**College of Continuing Education & Professional Development**

Web Site: [http://www.odu.edu/cepd](http://www.odu.edu/cepd)

James M. Shaheffer, Dean
Clair M. Dorsey, Executive Director
David Silvis, Director, English Language Center

The College of Continuing Education and Professional Development is focused on delivering practical, applied knowledge through its non-credit, and credit-bearing courses, certificates and certification preparatory classes. Staff in the college interact with each of the academic colleges to utilize the existing courses in an interdisciplinary fashion, frequently at the request of the military, businesses and various industry sectors.

**Mission**

The College of Continuing Education and Professional Development will meet the evolving needs of our local, regional and global community via online and face-to-face offerings. We help students, professional and lifelong learners move ahead and stay ahead.

**Vision**

The College of Continuing Education and Professional Development will engage and inspire students of all ages within the global community to achieve their personal and/or professional goals through state-of-the-art lifelong learning opportunities.

**English Language Center**

The English Language Center (ELC) provides effective, quality instruction of English for non-native speakers. Students will improve their English language skills, gain confidence, develop critical reasoning skills, learn about American culture, and prepare for university-level courses. The ELC’s rigorous full-time Intensive English Program is designed for students who want to develop the academic English proficiency necessary to succeed in ODU’s undergraduate and graduate programs. The ELC offers six seven-week sessions each year with program start dates in January, March, May, June, August, and October. During each week, full-time students spend at least 20 hours in class studying grammar, reading/vocabulary, speaking/listening, and writing. Part-time learning opportunities are also available.

Conditionally admitted students can join the ELC’s Monarch English Transition Program (formerly known as the Bridge Program). The Undergraduate and Graduate Monarch English Transition (MET) Programs combine two English language support courses with one to two courses in the student’s academic field. Conditionally admitted students may enter the MET by successfully meeting the level 5 exit requirements of the Intensive English Program or by scoring a 500 on the TOEFL ITP, 61 on the TOEFL iBT, or 5.5 on the IELTS. Successful completion of the semester-long MET Program satisfies the University’s English proficiency requirement.

The ELC administers the institutional TOEFL and SPEAK exams several times a year. TOEFL and GRE preparation courses are also available. For more information, please visit the ELC website at [www.odu.edu/cepd/esl](http://www.odu.edu/cepd/esl) and contact the ELC (ELC@ODU.EDU, 757-683-4424). Admission and subsequent enrollment in ELC courses do not imply admission to the University.

**Graduate Certificate in Mission Analysis & Engineering**

The graduate certificate in Mission Analysis and Engineering provides students and professionals with the necessary understanding to manage engineering and systems engineering activities such that mission supporting capabilities are achieved in even the most complex conditions. The program is designed to elevate understanding of the difficulties that are endemic to working with complex, socio-technical systems, or system of systems, in extremely transient and uncertain situations. It provides the student with the opportunity to hone planning, decision-making, and/or execution skills necessary to work transformational environments. It is recommended that students intending to take the certificate contact the certificate director to develop a plan of study that will most benefit the student’s goals.

Transferability of courses: The certificate is listed as a graduate certificate by the State Council for a higher Education in Virginia. The program offers “for-credit”, graduate-level, courses listed in the Old Dominion University Graduate Catalog. Courses taken for the certificate may be used towards graduate studies with approval of the student’s Advisor or Graduate Program Director. Non-degree seeking students completing the certificate may later apply the credit hours earned towards graduate degrees in engineering and other disciplines with approval of the Graduate Program Director of the program to which the student has been admitted or is seeking admission.

The certificate may be customized to specific domains such as the U.S. Navy or Department of Defense when offered through the College of Continuing Education and Professional Development. Students or organizations should contact the College of Continuing Education and Professional Development for additional details.

**Admission Requirements**

All degree-seeking applicants admitted to the certificate program must meet ODU requirements for graduate admission: an earned baccalaureate degree from a regionally-accredited institution or an equivalent degree from a foreign institution. Those whose native language is not English must submit a minimum score of 230 on the computer-based TOEFL or 80 on the TOEFL iBT.

Non-degree seeking students are required to have these same credentials, though documentation is not required. Ultimately, students must apply to the program in order to obtain the certificate.

**Curriculum Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENMA 650</td>
<td>Mission Analysis and Engineering</td>
<td>3</td>
</tr>
<tr>
<td>ENMA 702</td>
<td>Systemic Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>ENMA 750</td>
<td>System of Systems Engineering</td>
<td>3</td>
</tr>
<tr>
<td>ENMA 660</td>
<td>Systems Architecture and Modeling</td>
<td>3</td>
</tr>
<tr>
<td>ENMA 605</td>
<td>Program Capstone (Required) *</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Hours: 13

* Instructor approval required. Pre- or co-requisite: ENMA 650.

