

Employment Data Sheet

CONTACTS:

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Ms. Willie Price-Harris, Enrollment Services Specialist
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Major	Degree Type	Time to Complete	Careers	Advanced Careers	Beginning Salary (\$)	Average Salary(\$)/ Experience	Program Overview	Career Description	Demand / Outlook	Placement %	Contact Person(s)
Administration of Justice	Certificate	1 year	Law Enforcement Corrections	Transferable to Associates Degrees in Correctional Services or Police Science	20,680 (VA)	23,400 (VA)	Enhances performance of criminal justice personnel and provides basic education for prospective officers and professionals	Enforce public law and ensure the safety and security of correctional facilities	33% / 5 yrs	Greater in metro areas	Dr. William Osborne, ext 275 Cindy Mongle, ext 264
Correctional Services	Associate	2 years	Correctional Officers (adult and juvenile facilities)	May exist for continued education	20,680 (VA)	26,840 - 27,440 (R) 24,050 - 40,000 (N)	Prepares students for criminal justice, correctional services and related occupations	Enforce rules and ensure the safety of correctional institutions	31% / 5 yrs	Greater in metro areas	Dr. William Osborne, ext 275 Cindy Mongle, ext 264
Police Science	Associate	2 years	Law Enforcement Security Protective Services	May exist for continued education	20,680 (VA)	26,840 - 27,440 (R) 25,000 - 30,000 (N)	Broad foundation for all criminal justice fields	Provide security and protective services for people and property	31% / 5 yrs	Greater in metro areas	Dr. William Osborne, ext 275 Cindy Mongle, ext 264
Environmental Science	Associate	2 years	Environmental Technician Natural Resources Specialist Land Reclamationist Agronomist Soil Conservationist	Reclamation Foreman Soil Conservation Specialist Forester Agriculturalist Laboratory Technologist	10,940 - 20,600 (R)	18,200 - 29,540 (R)	Prepares students to work in all phases of environmental science, including: data gathering, permitting, and monitoring	Reclamation, environmental permitting and monitoring	Growing	Greater in other regions	Jay Blevins, ext 327 Dr. Chuks Ogbonnaya, ext 276
Forest Science	Associate	2 years	Forestry Technician Lumber Grader	Logging Foreman Forester Agriculturalist Laboratory Technician	10,940 - 20,600 (R)	18,200 - 29,540 (R)	Prepares students to work in forest science: monitoring, managing and protecting forest areas, harvesting timber, and producing primary and secondary wood products	Monitoring and protecting forest areas, harvesting timber, and producing primary and secondary wood products	Growing	Greater in other regions	Jay Blevins, ext 327 Dr. Chuks Ogbonnaya, ext 276
Water / Wastewater Specialization	Associate	2 years	Water / Wastewater Operator	Water / Wastewater Operator Site Manager Plant Supervisor	16,000 - 19,000 (N)	22,260 (R)	Stresses the practical application of scientific principles to the treatment of water for human consumption and for protection of water resources	Provide purification and protection of water resources, work with industrial and municipal facilities, or state and private laboratories	High	100%	Jay Blevins, ext 327 Dr. Chuks Ogbonnaya, ext 276 http://water.me.vccs.edu
Air Conditioning and Refrigeration	Certificate	3 Semesters	Beginning Electrician A/C Service and Installation Technician	Inspector Service Manager Project Manager	14,500 - 18,700	22,860 - 26,280 (R)	Prepares students to work as air conditioning technicians and electricians	Build, test, install, and repair A/C and refrigeration units	Significant	20% local, 100% region	Silas Qualls, ext 235 Jerry Ramey, ext 326
Welding	Certificate	3 Semesters	Apprentice Welder	Welder	18,180 (R)	21,840 - 24,020 (R) 34,000 - 40,000 (N)	Technical courses and shop experience	Welding	Moderate	90%	Paul Gilley, ext 334 Shuler Ringley, ext 260
Maintenance	Certificate	1 year	Maintenance worker	Maintenance Foreman	20,000 - 24,000 (R)	20,240 (R)	Cross-section of technical skills for emerging industry needs	Perform maintenance in manufacturing, businesses, schools, and healthcare institutions	Moderate	Greater in other regions	Dr. Wendell Fowler, ext 265
