

**THE GENERAL EDUCATION CORE  
FOR THE CERTIFICATE**

**Area I: Written Composition I and II.....3-6 Credit Hours**

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

**Area II: Humanities, Fine Arts,  
and Speech .....3-6 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 Sciences.....0 Credit Hours**

**Minimum General Education  
Requirements.....10-18 Credit Hours**

**General Studies Curricula .....60 Credit Hours**

**Area V: Maximum General Education  
Core, Technical Concentration,  
and Electives .....50-42 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 Award .....30**

**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 Speech .....0 Credit Hours**

**Area III: Natural Science, Mathematics,  
and Computer Science .....0-3 Credit Hours**

**Area IV: History, Social, and  
Behavioral Sciences.....0 Credit Hours**

**Minimum General Education  
Requirements.....0-6 Credit Hours**

**Area V: Maximum General Education  
Core, Technical Concentration,  
and Electives .....29-23 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**



# CERTIFICATE CURRICULA

## CHILD DEVELOPMENT

*Also available: AAS in Child Development*

### Short-Term Certificate in Child Development

CHD courses (by advisement) .....	15
<b>Total Hours Required for Short-Term Certificate .....</b>	<b>15 hours</b>

## COMPUTER INFORMATION SYSTEMS

*Also available: AAS in Computer Information Systems,  
AS in Computer Science*

### Short-Term Certificate in Computer Information Systems – Computer Graphics and Web Design

CIS 151 Graphics for the World Wide Web .....	3
CIS 160 Multimedia for the World Wide Web .....	3
CIS 207 Introduction to Web Development .....	3
CIS 208 Intermediate Web Development .....	3
CIS 209 Advanced Web Development .....	3
CIS 199 Introduction to Networking Communication .....	3
CIS CIS Elective .....	3
<b>Total Hours Required for Short-Term Certificate .....</b>	<b>21 hours</b>

### Short-Term Certificate in Computer Information Systems – Office Technology Support

CIS 149 Introduction to Computers .....	3
CIS 146 Microcomputer Applications .....	3
CIS 199 Introduction to Networking Communication .....	3
CIS 207 Introduction to Web Development .....	3
CIS 268 Software Support .....	3
CIS 269 Hardware Support .....	3
<b>Total Hours Required for Short-Term Certificate .....</b>	<b>18 hours</b>

## COSMETOLOGY

### Short Term Certificate in Cosmetology – Esthetics

SAL 133 Salon/Spa Management .....	3
SAL 201 Entrepreneurship for the Salon/Spa .....	3
COS 117 Basic Spa Techniques .....	3
COS 118 Basic Spa Techniques Lab .....	3
COS 163 Facial Treatments .....	3
COS 164 Facial Machine .....	3
COS 168 Bacteriology and Sanitation .....	3
COS 190 Internship in Cosmetology .....	3
COS 191 Co-op in Cosmetology .....	3
<b>Total Hours Required for Certificate .....</b>	<b>27 hours</b>

## CRIMINAL JUSTICE

*Also available: AAS and AS in Criminal Justice*

### Short-Term Certificate in Criminal Justice

CRJ 100 Introduction to Criminal Justice .....	3
CRJ Electives by advisement .....	12
<b>Total Hours Required for Short-Term Certificate .....</b>	<b>15 hours</b>

## Certificate in Law Enforcement

ENG 101 English Composition I .....	3
SPH 107 Fundamentals of Public Speaking .....	3
MTH 100 Intermediate College Algebra or higher .....	3
CIS 146 Microcomputer Applications .....	3
CRJ 100 Introduction to Criminal Justice .....	3
CRJ 110 Introduction to Law Enforcement .....	3
CRJ Electives by advisement .....	21
WKO 106 Workplace Skills .....	3
<b>Total Hours Required for Certificate .....</b>	<b>42 hours</b>

## CULINARY ARTS

### Short Term Certificate in Culinary Arts

CUA 110 Basic Food Preparation .....	3
CUA 111 Foundations in Nutrition .....	3
CUA 112 Sanitation, Safety & Service .....	2
CUA 120 Basic Food Preparation Lab .....	2
CUA 204 Foundations of Baking .....	3
CUA CUA Electives .....	9
Select from:	
CUA 114 Meal Management .....	3
CUA 115 Advanced Food Prep .....	3
CUA 130 Chocolate & Truffles .....	3
CUA 203 Stocks & Sauces .....	3
CUA 217 Introduction to Pastries .....	2
<b>Total Hours Required for Short-Term Certificate .....</b>	<b>22 hours</b>

## CYBERSECURITY

### Short Term Certificate in Computer Information Systems – Cybersecurity

Two options are offered

Option 1 is for those who have expertise, experience, and certification as a network administrator but need additional education for cybersecurity. Option 2 assumes no experience as a network administrator.

