

Career Studies include variable length programs for students. Options amount to the equivalent of one or more semesters of full-time community college work (24-35 credits).

What Is A Career Studies Certificate?

If you are seeking postsecondary education programs that are less than conventional one- or two-year programs, MECC has what you are looking for. The Career Studies Certificate is a response to the non-conventional, short-term educational needs of individuals who seek to upgrade occupational skills, learn new skills, or pursue specialized interests.

The Career Studies Certificate consists of specialized program options. These options represent a wide variety of career and academic interest course areas. Each option is intended to represent a minimum amount of college course work considered representative of these fields of study and designed as a distinct “mini-curriculum” to meet minimum occupational or adult interest requirements.

Special Considerations

To be admitted to the Career Studies Certificate Program, one must meet the general requirements for admission to the College. Some courses may require prerequisites or demonstrated entry-level proficiency. Students lacking prerequisites or entry-level proficiency may be required to enroll in the developmental studies program or prerequisite course.

The Career Studies Certificate includes selected specialized courses within each program option. The range of course credits varies between the program options from a minimum of nine semester credits to a maximum of twenty-nine semester credits. Upon satisfactory completion of one of the program options, the graduate will receive the Career Studies Certificate. Students of the College may earn more than one certificate as program option requirements are satisfied.

Career Studies program options will be offered as community needs are identified and institutional resources permit. Normally, courses which are associated with the various program options may be offered when all of the following conditions are met:

1. justifiable student enrollment
2. adequate facilities are available

3. qualified instructors are available
4. adequate financial resources are available.

The College reserves the right to discontinue any Career Studies option if student interest does not justify its continuation.

Certificate Options:

- Accounting
- Air Conditioning & Refrigeration
- Aquaculture
- Call Center/Teleservices
- Child Development
- Infant & Toddler Option
- Pre-School Option
- Commercial Truck Driver
- Computer Software Specialist
- E-Commerce
- Electricity
- Emergency Medical Technician-Intermediate
- Fiber Optic Technician
- Forestry
- Geographical Information Systems
- Graphic Design
- Industrial Supervision
- Information Systems Technology
- Landscape Gardening
- Legal Office Assisting
- Machinery Maintenance
- Medical Records Clerk
- Medical Transcriptionist
- Mining Certification
- Multimedia
- Nursing Assistant
- Office Automation Specialist
- Personal Computing for Home and Office
- Pharmacy Aide
- Phlebotomy
- Photography
- Polysomnography
- Real Estate
- Retail Sales and Customer Service
- Sign Language/Interpreter
- Small Business Management
- Wastewater Plant Operator
- Water Plant Operator
- Welding
- Word Processing

Career Studies

Accounting

*Lec/Lab Crse
Hrs.Hrs. Cr.*

First Semester

ACC 211	Prin. of Accounting I	3	0	3
BUS 241	Business Law I	3	0	3
ITE 115	Basic Computer Literacy	3	0	3
MTH 141	Business Math	3	0	3
	Total	12	0	12

Second Semester

ACC 124	Payroll Accounting	3	0	3
ACC 212	Prin. of Accounting II	3	0	3
ACC 215	Computerized Accounting	3	0	3
ACC 261	Prin. of Federal Taxation I	3	0	3
ACC 298	Accounting Seminar & Project	3	0	3
	Total	15	0	15

27 credits required to graduate

Contact:

Mr. Jim Bates, Mr. Gary Bumgarner
Location: Phillips-Taylor Hall

Career Studies

Air Conditioning & Refrigeration

*Lec/Lab Crse
Hrs.Hrs. Cr.*

First Semester

AIR 111	Air Conditioning & Refrigeration Controls I	2	2	3
AIR 121	Air Conditioning & Refrigeration I	3	0	3
IND 108	Technical Computer Application	3	0	3
	Total	8	2	9

Second Semester

AIR 112	Air Conditioning Refrigeration Controls II	2	2	3
AIR 154	Heating Systems I	2	2	3
	Total	4	4	6

Third Semester

AIR 235	Heat Pumps	2	2	3
AIR 298	Seminar & Project	3	0	3
ELE 151	Electrical Troubleshooting	2	3	3
	Total	7	2	9

25 credits required to graduate

Faculty Contacts

Mr. Jerry Ramey, Mr. Silas Qualls
Location: Dalton-Cantrell Hall

Career Studies

Aquaculture

*Lec/Lab Crse
Hrs.Hrs. Cr.*

First Semester

ENG 100	Basic Occupational Communication	3	0	3
or ENG 111	College Composition I	3	0	3
FOR 135	Wildlife and Fish Management	3	3	4
ENV 110	Intro to Water-Wastewater Technology	2	2	3
SCT 111	Intro to Science Tech I	3	3	4
	Total	11	8	14

