

1. Complete the College Application for Admission and mail to the Admissions office at Northeast. High School and/or college transcripts are required to be sent directly from the issuing institution to the Admissions office.
2. Obtain an EMS Program admission packet (Call, write, or come by)
3. The Admissions office will contact you with an appointment to take your COMPASS exam. This exam is required of ALL students applying for admission to any EMT certificate program, regardless of whether he/she has taken the test in the past. The only exception is for a student who has taken the test in the past six months. This student may provide the EMS department with a copy of his/her scores in lieu of taking the exam. It should be noted that all students entering a primary (basic and paramedic) EMS course must take the COMPASS exam regardless of any degrees held or previous courses taken.
4. Fill out all applicable blanks on the program application and have affidavits notarized.
5. Before registering for any clinical section, have your physical exam form completed by a physician. Proof of vaccination or documentation by your physician is required. If you opt not to take the hepatitis B vaccination series, you must sign the waiver and have your physician witness your signing it.
6. Mail or deliver completed application to the EMS program at Northeast.
7. EMS staff will make a file for you and will advise you of the next registration session.
8. On registration day, come in and fill out the necessary forms and pay applicable fees. Although the EMS staff will strive to work with you on admission procedures, there is no guarantee of placement in any class. Admission is granted on a first come-first served basis of qualified applicants. Early completion of paperwork is encouraged.
9. A prerequisite to admission to EMT training is CPR certification.

You must:

- a. present current American Heart Association or American Red Cross CPR for Health-care Providers card, and
- b. successfully complete the written exam with 84% or higher score; and
- c. demonstrate proper CPR techniques on a manikin to the satisfaction of EMS faculty.

OR

- a. show proof of having successfully completed EMS 100 within the past six months;

OR

- a. register for and successfully complete EMS 100 during your first semester of attendance in EMT class.

**THE GENERAL EDUCATION CORE
FOR THE CERTIFICATE**

Area I: Written Composition I and II.....2-6 Credit Hours

- COM 100 and COM 103 may be substituted only in non-degree eligible programs.

Area II: Humanities, Fine Arts, and Speech.....2-6 Credit Hours

- Must complete 3 semester hours in Speech unless provisions for addressing Oral Communication Competencies represent an integral module in a required discipline-specific course.
- SPC 100 and SPC 103 may be substituted only in non-degree eligible programs.

Area III: Natural Science, Mathematics, and Computer Science.....6 Credit Hours

- Must complete one course in Computer Science (2 preferred) or demonstrated computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s).

Remaining semester hours to be selected from Natural Science, Mathematics, or Computer Science.

In addition to Mathematics and Computer Science, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.

MAH 100, MAH 102, and MAH 105 may be substituted only in non-degree eligible programs.

DPT 100 and DPT 103 may be substituted only in non-degree eligible programs.

Area IV: History, Social, and Behavioral Sciences0 Credit Hours

Minimum General Education Requirements10-18 Credit Hours

General Studies Curricula60 Credit Hours

Area V: Maximum General Education Core, Technical Concentration, and Electives50-42 Credit Hours

- Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives

Maximum Program Semester Credit Hours.....60 Credit Hours

Semester Credit Hour Range by Award30-60 Credit Hours

**THE GENERAL EDUCATION CORE
FOR THE SHORT-TERM CERTIFICATE
<=29 SEMESTER HOURS**

Area I: Written Composition I and II.....0-3 Credit Hours

One technical writing course is recommended in the Short-Term Certificate.

