

Other Educational Programs

Workforce Response Programs
Apprentice-Related Instruction
Center for Training (CTD) and Development Programs

Workforce Response Programs

The programs and courses in this section are provided as a service to external agencies, usually on a contractual basis. Students are selected for these programs and courses by the contractual agency, and generally are not open to the general public. Please contact Workforce and Business Development for more information – (520) 206-6569.

Automotive Repair

Learn practical skills to install and maintain automotive equipment and engines.

This certificate is **not open to the general public**. Please contact the Community Campus for more information – (520) 574-0024 Ext. 36240

Automotive Fundamentals – Certificate for Direct Employment

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
GTC 140	Engines	3
GTC 141	Electrical	3
GTC 142	Clutch Transmission and Drive	3
GTC 143	Suspension Steer and Brakes	3
GTC 144	Vehicle HVAC Systems	3
GTC 145	Introduction to Automotive Technology	1.5
GTC 244	Electrical Accessories	3
Elective	Select GTC 241, 242, or 243	3
Subtotal		19.5
Required Core Courses - A grade of C or better is required for graduation.		
GTM 105 or WRT 101	Applied Technical Math Writing I	3
Subtotal		3
Total credits as displayed		22.5

Automotive Repair – Certificate for Direct Employment

Learn practical skills to install and maintain automotive equipment and engines.

This certificate is **not open to the general public**. Please contact the Community Campus for more information (520) 574-0024 Ext. 36240.

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
	Automotive Fundamentals Certificate	22.5
GTC 240	Engine Repairs	3
Elective	Select GTC 241, 242, or 243	3
Total credits as displayed		28.5

Business and Industry

The Business and Industry certificates and degrees are designed for a variety of purposes to meet the needs of business, industry, and government agencies. They can be customized for clientele in need of a specific credential.

The intent of the technical electives is to provide students a body of knowledge and skill that is coherent and provides them opportunities for a new career or career advancement. The choice of these electives usually requires a partnership between the College and another organization.

Basic Business and Industry Technology – Certificate for Direct Employment

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
Electives	Technical Electives	3-15
Complete 3-15 credit hours from Business or Industry Technical courses with the approval of a faculty advisor or instructional dean.		
Total credits as displayed		3-15

Basic Business and Industry Technology – Legal Compliance – Certificate for Direct Employment

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
HRS 101	Introduction to Human Resources Management	3
HRS 102	Human Resources Law	3
Total credits as displayed		6

Basic Business and Industry Technology – Selection and Retention – Certificate for Direct Employment

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
HRS 103	Benefits and Compensation	3
HRS 104	Job Requirements, Recruitment and Personnel Selection	3
Total credits as displayed		6

Basic Business and Industry Technology – Employee Operations – Certificate for Direct Employment

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
HRS 105	Training and Development	3
HRS 106	Labor Relations.	3
Total credits as displayed		6

Advanced Business and Industry Technology – Certificate for Direct Employment

General Education courses are required for certificates that exceed 29 credits.

General Education Requirements - A grade of C or better is required for graduation.

Reading Requirement - Please refer to the Reading Requirement in the General Education section before enrolling in a general education course.

Course lists for each General Education category listed below can be found starting on page 56.

Communication Requirement	3
Analysis and Critical Thinking Requirement	3
Subtotal.	6

Course Number	Course Title	Credit Hours
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Required Core Courses - A grade of C or better is required for graduation.

Technical Electives	16-59
Complete 16-59 credit hours from Business or Industry Technical courses with the approval of a faculty advisor or instructional dean.	

Business and Industry Technology – Associate of Applied Science Degree

The Associate of Applied Science degree is available for a variety of purposes to meet the needs of business, industry, and government agencies. It can be customized for apprenticeship, for workforce development, and for special clientele in need of a custom credential.

The intent of the technical electives is to provide students a body of knowledge and skills that is coherent and provides them opportunities for either a new career or career advancement. The choice of these electives usually requires a partnership between the College and another organization.

General Education Requirements - A grade of C or better is required for graduation.

Reading Requirement - Please refer to the Reading Requirement in the General Education section before enrolling in a general education course.

Course lists for each General Education category listed below can be found starting on page 56.

Communication Requirement	6
Analysis and Critical Thinking Requirement	6
Humanities and Social Science Requirement.	6
Computer and Information Literacy Requirement.	1-3
Subtotal.	19-21

Course Number	Course Title	Credit Hours
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Required Core Courses - A grade of C or better is required for graduation.

Technical electives	42-46
Subtotal.	42-46
Total credits as displayed	61-67§

§ This degree may be completed with less than the credits displayed as long as the course requirements are fulfilled with a minimum of 60 credits.

Communications

Communication Development Certificate

This certificate is designed to develop and refine professional communication skills. From e-mail etiquette to dealing with difficult people, all forms of personal and interpersonal communication are addressed. All courses are designed for direct application in the workplace.

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
BMS 102	Team Problem Solving	1
BMS 111	Workplace Communications	2
BMS 120	Business Grammar75
BMS 155	Excellence in Service.	2
BMS 172	Communicating with Difficult People75
Total credits as displayed		6.5

Computer Software Skills

Computer Software Skills Certificate

Learn computer information skills including computer fundamentals office suite, and small business management.

This certificate is **not open to the general public**. Please contact the Community Campus for more information (520) 574-0024 Ext. 3624.

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
BFS 104 or MGT 124	Business Fundamentals Small Business Management	3
CSA 101*	Computer Fundamentals	3
CSA 141*	Integrated Office Suite	4
CSA 155* or CSA 165*	Microsoft Front Page Dreamweaver for Microsoft Windows I	3
CSA 182	Microsoft Windows: Current Version	3
Total credits as displayed		16

* This course has a prerequisite, co-requisite, or recommendation. See course description section.

Corrections

These programs are part of the Public Safety and Emergency Services Institute - for more information contact the Division Dean/Director at (520) 206-6350.

Corrections Officer Training Academy (COTA) — Certificate for Direct Employment

Learn corrections officer ethics, inmate management, security procedures and control, crisis management, and self defense skills. This certificate is open to persons selected for employment by the State of Arizona Department of Corrections and is scheduled based on agency requirements.

Before enrolling in this program, you must meet certain admission requirements.

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
COR 160	Correctional System Ethics and Professionalism	1
COR 162	Introduction to Inmate Management.	3
COR 164	Correctional Information systems	1
COR 166	Correction Officers Safety and Weapons Training	2
COR 168	Inmate Security Procedures I	2
COR 169	Inmate Security Procedures II	3
COR 170	Security, Custody, and Control Procedures.	2
COR 172	Conflict and Crisis Management	2
COR 176	Medical and Mental Health	2
COR 178	Physical Fitness and Self Defense Training	3
Total credits as displayed		21

County Corrections Training Academy — Certificate for Direct Employment

This certificate program is open to those persons selected for employment by the Pima County Sheriff's Department, Bureau of Corrections, or Program Director and is awarded upon successful completion of this certificate.