Second Semester

ENV 108	Environmental Microbiology	2	2	3
ENV 149	Water-Wastewater Treatment	2	2	3
FOR 190	Internship	4	0	4
FOR 198	Intro to Aquaculture	3	0	3
FOR 235	Gamefish Ecology	2	0	2
	Total	13	4	15

29 credits required to graduate

Faculty Contacts

Mr. Jay Blevins, Dr. Chuks Ogbonnaya

Career Studies

Call Center/Teleservices^{TP}

*Lec.Lab Crse
Hrs.Hrs. Cr.*

First Semester

AST 117	Keyboarding for Computer Use	1 0 1
ITE 115	Basic Computer Literacy	3 0 3
ITE 127	Beginning Windows	2 0 2
ITE 130	Intro to Internet Services	3 0 3
ITE 182	User Support/Help Desk Principles	3 0 3
	Total	12 0 12

Second Semester

BUS 236	Comm. in Mgt.	3 0 3
ITE 122	PC Hardware	3 0 3
ITN 101	Intro to Network Concepts	3 0 3
MKT 110	Principles of Sales and Marketing	3 0 3
SDV 106	Preparation for Employment	1 0 1
	Total	13 0 13

25 credits required to graduate

Faculty Contacts

Mr. Fred Coeburn, Mrs. Dana Crismond,
Mrs. Fran Doyle, Mr. Nick Edwards,
Ms. Terri Lane
Location: Phillips-Taylor Hall

Career Studies

Child Development

*Lec.Lab Crse
Hrs.Hrs. Cr.*

CHD 118	Methods & Materials in Language Arts for Young Children	2 2 3
CHD 120	Introduction to Early Childhood Education	3 0 3
CHD 125	Creative Activities for Children	2 2 3
CHD 126	Science & Math Concepts for Children	3 0 3
CHD 165	Observ. and Participation in Early Childhood/ Primary Settings	1 6 3
or CHD 215	Models of Early Childhood Education Programs	3 0 3
CHD 205	Guiding the Behavior of Young Children	3 0 3
General Electives		6 0 6
	Total	20/22 4/10 24

24 credits required to graduate

Infant & Toddler Option

CHD 118	Methods & Materials in Language Arts for Young Children	2 2 3
CHD 125	Creative Activities for Children	2 2 3
CHD 165	Obser. Participation in Early Childhood/Primary Settings	1 6 3
CHD 166	Infant & Toddler Prog.	3 0 3
CHD 205	Guiding the Behavior of Young Children	3 0 3
CHD 215	Models of Early Childhod Education Programs	3 0 3
HLT 135	Child Health & Nutrition General Elective	3 0 3
	Total	2010 24

24 credits required to graduate

Pre-School Option

CHD 118	Methods & Materials in Language Arts for Young Children	2 2 3
CHD 120	Introduction to Early Childhood Education	3 0 3
CHD 125	Creative Activities for Children	2 2 3
CHD 126	Science & Math Concepts for Children	3 0 3
CHD 165 ¹	Obser. Participation in Early Childhood/Primary Settings	1 6 3
or CHD 215	Models of Early Childhood Education Programs	3 0 3
CHD 205	Guiding the Behavior of Young Children	3 0 3
HLT 135	Child Health & Nutrition	3 0 3
General Elective		3 0 3
	Total	20/22/4/10 24

24 credits required to graduate

¹Only one of the following is required: CHD 165 or CHD 215

Contact

Ms. Sue Ella Boatright-Wells
Continuing Education Department
Location: Phillips-Taylor Hall

Career Studies

Commercial Truck Driver

		<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
		<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
TRK 101	DOT Safety Rules & Regulations	2	0	2
TRK 102	Preventive Maintenance for Truck Driving	1	0	1
TRK 103	Tractor Trailer Driving	3	12	9
GIS 195	Topics in Use of GPS Units	1	0	1
HLT 119*	First Responder	3	0	3
Total		10	12	16

16 credits required to graduate

*HLT 100 or EMT 105 may be substituted for HLT 119

Contact

Ms. Kim Dorton or Dr. Richard Phillips
Location: Dalton-Cantrell Hall

Career Studies

Computer Software Specialist

		<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
		<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
ITD 110	Web Page Design I	3	0	3
ITE 115*	Basic Computer Literacy	3	0	3
ITE 127	Microcomputer Software: Beginning Windows	2	0	2
ITE 130	Intro to Internet Services	3	0	3
ITE 140	Spreadsheet Software	3	0	3
ITE 150	Desktop Database Software	3	0	3
ITE 170	Multimedia Software	3	0	3
ITE 215	Advanced Computer Literacy	3	0	3
ITP 112	Visual Basic.NET I	3	0	3
or ITP 136	C# Programming	3	0	3
Total		26	0	26

26 credits required to graduate

*or verified competency through testing or work experience

¹ITE 115 and ITE 215 should be taken before ITE 150.
NOTE: Students testing into ENG 1 must complete before taking any of the above courses. Students testing into MTH 2 may only take ITE 115 before completing MTH 2. This program is not necessarily designed to be completed in 2 semesters.