Area II: Humanities, Fine Arts, and Speech0 Credit Hours

Area III: Natural Science, Mathematics, and Computer Science0-3 Credit Hours

Area IV: History, Social, and Behavioral Sciences0 Credit Hours

Minimum General Education Requirements0-6 Credit Hours

Area V: Maximum General Education Core, Technical Concentration, and Electives29-23 Credit Hours

- Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives

Maximum Program Semester Credit Hours.....29 Credit Hours

Semester Credit Hour Range by Award.....9- 29 Credit Hours

COS 114 Chemical Methodology Lab	3
COS 121 Colorimetry	3
COS 122 Colorimetry Applications	3
COS 123 Cosmetology Salon Practices	3
COS 131 Esthetics	3
COS 132 Esthetics Applications	3
COS 133 Salon Management Technology	3
COS 143 Hair Designs	3
COS 144 Hair Shaping & Design	3
COS 190 Cosmetology Internship	3
WKO 106 Workplace Skills	3
Area V	42 hours
Total required for Certificate	54 hours

**Short Term Certificate
Nail Technology**

COS 133 Salon Management Technology	3
COS 151 Nail Care	3
COS 152 Nail Care Applications	3
COS 153 Nail Art	3
COS 154 Nail Art Applications	3
COS COS electives (by advisement)	9
Total required for short term certificate	24 hours

**Short Term Certificate
Esthetics Technology**

iCOS 131 Esthetics	3
COS 132 Esthetics Applications	3
COS 163 Facial Treatments	3
COS 164 Facial Machines	3
COS 165 Related Subjects Estheticians	3
COS 168 Bacteriology and Sanitation	3
COS 169 Skin Functions	3
COS 190 Internship	3
Total required for short-term certificate	24 hours

CERTIFICATE CURRICULA

CHILD DEVELOPMENT

**Short Term Certificate
Child Development - General**

CHD courses (by advisement)	15
Total Hours Required for Certificate	15

COSMETOLOGY

Certificate in Cosmetology

Area I

ENG 101 English Composition I	3
---	---

Area II

SPH 107 Fundamentals of Public Speaking	3
---	---

Area III

MTH Math Level 100 or numerically higher	3
CIS 146 Microcomputer Applications	3

Areas I-IV 12 hours

Area V

COS 111 Cosmetology Science and Art	3
COS 112 Cosmetology Science and Art Lab	3
COS 113 Chemical Methodology	3

DRAFTING AND DESIGN TECHNOLOGY

**Short Term Certificate
Drafting Design Technology - General**

Required DDT Classes

DDT 104 Intro. to Computer Aided Drafting and Design . . .	3 hours
DDT 127 Intermediate Computer Aided Drafting	3 hours
DDT Electives (by advisement)	15 hours
Total	21 hours

DRAFTING AND DESIGN TECHNOLOGY

**Short Term Certificate
Drafting Design Technology - Mechanical Emphasis**

Required DDT Classes

DDT 104 Intro. to Computer Aided Drafting and Design . . .	3 hours
DDT 124 Technical Drawing I	3 hours
DDT 128 Technical Drawing II	3 hours
DDT 122 Advanced Technical Drawing	3 hours
DDT 127 Intermediate Computer Aided Drafting	3 hours
DDT 115 Printreading for Machinist	3 hours
DDT 118 Basic Electrical Drafting	3 hours
Total	21 hours

DRAFTING AND DESIGN TECHNOLOGY

Short Term Certificate

Drafting Design Technology - Architectural Emphasis

Required DDT Classes

DDT 104 Intro. to Computer Aided Drafting and Design . . .	3 hours
DDT 127 Intermediate Computer Aided Drafting	3 hours
DDT 116 Printreading for Construction.	3 hours
DDT 132 Architectural Drafting	3 hours
DDT 212 Intermediate Architectural Drafting	3 hours
DDT 222 Advanced Architectural Drafting	3 hours
DDT Elective (by advisement).	3 hours
Total	21 hours

DRAFTING AND DESIGN TECHNOLOGY

Short Term Certificate

Drafting Design Technology - Structural/Civil Emphasis

Required DDT Classes

DDT 104 Intro. to Computer Aided Drafting and Design . . .	3 hours
DDT 127 Intermediate Computer Aided Drafting	3 hours
DDT 116 Printreading for Construction.	3 hours
DDT 132 Architectural Drafting	3 hours
DDT 133 Basic Surveying	3 hours
DDT 225 Structural Drafting	3 hours
DDT 213 Civil Drafting	3 hours
Total	21 hours