Before enrolling in this program, you must meet certain admission requirements.

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
COR 110	County Correctional Officer Training Academy	18
COR 115	Corrections Training Officer	3
Total credits as displayed		21

Youth Supervision in Corrections and Detention – Certificate for Direct Employment

Learn supervision fundamentals, health, safety, and juvenile and youth corrections. This certificate is open to those persons selected for employment by the State of Arizona or the Pima County Department of Juvenile Corrections. The courses are scheduled based on agency requirements.

Before enrolling in this program, you must meet certain admission requirements.

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
Pima County Youth Corrections Academy		
JVC 180	Pima County Detention Officer Certification	12
Total credits as displayed		12
Arizona Youth Corrections Academy		
JVC 110	Juvenile Corrections and Supervision Fundamentals.	4.5
JVC 115	Youth Contact Staff Fundamentals	4.5
JVC 130	Health and Safety Services for Youth	7.5
JVC 190	Field Experience: Supervised Field Training.	3
Total credits as displayed		19.5

Pima County Juvenile Court Center's Detention Facility Supervision and Mentoring – Certificate for Direct Employment

Learn detention facility supervision and mentoring strategies in a post-academy setting in the areas of classification, general population, and administrative segregation. This certificate is open to persons selected for employment by the Pima County Department of Juvenile Corrections and is scheduled based on agency requirements.

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
JVC 181*	Classification Pods.	3
JVC 182*	General Population Pods	3
JVC 183*	Administrative Segregation Pods.	3
Total credits as displayed		9

* This course has a prerequisite, co-requisite, or recommendation. See course description section.

Emergency Medical Technology

These programs may be open to the general public. Please contact the Public Safety and Emergency Services Institute at Community Campus for more information — (520) 206-6350.

These programs are approved by the Arizona Department of Health Services, Bureau of Emergency Medical Services. Upon successful completion of the program, the graduate is eligible to take the required State and National Registry of Emergency Medical Technicians examinations. Current Arizona Department of Health Services regulations allow program graduates to take the Arizona EMT-P examination and/or the National Registry of Emergency Medical Technicians examination. Certification to work as an emergency medical technician rests entirely with the Arizona Department of Health Services, Bureau of Emergency Medical Services. Requirements for entrance into the EMS-P program (see narrative) may also be found in Arizona Administrative Code, Title 9, Chapter 25, Article 408 (A) (B) (C) (D).

Acceptance into the program:

- Completion of college admission requirements.
- Completion of acceptance criteria as established by the Arizona Department of Health Services and Pima Community College.
- Students must hold current certification as an EMT-B, I-EMT or EMT-P.
- Program size is limited to 24 students by State of Arizona regulation.

Emergency Medical Technology Intermediate — Certificate for Direct Employment

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
EMT 170*	ALS Operations	1
EMT 205*	ALS Pharmacology and Medication Administration	3
EMT 217*	I-EMT National Registry Preparatory Course.	2
EMT 219*	ALS Foundations	1.5
EMT 221*	ALS Airway and Ventilation	1.5
EMT 222*	ALS Patient Assessment and Assessment Based Management.	1.5
EMT 223*	ALS Trauma Emergencies and Systems	2
EMT 224*	ALS Medical Emergencies.	4
EMT 225*	ALS Special Medical Considerations.	2
EMT 227LC*	ALS Practicum: Clinical Lab	3
EMT 228LC*	ALS Practicum: Vehicular Lab.	3
EMT 230	Basic ECG Interpretation.	1.5
EMT 250	Advanced Cardiac Care.	1.5
EMT 252 or EMT 258	Pediatric Advanced Life Support Pediatric Education for Pre-Hospital Professionals	1.5
Subtotal		29
Total credits as displayed		29

* This course has a prerequisite, co-requisite, or recommendation. See course description section.

Emergency Medical Technology – Paramedic Certificate for Direct Employment

The paramedic certificate program increases the knowledge and skills of the I-EMT and the EMT-B in advanced life support including endotracheal intubation, cardiac arrhythmia recognition and intervention. The program also includes drug therapy, invasive procedures, advanced airway management, and I.V. therapy.

General Education Requirements - A grade of C or better is required for graduation.

Reading Requirement - Please refer to the Reading Requirement in the General Education section before enrolling in a general education course.

Course lists for each General Education category listed below can be found starting on page 56

Communication Requirement	3
Analysis and Critical Thinking Requirement	3
Subtotal.	6

Course Number	Course Title	Credit Hours
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Required Core Courses - A grade of C or better is required for graduation.

All of the core courses require acceptance into the Advanced Paramedic Program.

EMT 170*	ALS Operations	1
EMT 205*	ALS Pharmacology and Medication Administration	3
EMT 214*	ALS Advanced Special Considerations	2.5
EMT 218*	Paramedic National Registry Preparatory Course	3.5
EMT 219*	ALS Foundations	1.5
EMT 221*	ALS Airway and Ventilation	1.5
EMT 222*	ALS Patient Assessment and Assessment Based Management	1.5
EMT 223*	ALS Trauma Emergencies and Systems	2
EMT 224*	ALS Medical Emergencies	4
EMT 225*	ALS Special Medical Considerations	2
EMT 227*	ALS Practicum: Clinical Lab	3
EMT 228*	ALS Practicum: Vehicular Lab	3
EMT 230*	Basic ECG Interpretation	1.5
EMT 242*	ALS Advanced Foundations	2
EMT 244*	ALS Advanced Medical Emergencies	2.5
EMT 247*	ALS Advanced Practicum: Clinical Lab	2
EMT 248*	ALS Advanced Practicum: Vehicular Lab	3
EMT 250*	Advanced Cardiac Care	1.5
EMT 252* or EMT 258*	Pediatric Advanced Life Support Pediatric Education for Pre-Hospital Professionals	1.5
EMT 254*	Advanced ECG Interpretation	3
EMT 263*	Tox-Medic	1.5
EMT 295*	ALS Independent Research	3
Subtotal		50
Total credits as displayed		56

* This course has a prerequisite, co-requisite, or recommendation. See course description section.

Emergency Medical Technology – Paramedic – Associate of Applied Science Degree for Direct Employment

The Associate of Applied Science program increases the knowledge and skill of the I-EMT and the EMT-B in advanced life support including endotracheal intubation, cardiac arrhythmia recognition and intervention. The program also includes drug therapy, invasive procedures, advanced airway management, and I.V. therapy.

General Education Requirements - A grade of C or better is required for graduation.

Reading Requirement - Please refer to the Reading Requirement in the General Education section before enrolling in a general education course.

Course lists for each General Education category listed below can be found starting on page 56.

Communication Requirement	6
Analysis and Critical Thinking Requirement	6
Humanities and Social Science Requirement.	6
Computer and Information Literacy Requirement.	1-3
Subtotal	19-21

Course Number	Course Title	Credit Hours
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Required Core Courses - A grade of C or better is required for graduation.

