciplinary reasons, the refund policy will be the same as for withdrawals. Such a termination does not relieve the student of the financial obligation to repay all tuition due, per the school refund policy.

EXPLANATION OF A CREDIT UNIT

One "hour" is defined as a class period of a minimum of 50 minutes during which instruction occurs, either by lecture, demonstration, or laboratory activities. The conversion of clock "hours" to credits is calculated on a semester credit basis, wherein each type of instruction has a unit value assigned, and 45 units is equal to one semester credit. The unit value for each type of activity is as follows:

One clock hour in a didactic learning environment = 2 units
One clock hour in a supervised lab setting = 1.5 units
One hour of externship = 1 unit
One hour of out-of-class work and/or preparation = 0.5 unit

In the school's certificate or diploma programs, each 30-clock hours of instruction is accompanied by 7.5 hours of out-of-class preparation, which may include reading, studying, or completing assignments.

In the schools' degree programs, each hour of didactic learning is usually accompanied by 2 hours of outside preparation, and each hour of supervised lab is usually accompanied by 30 minutes of outside preparation. This varies by course, but is detailed in each corresponding syllabus.

GENERAL POLICIES AND PROCEDURES

GRADING SYSTEM

Students are graded based upon classroom participation, laboratory and project assignments, and written and/or skills examinations. The final grade for a course reflects a measurement of performance in achieving the necessary objectives of that course. Students are expected to complete all assignments and take each examination to obtain a passing grade.

A student should understand that final grades for each module, as well as final grades for graduation, represent a weighted average of the student's overall lecture, lab, externship, and clinical grades. All grades reported by the instructor are included in a student's permanent record and are available at any time upon request. Students contesting a final grade should follow the Academic Grievance policy. Grievances for amending grades must be initiated by the student within five weeks of the end of the module. Final grades are issued based upon the following system:

FINAL GRADES

SCALE	SCALE DA*	GRADE	GRADE POINTS	DESCRIPTION
90-100	93-100	A	4	Excellent
80-89	86-92	B	3	Good
70-79	79-85	C	2	Average
60-69	72-78	D	1	Poor
0-59	0-71	F	0	Failing
I	I	I	0	Incomplete
T	T	T	0	Transfer
U	U	U	0	Unattempted
W	W	W	0	Withdrawal

**This 7-point grade scale applies only to courses with a DA prefix. All other courses follow a standard 10-point scale.*

INCOMPLETES

Any student receiving a grade of incomplete for not completing course work must arrange to make up the required work within one week of the last scheduled day of class. Failure to do so by this date will result in a failing grade for the course. In the case of an externship where the student fails to complete the externship in the allotted time, they will receive a grade of incomplete. The student will then be allowed extra time to complete the externship; however, in no case will the time allowed exceed twice the original hours allocated for the externship.

GENERAL POLICIES AND PROCEDURES

GRADUATION REQUIREMENTS

To maintain satisfactory status leading to graduation, all students must:

Complete the required number of credit hours in the appropriate courses with a passing grade.

Achieve a minimum cumulative grade point average of 2.0 (70%, C). Make-up all academic deficiencies (incompletes, failures, withdrawals, etc.).

Meet all financial obligations to the school.
***DA Graduation requirement 2.0=79%, C**

Students are considered graduated upon successful completion of their program of study and having satisfactorily met all obligations to the school, including financial obligations. Upon successful completion of these requirements, each graduate of a certificate program will receive a certificate, each graduate of a diploma program will receive a diploma, and each graduate of a degree program will receive a degree during the next scheduled graduation ceremony. Centura College programs provide all educational requirements needed in order for graduates to qualify to take related industry-recognized certification or licensure examinations.

HONORS AND AWARDS

To graduate with honors, a student must attain a CGPA of 3.5 or above and be recommended by the Campus Executive Director. Those graduating with a 3.5-3.699 would graduate cum laude; those graduating 3.7-3.849 would graduate magna cum laude; and those who graduate with a 3.85-4.0 will graduate summa cum laude. Such scholastic achievement is so indicated upon their graduation credential.

The following awards are also recognized during graduation:

The Richard E. McLeod Memorial Award is presented to the honor student in each program with both a high overall grade average and an excellent attitude toward work and school. The award recipients are chosen by a panel of instructors at each campus.

The Award of Excellence is given at each graduation ceremony to the most outstanding student at each campus. Many factors are considered, including grade point average, overall attitude, and successful personal growth.

Perfect Attendance Certificates are awarded to those students who have not been tardy or missed any instruction since the first day of their program.

Students who are honored at these graduation ceremonies are encouraged to note those honors and awards on their resumes. Employers look for positive behavioral patterns when they make hiring decisions.

INDEMNIFICATION

The student releases and holds harmless the institution, its employees, its agents, and its representatives from and against all liabilities, damages, and other expenses which may be imposed upon, incurred by, or asserted against it or them, by reason of bodily injury, property damage or loss, which may be suffered by the student from any cause while enrolled in the school.

LEAVE OF ABSENCE

If a student needs to take a temporary break in their education, a Leave of Absence (LOA) may be granted provided the following conditions are met. A student must request an LOA in writing by completing an LOA Request Form. The form will include the start and end dates of the LOA, the reasons for the request, and be signed and dated. There must be a reasonable expectation that the student will return from an LOA, therefore the student must provide the school with the reason for the request. Acceptable reasons may include:

Medical necessity
Active military duty
Legal obligations
Personal reasons
Extenuating circumstances
(as approved by the Campus Executive Director)

GENERAL POLICIES AND PROCEDURES

The following policies must be followed for any student placed on LOA:

All LOAs must be approved in writing by a designated school official. The effective begin date of an LOA may not be earlier than the date the school approves the written request.

The return date for the LOA will always be on the first day of a new block.

An LOA may not exceed 180 days in a 12-month period. A student may be granted more than one LOA provided that the combined LOAs do not exceed 180 days within the 12-month period. The 12-month period begins on the first day of the student's initial LOA.

Prior to granting an LOA, the school must explain the effects that failure to return from an LOA may have on Title IV loan repayment terms, including the expiration of the grace period.

If an LOA occurs prior to the student completing all courses within a module or block, the student may be required to retake those courses in their entirety. Students will receive the appropriate withdrawal grade based on attendance for such courses.

All LOAs must be applied for in advance unless unforeseen circumstances prevent the student from doing so. In this case, an LOA may be granted if the school secures the LOA Request Form as soon as reasonably possible and collects documentation to show that the LOA could not have been requested and approved in advance. The effective begin date of the LOA may not be earlier than the date the circumstances occurred that prevented the student from attending school.

In the case that a student fails to return from LOA on the scheduled date, he or she will be withdrawn from the institution. The scheduled return date will be used as the date of determination (DOD), and the last date of attendance will be used as the NSLDS withdrawal date.

In the rare occasion a student must extend the length of an LOA, he or she must apply for a second, consecutive LOA following the same procedures.

MAKE-UP WORK

It is the responsibility of the student to contact each instructor and make appropriate arrangements to complete any missed work. Normally, instructors will make arrangements on the student's time, outside of class, to make up tests or other missed work. If an exam is not taken within three school days after returning to class, a grade of zero may be recorded. Quizzes that are missed may be scheduled for make-up at the discretion of the instructor.

MILITARY AND VETERAN STUDENTS

ATTENDANCE POLICY FOR VETERANS

We are required to monitor attendance throughout the entire program for students using Veterans' educational benefits. The school makes no distinction between excused and unexcused absences. Unsatisfactory attendance is defined as missing in excess of 20% of the scheduled class time. Unsatisfactory attendance is reported to the School Certifying Official (SCO) daily. The SCO will report all unsatisfactory attendance to the Department of Veteran Affairs (DVA), even if the student has completed the required number of hours to complete and no refund is due the student and/or funding sources.

GENERAL POLICIES AND PROCEDURES

LEAVE OF ABSENCE FOR VETERANS

The school will notify the Department of Veterans Affairs of the last day of class attendance of a student going on LOA. The student may be re-enrolled for educational benefits upon return from their leave of absence.

VA PAYMENT OF TUITION AND FEES

In order to best serve the veteran with information on costs, VA eligibility and potential out of pocket costs, we strongly recommend that veterans provide eligibility documentation such as a certificate of eligibility, or a statement of benefits. However, we will not withhold certification or impose any penalty for failure to submit such documentation. Further, in compliance with Section 103 of the Veterans Benefits and Transition Act of 2018, for VA Chapter 31 and 33 recipients, the school will not impose any late fee, deny access to facilities, or impose any other penalty on a veteran due solely to delay in receipt of tuition or fees payment from the VA. This policy applies to VA tuition and fee payment only and does not apply to any amount owed by the student above and beyond what the VA covers.

MILITARY VETERANS YELLOW RIBBON PROGRAM

Our institution is committed to providing a pathway for military veterans to transition from military life to the civilian workplace. Veterans from any branch of the US military who are eligible for Post-9/11 (Chapter 33) benefits at the 100% coverage level are eligible and encouraged to participate in our Yellow Ribbon program, which assures that no student loans or college debt follows the student after graduation. Each academic year, the institution will consider Chapter 33 benefits as payment in full, up to the full tuition and fee cost for the program. The institution will cover any shortfall in funding, so that the veteran will not need any student loans to support their cost of attendance. This commitment to our Veterans assures that service men and women transition from the military with financial freedom and the skills and certifications needed to attain employment in their chosen field and thrive as professionals in the civilian workplace.

MILITARY TUITION ASSISTANCE

Title IV eligible programs may also be approved for military tuition assistance for active duty military personnel. The level of tuition assistance varies depending upon the branch of service and any additional financial aid the student receives. Students must maintain at least a C average to remain eligible for tuition assistance benefits. For additional information, students may contact a Financial Aid Advisor and their Base Education Officer. Servicemembers must obtain ESO authorization before start of classes.

REFUNDS

VA refunds will be paid within 45 days of the date of determination that the student has dropped, or within 14 days of the receipt of the VA debt letter, whichever comes first.

SATISFACTORY ACADEMIC PROGRESS FOR ACTIVE DUTY MILITARY

A student called to immediate active military duty will not have the semester from which he or she withdrew counted as an attempt for the purposes of calculating rate of progress.

TRANSFER OF CREDIT

All post-secondary education, training, and military experience completed must be evaluated in accordance with the institution's Transfer of Credit Policy. The institution will waive transfer of credit fees for all military education benefit recipients.

VETERANS BENEFITS

This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency. Avocational programs are not eligible for VA Benefits. Student attendance will be certified based on the dates listed on the Block/Modular calendar. See the campus VA Certifying Official for details.

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

VETERANS SURVIVORS

The spouses and children of deceased or disabled veterans may be eligible for VA benefits. For more information, contact the Veterans Administration or the Campus VA Certifying Official.

GENERAL POLICIES AND PROCEDURES

READMISSION POLICY FOR RETURNING MILITARY SERVICE MEMBERS

A school must promptly readmit a service member with the same academic status as he had when last attending the school or accepted for admission to the school. This requirement applies to any student who cannot attend school due to military service.

The student must notify the school of his military service and intention to return to school as follows:

- **Notification of military service. The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give oral or written notice of such service to the school as far in advance as is reasonable under the circumstances. This notice does not have to indicate whether the student intends to return to the school and may not be subject to any rule of timeliness. (Timeliness must be determined by the facts in each case.) Alternatively, at the time of readmission, the student may submit an attestation of military service that necessitated the student's absence from the school. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice.**

- **Notification of intent to return to school. The student must also give oral or written notice of her intent to return to the school within three years after the completion of the period of service. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the school within two years after the end of the period needed for recovery from the illness or injury. A student who fails to apply for readmission within these periods does not automatically forfeit eligibility for readmission but is subject to the school's established leave of absence policy and general practices.**

A school must designate one or more offices that a student may contact to provide notification of service and notification of intent to return. The school may not require that these notices follow any particular format.

The school must promptly readmit the student into the next class or classes in the program beginning after he provides notice of intent to reenroll, unless he requests a later date or unusual circumstances require the school to admit him at a later date. This requirement supersedes state law—for example, a school must readmit a qualifying service member to the next class even if that class is at the maximum enrollment level set by the state.

The school must admit the student with the same academic status, which means to the same program to which the student was last admitted or, if that exact program is no longer offered, the program that is most similar to that program, unless she chooses a different program; at the same enrollment status, unless the student wants to enroll at a different enrollment status; with the same number of credit hours or clock hours previously completed, unless the student is readmitted to a different program to which the completed credit hours or clock hours are not transferable, and with the same academic standing (e.g., with the same satisfactory academic progress status) the student previously had.

REFUND POLICIES

FAILURE TO ENTER

If an accepted student does not enter at least one class to begin the program, the full amount of prepaid tuition and fees will be refunded. If a student fails to enter at least one class at the beginning of a new semester, any prepaid tuition and fees for that semester will be refunded.

RETURN TO TITLE IV (R2T4)

Title IV program funds are awarded under the assumption that a student will remain in classroom attendance for the entire period (semester) for which the funds were awarded. If a student withdraws or is determined by the school to be withdrawn, their last day of attendance (LDA) will be used as their withdrawal date. The date of determination (DOD) will be the date the student requested to withdraw or the date school has determined the student to be a withdrawal, but in no case will the DOD exceed 14 calendar days from the student's LDA.*

Eligibility for Title IV aid must first be revised based on any changes to enrollment status caused by the student's withdrawal. This revised status reflects a reduced number of attempted credits, as the student did not begin attendance in all the courses for which they enrolled during the payment period (semester) in question.

**The school must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of determination.*

GENERAL POLICIES AND PROCEDURES

The return of funds to the federal government is based on the premise that a student earns financial aid in proportion to the length of time in which they remain enrolled. A pro-rated schedule, specified by federal regulation, determines the amount of Title IV program funds they will have earned at the time of withdrawal. For example, if the student completed 30% of the payment period, the student earned 30% of the assistance they were originally scheduled to receive. Once the student has completed more than 60% of the payment period, the student has earned all the assistance they were scheduled to receive for that period.

The Title IV programs that are covered by this law include Federal Pell Grants, Iraq Afghanistan Service Grants, National SMART grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans. In accordance with federal regulations, unearned aid will be returned to Title IV programs in the following order:

Unsubsidized Federal Direct Loan
Subsidized Federal Direct Loan
Federal Direct Parent (PLUS) Loan
Federal Pell Grant
Federal Supplemental Educational Opportunity Grant
Other Title IV assistance

If the student received (or the school or a parent received on student's behalf) less assistance than the amount earned, the student may be able to receive those additional funds as a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school must get the student's permission before the school can disburse them. The student may choose to decline some or all of the loan funds. The school is permitted to automatically use all or a portion of a post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school will need permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give permission, the student will be offered the funds. Grant post-withdrawal funds must be paid within 45 days of the DOD and loan post-withdrawal funds must be paid within 180 days of the DOD.

There are some Title IV funds that the student may have been scheduled to receive that cannot be disbursed once the student withdraws because of other eligibility requirements. For example, if a first-time, first-year undergraduate student has not completed the first 30 days of the program before withdrawing, the student will not receive any FFEL or Direct Loan funds that they would have received had they remained enrolled past the 30th day.

If the student received more assistance than earned, the excess funds must be returned by the school and/or the student. If the student receives (or the school or a parent receives) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of the institutional charges multiplied by the unearned percentage of funds, or the entire amount of excess funds. The school must return this amount even if the school didn't keep this amount of the student's Title IV program funds.
Should there be any additional refund over the total amount of Title IV assistance, a refund will be made to the student and/or other sponsoring agencies. Amounts refunded to each program shall not exceed the award from that program. If the school is not required to return all of the excess funds, the student must return the remaining amount. The student (or parent for a PLUS Loan) repays any loan funds that must be returned, in accordance with the terms of the promissory note.

