

**Career Programs**  
**One Year Certificates**

Business Technologies

- Administrative Assistant
- Clerk Typist
- Secretary
- Speedwriting Specialist
- Word Processing Operator
- Word Processing Supervisor/Manager

Engineering Technologies

- Architectural Computer-Aided Drafting
- Automotive Technology
- Electrical-Electronic Computer-Aided Design and Drafting
- Mechanical Computer-Aided Drafting
- Metalworking Technician

Health Careers

- Cardiac Technology
- Dental Assisting
- Dental Laboratory Technology
- Medical Assisting
- Optical Technology
- Pharmacy Technician
- Practical Nursing
- Sterile Processing and Distribution Technology

POST-DEGREE PROFESSIONAL CERTIFICATES

Public Services Technologies

- Paralegal Studies

**Career Programs**  
**One Year Certificates**  
**Business Technologies**

**Office Administration (Administrative Assistant)**

**Certificate of Proficiency**

The one-year certificate program is designed to accommodate those who are employed full-time or are attending college on a part-time basis, seeking to upgrade their existing employment skills or begin a job in an office setting. The Administrative Assistant Certificate of Proficiency prepares individuals with the background needed to move ahead rapidly in the growing field of office administration.

**Program Requirements**

A. The following courses are required:

- ACCT 128 - Applied Accounting
- BADM 102 - Introduction to Business
- ENG 101 - College Composition
- MATH 106 - Survey of Mathematics or higher\*
- OADM 108 - Business Language Skills
- OADM 115 - Accounting/Business Applications with Electronic Calculations
- OADM 116 - Basic Filing
- OADM 122 - Intermediate Typing (OR OADM-123)
- OADM 210 - Business Communications
- OADM 215 - Information Processing Concepts
- OADM 216 - Basic Word/Information Processing
- OADM 225 - Information Processing Management
- OADM 255 - Office Administration Procedures and Practices
- OADM 260 - Cooperative Field Experience (minimum of 2 credits)

B. ONE of the following:

- OADM 130 - Microcomputer Word Processing
- OADM-131 - Integrated Office Technology for Business

**Suggested Quarter Sequence for Full Time Students**  
**(It will take Part Time Students longer to complete this program)**

First Quarter	Cr. Hrs	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
MATH-106*	5	ACCT-128	4	OADM-130...OR	3-4
OADM-108	3	BADM-102	4	OADM-131...	
OADM-115	4	ENG -101	3	OADM-210	4
OADM-116	3	OADM-215	3	OADM-225	3
OADM-122 OR	3	OADM-216	3	OADM-255	4
OADM-123		<b>TOTAL</b>	<b>17</b>	OADM-260	2-3
<b>TOTAL</b>	<b>18</b>			<b>TOTAL</b>	<b>17-18</b>

**PROGRAM TOTAL 52-53**

\*MATH-114, 123 and 270 may not be used to meet this requirement.

**Career Programs**  
**One Year Certificates**  
**Business Technologies**

**Office Administration (Clerk Typist)**

**Certificate of Proficiency**

The one-year certificate program is designed to accommodate those who are employed full-time or are attending college on a part-time basis, seeking to upgrade their employment skills or begin a job in an office setting. The Clerk-Typist Certificate of Proficiency is designed to upgrade existing office skills and/or provide an individual with the skills needed to move into a job with a future.

**Program Requirements**

A. The following courses are required:

- ACCT 128 - Applied Accounting
- BADM 102 - Introduction to Business
- ENG 101 - College Composition
- MATH 106 - Survey of Mathematics or higher\*
- OADM 108 - Business Language Skills
- OADM 115 - Accounting/Business Applications with Electronic Calculations
- OADM 116 - Basic Filing
- OADM 119 - Introductory Typewriting\*
- OADM 121 - Business Typewriting\*
- OADM 122 - Intermediate Business Typing\*
- OADM 215 - Information Processing Concepts
- OADM 216 - Basic Word/Information Processing
- OADM 219 - Machine Transcription/Skill Building
- OADM 255 - Office Administration Procedures and Practices

B. ONE of the following:

- OADM 130 - Microcomputer Word Processing
- OADM 131 - Integrated Office Technology for Business
- OADM 217 - Intermediate Word/Information Processing

**Suggested Quarter Sequence for Full Time Students**  
**(It will take Part Time Students longer to complete this program)**

<b>First Quarter</b>	<b>Cr. Hrs.</b>	<b>Second Quarter</b>	<b>Cr. Hrs.</b>	<b>Third Quarter</b>	<b>Cr. Hrs.</b>
BADM-102	4	ACCT-128	4	MATH-106*	5
OADM-108	3	ENG -101	3	OADM-130...OR	3
OADM-115	4	OADM-121**	3	OADM-217	
OADM-116	3	OADM-215	3	OADM-122**	3
OADM-119**	3	OADM-216	3	OADM-219	3
<b>TOTAL</b>	<b>17</b>	<b>TOTAL</b>	<b>16</b>	OADM-255	4
				<b>TOTAL</b>	<b>18</b>

**PROGRAM TOTAL 51**

\*MATH-1114, 123, 270 may not be used to meet this requirement.

\*\*If student has previous typewriting experience, OADM-123 Typewriting Refresher may be substituted. See the course descriptions and contact the OADM department for proper placement.

**Career Programs**  
**One Year Certificates**  
**Business Technologies**

**Office Administration (Secretary)**

**Certificate of Proficiency**

The one-year certificate program offers those individuals who are already employed full-time or are attending college on a part-time basis the opportunity to upgrade their existing office skills in order to move ahead rapidly in a job in an office setting. The Secretarial Certificate of Proficiency features shorthand, a skill that is often requested and is desirable for job promotion.