Faculty Contacts

Mr. Fred Coeburn, Ms. Dana Crismond,
Ms. Fran Doyle, Mr. Nick Edwards,
Ms. Terri Lane
Location: Phillips-Taylor Hall

Career Studies

E-Commerce

		<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
		<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
AST 295	Beginning Photoshop	3	0	3
BUS 116	Entrepreneurship	3	0	3
ITE 130	Intro to Internet Services	3	0	3
ITE 150	Database Software	3	0	3
ITD 110	Web Page Design I	3	0	3
MKT 100	Principles of Marketing	3	0	3
MKT 282	Prin. of E-Commerce	3	0	3
MKT 283	Social, Ethical, & Legal Issues in E-Commerce	3	0	3
Total		24	0	24

24 credits required to graduate

Faculty Contacts

Mr. Gary Bumgarner, Mr. Fred Coeburn,
Ms. Dana Crismond, Ms. Fran Doyle,
Mr. Nick Edwards, Ms. Jane Jones,
Ms. Terri Lane
Location: Phillips-Taylor Hall

Career Studies

Electricity

		<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
		<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
First Semester				
ELE 133	Practical Electricity I	2	2	3
ELE 150	AC & DC Circuit Fundamentals	3	2	4
IND 108	Technical Computer Applications	3	0	3
Total		8	4	10
Second Semester				
ELE 134	Practical Electricity II	2	2	3
ELE 135	National Electrical Code Residential	2	4	4
Total		4	6	7
Third Semester				
AIR 235	Heat Pumps	2	2	3
ELE 110	Home Electrical Power	2	2	3
ELE 151	Electrical Troubleshooting	2	3	3
Total		6	7	9

26 credits required to graduate

Faculty Contacts:

Mr. Silas Qualls, Mr. Jerry Ramey
Location: Dalton-Cantrell Hall

Career Studies

**Emergency Medical
Technician Intermediate**

*Lec Lab Crse
Hrs. Hrs. Cr.*

First Semester (Summer)

EMS 111	Emergency Medical Technician - Basic	4	4	6
EMS 120	EMT - Basic Clinical	1	0	1
SDV 100 ¹	Orientation	1	0	1
Total		6	4	8

Second Semester (Fall)

ITE 115 ²	Basic Computer Literacy	3	0	3
EMS 151	Intro to Adv. Life Support	3	2	4
EMS 153	Basic ECG Recognition	2	0	2
EMS 157	ALS - Trauma Care	2	2	3
EMS 170	ALS Internship I	0	3	1
Total		10	7	13

Third Semester (Spring)

EMS 155	ALS-Medical Care	3	2	4
EMS 159	EMS Special Populations	1	2	2
EMS 172	ALS Clinical Internship II	0	3	1
EMS 173	ALS Field Internship II	0	3	1
Total		4	10	8

29 credits required to graduate

¹SDV 106 or 109 may be substituted for SDV 100

²ITE 100 may be substituted for ITE 115 (preferred)

Faculty Contacts

Ms. Kim Dorton
Location: Dalton-Cantrell Hall

Career Studies

Fiber Optic Technician

*Lec Lab Crse
Hrs. Hrs. Cr.*

ETR 193	Studies in Fiber Optic Cable Installation	1	3	2
ETR 231	Principles of Lasers & Fiber Optics I	3	2	4
ETR 232	Principles of Lasers & Fiber Optics II	3	2	4
ELE 150	AC and DC Circuit Fundamentals	3	2	4
HLT 106*	First Aid and Safety	2	0	2
Total		12	9	16

16 credits required to graduate

*HLT 100, HLT 119, or EMT 105 may be substituted for HLT 106.