#### OPTION 1

### Short-Term Certificate in Computer Information Systems – Security + Add-on

*To be eligible, students must show proof of having passed IC<sup>3</sup>, A+ and Network+ certifications.*

CIS 246 Ethical Hacking .....	3
CIS 280 Network Security .....	3
CIS 282 Computer Forensics .....	3
CIS 288 Networking Applications .....	1
<b>TOTAL .....</b>	<b>10 hours</b>

#### OPTION 2

### Short-Term Certificate in Computer Information Systems – Cybersecurity Technician

CIS 146 Microcomputer Applications .....	3
CIS 149 Introduction to Computers .....	3
CIS 199 Network Communications .....	3
CIS 246 Ethical Hacking .....	3

CIS 268 Software Support .....	3
CIS 269 Hardware Support.....	3
CIS 280 Network Security .....	3
CIS 282 Computer Forensics.....	3
CIS 288 Networking Applications.....	1
<i>TOTAL.....</i>	<i>25 hours</i>

**DRAFTING AND DESIGN  
TECHNOLOGY PROGRAM**

**Certificate in Drafting and Design Technology – General**

ENG 101 English Composition I.....	3
SPH 107 Fundamentals of Public Speaking .....	3
MTH 116 Mathematical Applications or higher .....	3
CIS 146 Microcomputer Applications .....	3
DDT 104 Basic Computer Aided Drafting & Design .....	3
DDT 111 Fundamentals of DDT.....	3
DDT 113 Blueprint Reading .....	3
DDT 117 Manufacturing Processes .....	3
DDT 124 Intro to Technical Drawing.....	3
DDT 127 Intermediate Computer Aided Drafting.....	3
DDT 128 Intermediate Technical Drawing.....	3
DDT 144 Basic 3D Modeling.....	3
DDT 231 Advanced CAD.....	3
WKO 110 NCCER Core.....	3
<i>Total Hours Required for the Certificate .....</i>	<i>42 hours</i>

**Short-Term Certificate in Drafting and Design Technology – General**

DDT 104 Basic Computer Aided Drafting & Design .....	3
DDT 111 Fundamentals of DDT.....	3
DDT 113 Blueprint Reading .....	3
DDT 117 Manufacturing Processes .....	3
DDT 124 Intro to Technical Drawing .....	3
DDT 127 Intermediate Computer Aided Drafting & Design.....	3
ADM 114 .....	
<i>Total Hours Required for the Short-Term Certificate .....</i>	<i>18 hours</i>

**Short-Term Certificate in Drafting and Design Technology – Three Dimensional (3D) Solid Modeling**

ADM 101 Precision Measurement.....	3
ADM 114 Design Innovation.....	3
ADM 160 Additive Manufacturing Production Techniques .....	3
DDT 144 Basic 3D Modeling .....	3
MDT 147 Inventor CADD.....	3
MDT 202 SolidWorks CADD.....	3
<i>Total Hours Required for the Short-Term Certificate .....</i>	<i>15 hours</i>

**Certificate in Drafting and Design Technology – Three Dimensional (3D) Solid Modeling**

ENG 101 English Composition I.....	3
SPH 107 Fundamentals of Public Speaking .....	3
MTH 116 Mathematical Applications or other 100 level math .....	3

CIS 146 Microcomputer Applications .....	3
ADM 101 Precision Measurement.....	3
ADM 114 Design Innovation.....	3
ADM 160 Additive Manufacturing Production Techniques .....	3
DDT 144 Basic 3D Modeling .....	3
MDT 147 Inventor CADD.....	3
MDT 187 Advanced Inventor CADD.....	3
MDT 252 Advanced SolidWorks .....	3
WKO 110 NCCER Core.....	3
<i>Total Hours Required for the Certificate .....</i>	<i>33 hours</i>

**Short-Term Certificate in Drafting and Design Technology – CADD**

ADM 101 Precision Measurement.....	3
DDT 104 Basic Computer Aided Drafting and Design .....	3
DDT 124 Basic Technical Drawing .....	3
DDT 144 Basic 3D Modeling .....	3
<i>Total Hours Required for Short Term Certificate .....</i>	<i>12 hours</i>

**Certificate in Drafting and Design Technology – CADD**

ENG 101 English Composition .....	3
SPH 107 Fundamentals of Public Speaking .....	3
MTH 116 Mathematical Applications or other 100 level math .....	3
CIS 146 Microcomputer Applications .....	3
ADM 101 Precision Measurement.....	3
DDT 104 Basic Computer Aided Drafting and Design .....	3
DDT 124 Basic Technical Drawing .....	3
DDT 144 Basic 3D Modeling.....	3
MTT 218 Computer Integrated Manufacturing (CIM).....	3
WKO 110 NCCER Core.....	3
<i>Total Hours Required for Certificate .....</i>	<i>30 hours</i>

**Short-Term Certificate in Drafting and Design Technology – Additive Manufacturing**

ADM 101 Precision Measurement.....	3
ADM 114 Design Innovation.....	3
DDT 117 Manufacturing Processes .....	3
DDT 144 Basic 3D Modeling .....	3
MTT 218 Computer Integrated Manufacturing (CIM).....	3
ADM 160 Additive Manufacturing Production Techniques .....	3
MDT 147 Inventor CADD.....	3
MDT 202 SolidWorks CADD.....	3
<i>Total Hours Required for Short Term Certificate .....</i>	<i>21 hours</i>

**Certificate in Drafting and Design Technology – Additive Manufacturing**

ENG 101 English Composition I.....	3
SPH 107 Fundamentals of Public Speaking .....	3
MTH 116 Mathematical Applications or higher .....	3
CIS 146 Microcomputer Applications .....	3
ADM 101 Precision Measurement.....	3
ADM 114 Design Innovation.....	3
DDT 117 Manufacturing Processes .....	3
DDT 144 Basic 3D Modeling .....	3
MTT 218 Computer Integrated Manufacturing (CIM).....	3

ADM 160 Additive Manufacturing Production Techniques .....	3
MDT 147 Inventor CADD .....	3
MDT 202 SolidWorks CADD .....	3
WKO 110 NCCER Core .....	3
<i>Total Hours Required for Certificate .....</i>	<i>36 hours</i>