**Program Requirements**

- A. The following courses are required:
- ACCT 128 - Applied Accounting
  - ENG 101 - College Composition
  - MATH 106 - Survey of Mathematics or higher\*
  - OADM 108 - Business Language Skills
  - OADM 109 - Introductory Shorthand
  - OADM 111 - Shorthand II
  - OADM 112 - Shorthand III
  - OADM 115 - Accounting/Business Applications with Electronic Calculations
  - OADM 116 - Basic Filing
  - OADM 119 - Introductory Typewriting\*\*
  - OADM 121 - Business Typewriting\*\*
  - OADM 122 - Intermediate Business Typewriting\*\*
  - OADM 210 - Business Communications
  - OADM 215 - Information Processing Concepts
  - OADM 216 - Basic Word/Information Processing
  - OADM 255 - Office Administration Procedures and Practices

**Suggested Quarter Sequence for Full Time Students**  
**(It will take Part Time Students longer to complete this program)**

<b>First Quarter</b>	<b>Cr. Hrs.</b>	<b>Second Quarter</b>	<b>Cr. Hrs.</b>	<b>Third Quarter</b>	<b>Cr. Hrs.</b>
ENG -101	3	ACCT-128	4	MATH-106*	5
OADM-108	3	OADM-111	3	OADM-112	3
OADM-109	4	OADM-116	3	OADM-122**	3
OADM-115	4	OADM-121**	3	OADM-210	4
OADM-119**	3	OADM-215	3	OADM-216	3
<b>TOTAL</b>	<b>17</b>	<b>TOTAL</b>	<b>16</b>	OADM-255	4
				<b>TOTAL</b>	<b>22</b>

**PROGRAM TOTAL 55**

\*MATH-1114, 123, 270 may not be used to meet this requirement.

\*\*If student has previous typewriting experience, OADM-123 Typewriting Refresher may be substituted. See the course descriptions and contact the OADM department for proper placement.

**Career Programs  
One Year Certificates  
Business Technologies**

**Court and Conference Reporting (Speedwriting Specialist)**

**Certificate of Proficiency**

Program Manager - Ms. Mary A. Reis (216-987-4431).

**Program Requirements**

A. The following courses are required:

- C&CR 103 - Legal Terminology and Communications I
- C&CR 104 - Legal Terminology and Communications II
- C&CR 105 - Basic Theory I
- C&CR 106 - Basic Theory II
- C&CR 109 - Introduction to CAT
- C&CR 110 - Steno Editing (formerly C&CR-108)
- C&CR 221 - Internship
- C&CR 122A- Speed Building and Transcription I
- C&CR 122B- Speed Building and Transcription II
- C&CR 123 - Steno Processing I
- C&CR 124 - Steno Processing II
- C&CR 223 - Steno Application
- C&CR - Electives\* (minimum of 3 credits)
- ENG 101 - College Composition
- MA 102 - Medical Terminology I
- MA 103 - Medical Terminology II
- MATH 106 - Survey of Mathematics or higher\*\*
- OADM 108 - Business Language Skills
- \*C&CR-120 Skills Analysis (repeatable)

\*\*MATH-114, 123 and 270 may not be used to meet this requirement.

**Suggested Quarter Sequence for Full Time Students  
(It will take Part Time Students longer to complete this program)**

<b>First Quarter</b>	<b>Cr. Hrs.</b>	<b>Third Quarter</b>	<b>Cr. Hrs.</b>
C&CR-103	3	C&CR-104	3
C&CR-105	3	C&CR-110	3
C&CR-106	3	C&CR-124	3
C&CR-Elective*	1	C&CR-Elective*	1
ENG-101	3	MA-102	3
<b>TOTAL</b>	<b>13</b>	<b>TOTAL</b>	<b>13</b>
<b>Second Quarter</b>	<b>Cr. Hrs.</b>	<b>Fourth Quarter</b>	<b>Cr. Hrs.</b>
C&CR-109	2	C&CR-121	1
C&CR-122A	3	C&CR-122B	3
C&CR-123	3	C&CR-223	3
C&CR-Elective*	1	MA-103	3
OADM-108	3	MATH-106**	5
<b>TOTAL</b>	<b>12</b>	<b>TOTAL</b>	<b>15</b>

**PROGRAM TOTAL 53**

**Career Programs**  
**One Year Certificates**  
**Business Technologies**

**Office Administration (Word Processing Operator)**

**Certificate of Proficiency**

The one-year certificate program offers those individuals who are already employed full-time or are attending college on a part-time basis the opportunity to upgrade their existing office skills in order to move ahead rapidly in today's high tech office. The Word Processing Operator Certificate provides individuals with the opportunity to learn additional and upgrade existing word processing skills.

**Program Requirements**

A. The following courses are required:

- ACCT 128 - Applied Accounting
- ENG 101 - College Composition
- MATH 106 - Survey of Mathematics or higher\*
- OADM 108 - Business Language Skills
- OADM 115 - Accounting/Business Applications with Electronic Calculations
- OADM 116 - Basic Filing
- OADM 122 - Intermediate Business Typing (OR OADM-123)
- OADM 210 - Business Communications
- OADM 215 - Information Processing Concepts
- OADM 216 - Basic Word/Information Processing\*\*
- OADM 217 - Intermediate Word/Information Processing
- OADM 218 - Word/Information Processing Applications
- OADM 219 - Machine Transcription/Skill Building
- OADM 255 - Office Administration Procedures and Practices

B. ONE of the following (minimum of 3 credits):

- OADM 260 - Cooperative Field Experience
- OADM 270 - Special Topics: Office Careers Update/Trend...AND
- OADM-272 - Special Topics: Office Careers Update/Trends Laboratory Experience

**Suggested Quarter Sequence for Full Time Students**  
**(It will take Part Time Students longer to complete this program)**

<b>First Quarter</b>	<b>Cr. Hrs.</b>	<b>Second Quarter</b>	<b>Cr. Hrs.</b>	<b>Third Quarter</b>	<b>Cr. Hrs.</b>
OADM-108	3	ACCT-128	4	MATH-106*	5
OADM-115	4	ENG -101	3	OADM-218	3
OADM-122...OR	3	OADM-116	3	OADM-219	3
OADM-123		OADM-210	4	OADM-255	4
OADM-215	3	OADM-217	3	OADM-260...OR	3
OADM-216**	3	<b>TOTAL</b>	<b>17</b>	OADM-270...AND	3
<b>TOTAL</b>	<b>16</b>			OADM-272	
				<b>TOTAL</b>	<b>18</b>

**PROGRAM TOTAL 51**

\*MATH-114, 123 and 270 may not be used to meet this requirement.

\*\*If student has previous typewriting experience, OADM-216 Basic Word/Information Processing may be waived with the approval of the OADM Program Coordinator. See the course descriptions and contact the OADM department for proper placement.

**Career Programs**  
**One Year Certificates**  
**Business Technologies**

**Office Administration (Word Processing Supervisor/Manager)**

**Certificate of Proficiency**

The one-year certificate of proficiency program offers those individuals who are already employed or are attending college on a part-time basis the opportunity to upgrade their existing office skills in order to move ahead rapidly in today's high-tech office. The Word Processing Supervisor/Manager Certificate prepares individuals with the knowledge and supervisory skills necessary to move into an office management position.