Contacts

Ms. Kim Dorton or Dr. Richard Phillips
Location: Dalton-Cantrell Hall

Career Studies

Forestry

*Lec Lab Crse
Hrs. Hrs. Cr.*

AGR 205	Soil Fertility & Mgt	2	2	3
ENG 111	College Composition I	3	0	3
FOR 290	Internship	0	8	4
FOR 115	Dendrology	3	3	4
FOR 100	Introduction to Forestry	2	3	3
FOR 201	Forest Mensuration I	3	3	4
FOR 215	Silviculture	3	3	4
FOR 237	Wildlife Ecology	3	0	3
Total		19	22	28

28 credits required to graduate

Faculty Contact

Dr. Chuks Ogbonnaya
Location: Dalton-Cantrell Hall

Career Studies

**Geographical
Information Systems**

*Lec Lab Crse
Hrs. Hrs. Cr.*

GIS 200	Geographical Info Systems I	3	2	4
GIS 201	Geographical Info Systems II	3	2	4
GIS 205	GIS 3-Dimensional Analysis	3	2	4
GIS 210	Understanding Geographical Data	3	2	4
GIS 215	GIS Software Platforms and Applications	3	2	4
or GIS 220	Intro to Urban & Regional Planning	3	2	4
or GIS 225	GIS Application for Tax Assessors	3	2	4
SPD 100	Intro to Public Speaking	3	0	3
CSC 195	Intro to PowerPoint	1	0	1
or ITE 170	Multimedia Software	3	0	3
Total		19	21	24/26

24/26 credits required to graduate

Contact

Ms. Sue Ella Boatright-Wells
Location: Phillips-Taylor Hall

Career Studies

Graphic Design

		<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
		<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
ART 101	History & Appr. of Art I	3	0	3
ART 102	History & Appr. of Art II	3	0	3
ART 121	Drawing	3	0	3
ART 131	Design I	3	0	3
ART 132	Design II (3-D)	3	0	3
ART 180	Introduction to Computer Graphics	3	0	3
ART 283	Computer Graphics I	4	0	4
ENG 111	College Composition I	3	0	3
SDV 100	Orientation	1	0	1
	Total	26	0	26

26 credits required to graduate

Faculty Contact

Ms. Alice Harrington
Location: Robb Hall

Career Studies

Heavy Equipment Operator

		<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
		<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
HVE 161	Heavy Equipment Operation I	2	15	7
DRF 169	Blueprint Reading for Heavy Construction	1	2	2
SAF 120	Safety and Health Standards: Regulations & Codes	3	0	3
SAF 127	Industrial Safety	2	0	2
HLT 106	First Aid & Safety*	2	0	2
	Total	10	17	16

16 credits required to graduate

*HLT 100, HLT 119, or EMT 105 may be substituted for HLT 106.

Career Studies

Industrial Supervision

		<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
		<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
BUS 111	Principles of Supervision	3	0	3
BUS 115	Organizational Behavior	3	0	3
or BUS 200	Principles of Management	3	0	3
EMT 105	First Responder	3	0	3
IND 101	Quality Assurance Technology I	3	0	3
IND 137	Team Concepts and Problem Solving	3	0	3
ITE 115	Basic Computer Literacy	3	0	3
or IND 108	Technical Computer App.	3	0	3
PSY 120	Human Relations	3	0	3
SAF 126	Prin. of Industrial Safety	3	0	3
	Total	24	0	24

24 credits required to graduate

Faculty Contact

Mr. Shuler Ringley
Location: Dalton-Cantrell Hall

Career Studies

Information Systems Technology^{TP}

		<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
		<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
ACC 111 ¹	Accounting I	4	0	4
ENG 111	College Composition I	3	0	3
ITE 115	Basic Computer Literacy	3	0	3
ITE 127	Mircocomputer Software: Beginning Windows	2	0	2
ITE 215	Adv. Computer Literacy	3	0	3
ITP 112	Visual Basic.NET I	3	0	3
ITP 136	C# Programming I	3	0	3
ITP 251	Systems Analysis and Design	3	0	3
	Total	24	0	24

25 credits required to graduate

¹ACC 211 may be substituted for ACC 111.
NOTE: Students testing into ENG 1 must complete it before taking any of the above courses. Students testing into MTH 2 may only take ITE 115 before completing MTH 2. This program is not necessarily designed to be completed in 2 semesters.

Faculty Contacts

Mr. Fred Coeburn, Ms. Dana Crismond,
Ms. Fran Doyle, Mr. Nick Edwards,
Ms. Terri Lane
Location: Phillips-Taylor Hall

Career Studies

Phlebotomy

Lec Lab Crse
Hrs.Hrs. Cr.

First Semester

HIT 111 ¹	Medical Terminology I	3	0	3
HLT 100 ²	First Aid & CPR	3	0	3
HLT 145	Ethics/Healthcare Prsnl.	2	0	2
MDL 105 ¹	Phlebotomy	2	4	3
SDV 100	Orientation	1	0	1
Total		11	4	12

Second Semester

ENG 115 ³	Technical Writing	3	0	3
HIT 112 ¹	Medical Terminology II	3	0	3
ITE 100 ⁴	Intro to Info Systems	3	0	3
MDL 106 ¹	Clinical Phlebotomy	2	6	4
Total		11	6	13

25 credits required to graduate

¹It is recommended that HIT 111 and 112 and HLT 145 be completed prior to enrollment in MDL 105. However, enrollment in MDL 105 may be allowed if the student is concurrently enrolled in HIT 111 and HLT 145; and enrollment in MDL 106 may be allowed if both MDL 105, HIT 111 and HLT 145 have been successfully completed, and the student is concurrently enrolled in HIT 112. This requirement may be waived for students who hold a current medical certification such as R.N., L.P.N., E.M.T., or C.R.T.T. Check with a program advisor for clarification.