**Short-Term Certificate in Drafting and Design Technology – Technical Drawing**

ADM 101 Precision Measurement.....	3
DDT 104 Basic Computer Aided Drafting and Design .....	3
DDT 124 Basic Technical Drawing .....	3
DDT 144 Basic 3D Modeling .....	3
DDT 220 Advanced Technical Drawing.....	3
DDT 225 Structural Steel Drafting .....	3
<i>Total Hours Required for Short Term Certificate .....</i>	<i>18 hours</i>

**Certificate in Drafting and Design Technology – Technical Drawing**

ENG 101 English Composition I .....	3
SPH 107 Fundamentals of Public Speaking .....	3
MTH 116 Mathematical Applications or other 100 level math .....	3
ADM 101 Precision Measurement.....	3
DDT 104 Basic Computer Aided Drafting and Design .....	3
DDT 124 Basic Technical Drawing .....	3
DDT 144 Basic 3D Modeling .....	3
DDT 220 Advanced Technical Drawing.....	3
DDT 225 Structural Steel Drafting .....	3
<i>Total Hours Required for Certificate .....</i>	<i>33 hours</i>

**EMERGENCY MEDICAL SERVICES**

*Also available: AAS in Emergency Medical Services*

**Emergency Medical Technician (EMT) (Short-Term Certificate)**

EMS 106 Medical Terminology for Health Professionals .....	2
EMS 118 Emergency Medical Technician (EMT).....	9
EMS 119 EMT Clinical .....	1
<i>Total Hours Required for Short Term Certificate .....</i>	<i>12 hours</i>

**Advanced EMT (AEMT) (Short-Term Certificate)**

*Current Alabama EMT license is required for registration.*

EMS 106 Medical Terminology for Health Professionals .....	2
EMS 155 Advanced Emergency Medical Technician (AEMT).....	6
EMS 156 AEMT Clinical.....	2
<i>Total Hours Required for Short Term Certificate .....</i>	<i>10 hours</i>

**Paramedic (Certificate)**

*Current AL EMT license is required for registration.*

EMS 106 Medical Terminology for Health Professionals.....	2
EMS 240 Paramedic Operations.....	2
EMS 241 Paramedic Cardiology .....	3
EMS 242 Paramedic Patient Assessment .....	2
EMS 244 Paramedic Clinical I .....	1

EMS 245 Paramedic Medical Emergencies .....	3
EMS 246 Paramedic Trauma Management .....	3
EMS 247 Paramedic Special Populations .....	2
EMS 248 Paramedic Clinical II .....	3
EMS 253 Paramedic Transition to the Workforce .....	2
EMS 254 Advanced Competencies for Paramedic .....	2
EMS 255 Paramedic Field Preceptorship .....	5
EMS 256 Paramedic Team Preceptorship.....	1
EMS 257 Paramedic Applied Pharmacology.....	2
BIO 201 Human Anatomy and Physiology I .....	4
BIO 202 Human Anatomy and Physiology II.....	4
ENG 101 English Composition I .....	3
MTH 100 Intermediate College Algebra .....	3
SPH 107 or Humanities & Fine Arts Elective .....	3
<i>Total Hours Required for Certificate .....</i>	<i>50 hours</i>

**ENGINEERING TECHNICIAN**

*Also available: AAS in Engineering Technician*

**Short Term Certificate in Engineering Technician**

EGR 101 Engineering Foundations .....	3
ENT 106 Principles of Engineering Technology .....	3
INT 119 Principles of Mech. Measurement & Technical Drawing .....	3
ILT 160 DC Fundamentals.....	3
ILT 161 AC Fundamentals.....	3
Elective ENT, INT, ILT, DDT, MTH, or PHS.....	12
<i>Total Hours Required for Short Term Certificate .....</i>	<i>27 hours</i>

**Certificate in Engineering Technician**

ENG 101 English Composition I .....	3
SPH 107 Fundamentals of Public Speaking .....	3
CIS 146 Microcomputer Applications .....	3
WKO 106 Workplace Skills.....	3
PHS 121 Applied Physical Science.....	4
EGR 101 Engineering Foundations .....	3
ENT 106 Principles of Engineering Technology .....	3
ENT 140 Applied Statics.....	3
INT 119 Principles of Mech. Measurement & Technical Drawing .....	3
ILT 160 DC Fundamentals.....	3
ILT 161 AC Fundamentals.....	3
MTH 112 PreCalculus Algebra.....	3
MTH 113 PreCalculus Trigonometry .....	3
DDT DDT Sequence .....	6
<i>Total Hours Required for Certificate .....</i>	<i>46 hours</i>

**INDUSTRIAL ELECTRONICS TECHNOLOGY**

*Also available: AAS in Industrial Electronics Technology*

**Short-Term Certificate in Industrial Electronics Technology – General**

ILT 160 DC Fundamentals.....	3
ILT 161 AC Fundamentals.....	3
ILT Electives (any ILT courses).....	9
<i>Total Hours Required for Short-Term Certificate .....</i>	<i>15 hours</i>

**Short-Term Certificate in Industrial Electronics Technology – Basic Electrical**

ILT 100 Applied Electronics Computation  
(or any 100-level MTH)..... 3  
 ILT 160 DC Fundamentals..... 3  
 ILT 161 AC Fundamentals..... 3  
 ILT 109 Electrical Blueprint Reading..... 3  
 ILT 118 Construction Wiring NEC..... 3  
 ILT 231 National Electric Code..... 3  
*Total Hours Required for Short-Term Certificate..... 18 hours*