All of the core courses require acceptance into the Advanced Paramedic Program.

EMT 170*	ALS Operations	1
EMT 205*	ALS Pharmacology and Medication Administration	3
EMT 214*	ALS Advanced Special Considerations.	2.5
EMT 218*	Paramedic National Registry Preparatory Course	3.5
EMT 219*	ALS Foundations	1.5
EMT 221*	ALS Airway and Ventilation	1.5
EMT 222*	ALS Patient Assessment and Assessment Based Management.	1.5
EMT 223*	ALS Trauma Emergencies and Systems	2
EMT 224*	ALS Medical Emergencies.	4
EMT 225*	ALS Special Medical Considerations.	2
EMT 227*	ALS Practicum: Clinical Lab	3
EMT 228*	ALS Practicum: Vehicular Lab.	3
EMT 230*	Basic ECG Interpretation.	1.5
EMT 242*	ALS Advanced Foundations	2
EMT 244*	ALS Advanced Medical Emergencies	2.5
EMT 247*	ALS Advanced Practicum: Clinical Lab	2
EMT 248*	ALS Advanced Practicum: Vehicular Lab	3
EMT 250	Advanced Cardiac Care	1.5
EMT 252 or EMT 258	Pediatric Advanced Life Support Pediatric Education for Pre-Hospital Professionals	1.5
EMT 254	Advanced ECG Interpretation	3
EMT 263	Tox-Medic	1.5
EMT 295*	ALS Independent Research	3
Subtotal		50
Total credits as displayed		69-71§

* This course has a prerequisite, co-requisite, or recommendation. See course description section.

§ This degree may be completed with less than the credits displayed as long as the course requirements are fulfilled with a minimum of 60 credits.

Environmental Technology

Environmental Technology – Hazardous Materials Technician – Certificate for Direct Employment

This certificate provides preparation for Hazardous Materials Technician Certification and employment opportunities in the field of Hazardous Material Technology and provides the foundation for workforce development of emergency response skills.

Acceptance into the program:

- Completion of college admission requirements.
- Completion of a minimum of 32 hours of hazardous materials training at the Operations Level.
- Completion of two years emergency response experience.
- Proof of ability to supply Structural Fire Protective Clothing (Turnouts) and air packs for all drills.
- Proof of medical evaluation and approval to wear respiratory protection.

This program is not open to the general public. Please contact the Public Safety and Emergency Services Institute at Community Campus for more information — (520) 206-6350.

Course Number	Course Title	Credit Hours
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Required Core Courses - A grade of C or better is required for graduation.

All of the core courses require acceptance into the Advanced Paramedic Program.

EVT 260*	Hazardous Materials Technician	10.5
Total credits as displayed		10.5

* This course has a prerequisite, co-requisite, or recommendation. See course description section.

Basic Remediation Technology Certificate

Learn basic knowledge for field-oriented employment in environmental monitoring, site remediation and reclamation, pollution monitoring, resource reclamation, environmental auditing or environmental impact assessing.

This certificate meets the needs of business, industry, and government agencies and can be customized for workforce development and organizations in need of a custom credential.

This program is not open to the general public. Please contact the Arizona State Environmental Technology Training Center (ASETT) for more information — (520) 206-6363.

Course Number	Course Title	Credit Hours
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Required Core Courses - A grade of C or better is required for graduation.

EVT 103	Basic Remediation Technology	12
Total Credits as Displayed		12

Heating, Ventilation, and Air Conditioning (HVAC)

Heating, Ventilation, and Air Conditioning (HVAC) Certificate

Learn practical skills to install and maintain heating, ventilation, and air conditioning equipment. This certificate is not open to the general public. Please contact the Community Campus for more information (520) 574-0024 Ext. 36240.

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
HVA 101	Fundamentals of Refrigeration	4
HVA 102	Electrical: Magnetic Fundamentals	4
HVA 103	Fundamentals of Air Conditioning	4
HVA 104	Complete Air Conditioning Systems	4
HVA 105	Domestic Fridge and Freezer	4
HVA 106	Commercial Fridge Systems	4
Total credits as displayed		24

Insurance

This program is open only to qualifying individuals. Please contact Workforce and Business Development at the Community Campus for more information — (520) 206-6569.

This program is approved by:

- Independent Insurance Agents And Brokers Association Of Arizona
- The Society Of Certified Insurance Service Representatives
- The National Alliance For Insurance Education And Research

Students who complete the program will be issued a certificate for direct employment by Pima Community College. Upon successful completion of the program the graduate is eligible to take the required State Licensure exams.

Acceptance into the program:

- Completion of college admission requirements.
- Completion of acceptance criteria as established by the Independent Insurance Agents and Brokers of Arizona and Pima Community College.
- The Insurance Service Excellence Certificate for Direct Employment is fully endorsed by the Independent Insurance Agents and Brokers of Arizona. This certificate also provides the core foundation coursework for the Associate of Applied Science in Business and Industry Technology.

This comprehensive program is designed to prepare current and future insurance employees for the challenges found in a competitive insurance environment. Primary emphasis is to provide the students with the essential business skills needed to develop a professional career in insurance. This program is also intended to help students develop a clear sense of the scope of the requirements for customer service representative success.

The Associate of Applied Science Business and Industry Technology with coursework in Insurance Service Excellence incorporates insurance and business knowledge, communications, Information Technology skills, and it is structured to lead students to competence in other areas. The Associate of Applied Science Business and Industry Technology is designed as a two-year foundation leading to pursuit of a Bachelor of Applied Science.

General Education Requirements - A grade of C or better is required for graduation.

Reading Requirement* - Please refer to the Reading Requirement in the General Education section before enrolling in a general education course.

Course lists for each General Education category listed below can be found starting on page 56.

Communication Requirement*	3
WRT 101 or WRT 107	
Analysis and Critical Thinking Requirement	3
If Math is satisfied by assessment scores, recommend: STU 103 or PHI 120 or REA 112	
Subtotal.	6

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
INS 101	Introduction to Insurance	3
INS 102	Business Insurance Coverage	3
INS 103	Insurance Computer Fundamentals	1
INS 106	Accounting for Insurance Professionals	2
INS 110	ACORD Standards	2
INS 120	Insurance Service Excellence Practicum	4
INS 210*	Property and Casualty Licensing	3
INS 220*	Surplus Lines Licensing	1
INS 225	Dynamics of Service	1
INS 226	Insurance Agency Ethics	2
INS 230*	Certified Insurance Service Representative	5
SPE 102	Introduction to Speech Communication (<i>F, Sp, S</i>)	3
Total credits as displayed		36

* This course has a prerequisite, co-requisite, or recommendation. See course description section.

Law Enforcement

For more information about the Law Enforcement programs, please contact the Public Safety and Emergency Services Institute at Community Campus — (520) 206-6350.