**Program Requirements**

A. The following courses are required:

- ACCT 128 - Applied Accounting
- BADM 220 - Human Relations in Business
- BADM 233 - Personnel Management
- CS 102 - Introduction to Computer Use
- ENG 101 - College Composition
- MATH 106 - Survey of Mathematics or higher\*
- OADM 210 - Business Communications
- OADM 215 - Information Processing Concepts
- OADM 216 - Basic Word/Information Processing
- OADM 217 - Intermediate Word/Information Processing
- OADM 218 - Word/Information Processing Applications
- OADM 223 - Telecommunications
- OADM 225 - Information Processing Management
- OADM 230 - Records Management
- OADM 255 - Office Administration Procedures and Practices
- OADM 260 - Cooperative Field Experience (minimum of 3 credits)

B. ONE of the following:

- OADM 130 - Microcomputer Word Processing
- OADM 131 - Integrated Office Technology for Business

**Suggested Quarter Sequence for Full Time Students**  
**(It will take Part Time Students longer to complete this program)**

<b>First Quarter</b>	<b>Cr. Hrs.</b>	<b>Second Quarter</b>	<b>Cr. Hrs.</b>	<b>Third Quarter</b>	<b>Cr. Hrs.</b>
ACCT-128	4	BADM-220	3	BADM-233	3
CS -102	4	MATH-106*	5	OADM-218	3
ENG -101	3	OADM-130...OR	3-4	OADM-223	4
OADM-215	3	OADM-131		OADM-225	3
OADM-216	3	OADM-210	4	OADM-255	4
<b>TOTAL</b>	<b>17</b>	OADM-217	3	OADM-260	3
		OADM-230	3	<b>TOTAL</b>	<b>20</b>
		<b>TOTAL</b>	<b>21-22</b>		

**PROGRAM TOTAL 58-59**

\*MATH-114, 123 and 270 may not be used to meet this requirement.

**Career Programs**  
**One Year Certificates**  
**Engineering Technologies**

**Architectural Computer-Aided Drafting**

**Certificate of Proficiency**

This certificate is being offered to the student who is seeking immediate drafting job skills in the architectural and construction industry.

**Program Requirements**

A. The following courses are required:

- ARCH 141 - Architectural Drawing I
- ARCH 142 - Architectural Drawing II
- ARCH 143 - Architectural Drawing III
- ARCH 221 - Building Equipment (Mechanical Systems)
- ARCH 222 - Building Equipment (Heating/Air Conditioning Systems)
- ARCH 223 - Building Equipment (Electrical Systems)
- ARCH 230 - Architectural CAD
- ENG 101 - College Composition
- ENGR 116 - Engineering Report Construction
- ENGR 128 - Calculating Methods
- ENGR 215 - Surveying
- MATH 116 - Technical Mathematics I
- MATH 126 - Technical Mathematics II

B. ONE of the following:

- ENGR 130A- Introduction to AUTOCAD
- ENGR 130B- Introduction to Intergraph CAD

**Suggested Quarter Sequence for Full Time Students**  
**(It will take Part Time Students longer to complete this program)**

<b>First Quarter</b>	<b>Cr. Hrs.</b>	<b>Second Quarter</b>	<b>Cr. Hrs.</b>	<b>Third Quarter</b>	<b>Cr. Hrs.</b>
ARCH-141	3	ARCH-142	3	ARCH-143	3
ARCH-221	3	ARCH-222	3	ARCH-223	3
ENG -101	3	ENGR-130A...OR	4	ARCH-230	3
ENGR-116	2	ENGR-130B		ENGR-128	2
MATH-116	5	MATH-126	5	ENGR-215	3
<b>TOTAL</b>	<b>16</b>	<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>14</b>

**PROGRAM TOTAL 45**



**Career Programs**  
**One Year Certificates**  
**Engineering Technologies**

**Automotive Technology**

**Certificate of Proficiency**

This Certificate of Proficiency in Automotive Technology provides students with classroom and laboratory experience and prepares students for employment in the auto service industry.

Program Manager - Mr. Dewey Knight (216-987-5444).

**Program Requirements**

- A. The following courses are required:
  - AUTO 119 - Basic Automotive Electrical Systems
  - AUTO 120 - Fundamentals of Internal Combustion Engines
  - AUTO 122 - Automotive Braking Systems
  - AUTO 125 - Automotive Heating and Air Conditioning
  - AUTO-129 - Engine Tune-up and Emissions
  - AUTO 222 - Automatic Transmissions/Transaxles
  - AUTO 223 - Automotive Alignment Steering and Suspension
  - AUTO 224 - Manual Transmission/Transaxles and Drive Train
  - AUTO - Elective (minimum of 3 credits)
  - CS 102 - Introduction to Computer Use
  - ENG 101 - College Composition
  - MATH 106 - Survey of Mathematics or higher\*

\*MATH-270 may not be used to fulfill this requirement.

**Suggested Quarter Sequence for Full Time Students**  
**(It will take Part Time Students longer to complete this program)**

<b>First Quarter</b>	<b>Cr. Hrs.</b>	<b>Second Quarter</b>	<b>Cr. Hrs.</b>	<b>Third Quarter</b>	<b>Cr. Hrs.</b>
AUTO-119	4	AUTO-122	4	AUTO-125	4
AUTO-120	4	AUTO-129	5	AUTO-223	4
AUTO-222	4	AUTO-224	4	AUTO-Elective	3
ENG-101	3	MATH-106*	5	CS-102	4
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>18</b>	<b>TOTAL</b>	<b>15</b>

**PROGRAM TOTAL 48**

**Career Programs**  
**One Year Certificates**  
**Engineering Technologies**

**Electrical-Electronic Computer-Aided Design and Drafting**

**Certificate of Proficiency**

This one-year certificate program is designed to accommodate those individuals who want to upgrade their electrical-electronic design and drafting skills to move ahead in the computer-aided design and drafting areas. The courses are designed to improve the student's design and problem-solving techniques.