DRAFTING AND DESIGN TECHNOLOGY

Long Certificate

General Drafting Emphasis

Academic Requirements

ENG 101 English Composition I	3 hours
SPH 107 Fundamentals of Public Speaking.	3 hours
MTH 116 Mathematical Applications	3 hours
or other 100 level Math	
CIS (130, 146, 196, or 239)	3 hours

Academic Total 12 hours

Technical Requirements

DDT 104 Intro. to Computer Aided Drafting and Design . . .	3 hours
DDT 127 Intermediate Computer Aided Drafting	3 hours
DDT 231 Advanced Computer Aided Drafting	3 hours
DDT 233 Solid Modeling.	3 hours
WKO 106 Workplace Skills	3 hours
Technical Electives (by advisement)	15 hours

Technical Total 30 hours

Total Hours Required for Certificate 42 hours

DRAFTING AND DESIGN TECHNOLOGY

Long Certificate

Mechanical Drafting Emphasis

Academic Requirements

ENG 101 English Composition I	3 hours
SPH 107 Fundamentals of Public Speaking.	3 hours
MTH 116 Mathematical Applications	3 hours
or other 100 level Math	
CIS (130, 146, 196, or 239)	3 hours

Academic Total 12 hours

Technical Requirements

Required DDT Classes

DDT 104 Intro. to Computer Aided Drafting and Design . . .	3 hours
DDT 124 Technical Drawing I	3 hours
DDT 128 Technical Drawing II	3 hours
DDT 122 Advanced Technical Drawing	3 hours
DDT 127 Intermediate Computer Aided Drafting	3 hours
DDT 115 Printreading for Machinist	3 hours
DDT 118 Basic Electrical Drafting	3 hours
WKO 106 Workplace Skills	3 hours
Technical Electives (by advisement)	6 hours

Technical Total 30 hours

Total Hours Required for Certificate 42 hours

DRAFTING AND DESIGN TECHNOLOGY

Long Certificate

Architectural Drafting Emphasis

Academic Requirements

ENG 101 English Composition I	3 hours
SPH 107 Fundamentals of Public Speaking.	3 hours
MTH 116 Mathematical Applications	3 hours
or other 100 level Math	
CIS (130, 146, 196, or 239)	3 hours

Academic Total 12 hours

Technical Requirements

Required DDT Classes

DDT 104 Intro. to Computer Aided Drafting and Design . . .	3 hours
DDT 127 Intermediate Computer Aided Drafting	3 hours
DDT 116 Printreading for Construction.	3 hours
DDT 132 Architectural Drafting	3 hours
DDT 212 Intermediate Architectural Drafting	3 hours
DDT 222 Advanced Architectural Drafting	3 hours
WKO 106 Workplace Skills	3 hours
Technical Electives (by advisement)	9 hours

Technical Total 30 hours

Total Hours Required for Certificate 42 hours

DRAFTING AND DESIGN TECHNOLOGY

Long Certificate

Structural/Civil Emphasis

Academic Requirements

ENG 101 English Composition I	3 hours
SPH 107 Fundamentals of Public Speaking.	3 hours
MTH 116 Mathematical Applications	3 hours
or other 100 level Math	
CIS (130, 146, 196, or 239)	3 hours

Academic Total 12 hours

Required DDT Classes

DDT 104 Intro. to Computer Aided Drafting and Design . . .	3 hours
DDT 127 Intermediate Computer Aided Drafting	3 hours
DDT 116 Printreading for Construction.	3 hours
DDT 132 Architectural Drafting	3 hours
DDT 133 Basic Surveying	3 hours
DDT 225 Structural Drafting	3 hours
DDT 213 Civil Drafting	3 hours
WKO 106 Workplace Skills	3 hours
Technical Electives (by advisement)	6 hours

Technical Total 30 hours

Total Hours Required for Certificate 42 hours

MEDICAL ASSISTING

Short Term Certificate

MAT 101 or OAD 211 Medical Terminology	3 hours
WKO 106 Workplace Skills	3 hours
MAT 102 Medical Assisting Theory I	3 hours
MAT 103 Medical Assisting Theory II	3 hours
MAT 111 Clinical Procedures I for the Medical Patient	3 hours
MAT 120 Medical Administrative Procedures I	3 hours
MAT 121 Medical Administrative Procedures II	3 hours
Total Hours Required for Certificate	21 hours