**Short-Term Certificate in Industrial Electronics Technology – Industrial Electrical Technician**

ILT 109 Electrical Blueprint Reading..... 3  
 ILT 160 DC Fundamentals..... 3  
 ILT 161 AC Fundamentals..... 3  
 ILT 162 Solid State Fundamentals..... 3  
 ILT 163 Digital Fundamentals..... 3  
 ILT 166 Motors and Transformers..... 3  
 ILT 194 Programmable Controls I..... 3  
 ILT 197 Motor Controls I..... 3  
*Total Hours Required for Short-Term Certificate..... 24 hours*

**Certificate in Industrial Electronics Technology – Industrial Control Technician**

ENG 101 English Composition I..... 3  
 SPH 107 Fundamentals of Public Speaking..... 3  
 MTH 100 or Higher..... 3  
 CIS 146 Microcomputer Applications..... 3  
 ILT 109 Electrical Blueprint Reading..... 3  
 ILT 160 DC Fundamentals..... 3  
 ILT 161 AC Fundamentals..... 3  
 ILT 162 Solid State Fundamentals..... 3  
 ILT 163 Digital Fundamentals..... 3  
 ILT 166 Motors and Transformers..... 3  
 ILT 194 Programmable Controls I..... 3  
 ILT 197 Motor Controls I..... 3  
 WKO 106 Workplace Skills..... 3  
*Total Hours Required for Certificate..... 39 hours*

**INDUSTRIAL SYSTEMS TECHNOLOGY**

*Also available: AAS in Industrial Systems Technology*

**Short-Term Certificate in Industrial Systems Technology – Electrical & Instrumentation**

ILT 109 Electrical Blueprint Reading I..... 3  
 ILT 160 DC Fundamentals..... 3  
 ILT 161 AC Fundamentals..... 3  
 ILT 162 Solid State..... 3  
 ILT 197 Motor Controls I..... 3  
*Total Hours Required for the Short-Term Certificate..... 15 hours*

**Short-Term Certificate in Industrial Systems Technology – Mechanical Maintenance**

INT 117 Principles of Industrial Mechanics..... 3  
 INT 118 Hydraulics and Pneumatics..... 3

INT 126 Preventative Maintenance..... 3  
 INT 127 Principles of Industrial  
     Pumps and Piping Systems..... 3  
*Total Hours required for Short-Term Certificate..... 12 hours*

**Certificate in Industrial Systems Technology – Electrical & Instrumentation**

ENG 101 English Composition I..... 3  
 SPH 107 Fundamentals of Public Speaking..... 3  
 MTH 100 Intermediate College Algebra..... 3  
 CIS 146 Microcomputer Applications..... 3  
 WKO 106 Workplace Skills..... 3  
 INT 117 Principles of Industrial Mechanics..... 3  
 INT 118 Fundamentals of Industrial  
     Hydraulics and Pneumatics..... 3  
 ILT 162 Solid State..... 3  
 ILT 231 NEC..... 3  
 ILT 109 Electrical Blueprint Reading I..... 3  
 ILT 118 Construction Wiring NEC..... 3  
 ILT 160 DC Fundamentals..... 3  
 ILT 161 AC Fundamentals..... 3  
 ILT 163 Digital Fundamentals..... 3  
 ILT 166 Motors & Transformers I..... 3  
 ILT 194 Programmable Logic Controls..... 3  
*Total Hours Required for the Certificate..... 48 hours*

**Certificate in Industrial Systems Technology – Multi-Skilled Maintenance**

ENG 101 English Composition I..... 3  
 SPH 107 Fundamentals of Public Speaking..... 3  
 MTH 100 Intermediate College Algebra..... 3  
 CIS 146 Microcomputer Applications..... 3  
 WKO 106 Workplace Skills..... 3  
 INT 117 Principles of Industrial Mechanics..... 3  
 INT 118 Fundamentals of Industrial  
     Hydraulics and Pneumatics..... 3  
 INT 119 Principles of Mechanical Measurement and  
     Technical Drawing..... 3  
 INT 126 Preventative Maintenance..... 3  
 ILT 231 NEC..... 3  
 ILT 109 Electrical Blueprint Reading I..... 3  
 ILT 118 Construction Wiring NEC..... 3  
 ILT 160 DC Fundamentals..... 3  
 ILT 161 AC Fundamentals..... 3  
 ILT 195 Troubleshooting Techniques..... 3  
 ILT 197 Motor Controls I..... 3  
*Total Hours Required for the Certificate..... 48 hours*

**Certificate in Industrial Systems Technology – Welding Option**

ENG 101 English Composition I..... 3  
 SPH 107 Fundamentals of Public Speaking..... 3  
 MTH 100 Intermediate College Algebra..... 3  
 CIS 146 Microcomputer Applications..... 3  
 WKO 106 Workplace Skills..... 3  
 WKO 110 NCCER Core..... 3

INT 117 Principles of Industrial Mechanics .....	3
INT 119 Principles of Mechanical Measurement and Technical Drawing .....	3
WDT Electives .....	24
<i>Total Hours Required for the Certificate .....</i>	<i>48 hours</i>

**Certificate in Industrial Systems Technology – Machining Option**

ENG 101 English Composition I .....	3
SPH 107 Fundamentals of Public Speaking .....	3
MTH 100 Intermediate College Algebra .....	3
CIS 146 Microcomputer Applications .....	3
WKO 106 Workplace Skills .....	3
WKO 110 NCCER Core .....	3
INT 117 Principles of Industrial Mechanics .....	3
INT 119 Principles of Mechanical Measurement and Technical Drawing .....	3
MTT Electives .....	24
<i>Total Hours Required for the Certificate .....</i>	<i>48 hours</i>