**Program Requirements**

- A. The following courses are required:
  - ELEC 125 - DC Electric Circuits
  - ELEC 126 - AC Electric Circuits I
  - ELEC 127 - AC Electric Circuits II
  - ELEC 145 - Power Transformers and AC and DC Electrical Machinery
  - ELEC 160 - Semiconductor and Electronic Circuits I
  - ELEC 170 - Electrical/Electronic Design and Drafting
  - ELEC 231 - Electrical CAD I
  - ENG 101 - College Composition
  - ENGR 116 - Engineering Report Construction
  - ENGR 121 - Engineering Drawing I
  - ENGR 128 - Calculating Methods
  - ENGR 130A- Introduction to AUTOCAD
  - MATH 116 - Technical Mathematics I
  - MATH 126 - Technical Mathematics II

**Suggested Quarter Sequence for Full Time Students**  
 (It will take Part Time Students longer to complete this program)

<b>First Quarter</b>	<b>Cr. Hrs.</b>	<b>Second Quarter</b>	<b>Cr. Hrs.</b>	<b>Third Quarter</b>	<b>Cr. Hrs.</b>
ELEC-125	3	ELEC-126	3	ELEC-127	3
ENG -101	3	ENGR-128	2	ELEC-145	3
ENGR-116	2	ENGR-130A	4	ELEC-160	3
ENGR-121	3	MATH-126	5	ELEC-170	3
MATH-116	5	<b>TOTAL</b>	14	ELEC-231	4
<b>TOTAL</b>	16			<b>TOTAL</b>	16

**PROGRAM TOTAL 46**

**Career Programs**  
**One Year Certificates**  
**Engineering Technologies**

**Mechanical Computer-Aided Drafting**

**Certificate of Proficiency**

This curriculum is designed for those who wish to pursue a career as a CAD operator in the mechanical engineering field. The program consists of courses which will provide students with the technical background and skills required for successful participation in this high-tech area.

**Program Requirements**

- A. The following courses are required:
- ENG 101 - College Composition
  - ENGR 116 - Engineering Report Construction
  - ENGR 121 - Engineering Drawing I
  - ENGR 130A- Introduction to AUTOCAD
  - ENGR 151 - Statics
  - ENGR 254 - Strength of Materials
  - MATH 116 - Technical Mathematics I
  - MATH 126 - Technical Mathematics II
  - MECH 150 - Machine Tools
  - MECH 152 - Manufacturing Processes
  - MECH 241 - Mechanical CAD I
  - MECH 242 - Mechanical CAD II
  - PHYS 101 - Introductory Physics

**Suggested Quarter Sequence for Full Time Students**  
**(It will take Part Time Students longer to complete this program)**

<b>First Quarter</b>	<b>Cr. Hrs.</b>	<b>Second Quarter</b>	<b>Cr. Hrs.</b>	<b>Third Quarter</b>	<b>Cr. Hrs.</b>
ENG -101	3	ENGR-151	3	ENGR-116	2
ENGR-121	3	MATH-126	5	ENGR-254	4
ENGR-130A	4	MECH-150	3	MECH-152	3
MATH-116	<u>5</u>	MECH-241	4	MECH-242	<u>4</u>
<b>TOTAL</b>	15	PHYS-101	<u>4</u>	<b>TOTAL</b>	13
		<b>TOTAL</b>	19		

**PROGRAM TOTAL 47**

**Career Programs**  
**One Year Certificates**  
**Engineering Technologies**

**Metalworking Technician**

**Certificate of Proficiency**

This one-year certificate program is designed to accommodate those who are seeking to upgrade their existing metalworking skills or to begin a job in one of the many metalworking trades. The courses are designed to help students improve their critical thinking and problem-solving skills. Courses are offered day and evening and can be taken on a part-time or full-time basis. The Certificate of Proficiency prepares individuals with the background needed to move ahead rapidly in the growing field of metalworking.

**Program Requirements**

A. The following courses are required:

- ENG 101 - College Composition
- ENGR 101 - Metallurgy I
- ENGR 102 - Metallurgy II
- ENGR 121 - Engineering Drawing I
- ENGR 122 - Engineering Drawing II
- ENGR 123 - Engineering Drawing III
- INDT 122 - Introduction to Manufacturing Management
- INDT 260 - Cooperative Field Experience (minimum of 6 credits)
- INDT 261 - Introduction to Statistical Quality Control
- MATH 116 - Technical Math I
- MECH 150 - Machine Tools
- MECH 152 - Manufacturing Processes

B. ONE or more of the following (minimum of 4 credits):

- MATH 126 - Technical Mathematics II
- MECH 161 - CNC Machining - Turning
- MECH 162 - CNC Machining - Milling
- OADM 118 - Keyboarding
- PHYS 101 - Introductory Physics

**Suggested Quarter Sequence for Full Time Students**  
**(It will take Part Time Students longer to complete this program)**

<b>First Quarter</b>	<b>Cr. Hrs.</b>	<b>Second Quarter</b>	<b>Cr. Hrs.</b>	<b>Third Quarter</b>	<b>Cr. Hrs.</b>
ENG -101	3	ENGR-102	3	ENGR-123	3
ENGR-101	3	ENGR-122	3	INDT-122	3
ENGR-121	3	INDT-260	2	INDT-260	2
INDT-260	2	MATH-116	5	INDT-261	3
MECH-150	3	MECH-152	3	Elective (See B.)	4-5
<b>TOTAL</b>	<b>14</b>	<b>TOTAL</b>	<b>16</b>	<b>TOTAL</b>	<b>15-16</b>

**PROGRAM TOTAL 45-46**

**Career Programs**  
**One Year Certificates**  
**Health Careers**

**Cardiac Technology**

**Certificate of Proficiency**

The Cardiac Technician performs the most common and familiar of the cardiac tests under the supervision of a physician. The Cardiac Technician assesses the electrical activity of the heart in many ways such as basic electrocardiograms, holter techniques, pacemaker assessments, and exercise stress testing procedures. They work closely with the other members of the cardiac team. The Cardiac Technician can be employed in hospitals, clinics, physicians' offices and mobile service centers. The program is three academic quarters in length.

Program Manager - Mr. Ed Stacy (216-987-5574). This is a selective admission program. To be considered for admission to this program, please refer to specific application/admission information.