Basic Law Enforcement-Supervision — Certificate for Direct Employment

Learn policing and law enforcement supervision skills including community oriented policing. This certificate consists of skills that are basic to several law enforcement and public safety careers, commissioned law enforcement officer training, and supervision. Students must be certified law enforcement officers. The courses are scheduled based on agency requirements.

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
LEN 270*	Principles of Law Enforcement Supervision	3
LEN 271*	Skills for Community-Oriented Policing	4
LEN 274*	Supervision of Community-Oriented Policing	3
LEN 290*	Law Enforcement Field Experience	3
Subtotal		13
Required Support Courses		
CSA 101	Computer Fundamentals	3
Total credits as displayed		16

* This course has a prerequisite, co-requisite, or recommendation. See course description section.

Basic Law Enforcement — Certificate for Direct Employment

Learn the skills necessary to become a law enforcement officer with courses in ethics, criminal investigation, police proficiencies and law. This certificate is designed for individuals working in a law enforcement position. The courses are scheduled based on agency requirements.

Required Prerequisites:

- High school diploma or GED
- At least 21 years of age upon completion of the academy
- No felony convictions
- U. S. Citizen
- Must possess a valid driver's license
- Physical requirement test
- Written evaluation
- Psychological evaluation
- Oral Board review
- Background investigation
- Medical evaluation
- Polygraph exam
- Other requirements that are specific to Arizona Peace Officer Standards and Training Board (AZ POST)

Completion of the program meets and exceeds the minimum P.O.S.T. requirements for entry-level employment as an Arizona peace officer.

General Education Requirements - A grade of C or better is required for graduation.

Reading Requirement - Please refer to the Reading Requirement in the General Education section before enrolling in a general education course.

Course lists for each General Education category listed below can be found starting on page 56.

Communication Requirement	3
Analysis and Critical Thinking Requirement	3
Subtotal.	6

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
LEN 105	Ethics in Law Enforcement	3
LEN 110	Multicultural Issues in Law Enforcement	3
LEN 115	Interpersonal Relations in Law Enforcement.	3
LEN 120	Introduction to Law Enforcement	1
LEN 125	Law and Legal Matters I	3
LEN 126	Law and Legal Matters II	3
LEN 130	Patrol Procedures	3
LEN 135	Traffic Enforcement and Investigation	3
LEN 140	Criminal Investigation	4
LEN 145	Community and Police Relations.	2
LEN 150	Records and Reports	3
LEN 205	Police Proficiency Skills I	4
LEN 206	Police Proficiency Skills II.	4
LEN 207	Police Proficiency Skills III	4
LEN 208	Police Proficiency Skills IV	4
Subtotal		47
Total		53

Law Enforcement — Associate of Applied Science

General Education Requirements - A grade of C or better is required for graduation.

Reading Requirement - Please refer to the Reading Requirement in the General Education section before enrolling in a general education course.

Course lists for each General Education category listed below can be found starting on page 56.

Communication Requirement	6
Analysis and Critical Thinking Requirement	6
Humanities and Social Science Requirement	6
Computer Information and Literacy Requirement	1-3
Subtotal	19-21

Course Number	Course Title	Credit Hours
Required Support Courses		
AJS 101	Introduction to Administration of Justice Systems	3
AJS 225	Crime and Delinquency	3
Subtotal		6

Core Concentrations - A grade of C or better is required for graduation.

Choose one of the following concentrations: 47

Law Enforcement Concentration

LEN 105	Ethics in Law Enforcement	3
LEN 110	Multicultural Issues in Law Enforcement	3
LEN 115	Interpersonal Relations in Law Enforcement	3
LEN 120	Introduction to Law Enforcement	1
LEN 125	Law and Legal Matters I	3
LEN 126	Law and Legal Matters II	3
LEN 130	Patrol Procedures	3
LEN 135	Traffic Enforcement and Investigation	3
LEN 140	Criminal Investigation	4
LEN 145	Community and Police Relations	2
LEN 150	Records and Reports	3
LEN 205	Police Proficiency Skills I	4
LEN 206	Police Proficiency Skills II	4
LEN 207	Police Proficiency Skills III	4
LEN 208	Police Proficiency Skills IV	4

Law Enforcement Academy Concentration

LEA 101	Law Enforcement Academy Phase I	15
or completion of the following courses separately:		
LEA 102	LEA Introduction to Law Enforcement	1
LEA 103	LEA Ethics and Leadership	3
LEA 104	LEA Law and Legal Matters I	3
LEA 105	LEA Multicultural Issues	3
LEA 106	LEA Community and Police Relations	2
LEA 107	LEA Interpersonal Relations	3
LEA 200	Law Enforcement Academy Phase II	16
or completion of the following courses separately:		
LEA 201	LEA Law and Legal Matters II	3
LEA 202	LEA Patrol Procedures	3
LEA 203	LEA Traffic Enforcement and Investigation	3

LEA 204	LEA Criminal Investigation	4
LEA 205	LEA Records and Reports	3
LEA 220	Law Enforcement Academy Phase III	16
or completion of the following courses separately:		
LEA 221	LEA Police Proficiency Skills I	4
LEA 222	LEA Police Proficiency Skills II	4
LEA 223	LEA Police Proficiency Skills III	4
LEA 224	LEA Police Proficiency Skills IV	4
Total		72-74S

Leadership

Leadership Development Certificate

Enhance leadership skills in the business environment. Includes leadership foundation skills: introduction to finance, ethics, leadership, and employee performance management. This is a workforce certificate specifically customized to meet employer needs.

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
BMS 124	Employee Performance Management75
BMS 127	Essential Management Skills75
BMS 134	Leadership Development	1.50
BMS 138	Presentation Skills	1.00
BMS 142	Financial Management Basics	1.50
BMS 158A	Ethical Decision-Making25
BMS 158B	Managerial Business Ethics25
Total Credits as Displayed		6

Management

Management Development Certificate

The Management Development Certificate is designed to assist businesses in growing their own next generation of management. This certificate will work to turn good employees into great employees. This series of courses touches on key areas of professional performance including ethics and legal issues relevant to the business environment.

Course Number	Course Title	Credit Hours
Required Courses - A grade of C or better is required for graduation.		
BMS 124	Employee Performance Management	1
BMS 126	Interpersonal Communication50
BMS 127	Essential Management Skills	1
BMS 134	Leadership Development	1.50
BMS 158A	Ethical Decision Making25
BMS 158B	Business Ethics: Managerial25
BMS 163	Advanced Business Communication	1.50
Total Credits as Displayed		6

Safety

Metropolitan Medical Response System (MMRS) – Certificate for Direct Employment

This safety certificate provides intensive training to Public Safety Personnel who are deployed and/or activated during an incident of domestic terrorism involving weapons of mass destruction. Students must be employed by a sponsoring agency in order to enroll in this certificate sequence. Courses are scheduled based on agency requirements.