Any amount of unearned grant funds that must be returned is an overpayment. The maximum amount of a grant overpayment that a student must repay is half of the grant funds received or scheduled to be received. The student does not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. The student must make arrangements with the school or the Department of Education to return the unearned grant funds. An outstanding overpayment makes the student ineligible for Title IV. To regain eligibility, they must either repay the amount in full or make satisfactory repayment arrangements with the Department of Education and provide documentation of good standing.

The requirements for Title IV program funds when a student withdraws are separate from the state/institutional refund policy. Therefore, the student may still owe funds to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school is required to return. The state/institutional refund policy determines how much in tuition and fees are owed; the Return to Title IV policy determines how much aid the student earned. These two amounts may be very different.

Students should contact the Campus Bursar if they have questions about either calculation. The school is required to provide the student with an estimate of what may be earned and what may have to be returned, should the student withdraw.

GENERAL POLICIES AND PROCEDURES

STATE REFUND POLICIES

After the Return to Title IV calculation has been made, the institutional refund policy is applied. State regulations determine the amount of tuition due to the institution at the point of withdrawal/termination on a pro-rata basis. The calculation is based upon the number of weeks completed. Neither Spring Break nor Winter Break is included in the calculation. In any event, the last date of attendance (LDA) will be the date used for calculating the amount of refund due and the date of determination (DOD) will be the date used for calculating the time frame allowed to actually refund any monies due.

After the return calculation and refunds are paid, the student is notified via Bursar Exit Letter, which details costs incurred and payments applied. It also contains the FA Summary Report of loans disbursed.

In special cases of prolonged illness or accident, death in the family, or circumstances that make it impractical to complete the program, the school will follow its refund policy in making a decision regarding repayment arrangements that is reasonable and fair to both parties. Please see state specific refund policies below for more detail.

VIRGINIA INSTITUTIONAL/STATE REFUND

Refunds will be paid within 45 days of the cancellation date, within 45 days of the written request for withdrawal, 45 days from the date a student has been determined to be a drop (date of determination), or within 45 days from the receipt of payment in the event that the date of such receipt is after the last date of attendance, unless federal or state requirements specify otherwise. All refunds are paid within 45 days of the DOD by electronic funds transfer. The policy the school uses is as follows:

If the student withdraws within the first 25% of the term, the school will retain 50% of the charged Tuition and Fees.

If the student withdraws before the first 50% of the term and after the first 25% of the term, the school will retain 75% of the charged Tuition and Fees.

If the student withdraws after the first 50% of the term, the school will retain 100% of the charged Tuition and Fees.

GENERAL POLICIES AND PROCEDURES

A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the cost of the program.

A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund.

REPEAT POLICY

Students failing to achieve a passing grade in a class must repeat it. The failing grade will be averaged into their CGPA until the class is repeated. The new grade earned will replace the original grade, and will be used to recalculate the CGPA. Repeated classes are charged to the student at the cost-per-credit rate as documented in their Student Enrollment Agreement.

RETENTION OF STUDENT RECORDS

Permanent electronic records, to include the official transcript, are accessible at the school, but are stored on a secured network that is routinely backed up. This procedure ensures that copies of all records are kept at more than one location and are retrievable should any storage location be destroyed by fire, vandalism, or other peril.

SATISFACTORY ACADEMIC PROGRESS

In order to demonstrate satisfactory academic progress (SAP) toward completion of a program, a student must maintain a specific overall grade point average and must progress through the program at a specific minimum pace. Attendance in any portion of a semester will be counted as a semester attempted. Satisfactory progress is evaluated at the end of each semester. The qualitative and quantitative evaluations measured at the end of each semester are described below. If the student completes a program and decides to enroll in a new program, satisfactory progress measurement will begin with the new program.

QUALITATIVE MEASUREMENT

The minimum cumulative grade point average (CGPA) is measured using a progressive standard outlined in the charts below. The minimum CGPA required for graduation is a 2.0 with a passing grade in every required course. If a student receives a failing grade for a required class, the course must be retaken. When a student repeats a class, the second grade will be substituted for the first for CGPA calculation purposes.

For programs less than one year in length, the minimum acceptable CGPA at the end of each semester is:

SEMESTER	MINIMUM CGPA
1	1.75
2+	2.0

For programs one year or longer in length, the minimum acceptable CGPA at the end of each semester is:

SEMESTER	MINIMUM CGPA
1	1.25
2	1.5
3	1.75
4+	2.0

GENERAL POLICIES AND PROCEDURES

QUANTITATIVE MEASUREMENT

The quantitative measure is summarized as the total number of credit hours successfully passed divided by the total number of credit hours attempted. For example, if a student passed 20 credits out of 24 credits attempted, their rate of progress (ROP) would be 83%, since (20 ÷ 24 = 83.33%). All students must meet the minimum standards indicated below by the end of each semester of classes. Attempted credits include all credits attempted: transfer credits, repeat courses, withdrawals (official or unofficial), and credits earned without benefit of financial aid. Any courses transferred in will count toward the academic progress as credits attempted. Developmental coursework is excluded from the calculation. See charts below for the progressive pace requirements.

For programs less than one year in length, the minimum acceptable ROP at the end of each semester is:

SEMESTER	MINIMUM ROP
1	50%
2+	67%

For programs one year or longer in length, the minimum acceptable CGPA at the end of each semester is:

SEMESTER	MINIMUM ROP
1	50%
2	62.5%
3	65%
4+	67%

The maximum time frame that a student can work toward a program is 150% of the time scheduled for that program. If, at any time, the school determines that a student is unable to graduate from their program without exceeding the maximum time frame of 150%, the student will be dismissed from the program. For example, the maximum timeframe of a 60-credit program is 90 attempted credits. If a student in a 60-credit program has attempted 70 credits, but has passed only 20, then they could not possibly pass all 60 credits within 90 credits attempted, and they would be dismissed from the program.

Any semester with incomplete grades will be re-evaluated once the incomplete has been resolved into either a passing or failing grade. If not resolved within a week from the end of the course, an incomplete automatically becomes a failing grade.

FINANCIAL AID WARNING AND ACADEMIC PROBATION POLICY

If the student fails to achieve the minimum qualitative or quantitative requirements, the student will be placed on financial aid warning and academic probation for one semester of instruction. During this probationary period, the student must maintain satisfactory progress in order to meet the minimum qualitative and quantitative requirements for that semester.

Students on financial aid warning will remain eligible for financial aid, and, if satisfactory progress is met at the end of the semester, the financial aid warning and academic probationary status will be lifted. Failure to achieve satisfactory progress by the end of the semester will result in financial aid suspension and the loss of Title IV eligibility. Probation requires that students be advised of the terms and conditions, including any necessary academic plans, of the probation in writing and in person.

APPEALS

A student on financial aid suspension may appeal a determination that they are not achieving satisfactory academic progress. The student must submit the appeal in writing to the Campus Executive Director. The Campus Executive Director may grant an appeal of the satisfactory academic progress standards for the following mitigating circumstances: death of a family member, injury or illness, or other special circumstances. The decision of the Campus Executive Director is final and the student will be notified in writing. SAP may only be appealed once.

Students who successfully appeal will be placed on financial aid probation for one semester of instruction. If the student fails to maintain satisfactory progress while on financial aid probation, the student will be dismissed from school.

GENERAL POLICIES AND PROCEDURES

Students dismissed for unsatisfactory progress may apply for re-admission through the Office of Admissions. If accepted, the student will be placed on an academic plan and will be required to regain satisfactory academic progress to reestablish Title IV eligibility and VA benefits.

STUDENT PORTAL

The student portal is a self-service resource that acts as the primary method of communication between the school and the student. Access to academic and financial information—including grades, attendance, class schedules, advisor appointments, important school-related messages and announcements, and loan disbursement notifications—is facilitated via the student portal. Students can access the portal from any internet-enabled computer or device. Information available to view and print includes annual campus security reporting and consumer information.

Access to the student portal will be demonstrated at Student Orientation, with ongoing technical assistance provided by the campus's portal administrator.

TECHNOLOGY REQUIREMENTS FOR ONLINE COURSES

The school provides technical services and training through its online platform. Online students must also have at least the following hardware and software to access the online platform and successfully attend classes:

Microsoft Windows 7
2.2 GHz Processor
2 GB RAM
56 kbps Modem or Broadband Connection
Adobe Reader 10
Microsoft Office 2010
Google Chrome
Anti-virus protection

TRANSCRIPT REQUESTS

An official transcript bearing the seal of the college and the signature of the Registrar is a document required by colleges and prospective employers. An official transcript is sent only with the student's written request. A transcript issued to the student will be marked "Unofficial." A student may request academic transcripts be forwarded to other institutions or places of employment by notifying the Registrar's Office in writing. The Transcript Request Form is available in the Registrar's Office. A transcript request must include:

Student Name
Date of Birth
Approximate dates of attendance
Address to which transcript is to be forwarded
Student Signature

Each student will receive one complimentary official transcript upon request. All others will be provided upon receipt of a $5.00 fee for each transcript. There is no charge for unofficial transcripts.

EMERGENCY WEATHER POLICY

The institution may occasionally cancel classes because of a weather emergency. Students will make up any material missed to ensure completion of the entire course. Notice of such weather-related closings will be relayed via the method determined by the individual school at Student Orientation.

WITHDRAWAL

If a student finds it necessary to withdraw from school before completing their courses, the student is requested to submit written notice of withdrawal to the Campus Executive Director or Registrar. Submission of notification to withdraw to any other department may result in a delay of processing, but will not invalidate the notification. The effective date of determination of the withdrawal will be the date of the written notification or 14 calendar days from the last day of documented academic activity, whichever is sooner. If the student does not submit written notification to the school, it is considered an unofficial withdrawal. In either case, the last date of class attendance will be used as the last day of documented academic activity. Any possible tuition refund and final grade determination are based upon the last day of documented academic activity.

Students must attend an exit interview to resolve all academic and financial matters. Students will receive an invoice of the amounts owed to the school and other lenders with payment options after withdrawal. Payment will be due 30 days from the date of the invoice.

STUDENT RIGHTS AND RESPONSIBILITIES

GENERAL GRIEVANCE PROCESS

A general grievance procedure is an essential part of an effective educational system. At the school, every safeguard is taken to protect this right of the student. The Campus Executive Director ensures that no retaliatory action be allowed against any student who has lodged a complaint. All files pertaining to a student's complaint will be maintained by the school for five (5) years.

ACADEMIC GRIEVANCES

For complaints pertaining to academic matters (grades, tests, academic protocols), the student should:

Contact the instructor(s) privately, either orally or in writing to rectify the situation or concern;

If the outcome is not satisfactorily resolved within three (3) business days of this contact, the student should contact the Lead Instructor, Program Coordinator, or Director of Education (as defined by the campus);

If this outcome is not satisfactorily resolved within five (5) business days of this contact, then the student should contact the Campus Executive Director to detail the complaint on a Student Complaint Form, noting academic concern.

ADMINISTRATIVE GRIEVANCES

For complaints pertaining to administrative matters (FA, scheduling, supplies), the student should contact the Campus Executive Director by either making an appointment with the Campus Executive Director or submitting the complaint in writing on the Student Complaint Form, noting reason for administrative complaint. The Campus Executive Director will meet with each party involved separately to seek a fair and unbiased resolution to the student complaint.

UNRESOLVED ACADEMIC AND ADMINISTRATIVE GRIEVANCES

Should an academic or administrative complaint not be satisfactorily resolved within fifteen (15) business days, and after the established process at the campus level has been followed, a student may submit their complaint to the Regional Director. Contact of the Regional Director should be made by sending the complaint in writing to: Centura College Corporate, Attention: Regional Director, 4455 South Boulevard, Suite 250, Virginia Beach, VA 23452.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201 (703) 247-4212
www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/StudentCorner/Complaints.aspx.

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA (SCHEV)

Students attending school in Virginia may contact the State Council of Higher Education for Virginia at:

State Council of Higher Education for Virginia
101 North 14th Street
Richmond, VA 23219

VIRGINIA STATE APPROVING AGENCY (SAA)

The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. This office investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact this office via email: saa@dvs.virginia.gov.

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill

STUDENT RIGHTS AND RESPONSIBILITIES

DISABILITY GRIEVANCE PROCESS

The school works to ensure a learning environment that is accessible as well as free from discrimination and retaliation and does not tolerate discrimination based on disability. The Student Code of Conduct specifically addresses student-on-student violations of this nature. In addition, a disability grievance process is available to students who have voluntarily disclosed a disability and who seek academic accommodation, auxiliary aid, or other accommodations. Such complaints are often related to the type, level, or timeliness of services provided to students with disabilities, but may also be the result of complaints by students regarding staff, not otherwise addressed under the General Grievance Process section. A student who believes they have been discriminated against based on accommodation, provision of services, or other related factors impacting prompt and reasonable accommodation based on disability may follow the following grievance process:

To make a formal complaint, complete the school's Student Complaint Form.

Turn the complaint form into the Campus Section 504 Liaison, who will immediately notify the Campus Executive Director and the Corporate Director of Student Affairs.

Be prepared to meet with the Corporate Section 504 Coordinator to discuss the complaint and possible solutions.

Should the initial remedy of a complaint not resolve the complaint, the student may then file a Student Request for an Appeal Form. To learn more about the school's Office of Disability Services, please contact the Campus Section 504 Liaison located in the Student Services Office or call the Corporate Office of Disability Services, located in the Corporate Department of Student Affairs, toll free at (877) 604-2121.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT CODE OF CONDUCT

INTRODUCTION

Centura College provides educational opportunities to a diverse student population. As with any institution of higher learning, students are expected to maintain order and to adhere to standards of conduct that promote mature interactions, open dialogue, communication, and a positive overall campus culture. The Student Code of Conduct provides a set of guidelines under which students may enjoy their active educational environment while also respecting the rights of others and the campus itself. Additional institutional policies, such as non-discrimination policies, further define expectations for conduct in unique circumstances and will be used in conjunction with this policy in applicable situations. Substantiated violations of the Student Code of Conduct are addressed promptly through the Institution's defined disciplinary process.

OVERVIEW OF THE STANDARDS OF CONDUCT

By enrolling in the Institution, students agree to adhere to certain standards of conduct that reflect professional behavior and that support safety on campus. These standards are in place to help ensure that each campus remains a positive environment for education and professional growth, and that the welfare of the Institution's students, faculty, and staff is maintained at all times.

The Institution provides all students with opportunities at the campus level to address concerns related to this policy. Students seeking information should first consult the Institution's policy and make their concerns known to the appropriate administrator on campus (Assistant Director/Director of Compliance and Administration, Director of Education, or Campus Executive Director). Policies are available to students from several sources: they are provided in paper form at Student Orientation; they can be requested in paper form at any time; and they are permanently available for download from the Institution's website.

In order to remain in good standing as alumni and to receive associated benefits such as career advising assistance, graduates are expected to continue to comply with the standards of conduct in all dealings with the Institution. Therefore, it is the expectation of the Institution that students and alumni will exemplify professional, courteous, and mature behavior. Such behavior includes, but is not limited to, these standards of conduct:

Respecting the rights of others without regard to race, color, national origin, gender, sex, age, and disability;

Using language that is relevant to the operation of the Institution and free from profanity;

Appearing on campus in appropriate, professional attire or uniforms ("appropriate" means ready to meet with a potential employer given a few minutes notice);

Contributing to order in all institutionally sanctioned activities, whether on or off campus, to include the classroom, hallway, facilities, labs, intern/externship sites, and housing;

Respecting the property both of the Institution and of the community by doing no harm or damage to the facility, its contents, the property of others while on or off campus, or to vehicles on or off campus;

Contributing to the health and safety of others while on the private property of the campus as well as during institutionally sponsored events on or off campus;

Adhering to all local, state, and federal laws.

The standards of conduct represent the behaviors that administrators hope to see from all members of the learning community. Violations of these standards are subject to the disciplinary actions in the Conduct Level and Range Summary Chart and to the grievance processes in the General Conduct Violation Grievance and Investigation Process. The Institution has distinct student grievance policies and processes for academic concerns vs. administrative concerns vs. discrimination concerns.