**Program Requirements**

A. The following courses are required:

- BIO 121 - Principles of Medical Science
- BIO 143 - Anatomy and Physiology I
- CS 102 - Introduction to Computer Use
- CVT 101 - Electrocardiography (Interpretation)
- CVT 106 - Introduction to the Health Care Setting
- CVT 108 - EKG, Holter, Pacemaker Lab
- CVT 109 - Stress Testing Lab
- CVT 115 - Cardiovascular Anatomy and Physiology
- CVT 211 - Clinical Rotation, Applications and Interpretations I
- EMT 131 - Cardiopulmonary Resuscitation
- ENG 101 - College Composition
- ENG 102 - College Composition
- HTEC 110 - Ethics for Health Care Professionals (formerly HTEC-251)
- MA 102 - Medical Terminology I
- MATH 114 - Applied Algebra or higher\*
- SPCH 100 - Fundamentals of Interpersonal Communication

B. ONE of the following:

- MLT 103 - Introduction to Blood Collecting
- OADM 108 - Business Language Skills

**Suggested Quarter Sequence for Full Time Students**  
**(It will take Part Time Students longer to complete this program)**

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
BIO-121	4	CVT-108	2	CS-102	4
BIO-143	4	ENG-101	3	CVT-109	2
CVT-101	3	MA-102	3	CVT-211	4
CVT-106	2	MATH-114*	3	ENG-102	3
CVT-115	3	MLT-103...OR	3-4	HTEC-110	2
EMT-131	1	OADM-108		<b>TOTAL</b>	<b>15</b>
<b>TOTAL</b>	<b>17</b>	SPCH-100	4		
		<b>TOTAL</b>	<b>18-19</b>		

**PROGRAM TOTAL 50-51**

\*MATH-270 may not be used to meet this requirement.

**Career Programs**  
**One Year Certificates**  
**Health Careers**

**Dental Assisting**

**Certificate of Proficiency**

Dental Assistants are competent in technical, interpersonal and management areas. They work directly with the dentists and patients and have responsibility for the following areas: chair side assisting, radiography (x-rays), laboratory procedures, business procedures and patient management. This program prepares graduates for entry-level positions and eligibility to take the Dental Assisting National Board Certification Exam. Some credits will apply toward the dental hygiene and dental laboratory technology degrees at CCC.

Program Manager - Ms. Mary Lou Gerosky (216-987-4494). This is a selective admission program. To be considered for admission to this program, please refer to specific application/admission information.

**Program Requirements**

- A. The following courses are required:
  - BIO 105 - Introductory Biology - Human Body in Health and Disease
  - BIO 107 - Oral Structure and Development
  - DAST 121 - Dental Assisting Methods I
  - DAST 122 - Dental Assisting Methods II
  - DAST 131 - Dental Assisting Radiography I
  - DAST 132 - Dental Assisting Radiography II
  - DAST 150 - Dental Office Management
  - DAST 191 - Dental Assisting Practicum I
  - DAST 193 - Dental Assisting Practicum II
  - ENG 101 - College Composition
  - HTEC 161 - Introduction to Pharmacology
  - HTEC 177 - Patient Management
  - MATH 114 - Applied Algebra or higher\*
- B. ONE of the following:
  - OADM 108 - Business Language Skills
  - SPCH 100 - Fundamentals of Interpersonal Communication

\*MATH-270 may not be used to meet this requirement.

**Suggested Quarter Sequence for Full Time Students**  
**(It will take Part Time Students longer to complete this program)**

<b>First Quarter</b>	<b>Cr. Hrs.</b>	<b>Third Quarter</b>	<b>Cr. Hrs.</b>
BIO -105	4	DAST-193	6
BIO -107	4	HTEC-177	3
DAST-121	7	OADM-108...OR	3-4
DAST-131	4	SPCH-100	—
<b>TOTAL</b>	<b>19</b>	<b>TOTAL</b>	<b>12-13</b>
<b>Second Quarter</b>	<b>Cr. Hrs.</b>	<b>Summer Quarter</b>	<b>Cr. Hrs.</b>
DAST-122	5	ENG -101	3
DAST-132	2	MATH-114*	3
DAST-150	5	Total	6
DAST-191	2		
HTEC-161	3		
<b>TOTAL</b>	<b>17</b>	<b>PROGRAM TOTAL</b>	<b>54-55</b>

**Career Programs**  
**One Year Certificates**  
**Health Careers**

**Dental Laboratory Technology**

**Certificate of Proficiency**

The dental laboratory technician provides an essential auxiliary service to the dental profession. The dental laboratory technician fabricates prosthetic appliances prescribed for a patient by a dentist. Dental laboratory technicians work with various specialized hand instruments, electric handpieces and furnaces, as well as a wide range of materials including impression compounds, plaster, waxes, acrylics, porcelain and various types of gold and semi-precious metals. The work of the dental laboratory technician is confined to the dental laboratory in private dental practices, in commercial dental laboratories, or in public clinical laboratories at local, state or federal levels.

This is a selective admission program. To be considered for admission to this program, please refer to specific application/admission information.

**Program Requirements**

A. The following courses are required:

- BIO -135 - Dental Anatomy and Terminology
- DLAB-112 - Complete Dentures I
- DLAB-113 - Complete Dentures II
- DLAB-132 - Fixed Restorations I
- DLAB-133 - Fixed Restorations II
- DLAB-161 - Dental Morphology
- DLAB-210 - Complete Dentures III
- DLAB-224 - Partial Denture Designs
- DLAB-225 - Removable Partial Dentures
- DLAB-230 - Fixed Partial Dentures I
- DLAB-245 - Dental Ceramics I
- DLAB-246 - Dental Ceramics II
- ENG -101 - College Composition
- MATH-114 - Applied Algebra or higher\*

B. ONE of the following:

- DLAB-217 - Dental Lab Practicum-Removable
- DLAB-237 - Dental Lab Practicum-Fixed

\*MATH-270 may not be used to meet this requirement.

**Suggested Quarter Sequence for Full Time Students**  
**(It will take Part Time Students longer to complete this program)**

<b>First Quarter</b>	<b>Cr. Hrs.</b>	<b>Third Quarter</b>	<b>Cr. Hrs.</b>
BIO -135	4	DLAB-133	4
ENG -101	3	DLAB-210	4
DLAB-112	4	DLAB-225	3
DLAB-161	3	DLAB-245	4
<b>TOTAL</b>	<b>14</b>	<b>TOTAL</b>	<b>15</b>

<b>Second Quarter</b>	<b>Cr. Hrs.</b>	<b>Fourth Quarter</b>	<b>Cr. Hrs.</b>
DLAB-113	4	DLAB-217...OR	3
DLAB-132	4	DLAB-237	
DLAB-224	4	DLAB-230	4
MATH-114*	3	DLAB-246	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>10</b>

**PROGRAM TOTAL 54**

**Career Programs**  
**One Year Certificates**  
**Health Careers**

**Medical Assisting**

**Certificate of Proficiency**

The medical assistant is a multi-skilled health care professional who assists a physician in a private office, clinic or other health care facility. Administrative and clinical duties include; receiving patients, scheduling appointments and hospital admissions; maintaining medical records; taking vital signs; assisting with examinations and treatments; performing laboratory screening tests; and sterilizing instruments. The Medical Assistant Certificate of Proficiency program is four quarters in length. Students begin in September and graduate the following summer. After successful completion of the Certificate of Proficiency program, graduates are eligible to take the National Certifying Examination given by the American Association of Medical Assistants. Graduates may transfer directly into the Associate of Applied Science Degree program in Medical Assisting.

