



**Centura**  
COLLEGE

# EMPLOYERS WHO HAVE HIRED OUR GRADUATES:

Abacus Corporation	Diamond Resort	Inova Alexandria Hospital	NAVSEA	Social Security Administration
Adecco	Digital Renaissance	Interim Healthcare	New England Sinai Hospital	South Lake Hospital
Advanced Integration Technology	Disney World	Interstate Recovery	Newport News Nursing & Rehab Services	Southside Virginia Training Center
Advantage Insurance	Dominion Medical Associates	Jencare Neighborhood Medical Center	Newport News Public Schools	Spa Reflections
Aerotek	Early Intervention Division, MPNNCSB	John Randolph Medical Center	Newport News Shipbuilding	St. Francis Medical Center
Allegiant	East Cooper Regional Medical Center	Johnson Air Conditioning Co.	NEXCOM	Sussex State Prison
Allied Medical	Eastern State Hospital	Johnson Food Services, LLC	OBICI	Sweetgrass Court
Amerigroup	Eco Power, LLC	Jordan & Associates OB/GYN	Oceana Dental Arts	SYR, Inc.
APAC	Eggleston Services	Kaz Vision & Medical Center	Oceaneering International, Inc.	System Technologies Advanced Research
Atlantic Coast Massage Therapy	Elite Health Care	Kelly Services (Blue Cross Blue Shield)	Office Team	T-Mobile
Avid Medical	ERMC	Kenan Transport Company	Omnicare Company	Team Placement Service, Inc.
BAE Systems/NSR	Essential Essence Salon & Day Spa	Kenny-Wayne Enterprises, LLC	Organic Ergonomics	The College of William and Mary
Bayview Medical Center	EVMS	Kidney & Medical Specialists	Orlando Health & Rehab Center	The Lee Group
Berkeley Citizens, Inc.	Family Dental	Kids Health Alliance Health Pediatrics	Pain Specialists of Charleston	Tilghman Medical Center
Berkeley County School District	Family Redirection Institute	Kindred Healthcare & Rehab Center	Palmetto Family Medicine	TLK Group
Berkeley Medical Center	FedEx	Kirei Therapy	Palmetto Primary Care Physicians	TPMG
Blue Cross Blue Shield	Fidura Associates Inc.	Koyo Manufacturer/JETEK Division	Patient First	Tracer Industries
Bon Secours Health Systems	Five Star Heating and Cooling	Labcorp	Patient Care Center	Trane
Canon ITS	Florida Dept. of Revenue	Lake Taylor Transitional Care Hospital	Peninsula Surgery Center	Transportation Services
Capital Area Health Network	G4s Secure Solutions Inc. (USA)	Learning Development Center	Pepsi Beverage Company	Trident Health Systems
Capital One	Gastroenterology Specialist Inc.	Lexington Medical Center	Piedmont Regional Jail	Tycon Medical
Cardiology Associates	Gate Precast Company	Liberty Tax - Tech Support	Presbyterian Home of South Carolina	USC
Central State Hospital	Gentle Hands Home Health Care	Low Country Infectious Disease	Price Waterhouse Cooper	USPS
Charleston Health Center	Givens Transportation	Luxor Massage Spa	Pro Nurses	VA Army National Guard
Chesapeake Public Schools	Goodwin Dental Laboratory	Manor Care Nursing Home	Professional Healthcare Resources	VA Medical Center
Chesapeake Regional Medical Center	Guardus Security	Mansilla Medical Center	Quality Care Services	Vangent, Inc.
Chippenham Johnston-Willis Hospital	Gulf Coast Health Care	Marva Maid Dairy	Quest Diagnostics	VCU Health Systems
CHKD	Hampton City Schools	Mary Washington Hospital	Red Cross	Veterans Administration Medical Center
Christopher Newport University	Hampton University	Massage Envy	Regents Park of Winter Park	Viking Resource Group
City of Hampton	Hand and Heart Agency	MCV Hospital	Research South	Westminster Canterbury
City of Leavenworth	Haynes Incorporated	Med Express	Revenue Cycle Management Systems, Inc.	Winn Transportation
CJW Hospital	Health First/Palms Bay Hospital	Medicorp Healthcare	Reynolds Packaging Group	Woodforest Financial Group
Coastal Carolina Surgical Associates	Health Informatics International, LLC	Memorial Regional Hospital	Richmond Urgent Care	Wyndham Worldwide
Columbia Heart Center	Health Staff, Inc.	Metropolitan Healthcare Services	Rite Aid Pharmacy	Xpress Care
Concordia Group, Inc.	Helping Hands	Mid Florida Primary Care	Riverside Medical Group	YMCA
Connexions, Inc.	Henrico Health & Rehabilitation Center	MMC Contracting Co.	Riverside Walter Reed Hospital	Young Properties
Credit Control Corporation	High Point Sports & Wellness	Moody Development Corp.	SC Department Corrections	
CVS Pharmacy	Holistic Medical Center	MUSC	South Carolina National Guard	
DCI Dialysis Clinic, Inc.	Hollomans	National Nurses Service Inc.	Securitas Security Services	
Department of Defense	Independent Care	Naval Medical Center Portsmouth	Sentara Healthcare	
Dept. of Medical Assistance Service	Indigo Palms	Naval Weapon Station	Sibley Memorial Hospital	

