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##### CERTIFICATE PROGRAMS

A/C, Heating, & Refrig Tech Heat Pump Certificate (C35100HA)

Class Lab Clinic Credit

Fall Semester I

AHR 110 Intro to Refrigeration 2 6 0 5

AHR 111 HVACR Electricity 2 2 0 3

AHR 160 Refrigerant Certification 1 0 0 1

Semester Total 9

AHR 113 Comfort Colling 2 4 0 4

AHR 114 Heat Pump Technology 2 4 0 4

Semester Total 8

Total Semester Credit Hours in Program 17

A/C, Heating, & Refrig Tech Heat & Cooling Certificate (C35100HB)

Class Lab Clinic Credit

Fall Semester I

AHR 110 Intro to Refrigeration 2 6 0 5

AHR 111 HVACR Electricity 2 2 0 3

Semester Total 8

Spring Semester I

AHR 112 Heating Technology 2 4 0 4

AHR 213 HVAC/R Building Code 1 2 0 2

Semester Total 6

Total Semester Credit Hours in Program 14

Business Administration – Basic (C25120HA)

Class Lab Clinic Credit

Fall Semester I

BUS 110 Introduction to Business 3 0 0 3

CIS 110 Introduction to Computers 2 2 0 3

BUS 137 Principles of Management 3 0 0 3

Semester Total 9

Spring Semester I

BUS 115 Business Law I 3 0 0 3

MKT 120 Principles of Marketing 3 0 0 3

Semester Total 6

Total Semester Credit Hours in Program 15

Business Administration Foundations Certificate (C25120HF)

Class Lab Clinic Credit

Fall Semester I

BUS 110 Introduction to Business 3 0 0 3

BUS 137 Principles of Management 3 0 0 3

ECO 251 Principles of Microeconomics 3 0 0 3 Semester Total 9

Spring Semester I

BUS 115 Business Law I 3 0 0 3

MKT 120 Principles of Marketing 3 0 0 3

Semester Total 6

Total Semester Credit Hours in Program 15

Business Administration Management Certificate (C25120HM)

Class Lab Clinic Credit

Fall Semester I

BUS 110 Introduction to Business 3 0 0 3

ACC 120 Prin of Financial Accounting 3 2 0 4

BUS 137 Principles of Management 3 0 0 3

Semester Total 10

Spring Semester I

CIS 110 Introduction to Computers 2 2 0 3

BUS 230 Small Business Management 3 0 0 3

Semester Total 6

Total Semester Credit Hours in Program 16

Criminal Justice Technology Correction Specialist I (C55180H)

Class Lab Clinic Credit

Fall Semester I

CJC 111 Intro to Criminal Justice 3 0 0 3

CJC 221 Investigative Principles 3 2 0 4

Semester Total 7

Spring Semester I

CJC 121 Law Enforcement Operations 3 0 0 3

CJC 141 Corrections 3 0 0 3

Semester Total 6

Total Semester Credit Hours in Program 13

Criminal Justice Technology Correction Specialist II (C55180HA)

Class Lab Clinic Credit

Fall Semester I

CJC 111 Intro to Criminal Justice 3 0 0 3

Semester Total 7

Spring Semester I

CJC 141 Corrections 3 0 0 3

CJC 213 Substance Abuse 3 0 0 3

CJC 225 Crisis Intervention 3 0 0 3

Semester Total 6

Total Semester Credit Hours in Program 13

Criminal Justice Technology Public Safety (C55180PS)

Class Lab Clinic Credit

Fall Semester I

CJC 111 Intro to Criminal Justice 3 0 0 3

CJC 221 Investigative Principles 3 2 0 4

Semester Total 7

Spring Semester I

CJC 225 Crisis Intervention 3 0 0 3

CJC 141 Corrections 3 0 0 3

Semester Total 6

Total Semester Credit Hours in Program 13



Early Childhood Education Administration Certificate (C55220HA)

Class Lab Clinic Credit

Fall Semester I

EDU 119 Intro to Early Childhood Edu 4 0 0 4

EDU 153 Health, Safety, and Nutrition 3 0 0 3

EDU 261 Early Childhood Admin I 3 0 0 3

Semester Total 10

Spring Semester I

EDU 131 Child, Family, & Community 3 0 0 3

EDU 262 Early Childhood Admin II 3 0 0 3

Semester Total 6

Total Semester Credit Hours in Program 16

Early Childhood Education Preschool Certificate (C55220HP)