Manufacturing Technology	Associate	2 years	Manufacturing Technician Quality Control Technician Process Technician Electrical Technician Maintenance Technician Mechanical Technician Computer Technician	Management Engineering Quality Control	14,320 - 25,500 (R)	20,220 - 40,140 (R) 40,000 - 60,000 (N)	Broad-based hands-on training for a variety of technical positions in manufacturing, including a combination of electrical and mechanical technology, manufacturing and industrial technology, hydraulics and robotics	Work at automated manufacturing and industrial sites	Moderate	Greater in other regions	Dr. Wendell Fowler, ext 265
Industrial Distribution	Associate	2 years	Warehouse worker Transportation worker Sales Technician	Warehouse Manager Transportation Manager Corporate Management	18,000 (R)	18,780 - 21,340 (SWVA) 20,260 - 23,400 (VA)	Broad-based training for a variety of technical positions in distribution A hybrid of business and technology Study manufacturing, distributing, and selling	Buy, stock, and sell supplies used by manufacturers	Moderate	Greater in other regions	Dr. Wendell Fowler, ext 265
CAD and Design Technology	Associate	2 years	Drafter Construction Inspector	May exist for continued education	14,000 - 18,000 (R)	26,000 - 40,000 (N) 1-3 yrs	Prepares students for occupations in drafting and design	Mechanical, architectural, and civil drafting and design	High / 10 yrs	88% - 92% region	Shuler Ringley, ext 260
Computer and Electronic Technology	Associate	5 Semesters	Electronics Technician Communication Technician Computer Technician	Firm foundation for advancement	19,100 - 30,780 (R)	30,000 - 36,000 (N) 2 years	Coursework includes mathematics, and technical writing Provides a balance of theoretical and practical knowledge in electronics	Build, install, maintain and service electronic and computerized equipment used in manufacturing, telecommunications, and service industries	Significant	100% Region	Roger Greene, ext 262 Roy Powers, ext 261
Computer Repair Specialization	Associate	5 Semesters	Electronics Technician Communication Technician Computer Technician	Firm foundation for advancement	19,100 - 30,780 (R)	30,000 - 36,000 (N) 2 years	Coursework in mathematics, technical writing Provides a balance of theoretical and practical knowledge in electronics Special emphasis on computer repair	Repair computers and computerized equipment	Moderate	Greater in other regions	Roger Greene, ext 262 Roy Powers, ext 261
Computer Networking Technology	Associate	2 years	Network Installer Network Administrator Network Planner Network Manager	Network Engineering Network Administrator Systems Analyst Network Consultant	19,000 - 27,000 (R)	38,000 - 52,000 (N) 5 years	Coursework in network operating systems, network management, network infrastructure and internet working devices	Design, install, configure, troubleshoot, and maintain network hardware and software	110% Growth / 10 yrs	80% - 100%	Fred Coeburn, ext 285 Nick Edwards, ext 259
Computer Software Specialist	Associate	2 years	Software Specialist Information Processing Specialist Help-Desk Technician Computer Lab Assistant Database Operator/Manager Software Consultant	Database Administrator Systems Analyst Web Programmer Webmaster	19,000 - 27,000 (R)	28,300 (SWVA)	Prepares students for work as computer professionals, with emphasis on spreadsheet and database applications	Develop, use, and maintain software projects, such as spreadsheets, databases, presentations, web sites, and e-commerce sites	110% Growth / 10 yrs	75% or higher	Fran Doyle, ext 313 Nick Edwards, ext 259 Terri Lane, ext 240 Dana Crismond, ext 259
