<table>
<thead>
<tr>
<th>Service Name</th>
<th>Service Description</th>
<th>Status</th>
<th>Review Status</th>
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<tbody>
<tr>
<td>Automotive Service Technology (AAS)</td>
<td>An instructional program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles, trucks, vans and buses. Includes instruction in the diagnosis of malfunctions in and repair of engines; fuel, electrical, cooling, and brake systems; and drive train and suspension systems.</td>
<td>Active</td>
<td>Eligible</td>
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<tr>
<td>Automotive Service Technology (STC)</td>
<td>Auto/Automotive Mechanic/Technician. An instructional program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles, trucks, vans and buses. Includes instruction in the diagnosis of malfunctions in and repair of engines; fuel, electrical, cooling, and brake systems; and drive train and suspension systems.</td>
<td>Active</td>
<td>Eligible</td>
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<tr>
<td>Business Administration - Accounting (AAS)</td>
<td>Business Administration with an accounting emphasis will provide training for students who plan to seek employment in financial or managerial accounting. This program is appropriate for those wishing to upgrade their understanding of accounting principles and practices.</td>
<td>Active</td>
<td>Eligible</td>
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<tr>
<td>Business Administration - Accounting STC</td>
<td>Accounting Technology Short Certificate program is an instructional program that prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.</td>
<td>Active</td>
<td>Eligible</td>
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Business Administration with a general business emphasis program will generally prepare individuals in business communications, principles of business law, word processing and data entry, office machines operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

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A program that generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization. Includes instruction in management theory, human resources management and behavior, accounting and other quantitative methods, purchasing and logistics, organization and production, marketing, and business decision-making.

A program that generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization. Includes instruction in management theory, human resources management and behavior, accounting and other quantitative methods, purchasing and logistics, organization and production, marketing, and business decision-making.

Office Systems Technology Associate Degree is an instructional program that generally prepares individuals to perform the duties of administrative assistants and/or secretaries and stenographers. Includes instruction in business communications, principles of business law, word processing and data entry, office...
machines operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

Business Administration - Office Administration

Short term certificate is an instructional program that generally prepares individuals to perform the duties of administrative assistants and/or secretaries and stenographers. Includes instruction in business communications, principles of business law, word processing and data entry, office machines operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

Nursing Assistant/Aide. An instructional program that prepares individuals to perform routine nursing-related services to patients in hospitals or long-term care facilities, under the training and supervision of a registered nurse or licensed practical nurse.

The CISCO Certified Network Associate (CCNA) credential is the premium certification for professionals who design and develop custom business solutions on all aspects of computer networking. The program of study prepares the student to take the CCNA exam at the end of the instructional period and then make a successful entry into the Informational Technology and computer networking field.

The CompTIA A+ certification is the starting point for a career in IT and validates the latest skills needed by today's computer support professionals. The certification course confirms a technician's ability to perform tasks such as installation, configuration, diagnosing, preventive maintenance and basic networking. Details The course covers maintenance of PCs, mobile devices, laptops, operating systems and printers. The exams also cover domains such as security, safety and environmental issues, and communication and professionalism. In order
to receive the CompTIA A+ certification, you must pass two exams: CompTIA A+ 220-801 covers the fundamentals of computer technology, installation and configuration of PCs, laptops and related hardware, and basic networking. CompTIA A+ 220-802 covers the skills required to install and configure PC operating systems, as well as configuring common features (e.g. network connectivity and email) for mobile operating systems Android and Apple iOS. The previous version of the CompTIA A+ certification, exam codes 220-701 and 220-702, is no longer available in English or academic versions. All other language versions will be available through Dec. 31, 2013. You can take either the two 700 series exams or the two 800 series exams to become CompTIA A+ certified. This course is presented in a Hybrid Format allowing for self-paced study while still including Lab and Exam Preparation.

Information and communication networking is an initial course for students desiring to move into the computer networking arena. It will provide them hands on experience and skills needed to design, install, troubleshoot, operate, and repair basic computer networks. At the end of the course the student is encouraged to sit for the Network + certification exam, an industry recognized credential. The CompTIA Network+ certification is the sign of a qualified networking professional. It is an international, vendor-neutral certification that proves a technician's competency in managing, maintaining, troubleshooting, installing and configuring basic network infrastructure. Companies such as Dell, HP, Ricoh, Sharp and Xerox recommend or require CompTIA Network+ for their networking technicians. It is a technical prerequisite option for IT technicians seeking to join the Apple Consultants Network, and is recognized by the U.S. Department of Defense. The exam covers network technologies, installation and configuration, media and topologies,
management, and security. The current version of the CompTIA Network+ exam, code N10-005, was released Dec. 1, 2011. The revised objectives address virtual networking and give increased attention to network security and coverage of the seven layer OSI (Open System Interconnection) model. This course is presented in a Hybrid Format allowing for self-paced study while still including Lab and Exam Preparation.