Class Lab Clinic Credit

Fall Semester I

EDU 119 Intro to Early Childhood Edu 4 0 0 4

EDU 153 Health, Safety, & Nutrition 3 0 0 3

Semester Total 7

Spring Semester I

EDU 145 Child Development II 3 0 0 3

EDU 146 Child Guidance 3 0 0 3

EDU 131 Child, Family, & Community 3 0 0 3

Semester Total 9

Total Semester Credit Hours in Program 16

Emergency Medical Science (C45340H)

Class Lab Clinic Credit

Fall Semester I

EMS 110 EMT 6 6 0 8

MED 120 Survey of Med Term 2 0 0 2

CIS 110 Intro to Computers 2 2 0 3

Total Semester Credit Hours in Program 13

Human Services Technology (C45380H)

Class Lab Clinic Credit

Fall Semester I

HSE 210 Human Services Issues 2 0 0 2

HSE 225 Crisis Intervention 3 0 0 3

HSE 227 Children & Adol in Crisis 3 0 0 3

Semester Total 8

Spring Semester I

HSE 112 Group Process I 1 2 0 2

HSE 123 Interviewing Techniques 2 2 0 3

HSE 125 Counseling 2 2 0 3

Semester Total 8

Total Semester Credit Hours in Program 16

Human Services Technology w/Mental Health Certificate (C4538CH)

Class Lab Clinic Credit

Fall Semester I

HSE 210 Human Services Issues 2 0 0 2

HSE 225 Crisis Intervention 3 0 0 3

MHA 155 Psychological Assessment 3 0 0 3

Semester Total 8

Spring Semester I

HSE 112 Group Process I 1 2 0 2

HSE 123 Interviewing Techniques 2 2 0 3

HSE 125 Counseling 2 2 0 3

Semester Total 8

Total Semester Credit Hours in Program 16



Industrial Systems Technology Certificate - (C50240H)

Class Lab Clinic Credit

Fall Semester I

ELC 111 Intro to Electricity 2 2 0 3

ELC 113 Residential Wiring 2 6 0 4

ELC 118 National Electrical Code 1 2 0 2

Semester Total 9

Spring Semester I

ISC 112 Industrial Safety 2 0 0 2

MNT 130 Control Systems 2 4 0 4

Semester Total 6

Total Semester Credit Hours in Program 15

Industrial Systems Technology: Electrical Certificate (C50240HA)

Class Lab Clinic Credit

ELC 118 National Electrical Code 1 2 0 2

ISC 112 industrial Safety 2 0 0 2

ELC 111 Intro to Electricity 2 2 0 3

ELC 113 Residential Wiring 2 6 0 4

ELC 117 Motors and Controls 2 6 0 4

Total Semester Credit Hours in Program 15

Industrial Systems Technology: Electrician Certificate - (C50240HE)

Class Lab Clinic Credit

ELC 112 DC/AC Electricity 3 6 0 5

ELC 117 Motors and Controls 2 6 0 4

ELC 118 National Electrical Code 1 2 0 2

ELC 120 Intro to Wiring 3 2 0 3

Total Semester Credit Hours in Program 14

Industrial Systems Technology: Mechatronics Certificate - (C50240ME)

Class Lab Clinic Credit

ATR 112 Intro to Automation 2 3 0 3

ELC 128 Intro to PLC 2 3 0 3

HYD 110 Hydraulics/Pneumatics I 2 3 0 3

ISC 112 Industrial Safety 2 0 0 2

WLD 112 Basic Welding Processes 1 3 0 2

Total Semester Credit Hours in Program 13

Information Technology: Digital Media Certificate (C25590AP)

Class Lab Clinic Credit

Fall Semester I

DME 110 Intro to Digital Media 2 2 0 3

CIS 124 DTP Graphics and Software 2 2 0 3

Semester Total 6

Spring Semester I

DME 130 Digital Animation 2 2 0 3

WEB 120 Intro to Internet Multimedia 2 2 0 3

Semester Total 6

Total Semester Credit Hours in Program 12

Information Technology: Web Design Certificate (C25590BP)