E-Commerce	Certificate	1 year	Web-Page Designer Web-Page Maintenance Technician Internet Marketing Technician Internet Entrepreneur	E-Commerce Manager E-Commerce Architect Merchant Analyst	19,000 - 27,000 (R)	28,300 (SWVA)	Provides working knowledge of internet services, web page construction, marketing and legal issues of electronic commerce, and database management	Develop, support, and maintain e-commerce solutions for new or traditional business organizations	110% Growth / 10 yrs	New Program	Nick Edwards, ext 259 Gary Bumgarner, ext 318 Jane Jones, ext 249 Dana Crismond, ext 259 Terri Lane, ext 240 Fred Coeburn, ext 285

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Accounting	Certificate	1 year	Beginning clerical positions	Accounting Clerk Bookkeeping Data Entry Clerk Accts. Payable/Receivable Clerk Payroll Clerk	11,000 - 15,000 (SWVA)	18,366 (SWVA) 22,800 (VA)	Prepares students to work in clerical positions with skills to use in various types of accounting software	Perform job skills in the use of various types of accounting software	12% / 5 yrs	Openings regionally and nationally	Jim Bates, ext 241 Gary Bumgarner, ext 318
Accounting	Associate	2 years	Accts Receivable/ Payable Clerk Accounting Supervisor Manager Director of Accounting Bookkeeper Payroll Clerk	Vice-President of Finance Chief Financial Officer External Auditor (CPA) Internal Auditor Controller	20,000 (R) 22,000 (N)	22,700 (N)	Uses state of the art computers, to study all phases of Accounting, including Cost, Governmental, Not-for-Profit, Individual Taxes, and Fraud Examination	Prepare, analyze, and verify financial reports and taxes, monitor information systems, and provide accounting information to managers	12% / 5 yrs	Openings regionally and nationally	Jim Bates, ext 241 Gary Bumgarner, ext 318
Business Management	Associate	2 years	Supervisory positions in all areas of business	Management positions in retail, banks, healthcare, government, and other organizations	17,620 (R)	27,600 (R)	Courses in business management, computer applications, and marketing Develop team-building and leadership abilities	Managers plan, organize, lead, and control activities to effectively and efficiently accomplish goals	10% above average	Openings regionally and nationally	Gary Bumgarner, ext 318 Fran Doyle, ext 313
Legal Office Assisting	Certificate	1 year	Entry-level legal office assistant Entry-level paralegal	May exist for continued education	10,000 - 14,000 (R)	16,557 (SWVA) 17,640 (VA)	Specialized courses in legal assisting and word processing	Positions in private law firms, mortgage companies, private corporations, government and administrative agencies	21% / 5 yrs	85% - 90%	Beth Snodgrass, ext 257 Dr. Ann Davis, ext 308 Shirley Wells, ext 307
Legal Assisting	Associate	2 years	Legal Assistant Paralegal	May exist for continued education	15,000 - 16,000 (R)	23,970 - 25,570 (R) 22,000 - 36,800 (VA)	Provides knowledge, understanding, and proficiency to perform tasks in meeting the needs of clients working under the direction and supervision of a lawyer	Research law, draft legal documents, prepare real estate titles and contracts, interview clients and witnesses, prepare attorneys for court	10% / 5 yrs	85% - 90%	Beth Snodgrass, ext 257 Dr. Ann Davis, ext 308 Shirley Wells, ext 307
Word Processing	Certificate	1 year	Filing Clerk Order Clerk Receptionist Library Assistant Data Entry	Bank Teller Mail Clerk Switchboard Operator	14,000 - 16,000 (R)	18,730 (SWVA) 21,300 (VA)	Provides necessary training for automated information systems, administrative support technology, and word processing	Entry-level office position in all fields for a skilled, competent worker	18.5% / 5 yrs	75% - 98%	Dr. Ann Davis, ext 308 Shirley Wells, ext 307 Jane Jones, ext 249
Clerical Assistant	Certificate	1 year	Filing Clerk Order Clerk Receptionist Library Assistant Data Entry	Bank Teller Mail Clerk Switchboard Operator	14,000 - 16,000 (R)	18,730 (SWVA) 21,300 (VA)	Keyboarding, filing, word processing, administrative support technology	Entry-level office position in all fields for a skilled, competent worker	10% / 5 yrs	75% - 98%	Dr. Ann Davis, ext 308 Shirley Wells, ext 307 Jane Jones, ext 249