**MACHINE TOOL TECHNOLOGY**

*Also available: AAS in Industrial Systems Technology*

**Short-Term Certificate in Machine Tool Technology**

MTT Courses (by advisement) .....	12
<i>Total Hours Required for Short-Term Certificate .....</i>	<i>12 hours</i>

**Certificate in Industrial Systems Technology – Machine Tool Technology**

ENG 101 English Composition I .....	3
SPH 107 Fundamentals of Public Speaking .....	3
MTH 100 Intermediate College Algebra or higher .....	3
CIS 146 .....	3
INT 117 Principles of Industrial Maintenance .....	3
INT 119 Principles of Mechanical Measurements & Technical Drawing .....	3
WKO 106 Workplace Skills .....	3
WKO 110 NCCER Core .....	3
Machine Tool Technology Electives (by advisement) .....	24
<i>Total Hours Required for Certificate .....</i>	<i>48 hours</i>

**MEDICAL ASSISTANT**

*Also available: AAS in Medical Assistant*

**Short-Term Certificate in Medical Assistant – General**

MAT 101 Medical Terminology .....	3
Substitutes accepted: HPS 105 or OAD 211	
MAT 102 Medical Assisting Theory I .....	3
Substitute accepted: BIO 201	
MAT 103 Medical Assisting Theory II .....	3
Substitute accepted: BIO 202	
MAT 111 Clinical Procedures I for the Medical Assistant .....	3
MAT 120 Medical Administrative Procedures I .....	3
MAT 121 Medical Administrative Procedures II .....	3
WKO 106 Workplace Skills .....	
<i>Total Hours Required for Certificate .....</i>	<i>21 hours</i>

**Short-Term Certificate in Medical Assistant – Phlebotomist**

MAT 125 Laboratory Procedures I for the Medical Assistant .....	3
MAT 215 Laboratory Procedures II for the Medical Assistant .....	3
MAT 239 Phlebotomy Preceptorship .....	3
EMS 100 Cardiovascular Resuscitation .....	1
<i>Total Hours Required for Short-Term Certificate .....</i>	<i>10 hours</i>

**Short-Term Certificate – EKG Technician**

MAT 101 Medical Terminology .....	3
Substitutes accepted: HPS 105 (3) or OAD 211 (3)	
MAT 102 Medical Assisting Theory I .....	3
MAT 111 Clinical Procedures I for the Medical Patient .....	3
MAT 218 EKG Technician .....	3
EMS 100 CPR I .....	1
<i>Total Hours Required for Certificate .....</i>	<i>13 hours</i>

**Short-Term Certificate in Medical Assistant – Medical Coding**

MAT 101 Medical Terminology .....	3
Substitutes accepted: HPS 105 (3) or OAD 211 (3)	
MAT 102 Medical Assisting Theory I .....	3
Substitutes accepted: BIO 201 Anatomy & Physiology (4)	
MAT 103 Medical Assisting Theory II .....	3
Substitutes accepted: BIO 202 Anatomy & Physiology (4)	
CIS 146 Microcomputer Applications .....	3
Substitutes accepted: OAD 125 Word Processing (3)	
ENG 101 English Composition I .....	3
Substitutes accepted: OAD 131 Business English (3)	
(Note: All above are prerequisites for the courses below)	
HIT 116 Pharmacology for Health Information Technology (HIT) .....	2
Substitutes accepted: MAT 216 Pharmacology for the Medical Office (4)	
HIT 230 Medical Coding Systems I .....	3
HIT 232 Medical Coding Systems II .....	3
MAT 220 Medical Office Insurance .....	3
HIT 283 Medical Coding Professional Practice .....	2
<i>Total Hours Required for Certificate .....</i>	<i>28 hours</i>

**NURSING**

*Also available: AAS in Nursing (RN)*

**Certificate in Nursing – Practical Nurse (LPN)**

ENG 101 English Composition I .....	3 hours
MTH 100 Intermediate College Algebra .....	3 hours
BIO 201 Human Anatomy and Physiology I .....	4 hours
BIO 202 Human Anatomy and Physiology II .....	4 hours
PSY 200 General Psychology .....	3 hours
SPH 107 Fundamentals of Public Speaking .....	3 hours
NUR 112 Fundamental Concepts of Nursing .....	7 hours
NUR 113 Nursing Concepts I .....	8 hours
NUR 114 Nursing Concepts II .....	8 hours
NUR 115 Evidenced Based Clinical Reasoning .....	2 hours
<i>Total Hours Required for Certificate .....</i>	<i>45 hours</i>

**SALON AND SPA MANAGEMENT**

*Also available: AAS in COS, EST, MSG*

**Certificate in Salon & Spa Management - Cosmetology**

ENG 101 English Composition I ..... 3  
 SPH 107 Fundamentals of Public Speaking ..... 3  
 MTH 116 Mathematical Applications..... 3  
 CIS 146 Microcomputer Applications ..... 3  
 WKO 106 Workplace Skills..... 3  
 SAL 133 Salon/Spa Management ..... 3  
 COS 111 Introduction to Cosmetology ..... 3  
 COS 112 Introduction to Cosmetology Lab ..... 3  
 COS 113 Theory of Chemical Services ..... 3  
 COS 114 Chemical Services Lab ..... 3  
 COS 115 Hair Coloring Theory ..... 3  
 COS 116 Hair Coloring Lab ..... 3  
 COS 117 Basic Spa Techniques ..... 3  
 COS 118 Basic Spa Techniques Lab..... 3  
 COS 123 Cosmetology Salon Practices..... 3  
 COS 143 Specialty Hair Preparation Techniques ..... 3  
 COS 144 Hair Shaping and Design ..... 3  
 COS 190 Internship in Cosmetology ..... 3  
Total Hours Required for Certificate ..... 54 hours