Community Track

Required Core Courses - A grade of C or better is required for graduation.

SAF 101*	Basic Concepts of Preparedness for Emergencies25
SAF 103*	School Preparedness	1.0
SAF 110	Community Emergency Response Team	1.25-2.0
SAF 202*	Emergency Response to Terrorism-Basic Concepts50-1.0
SAF 203	National Incident Management System (NIMS).25-.50
SAF 204*	Incident Command System (ICS)25-.50
SAF 205*	Patterns of Domestic and Global Terrorism.25-.50
SAF 232*	Incident Command Systems for Emergency Medical Services50
SAF 234*	Simple Triage and Rapid Treatment (START) Triage.25-.50
SAF 242*	Traffic, Crowds, and Personal Protective Equipment25-.50
SAF 243*	Critical Incident Stress Management (CISM)25-.50
SAF 250*	Overview of Medical Response to Weapons of Mass Destruction25
SAF 251*	Infection Control.25
SAF 252*	Agents of Weapons of Mass Destruction25-1.0
SAF 253*	Emergency Patient Decontamination25-.50
Total credits as displayed		6.0-9.75

* This course has a prerequisite, co-requisite, or recommendation. See course description section.

Water and Wastewater

These programs are not open to the general public. Please contact the Arizona State Environmental Technology Training Center (ASETT) for more information — (520) 206-6363.

The Wastewater Certificates are designed to enhance employee wastewater operations, collections, treatment, maintenance, and safety skills in the treatment and operations of a wastewater treatment facility.

Wastewater Operations Certificate

Learn operations and skills in wastewater technology including bio-solids treatment and biological treatment processes, collection systems, management, maintenance, math, and disinfection treatment.

Information: Students should complete the Wastewater Operations Certificate prior to taking the Wastewater Treatment and Wastewater Treatment Technology Certificates.

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
WAT 110	Wastewater Collection Systems Operations and Maintenance I	3
WAT 124	Applied Mathematics for Wastewater and Ethical Requirements	4
WAT 126	Biological Treatment Process in Wastewater Management	4
WAT 128	Wastewater Disinfection, Chlorination, De-Chlorination, and Effluent Monitoring	3
WAT 130	Wastewater Operations: Bio-Solids Treatment, Management, and Handling I	4
Total Credits as Displayed		18

Wastewater Treatment Certificate

This certificate is designed to enhance the intermediate skills in wastewater treatment. This certificate helps prepare employees to meet Arizona State Wastewater Operator Certification requirements. This program is designed for wastewater operators to enhance skills in wastewater treatment and waste and metal stream processes. This certificate helps prepare employees to meet certificate requirements for the State of Arizona Wastewater Operation Certification.

Information: Students should complete the Wastewater Operations Certificate prior to taking the Wastewater Treatment and Wastewater Treatment Technology Certificates.

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
WAT 111	Wastewater Collection Systems Operations and Maintenance II	3
WAT 112	Pretreatment Facility Inspection	4
WAT 124	Applied Mathematics for Wastewater and Ethical Requirements	4
WAT 126	Wastewater Biological Treatment Processes	3
WAT 141	Treatment of Metal Waste Streams	2
Total Credits as Displayed		16

Wastewater Treatment Technology Certificate

This certificate is designed to enhance wastewater operations, collection, treatment, maintenance, and safety skills. This certificate helps prepare employees to meet Arizona State Wastewater Operator Certification requirements.

Information: Students should complete the Wastewater Operations and Wastewater Treatment Certificate prior to taking this certificate or should be able to demonstrate wastewater operations and wastewater treatment practical experience.

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
WAT 122	Wastewater Hydraulics	3
WAT 127	Advanced Wastewater Biological Treatment Processes.	4
WAT 129	Wastewater Laboratory Operations and Skills.	2
WAT 130	Wastewater Ops: Bio-Solids Treatment, Management, Handling I	4
Total Credits as displayed.		13

Workplace Skills

Workplace Development Certificate

This Workplace Development Certificate is designed to assist businesses in growing their own personnel's workplace skills. By completing this certificate, good employees can become great employees. This series of courses touches on key areas of professional performance including writing, teamwork, communication, and organization relevant to the business environment.

Course Number	Course Title	Credit Hours
Required Core Courses - A grade of C or better is required for graduation.		
BMS 121	Business Writing	2
BMS 126	Interpersonal Communication.75
BMS 140	Stress Management.25
BMS 141	Teamwork Skills	2
BMS 143	Basic Organization Skills50
BMS 158C	Business Ethics: Organization Ethics25
BMS 158D	Business Ethics: Office Protocol25
Total Credits as displayed.		6

Apprentice-Related Instruction

Pima Community College works jointly with local and state apprenticeship groups to offer related instruction in a number of apprenticeship programs. Before students may enroll for apprentice-related instruction, they must be registered with the U.S. Department of Labor's Bureau of Apprenticeship and Training, and the organization operating a specific training program. Apprentice-related instruction at Pima Community College is offered in these areas and provides foundation courses towards the associate of applied science degree.

Agency	Phone Number	Course Prefix
Sheet Metal Workers Local Union 359 Sheet Metal	(602) 273-1388 or (602) 920-2834	SMA
National Tooling and Machining Association (NTMA) Contact Division Dean of Industrial and Technical Education at PCC Machinist	(520) 206-7134	MAC
Arizona Builders Alliance (ABA) Electrical, Carpentry, Building and Construction	(520) 881-7930	BCT
Pascua Yaqui Training and Development Electrical	(520) 879-5844	ELT

Degree Program:

Those working to gain the Business and Industry Technology Associate of Applied Science degree (trade and industrial technology option) must meet the minimum degree requirement of 64 credit hours. Students must complete 46 credit hours of apprentice-related instruction, and/or college technical courses as well as satisfy the college reading requirement. The college technical courses must be approved by the department chair.

Center for Training (CTD) and Development Programs

Pima Community College's Center for Training and Development (CTD) provides high quality training leading to immediate jobs or to job advancement in many in-demand fields. Since 1963, CTD has trained more than 40,000 individuals who wanted to gain new employment, improve their skills in their current jobs or move up the career ladder in their fields. Students learn entry-level skills or upgrade existing knowledge through training classes that provide classroom instruction, hands-on lab learning, and internships and externships. CTD boasts a 90% completion rate and an 85% job placement rate.

The Center's non-traditional training options allow students to attend in an open-entry/open-exit enrollment year-round up to 30 hours a week during days, evenings or weekends. Each student receives a certificate at the conclusion of their training. CTD offers programs for credit, noncredit, clock-hour, and continuing education units (CEUs). Noncredit and CEU options are available in many areas; for a current list, contact CTD. Credit program information is found under the credit programming section of the catalog.