Program Manager - Ms. Barbara Freeman (216-987-4438).

This is a selective admission program. To be considered for admission to this program, please refer to specific application/admission information.

**Program Requirements**

A. The following courses are required:

- ENG 101 - College Composition
- HIM 131 - Introduction to Medical Transcription
- HIM 133 - Medical Office Coding
- HTEC 110 - Ethics for Health Care Professionals (formerly HTEC-251)
- HTEC 161 - Introduction to Pharmacology
- MA 102 - Medical Terminology I
- MA 103 - Medical Terminology II
- MA 160 - Medical Office Lab I
- MA 170 - Medical Office Lab II
- MA 248 - Medical Office Procedures
- MA 249 - Clinical Medical Assisting
- MA 254 - Applied Medical Assisting
- MA 255 - Medical Office Practicum
- MA 260 - Medical Billing
- MATH 114 - Applied Algebra or higher\*
- OADM 119 - Introductory Typewriting
- OADM 121 - Business Typewriting

B. ONE of the following:

- BIO 105 - Introductory Biology - Human Body in Health and Disease
- BIO 121 - Principles of Medical Science



Career Programs  
 One Year Certificates  
 Health Careers

Medical Assisting

Suggested Quarter Sequence for Full Time Students  
 (It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
BIO -105...OR	4	HIM -131	2
BIO -121		HIM -133	2
ENG -101	3	HTEC-110	2
MA -102	3	MA -248	5
MA -160	4	MA -249	5
OADM-119	3	<b>TOTAL</b>	16
<b>TOTAL</b>	17		
		SUMMER SESSION	Cr. Hrs.
<b>Second Quarter</b>	Cr. Hrs.	MA -254	1
HTEC-161	3	MA -255	3
MA -103	3	MA -260	2
MA -170	4	<b>TOTAL</b>	6
MATH-114*	3		
OADM-121	3		
<b>TOTAL</b>	16	<b>PROGRAM TOTAL</b>	<b>55</b>

\*MATH-270 may not be used to meet this requirement.

**Career Programs**  
**One Year Certificates**  
**Health Careers**

**Optical Technology (Optician)**  
**(formerly Ophthalmic Dispensing Technology)**

**Certificate of Proficiency**

A licensed optician can work in a retail outlet, optical laboratory or a doctor's office. In retail outlets and the doctor's offices the optician helps select frames and adjust and fit the glasses to the patients as well as assist in visual screening of the patients. In laboratories, opticians manufacture lenses using precise machinery to meet the specifications of prescriptions. In the newest of eyewear delivery systems (operations that combine a retail laboratory function), opticians find opportunities to work directly with patients and in the manufacturing process at the same location.

Opticians with the appropriate educational background can move into management positions in the doctor's offices as well as retail outlets, or they can even establish their own business or purchase a franchise.

Other career paths can lead to related work as a sales representative for optical products. For the person enthusiastic about the health care aspects of the field, advanced education can be pursued to become an optometrist or ophthalmologist.

Program Manager - Mr. Frank Corsello (216-987-4454).

This is a selective admission program. To be considered for admission to this program, please refer to specific application/admission information.

**Program Requirements**

- A. The following courses are required:
- BIO -131 - Anatomy and Physiology of the Eye
  - ENG -101 - College Composition
  - MATH-116 - Technical Mathematics I
  - OPT -105 - Theoretical Optics I
  - OPT -106 - Theoretical Optics II
  - OPT -107 - Theoretical Optics III
  - OPT -121 - Mechanical Optics
  - OPT -122 - Mechanical Optics
  - OPT -123 - Mechanical Optics
  - OPT -124 - Mechanical Optics
  - OPT -195 - Ophthalmic Dispensing I
  - OPT -196 - Ophthalmic Dispensing II
  - OPT -197 - Ophthalmic Dispensing III
  - OPT -198 - Ophthalmic Refraction
  - OPT -200 - Optical Business
  - OPT -205 - Contact Lenses I
  - OPT -211 - Lens Design
  - OPT -212 - Contact Lenses II
  - OPT -214 - Contact Lenses III
  - OPT -275 - Ophthalmic Practicum
  - PSY -101 - General Psychology

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Career Programs  
 One Year Certificates  
 Health Careers

Optical Technology (Optician)  
 (formerly Ophthalmic Dispensing Technology)

**Suggested Quarter Sequence for Full Time Students**  
 (It will take Part Time Students longer to complete this program)

<b>First Quarter</b>	<b>Cr. Hrs.</b>	<b>Third Quarter</b>	<b>Cr. Hrs.</b>
BIO -131	3	OPT -107	1
ENG -101	3	OPT -123	3
OPT -105	1	OPT -197	3
OPT -121	3	OPT -198	3
OPT -195	2	OPT -211	3
OPT -205	2	OPT -214	3
<b>TOTAL</b>	<b>14</b>	<b>TOTAL</b>	<b>16</b>
<b>Second Quarter</b>	<b>Cr. Hrs.</b>	<b>Summer Quarter</b>	<b>Cr. Hrs.</b>
MATH-116	5	PSY -101	3
OPT -106	1	OPT -124	3
OPT -122	3	OPT -200	2
OPT -196	2	OPT -275	3
OPT -212	3	<b>TOTAL</b>	<b>11</b>
<b>TOTAL</b>	<b>14</b>	<b>PROGRAM TOTAL</b>	<b>55</b>

**Career Programs**  
**One Year Certificates**  
**Health Careers**

**Pharmacy Technician**

**Certificate of Proficiency**

Hospital pharmacists have long recognized the need in their field for technically trained support personnel. Qualified pharmacy technicians will find employment after completion of the certificate program in community and hospital pharmacies, clinics or other institutions. Their duties may involve dispensing, pricing, inventory control, typing, records maintenance, cash register work and operation of computer terminals.

Program Manager - Mr. Peter Vonderau (216-987-2381. This is a selective admission program. To be considered for admission to this program, please refer to specific application/admission information.