**Certificate in Salon & Spa Management – Therapeutic Massage**

ENG 101 English Composition I ..... 3  
 SPH 107 Fundamentals of Public Speaking ..... 3  
 MTH 116 Mathematical Applications..... 3  
 CIS 146 Microcomputer Applications ..... 3  
 WKO 106 Workplace Skills..... 3  
 SAL 133 Salon/Spa Management ..... 3  
 MSG 101 Introduction to Therapeutic Massage ..... 2  
 MSG 102 Therapeutic Massage Lab..... 3  
 MSG 103 Anatomy & Physiology ..... 3  
 MSG 104 Musculoskeletal & Kinesiology ..... 3  
 MSG 105 Therapeutic Massage Supervised Clinical I ..... 2  
 MSG 200 Business & Marketing Plans ..... 1  
 MSG 201 Therapeutic Massage for Special Popsulations ..... 2  
 MSG 202 Therapeutic Massage Lab II ..... 3  
 MSG 203 Pathology..... 3  
 MSG 204 Musculoskeletal & Kinesiology II ..... 3  
 MSG 205 Therapeutic Massage Supervised Clinical II..... 2  
 MSG 206 National Certification Exam Review ..... 1  
 EMS 103 First Aid/CPR..... 1  
 Elective (Choose from BUS, COS, EMS, HED, or CIS) ..... 7  
Total Hours Required for Certificate ..... 54 hours

**Certificate in Salon & Spa Management - Esthetics**

ENG 101 English Composition I ..... 3  
 SPH 107 Fundamentals of Public Speaking ..... 3  
 MTH 116 Mathematical Applications..... 3  
 CIS 146 Microcomputer Applications ..... 3  
 WKO 106 Workplace Skills..... 3  
 SAL 133 Salon/Spa Management ..... 3  
 SAL 201 Entrepreneurship..... 3

COS 117 Basic Spa Techniques ..... 3  
 COS 118 Basic Spa Techniques Lab ..... 3  
 COS 134 Advanced Esthetics ..... 3  
 COS 135 Advanced Esthetics Applications ..... 3  
 COS 163 Facial Treatments ..... 3  
 COS 164 Facial Machines ..... 3  
 COS 165 Related Subjects Estheticians..... 3  
 COS 168 Bacteriology & Sanitation..... 3  
 COS 169 Skin Functions..... 3  
 COS 190 Internship in Cosmetology ..... 3  
 COS 191 Co-Op in COS ..... 3  
Total Hours Required for Certificate ..... 54 hours

**Short-term Certificate in Therapeutic Massage**

MSG 101 Introduction to Therapeutic Massage ..... 2  
 MSG 102 Therapeutic Massage Lab I ..... 3  
 MSG 103 Anatomy and Physiology\* ..... 3  
 MSG 104 Musculoskeletal and Kinesiology I ..... 3  
 MSG 105 Therapeutic Massage Supervised Clinical I ..... 2  
 MSG 200 Business and Marketing Plans..... 1  
 MSG 201 Therapeutic Massage for Special Populations..... 2  
 MSG 202 Therapeutic Massage Lab II ..... 3  
 MSG 203 Pathology..... 3  
 MSG 204 Musculoskeletal and Kinesiology II..... 3  
 MSG 205 Therapeutic Massage Supervised Clinical II..... 2  
 MSG 206 National Certification Exam Review ..... 1  
 EMS 103 First Aid/CPR..... 1  
Total Hours Required for Short-term Certificate ..... 29 hours

\* *BIO 201 is an approved substitute for MSG 103.*



**WELDING TECHNOLOGY**

*Also available: AAS in Industrial Systems Technology*

**Short-Term Certificate in Welding Technology**

WDT Courses (by advisement)..... 12  
Total Hours Required for Short-Term Certificate ..... 12 hours

**Certificate in Industrial Systems Technology – Welding**

ENG 101 English Composition I.....3  
 SPH 107 Fundamentals of Public Speaking .....3  
 MTH 100 or higher .....3  
 CIS Elective .....3  
 INT 117 Principles of Industrial Maintenance.....3  
 INT 119 Principles of Mechanical Measurements  
 & Technical Drawing .....3  
 WKO 106 Workplace Skills.....3  
 WKO 110 NCCER Core .....3  
 Welding Electives (by advisement).....24  
*Total Hours Required for Certificate ..... 48 hours*

**ALLIED HEALTH PROGRAMS**

Northeast Alabama Community College is involved in a cooperative linkage program with other community colleges. The first year general education prerequisite courses are completed at Northeast. After acceptance to the health program, students may transfer to complete coursework in their chosen field of study. The following programs are offered through this arrangement:

- Dental Assisting
- Dental Hygiene
- Diagnostic Imaging
- Diagnostic Medical Sonography
- Health Information Technology
- Clinical Laboratory Technician
- Occupational Therapy Assistant
- Physical Therapy Assistant
- Respiratory Therapy

For specific details regarding each program, students should contact Dr. Sharon Totten, Director of Advising, ([tottens@nacc.edu](mailto:tottens@nacc.edu)) for more information. Office: 100 Wallace Administration Building (WA), phone ext. 2245.