## OUR MISSION:

- We help 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, area businesses, industries, and government.
    - We are committed to high academic standards in all of our curricular offerings.
    - We are dedicated to providing the services that support our students' efforts to succeed.

# WHY CENTURA?

Thank you for your interest in Centura. We understand this is an important step in your commitment to continue your education. The skills you learn at Centura will be your springboard to success in an exciting new career field.

Our faculty and staff have a deep commitment to help you achieve your desired success. We encourage you to join the other successful graduates of Centura who have come before you. The attainment of your career related goals is also our desire. In this spirit, we invite you to become part of the ever-growing success at Centura.



## 10 Reasons to choose Centura...

- 1 Convenient campus locations close to home & work.
- 2 Day & Night classes available.
- 3 Job placement assistance for all graduates.
- 4 Focused, career-oriented education designed to help you enter a new career field as fast as possible.
- 5 Hands-on training in classroom labs.
- 6 Instructors with real-world experience bring learning to life.
- 7 Financial aid available for those who qualify.
- 8 Business and industry leaders provide input on training & trends.
- 9 Military tuition assistance & veteran's benefits for qualified individuals.
- 10 Free tutoring support.

# HISTORY OF SUCCESS

Centura's tradition of excellence in career services began in 1969, in Norfolk, Virginia, with the establishment of its parent company, Employment Services Inc. In 1983, that tradition expanded into the realm of education, with the opening of Electronic Institute of Technology. Since then, that single institute has evolved and grown into a network of eight campus locations operating under the names Centura College and Centura Institute. As much today as in the beginning, we are dedicated to providing quality career focused education in the fields of computers, business, legal studies and health care.

At Centura, you work with us toward a clearly defined objective. Your training will combine basic theory with extensive hands-on application in labs which will prepare you for the new job you hope to have upon graduation. Our educators consult with business and industry leaders regularly to ensure that the training you receive suits the needs of the people who hire our graduates. Our accelerated approach to learning helps you achieve your goals in the minimum amount of time, with a four day school week and evening class schedules to accommodate the working student. We want you to succeed!

Centura's dynamic student body is a diverse group of people. You'll meet individuals just out of high school, current employees in business, service members exiting the military, homemakers eager to return to the work place, those hoping to make a career change, and professionals aspiring to higher levels of responsibility.

**Regardless of your current situation,  
you will find success at Centura.**



Centura College and Centura Institute are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

# CAREER OPPORTUNITIES

Centura offers a mixture of degrees, diplomas and certificates in several different areas of business, health care, legal studies and computers. Training offerings vary by campus, so please consult an admissions professional about availability at the campus you are most interested in attending.