STUDENT RIGHTS AND RESPONSIBILITIES

OVERVIEW OF THE PROCESS

The institution views its Student Code of Conduct as the basis for a productive learning community. The Student Code of Conduct provides specific levels of violation and detailed ranges of discipline for first and second violations within each Level. Allegations of a level I or II violation of the Student Code of Conduct (i.e. those deemed most serious) require formal investigations and may warrant immediate removal from campus. In level I situations (which includes all "direct threat" matters) this removal may persist pending the outcome of a Formal Investigation, while level II cases may call only for removal from campus for a day to stabilize a situation. Applicable sanctions for a substantiated level I or II violation include suspension and expulsion.

Allegations of level III and IV violations lead to an informal resolution process and, if substantiated, are subject to defined disciplinary ranges that include written warnings, sanctions, and suspension for defined periods of time from campus (see Conduct Level and Range Summary Chart).

The institution encourages students with complaints to refer to the policies and procedures for formally expressing them. These allow for an airing of grievances while still respecting the rights of other classmates. Students may also seek guidance from administrators regarding their rights, responsibilities, and applicable policies and processes.

Complaints or reports of alleged violations of the Student Code of Conduct shall first be submitted to a campus administrator. If the Campus Executive Director is part of the complaint or report, it can be submitted to the campus's Regional Director at the corporate office. Upon receipt of a complaint or report, i.e. upon being formally notified, a campus administrator will conduct a brief informal inquiry to determine the appropriate next steps. This inquiry will include identifying the applicable levels and ranges for the allegations and determining whether the situation requires immediate mitigating action such as in direct threat or discriminatory situations.

DISCIPLINARY PROCESS

The school has established clear guidelines for addressing Student Code of Conduct violations. Such violations fall into four levels, each having ranges of possible discipline. The school has established the General Conduct Violation Grievance and Investigation Process, which offers students an unbiased, defined protocol for addressing any conduct matter. Students should review the policy and be familiar with the process. A full copy of the policies and procedures are available upon request from a campus administrator, may be downloaded from the school website, or may be obtained with a written request to DSAF—Policy Request, 4455 South Blvd, Suite 200, Virginia Beach, VA 23452.

The Campus Executive Director is responsible for maintaining good order on the campus and for administering the school's established conduct related policy and procedures. Should a complaint be received from a student against another student using the Student Complaint Form, or should a violation of the Student Code of Conduct occur as observed or reported by school officials, a student will be informed of the alleged violation in conference with a campus administrator and in writing through receipt of a Record of Student Advising Form. The student may be removed from school during a Formal Investigation. Documentation of all findings, to include the type of violation and subsequent discipline, will be noted in the student's official school record and maintained by the school for a period of five (5) years.

STUDENT RIGHTS AND RESPONSIBILITIES

CONDUCT RELATED GRIEVANCE PROCESS

The student has the right to participate in the Formal Investigation, and if appropriate, request an appeal of the investigative findings. An Appeal Committee will be convened by the Department of Student Affairs off campus. The school provides appeals on matters of adherence to policy and procedures, and not as an additional forum for dispute of the conduct violation or administered discipline.

A student who is expelled as a result of a Student Code of Conduct violation may apply for re-admission. Applications for re-admission will be considered on an individual basis with the Review Board making a final determination. If a student leaving school as a result of a Student Code of Conduct violation is accepted for re-admission, the student will be placed on conduct probation for the remainder of the program in which they are enrolled. The Campus Executive Director ensures that no retaliatory action will occur based on a student complaint or a student's pursuit of remedy under the Conduct Related Grievance Process.

NOTICE OF NON-DISCRIMINATION

The institution does not discriminate on the basis of race, color, national origin, gender, sex, age, or disability in any of its programs or activities. The institution provides policies and procedures that are compliant with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990. Any individual who believes that she or he has been discriminated against has the right to seek relief and to be free from retaliation by members of the learning community. The following person has been designated by the institution to handle all inquiries regarding its non-discrimination policies: Corporate Director of Student Affairs, 4455 South Blvd., Suite 250, Virginia Beach, VA 23452, toll free (877) 604-2121. A person may also contact the Federal Department of Education, Office for Civil Rights at: https://www2.ed.gov/about/offices/list/ocr/index.html.

DISCRIMINATION GRIEVANCE PROCESS

The school does not discriminate in its admissions processes, programs, activities, or offerings and does not tolerate discrimination. The Student Code of Conduct specifically addresses violations related to student-on-student or student-on-staff discrimination (See General Conduct Violation Grievance and Investigation Process in a full copy of the policies and procedures). The Campus Executive Director is responsible for maintaining a campus free from discrimination and retaliation and is the first point of contact for complaints of discrimination based on color, race, national origin, sex, gender, and age. A specialized process has been established to address complaints related to discrimination, which takes precedent over any other policy. This process is detailed in the Civil Rights Non-Discrimination Grievance and Investigation Process available to all students upon request.

In cases where a student believes they have been discriminated against by another student based on race, color, national origin, gender, sex, or age, and who wishes to make a formal complaint, they may complete the Student Complaint Form noting the circumstances surrounding their complaint and may immediately seek an appointment with the Campus Executive Director.

A fair and unbiased grievance process allows student complaints to be addressed at the campus level in conjunction with the Department of Student Affairs, and provides for an off campus appeal process. In cases where the complaint is against the Campus Executive Director, the Regional Director will administer all campus level complaints in concert with the Corporate Director of Student Affairs. Complaints sent to the Regional Director will be investigated to ensure that all school policies and procedures have been followed. All files pertaining to a student's complaint will be maintained by the school for five (5) years.

UNRESOLVED DISCRIMINATION GRIEVANCES

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Building, 400 Maryland Avenue, SW, Washington, DC 20202-1100 Telephone: 800-421-3481 FAX: 202-453-6012; TDD: 877-521-2172 or email: OCR@ed.gov.

STUDENT RIGHTS AND RESPONSIBILITIES

TITLE IX ANTI DISCRIMINATION AND SEXUAL HARASSMENT POLICY

I. Policy

It is the policy of Centura College ("the College") to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual harassment. The College has enacted the Campus Sexual Harassment Policies & Procedures (the "Policy") to reflect and maintain its institutional values, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

The Policy can be found at the College's website at www.centuracollege.edu.com or obtained in person from the Campus Executive Director or the Title IX Coordinator (see below).

The College does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

This Policy prohibits all forms of sex discrimination, harassment, and misconduct, including sexual assault, domestic violence, dating violence, and stalking. The requirement not to discriminate in the College's education programs or activities extends to admission. This Policy also prohibits retaliation against a person who has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Inquiries about the application of Title IX may be referred to the College's Title IX coordinator, the U.S. Department of Education Office for Civil Rights, or both.

The College also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies, including Title IX: In addition to the campus Title IX Coordinators listed above, the Corporate Director of Student Affairs has been designated to handle inquiries regarding the non-discrimination policies, including Title IX. You may contact the Corporate Director of Student Affairs at 4455 South Blvd, Suite 200, Virginia Beach, VA 23452, E-mail: sscorp@centura.edu Toll Free: (877) 604-2121 Fax: (757) 497-6503.

Inquiries or complaints concerning the School 's compliance with Title IX or other federal civil rights laws may be referred to the U.S. Department of Education's Office for Civil Rights.

Office for Civil Rights, District of Columbia Office

Chesapeake Campus
Dennis Ryan, Title IX Coordinator
932 Ventures Way
Chesapeake, VA 23320
Phone: (757) 549-2121
Email: directorcche@centura.edu

Peninsula Campus
Angel Foreman, Title IX Coordinator
616 Denbigh Boulevard
Newport News, VA 23608
Phone: (757) 874-2121
Email: directorcpen@centura.edu

Norfolk Campus
Cory Doxey, Title IX Coordinator
7020 North Military Highway
Norfolk, VA 23518-4833
Phone: (757) 853-2121
Email: directorcnor@centura.edu

Virginia Beach Campus
Eric Hyde, Title IX Coordinator
2697 Dean Drive, Suite 100
Virginia Beach, VA 23452-7431
Phone: (757) 340-2121
Email: directorcvab@centura.edu

North Chesterfield Campus
Virginia Goodwin, Title IX Coordinator
7914 Midlothian Turnpike
North Chesterfield, VA 23235-5250
Phone: (804) 330-0111
Email: directorcrim@centura.edu

400 Maryland Avenue, S.W.
Washington, DC 20202-1475
Telephone: (202) 453-6020
Facsimile: (202) 453-6021
Email: OCR.DC@ed.gov

Centura College desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. The College will achieve this through education, orientation, and training for all students, staff, and faculty for the purpose of creating awareness of both the issues surrounding discrimination as well as accountability, sensitivity training, and anti-discrimination training in their classrooms, at least once while the student is in College.

STUDENT RIGHTS AND RESPONSIBILITIES

TITLE IX ANTI DISCRIMINATION AND SEXUAL HARASSMENT POLICY CONT

II. Sexual Harassment Grievance Procedure

Reports of sexual harassment should be made to the College's Title IX Coordinators or Corporate Director of Student Affairs. The College will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

The College will investigate all formal complaints of sexual harassment. A formal complaint must be in writing filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. The College's Title IX Coordinator oversees the College's investigation, response to, and resolution of all reports of prohibited sexual harassment, and of related retaliation, involving students, faculty, and staff.

If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint and if the College determines that the particular formal complaint is appropriate for such a process, the College will facilitate an informal resolution to assist the parties in reaching a voluntary resolution. The College retains the discretion to determine which cases are appropriate for voluntary resolution.

The College will convene a hearing panel following the end of an investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the hearing panel's written determination will include any disciplinary sanctions the College imposes on the respondent. The Policy provides that the parties have the right to appeal the hearing panel's determination under certain circumstances.

For more information, please see our website at: https://www.centuracollege.edu/your_rights/title-ix/.

VIRGINIA ADDENDUM

ACCREDITATION

The Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212

ACCSC is recognized as a national accrediting agency by the United States Department of Education.

The Dental Assistant program is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611; the Commission's web address is: www.coda.ada.org

MEMBERSHIPS, APPROVALS, AND AFFILIATIONS

American Massage Therapy Association

American Medical Technologists

American Welding Society (AWS)

Associated Bodywork & Massage Professionals

Certified by the U.S. Department of Education to participate in Federal Title IV programs

Commission on Dental Accreditation (CODA)

Department of Professional Occupational Regulation (DPOR)

Department of Veterans Affairs Yellow Ribbon Program

Military Tuition Assistance

National Association for Health Professionals

National Center for Construction Education & Research (NCCER)

National Healthcare Association

Hampton Roads Workforce Council – Workforce Investment Opportunity Act (WIOA)

State Approving Agency for Veterans Education and Training

Student Exchange Visitor Program (SEVP)

Vocational Rehabilitation

*Not all campuses are approved by all organizations.

VIRGINIA ADMINISTRATION

CHESAPEAKE CAMPUS

DENNIS RYAN

Executive Director
BBM Business Management
AAS Computer Science

DR. JOHN PAUL ALFEROS

Director of Education
Ed. D in Organizational Change and Leadership
University of Southern California

NORFOLK CAMPUS

CORY DOXEY

Executive Director
MBA

LORI BEDFORD

Director of Education
BS Health Care Administration 2012
Columbia Southern University
Associate Health Sciences
Naval School of Health Science

NORTH CHESTERFIELD CAMPUS

VIRGINIA GOODWIN

Executive Director

PENINSULA CAMPUS

ANGEL FOREMAN

Executive Director
BS Business Administration
Coastal Carolina Community College

OTIS GRATE

Director of Education
MBA in Business Administration
focus on Healthcare Management
University of Phoenix

VIRGINIA BEACH CAMPUS

ERIC HYDE

Executive Director

CALIFORNIA ADDENDUM

STUDENT TUITION RECOVERY FUND DISCLOSURE

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. The STRF fee is $2.50 per one thousand dollars ($1,000) of institutional charges.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Street, Suite 225, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- **The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.**
- **You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.**
- **The institution has been ordered to pay a refund by the Bureau but has failed to do so.**
- **You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.**
- **The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.**
- **You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.**
- **You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.**

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

COURSE DESCRIPTIONS

AC 1340 Accounting I
Accounting I introduce students to accounting principles and their application in the day-to-day operations of various businesses. Topics include the accounting equation, maintaining accounting records, accounts receivable, accounts payable, cash receipts, cash payments, banking procedures, payroll preparations, accruals, deferrals, financial statements, reporting standards, accounts receivable and uncollectible notes payable, notes receivable, statement analysis, and statement of cash flows. By the end of the course, students should be able to use accounting terminology, analyze business transactions with T accounts, post information to the General Journal and the General Ledger, adjust accounts, account for sales and accounts receivable, account for purchases and accounts payable, and work with cash receipts, cash payments, and banking procedures.
3.0 Credits

AC 2322 Computerized Accounting
Computerized Accounting introduces the student to automated accounting fundamentals and complex accounting principles. Topics include banking procedures, customers and sales, to include vendors, purchases and inventory, payroll preparations, and the creation of reports and graphs. QuickBooks software is utilized as an integral part of the classroom instruction. By the end of the course, the student should be able to use QuickBooks software for accounting procedures.
3.0 Credits

AH 4361 Managerial Accounting
Managerial Accounting introduces students to the role of accounting information in support of decision making and planning. Students will learn accounting methods for planning and controlling operations through budgets, responsibility centers, and cost management. By the end of the course, students should be able to describe fraud and the role of ethics in managerial accounting, evaluate product and period costs, and explain how they impact financial statements, create job order costing and analysis, measure and account for costs in process operations, and solve managerial decision scenarios as they relate to relevant costing and decision-making practicums.
3.0 Credits

AH 1000 Medical Terminology
Medical Terminology introduces students to the concepts of medical word parts, phrases, root words, combining forms, prefixes and suffixes. Students will gain the necessary knowledge and ability to confidently use medical terms associated with the integumentary, musculoskeletal, hematological, immunological, cardiovascular, respiratory, gastrointestinal, sensory, nervous, endocrine, urinary, and male and female reproductive systems. By the end of the course, students will have a fundamental knowledge of the terminology used in medical professions.
3.0 Credits

AH 1100 Anatomy and Physiology
In this course, the student will be introduced to an overview of human anatomy and physiology. Emphasis will be placed on the primary structures and functions of the body, beginning with the smallest unit to the most complex body system and anatomical orientation. By the end of the course, the student will gain fundamental knowledge of the systems of the body and how they interact with one another.
1.5 Credits

AH 3300 The Healthcare Industry
The Healthcare Industry introduce students to a comprehensive and historical overview of the health care industry. Students will be introduced to health care organizations, health care operations, and the importance and availability of medical reference materials. Emphasis is placed on the changes and current policies in healthcare delivery systems because of the professional, political, social, and economic forces that have shaped the field of health care. By the end of the course students should be able to understand and explain healthcare law and ethics applicable to healthcare, explain the government's and health care providers' role in the privatization of health insurance, use statistics and apply data to facility management, research and identify resources on current policies and legislation affecting the health care industry, and understand the different methods in which healthcare is financed.
3.0 Credits

AH 3320 Healthcare Management
Healthcare Management introduces students to management and legal issues in the healthcare industry and the role of the healthcare manager. Emphasis is placed on HIPAA regulations, the role of OSHA regulations in healthcare, and issues facing patients, their families, practitioners, caregivers, and society within the healthcare industry. Additionally, students will study performance improvement and evaluation, risk assessment, and managing a diverse healthcare workforce. By the end of the course, students should be able to evaluate common types of governance formed to direct the strategic and fiscal operations of the varied healthcare organizations and identify the legal and ethical concerns associated with managed care.
3.0 Credits

AH 3340 Introduction to Community Health
Introduction to Community Health introduces students to the history, evolution, and status of the practice of health education among groups of people who define themselves as a community. Emphasis is placed on health behaviors, environmental influences, health policy, and economic and healthcare system issues in health promotion and disease prevention. By the end of the course students should be able to identify the factors that influence a community's health and the roles that various organizations play in community health, evaluate various criteria used by communities to prioritize health problems to prepare for the allocation of prevention and control resources and analyze the major concerns with the healthcare system in the United States.
3.0 Credits