CTD clock-hour certificate programs are found below. Additional clock-hour programming may be available; please contact the Center for Training and Development for most current programming information. Clock-hour offerings provide students with a method for accessing immediate employment skills related to specific occupational areas. They require student attendance as well as completion of competencies related to the career field. Clock-hour programming is offered in a variety of methods depending on the career path; it provides intensive instruction in the career field, contains integrated academic and life success skills, and provides comprehensive student support services.

Clock-hour programs have various admissions requirements depending on the programming area. Accuplacer testing is required for most certificates. Please contact the Center for Training and Development for details on specific admissions requirements for each program area.

Business and Office

Accounting Assistant – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
BO 701A	Document Formatting I	30
BO 706	Business Calculator I	30
BO 708	Principles of Accounting I	20
BO 709	Microsoft Word I	25
BO 710F	Office Practice for Accounting	83
BO 718	Microsoft Excel I	35
BO 719	Microsoft Access I	35
BO 750	Keyboard Operator	80
BO 760A	Microsoft Windows XP	30
BO 800	Business English	20
BO 801A	Document Formatting II	50
BO 806	Business Calculator II	20
BO 807B	Recordkeeping for Accounting	36
BO 808	Principles of Accounting II	80
BO 809	Microsoft Word II	60
BO 810A	Office Practice II	76
BO 811	Microsoft Excel II	30
BO 906	Business Calculator III	12
BO 908	Principles of Accounting III	80
BO 913	QuickBooks	90
Total for Accounting Assistant Certificate		922

Optional module:

BO 812	Microsoft Access II	30
BO 992A	Accounting Assistant Externship	120
Total with optional module		1072

Administrative Assistant – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
BO 760A	Microsoft Windows XP	30
BO 830	Office Procedures for Administrative Assistants	35
BO 835	Records Management for Administrative Assistants	45
BO 840	Business Meeting	30
BO 845	Document Preparation	30
BO 850	Business Communications	30
BO 855	Payroll records and Procedures	30
BO 860	Microsoft Publisher	45
BO 919	Machine Transcription	15
BO 921	Comprehensive Microsoft Excel	105
BO 922	Comprehensive Microsoft Access	105
BO 927	Comprehensive Microsoft PowerPoint	60
BO 929	Comprehensive Microsoft Word	120
Total for Administrative Assistant Certificate		695

CCS-P Test Prep – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Module		
BO 740	CCS-P Test Preparation	30
Total for CCS-P Test Prep Certificate		30

Computer Software Applications – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
BO 705	Business Composition	24
BO 709	Microsoft Word I	25
BO 718	Microsoft Excel I	35
BO 719	Microsoft Access I	35
BO 760A	Microsoft Windows XP	30
BO 800	Business English	20
BO 801B	Typing for Computer Software Applications	26
BO 809	Microsoft Word II	60
BO 811	Microsoft Excel II	30
BO 812	Microsoft Access II	30
BO 909	Microsoft Word III	105
BO 911	Microsoft Excel II	30
Total for Computer Software Applications Certificate		420

Database Applications – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
BO 718	Microsoft Access I	35
BO 812	Microsoft Access II	30
BO 706A	Microsoft Windows XP	30
Total for Database Applications Certificate		95

Legal Office Support Staff – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
BO 701A	Document Formatting I	30
BO 706	Business Calculator I	30
BO 709	Microsoft Word I	25
BO 710A	Office Practice I	75
BO 718	Microsoft Excel I	35
BO 719	Microsoft Access I	35
BO 750	Keyboard Operator	80
BO 760A	Microsoft Windows XP	30
BO 800	Business English	20
BO 801A	Document Formatting II	50
BO 807A	Recordkeeping for Legal Office	47
BO 809	Microsoft Word II	60
BO 810A	Office Practice II	76
BO 810B	Legal Office Practice I	75
BO 811	Microsoft Excel II	30
BO 812	Microsoft Access II	30
BO 901A	Document Formatting III	22
BO 909	Microsoft Word III	105
BO 910B	Legal Office Practice II	75
Total for Legal Office Assistant Certificate		930

Optional modules:

BO 917	Microsoft PowerPoint	30
BO 919	Machine Transcription	15
BO 920	Microsoft Access III	30
BO 991A	Legal Office Externship	60
Total with all optional modules		1065

Legal Office Procedures – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
BO 810B	Legal Office Practice I	75
BO 910B	Legal Office Practice II	75
Total for Legal Office Procedures Certificate		150

Medical Office Clerk – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
BO 700	Basic Office Skills	49
BO 711	Medical Insurance	30
BO 713	Medical Terminology I	18
BO 714	Introduction to Diagnostic Coding	8
BO 716	Introduction to Procedural Coding	15
Total for Medical Office Clerk Certificate		120

Medical Office Specialist – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
BO 701B	Typing for Medical Office Specialist	40
BO 709	Microsoft Word I	25
BO 710B	Office Practice for Medical Office Specialist I	73
BO 711	Medical Insurance	30
BO 713	Medical Terminology I	18
BO 714	Introduction to Diagnostic Coding	8
BO 716	Introduction to Procedural Coding	15
BO 718	Microsoft Excel I	35
BO 719	Microsoft Access I	35
BO 750	Keyboard Operator	80
BO 760A	Microsoft Windows XP	30
BO 800	Business English	20
BO 809	Microsoft Word II	60
BO 909A	Microsoft Word IIIA	15
Total for Medical Office Specialist Certificate		484

Medical Records Technician – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
BO 701B	Document Formatting for Medical Office Specialist	40
BO 709	Microsoft Word I	25
BO 710	Business Office Practice	34
BO 710B	Office Practice for Medical Office Specialist I	73
BO 710C	Office Practice for Medical Records Technician	31
BO 713	Medical Terminology I	18
BO 718	Microsoft Excel I	35
BO 719	Microsoft Access I	35
BO 725	Health Care Statistics	30
BO 730	Quality Management	30
BO 750	Keyboard Operator	80
BO 760A	Microsoft Windows XP	30
BO 800	Business English	20
BO 809	Microsoft Word II	60
BO 813	Medical Terminology II	48

BO 814	Diagnostic Coding	70
BO 815	Intermediate Procedural Coding	70
BO 816	3M Computerized Medical Coding	30
BO 818	Computerized Patient Accounting	30
BO 909A	Microsoft Word IIIA	15
BO 992	Medical Office Externship	120
Total for Medical Records Certificate		924