**Program Requirements**

- A. The following courses are required:
- BIO 121 - Principles of Medical Science
  - BIO 221 - Microbiology\*
  - ENG 101 - College Composition
  - MA 102 - Medical Terminology I
  - MATH 100N- Allied Health Sciences Mathematics
  - OADM 118 - Keyboarding
  - PHM 101 - Introduction to Pharmacy
  - PHM 102 - Pharmaceutical Compounding
  - PHM 105 - Hospital Pharmacy I
  - PHM 106 - Hospital Pharmacy II
  - PHM 115 - Pharmacology I
  - PHM 116 - Pharmacology II
  - PHM 117 - Pharmacology III
  - PHM 120 - Community Pharmacy
  - PHM 124 - Pharmacy Law and Ethics (formerly PHM-122)
  - PHM 211 - Pharmacy Clinical I

\*Not to be taken until BIO-121 and PHM-115 have been completed.

**Suggested Quarter Sequence for Full Time Students**  
**(It will take Part Time Students longer to complete this program)**

<b>Summer Quarter</b>	<b>Cr. Hrs.</b>	<b>Second Quarter</b>	<b>Cr. Hrs.</b>
ENG -101	3	BIO -221*	4
MATH-100N	4	PHM -106	4
<b>TOTAL</b>	<b>7</b>	PHM -116	4
		PHM -124	1
<b>First Quarter</b>	<b>Cr. Hrs.</b>	<b>TOTAL</b>	<b>13</b>
BIO -121	4		
PHM -101	4	<b>Third Quarter</b>	<b>Cr. Hrs.</b>
PHM -102	2	MA -102	3
PHM -105	4	OADM-118	2
PHM -115	4	PHM -117	4
<b>TOTAL</b>	<b>18</b>	PHM -120	4
		PHM -211	4
		<b>TOTAL</b>	<b>17</b>
		<b>PROGRAM TOTAL</b>	<b>55</b>

**Career Programs**  
**One Year Certificates**  
**Health Careers**

**Practical Nursing**

**Certificate of Proficiency**

The Practical Nurse (under the direction of a physician, dentist or registered nurse) works in a variety of settings, clinics, home care, hospitals, long-term care facilities and physicians' offices. The curriculum consists of 55 credit hours, divided among nursing and non-nursing courses. The nursing courses consist of classroom activities, hospital and long-term care experience caring for clients of all ages with a variety of health deviations. Upon successful completion of the program requirements, graduates are eligible to take the National Council Licensing Examination for Practical Nursing. Interim Program Manager - Ms. Janice Melnick (216-987-2276).

Felony and Substance Abuse. The Ohio Board of Nursing may deny or place restrictions upon any license issued by the Board. These sanctions are listed in the Ohio Board of Nursing Rule 4723.28. Any student who has been convicted of a felony or misdemeanor committed in the course of practice, or who has a history of substance abuse, must notify the Ohio Board of Nursing at the time of application for the NCLEX-PN. Each situation is reviewed and decided upon individually. Crimes which are misdemeanors unrelated to the course of practice do not apply to this rule.

**Program Requirements**

- BIO 121 - Principles of Medical Science\*
- BIO 143 - Anatomy and Physiology I\*
- ENG 101 - College Composition\*
- MATH 114 - Applied Algebra or higher\*\*
- NURS 107 - Basic Health Assessment\*
- PNUR 101 - Fundamentals of Nursing
- PNUR 102 - Nursing Management of Adults I
- PNUR 103 - Nursing Management of Adults II
- PNUR 104 - Nursing Care of Families
- PSY 101 - General Psychology\*
- PSY 102 - General Psychology\*
- PSY 202 - Human Growth and Development\*

**Suggested Quarter Sequence for Full Time Students**  
**(It will take Part Time Students longer to complete this program)**

<b>FIRST QUARTER</b>	<b>Cr. Hrs.</b>	<b>THIRD QUARTER</b>	<b>Cr. Hrs.</b>
BIO-121*	4	PSY-102*	3
ENG-101*	3	PNUR-103	8
MATH-114**	3	<b>TOTAL</b>	<b>11</b>
PNUR-101	6		
<b>TOTAL</b>	<b>16</b>	<b>SUMMER QUARTER</b>	<b>Cr. Hrs.</b>
		PNUR-104	6
<b>SECOND QUARTER</b>	<b>Cr. Hrs.</b>	PSY-202*	5
BIO-143*	4	<b>TOTAL</b>	<b>11</b>
NURS-107*	2		
PSY-101*	3		
PNUR-102	8		
<b>TOTAL</b>	<b>17</b>	<b>PROGRAM TOTAL</b>	<b>55</b>

\*Required for the Associate Degree Nursing program, including MATH-114 or higher.

\*\*MATH-270 may not be used to meet this requirement.

**Career Programs**  
**One Year Certificates**  
**Health Careers**

**Sterile Processing and Distribution Technology**

**Certificate of Proficiency**

The sterile processing and distribution technician is responsible for the decontamination, inspection, assembling, preparing, packaging and sterilization of instruments and surgical trays. Working in the sterile processing and distribution materials center of the hospital, the technician manages inventory control; orders supplies; inspects and maintains equipment; and delivers and retrieves equipment, instruments and supplies to the surgery suite, emergency room and intensive care units.

The program is accredited by the National Institute for the Certification of Healthcare Sterile Processing and Distribution Personnel (NICHSPDP).

This Certificate of Proficiency program is a nine month, skill-oriented option of the Medical Assisting curriculum. Program Manager - Ms. Barbara Freeman (216-987-4438).

This is a selective admission program. To be considered for admission to this program, please refer to specific application/admission information.