Below are some examples of Allied Health Programs:

**Associate in Applied Science Degree in Health Information Technology**

The Health Information Technician (HIT) is a skilled professional who analyzes and evaluates highly sensitive data in health records. Skills of the Health Information Technician are varied but include the following: supervising the release of health information, maintaining and utilizing information storage and retrieval systems, compiling various health statistics, editing transcribed clinical information, and supervising electronic health information management systems.

Health information technicians may be employed by any facility that manages patient information, such as hospital, clinic, physician office, insurance company, or medical research center. Health Information Technicians are also trained to become medical coding specialists. Medical coding specialists perform detailed review of medical records to identify diagnoses and operative procedures. Numeric classification codes are assigned to each diagnosis and procedure, using automated or

manual methods. Principle classification systems used include the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM), and Current Procedural Training (CPT).

The Health Information Technician Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) (<http://cahiim.org>). Because of this CAHIIM accreditation, each graduate of the HIT Program is eligible to take the national examination to become a Registered Health Information Technician (RHIT). Technicians trained in non-CAHIIM accredited programs or trained on the job are not eligible to take the examination.

Students have the opportunity to spend many hours in a clinical setting to practice skills obtained in the class room. Students enrolled in professional practice experience (clinical) courses will be assigned hours consistent with day shift. Assignment to the professional practice experience facilities will be at the discretion of program officials, and students are required to travel to different locations for this hands-on training.

The Health Information Technology Program allows students to take general education classes at NACC and HIT classes in an online format. The professional practice experience activities must be completed on dayshift at an approved health care facility, not online. HIT students who live within 50 miles of the Wallace State campus must attend a minimum number of on-campus class/lab meetings and may have to take some exams on the Wallace State campus. Part-time students are welcomed to apply but must complete the program within three years of acceptance into the program.

**Associate in Applied Science in Diagnostic Imaging**

This program is designed to provide technologists for Diagnostic Imaging Departments of hospitals and clinics. Students are taught the fundamental principles underlying all phases of Radiologic Technology. Upon graduation, the student is eligible to apply to take the registry examination of the American Registry of Radiologic Technologists (65 1-687-4448). According to the American Registry of Radiologic Technologists, application for certification to practice as an R.T. may be denied if a person has been convicted of a felony, is guilty of a crime involving moral turpitude, and/or has displayed other grounds for denial by law.

**Physical Therapist Assistant**

The Physical Therapist Assistant (PTA) is a skilled technical health care worker who assists the physical therapist in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Patients include accident victims and individuals with disabling conditions such as low-back pain, arthritis, heart disease, fractures, head injuries, and cerebral palsy. Duties of the physical therapist assistant are varied but include rehabilitation of orthopedic, neurological, pediatric, and sports related problems. Once a patient is evaluated and a



treatment plan is designed by the physical therapist, the physical therapist assistant can provide many aspects of treatment, as prescribed by the therapist. Components of treatment procedures performed by these workers involve exercise, massage, electrical stimulation, paraffin baths, hot and cold packs, traction, and ultrasound. The physical therapist assistant is responsible for reporting patient responses and treatment outcomes to the physical therapist. Physical therapists assistants are employed by hospitals, rehabilitation centers, nursing homes, home health care agencies, private practices and other specialized health care settings.

### Respiratory Therapy

A respiratory therapist is responsible for administering, under physician's prescription, many types of breathing therapeutics, and utilizing specialized breathing, aerosol and humidification equipment. These include the use of oxygen or oxygen mixtures, chest physiotherapy, mechanical ventilation, and aerosol medications. Respiratory therapists evaluate and treat all types of patients, ranging from premature infants whose lungs are not fully developed to elderly people whose lungs may be diseased. Respiratory therapists provide temporary relief to patients with chronic asthma or emphysema, as well as emergency care to patients who are victims of a heart attack, stroke, trauma, drowning, or shock. They perform limited physical examinations, and conduct diagnostic tests that assess breathing capacities and determine the concentration of oxygen and other gases in patients. The respiratory therapist works closely with the physician and also directly with the patient in the treatment situation by performing regular assessments of patients and equipment.

## SKILLS TRAINING DIVISION

The Skills Training Division provides educational opportunities for all adults, regardless of prior educational attainment. Most of these programs do not require a high school diploma or GED. Activities include:

- Non-credit training programs that lead to workforce credentials
- Non-credit workshops and seminars for professional or personal development
- Incumbent worker training programs
- Workforce assessments, including ACT WorkKeys®
- Certification and examination services, including Microsoft and Certiport
- Non-credit online programs and courses that lead to workforce readiness

For information about any of the services provided by the Skills Training Division, contact Ms. Julie George at 256-228-6001 or 638-4418, extension 2214.

### Short-term Non-credit Training Programs

Training programs are offered to meet current workforce needs. Since programs are dependent upon current needs, the following list of programs and requirements are subject to change and reflect requirements at the time of printing.

### Diversified Health Occupations

This program is designed to give graduates multiple pathways to employment in the health care field. Upon completion of the program, graduates will be eligible to take certification exams for EKG technician, phlebotomy technician, and pharmacy technician. This program does not offer college credit and will not lead to a college degree.