AH 4310 Human Resource Administration
Human Resource Administration introduces students to an overview of human resource issues in a variety of organizations. Students will learn concepts relating to job design and analysis, legal issues, safety, training, employee relations, risk management, benefits and compensation practices, recruitment, and current challenges in management of employees. By the end of the course, students should be able to evaluate the strategic importance of human resource management operations, the similarities and differences between the internal and external environmental forces, identify the strategic, managerial, and operational human resource activities in an organization, evaluate the role of training and development in organizational performance and identify the ethical issues in policies and procedures.
3.0 Credits

AH/BU 4360 Financial Management
Financial Management introduces the student to the elements of managerial finance. Students will use the decision-oriented approach to solve financial problems. Topics will include cash and capital budgeting, corporation analysis, budget planning and reporting, working capital management, auditing, cost of capital, long-term sources of funds, and stock market budgeting. Students will study financial statements, reports, and budgets. Upon completion of this course, students should be able to apply their understanding to the creation of pertinent financial statements, reports, and budgets and analyze the financial health of an organization.
3.0 Credits

AHD 1001 Medical Terminology
Medical Terminology introduces students to the concepts of medical word parts, phrases, root words, combining forms, prefixes and suffixes. Students will gain the necessary knowledge and ability to confidently use medical terms associated with the integumentary, musculoskeletal, hematological, immunological, cardiovascular, respiratory, gastrointestinal, sensory, nervous, endocrine, urinary, and male and female reproductive systems. By the end of the course, students will have a fundamental knowledge of the terminology used in medical professions.
3.0 Credits

AHD 1101 Anatomy and Physiology
In this course, the student will be introduced to an overview of human anatomy and physiology. Emphasis will be placed on the primary structures and functions of the body, beginning with the smallest unit to the most complex body system and anatomical orientation. By the end of the course, the student will gain fundamental knowledge of the systems of the body and how they interact with one another.
1.5 Credits

BMET 1010 Introduction to Biomedical Equipment Technology
In this course students will begin to become familiar with the various equipment and technology developed for use in the biomedical field. Students will gain a working knowledge of tools used, and sharpen skills acquired throughout the course. The student will leave the course understanding practical principles for job expectations in the biomedical field.
3.0 Credits

COURSE DESCRIPTIONS

BMET 1020 Electronics: Basic AC/DC Circuits
This course provides an introduction to the science of electronic systems. Students will grasp an understanding of basic principles of electrical components. By the end of the course, students should be able to correctly identify specific components and apply relevant principles associated with voltage, current, loads, and power.
3.0 Credits

BMET 1025 Electronics: Devices and Circuits
In this course students will learn the theories and operations associated with basic electronic devices and circuits found in various biomedical equipment. Students will become familiar with electronic displays, electrodes, transducers, recorders, and motors. By the end of the course, students should be able to analyze various electronic devices and circuits to perform applicable troubleshooting techniques.
3.0 Credits

BMET 1030 Safety, Regulations, and Security
This course introduces students to safety precautions, required regulations, and security issues associated with the biomedical field. The student should leave the course with the ability to identify the different classifications of biomedical equipment, perform biomedical equipment listings and medical device reporting, and adhere to quality system regulations.
3.0 Credits

BMET 1040 Anatomy and Physiology Fundamentals
In this course students will become familiar with the basic principles of anatomy and physiology. Students will study anatomical terms and basic structural attributes and locations. The student will leave the course able to identify anatomical locations and orientations, and specific functions as they relate to the biomedical field.
3.0 Credits

BMET 1050 Fluid Dynamics
This course is designed to address the basic analysis techniques and practical applications associated with fluid mechanics of biomedical equipment. Students will gain knowledge of fluid flow, pressure, flow measurement, as well as the ability to troubleshoot. The student will leave the course with the ability to repair typical fluid systems related issues for leaks, connectors, seals, filters, and blockages.
3.0 Credits

BMET 1060 Computer Systems and Networking
This course introduces students to the fundamentals of computer and network interaction with biomedical equipment. The students will examine hardware and software connections of various devices. By the end of the course, students will learn how to identify networking components and connections of devices found in the biomedical equipment field.
3.0 Credits

BMET 1070 Chemistry Essentials
In this course students will review basic chemical principles. Student will learn basic science concepts such as chemical reactions, bonds and measurements. The student will leave the course with a basic understanding of states of matter, atomic theory, acids & bases, stoichiometry, and chemical solutions.
3.0 Credits

BMET 1080 Technical Writing and Reporting
This course is designed to help students develop competent writing styles associated with technical writing and reporting. The course will cover typical writing components for effective communication with management and coworkers, as well as customers. By the end of the course, students will be able to write technical letters, reports, labels, instructions, case reports, reviews and work orders as legal documents.
3.0 Credits

BMET 2010 Instrumentation: Diagnostic Devices
This course covers operations of basic diagnostic devices and equipment found in a variety of medical and clinical settings. Students will learn diagnostic theories and will be able to troubleshoot medical devices. The student will leave the course able to manipulate diagnostic devices such as ECG Monitors, Stress Test Equipment, Blood Pressure Equipment, Sensory-Based Equipment, and Organ-Based Equipment.
3.0 Credits

BMET 2020 Instrumentation: Imaging Devices
This course covers operations of basic imaging devices and equipment found in a variety of medical and clinical settings. Students will learn imaging theories and will be able to troubleshoot medical devices. The student will leave the course able to manipulate imaging devices such as X-Ray Equipment and a variety of Diagnostic Medical Sonography Equipment.
3.0 Credits

BMET 2030 Instrumentation: Treatment Devices
This course covers operations of basic treatment devices and equipment found in a variety of medical and clinical settings. Students will learn treatment theories and will be able to troubleshoot medical devices. Students will leave the course able to manipulate treatment devices such as Defibrillators, Anesthetic Equipment, Organ Treatment and Sensory Treatment Equipment, and the Biomedical Test Equipment to test this equipment.
3.0 Credits

BMET 2040 Instrumentation: Laboratory Equipment
This course covers operations of basic laboratory devices and equipment found in a variety of medical, clinical, and research settings. Students will learn laboratory theories and will be able to troubleshoot medical devices. The student will leave the course able to manipulate laboratory devices such as Optical Equipment, Sterilization Equipment, Chemical and Fluid Processing and Treatment Equipment.
3.0 Credits

BMET 2050 Biomedical Equipment Technology Externship
This externship course will focus on the application of knowledge and skills acquired during the Biomedical Equipment Technology program. These skills will be applied in facilities that utilize biomedical equipment with emphasis on proper company maintenance procedures, safety inspections, repairs and calibration of various medical devices. By the end of the course, the student will leave prepared to obtain employment in the biomedical equipment technology field.
3.0 Credits

BU 1320 Business Foundations
Business Foundations introduces students to business topics in the modern world, its environments, and how economics affect business and economic indicators. Topics covered include information technology, finance and accounting, entrepreneurship, marketing, human resource management, production and operations management, information technology in business, management functions and styles, leadership and motivation, global markets, social responsibility, ethical behavior, and managing finances. By the end of this course, students should be able to define business and its basic terms, explain how today's business workforce and the nature of work itself is changing, summarize the different types of advertising, understand the basics of international business, explain the role of human resources in business, identify and describe the production processes and describe financial planning.
3.0 Credits

BU 1321 Personal Finance
Personal Finance introduces students to the principles of personal finance with an active approach to help the student develop successful financial skills. This course builds a conceptual understanding of money management, saving and payment, credit, and mortgages. The student learns to plan tax payments, both Federal and State. By the end of the course, students should be able to use personal information to gauge their personal financial plan.
3.0 Credits

BU 1330 Principles of Management
Principles of Management introduces students to management concepts and focuses on skills needed to be a good supervisor/manager. Topics covered include functions and challenges of management, ethics and corporate responsibility, communication, human resources, diversity, leadership, and managerial control. At the end of the course, the student will be able to evaluate the types of skills necessary for a managerial position, discuss managerial opportunities of the 21st century, explain why law and ethics are necessary in business and evaluate how people-based management skills establish a positive environment in the workplace.
3.0 Credits

COURSE DESCRIPTIONS

BU 2302 Business Law
Business Law introduces students to the facets of the law as it applies to the business world. The student will develop a basic understanding of the uniform commercial code relating to business organization, bankruptcy, and personal and real property. Topics covered include contracts, warrants, title, consideration, performance, parties, subject matter, and remedies for breach, torts, sales, negotiable instruments, consumer protection, and statute of limitation. By the end of the course, students should be able to evaluate the facts, issue, reasons, and conclusion of an argument through participation in mock trials.
3.0 Credits

BU 2330 Sales and Retail Management
Sales and Retail Management introduces students to the fundamental skills required to successfully manage in a retail occupation. Students will examine topics such as store-based retailing; electronic retailing; retail marketing strategy; integrated retail logistics; information systems; pricing; the retail promotion mix; managing the store; store layout design, and visual merchandising. By the end of the course, students should be able to evaluate a situation and provide more value to the consumer, identify factors that influence consumer-buying behavior, and utilize their knowledge of retailing to successfully develop a market strategy.
3.0 Credits

BU 2340 Principles of Marketing
Principles of Marketing introduces students to the fundamentals of marketing. Students will discuss marketing strategies and examine proven practices and marketing throughout the course. Emphasis is placed on in-store promotion, visual merchandising, and advertising fundamentals. Selling fundamentals are explored to marketing initiatives surrounding the impact of consumer behavior on marketing elements. By the end of this course, students should be able to complete the development of a comprehensive marketing plan.3.0 Credits

BU 2350 Human Resource Management
Human Resource Management introduces students to the principles of human resource management as they apply to the modern work environment. Specific duties of the human resource manager will be studied including procedures used in selection, training, promotion, wages, and absenteeism situations. By the end of the course students should be able to identify and understand all employment laws, formulate and plan for the necessary employment numbers for an organization, and recruit, interview and hire employees for positions throughout a company. Students should also be able to evaluate various training methods and understand how to implement them in an organization, help employees evaluate their skills and training to effectively career plan, and provide the benefits required by law and offered by employers.
3.0 Credits

BU 2360 Customer Service
Customer Service introduces students to effective techniques in customer relations with oral and written/digital communications. Topics include effective procedures in answering customer questions via telephone and in person, how to identify skills needed to communicate effectively with customers and identify and evaluate various forms of nonverbal communication. By the end of the course, students should be able to deliver recommendations on how to deal with different types of behavioral styles, use the six steps of problem solving in conflict resolution, practice customer service in a diverse environment, and demonstrate the value of customer relationship for an organization.
3.0 Credits

BU 2370 Introduction to Economics
Introduction to Economics introduces an exploration, awareness, and understanding of the economic forces that affect the business environment. Students learn to analyze and apply consumer economic issues and principles to the solutions or problems of both the individual and society. The student will be exposed to attitudes, knowledge, and practices that reveal the role economics plays in both personal and business environments. By the end of the course, students should be able to read how graphs are drawn and used, evaluate the effects of consumer demand on the economy, identify and evaluate the central concern of macroeconomic theory, and examine different theories and realities about economics.
3.0 Credits

BU 2380 Introduction to International Business
Introduction to International Business introduces the student to the essentials of international business and the environmental forces that have an impact on it. Topics include the economic, cultural, legal, and political environment and the international management, marketing, finance, exporting and importing functions. By the end of the course the student should be able to demonstrate how political, economic and legal systems of countries differ, what culture is, how differences in social culture influences values in the workplace and how firms can profit by expanding globally.
3.0 Credits

BU 2390 Business Plan Development
Business Plan Development prepares students to apply business concepts and software applications learned throughout the program. This course emphasizes the importance of having a business plan that guides the business to raise capital for start-up and/or expansion, monitors the company's progress, and helps in future planning. Students will choose a business and develop a business plan, to be delivered in class as a PowerPoint presentation for review and grading. By the end of this course, a student should be able to develop all required sections of a comprehensive business plan.
3.0 Credits

BU 3320 Organizational Development for Managers
Organizational Development for Managers introduces students to the critical decisions behind work processes such as information exchange, organizational learning, innovation, collaboration and their relevance to performance. Students will analyze individual and organizational decision making, IT systems used to support management control, organizational culture, ethical leadership and change adaptation and implementation. By the end of the course, students should be able to examine the organizational development process to anticipate change, develop individuals and teams, and understand how to develop a successful organization.
3.0 Credits

BU 3340 International Business
International Business introduces students to the nature and scope of internal business, trade and investment. Students take an in-depth look at international institutions, the international monetary system, export and import practices, international competitive strategy as well as an in-depth look at socio-cultural, economic, political, legal and financial forces affecting trade. By the end of the course, students should be able to understand the meaning and importance of culture in international business transactions, identify the socio-cultural components of culture and the cultural aspects of technology, comprehend worldwide labor condition complexities as well as staffing and compensation considerations.
3.0 Credits

BU 3342 Marketing Approaches in the 21st Century
Marketing Approaches in the 21st Century introduces students to the major elements of the discipline and contemporary marketing issues. Topics include the value of strategic market planning, consumer behavior, product marketing, pricing, and logistics. By the end of the course, students should be able to develop a strategic marketing plan and conduct direct marketing research through the applications of statistical testing methods.
3.0 Credits

BU 3350 Law, Ethics, and Labor Relations
Law and Ethics introduces the student to the foundations of business law and ethics in a diverse society. Topics include legal theory, ethical implications in the business world, ethical business-making decisions, the background of law and ethics in the business environment, business and employment regulation, financing dilemmas, intellectual property, environmental law, and international business trade. By the end of the course, the student should be able to apply the related concepts and theories along with the remedies to create alternative dispute resolutions.
3.0 Credits

COURSE DESCRIPTIONS

BU 4310 Human Resource Management
Human Resource Management introduces students to the roles and functions of members of the human resources department exposing them to the view of human resource management from the perspective of both management and subordinate employees. The course will cover the evolution of human resource management by exploring strategic approaches to managing core talent and will focus on developing an employment brand to attract excellent talent to the organization, thus reducing turnover and producing an effective recruiting team. By the end of the course the student should be able to define human resource management and discuss the challenges and opportunities to human resource managers in the workforce today, evaluate strategic human resource planning and strategies to measure employee and group performance, utilize tactics to improve productivity and reduce employee turnover, and analyze employee needs to develop and structure employee and group pay structures and benefit plans.
3.0 Credits

BU 4320 Strategic Management
Strategic Management introduces students to the need for and the processes involved with strategic management. Topics include competitive advantage, analyzing internal and external environments, Six Sigma, global considerations, innovations, and strategy implementation. By the end of the course, students will be able to recognize factors that affect a nation's competitiveness, the motivations and risks of expanding internationally, and how to apply leadership traits, ethical standards and knowledge management to strategic planning.
3.0 Credits

BU 4340 Economic Principles
Economic Principles introduces students to economic theories and how they apply to government policies and provides an understanding of the analysis of the economic behavior of consumers and organizations and their effect on the distribution and allocation of resources. Topics will include price levels and employment, government fiscal and monetary policy, supply and demand, elasticity, opportunity cost, and market structures. By the end of the course, students will be able to demonstrate an understanding of both individual and societal economics, define money and its functions within the economy, the banking system, gross domestic product, government economic intervention processes, the social security program, and read, understand, and develop economic graphs.
3.0 Credits

BU 4350 Project Management
Project Management introduces students to contemporary integrative project management. Topics include defining characteristics of a project, the four phases of development, selection and prioritization of projects, managing multiple projects and the technical skills needed to successfully manage projects. By the end of the course, students should be able to develop a project plan, track project progress, and troubleshoot, budget and reassign resources as necessary to ensure successful project completion.
3.0 Credits

BU 4360 Financial Management
Financial Management introduces students to the elements of managerial finance. In this course, the student will use the decision-oriented approach to solve financial problems. Topics will include financial analysis and planning, working capital management, the capital budget process and long-term financing. By the end of the course, students will be able to apply their understanding to the creation of pertinent financial statements, reports and budgets and be able to analyze the financial health of an organization.
3.0 Credits