Medical Records Technician/Professional Medical Coding Specialist – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
BO 701B	Document Formatting for Medical Office Specialist	40
BO 709	Microsoft Word I	25
BO 710	Business Office Practice	34
BO 710B	Office Practice for Medical Office Specialist I	73
BO 710C	Office Practice for Medical Records Technician	31
BO 713	Medical Terminology I	18
BO 718	Microsoft Excel I	35
BO 719	Microsoft Access I	35
BO 725	Health Care Statistics	30
BO 730	Quality Management	30
BO 750	Keyboard Operator	80
BO 760A	Microsoft Windows XP	30
BO 800	Business English	20
BO 809	Microsoft Word II	60
BO 813	Medical Terminology II	48
BO 814	Diagnostic Coding	70
BO 815	Intermediate Procedural Coding	70
BO 816	3M Computerized Medical Coding	30
BO 818	Computerized Patient Accounting	30
BO 909A	Microsoft Word IIIA	15
BO 992	Medical Office Externship	120
Total for Medical Records Technician Certificate		924
BO 710D	Office Practice for Coders	5
BO 815A	Advanced CPT-4 Coding	40
BO 819	Human Anatomy	7
Total for Professional Medical Coding (PMC) Certificate		52
Total for Medical Records Technician and Professional Medical Coding Certificate		976

Medical Terminology – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
BO 713	Medical Terminology I	18
BO 813	Medical Terminology II	48
Total for Medical Terminology Certificate		66

Medical Transcriptionist – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
BO 709	Microsoft Word I	25
BO 713	Medical Terminology I	18
BO 760A	Microsoft Windows XP	30
BO 800	Business English	20
BO 809	Microsoft Word II	60
BO 813	Medical Terminology II.	48
BO 817A	Introduction to Medical Transcription.	20
BO 817B	Standards of Style	6
BO 817C	Beginning Medical Transcription	100
BO 817D	Advanced Medical Transcription.	250
BO 909A	Microsoft Word IIIA.	15
BO 993	Medical Transcription Externship	240
Total for Medical Transcriptionist Certificate		832

Office Assistant I – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
BO 701A	Document Formatting I	30
BO 706	Business Calculator I	30
BO 709	Microsoft Word I	25
BO 710A	Office Practice I	75
BO 750	Keyboard Operator	80
BO 760A	Microsoft Windows XP	30
Total for Office Assistant I		270

Office Assistant II – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
BO 701A	Document Formatting I	30
BO 706	Business Calculator I	30
BO 709	Microsoft Word I	25
BO 710A	Office Practice I	75
BO 750	Keyboard Operator	80
BO 60A	Microsoft Windows XP	30
BO 800	Business English	20
BO 801A	Document Formatting II.	50
BO 806	Business Calculator II	20
BO 807	Recordkeeping II.	64
BO 809	Microsoft Word II	60
BO 810A	Office Practice II	76
Total for Office Assistant II Certificate		630

Optional Modules:

BO 920	Microsoft Access III	30
BO 991	Office Practice Externship.	60
Total with optional modules		720

Office Specialist – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
BO 701A	Document Formatting I	30
BO 706	Business Calculator I	30
BO 709	Microsoft Word I	25
BO 710A	Office Practice I	75
BO 718	Microsoft Excel I	35
BO 719	Microsoft Access I	35
BO 750	Keyboard Operator	80
BO 760A	Microsoft Windows XP	30
BO 800	Business English	20
BO 801A	Document Formatting II	50
BO 806	Business Calculator II	20
BO 807C	Recordkeeping II for Office Specialist	60
BO 809	Microsoft Word II	60
BO 810A	Office Practice II	76
BO 811	Microsoft Excel II	30
BO 812	Microsoft Access II	30
BO 901A	Advanced Document Formatting	22
BO 906	Business Calculator III	12
BO 907	Recordkeeping III	30
BO 909	Microsoft Word III	105
BO 917	Microsoft PowerPoint	30
BO 919	Machine Transcription	15
Total for Office Specialist Certificate		900

Optional modules:

BO 920	Microsoft Access III	30
BO 921	Office Practice Externship.	60
Total with optional modules		990

Professional Medical Coding Specialist– Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
BO 710D	Office Practice for Coders.	5
BO 713	Medical Terminology I	18
BO 814	Intermediate Diagnostic Coding	70
BO 815	Intermediate Procedural Coding	70
BO 815A	Advanced CPT-4 Coding	40
BO 816	3M Computerized Medical Coding	30
BO 818	Computerized Patient Accounting	30
BO 819	Human Anatomy for Medical Coding	7
Total for Professional Medical Coding Specialist Certificate		270

Culinary and Food Industry

Baker's Helper – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
FS 705	Sanitation and Safety Fundamentals	60
FS 720	Tools, Utensils and Equipment	75
FS 725	Cold Foods-Introduction to Salads	90
FS 765	Culinary Principles-Terminology, Record Keeping, and Service	40
FS 865	Culinary Principles-Advanced Record Keeping	60
FS 900	Food Service Externship	60
FS 901	Sanitation and Regulatory Issues	30
FS 910	Bakery-Quick Breads	120
FS 920	Bakery-Yeast Doughs	175
FS 930	Bakery-Cakes, Cookies, Pies	160
FS 970	Bakery-Sauces and Fillings	30
Total for Baker's Helper Certificate		900

Cook's Helper – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
FS 705	Sanitation and Safety Fundamentals	60
FS 720	Tools, Utensils, and Equipment	75
FS 725	Cold Foods-Salads and Dressings	90
FS 745	Hot Foods-Vegetables, Starches, Pastas, and Grains	60
FS 760	Hot Foods-Stocks, Sauces, and Soups	80
FS 765	Culinary Principles-Terminology, Record Keeping, and Service	40
FS 770	Hot Foods-Introduction to Meat and Seafood Cookery	60
FS 845	Knife Skills	60
FS 850	Hot Foods-Breakfast Cookery	30
FS 885	Hot Foods-Intermediate Meat and Seafood Cookery	60
FS 900	Food Service Externship	60
FS 901	Sanitation and Regulatory Issues	30
Total for Cook's Helper Certificate		705

Kitchen Helper – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
FS 705	Sanitation and Safety Fundamentals	60
FS 720	Tools, Utensils, and Equipment	75
FS 725	Cold Foods-Salads and Dressings	90
FS 735	Introduction to Hot Foods	70
FS 765	Culinary Principles-Terminology, Record Keeping, and Service	40
Total for Kitchen Helper Certificate		335

Pantry Cook – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
FS 705	Sanitation and Safety Fundamentals	60
FS 720	Tools, Utensils and Equipment	75
FS 725	Cold Foods-Introduction to Salads.	90
FS 745	Hot Foods-Vegetables, Starches, Pastas, and Grains	60
FS 765	Culinary Principles-Terminology, Record Keeping, and Service	40
FS 770	Hot Foods-Introduction to Meat, Seafood Cookery	60
FS 845	Knife Skills	60
FS 850	Hot Foods-Breakfast Cookery	30
FS 925	Cold Foods-Garde Manager Skills	130
Total Pantry Cook Certificate		605