#### Courses Required:

Course Number	Course Title	Clock Hours
SDC 001	WorkKeys	8
SDA 050	Healthcare Fundamentals	80
SDC 013	Pharmacy Technician	50
SDC 036	Phlebotomy Technician	112
SCD 025	EKG Technician	50

### EKG/Cardiovascular Technician

This program is designed to give graduates opportunity for entry-level employment as an EKG technician. This program does not offer college credit and will not lead to a college degree. Certification as an EKG technician is available to those who qualify.

#### Courses Required:

Course Number	Course Title	Clock Hours
SCD 025	EKG Technician	50

### Home Health/Hospice Aide

This program is designed to give graduates opportunity for entry-level employment as a nursing assistant/home health aide. This program does not offer college credit and will not lead to a college degree. Certification as a nursing assistant is available to those who qualify. Additional training in home health care will be provided as part of this program.

#### Courses Required:

Course Number	Course Title	Clock Hours
SDC 001	WorkKeys	9
SDC 051	Nursing Assistant	90
SDC 065	Home Health Aide	50

### Nursing Assistant

This program is designed to give graduates opportunity for entry level employment as a nursing assistant/home health aide. This program does not offer college credit and will not lead to a college degree. Certification as a nursing assistant is available to those who qualify.

#### Courses Required:

Course Number	Course Title	Clock Hours
SDC 001	WorkKeys	8
SDC 051	Nursing Assistant	90

### Patient Care Technician

This program is designed to give graduates multiple pathways to employment in the health care field. Upon completion of the program, graduates will be eligible to take certification exams for nursing assistant, EKG technician, and phlebotomy technician. This program does not offer college credit and will not lead to a college degree.

#### Courses Required:

Course Number	Course Title	Clock Hours
SDC 001	WorkKeys	8
SDA 050	Healthcare Fundamentals	80
SDC 051	Nursing Assistant	90
SDC 036	Phlebotomy Technician	112
SCD 025	EKG Technician	50

### Pharmacy Technician

This program is designed to give graduates pathways to employment as a pharmacy technician. Successful completers of this program will be eligible to take the national certification exam for pharmacy technicians. This program does not offer college credit and will not lead to a college degree.

#### Courses Required:

Course Number	Course Title	Clock Hours
SDA 013	Pharmacy Technician	50

### Phlebotomy Technician

This program is designed to give graduates pathways to employment as a phlebotomy technician. Successful completers of this program will be eligible to take the national certification exam for phlebotomy technicians. This program does not offer college credit and will not lead to a college degree.

#### Courses Required:

Course Number	Course Title	Clock Hours
SDA 036	Phlebotomy Technician	112

For more information about any non-credit short-term training programs, contacts Ms. Julie George at 256-228-6001, extension 2214 or 256-638-4418, extension 2214. Upcoming class schedules and cost estimates are available on the web at [www.nacc.edu/workforce](http://www.nacc.edu/workforce). Click on “Programs”.

### Workshops and Seminars

A variety of workshops and seminars for both personal and professional development are offered throughout the year. For a schedule of upcoming classes, visit [www.nacc.edu/workforce](http://www.nacc.edu/workforce). Click on “Workshops & Seminars”.

### Industry Training (Incumbent Worker Training)

Northeast Alabama Community College offers training services to area business and industry. Training can be offered on site or on campus in a variety of areas. Additionally, an

Alabama Technology Network (ATN) Center is located on campus, providing a vast array of training and consulting services to business and industry. For more information about or the Alabama Technology Network, contact Mr. Ronny Kisor, ATN Director, at 256-228-6001 or 256-638-4418, extension 2265. For more information about training for business and industry, contact Julie George at 256-638-4418, ext. 2214.

### ACT WorkKeys® Assessment Career Readiness Certificate

WorkKeys® assessments give students and workers reliable, relevant information about their workplace skill levels. Combined with information about skill levels required for jobs, assessments information can help users make better career and educational decisions. For more information about the WorkKeys® Assessment and Development Center, contact Mrs. Nancy Griggs at 256-228-6001 or 256-638-4418, extension 2217.

### Certification Services

Northeast Alabama Community College offers a certification center where interested persons may take certification examinations for a variety of areas, including Microsoft Office Specialist, Internet and Computing Core Certification (IC3), and Electronics Technicians Association, International (ETA-I). For more information or to schedule an exam, contact Ms. Julie George at 256-228-6001 or 638-4418, extension 2214 or visit [www.nacc.edu](http://www.nacc.edu).

## ALABAMA TECHNOLOGY NETWORK CENTER

The Alabama Technology Network (ATN) of the Alabama Community College System links two-year colleges, the University of Alabama System, Auburn University and the Economic Development Partnership of Alabama to solve the needs of manufacturing and service industries. The ATN center at NACC develops services to meet local and state needs, providing innovative and cost-effective solutions to enable Alabama’s existing industry to be globally competitive. The network is Alabama’s affiliate of the National Institute of Standards and Technology’s Manufacturing Extension Partnership, which provides hands-on assistance and training to small to mid-size manufacturers.

Since 1996, the Alabama Technology Network has been providing hands-on assistance and training to help address challenges and improve profitability of organizations in Alabama. Our experienced staff members provide insight, expertise, and holistic solutions that will improve business today and for the future. ATN helps organizations streamline operations, improve team performance, implement quality systems based on the voice of customers, plan strategies for future growth, and implement the latest in environmental and information technology.

The ATN center at NACC was established in October, 2005. For more information on the Alabama Technology Network at NACC visit the ATN website at <http://www.atn.org> or call the ATN office at 256.638.8968.