²HLT 119 may be substituted for HLT 100

³ENG 111 may be substituted for ENG 115

⁴ITE 115 may be substituted for ITE 100

Contact

Ms. Kim Dorton
Location: Dalton-Cantrell Hall

Career Studies

Photography

Lec Lab Crse
Hrs.Hrs. Cr.

ENG 121	Intro/Journalism I			
or ENG 111	College Composition I	3	0	3
ITE 115	Basic Computer Literacy	3	0	3
MKT 100	Principles of Marketing			
or BUS 100	Intro to Business	3	0	3
PHT 101	Photography I	3	0	3
PHT 102	Photography II	3	0	3
PHT 107	Nature Photography	3	0	3
PHT 211	Color Photography I	3	0	3
SDV 100	Orientation	1	0	1
General Education Elective		3	0	3
Total		25	0	25

25 credits required to graduate

Faculty Contact

Mr. Bill Harris
Location: Godwin Hall - Second Floor

Career Studies

Polysomnography¹

Lec Lab Crse
Hrs.Hrs. Cr.

First Semester

ENG 111	College Composition	3	0	3
HLT 105	CPR	1	0	1
PSG 101	Polysomnography I	3	0	3
PSG 190	Coordinated Internship	0	12	4
SDV 100	Orientaiton	1	0	1
Total		8	12	12

Second Semester

ITE 115	Basic Computer Literacy	3	0	3
PSG 103	Polysomnography Record			
	Evaluation	3	0	3
PSG 290	Coordinated Internship	0	12	4
General Elective		3	0	3
Total		9	12	13

25 credits to graduate

¹Students accepted into the Polysomnography Certificate program must hold current credentials as a medical professional. Please check with the program advisor for clarification.

Contact

Mr. Roger Thompson
Location: Robb Hall

Career Studies

Landscape Gardening

	<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
	<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
First Semester			
AGR 205	2	2	3
ENG 111	3	0	3
HRT 115	2	2	3
HRT 126	3	0	3
Total	10	4	12
Second Semester			
AGR 208	2	2	3
ENV 290/296	0	0	3/4
HRT 137	3	0	3
HRT 225	2	2	3
HRT 226	2	2	3
Total	9	6	15/16

27/28 credits required to graduate

Faculty Contact

Dr. Chuks Ogbonnaya
Location: Dalton-Cantrell Hall

Career Studies

Legal Office Assisting

	<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
	<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
First Semester			
AST 141	3	0	3
BUS 241	3	0	3
ENG 111	3	0	3
LGL 110			
Introduction to Law & the			
Legal Assistant	3	0	3
LGL 115	3	0	3
SDV 100	1	0	1
Total	16	0	16
Second Semester			
AST 108	1	0	1
AST 238			
Word Processing			
Advanced Operations	3	0	3
LGL 117	3	0	3
LGL 230	3	0	3
LGL Elective	3	0	3
Total	13	0	13

29 credits required to graduate

Faculty Contact Ms. Beth Snodgrass
Location: Phillips-Taylor Hall

Career Studies

Machinery Maintenance^{TP}

	<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
	<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
ELE 156	2	2	3
ELE 239			
Programmable			
Controllers	3	0	3
ETR 295	5	0	5
IND 137			
Team Concepts & Problem			
Solving	3	0	3
MIN 295			
Topics in Mine Machinery			
Oper. & Maintenance	3	0	3
or IND 126			
Maintenance Scheduling			
and Planning	2	0	2
MEC 266			
Applications of			
Fluid Mechanics	3	0	3
WEL 100	2	3	3
Fundamentals/Welding			
Total	20/22	5	22/23

25/26 credits required to graduate

Faculty Contact

Dr. Wendell Fowler
Location: Dalton-Cantrell Hall

Career Studies

Medical Records Clerk

	<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
	<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
First Semester			
AST 117			
Keyboarding for			
Computer Use	1	0	1
AST 137	3	0	3
Records Management			
HIT 111	3	0	3
Medical Terminology I			
HLT 145	2	0	2
Ethics/Health Care Prsnl.			
ITE 100	3	0	3
Intro/Information Systems			
SDV 100	1	0	1
Orientation			
Total	13	0	13
Second Semester			
AST 107	3	0	3
Editing/Proofreading Skills			
HIT 101	3	0	3
Medical Records Tech I			
HIT 112	3	0	3
Medical Terminology II			
HIT 130	3	0	3
Healthcare Info Systems			
HIT 150	3	0	3
Health Records Mgt.			
Total	15	0	15

28 credits required to graduate

Faculty Contacts

Dr. Ann Davis, Ms. Jane Jones,
Ms. Vickie Ratliff
Location: Phillips-Taylor Hall

Career Studies

Medical Transcriptionist

Lec Lab Crse
Hrs.Hrs. Cr.