## Computers

### Web Development

Preparing yourself for a career in Web Development can give you the opportunity to work with cutting edge technology. Our training will include learning many of the industry-accepted software packages and programming languages like XHTML, HTML5, SQL and VB. At the same time, you will gain solid business foundations, network basics and site design fundamentals. Career opportunities like Web Designer, Web Developer, Web Architect/Programmer or Webmaster could be in your future.

### Information Technology

By training for a career in Information Technology, you will gain the necessary skills to administer, manage and troubleshoot computer networks of all sizes running on the Windows operating system. Our balanced training covers preparation for some of the most sought after certifications in computer technologies, including

Microsoft Certified Systems Administrator (MCSA) and the CompTIA A+, Security+ and Network+ certification. Career opportunities include data entry clerk, computer programmer, Web programmer, computer operations and computer technical support.

## Legal Studies

### Paralegal Law

Paralegal Law training gives you the skills needed to become an important part of the legal profession. You will gain the experience to work in a law office with any number of legal concentrations, including real estate, family law, estate planning, injury, civil and criminal law, to name just a few. You will conduct legal research using both computers and more traditional law libraries and learn the day-to-day operating procedures of a busy law office. Positions may be available for you in the local, state or federal court system as a paralegal, legal assistant, clerk of court, judiciary clerk or administrative assistant in court.

# CAREER OPPORTUNITIES



## Health Care

### Dental Assisting

Dental Assistants perform a wide range of patient care, office and laboratory duties. You could work chair-side with the dentist to make patients comfortable and prepare them for treatment. Dental assistants might be called on to make patient files available, sterilize instruments and equipment, prepare tray set-ups for dental procedures and provide postoperative consultation. When you graduate, you will be ready to begin your career with such employers as private and government hospitals, state and local public health departments, dental schools and dental clinics.

### Medical Billing & Coding

Medical Billers and Coders are an integral part of the health care profession. Centura's Medical Billing and Coding Specialist training will prepare you for a rewarding career in this field by preparing you to work in facilities such as hospitals, insurance companies, physician's offices, clinics, home health agencies, and in your own private practice. You'll gain knowledge in areas such as medical terminology, hospital and private practice billing and insurance coding, International Classification of Disease (ICD) and Current Procedural Terminology (CPT) codes. When you graduate, you will also be eligible to take the National Certified Medical Insurance and Coding examination.

### Medical Assisting

Medical Assisting careers can open the doors to working alongside doctors and nurses in many health care settings. Some people focus their training on the clinical side of the business, so they can have a more direct hands-on approach with patients. Others focus on the office management side of the business, where management, administration and technological skills allow them to excel. Wherever you decide to focus, completing your medical assisting training can give you the opportunity to work in a doctor's office, hospital, long-term care facility or other health care facility helping people in your community.

### Massage Therapy

Massage Therapy training will provide you with the physical, technical and academic skills to begin a career in the expanding field of massage therapy. You will receive extensive training in massage and bodywork assessment, theory and application enabling you to perform a wide range of massage techniques in relaxation, pain management and injury recovery. When you complete the program, you will be prepared to take the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) exam or the Massage and Bodywork Licensing Exam (MBLEX). Then, you may choose to become a private practitioner opening your own massage therapy business, work in a salon or spa, or even travel the globe working in resorts or on a cruise ship. If you prefer clinical applications, work with a chiropractor or in a health club.

### Allied Health Management

The health care industry is one of the fastest-growing fields today, and health care professionals with management training can have an edge in the discipline. Allied Health Management training can help you prepare for advancement and management in areas such as medical office management, insurance management or other medical administration management positions. Gain strong core skills in leadership and technology, positioning yourself for an exciting management career within a doctor's office, hospital, medical clinic or other similar health care facility.

### Practical Nursing

Enter the rewarding and exciting world of nursing with training for a Practical Nursing career. As a Licensed Practical Nurse, you will have the flexibility to work in a doctor's office, clinic, hospital, long-term care facility or in a private home care setting. Working under the supervision of physicians and registered nurses, you will be part of a medical team as you administer bedside care, take vital signs and administer medications. Upon graduation and subsequent Practical Nursing licensure as required by your state of residence, you will be ready for an exciting entry level position as a Practical Nurse.