BU 4370 Quantitative Analysis
Quantitative Analysis introduces student to the importance of data analysis and the presentation of financial information in ways managers can use the numbers in decision making and forecasting. Topics include the Quantitative Analysis approach and QA models, probability analysis, just in time inventory, statistical quality and process control. By the end of the course, students should be able to analyze quantitative information and be able to successful present relative information to leaders based on analytical conclusions.
3.0 Credits

BU 4390 Operations Management Capstone
Operations Management Capstone provides students an opportunity to apply the competencies they have gained in Business or Allied Health throughout their Baccalaureate program to practical business or healthcare management situations. Students will be presented with a major management problem and are required to develop solutions for those scenarios. Topics will include planning, organizing, staffing, managing and controlling. Students will look at a major organization from these key topics, offering recommendations for improvement and solutions to real-life issues based on knowledge acquired throughout the program. By the end of the course, students should be able to demonstrate their own unique, management-relevant combination of comprehensive managerial solutions and practices to resolve real-world situations by the application of the knowledge and skills obtained in all core courses in a comprehensive, productive manner.
3.0 Credits

BU 4396 Operations Management Case Study
Operations Management Case Study emphasizes decision-making in operations management. By stressing cross-functional decision-making, students are provided with a unique and current business perspective. Topics include five major categories: process, quality, capacity, inventory, and supply chain activities. This framework allows students to understand the decision role and responsibilities of operations management in relation to functions such as planning, organizing, leading, marketing and finance. The course also provides a balanced treatment of both service, merchandising, and manufacturing firms. By the end of the course, students will be expected to successfully practice their analytical, application, and collaborative skills to a greater depth than in their previous course work to prepare them to resolve a variety of real issues within the workplace.
3.0 Credits

CAR 110 Introduction to Construction Carpentry
This course provides on overview of various aspects of the carpentry trade as it relates to the construction industry. Students will be introduced to how to safely and appropriately work with various building materials, fasteners, adhesives, hand tools as well as power tools. Students will interpret construction drawings, specifications and layout. As students begin to understand the construction envelope systems.
4.0 Credits

CAR 120 Introduction to Framing
In this course, the student will learn to identify, describe, estimate materials and begin building basic flooring systems, wall systems, ceiling joists and roof framing, and basic stair layout. Students will lay out a floor systems, assemble and erect a wood frame wall, cut and install ceiling joists and roof rafters, prepare rough openings for window and door installation, and install a lockset. Students will also layout and install a basic stairway.
4.0 Credits

CAR 130 Framing and Finishing I
In this course, the student will learn to identify and interpret commercial drawings and specifications, as well as introduced to the installation of cold formed steel framing, exterior finishes, thermal and moisture protection, household and commercial cabinetry and roofing applications. The student will estimate, layout and assemble a metal stud wall, estimate and install exterior finish materials such as vinyl siding or cedar shakes, describe and install insulating and waterproofing materials, and demonstrate the techniques for installing various roofing materials.
4.0 Credits

CAR 140 Framing and Finishing II
This course introduces the various hardware, tools and materials needed for the installation of doors and locksets, drywall installation and finishing, interior trim, as well as the installation of suspended ceilings. The students will demonstrate the instillation of drywall including specialized cuts for switches and receptacles, finishing, drywall by taping, mudding, sanding and smoothing. The students will plan, estimate and demonstrate the installation of different types of interior trim moldings to include window, door, floor and ceiling.
4.0 Credits

CAR 150 Forms I
In this course, the students will learn to inspect and use various rigging equipment to include rigging knots and learn to safely practice rigging safety precautions. Students will draft a safety analysis for a trench and excavation, use various tools and methods to demonstrate the reinforcement and placement of steel in footings, walls, columns and slabs, and learn how to layout foundations and slabs-on-grade.
4.0 Credits

COURSE DESCRIPTIONS

CAR 160 Forms II
In this course, the student will learn about the properties of concrete, vertical and horizontal forms work, the handling and placing of concrete, and tilt-up wall panels. The students will calculate and mix materials used in the formation of concrete, erect, plumb and brace various vertical and horizontal forms, demonstrate proper handling and finishing of concrete forms, and install a tilt-up concrete panel.
4.0 Credits

CAR 170 Advanced Carpentry I
This course focuses on advanced carpentry skills to include site layout, advanced roofing techniques and advanced wall systems. The students will describe and demonstrate their understanding of metal and built-up roof installations as well as advanced wall systems to include curtain, insulated, hollow metal-frame, firewalls and masonry walls. The students will demonstrate proper layout procedures to include field notes, safe and proper use of tools and equipment required for differential leveling, calculations for angular measurements, and how to lay out building lines using traditional and radial layout techniques.
4.0 Credits

CAR 180 Advanced Carpentry II
This course focuses on advanced carpentry skills to include advanced stair systems, construction equipment, site preparation and crew leadership. The students will demonstrate an understanding of the safe operation of tools and equipment to include aerial lifts, compactors, forklifts, and backhoes. The students will learn the procedures for cutting and installing various residential and commercial stairway systems, the procedure for preparing a construction site to include environmental considerations, personnel issues, traffic control, permits, site safety and utilities, as well as the elements of crew leadership to include basic leadership skills, safety, and project control.
4.0 Credits

COR 100 Introductory Craft Skills
The student will have the opportunity to gain an overview into the construction field in general. Students will be introduced to the basic skills needed for tool usage, using ladders and scaffolds safely, as well as Construction Math. Students will also have the opportunity to complete the OSHA online training certification.
4.0 Credits

CD 1500 Success in College and the Workplace
This course is designed as an introduction to various strategies for a successful collegiate experience. Topics include including critical thinking, time management, study skills, test taking strategies, financial literacy, career goals; basic computer, mathematics, communication, and composition skills. Student will leave with an understanding of the academic integrity, successful research methods, and awareness of the job-search process, which culminates in the development of a detailed plan for students' time in school and beyond.
3.0 Credits

CDD 1500/CDD 1501 Success in College and the Workplace
This course is designed as an introduction to various strategies for a successful collegiate experience. Topics include including critical thinking, time management, study skills, test taking strategies, financial literacy, career goals; basic computer, mathematics, communication, and composition skills. Student will leave with an understanding of the academic integrity, successful research methods, and awareness of the job-search process, which culminates in the development of a detailed plan for students' time in school and beyond.
2.0 Credits

DA 1403 Introduction to Dental Assisting
This course will provide a foundation of dental history, the integrative roles of dental team members, dental ethics, dental law, ethics, and HIPAA. The course will progressively begin to introduce general anatomy and physiology, oral embryology and histology, head and neck anatomy. Emphasis will be placed on the landmarks of the face and oral cavity. Additional instruction is provided on the patient record, patient diagnosis, treatment planning, tooth numbering systems, electronic and paper charting, electronic and written communication, supply ordering and inventory. By the end of the course, students should be able to identify oral landmarks, explain the tooth numbering system and understand the role the dental assistant plays in the dental office.
4.0 Credits

DA 1407 Dental Emergency Management
This course will introduce students to common signs of emergencies that can be seen in the dental office, and prepare them in assisting with the treatment of an obstructed airway (choking), unconscious patients, chest pain, stroke, breathing problems, allergic reaction, seizure, and diabetic emergencies. Topics of instruction for emergent situations will include the proper techniques for taking blood pressures, temperatures, pulse, and respirations. Students will also participate in certification training for infant, child, and adult CPR with AED. By the end of the course, students should be able to respond with appropriate patient care and response in emergency situations that occur in the dental office
2.0 Credit

DA 1411 Dental Infection Control and Pharmacology
Students will receive an introduction to drugs, their effects on the body and infection prevention practices used in the dental office. Topics include standards controlling pharmacology and infection control in dentistry, foundational information in microbiology, proper handling of instruments and materials during set-up and breakdown of the dental operatory, sterilization techniques and cardiopulmonary resuscitation. The student will leave the course understanding basic infection control principles, pharmacology fundamentals and competence in Cardiopulmonary resuscitation.
2.5 Credits

DA 1415 Dental Psychology
This course will explore the study of the psychological factors that affect the dental patient's behavior. Students will also become familiar with techniques to overcome fears and anxieties concerning dentistry and team building in the dental practice. Emphasis will be placed on communication skills and special approaches to patients with specific psychiatric and medical conditions.
1.0 Credit

DA 1423 Dental Radiology I
This course will provide the students with an understanding of the use of dental radiography. Emphasis will be placed on the biological effects of radiation and safety precautions, the proper usage of dental x-ray film, the x-ray machine, and the principles of Intraoral/Extraoral Radiography will be introduced. By the end of the course, students should be able to demonstrate specific techniques of obtaining radiographs, process films, mount radiographs and perform Digital Radiography.
3.0 Credits

DA 1425 Dental Radiology II
This course will allow students the opportunity to recall information previously learned during Dental Radiology I. In addition, students will be able to apply the information to safely exposing patients to intraoral and extraoral radiographic examinations. Topics include preparing the pediatric and adult patient for exposures using analog film and digital technology, maintaining safety mechanisms during exposure of intraoral and extraoral radiographs, completion of dental assisting interpretation and an examination after exposure while maintaining aseptic infection control techniques of the radiographic equipment.
2.0 Credits

COURSE DESCRIPTIONS

DA 1431 Basic Dental Procedures
This course is designed to provide students with a continuation of dental charting and periodontal charting while offering an introduction to the classification, risk factors, how diet affect caries risk, and the advantages and disadvantages of caries detection methods. Topics include dental operating zones, four-handed dentistry, six-handed dentistry, operator and assistant positioning, oral evacuation, instrument exchange, maintenance of dental instruments, dental handpieces, and composite and amalgam restorations. Students will learn the foundational knowledge necessary to assist with restorative procedures, tray set-ups, and pre- and post-operative instructions prescribed by the dentist.
2.0 Credits

DA 1441 Dental Materials and Lab Techniques
This course will provide learners with an introduction to dental lab equipment, diagnostic casts, dental materials, including cements, amalgam, composites, cavity liners, bleaching tray and mouth guard fabrication, impression materials and waxes. Students will become familiar with dental specialty, prosthodontics, and will learn the role of prosthodontics in the fabrication of fixed prostheses, removable prostheses, and provisional coverage. Topics will include a review of proper safety and infection control measures, use of lab equipment, types of dental materials and OSHA regulations. By the end of the course, students should be able to perform procedures using dental materials.
4.0 Credits

DA 1445 Dental Specialties
This course introduces the field of dental specialties as well as discussion of tasks that can be legally performed by a dental assistant while providing supportive treatment in a dental specialty office. Students will be introduced to specialties such as orthodontics, periodontics, endodontics, prosthodontics and oral surgery. This course provides instruction on the usage of various types of specialty instruments, materials, and specific laboratory procedures for the specialties. By the end of the course, students should be able to identify the stages of treatment planning, explain procedure preparation and patient education, and demonstrate how to set-up and assist in each specialty using a typodont.
2.5 Credits

DA 1453 Advanced Dental Procedures
This course will expand on the procedural and competency skills learned in Infection Control and Pharmacology, Basic Dental Procedures, Dental Materials and Lab Techniques to provide students with a more in-depth understanding of how to care for patients with special needs, patients that are medically compromised, and dental specialties. Students will learn how to recognize common signs of emergencies, measure vital signs, and assist in the treatment of an obstructed airway (choking), unconscious patients, chest pain, stroke, breathing problems, allergic reaction, seizure, and diabetic emergencies. By the end of the course, students should be able to assist with any emergent situation that may occur in the dental office.
4.0 Credit

DA 1463 Dental Assistant Capstone
This course will review, apply, and assess students fundamental knowledge learned throughout the dental assisting program. Emphasis will be placed on the application of knowledge acquired during the program in the completion of competency skills assessments. By the end of this course, the student will be prepared to function in as an entry level dental assistant and successfully proceed to the dental externship rotation. The HESI Exit General Chairside Exam will be proctored in preparation for students to take the Dental Assisting National Board (DANB) General Chairside Exam.
5.5 Credits

DA 2401 Dental Externship I
This course will allow the student to apply the knowledge and skills acquired during the didactic and laboratory portions of the program in a community dental office. The externship experience will focus on laboratory, amalgam and composite procedures, including various classifications of restorations and components of the prepared tooth materials. By the end of the course, the student will be able to assist with routine dental office procedures.
4.0 Credits

DA 2411 Dental Externship II
This course will continue to allow the student to apply the knowledge and skills acquired during the didactic and laboratory portions of the program in a community dental office. The externship experience will focus on laboratory, amalgam and composite procedures, including various classifications of restorations and components of the prepared tooth materials. By the end of the course, the student will be able to assist with routine dental office procedures.
3.5 Credits

ELE 111 Introduction to Construction Electrician
Introduction to Construction Electrician introduces students to the theories and laws of the flow of electricity, magnetism, inductance, capacitance, and the fundamentals of direct and alternating currents. The course will introduce and provide students an understanding of electrical schematics, one-lines, and wiring diagrams. The course provides practical applications using test and measuring equipment, circuitry, and electrical apparatus, and introduction to the National Electric Code (NEC). Emphasis is placed on safety rules and regulations for electricians, as well as OSHA 10-hour safety certification.
4.0 Credits

ELE 121 Basic Electricity
Basic Electricity expands on the National Electronic Code (NEC) requirements while focusing on alternating current, conductors and cables, conductor installations, and load calculation for commercial and residential applications. The student will focus on the applications of conductors and covers proper wiring techniques, alternating-current systems, calculating branch circuit and feeder loads, conductor selection and calculations, and basic calculation procedures for commercial and residential applications.
4.0 Credits

ELE 131 Wiring Methods
The student will understand and practice wiring methods for residential and commercial buildings. Provide practical experience in design, layout, construction, and testing of residential/commercial wiring systems by use of scaled mock-ups.
4.0 Credits

ELE 141 Electric Services
The student will understand the fundamentals and practical applications of various lighting systems, lighting fixtures, distribution systems, and installation requirements of commercial systems. Student will understand various special-purpose wiring systems including installation of distribution equipment.
4.0 Credits

ELE 151 Electric Conduit Methods
The student will identify NEC© requirements for correct bending equipment, practice making 90-degree bends and offset bends. Safely use mechanical and hydraulic bending equipment, select and install raceway, wireways, cable trays systems. Select the proper junction boxes including the proper fasteners and anchors for electrical conduit systems.
4.0 Credits

ELE 161 Electric Motor Principles
Students will understand Alternating Current (AC) and Direct Current (DC) motors. Understand the requirements for motor enclosures, various motor frames using the NEC® requirements for motors and installation. Student will gain practical knowledge of major electrical components of a typical Heating, Ventilation and Air-condition system. Practice using proper testing equipment and troubleshooting practices on motors, relays, switches and electrical circuits.
4.0 Credits

ELE 171 Electrical Controls
In this course the student will be able to identify various single phase and three phase transformers, how transformers are wired internally. Understand the types of relays, contactors, and remote-control switching systems including Variable Frequency Drive (VFD). Troubleshoot low-voltage and line-voltage components of a typical electrical system.
4.0 Credits

ELE 181 Life Safety and Specialty Systems
The student will understand various types of fire alarm systems, trouble codes and basic components of fire alarms systems. Identify and select components and wiring methods for pools, spas, and fountains using NEC® Standards. Understand basic electronic theory and applications of semiconductors, Solid State Relays (SSR), control panel components as applied to Life Safety Systems (LSS).
4.0 Credits

COURSE DESCRIPTIONS

EST 100 Professional Practices and Skin Care
In this course, the student will receive an introduction to skin care and the business environment as it relates to esthetics in today's health care field. The student will be exposed to school policies, business practices, management, and the laws and regulations pertaining to insurance, client records, and confidentiality. Students will also gain knowledge in ethical principles and practices pertaining to the field of esthetics. Additionally, students will be introduced to health screening, skin analysis, and consultation.
4.0 Credits