Class Lab Clinic Credit

Fall Semester I

CTI 110 Web, Pgm, & DB Foundation 2 2 0 3

Semester Total 3

Spring Semester I

WEB 115 Web Markup & Scripting 2 2 0 3

WEB 120 Intro to Internet Multimedia 2 2 0 3

WEB 140 Web Development Tools 2 2 0 3

Semester Total 9

Fall Semester II

WEB 210 Web Design 2 2 0 3

Semester Total 3

Total Semester Credit Hours in Program 15

Desktop Support Technician Certificate (C25590CP)

Class Lab Clinic Credit

Fall Semester I

CIS 110 Introduction to Computers 2 2 0 3

CTI 110 Web, Pgm, & DB Foundation 2 2 0 3

CTI 120 Network & Sec Foundation 2 2 0 3

Semester Total 9

Spring Semester I

CTS 120 Hardware/Software Support 2 3 0 3

NOS 130 Windows Single User 2 2 0 3

Semester Total 6

Fall Semester II

CTS 220 Adv Hardware/Software Supp 2 3 0 3

Semester Total 3

Total Semester Credit Hours in Program 18

Information Technology Certificate (C25590DP)

Class Lab Clinic Credit

Fall Semester I

CIS 110 Introduction to Computers 2 2 0 3

CTI 110 Web, Pgm, & DB Foundation 2 2 0 3

CTI 120 Network & Sec Foundation 2 2 0 3

Semester Total 9

Spring Semester I

CIS 115 Intro to Prog & Logic 2 3 0 3

CTS 120 Hardware/Software Support 2 3 0 3

CTI 141 Cloud and Storage Concepts 1 4 0 3

Semester Total 9

Total Semester Credit Hours in Program 18

Mechatronics Engineering Certificate (C40350HA)

Class Lab Clinic Credit

Fall Semester I

ATR 112 Intro to Automation 2 3 0 3

ELC 128 Intro to PLC 2 3 0 3

HYD 110 Hydraulics/Pneumatics I 2 3 0 3

MEC 130 Mechanisms 2 2 0 3

Total Semester Credit Hours in Program 12

**Medical Office Administration Receptionist Certificate (C25310**H)

Class Lab Clinic Credit

Fall Semester I

CIS 110 Introduction to Computers 2 2 0 3

OST 131 Keyboarding 2 0 0 2

OST 149 Medical Legal Issues 3 0 0 3

Semester Total 8

Spring Semester I

MED 121 Medical Terminology I 3 0 0 3

MED 122 Medical Terminology II 3 0 0 3

OST 136 Word Processing 3 0 0 3 Semester Total 9

Total Semester Credit Hours in Program 17



Nurse Aide Certificate (C45840H)