The Cyber Security Certificate introduces students to the interdisciplinary field of cyber security by discussing the evolution of information security into cyber security, cyber security theory, and the relationship of cyber security to nations, businesses, society, and people. Students will be exposed to multiple cyber security technologies, processes, and procedures, learn how to analyze the threats, vulnerabilities and risks present in these environments, and develop appropriate strategies to mitigate potential cyber security problems.

This skills certificate is designed to provide the student with extended skills in object-oriented programming in the commonly used programming languages for modern enterprise systems: C++, Visual Basic, and JAVA.

The Network Administrative Certificate is designed to introduce students to the basic concepts of computer networks. Emphasis is placed on gaining an understanding of the terminology and technology involved in implementing networked systems. The certificate focuses on developing in-depth knowledge and technical skills related to creating and maintaining computer network systems. In addition, students will receive hands-on experience building a mock network in the classroom. The marketing certifications for this certificate will be CISCO, CCNA, and CompTia Network Plus.
**Computer Information Systems - Web Developer (STC)**

This skills certificate is designed to provide the student with extended skills for developing web pages, including the use of HTML, XHTML, Microsoft FrontPage, DreamWeaver, and Flash web development platforms. Students successfully completing the Career Skills Certificate (CIW) associate and professional certification examinations.

The Computer Information Systems Technology program will prepare students for entry level employment, advancement, and industry certifications in information technology by teaching programming, networking, operating systems, web development, and cyber security using up-to-date methods and techniques that are prevalent in today's marketplace. The Information Technology program awards short certificates and the ASSOCIATE OF APPLIED SCIENCE DEGREE. Students’ will be prepared for market certification exams for each area of study.

**Computer Information Systems (AAS)**

This skills certificate is designed to provide the student with the extended skills necessary to perform in an entry-level position as a systems administrator in a Microsoft server network environment.

A program that prepares cosmetologists, barbers, stylists, nail technicians, and other grooming specialists to teach their specializations in licensed and accredited schools of cosmetology and barbering, and to prepare for licensure as instructors. Includes instruction in cosmetology arts and sciences teaching principles; student learning styles; professional curricula development; instructional planning; instructional methods and aids; student counseling and career assistance; test development; and classroom/clinic management.

**Cosmetology Instructor Training (STC)**

The Culinary Arts/Hospitality Management Program was developed to serve the emerging needs of the food service and hospitality
establishments of the college’s service area. This program was designed to provide degrees and certificates with core courses in nutrition, food purchasing, food preparation, cooking, meal presentation and meal service along with knowledge and skills in customer service, restaurant operations and hospitality management. Program includes apprenticeship courses CUA 173, HSM 123, and HSM 133. Apprenticeships are most often paid positions and require the student to work 30 hours each week in the field under the supervision of professionals in Culinary Arts and Hospitality Management. Theory and lab classes are scheduled toward the beginning of each week to accommodate typical food service work for students.

**Culinary Arts/Hospitality Management (STC)**

This program was designed to provide degrees and certificates with core courses in nutrition, food purchasing, food preparation, cooking, meal presentation, and meal serving along with providing knowledge and skills in customer service skills, restaurant operations, and hospitality management.

**Electrical Controls and Residential Elec and Wiring (STC)**

Electrical Technician Residential Electricity and Wiring Short Certificate is an instructional program that prepares individuals to apply technical knowledge and skills to install, operate, maintain, and repair electric apparatus and systems such as residential, commercial, and industrial electric-power wiring; and D.C. and A.C. motors, controls, and electrical distribution panels. Includes instruction in the use of test equipment.

**Electrical Technology Program Career Entry Certificate**

The Electrical Technology Program is a curriculum designed to teach courses in basic electricity, solid state devices, basic wiring, transformers, fluid power, national electric code, motor controls, programmable logic controls, ac/dc drives, industrial robotics, technical communications and mathematics.

**Engineering Graphics AAS**

An instructional program that generally prepares individuals to apply technical
knowledge and skills to plan and prepare scale pictorial interpretations of engineering and design concepts. Includes instruction in the use of precision drawing instruments, computer-assisted design programs, sketching and illustration, and specification interpretation.

Engineering Graphics Technology Short Certificate is an instructional program that generally prepares individuals to apply technical knowledge and skills to plan and prepare scale pictorial interpretations of engineering and design concepts. Includes instruction in the use of precision drawing instruments, computer-assisted design programs, sketching and illustration, and specification interpretation.

Food and Beverage/Restaurant Operations Manager. An instructional program that prepares individuals to manage and supervise food and beverage service operations, including catering services, banquet management, and executive chef positions. Includes instruction in food and beverage cost control, food and beverage purchasing and storage, restaurant and food services operation, personnel supervision and management, menu planning and event coordination, and the principles of general hospitality industry management and operations.

Heating, Air Conditioning, and Refrigeration Mechanic and Repairer. An instructional program that prepares individuals to apply technical knowledge and skills to repair, install, service and maintain the operating condition of heating, air conditioning, and refrigeration systems. Includes instruction in diagnostic techniques, the use of testing equipment, and the principles of mechanics, electricity, and electronics as they relate to the repair of heating, air conditioning and refrigeration systems.
Heating & Air Conditioning Technology STC

Heating & Air Conditioning Technology is an instructional program that prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing and using air conditioning, refrigeration, and heating systems. Includes instruction in principles of heating and cooling technology, design and operational testing, inspection and maintenance procedures, installation and operation procedures, and report preparation.