EST 110 General Science and Safety
General Science and Safety introduces the student to infection control, disinfection, and sterilization for the esthetic practitioner according to the Occupational Safety and Health Administration (OSHA) requirements, and Material Safety Data Sheet (MSDS). The student will be exposed to skin products and ingredients utilized on the face and body. The student will also learn the basics of nutrition, diet, and the elements of health and skin care. Emphasis will be placed on the study of bacteriology, microorganisms, and cosmetic chemistry.
4.0 Credits

EST 120 Body Systems and Treatments
This course is designed to introduce the student to human anatomy and physiology. The student will learn basic medical terminology associated with the human body and the esthetics occupation. Students learn body systems starting at the molecular level, and continue on to other body systems that relate to the field of esthetics. This course will focus on skin structure and function, skin types, skin conditions, and diseases and disorders of the skin. Additionally, students will understand and perform body treatments including body wraps, masks, scrubs, and aromatherapy. Safety and general procedures will be a focal point throughout the application processes.
4.0 Credits

EST 130 Make-up and Hair Removal
In this course, the student will learn make-up applications to include set up, supplies, and implementation. The student will understand consultations, and learn general and special occasion applications, as well as make-up camouflage. Students will learn how to apply false eye lashes, lash extensions, lash tinting, lash perming, and lightning of the hair on the axial body (excluding the scalp), and appendicular body. Additionally, students will learn how to properly perform hair removal by waxing, tweezing, chemical hair removal, and mechanical hair removal. Upon completion of the course the student will be able to safely perform make-up applications, lash enhancements, and hair removal.
4.0 Credits

EST 140 Skin Care Treatments
The Skin Care Treatment course expands upon the student's knowledge of health screening, skin care analysis, and consultation. This information will allow the student to incorporate the appropriate cleansing techniques, masks, and extraction techniques for the face, as well as the body. Students will gain experience utilizing effleurage and related movements and manipulations on the face and body while performing esthetics treatments.
4.0 Credits

EST 150 Exam Review and Facial Treatments
The Exam Review and Facial Treatments course allows the student to expand on accessing the skin to perform manual facials including manipulation of the face and body, cleansing procedures, masks, and extraction techniques. Students will build on this knowledge, and emphasis will be placed on the procedures involved in performing machine facials, electrical facials and treatments while practicing specific safety measures. Additionally, the course prepares the student to sit for the Department of Professional and Occupational Regulation (DPOR) Virginia Board for Barbers and Cosmetology Esthetician Practical and Theory Exams. The course also reviews testing strategies and testing simulations. The student will leave the course prepared to pass the Esthetician Practical and Theory exam, and the esthetics skills necessary to obtain employment in the skin care field.
4.0 Credits

EST200 Advanced Professional Practices and Skin Care
In this course, the student will learn advanced skin care techniques, infection control, business, and state regulations in relation to the Master level of esthetics in today's healthcare field. The student will be exposed to school policies, professional ethics and practices, and the laws and regulations pertaining to insurance, client records, and confidentiality including the Health Insurance Portability and Accountability Act of 1996 Privacy Rule (HIPPA). In addition, the student will gain knowledge in microbiology, bacteriology, health screening, skin analysis, and consultation at an advanced level in esthetics. Emphasis will be placed on the Occupational Safety and Health Administration (OSHA) requirements, the U.S. Food and Drug Administration (FDA), Material Safety Data Sheet (MSDS), and Personal Protective Equipment (PPE).
4.0 Credits

EST210 Advanced Body Systems and Treatments
This course is designed to elaborate anatomy and physiology for the advanced esthetic practitioner. The student will learn medical terminology associated with the human body and the esthetics occupation. The course focuses on body systems at an advanced level focusing on skin structures and functions, skin typing, and conditions, diseases and disorders, cosmetic ingredients, pharmacology, and homecare for the client. Students will be introduced to procedures including light treatments, light-emitting diode (LED), intense pulse light device (IPL), advanced manual, machine, and electric treatments, as well as microcurrent and ultrasound. Students will also be introduced to chemical exfoliation and epidermis peels. The student will have an understanding of machine parts, operation, protocols, care waste disposal, and safety.
4.0 Credits

EST220 Advanced Skin Care and Treatments
The Advanced Skin Care and Treatment course introduces the student to microdermabrasion, crystal microdermabrasion, and dermaplaning. Students will learn indications and contraindications of the treatments, as well as general procedures and safety measures. Emphasis will be placed on the fundamentals of skin care related to chemical exfoliation, peels, and wound healing. The student will learn the pretreatment and posttreatment of chemical exfoliation and peels. In this course, the student will learn waste disposal and OSHA regulations. Additionally, the student will learn the appropriate general application and consultation protocols for advance procedures and chemical exfoliation.
4.0 Credits

EST230 Advanced Procedures and Chemical Exfoliation
In this course, the student will learn and apply enzymes, herbal exfoliations, vitamin-based peels, alpha hydroxy, and beta hydroxy peels. Students will learn indications and contraindications of the treatments, as well as general procedures and safety measures. Emphasis will be placed on pretreatment and posttreatment of specific peels and applications.
4.0 Credits

EST240 Lymphatic Drainage
The Lymphatic Drainage course introduces the student to manual and machine-aided lymphatic drainage, tissues and organs of the lymphatic system, and the functions of the system. Students will gain knowledge in immunity, and the indications and contraindications of lymphatic drainage. Emphasis will be placed on the manipulation and movements involved in lymphatic drainage focusing on the face, neck, and the upper and lower extremities. Students will also have the opportunity to learn how to properly apply lymphatic drainage techniques to cellulite. By the end of the course, the student will have the ability to apply lymphatic drainage to the body along with other treatments.
4.0 Credits

EST250 Exam Review and Advanced Procedures
The Exam Review and Advanced Procedures course allows the student to expand on skin analysis, consultation, and health screening for advanced skin procedures. The student will perform procedures including light treatment, advanced manual, machine, manipulation of the face and body, cleansing, masks, extraction techniques, microdermabrasion, and trichloroacetic acid peels. Emphasis will be placed on practicing specific safety measures. Additionally, the course prepares the student to sit for the Department of Professional and Occupational Regulation (DPOR) Virginia Board for Barbers and Cosmetology Master Esthetician Practical and Theory Exams. The course also reviews testing strategies and testing simulations. The student will leave the course prepared to take the Master Esthetician Practical and Theory exam, and the esthetics skills necessary to obtain employment in the skin care field.
4.0 Credits

COURSE DESCRIPTIONS

GE 1300 Critical Cognition
This course is designed to help the student develop critical research methods, analytical evaluating tools, and strategic study techniques. Topics include effective means of critical and creative thinking by studying various literature, reference material, textbooks, speeches and papers; addressing critical knowledge of logic and persuasion, humanities and society, absolute vs. relative values, and intercultural conflict. Upon successful completion of the course, students will master critical reading abilities by studying context, social impact, internal and external logic, and synthesis of culturally significant texts.
3.0 Credits

GE 1310 English Composition
This course will provide students with an understanding of a mature writing process to successfully construct paragraphs, essays and various research projects. Topics include peer collaboration, exploration of audience, purpose, tone and genre, implementation of internet and bibliographic research sources. By the end of the course, students should be able to demonstrate knowledge of sentence structure, organizing and composing, editing and proofreading, and appropriate grammatical usage.
3.0 Credits

GE 1311 Communication Studies
This course is designed to provide students with an understanding of the study and the practice of effective communication. Topics include relationship skills, communication and miscommunication, group team-building, diversity, composition of oral arguments; development of visual and technological aids, poise, posture, direct eye contact, and articulation. By the end of the course, students will have developed techniques for preparation and delivery of speeches and discussions to be used within academic, professional, social, and personal situations.
3.0 Credits

GE 1312 Communications
In this course, students will be introduced to procedural and professional writing skills. A variety of composition skills and the principles and conventions of procedural writing will be emphasized. The student will leave the course with a thorough understanding of the essential elements necessary for clear, concise professional communication.
3.0 Credits

GE 1320 Mathematics
This course will provide the students with a review of fundamental arithmetic topics. Students will apply finite mathematical operations, analysis; logic to employ real numbers, rational numbers and expressions; algebraic formula and equations; statistical data collection, analysis and display, percentages, ratios and proportions. By the end of the course, students will have the ability to problem solve and competently perform calculations.
3.0 Credits

GE 2300 Psychology
This course is designed to provide students with the ability to identify the principles and functions of human behavior and psychology. Topics include an introduction to psychology's subfields, historical roots, examination of psychological concepts; such as perception, learning, motivation, emotion, communication, attitude; investigation of how humans respond to practical problems and stimuli, such as sensation, perception, memory, stress, personality, and intelligence. Upon completion of the course, students will be able to engage in research and discussion of psychology and will be able to apply their understanding of human behavioral and psychological responses to the world around them.
3.0 Credits

GE 2301 Sociology
This course will provide students with an understanding of modern sociological perspectives and how these perspectives relate to societies and groups in the 21st century. Topics include the major contemporary sociological perspectives: Functionalism, Conflict, Symbolic Interactionism and Postmodernism; culture and socialization, social structure and interaction; application to modern social issues such as social inequality, social dynamics and change; various social institutions such as families, politics and the economy and education. By the end of the course, students will learn how these perspectives affect global socialization and stratification, social structure and interaction, national and global inequality; and have the ability to examine global perspective on various social matters.
3.0 Credits

GE 2302 Human Factors in Behavior and Performance
This course introduces students to the study of human factors, performance, and limitations. Topics include the importance of communication, human error, error models, and factors affecting personal performance. The student will leave the course understanding how human behavior and stress affect daily performance and interactions with others.
3.0 Credits

GE 2310 Comparative Literature
This course analyzes significant works of British and American literature, emphasizing the ideas and characteristics that embody the literatures of those regions. Topics include critical essays and examinations to compare literature; assess the key relationships between the bodies of literary work; and examine how the features of each region and historical time frame impacted the literary works developed there. By the end of the course, the student will be able to critically read, research, and write about the cultural, social, and literary significance of these texts within the contexts in which they were written.
3.0 Credits

GE 2325 College Algebra
This course develops students' advanced mathematical skills and problem-solving abilities in the area of algebra. Topics of study include algebraic equations and inequalities, absolute value, polynomial, rational, exponential and logarithmic functions, conic sections, systems of equations and inequalities, matrices and determinants, sequences and series, combinatorics, and probability. Students will leave the course with the ability to solve mathematical problems using appropriate algebraic equations and mathematic principles.
3.0 Credits

GE 2330 Physical Science
This course is designed to introduce students to fundamental concepts of physical sciences. The course includes concepts for general physics and chemistry such as laws of motion, forces, gravity, conservation of matter and energy, the behavior of waves, and atomic structure. Students will leave this course with an understanding of the basic principles and natural laws by which our physical world operates.
3.0 Credits

GE 2335 Physics
This course is designed to expose students to the fundamental principles and processes of the physical world. Students will learn basic concepts of motion and the structure of matter in the universe. By the end of the course, the student will have knowledge concerning the physics of energy, forces, heat, electricity, and magnetism.
3.0 Credits

GE 2340 Logic and Ethics
This course provides students with an understanding of philosophical discipline of morality and the fundamental theories of ethics. Topics include the differences between reason and opinion, divine command and natural law, subjectivism and egoism; skills necessary to analyze and evaluate different moral theories and lines of reasoning; and the ability to distinguish the importance of moral, legal, and social duty in conjunction with legal and moral rights. Upon course completion, students will develop critical thinking skills to improve students' ability to make better moral judgments.
3.0 Credits

GE 3300 Modern Sociological Studies
This course investigates the major contemporary sociological perspectives: Functionalism, Conflict, Symbolic Interactionism and Postmodernism. Students will learn how these perspectives explain and affect global socialization and stratification, social structure and interaction, and national and global inequality; global perspective on issues such as ethnic diversity and racial prejudice, collective behavior and groups, and various social institutions such as families, politics, and the economy. By the end of the course, students will be able to assess the impact of sociological forces on social policy issues, such as affirmative action, marriage and divorce and governmental regulation of the economy.
3.0 Credits

COURSE DESCRIPTIONS

GE 3301 Social Psychology
In this course, students are introduced to social bases of behavior, influence, theory, and research in social psychology. As a branch of Psychology, Social Psychology explains how the presence of others (actual, imagined, or implied) influence peoples' thoughts, feelings, and behaviors. Students will engage in research, discussion, examination, and adaptive assessment of their understanding of social and behavioral science concepts.
3.0 Credits

GE 3310 Speech and Communication Strategies
This course draws from students' mastery of written and oral communications developed in first and second year writing, speaking and career development courses. Students focus on effective communication strategies in speech writing and study contemporary theories of communication with examples from several famous 20th Century speeches, as well as understand the social and psychological processes that influence successful communication. By the end of the course, students will master main communication techniques necessary for effective public speaking, and will use this mastery to compose their own speeches.
3.0 Credits

GE 3320 Statistics
This course is designed to develop mathematical skills, logical thinking, and problem-solving abilities in the area of probability and statistics. The student will be introduced to statistical methods dealing with data collection, grouping, and presentation, organization of data measures of central tendency, distributions, probability, correlation, estimation, and hypothesis testing. Students will leave the course with an understanding of the mathematics and logic and their relation to probability and statistics as a critical component to process information correctly.
3.0 Credits

GE 3330 Environmental Science
This course introduces students to how environmental issues affect the earth and its many ecosystems. Topics will include renewable resources and energy, the effect of government policies and human activities on the environment, and long-term preservation of the environment. Students will leave the course with an understanding of the various faucets of the environment they live in, focusing on the affects and changes that are made to keep the world safe and habitable for future generations.
3.0 Credits

GE 3340 Historical Movements in Art
This course examines the major historical movements in art from the Middle Ages to the 20th Century. Emphasis will be laid on assessing the impact and significance of historical events, social movements, and ideological values on the range and diversity of artistic expression in painting, sculpture, and architecture. By the end of the course, students will demonstrate understanding of the synthesis of artistic expression within social, historical, and ideological contexts.
3.0 Credits

GE 3341 Historical Movements in Classical Music
This course focuses on classical music from the 15th to the 20th Centuries. Topics discuss how social, historical, intellectual, geographical, societal and ideological contexts and movements in which classical composers worked and how these influenced the range and diversity of their music. By the end of the course, students will understand the combination of musical production within geographical, historical, and social contexts.
3.0 Credits

GE 4300 Politics, Popular Culture, and Public Policy
This course is designed to build on students' understanding of the American governmental and political systems and their advanced comprehension of macroeconomic decision-making. Topics include evaluations on political structures, processes, and ideologies; assessing the underlying political dimensions of topical issues; and evaluating the impact of governmental responsiveness to different groups. By the end of the course, students should have the ability to analyze the effects and influence of popular culture, special interest groups, and the political machine on current public policy, governmental control, and bureaucratic regulation in America.
3.0 Credits

GE 4301 Modern Global History
This course examines key political, economic, social, and cultural twentieth-century world events that have helped to define the world we know today. Events studied will be appropriately tied to the world region in which they occurred, giving the student a more thorough understanding of the historical relevance. By the end of this course, students will have an understanding of main historical events and assess the significance of these events and how they connect together in shaping our present.
3.0 Credits

GE 4310 Advanced Expository Writing
This course focuses on reading, writing, and constructing essays, travel narratives, immersion projects, and journalistic documentaries. Drawing from constructivist theories of language, the course engages students in reading key non-fiction authors from literary history. By the end of the course, students will learn to craft internally- and externally-investigative texts of their own in order to create meaning through writing.
3.0 Credits

GE 4330 Regional Geography of the World
This course is designed to teach students about the world that they will be working in from a geographical and geopolitical perspective. Topics include geographic profile of each region, human adaptations, and geographical context of topics such as trading blocs and terrorism. Students will leave with a better understanding of major countries and regions to analyze the geography, politics, resource abundance and scarcity, poverty and prosperity, and ethnic tensions and terrorism of the areas.
3.0 Credits