Administrative Support Technology	Associate	2 years	Administrative Assistant Receptionist Information Processing Specialist Office Support Technician	Office Manager Personnel Manager Electronic Desktop Publishing Loan Officer Executive Assistant Business Education Teacher	15,000 - 18,000 (R)	24,920 - 38,370 (SWVA)	Provides knowledge and skills necessary for effective job performance in office administrative support positions	May take dictation to compose, type, and file correspondence; compile and maintain records; schedule appointments and travel arrangements	Moderate	75% - 98%	Dr. Ann Davis, ext 308 Shirley Wells, ext 307 Jane Jones, ext 249
AST / Medical Office Specialist	Associate	2 years	Entry-level medical office administrative support positions in hospitals, clinics, and private practices	Office Manager Medical Transcriptionist Medical Office Assistant Business Education Teacher	15,000 - 18,000 (R)	24,920 - 38,370 (SWVA)	Prepares persons for administrative support positions in medical offices	Billing and maintaining patient accounts, filing and records management, patient scheduling, and medical office management	44% / 5 yrs	75% - 98%	Dr. Ann Davis, ext 308 Shirley Wells, ext 307 Jane Jones, ext 249
Nursing, CNA	Certificate	1 Semester	Certified Nursing Assistant	Licensed Practical Nurse with continued nursing studies	14,140 (SWVA)	15,880 (R)	Eligible to take CNA exam upon completion of program	Provide physical, bedside care to patients	28% / 5 yrs	90% - 100% upon passing board exams	Emma Delph, ext 225
Nursing, LPN	Certificate	3 Semesters	Licensed Practical Nurse	Registered nurse with continued nursing studies	21,360 (SWVA)	24,960 (VA)	Provides beginning practitioners with the knowledge and skills to care for patients of all age groups. Eligible to take LPN exam upon completion of program	Work under the direction of RN or Physician to provide nursing care for a variety of patients	18.5% / 5 yrs (Critical Shortage)	95% - 100% upon passing board exams	Brigitte Casteel, ext 421
Nursing, RN	Associate	2 years	Registered Nurse	Supervision and management or specialized areas of practice	24,000 - 34,000 (N) (+ \$2,000 - \$3,000 Signing Bonus)	34,424 (SWVA) 38,500 (VA)	Prepares selected students to be quality contributing members of the health team, rendering direct patient care in a variety of health service facilities. Eligible to take RN exam upon completion of program	Assess, diagnose, plan, implement and evaluate the nursing needs of patients to coordinate their care	Critical shortage; signing bonuses	100% upon passing board exams	Johanne Watson, ext 253 Deborah Clarkston, ext 222 Donna Coleman, ext 425 Deborah Wright, ext 425
Respiratory Therapy	Associate	1.5 years	Entry-Level Respiratory Therapist (CRT) Registered Respiratory Therapist (RRT)	May exist for continued education	27,000 (SWVA)	33,500 (VA)	Prepares students to be competent registered respiratory therapists to serve as members of the health care team	Provide respiratory care for patients with heart and lung disorders Perform diagnostic and therapeutic intensive care, critical care, and neonatal procedures	40% / 5 yrs	90% + upon passing board exams	Michael Cook, ext 277 Roger Thompson, ext 302
Emergency Medical Services Intermediate	Certificate	2 Semesters	Emergency Medical Technician Intermediate (EMT-I)	Emergency Medical Technician Paramedic (EMT-P)	17,722 (SWVA)	22,800 (VA)	Provides students with a basic medical background in emergency medicine Eligible to take EMT-Intermediate exam upon completion of program	Employment by fire, rescue, transportation and ambulance services, hospitals, school systems, industry, and the military	33% / 5 yrs	100% upon passing exams	Kim Dorton, ext 356
Emergency Medical Services Paramedic	Associate	5 Semesters	Emergency Medical Technician-Paramedic	Emergency Management	20,000 - 24,000 (SWVA)	28,000 - 32,000 metro areas	Provides training to stabilize critically injured and ill persons in out-of-hospital setting Eligible to take EMT-Paramedic exam upon completion of program	Perform patient assessments, advanced airway and ventilation procedures, and cardiac electrical therapy	33% / 5 yrs	100% upon passing exams	Kim Dorton, ext 356