The J-STD-001 Requirements for Soldered Electrical and Electronic Assemblies has become the authority for electronics assembly manufacturing. The standard describes materials, methods and verification criteria for producing high quality soldered interconnections. The standard emphasizes process control and sets industry consensus requirements for a broad range of electronic products. IPCs J-STD-001 Operator Proficiency Series is a comprehensive, knowledge based series of modules that certify students to the methods and procedures presented in the J-STD-001 document. Designed for operators, the program assists workers interpret the J-STD-001 specification through lecture, demonstration and labs. This is a four day, 40 hour certification course.

Kitchen Personnel/Cook and Assistant Training. An instructional program that prepares individuals to serve under the supervision of chefs and other food service professionals as kitchen support staff and commercial food preparation workers. Includes instruction in kitchen organization and operations, sanitation and quality control, basic food preparation and cooking skills, kitchen and kitchen equipment maintenance, and quantity food measurement and monitoring.

Machine Tool Technology AAS

An instructional program that prepares individuals to apply technical knowledge and skills to operate machine tools used in the forming of metal components, as well as the
Machine Tool Technology CNC Machining - STC
fabrication of special tools, dies, jigs and fixtures used in cutting, working and finishing metal components.

Machine Tool Technology/Manual Machining Option is an instructional program that prepares individuals to apply technical knowledge and skills to operate machine tools used in the forming of metal components, as well as the fabrication of special tools, dies, jigs and fixtures used in cutting, working and finishing metal components.

Machine Tool Technology Manual Machining - STC
An instructional program that prepares individuals to apply technical knowledge and skills to operate machine tools used in the forming of metal components, as well as the fabrication of special tools, dies, jigs and fixtures used in cutting, working and finishing metal components.

Medical Assisting Technology - AAS
Medical Assistant. An instructional program that prepares individuals to support physicians by providing assistance during patient examinations, treatment administration, and monitoring through keeping patient and related health record information and by performing a wide range of practice-related duties.

Medical Assisting Technology - STC
This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD - 9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology, and laboratory),
ICD-9 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals (CPT, ICD-9, and HCPCS). After obtaining the practical work experience (6 months to 2 years), student who complete the course could be qualified to sit for the American Academy of Professional Coders (AAPC) – Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) exam, and/or other national certification exams.

Information and Communication Microsoft is designed and authorized by the Microsoft Corp. that lead to industry recognized certifications. At the end of the program most students elect to sit for the Microsoft Certified Systems Engineer (MSCE) exam. The program includes networking, basic operating systems, implementing and supporting Microsoft Windows 98, implementing and supporting NT server 4.0, implementing and supporting Microsoft Windows NT Workstation 4, supporting Microsoft NT server 4.0 in the enterprise, internetworking Microsoft TCP/IP on Microsoft Windows NT 4.0, supporting Microsoft Internet Information server, and Microsoft Exchange server 5.5. Certification tests are offered at the end of each course and an overall certification exam at the end of the program of study.

An instructional program that prepares individuals to assist in providing general nursing care under the direction of a registered nurse, physician or dentist. Includes instruction in taking patient vital signs, applying sterile dressings, patient health education and assistance with examinations and treatment.

A program that prepares individuals to shave and trim facial/neck hair and beards, cut and dress hair, fit hairpieces, give facial and scalp
massages, apply cosmetic treatments, and to prepare for licensure as professional barbers at various levels. Includes instruction in facial shaving; beard and mustache shaping and trimming; shampooing; hair cutting; hair styles and styling art; facial treatments and massage; chemical applications; hair and scalp anatomy and physiology; hairpiece and toupee fitting; equipment operation; health and safety; customer service; and shop business practices.

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**Salon Management - Barbering (STC)**

**Salon Management - Cosmetology AAS**

**Salon Management - Esthetics (CER)**

The esthetics program prepares skin care specialist to manage a salon or spa business, and to prepare for licensure as a professional Esthetician salon and spa owner operator. Includes instruction in cosmetic services marketing and retailing advertising and promotion; salon management; the cosmetic and salon supply industries; hiring, supervision, and labor relations; applicable business and professional laws and regulations; professional standards and image; and customer service.
labor relations applicable business and professional laws and regulations professional standards and image and customer service.

A program that prepares individuals to shape fingernails and toenails, remove unwanted skin and blemishes, apply polish and cosmetics to nails, and function as licensed manicurists or nail technicians/specialists. Includes instruction in manicuring theory; skin anatomy; nail growth, irregularities, and diseases; sterilization and sanitation; equipment and table maintenance; cuticle, blemish, and rough skin removal; nail filing, shaping, and polishing; cream application and extremity massage and nail sculpture.

An instructional program that prepares individuals to apply technical knowledge and skills to unite or separate metal parts by heating, using a variety of techniques and equipment, such as brazing, arc, gas and laser operations.

Salon Management - Nail Care (STC)  Active  Rejected

Welding Technology - CER  Active