Pre-Apprentice Culinary Skills – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
FS 705	Sanitation and Safety Fundamentals	60
FS 720	Tools, Utensils, and Equipment	75
FS 725	Cold Foods-Salads and Dressings	90
FS 745	Hot Foods-Vegetables, Starches, Pastas, and Grains	60
FS 760	Hot Foods-Stocks, Sauces, and Soups.	80
FS 765	Culinary Principles-Terminology, Record Keeping, and Service	40
FS 770	Hot Foods-Introduction to Meat and Seafood Cookery.	60
FS 845	Knife Skills	60
FS 850	Hot Foods-Breakfast Cookery	30
FS 865	Culinary Principles-Advanced Record Keeping.	60
FS 885	Hot Foods-Intermediate Meat and Seafood Cookery	60
FS 985	Hot Foods-Advanced Meat and Seafood Cookery.	135
FS 901	Sanitation and Regulatory Issues	30
FS 997	Food Service Pre-Apprentice Externship.	160
Total for Pre-Apprentice Culinary Skills Certificate		1000

Preparation Cook – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
FS 705	Sanitation and Safety Fundamentals	60
FS 720	Tools, Utensils, and Equipment	75
FS 725	Cold Foods-Salads and Dressings	90
FS 745	Hot Foods-Vegetables, Starches, Pastas, and Grains	60
FS 760	Hot Foods-Stocks, Sauces, and Soups.	80
FS 765	Culinary Principles-Terminology, Record Keeping, and Service	40
FS 770	Hot Foods-Introduction to Meat and Seafood Cookery.	60
FS 845	Knife Skills	60
FS 850	Hot Foods-Breakfast Cookery	30
FS 865	Culinary Principles-Advanced Record Keeping.	60
FS 885	Hot Foods-Intermediate Meat and Seafood Cookery	60

FS 900	Food Service Externship	60
FS 901	Sanitation and Regulatory Issues	30
FS 985	Hot Foods-Advanced Meat and Seafood Cookery	135
Total for Preparation Cook Certificate		900

Health Occupations

Surgical Instrument Technician – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
HO 900	Introduction to Surgical Technology I	86
or HO 900A	Professional Responsibilities and Relations	6
and HO 900B	Environmental and Work Place Safety	6
and HO 900C	Introduction to Microbiology, Infection, and Immunology	29
and HO 900D	Wound Healing	6
and HO 900E	Pharmacology and Anesthesia	39
HO 910	Introduction to Surgical Technology II	45
or HO 910A	Aseptic Technique	10
and HO 910B	Patient Care	20
and HO 910C	Surgical Instrumentation	15
HO 920	A&P Skin, Muscle, and Skeletal	96
HO 922	A&P Nerves, Senses, and Endocrine	96
HO 924	A&P Blood, Heart, Vessels, and Lymph	96
HO 926	A&P Respiratory and Digestive	55
HO 928	A&P Urinary and Reproductive	55
HO 930	Surgical Procedures	96
or HO 930A	General Surgery	12
and HO 930B	Obstetrics and Gynecology Surgery	12
and HO 930C	Eye, Ear, Nose, and Throat (EENT) Surgery	12
and HO 930D	Plastic and Reconstructive Surgery	12
and HO 930E	Genitourinary Surgery	12
and HO 930F	Orthopaedic Surgery	12
and HO 930G	Thoracic and Peripheral Vascular Surgery	12
and HO 930H	Cardiac and Neurology Surgery	12
HO 940	Communication and Computers for Surgical Technologists	40
or HO 940A	Interpersonal Relationships for Surgical Technologists	12
and HO 940B	Ethical and Legal Considerations	16
and HO 940C	Computers for Surgical Technologists	12
HO 941	Electricity for Surgical Technologists	30
HO 942	Physics for Surgical Technologists	27
HO 943	Robotics for Surgical Technologists	24
Total for Surgical Instrument Technician Certificate		746

Surgical Technologist – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
HO 900	Introduction to Surgical Technology I	86
or HO 900A	Professional Responsibilities and Relations	6

and HO 900B	Environmental and Work Place Safety	6
and HO 900C	Introduction to Microbiology, Infection, and Immunology	29
and HO 900D	Wound Healing	6
and HO 900E	Pharmacology and Anesthesia	39
HO 910	Introduction to Surgical Technology II	45
or HO 910A	Aseptic Technique	10
and HO 910B	Patient Care	20
and HO 910C	Surgical Instrumentation	15
HO 920	A&P Skin, Muscle, and Skeletal.	96
HO 922	A&P Nerves, Senses, and Endocrine	96
HO 924	A&P Blood, Heart, Vessels, and Lymph	96
HO 926	A&P Respiratory and Digestive	55
HO 928	A&P Urinary and Reproductive	55
HO 930	Surgical Procedures.	96
or HO 930A	General Surgery	12
and HO 930B	Obstetrics and Gynecology Surgery.	12
and HO 930C	Eye, Ear, Nose, and Throat (EENT) Surgery	12
and HO 930D	Plastic and Reconstructive Surgery	12
and HO 930E	Genitourinary Surgery	12
and HO 930F	Orthopaedic Surgery	12
and HO 930G	Thoracic and Peripheral Vascular Surgery	12
and HO 930H	Cardiac and Neurology Surgery	12
HO 940	Communication and Computers for Surgical Technologists.	40
or HO 940A	Interpersonal Relationships for Surgical Technologists.	12
and HO 940B	Ethical and Legal Considerations.	16
and HO 940C	Computers for Surgical Technologists	12
HO 41	Electricity for Surgical Technologists	30
HO 942	Physics for Surgical Technologists	27
HO 943	Robotics for Surgical Technologists	24
HO 950CL	Surgical Technologist Clinical I	110
HO 953CL	Surgical Technologist Clinical II.	110
HO 956CL	Surgical Technologist Clinical III	120
HO 990	Surgical Technologist Externship I.	120
HO 995	Surgical Technologist Externship II	120
Total for Surgical Technologist Certificate		1326

Nursing

Nursing Assistant – Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
HO 810	Nursing Assistant	120
Total for Nursing Assistant Certificate		120

RN Refresher - Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
HO 723	Registered Nurse (RN) Refresher	240
Total for RN Refresher Certificate		240

Practical Nurse - Certificate for Direct Employment

Module Number	Course Title	Clock Hours
Required Modules		
HO 810	Nursing Assistant	120
HO 818	Orientation to Anatomy and Microbiology	150
HO 819	Health Care Fundamentals	60
HO 861	Introduction to Practical Nursing	220
HO 872	Practical Nursing A – PN Patient Care	220
HO 874	Practical Nursing B – PN Patient Care	220
HO 882	Maternal-Neonatal Nursing for the Practical Nurse	120
HO 887	Pediatric Nursing for the Practical Nurse	120
HO 890	Transition to PN Practice	120
Total for Practical Nurse Certificate		1350
Optional Modules:		
HO 716	NCLEX-PN Preparation	30
Total with optional modules		1380

Professional Truck Driving

Module Number	Course Title	Clock Hours
TD 600	Commercial Driver's License Permit Preparation-ESL Level I	80
Total		80
TD 601	Commercial Driver's License Permit Preparation-ESL Level II	160
Total		160