IT 1330 Computer Applications
Computer Applications introduces the student to three computer software applications from the leading office software suite. The focus of the course concentrates on the mastery of word processing, covering topics from basic word processing; to working with paragraph formatting, margins, and tabs; to advanced editing; to page formatting; to bullets and numbering; and to advanced topics such as tables, headers and footers, citations, and creating a bibliography. The remaining portion of the course provides the student a working familiarity in the use of spreadsheets, and presentations. The student will also learn the features of the electronic keyboard with emphasis on building speed and accuracy and on employing style in products created. By the end of the course, the student should be able to work with documents, spreadsheets, and presentations as well as integrate data between the products.
3.0 Credits

IT 2310 Spreadsheets I
Spreadsheets I introduces the student to the use of a spreadsheet application from the leading office software suite. This is part one of a spreadsheet course that covers topics such as creating a simple spreadsheet, using formulas, creating charts, creating templates and macros, and linking workbooks. By the end of the course, the student should be able to use advanced functions, work with multiple worksheets and workbooks, and create, and sort and query a table.
3.0 Credits

IT 2311 Spreadsheets II
Spreadsheets II expands the student's experience in spreadsheets. Topics include creating a template, importing data, working with images, creating pivot tables, creating macros, and using collaboration features. By the end of the course the student should be able to create templates, import data, work with images and screen shots, work with trendlines, pivot tables, reports and slicers, audit, validate and solve complex problems, use Visual Basic for applications and collaboration features.
3.0 Credits

IT 2320 Database Management
Database Management introduces the student to a database management application from the leading office software suite. This is a complete database management course that covers topics such as creating a simple database, adding forms and reports, designing queries; using SQL, and analyzing data with reports. By the end of the course the student should be able to create a database, add and edit data fields, find and sort records, add forms to a database, design database reports and queries, add command buttons to a form, and create SQL statements.
3.0 Credits

COURSE DESCRIPTIONS

IT 3375 Advanced Computer Applications
Advanced Computer Applications expands upon the usage of four computer software applications from the leading office software suite. The course concentrates on the mastery of word processing, covering word processing, paragraph formatting, margins, and tabs, advanced editing, page formatting, tables and columns, and advanced topics such as templates, wizards, and mail merge. The remaining portion of the course provides the student advanced topics in the use of spreadsheets, presentations, databases, contacts via e-mail and OLE objects. By the end of the course the student should be able to create a document with a title pages, lists, tables and watermarks, generate form letters and mailing labels, collaborate and deliver a presentation, work with multiple worksheets and workbooks, sort and query, use templates, import data, and work with ole objects.
3.0 Credits

MA 1200 Anatomy and Physiology I
In this course, the student will begin to be introduced to an overview of human anatomy and physiology. Emphasis will be placed on the primary structures and functions of the body, beginning with the smallest unit to the most complex body system. The student will leave the course with knowledge and understanding of the integumentary, muscular, skeletal, neurological, lymphatic, and urinary systems.
3.0 Credits

MA 1201 Anatomy and Physiology II
Anatomy and Physiology II will continue to focus on the primary structures and functions of the human body. Emphasis will be placed on the circulatory, cardiovascular, respiratory, reproductive, digestive and endocrine systems along with the special senses. By the end of the course, the student will gain foundational knowledge and understanding of the human body.
3.0 Credits

MA 1210 Medical Terminology
This course introduces the student to the medical language used in the healthcare field. Emphasis is placed on the concepts of medical word parts, phrases, root words, combining forms, prefixes, and suffixes. By the end of the course, students will gain the necessary knowledge and ability to confidently use medical terms as applicable to the medical field.
3.0 Credits

MA 1220 Medical Assistant Role I
This course is designed as an introduction to the field of medical assisting. Emphasis will be placed on the basic concepts of developing professional behavior, communication skills, the history of the medical assistant, legal and ethical issues in the medical practice, medical specialties and specialists they will encounter while working in the medical field, measuring vital signs, and safety and infection control practices. The student will leave the course with insight into the role and responsibility of a medical assistant.
3.0 Credits

MA 1221 Medical Assistant Role II
This course is continuation of medical assisting concepts with focus placed on the physician's office or clinic. Emphasis will be placed on the basic concepts of Electrocardiography (ECG), Pulmonary Function Testing (PFT), and First Aid and Cardio Pulmonary Resuscitation (CPR). By the end of the course, the student will gain a full understanding of the role and responsibilities of the medical assistant in the medical office.
3.0 Credits

MA 1230 Math for Health Care Professionals
This course focuses on mathematics skills for the health care professional. Topics include real number operations, measurement, and conversion in the English and metric systems, proportion and percent utilization, and medically related word problem applications. The student will leave the course with the ability to apply mathematical concepts to determine correct and safe medication dosages.
3.0 Credits

MA 1235 Principles of Pharmacology
This course will introduce the student to the concepts necessary for safe administration of medications to individuals across the life span. Emphasis will be placed on drug classifications, measurement and dosage calculation, and various types of medication therapies. The student will leave the course with the fundamental skills needed to safely administer medications.
3.0 Credits

MA 1241 Insurance Essentials
In this course, the student will be introduced to the concepts of insurance claim forms, claims processing and diagnostic and procedure codes for major medical carriers. Emphasis will be placed on the skills needed to effectively communicate with health insurance carriers, understanding of financial office procedures, reimbursement, classification of diseases and medical procedure codes. By the end of the course, the student will gain the fundamental knowledge necessary to process medical claims in the medical office.
3.0 Credits

MA 2200 Medical Office Procedures
This course will focus on procedures used for the daily operation and management of a typical medical office. Emphasis will be placed on how to efficiently utilize modern medical business office equipment, how to schedule appointments, use appropriate telephone techniques, maintain interpersonal client relations and implement electronic health records (EHR). The student will leave the course with the skills necessary to efficiently work in the medical business office.
3.0 Credits

MA 2210 Phlebotomy and Laboratory Procedures
In this course, the student will be introduced to concepts of infection control, and laboratory testing procedures. Topics will include Quality Control, Quality Assurance, Occupational Safety and Health Administration (OSHA), Clinical Laboratory Improvement Amendments (CLIA) regulations, infection control techniques, and appropriate adherence to infection control standards. At the conclusion of this course, the student will gain the necessary knowledge and ability to safely collect and process various specimens in a variety of healthcare settings while maintaining safety and infection control in all areas.
3.0 Credits

MA 2220 Exam Room Procedures
In this course, the student will focus on the skills necessary to provide direct patient care in the physician office setting. Topics covered will include proper charting, documentation techniques, patient education, patient interviewing techniques, instruments used for examination, and clinical procedures for general and specialized physical examinations. By the end of the course, the student will gain the necessary skills to assist a physician with procedures in a medial office.
3.0 Credits

MA 2240 Electronic Health Records
This course focuses on the familiarization of all medical documents in an electronic form that pertain to running and managing a medical office. Emphasis will be placed on clinical administration, patient charting, how to build an office visit note and creation of various reports, using available clinical tools and the various utilities associated with electronic health records. The student will leave the course with the necessary skills to utilize electronic health records in a medical facility.
3.0 Credits

MA 2280 Medical Assisting Capstone (Clinical)
In this course, the student will review the fundamental knowledge covered in the program. Emphasis will be placed on the application of knowledge and skills acquired during the program. By the end of the course, the student will be prepared to function in the role of a medical assistant and successfully take a medical assisting industry exam.
3.0 Credits

MA 2291 Medical Assisting Externship
This externship course will focus on the application of knowledge and skills acquired during the Medical Assisting Clinical program. These skills will be applied in a medical office setting in the community with emphasis on proper office procedures, clinical procedures, and professionalism. By the end of the course, the student will leave the course prepared to obtain employment in the medical assisting field.
3.0 Credits

COURSE DESCRIPTIONS

MBC 1101 MBC Communications and Reports
Medical Billing and Coding Communications and Reports is designed to provide students with basic knowledge about communication theory and practice. It creates an awareness of the role communication plays in our interpersonal relationships. Students will be introduced to basic models, definitions, and approaches to interpersonal communication. Some areas presented include perception, self-concept, self-disclosure, conflict, verbal and nonverbal communication, and ways for improving communication competence. During this course, the student will also be introduced preparing and analyzing various billing reports.
2.0 Credits

MBC 1201 Pharmacology
In this course, the student will be introduced to the foundational concepts of pharmacology. Emphasis is placed on the understanding of the action of drugs, drug classifications, and lab findings that may be associated with various drugs. By the end of the course, the student will have a fundamental understanding of different types of drugs and how they affect body systems.
1.5 Credits

MBC 1301 ICD-10 Coding I
In this course, students will be introduced to the diagnosis coding system utilized in the medical profession. Topics will include complete coverage of the diagnostic coding manual utilized by medical providers and medical facilities, as well as the Official Rules and Guidelines required when using the coding system. By the end of the course, the student will begin to understand the coding system that is utilized for medical healthcare claims to insurance carriers, medical documentation, and to assure patient privacy in describing disease and medical disorders.
1.5 Credits

MBC 1311 ICD-10 Coding II
This course is a continuation of ICD-10 Coding I. Students will continue to learn ICD-10-CM coding procedures used in the medical profession. The student will leave the course with a full understanding of ICD-10 coding procedures used in the medical field.
2.0 Credits

MBC 1401 CPT Coding I
This course introduces the student to the basics of health insurance, including insurance technology, private payers, government programs, and medical office procedures utilized in the medical profession. Emphasis will be placed on how to complete medical insurance claims forms, how to process the claims for payment as well as medical documentation, and procedural coding. By the end of the course, the student will begin to understand the procedure coding system that is utilized for medical healthcare claims to insurance carriers.
1.5 Credits

MBC 1411 CPT Coding II
This course is a continuation of CPT Coding I. Students will continue to learn the CPT coding procedures used in the medical profession. The student will leave the course with a full understanding of CPT coding procedures used for medical healthcare claims to insurance carriers.
2.0 Credits

MBC 1501 Health Information and Delivery
This course will introduce the student to the types and levels of healthcare delivery systems in the United States. Emphasis will be placed on understanding the governing bodies that regulate health information processes as well as an understanding of the organization of healthcare delivery. The student will leave the course with knowledge of accreditation standards and licensure/regulatory agencies.
2.0 Credits

MBC 1601 Legal & Ethical Issues in Healthcare
This course will discuss legal and ethical issues as they relate to Health Information Technology. Topics will include legalities related to electronic health records, knowledge of privacy, confidentiality, and computer security. The student will leave the course with foundational knowledge of the importance of privacy issues in healthcare and the AHIMA Code of Ethics and Standards of Ethical Conduct.
2.0 Credits

MBC 1701 Computer Software Apps in Healthcare I
This course introduces the student to commonly used software in healthcare. Emphasis will be placed on public reporting of disease and disease trends, how healthcare organizations store and retrieve electronic health records and evaluation of the electronic health record. By the end of the course, the student will be able to understand and use electronic health records.
1.5 Credits

MBC 1702 Computer Software Apps in Healthcare II
Computer Software Applications in Healthcare II is a continuation of Computer Software Apps I and focuses on the use of a popular medical administrative software package through simulation. Emphasis will be placed on learning to input patient information, schedule appointments, and generate several types of reports.
2.0 Credits

MBC 1801 Medical Billing and Coding Capstone
Medical Billing and Coding Capstone is designed to review the foundational content covered in the program. Emphasis will be placed on reinforcing the applicable knowledge and skills necessary to function in the role of a medical biller and coder. The student will leave the course prepared to obtain employment in the medical billing and coding field.
2.0 Credits

MBC 1901 Medical Billing and Coding Externship
Medical Billing and Coding Externship will focus on the application of knowledge and skills acquired during the medical billing and coding program. These skills will be applied in a medical setting in the community with emphasis on proper clinical classification, reimbursement methodologies, compliance, confidentiality, privacy, and professionalism. The student will leave the course prepared to obtain employment in the medical billing and coding field.
3.0 Credits

MTC 1100 Standards & Applications
This course introduces the essential concepts pertinent to the philosophy, principles, practice, and benefits of massage as well as the basis of medical terminology. Topics include the significance of massage therapies in cultures throughout history, specific tools of the massage therapy trade, physiological effects of massage, understanding the wellness model and procedures of health, hygiene, sanitation, as well as safety practices, medical terminology of all the bodies systems and knowledge of the cell, integumentary system, basics of the muscular and skeletal System. The student will also learn, practice, and apply therapeutic massage, emphasizing the various strokes associated with classical style massage therapy. Topics covered include proper body mechanics, basic Swedish techniques, and self-care. The student will also learn the importance of medical documentation, scope of practice as a massage therapist and privacy rules and regulations.
4.0 Credits

MTC 1120 Systems & Complementary Modalities
This course is a continuation of the overview of human anatomy and physiology. Emphasis will be placed on the primary structures and functions of the body, beginning with the smallest unit to the most complex body system. The student will leave the course with knowledge and understanding of the digestive, endocrine, reproductive, and urinary systems, as well as medical terminology specific to these systems. Additionally, the student will utilize classic massage techniques, abdominal massage, energy based bodywork therapy, Asian bodywork therapy, pregnancy massage, infant and adolescent massage, geriatric, and chair massage. Emphasis will be placed on clinical reasoning, based on intake and assessment of the client.
4.0 Credits

MTC 1130 Systems & Applications
This course is a continuation of the overview of human anatomy and physiology. Emphasis will be placed on the primary structures and functions of the body, beginning with the smallest unit to the most complex body system. The student will leave the course with knowledge and understanding of the cardiovascular, respiratory, and lymphatic systems. This course focuses on Anatomy and Physiology to include nervous systems, circulatory, lymphatic, & respiratory systems, as well as the medical terminology related to the body systems. Additionally, the student will learn classical massage strokes incorporating stretching, sports massage, deep tissue to include trigger point therapy, lymphatic drainage, hydrotherapy, and reflexology.
4.0 Credits

COURSE DESCRIPTIONS

MTC 1140 Musculoskeletal System
This course introduces the student to the study of biomechanical principals of human movement. Major focuses of study include a presentation of the basic terminology associated with kinesiology as well as a detailed exploration of skeletal landmarks, and the origin, insertion, and action of muscles within the axial and appendicular skeletal system. Students will have the opportunity to practice palpating the different bony landmarks and muscles. Students will leave the course with an understanding of how the axel and appendicular body are designed in the musculoskeletal system.
4.0 Credits

MTC 1150 Pathology & Clinical Massage
In this course, students will examine the collection of client information, assessment, and treatment documentation. Assessing the client through range of motion, postural analysis, gait analysis, manual resistive tests, and special tests to formulate massage therapy goals, as well as, developing a medical health history intake form and performing an effective client interview will be covered in this course. The S.O.A.P. method of notation will also be covered. The student will also be introduced to techniques that are used in clinical massage and neuromuscular therapy. Emphasis will be placed upon teaching massage treatment routines designed for the most common pathologies a massage therapist might encounter. Students will study pathology and pharmacology for each body system; emphasis will be on the contraindication and indications of massage based on the pathology, or the medications used to treat the pathology. This course is designed to teach the student to recognize, understand, and apply massage to a variety of referral pain patterns, symptoms, and conditions for which clinical massage is indicated. Students will incorporate principles of Deep Tissue Massage Treatment and Heat and Cold Applications for a variety of clinical treatments.
4.0 Credits

MTC 1160 Professional Practice
The Professional Practice course prepares the student for the business environment and ethical practices as it relates to massage therapy. The course prepares the student to sit for the Massage and Bodywork Licensing Exam (MBLEx) with the Federation of States Massage Therapy Board (FSMTB). The student will have a comprehensive review of the courses completed throughout the massage therapy program. The course also reviews testing strategies and testing simulations designed to bring physical testing stamina as well as emotional preparedness and balance to the student. Students will conduct clinical massage therapy applications in a supervised setting working with public clients and Licensed Massage Therapists utilizing techniques learned throughout the program. The student will leave the course prepared to sit for the MBLEx exam, and the massage skills necessary to obtain employment in the massage therapy field.
4.0 Credits