Short Term Certificate

Medical Assisting - Phlebotomy Option

MAT 125 Laboratory Procedures I for the Medical Assistant	3 hours
MAT 215 Laboratory Procedures II for the Medical Assistant	3 hours
MAT 239 Phlebotomy Preceptorship	3 hours
EMS 100 Cardiopulmonary Resuscitation	1 hours
Total Hours Required for Certificate	10 hours

EMERGENCY MEDICAL SERVICES

Basic EMT Certificate:

EMS 116 EMS Basic Theory and Lab	9 hours
EMS 117 EMS Basic Clinical Competencies	1 hour
Total Hours Required for Certificate	10 hours

Paramedic Certificate:

Academic Requirements

ENG 101 English Composition I	3 hours
MTH 100-level course or higher	3 hours
Alabama-licensed Basic EMT Current CPR Certification	
Total	6 hours

Technical Requirements

BIO 201 Human Anatomy and Physiology I	4 hours
BIO 202 Human Anatomy and Physiology II	4 hours
EMP 191 Paramedic Preparatory	2 hours
EMP 192 Paramedic Operations	3 hours
EMP 193 Patient Assessment & Management	3 hours
EMP 194 Paramedic General Pharmacology	2 hours
EMP 196 Advanced Trauma Management B	3 hours
EMP 197 Paramedic Clinical Competencies I	3 hours
EMP 198 Medical Patient Management I	3 hours
EMP 199 Cardiovascular Electrophysiology	3 hours
EMP 201 Medical Patient Management IIB	3 hours
EMP 202 Paramedic Clinical Competencies II	3 hours
EMP 203 Cardiovascular Patient Management	3 hours
EMP 205 Paramedic Terminal Competencies	2 hours
EMP 206 Paramedic Field Preceptorship	6 hours
EMP 207 Paramedic Team Leader Preceptorship	1 hour
Total	48 hours

INDUSTRIAL ELECTRONICS TECHNOLOGY (ILT)

Short-Term Certificate in

Industrial Electronics Technology - General

ILT 106 Concepts of Direct Current	5 hours
ILT 107 Concepts of Alternating Current	5 hours
ILT Electives (by advisement)	15-16 hours
Total	25-26 hours

Short Term Certificate in

Industrial Electronics Technology - Basic Electrical

ILT 100 Applied Electronics Computation or Any 100-level math course	3 hours
ILT 106 Concepts of Direct Current	5 hours
ILT 107 Concepts of Alternating Current	5 hours
ILT 109 Electrical Blueprint Reading	3 hours
ELT 114 Residential Wiring I or ILT 117 Principles of Construction Wiring	3 hours
ELT 115 Residential Wiring II or ILT 118 Construction Wiring NEC	3 hours
ILT 231 National Electric Code	3 hours
Total	25 hours

Short Term Certificate in

**Industrial Electronics Technology -
Industrial Electrical Technician**

ILT 100 Applied Electronics Computation or Any 100-level math course	3 hours
ILT 106 Concepts of Direct Current	5 hours
ILT 107 Concepts of Alternating Current	5 hours
ELT 114 Residential Wiring I or ILT 117 Principles of Construction Wiring	3 hours
ILT 166 Motors and Transformers	3 hours
ILT 167 AC/DC Machinery and Controls I	3 hours
ILT 197 Motor Controls I	3 hours
Total	25 hours

Short Term Certificate in

**Industrial Electronics Technology -
Industrial Maintenance**

DDT 239 Blueprint Reading	1 hour
Substitutes accepted: DDT 114 (3) ILT 109 (3)	
ILT 117 Principles of Construction Wiring	3 hours
ILT 169 Hydraulics/Pneumatics	3 hours
INT 126 Preventive Maintenance	3 hours
ILT 118 Construction Wiring/NEC	3 hours
ILT 165 Industrial Electronics Control I	3 hours
ILT 106 Concepts of DC Current	5 hours
ILT 107 Concepts of AC Current	5 hours
INT 129 Industrial Safety and Management Techniques	3 hours
Total for Certificate	29 hours