**Graduate Certificate in Project Management**

This certificate program addresses the demand from professionals seeking to enhance their project management leadership skills in a variety of technology-focused organizations. The certificate will include concepts, management tools, and processes designed for overseeing projects in the workplace. Several key areas in the certificate are agile project management, the systems approach to planning projects, project monitoring and control, project management evaluation, capital budgeting, and leadership for engineering managers.

Graduates will gain skills and knowledge to oversee a wide variety of technology-focused projects in business and industry, military, government, and education. They will be able to oversee projects from launch to completion. They will manage capital budgets that are part of these projects, and apply agile approaches to their work.

**Admission Requirements**

All degree-seeking applicants admitted to the certificate program must meet ODU requirements for graduate admission: an earned baccalaureate degree from a regionally-accredited institution or an equivalent degree from a foreign institution. Those whose native language is not English must submit
Continuing Education Programs in Engineering. This unit offers certificates, workshops, courses and conferences. The courses are designed primarily for adult learners in content and logistics. Most courses are delivered in the late afternoon to early evening at a variety of locations and are delivered online. The courses are delivered in an open enrollment format (open to the general public) as well as in contract training settings.

Continuing Education Programs in Health Sciences. Short courses, national conferences, workshops, refresher courses, certificate programs and seminars are offered by the different schools in the College of Health Sciences on and off campus on a noncredit continuing education (CEU) basis. Professional continuing education programs cover a wide range of topics, including environmental health, occupational safety, industrial hygiene, dental hygiene, dental assisting, nursing, nuclear medicine technology, health-care management, medical technology, physical therapy, and community health.

Continuing education serves the following functions:
- Licensure and certification for professionals and practitioners,
- Credential and degree achievement and
- Professional development to update knowledge and skills.

Clientele served by the programs include nursing, public health and allied health professionals, human service workers, managers and supervisory personnel, technicians, laboratory personnel, and health educators.

Graduate Certificate in Public Sector Leadership

This certificate program is interdisciplinary in nature and is focused on organizational leadership within non-profit, military, governmental, and other public sector entities. Leadership theories, best practices, and competencies are addressed for students enrolled in this program. Four key competency areas within the scope of leadership are presented to those employed or seeking employment in military and other public organizations: financial management, strategic management, contracting principles, and network security.

Members of the Armed Forces in Hampton Roads requested this program in order to provide officers with enhanced knowledge and understanding of leadership components pertinent to public sector work. Graduates will be prepared to lead teams in contract negotiations, finance, and strategic initiatives. In addition, they will have a strong understanding of cyber security within this arena. The courses are ones that will meet the needs of both military and other public sector organizations.

Admission Requirements

All applicants admitted to the certificate program must meet ODU requirements for graduate admission: an earned baccalaureate degree from a regionally-accredited institution or an equivalent degree from a foreign institution. Those whose native language is not English must submit a minimum score of 230 on the computer-based TOEFL or 80 on the TOEFL iBT.

Curriculum Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENMA 510</td>
<td>Agile Project Management</td>
<td>3</td>
</tr>
<tr>
<td>ENMA 604</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>ENMA 700</td>
<td>Economic Analysis of Capital Projects</td>
<td>3</td>
</tr>
<tr>
<td>ENMA 780</td>
<td>Leadership for Engineering Managers</td>
<td>3</td>
</tr>
<tr>
<td>Total Hours</td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

Executive Development Program. The mission of this unit is to provide businesses, organizations, and individuals with high quality professional development and continuing education programs in virtually all areas of business, management, and executive education. The unit offers public programs for individuals seeking professional certificate programs, preparation for certification exams, career advancement and career change. In addition, the unit develops and delivers custom programs and consulting services to meet specific organizational and employee development needs of businesses and organizations regionally, nationally and internationally.

Education Programs and Career Switchers Program. The purpose of this unit is to extend to the community special conferences, workshops, seminars, in-service training, and short courses. Drawing on the faculty of the academic colleges and experts in the field, programs are designed in areas such as leadership, counseling/interpersonal skills, learning and curriculum design, training and development, health education, and physical fitness. Clients consist of educators as well as professionals in business, industry, and public, private and governmental agencies. Programs are designed to help professionals increase and upgrade their development activities. Professional and personal development programs are awarded continuing education credit (CEUs).