RAD 1010 Safety and Radiation Protection
Safety and Radiation Protection will introduce students to the importance of safety and protection through minimizing patient exposure through shielding, exposure restriction and filtration. Topics include exposure factors, special patient considerations, image receptors, protective devices, radiation exposure and monitoring and the biological aspects of radiation. By the end of this course, the student will be able to understand the importance of radiation protection for themselves and the patient and the exposure limits.
3.0 Credits

RAD 1020 Image Production and Equipment
In this course, safety and radiation protection will introduce students to the importance of safety and protection through shielding, exposure restriction and filtration. Topics include exposure factors, special patient considerations, image receptors, protective devices, radiation exposure and monitoring and the biological aspects of radiation. By the end of this course that student will be able to understand the importance of radiation protection for themselves and the patient and the exposure limits.
3.0 Credits

RAD 1030 Radiologic Procedures
In this course, the student will be introduced to familiar terminology, positioning and image principles. Topics will include radiation protection, anatomy, radiographic positions, routine and special projections as well as radiographic critique. At the conclusion of the course, the student will gain the necessary knowledge and ability to properly display anatomy and pathology correctly to enable radiologist and other physicians to make and accurate diagnosis.
3.0 Credits

RAD 1041 ARRT Exam Prep
In this course, the student will prepare for the ARRT Limited Scope of Practice in Radiography exam. The students will refresh principles related to the production or control of the x-ray exposure, present the essential steps required to produce quality radiographs of all body structures, including anatomy, positing and pathology. The course will cover behaviors, knowledge and skills required to deliver safe and effective patient care needed to perform as a limited radiologic technologist. The course will conclude with a practicum. The Practicum will focus on the knowledge and skills acquired during the Medical Assistant with Limited Scope Radiologic Technology program. These skills will be applied in a medical office setting in the community with emphasis on proper office procedures, clinical procedures, radiographic images and professionalism. By the end of the clinical training, the student will leave the facility prepared to obtain employment in the medical assistant with limited scope radiologic technology field.
3.0 Credits

RHVS 100 Air Conditioning and Refrigeration I
Students will explore thermodynamic principles, pressures, and mechanical applications in residential and light commercial applications. Students will also preform heat content calculations for liquids and gasses for air conditioning and refrigeration systems, and practice copper tube bending, soldering, and brazing.
4.0 Credits

RHVS 115 Air Conditioning and Refrigeration Controls I
This course is the foundation for electric and electronic components. Students will explore electron theory, magnetism, Ohm's law, resistance, current flow, measuring instruments for electrical measurement, power distribution controls, and their applications for HVAC systems. Course content incorporates the operation and applications of various safety controls used in the HVAC industry and how to troubleshoot them.
4.0 Credits

RHVS 117 Air Conditioning and Refrigeration Controls II
Students will safely operate various measuring instruments for electrical components of single and three phase motors used in the HVAC industry. Students will test and adjust various types of controls, including power distribution controls, control wiring, and electronic circuits using wiring schematics and diagrams.
4.0 Credits

RHVS 124 Heating Systems
The student will learn the types of fuels and their combustion characteristics, types of heating fuels used, components and characteristics of burners, burner efficiency, flue testing analyzers, and electric heating systems. Students will operate, test, and adjust fuel-heating systems to manufacture specifications.
4.0 Credits

RHVS 132 Commercial Air Conditioning and Refrigeration
In this course, students learn about air conditioning and refrigeration applications as applied to commercial systems. This course provides the student with refrigerant recovery, evacuation, and charging practices in compliance with current Environmental Protection Agency (EPA) laws and regulations.
4.0 Credits

RHVS 141 Comfort and Psychometrics
This course will examine air and its properties, characteristics, and measurements as they apply to human comfort. Additionally, students will investigate control of temperature, humidity and distribution of air and air mixtures.
4.0 Credits

RHVS 156 Heat Pumps
In this course, students learn the theory of a reverse-cycle heat pump including the components and operation of four-way valves, identify the various heat sources for heat pumps including geothermal applications, and perform preventive and corrective maintenance procedures on a residential heat pump. Students will also study and prepare to take the EPA Section 608 certification exam.
4.0 Credits

COURSE DESCRIPTIONS

RHVS 186 Advanced Troubleshooting and Service
Students will learn the proper techniques required to troubleshoot the mechanical, electrical, and refrigeration components on most residential air-conditioning and commercial refrigeration units. Students will also receive continued training in the EPA requirements to prepare them to take the EPA certification exam.
4.0 Credits

SPT-110 Basic Electricity
The student will have the opportunity to understand the theories and laws of the flow of electricity, magnetism, inductance, capacitance, and the fundamentals of direct and alternating currents (AC/DC). The course provides students practical application using test and measuring equipment, circuitry, conduit bending, and electrical apparatus, and introduction to the National Electric Code (NEC). Special attention will be given to the understanding and implementation of electrical safety.
4.0 Credits

SPT-120 Solar and the Power Industry
In this course, the student will be introduced to the solar and power industry. Areas of study include the basic concepts of photovoltaic systems and their components, general sizing, and electrical and mechanical design requirements. Additionally, the student will be introduced to performance analysis and troubleshooting pertaining to solar power. Upon conclusion of this course, the student will understand how electricity is produced from fossil fuels such as coal and natural gas, to harnessing nuclear energy, and using renewable energy sources such as wind, geothermal, and solar energy. Students will also have the opportunity to complete forklift training certifications.
4.0 Credits

SPT-130 Site Assessment, Design, and Installation
The Site Assessment, Design, and Installation course allows the student to learn to determine customer needs, assess safety hazards, conduct a site survey, and identify the ideal location for the PV array and other system components. The student be given the opportunity to gain the knowledge necessary to acquire and interpret site solar radiation and temperature data. By the end of the course, the student will have the ability to evaluate design considerations including array configurations, component selection, wire sizing, bonding, grounding, and the selection of overcurrent protection and disconnects to begin the installation process.
4.0 Credits

SPT-140 Solar Maintenance and Troubleshooting
In this course, the student will continue to work on the solar photovoltaic system installation process, as well as focus on inspection, maintenance, and troubleshooting on solar photovoltaic systems. The course allows students the ability to evaluate basic system performance monitoring and troubleshooting procedures. This course identifies the appropriate methods for compiling and maintaining records of photovoltaic system operation, performance, and maintenance. Students will also have the opportunity to complete the North American Board of Certified Energy Practitioners (NABCEP) PV Entry Level Exam.
4.0 Credits

RHVS 192 Air Conditioning and Refrigeration II
The course focuses on the operation of commercial refrigeration systems, ice machines, restaurant refrigeration systems, and the installation and service of commercial air conditioning. Students will perform mechanical and electrical diagnostics and repairs for commercial equipment.
4.0 Credits

WES 164 Fundamentals of Modern Welding
This course provides the student with welding fundamentals, proper welding safety procedures, and fire prevention techniques. Students read shop prints, blueprints, and welding symbols. They calculate dimensions for manufacturing work orders, practice the procedures for metal grinding practices, setup, changing cylinders, cutting tips, and hoses, and operate portable and stationary oxyacetylene and propane. Students set up and operate oxyfuel gas cutting equipment and electrical fundamentals of welding equipment. Students discuss attitude, motivation, planning and memory, and how these items relate to their profession.
4.0 Credits

WES 184 Shielded Metal Arc Welding (Flat and Horizontal)
Students will understand and practice shielded metal arc welding (SMAW) in the flat and horizontal positions. The course includes selection of correct electrodes for material thickness, current and polarity. Students strike an arc and produce stringer and weaving beads, demonstrate the five basic welds in the flat and horizontal positions, and identify basic welding defects that occur during welding, differentiating between acceptable and unacceptable welds.
4.0 Credits

WES 204 Shielded Metal Arc Welding (Vertical)
In this course, students learn the shielded metal arc welding (SMAW) process in the vertical position and practice tie in beads using 7018 1/8 inch and 3/32 inch electrodes. The student practices tack welding vertical test plates for the American Welding Society (AWS) qualification welding competencies.
4.0 Credits

WES 224 Shielded Metal Arc Welding (Overhead)
Students learn the shielded metal arc welding (SMAW) process in the overhead position and learn to tie-in beads using 7018 1/8 inch and 3/32 inch electrodes. Students practice vertical tack welding vertical and test plates for vertical welding competencies, conduct a bend test on completed test plate for visual and dye penetrant inspection, and practice for the American Welding Society (AWS) qualification.
4.0 Credits

WES 244 Gas Metal Arc Welding and Flux Core Arc Welding
Students practice welding tee-joints and vee-joints in the vertical and overhead positions for gas metal arc welding (GMAW) and flux core arc welding (FCAW) in the flat and horizontal positions. Students setup and operate various wire feeding welders, to include determining specific electrode wire material for welding processes.
4.0 Credits

WES 264 Special Cutting and Gas Tungsten Arc Welding Processes
Students practice gas tungsten arc welding (GTAW) and complete tie-in beads using 70S-3 wire in various positions. Students set up and practice the GTAW process to weld a corner joint and edge joint in various positions. Students cut and gouge on mild steel using the carbon arc cutting (gouging or CAC), plasma arc cutting (PAC), and/or shielded metal arc cutting (SMAC).
4.0 Credits

WES 284 Advanced Shielded Metal Arc Welding
The student will utilize the Shielded Metal Arc Welding process to perform weldments in accordance with American Welding Society (AWS) B2.1-1-016:2018, B2.1:2014 specific welding procedure and performance qualification.
4.0 Credits

WES 314 Advanced Structural Gas Metal Arc Welding
The student will utilize the Gas Metal Arc Welding process to perform GMAW Pulse weldments on various thickness of carbon steel and aluminum material.
4.0 Credits

WES 324 Advanced Gas Tungsten Arc Welding
The student will utilize the Gas Tungsten Arc Welding process to perform weldments using aluminum plate and carbon steel pipe to pipe, pipe to plate, and heavy plate.
4.0 Credits

WES1161 Fundamentals of Modern Welding
This course provides the student with welding fundamentals, proper welding safety procedures and fire prevention techniques. Students read shop prints, blueprints, and welding symbols. They calculate dimensions for manufacturing work orders, practice the procedures for metal grinding practices, setup, changing cylinders, cutting tips, and hoses, and operate portable and stationary oxyacetylene and propane. Students set up and operate oxyfuel gas cutting equipment and electrical fundamentals of welding equipment. This course also introduces students to Virtual Reality welding cells which provide real time computer-based feedback of their performance using the Shielded Metal Arc Welding (SMAW) process. Students discuss attitude, motivation, planning and memory, and how these items relate to their profession.
4.0 Credits

WES1181 Shielded Metal Arc Welding Flat and Horizontal
This course will prepare the student to understand and practice Shielded Metal Arc Welding (SMAW) in the flat and horizontal positions. The course includes selection of correct electrodes for material thickness, current and polarity. Students will have the ability to strike an arc and produce stringer beads, demonstrate the five basic welds in the flat and horizontal positions, and identify basic welding defects that occur during welding, and differentiating between acceptable and unacceptable welds.
4.0 Credits

COURSE DESCRIPTIONS

WES1201 Shielded Metal Arc Welding Vertical
The Shielded Metal Arc Welding Vertical course gives students the opportunity to learn the Shielded Metal Arc Welding (SMAW) process in the vertical position to using E7018 1/8 inch and 3/32-inch diameter electrodes. Additionally, students will have the ability to practice welding vertical practice and test plates for vertical welding competencies. Students will have the opportunity to conduct American Welding Society (AWS) certification using E7018 1/8-inch diameter electrodes in the 3G position.
4.0 Credits

WES1221 Shielded Metal Arc Welding Overhead
The student will have the opportunity to learn the Shielded Metal Arc Welding (SMAW) process in the overhead position to tie in beads using 7018 1/8 inch and 3/32-inch electrodes. Students will have the ability to perform welding overhead practice and test plates for overhead welding competencies. Additionally, students will have the opportunity to conduct American Welding Society (AWS) certification using E7018 1/8-inch diameter electrodes in the 4G position.
4.0 Credits

WES1241 Gas Metal Arc Welding and Flux Core Arc Welding Processes
The student will have the opportunity to learn the Flux Cored Arc Welding (FCAW) process in all positions using a variety of carbon steel filler materials. Practice welding plates in all positions and test plates in 3G and 4G positions along with completing welding competencies. Additionally, students will have the opportunity to conduct American Welding Society (AWS) certification using either .045-inch diameter E70T-1 or E71T-1 filler material in both the 3G and 4G position.
4.0 Credits

WES1261 Special Cutting and Gas Tungsten Arc Welding
The student will have the ability to learn the Gas Tungsten Arc Welding (GTAW) process using 70S-3 filler material to join together various welding joints. Positions include flat, horizontal, and vertical.
4.0 Credits

WTT 150 Introduction to Wind Energy and Safety
The student will understand the history of wind energy and wind science, to include the interception of wind energy though a rotor and identify the major wind turbine generator components. Emphasis is placed on the fundamentals of wind energy, wind turbine safety, and wind turbine safe climbing guidelines. An understanding of equipment inspections and environment hazards will be identified and discussed throughout the course. Students will also be introduced to the power industry, and how to convert energy into electricity, how electricity is transmitted and distributed, and the impacts of producing energy. Additionally, students will learn signal person techniques to include crane communication, the basic principles of cranes, and crane safety and emergency procedures. By the end of the course, students should be able to discuss safety while working inside the wind turbine, in the wind farm environment, as well as expand on electrical arc flash safety.
4.0 Credits

WTT 160 Wind Turbine Electricity
The student will understand advanced AC power concepts to include single and three-phase alternating current, the relationship between phases, and how key components are used to refine AC power. Students will understand the operation of transformers, reactive power, and the power factor. This course provides a review of overcurrent protection, common circuit breakers, various fuses, and how it applies to the wind turbine environment.
4.0 Credits

WTT 170 Wind Power Controls & Distribution Systems
In this course the student will be able to understand switching devices and how they relate to power distribution and control of wind turbines. Students will understand mechanical and solid-state relay types and typical wind turbine wiring diagrams. This course will review basic power generation and introduce generators used in wind turbines. Students will understand how power is distributed and controlled during various modes of wind turbine operation. Additionally, students will be introduced to the Recognition and Preservation of Endangered Species in the Offshore Wind Energy Theatre. At the conclusion of these lessons, the student will have an understanding of the animals and individual species that inhabit the areas where offshore wind turbines are installed in order to properly care for the natural home of these species.
4.0 Credits

WTT 180 Wind Fasteners and Industrial Bearings
The student will understand wind turbine fasteners and industrial bearings. The course will cover torque theory, torquing, tensioning, and torquing hydraulic equipment and tools. Students will be introduced taps, dies, and industrial bearings to include plain, ball, roller, thrust, guide, flanged, pillow block, and take-up bearings.
4.0 Credits

WTT 190 Hydraulic Systems and Wind Lubrication
In this course the student will understand basic lubrication, equipment, applications, and types of lubrication used on wind turbines. Students will understand common hydraulic systems, including fluids, system components, and pumps. This course also introduces the student to simple hydraulic system maintenance.
4.0 Credits

Centura COLLEGE
ALLIED HEALTH & TRADES

CENTURA COLLEGE - HAMPTON ROADS

2697 Dean Drive, Virginia Beach, VA 23452
Phone: (757) 340-2121 | Email: directorcvab@centura.edu

7020 N. Military Highway, Norfolk, VA 23518
Phone: (757) 853-2121 | Email: directorcnor@centura.edu

932 Ventures Way, Chesapeake, VA 23320
Phone: (757) 549-2121 | Email: directorcche@centura.edu

616 Denbigh Boulevard, Newport News, VA 23608
Phone: (757) 874-2121 | Email: directorcpen@centura.edu

CENTURA COLLEGE - RICHMOND, VA

7914 Midlothian Turnpike, North Chesterfield, VA 23235
Phone: (804) 330-0111 | Email: directorcrim@centura.edu