First Semester

AST 101/141	Keyboarding I or Word Processing I	3	0	3
HIT 111	Medical Terminology I	3	0	3
HLT 145	Ethics/Health Care Prsnl.	3	0	2
ITE 100	Intro/Information Systems	3	0	3
SDV 100	Orientation	1	0	1
Total		12	0	12

Second Semester

AST 107	Editing/Proofreading Skills	3	0	3
AST 112	Keyboarding Skills	3	0	3
AST 245	Medical Machine Transcription	3	0	3
AST 271	Medical Office Procedures	3	0	3
HIT 112	Medical Terminology II	3	0	3
Total		15	0	15

27 credits required to graduate

Faculty Contacts

Dr. Ann Davis, Ms. Jane Jones,
Ms. Vickie Ratliff
Location: Phillips-Taylor Hall

Career Studies

Mining Certification

Lec Lab Crse
Hrs.Hrs. Cr.

EMT 105	First Responder	3	0	3
ETR 295	Mine Electrician Certification	5	0	5
IND 137	Team Concepts & Problem Solving	3	0	3
MIN 116	Mine Diesel Engines	2	3	3
MIN 227	Explosives and Blasting Calibration	4	0	4
MIN 228	Mine Foreman Training	3	3	4
MIN 255	Elec./Elec. Control Systems	3	0	3
Total		23	6	25

25 credits required to graduate

Faculty Contact

Dr. Wendell Fowler
Location: Dalton-Cantrell Hall - First Floor

Career Studies

Multimedia

Lec Lab Crse
Hrs.Hrs. Cr.

First Semester

AST 295	Beginning Photoshop	3	0	3
ITD 110	Web Page Design I	3	0	3
ITE 115*	Basic Computer Literacy	3	0	3
ITE 130	Intro to Internet Services	3	0	3
Total		12	0	12

Second Semester

ITD 210	Web Page Design II	3	0	3
ITE 127	Microcomputer Software: Beginning Windows	2	0	2
ITE 170	Multimedia Software	3	0	3
ITP 112	Visual Basic.NET I	3	0	3
Total		11	0	11

23 credits required to graduate

*or verified competency through testing or
work experience

Faculty Contacts:

Mr. Fred Coeburn, Ms. Dana Crismond,
Ms. Fran Doyle, Mr. Nick Edwards,
Ms. Terri Lane
Location: Phillips-Taylor Hall

Career Studies

Nursing Assistant

Lec Lab Crse
Hrs.Hrs. Cr.

First Semester

HCT 101	Health Care Tech I	3	0	3
HIT 111	Medical Terminology I	3	0	3
HLT 100*	First Aid & CPR	3	0	3
HLT 145	Ethics/Health Care Pers.	2	0	2
SDV 100	Orientation	1	0	1
Total		12	0	12

Second Semester

HIT 112	Medical Terminology II	3	0	3
HLT 121	Intro to Drug Use & Abuse	3	0	3
HCT 102	Health Care Technician II	2	6	4
HCT 115	Med. Admin. Training	1	2	2
ITE 100**	Intro to Info Systems	3	0	3
Total		12	8	15

27 credits required to graduate

*HLT 119 may be substituted for HLT 100
**ITE 115 may be substituted for ITE 100

Contact

Ms. Kim Dorton
Location: Dalton-Cantrell Hall

Career Studies

Office Automation Specialist^{TP}

		<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
		<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
AST 141	Word Processing I	3	0	3
AST 236	Specialized Software Applications	3	0	3
AST 238	Word Processing Advanced Operations	3	0	3
AST 253	Desktop Publishing	3	0	3
AST 260	Presentation Software	3	0	3
ITE 100	Intro to Information Systems	3	0	3
ITE 140	Spreadsheet Software	3	0	3
ITE 150	Desktop Database Software	3	0	3
	Total	24	0	24