## Business

### Business Management

As a member of a management team, you may be responsible for ensuring that employees and customers receive satisfactory service, answering customer questions and handling complaints, overseeing the work of associates, providing day-to-day department oversight and establishing policies, goals, objectives and procedures. Your training will prepare you for all of these responsibilities and more. Developing your core management skills, business language, problem-solving, critical thinking and analytical and research skills means your possibilities are not limited to any one business field. After graduation, you may find an entry-level position such as office manager, general or operations manager, human resource manager, customer service manager or executive assistant. The opportunities are wide for a prosperous future in the business marketplace.

### Accounting

If you have a knack for numbers and strong organizational skills, studying accounting can prepare you to become an entry level professional with the business skills, management techniques and administrative practices needed in an accounting and bookkeeping environment. Every company relies on accounting on some level to keep the business functional, and you could take your newfound skills just about anywhere. Upon graduation, you will be qualified for positions such as an accounting clerk, payroll clerk, accounts receivable or account payable assistant or office manager.

### Hospitality

Hospitality training can give you the opportunity to apply business skills to the exciting world of travel and tourism. You will focus much of your efforts on the hospitality, travel and tourism industry as you cover topics like hotel and restaurant management, event planning and the hospitality industry. As a graduate, you could go on to work for companies like hotels and resorts, casinos, cruise ships, banquet halls and catering facilities and other hospitality-related businesses.

### Human Resources

Staying competitive in today's business environment requires maximizing resources, and people are a company's greatest resource. Your Human Resources training will focus on the recruitment, selection, training and development of employees. Explore how economic, social, psychological, legal, and cultural forces influence employment relations. When you graduate, you will be well positioned to design and maintain effective personnel training and development programs and understand the various components of human resource management. You could go on to become a human resource specialist or manager, staffing specialist, benefits coordinator, training specialist, recruiter, labor relations specialists or customer service professional.

### Marketing

The success of a business depends in part on bringing a brand to market and keeping it ahead of competitors. Training for a career in marketing can open the door to opportunities in business, non-profits and government. Classes will provide the basic foundation of business concepts, marketing and emerging technologies, along with core marketing courses in consumer behavior, public relations, marketing research and strategy. Once you graduate, you will be ready to find positions ranging from entry-level to management as an advertising manager, promotions manager, marketing manager, account executive, market research analyst, public relations specialist or sales manager.



## Skilled Trades

### Heating, Ventilation & Air Conditioning

Heating, Ventilation and Air Conditioning (HVAC) training will prepare you for entry level positions within the HVAC industry. Get practical hands-on instruction in installation, repair and maintenance of air conditioning and heating systems, residential and commercial refrigeration, heat pumps, hydronics and many other areas. As a graduate, career opportunities may exist with HVAC companies, builders and contractors or other specialty companies. Before you graduate, you will have the opportunity to study and receive the Environmental Protection Agency (EPA) refrigerant transition certification and the Industry Competency Exam (ICE).

### Building Maintenance & Repair

The Building Maintenance and Repair training offers unlimited entry-level career opportunities in the residential, apartment, and hotel industry for maintenance and repair professionals. You will develop hands-on skills in air conditioning, heating systems, electrical theory and troubleshooting skills. You will also gain skills in tiling and flooring, general building repairs, plumbing applications and building codes. Before you graduate, you will have the opportunity to study and receive the Environmental Protection Agency (EPA) refrigerant transition certification.

## HEAR FROM OUR GRADUATES...



“The hands on experience was awesome. I looked forward to coming to class every day because I was very anxious to learn. The many questions I had were answered kindly by the teachers and in such a very professional manner. I loved my time at Centura Chesapeake.”  
– Arleithia G. Yount, AOS Degree in Medical Assisting, Chesapeake, 2011

# FINANCIAL PLANNING

We help develop a personalized financial plan for every student at Centura. Investing in the right education now pays higher dividends when you start your new career. To assist you in making the cost of attending Centura affordable, we offer assistance as you plan to begin your academic career. All prospective students talk with one of our Financial Aid Advisors to develop a financial plan, discuss qualifications and obtain any necessary applications.