Class Lab Clinic Credit

NAS 101 Nursing Assistant I 3

NAS 102 Nursing Assistant II 3

NAS 103 Home Health Care 2

Total Semester Credit Hours in Program 8

**Office Administration Certificate (C25370**H)

Class Lab Clinic Credit

Fall Semester I

CIS 110 Introduction to Computers 2 2 0 3

OST 131 Keyboarding 2 0 0 2

OST 184 Records Management 2 2 0 3

Semester Total 8

Spring Semester I

OST 164 Office Editing 3 0 0 3

OST 136 Word Processing 3 0 0 3 Semester Total 6

Total Semester Credit Hours in Program 14

**Welding Plate Certificate (C50420H**)

Class Lab Clinic Credit

WLD 110 Cutting Processes 1 3 0 2

WLD 115 SMAW (Stick) Plate 2 9 0 5

WLD 121 GMAW/FCAW Plate 2 6 0 4

WLD 141 Symbols and Specifications 2 2 0 3

Total Semester Credit Hours in Program 14



###### Cosmetology Diploma (D55140H)

Class Lab Clinic Credit

Fall Semester I

COS 111 Cosmetology Concepts I 4 0 0 4

COS 112 Salon I 0 24 0 8

Semester Total 12

Spring Semester I

COS 113 Cosmetology Concepts II 4 0 0 4

COS 114 Salon II 0 24 0 8

Semester Total 12

Fall Semester II

ACA 111 College Student Success 1 0 0 1

COS 115 Cosmetology Concepts III 4 0 0 4

COS 116 Salon III 0 12 0 4

PSY 101 Applied Psychology 3 0 0 3

Semester Total 12

Spring Semester II

COS 117 Cosmetology Concepts IV 2 0 0 2

COS 118 Salon IV 0 21 0 7

ENG 102 Applied Comm II 3 0 0 3

Semester Total 12

Total Semester Credit Hours in Program 48

###### Criminal Justice Diploma (D55180H)

Class Lab Clinic Credit

Fall Semester I

CIS 110 Introduction to Computers 2 2 0 3

CJC 111 Intro to Criminal Justice 3 0 0 3

CJC 221 Investigative Principles 3 2 0 4

ENG 111 Writing and Inquiry 3 0 0 3

PSY 150 General Psychology 3 0 0 3

Semester Total 16

Spring Semester I

CJC 121 Law Enforcement Operations 3 0 0 3

CJC 131 Criminal Law 3 0 0 3

CJC 141 Corrections 3 0 0 3

CJC 213 Substance Abuse 3 0 0 3

ENG 112 Writing/Research in the Disc 3 0 0 3

Semester Total 15

Fall Semester II

CJC 112 Criminology 3 0 0 3

CJC 212 Ethics & Community Relations 3 0 0 3

CJC 225 Crisis Intervention 3 0 0 3

CJC 241 Community-Based Corrections 3 0 0 3

Semester Total 12

Total Semester Credit Hours in Program 43

###### Early Childhood Education Diploma (D55220H)

Class Lab Clinic Credit

Fall Semester I

COM 231 Public Speaking 3 0 0 3

EDU 119 Intro to Early Child Education 4 0 0 4

EDU 151 Creative Activities 3 0 0 3

EDU 153 Health, Safety & Nutrition 3 0 0 3

EDU 221 Children with Exceptional 3 0 0 3

HEA 110 Personal Health/Wellness 3 0 0 3

SPA 111 Elementary Spanish I 3 0 0 3

Semester Total 22

Spring Semester I

EDU 131 Child, Family, & Community 3 0 0 3

EDU 146 Child Guidance 3 0 0 3

EDU 144 Child Development I 3 0 0 3

EDU 145 Child Development II 3 0 0 3

ENG 111 Writing & Inquiry 3 0 0 3

SPA 112 Elementary Spanish II 3 0 0 3

Semester Total 18

Total Semester Credit Hours in Program 40

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###### Industrial Systems Technology Diploma (D50240H)

Class Lab Clinic Credit

Fall Semester I

ACA 122 College Transfer Success 0 2 0 1

ATR 211 Robot Programming 2 3 0 3

BPR 111 Blueprint Reading 1 2 0 2

ELC 112 DC/AC Electricity 3 6 0 5

ELC 118 National Electrical Code 1 2 0 2

ELC 128 Intro to PLC 2 3 0 3

HYD 110 Hydraulics/Pneumatics I 2 3 0 3

MNT 110 Intro to Maint Procedures 1 3 0 2

WLD 112 Basic Welding Processes 1 3 0 2

Semester Total 23

Spring Semester I

CIS 110 Intro to Computers 2 2 0 3

COM 231 Public Speaking 3 0 0 3

ISC 112 Industrial Safety 2 0 0 2

MAT 121 Algebra/Trigonometry 2 2 0 3

MNT 130 Control Systems 2 4 0 4

MNT 160 Industrial Fabrication 1 3 0 2

Physical Education Requirement\*1

Semester Total 17

Total Semester Credit Hours in Program 40

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###### Welding Technology Diploma - D50420H

Class Lab Clinic Credit

Fall Semester I

ACA 122 College Transfer Success 0 2 0 1

WLD 110 Cutting Processes 1 3 0 2

WLD 115 SMAW (Stick) Plate 2 9 0 5

WLD 121 GMAW (MIG) FCAW/Plate 2 6 0 4

WLD 141 Symbols and Specifications 2 2 0 3

Semester Total 15

Spring Semester I

WLD 116 SMAW (Stick) Plate/Pipe 1 9 0 4

WLD 117 Industrial SMAW 1 4 0 3

WLD 131 GTAW (TIG) Plate 2 6 0 4

ENG 102 Applied Communications II 3 0 0 3

Semester Total 14

Fall Semester II

WLD 132 GTAW (TIG) Plate/Pipe 1 6 0 3

MAT 110 Mathematical Measurements 2 2 0 3

Physical Education Requirement\*1

Semester Total 7

Total Semester Credit Hours in Program 36