24 credits required to graduate

Faculty Contacts

Dr. Ann Davis, Ms. Jane Jones,
Ms. Vickie Ratliff
Location: Phillips-Taylor Hall

Career Studies

Personal Computing for Home and Office

First Semester

		<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
		<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
AST 112	Keyboarding Skill	3	0	3
AST 141	Word Processing I	3	0	3
ITE 100	Intro/Information Systems	3	0	3
ITE 130	Intro to Internet Services	3	0	3
SDV 100	Orientation	1	0	1
	Total	13	0	13

Second Semester

AST 236	Specialized Software Apps	3	0	3
AST 238	Word Processing Adv.	3	0	3
AST 253	Desktop Publishing	3	0	3
AST 260	Presentation Software	3	0	3
ITD 110	Web Page Design	3	0	3
	Total	15	0	15

28 credits required to graduate

Faculty Contacts:

Dr. Ann Davis, Ms. Jane Jones,
Ms. Vickie Ratliff
Location: Phillips-Taylor Hall

Career Studies

Pharmacy Aide^{TP}

First Semester

		<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
		<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
HIT 111	Medical Terminology I	3	0	3
HLT 145	Ethics/Healthcare Prsnl.	2	0	2
HLT 261	Basic Pharmacy I	3	0	3
ITE 100*	Intro to Info Systems	3	0	3
SDV 100	Orientation	1	0	1
	Total	12	0	12

Second Semester

HIT 112	Medical Terminology II	3	0	3
HLT 105	CPR	1	0	1
HLT 121	Intro/Drug Use & Abuse	3	0	3
HLT 262	Basic Pharmacy II	3	0	3
MTH 126	Math for Allied Health	2	0	2
	Total	12	0	12

24 credits required to graduate

*ITE 115 may be substituted for ITE 100

Contact

Ms. Kim Dorton
Location: Dalton-Cantrell Hall

Career Studies

Real Estate

*Lec.Lab Crse
Hrs.Hrs. Cr.*

First Semester

REA 100 ¹	Principles of Real Estate	4	0	4
REA 217 ²	Real Estate Finance	3	0	3
REA 225 ²	Real Property Mgt.	3	0	3
	General Education Elective	3	0	3
	Total	13	0	13

Second Semester

REA 215 ²	Real Estate Brokerage	3	0	3
REA 216 ²	Real Estate Appraisal	3	0	3
REA 245 ²	Real Estate Law	3	0	3
REA 246 ²	Real Estate Economics	3	0	3
	Total	12	0	12

25 credits required to graduate

¹These courses are required for the licensing examination for the Real Estate Sales License.

²These courses are required for the licensing examination for the Real Estate Brokers License.

Note: For information regarding licenses or certifications, see page 11.

Contact

Ms. Sue Ella Boatright-Wells,
Continuing Education Department
Location: Phillips-Taylor Hall

Career Studies

**Retail Sales and
Customer Service**

*Lec.Lab Crse
Hrs.Hrs. Cr.*

BUS 100	Intro to Business	3	0	3
BUS 111	Prin. of Supervision	3	0	3
BUS 236	Comm. in Mgt.	3	0	3
IND 137	Team Concepts & Problem Solving	3	0	3
MKT 100	Prin. of Marketing	3	0	3
MKT 110	Prin. of Selling	3	0	3
MKT 216	Retail Org. & Mgt.	3	0	3
MKT 282	Prin. of E-Commerce	3	0	3
SDV 106	Prep for Employment	1	0	1
	Total	25	0	25

25 credits required to graduate

Contact

Mr. Gary Bumgarner, Ms. Fran Doyle
Location: Phillips-Taylor Hall

Career Studies

**Sign Language/Interpreter
Training Program**

*Lec Lab Crse
Hrs. Hrs. Cr.*

Fluency

ASL 101	American Sign Language I	3	0	3
ASL 102	American Sign Language II	3	0	3
ASL 201	American Sign Language III	3	0	3
	Total	9	0	9

Interpreter Training¹

ASL 125 ²	History & Culture of the Deaf Community	3	0	3
ASL 150 ²	Working with Deaf and Hard-of-Hearing People	2	0	2
INT 235 ²	Interpreting in the Educational Setting	3	0	3
ASL 115 ³	Finger Spelling & Number Use in ASL	2	0	2
INT 107 ³	Translation Skills	3	0	3
INT 130 ³	Interpreting: An Intro to the Profession	3	0	3
INT 133 ³	ASL-To-English Interpretation I	2	2	3
INT 141 ³	Transliterating I	3	0	3
INT 290 ⁴	Interpreter's Practicum	0	9	3
	Total	21	11	25

34 credits required to graduate

¹Student must have been assessed into ENG 111 or completed ENG 3 to enter in any of the Interpreter Training Classes.

²These courses may be taken as co-requisites with the Fluency courses.