Centura 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. Centura's training is also approved by several national and state organizations to accept various types of military tuition assistance and veteran benefits for active-duty military personnel, veterans and their dependents.

The school also has tuition payment plans available if you are using income from a part-time job, from family or from personal resources to meet tuition obligations. There are also private, non-federal loan sources available. A plan tailored to meet your needs while attending school can be arranged. Check with your Financial Aid Advisor for full details on tuition payment schedules.



## Some of the many types of financial aid and assistance options available to qualified students are:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants
- Federal Direct Subsidized Loans
- PLUS Loans
- Military Tuition Assistance
- Veteran Benefits
- Rehabilitative Services
- Veteran Survivors Benefits Scholarships
- Imagine America Foundation Scholarships

*\*Availability may differ by campus location.*

“ I appreciate Centura and especially the teachers and staff for taking the time to speak with me regarding my position as a Dental Assistant. I knew coming out of school that I was going to be able to find a job in my field as well as having a clear understanding of what was expected of me. I believe that my knowledge and goals are very compatible with those that have already been in the field, and I think that truly tells you the level of education at Centura. ”

– Doris Jessamy, Dental Assisting Diploma, Norfolk, 2012





# STUDENT AFFAIRS

## Student Services

Student Advisors at Centura work to keep you connected and involved in your education, from the moment you enroll all the way through graduation. We will help you make connections with tutors, instructors, financial aid advisors and other school officials, while helping positively address many circumstances that may impact your ability to remain active and productive. We strive to help you balance life issues with educational goals or to link you to needed services in the community. Whether you are a new student working to acclimate yourself to a new schedule or are well into your education, your student advisor is there to support you.

## Career Services

One of our most important services is career advising. After all, our main goal is to develop training that will prepare you for a better career. While Centura does not guarantee job placement, essential career support services are provided to all graduates. From basic resources like resume writing assistance and discussion of proper interview attire all the way to individualized coaching, we are available to help you have the knowledge and skills necessary to land a job in your field of study. Career Services emphasizes long-term relationships with regional and national employers and equips you with a flexible toolbox of skills that include:

- ▶ Initial assessment of career goals, interests and obstacles.
- ▶ Job search assistance and strategies.
- ▶ Application, cover letter and resume assistance.
- ▶ Practice for interview skills and guidance on attire.

Centura campuses host numerous career fairs and on-campus employer visits throughout the year with companies that are interested in hiring our graduates. Even before you graduate, you are encouraged to use these events to make contacts with hiring

managers and to begin honing your interview skills and researching the key attributes hiring managers are searching for in new employees.

## Tutorial Services

Students requiring academic support can find a host of services available. Tutorial Services serve as a learning resource providing free, accessible academic support. We assist students in numerous academic disciplines throughout a variety of tutoring techniques.