**Program Requirements**

- A. The following courses are required:
  - BADM 102 - Introduction to Business
  - BADM 216 - Introduction to Purchasing
  - BIO 105 - Introductory Biology - Human Body in Health and Disease
  - CS 102 - Introduction to Computer Use
  - EMT 131 - Cardiopulmonary Resuscitation
  - ENG 101 - College Composition
  - HTEC 110 - Ethics for Health Care Professionals (formerly HTEC-251)
  - MA 100 - Introduction to Medical Terminology
  - MA 122 - Sterile Processing and Distribution I
  - MA 123 - Sterile Processing and Distribution II
  - MA 126 - Sterile Processing and Distribution Management
  - MA 129 - Sterile Processing Directed Practice
  - MA 256 - Allied Health Seminar
  - MATH 100N- Allied Health Sciences Mathematics
  - SPCH 100 - Fundamentals of Interpersonal Communication

**Suggested Quarter Sequence for Full Time Students**  
**(It will take Part Time Students longer to complete this program)**

<b>First Quarter</b>	<b>Cr. Hrs.</b>	<b>Second Quarter</b>	<b>Cr. Hrs.</b>	<b>Third Quarter</b>	<b>Cr. Hrs.</b>
ENG -101	3	BADM-102	4	BADM-216	3
HTEC-110	2	BIO -105	4	CS -102	4
MA -100	3	MA -123	4	EMT -131	1
MA -122	4	SPCH-100	4	MA -126	2
MATH-100N	4	<b>TOTAL</b>	<b>16</b>	MA -129	4
<b>TOTAL</b>	<b>16</b>			MA -256	3
				<b>TOTAL</b>	<b>17</b>

**PROGRAM TOTAL 49**

**Career Programs**  
**One Year Certificates**  
**Public Services Technologies**

**POST-DEGREE PROFESSIONAL CERTIFICATES**  
**Paralegal Studies (Post-Degree Professional Certificate)**

This certificate program is for students who already have an associate or bachelor degree and want to become a paralegal. This is an ABA approved program.

Program Manager - Ms. Ellen Erzen (216-987-5214).

This program has application and/or progression requirements. Please refer to specific application\admission requirement information.

**Program Requirements**

- A. The following courses are required:
  - PL 101 - Introduction to the Paralegal Profession
  - PL 103 - Civil Procedure
  - PL 112 - Real Property Transactions
  - PL 121 - Legal Research and Drafting (formerly PL-120)
  - PL 130 - Business Transactions
  - PL 204 - Business Organizations
  - PL 205 - Advanced Legal Research and Drafting
  - PL 215 - Probate Law (formerly PL-211)
  
- B. PL - Electives (THREE of the following; minimum of 9 credits)
  - PL 125 - Law Practice Management (formerly PL-124)
  - PL 212 - Legal Practicum and PL 213 - Legal Practicum Seminar
  - PL 220 - Domestic Relations
  - PL 221 - Litigation and Trial Preparation
  - PL 222 - Worker's Compensation Law
  - PL 223 - Bankruptcy Law
  - PL 270 - Special Topics in Paralegal Studies\*

\*No more than 8 credits may be used to fulfill certificate requirements.

**Suggested Quarter Sequence for Full Time Students**  
**(It will take Part Time Students longer to complete this program)**

<b>First Quarter</b>	<b>Cr. Hrs.</b>	<b>Third Quarter</b>	<b>Cr. Hrs.</b>
PL-101	3	PL-204	4
PL-103	4	PL-Elective	3-4
PL-130	4	<b>TOTAL</b>	7-8
PL-Elective	3-4		
<b>TOTAL</b>	14-15	<b>Fourth Quarter</b>	<b>Cr. Hrs.</b>
		PL-205	4
<b>Second Quarter</b>	<b>Cr. Hrs.</b>	PL-Elective	3-4
PL-112	3	Total	7-8
PL-121	3		
PL-215	3		
<b>TOTAL</b>	<b>9</b>	<b>PROGRAM TOTAL</b>	<b>37-40</b>

**Listing of All Credit Programs for 1996-1997 Academic Year  
Occupational Career Programs**

**Agricultural and Natural Resources Technology**

Plant Science Technology

**Business Technologies**

Accounting

Basic Program

Accounting Theory

Aviation Technology

Basic Program

Business Management

Basic Program

Small Business Management

Commercial Art

Basic Program

Computer Studies

Basic Program

Microapplications

Court and Conference Reporting

Basic Program

Financial Institutions

Savings and Loan

Graphic Communications Management and  
Technology

Basic Program

Photography

Hospitality Management

Culinary Art Management

Hotel-Motel Management

Restaurant/Food Service Management

Interior Design Technology

Basic Program

Marketing

Basic Program

Professional Selling

Office Administration

Administrative Assistant

Secretarial

Word Processing Specialist

Purchasing Management

Basic Program

Real Estate

Basic Program

**Engineering and Industrial Technologies**

Architectural and Construction

Basic Program

Automotive Technology

Basic Program \*(General Motors-ASEP and  
Toyota T-TEN options available)

Electrical-Electronic Engineering Technology

Basic Program

(Bio-Medical Engineering

Telecommunications

Manufacturing/Industrial Technology

Basic Program

Computer Integrated Manufacturing

Mechanical Engineering Technology

Basic Program

Production and Inventory Management

Basic Program

**Health Careers**

Cardiovascular Technology

Community Mental Health Technology

Basic Program (Generalist and

Alcohol/Chemical Dependency options available)

Habilitation Technology (Inactive)

Dental Assisting

Dental Hygiene

Dental Laboratory Technology (Inactive)

Dietetic Technology

Emergency Medical Technology

Health Information Management

Medical Assisting

Medical Laboratory Technology

Nursing

Occupational Therapy Assistant

Optical Technology

Pharmacy Technology

Physical Therapist Assisting Technology

Physician Assistant

Radiography

Basic Program

Diagnostic Medical Sonography

Respiratory Care

Surgeon's Assistant

Veterinary Technology



**Listing of All Credit Programs for 1996-1997 Academic Year  
Occupational Career Programs**

**Public Service Technologies**

- Early Childhood Education
  - Basic Program (Pre-K Associate Certificate Option available)
  - Special Needs Assisting
- Fire Technology
  - Basic Program
- Law Enforcement
  - Basic Program
  - Corrections
  - Security Administration
- Paralegal Studies
  - Basic Program

**ONE -YEAR CERTIFICATES**

**Business Technologies**

- Administrative Assistant
- Clerk Typist
- Postal Management (Inactive)
- Secretary
- Speedwriting Specialist
- Word Processing Operator
- Word Processing Supervisor/Manager

**Engineering Technologies**

- Architectural Computer-Aided Drafting
- Automotive Technology
- Electrical-Electronic Computer-Aided Design and Drafting
- Mechanical Computer-Aided Drafting
- Metalworking Technician

**Health Careers**

- Cardiac Technology
- Dental Assisting
- Dental Laboratory Technology
- Medical Assisting
- Optical Technology
- Pharmacy Technician
- Sterile Processing and Distribution Technology

**POST-DEGREE PROFESSIONAL CERTIFICATES**

**Public Services Technologies**

- Paralegal Studies