³These courses must be taken after successful completion of ASL 201

⁴Must have completed all courses in program to sit for Practicum

Faculty Contact

Ms. Kim Dorton
Location: Dalton-Cantrell Hall

Career Studies

Small Business Management^{TP}

*Le/Lab Crse
Hrs. Hrs. Cr.*

First Semester

ACC 111	Accounting I	3	0	4
BUS 100	Intro to Business	3	0	3
ECO 120	Survey of Economics	3	0	3
ITE 115	Basic Computer Literacy	3	0	3
SDV 106	Prep for Employment	1	0	1
Total		13	0	13

Second Semester

BUS 165	Small Business Mgt.	3	0	3
BUS 205	Human Resource Mgt.	3	0	3
MKT 100	Principles of Marketing	3	0	3
General Education Elective		3	0	3
Total		12	0	12

25 credits required to graduate

^{TP}This program is part of the Tech Prep Initiative: Students having successfully completed certain high school courses may qualify for advanced standing and receive free credit in equivalent college courses. Please see your advisor for additional information.

Contact

Mr. Gary Bumgarner, Mrs. Fran Doyle
Location: Phillips-Taylor Hall

Career Studies

Wastewater Plant Operator

*Le/Lab Crse
Hrs. Hrs. Cr.*

ENV 108	Environmental Microbiology	2	2	3
ENV 110	Intro to Water/Wastewater Technology	3	0	3
ENV 149	Wastewater Treatment Plant Operation	2	2	3
ENV 211	Sanitary Biology & Chemistry	2	3	3
ENV 227	Environmental Law	3	0	3
ENV 290	Coordinated Internship in Wastewater Plant Operator	0	0	4
CIV 240	Fluid Mechanical Hydraulics	3	0	3
CIV 246	Water Resources Technology	2	3	3
Total		17	10	25

25 credits required to graduate

This program is intended for apprentices in wastewater plants. See faculty advisor for additional information.

Faculty Contact

Dr. Chuks Ogbonnaya, Ms. Rosa Moore
Location: Dalton-Cantrell Hall,
Phillips-Taylor Hall

Career Studies

Water Plant Operator

*Le/Lab Crse
Hrs. Hrs. Cr.*

ENV 108	Environmental Microbiology	2	2	3
ENV 110	Intro to Water/Wastewater Technology	3	0	3
ENV 115	Water Purification	2	2	3
ENV 211	Sanitary Biology & Chemistry	2	3	3
CIV 240	Fluid Mechanical Hydraulics	3	0	3
CIV 246	Water Resources Technology	2	3	3
ENV 227	Environmental Law	3	0	3
ENV 290	Coordinated Internship in Water Plant Operator	0	0	4
Total		17	10	25

25 credits required to graduate

This program is intended for apprentices in water plants. See faculty advisor for additional information.

Faculty Contact

Dr. Chuks Ogbonnaya, Ms. Rosa Moore
Location: Dalton-Cantrell Hall,
Phillips-Taylor Hall

Career Studies

Welding Operator

Lec *Lab* *Crse*
Hrs. *Hrs.* *Cr.*

First Semester

IND 108	Technical Computer Applications	3	0	3
SDV 100	Orientation	1	0	1
WEL 100	Fundamentals of Welding	2	3	3
WEL 123	Arc Welding I	2	3	3
	Total	8	6	10

Second Semester

WEL 124	Arc Welding II	2	3	3
WEL 130	Inert Gas Welding	2	3	3
WEL 150	Welding Drawing & Interpretation	3	0	3
	Total	8	6	9

Third Semester

WEL 126	Pipe Welding I	2	3	3
WEL 160	Semi-Automatic Welding Processes	2	3	3
	Total	4	6	6

25 credits required to graduate

Faculty Contact:

Mr. Paul Gilley
Location: Dalton-Cantrell Hall

Career Studies

Word Processing

Lec *Lab* *Crse*
Hrs. *Hrs.* *Cr.*

First Semester

AST 107	Editing/Proofreading Skills	3	0	3
AST 108	Telephone Techniques	1	0	1
AST 141	Word Processing I	3	0	3
AST 154	Intro to Voice Recognition Software	1	0	1
AST Elective		2	0	2
ITE 100	Intro to Information Systems	3	0	3
SDV 100	Orientation	1	0	1
	Total	14	0	14

Second Semester

AST 206	Professional Development	3	0	3
AST 236	Specialized Software Applications	3	0	3
AST 238	Word Processing Advanced Operations	3	0	3
AST 260	Presentation Software	3	0	3
AST 253	Desktop Publishing I	3	0	3
	Total	15	0	15

29 credits required to graduate

Faculty Contact

Dr. Ann Davis, Ms. Jane Jones,
Ms. Victoria Ratliff
Location: Phillips-Taylor Hall