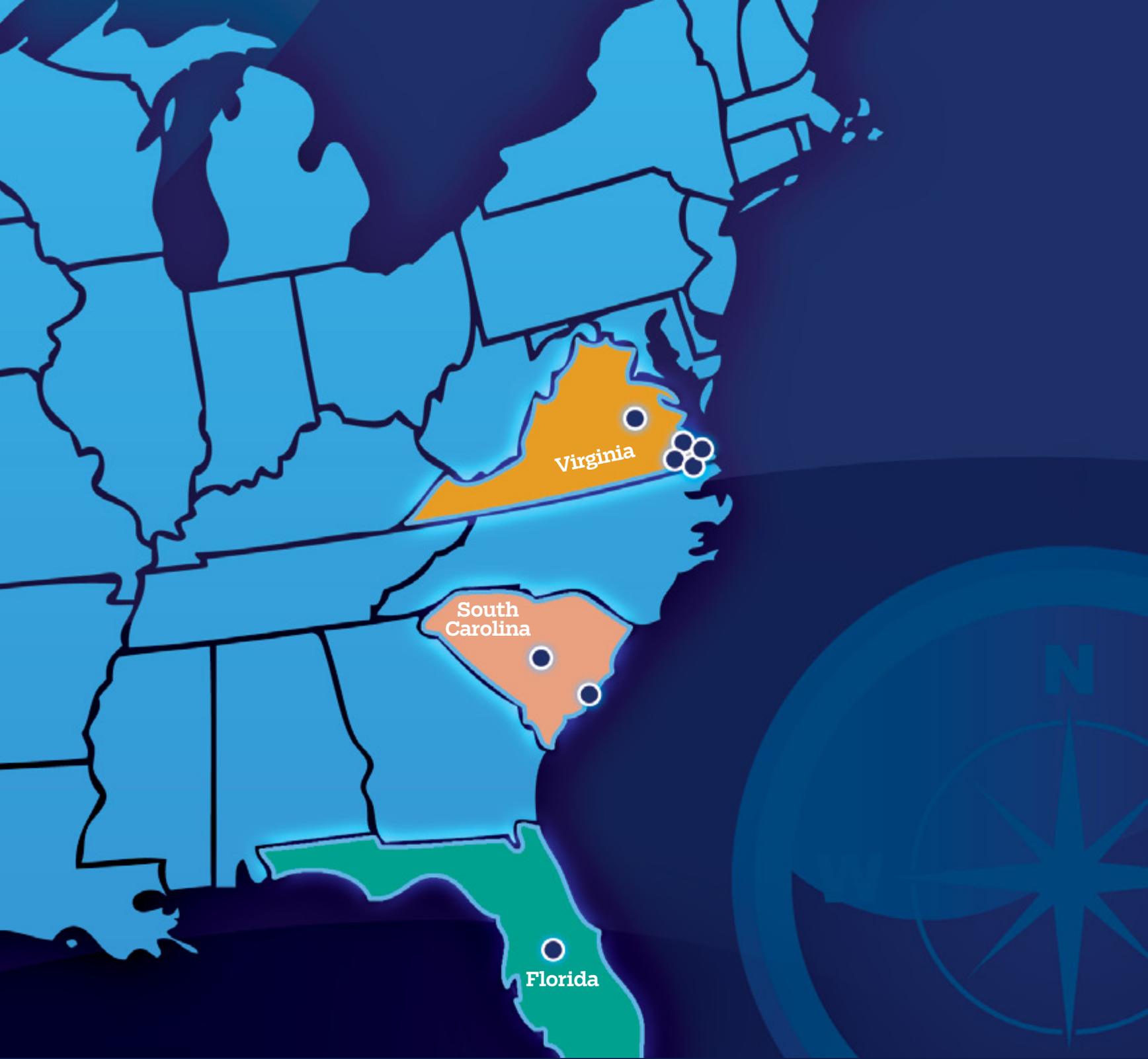
## Office of Disability Services

The Office of Disability Services (ODS) works to ensure the rights of students with disclosed disabilities as they pursue their educational objectives. Disabilities may fall into several categories that may impact either physical or intellectual access. The ODS Student Handbook on Disability Services will help guide you throughout your academic enrollment.

## Office of Diversity & Civil Rights

The Office of Diversity and Civil Rights (ODCR) works to ensure that the civil rights of students are respected as they pursue their educational objectives. Specifically, ODCR staff members work to minimize occurrences of discrimination, harassment and retaliation related to race, color, national origin, gender, sex or age and work collectively with the Office of Disability Services with respect to students with disclosed disabilities.

**\* For more information about our graduation rates, the median debt of students who completed the program, our Notice of Non-Discrimination and other important information, please visit our website at [www.CenturaCollege.edu](http://www.CenturaCollege.edu). Not all programs and offerings available at each campus location; talk with a campus representative for details. 0115**



Virginia

South Carolina

Florida

# Centura COLLEGE

[www.centuracollege.edu](http://www.centuracollege.edu)

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