**Long Term Certificate in
Industrial Electronics Technology -
Industrial Electronics Technology - General**

Area I	
ENG 101 English Composition I	3 hours
Area I Total	3 hours
Area II	
SPH 107 Fundamentals of Public Speaking.	3 hours
Area II Total	3 hours
Area III	
Math, Science or Computer Science Electives.	6 hours
Area III Total	6 hours
Area I-IV Total	12 hours
Area V Technical Requirements	
ILT 106 Concepts of Direct Current.	5 hours
ILT 107 Concepts of Alternating Current.	5 hours
ILT Electives by advisement	19 hours
WKO 106 Workplace Skills	3 hours
Area V Total	32 hours
Total for Certificate	44 hours

**Long Term Certificate in
Industrial Electronics Technology -
Industrial Control Technician**

Area I	
ENG 101 English Composition I	3 hours
Area I Total	3 hours
Area II	
SPH 107 Fundamentals of Public Speaking.	3 hours
Area II Total	3 hours
Area III	
Math, Science or Computer Science Electives.	6 hours
Area III Total	6 hours
Area I-IV Total	12 hours
Area V Technical Requirements	
ILT 106 Concepts of Direct Current.	5 hours
ILT 107 Concepts of Alternating Current.	5 hours
ILT 109 Electrical Blueprint Reading	3 hours
ILT 111 Concepts of Solid State.	5 hours
ILT 166 Motors and Transformers	3 hours
ILT 167 AC/DC Machinery and Controls I	3 hours
ILT 194 Programmable Controls I	3 hours
ILT 197 Motor Controls I.	3 hours
WKO 106 Workplace Skills	3 hours
Area V Total	30 hours
Total for Certificate	42 hours

**Long Certificate in
Industrial Electronics Technology -
Network Communications**

Area I	
ENG 101 English Composition I	3 hours
Area I Total	3 hours
Area II	
SPH 107 Fundamentals of Public Speaking.	3 hours
Area II Total	3 hours
Area III	
Math, Science or Computer Science Electives.	6 hours
Area III Total	6 hours
Area I-IV Total	12 hours
Area V Technical Requirements	
ILT 106 Concepts of Direct Current.	5 hours
ILT 107 Concepts of Alternating Current.	5 hours
ILT 111 Concepts of Solid State.	5 hours
ILT 112 Concepts of Digital Electronics	5 hours
ILT 179 Wireless Communication Devices	3 hours
ILT 229/230 PC Repair and Lab.	5 hours
ILT 269/270 Intro. to Networking and Lab	5 hours
WKO 106 Workplace Skills	3 hours
Area V Total	33 hours
Total for Certificate	45 hours

**Long Certificate in
Industrial Electronics Technology - Electrical Technician**

Area I	
ENG 101 English Composition I	3 hours
Area I Total	3 hours
Area II	
SPH 107 Fundamentals of Public Speaking.	3 hours
Area II Total	3 hours
Area III	
Math, Science or Computer Science Electives.	6 hours
Area III Total	6 hours
Area I-IV Total	12 hours
Area V Technical Requirements	
ILT 106 Concepts of Direct Current.	5 hours
ILT 107 Concepts of Alternating Current.	5 hours
ILT 111 Concepts of Solid State.	5 hours
ILT 112 Concepts of Digital Electronics	5 hours
ILT 109 Electrical Blueprint Reading	3 hours
ELT 114 Residential Wiring II or	
ILT 117 Principles of Construction Wiring.	3 hours
ELT 115 Residential Wiring II or	
ILT 118 Construction Wiring NEC	3 hours
ILT 198 Electronics Circuits.	3 hours
ILT 197 Motor Controls I.	3 hours
ILT 231 National Electric Code	3 hours
WKO 106 Workplace Skills	3 hours
Area V Total	38 hours
Total for Certificate	50 hours