

COURSE COMPETENCIES

Teachers of certain Business, Culinary & Hospitality, Health & Human Services, Information Technology and Public Service courses must also possess specific course competencies as outlined in the tables below.

BUSINESS

Accounting		
ACCT-1150	Microcomputer Applications in Accounting	Experience with Accounting Software (Excel, Peachtree, QuickBooks, etc.)
ACCT-2180	Intermediate Accounting 1	CPA or 5 years professional accounting work experience or professional courses/ seminars or workshops in Accounting
ACCT-2190	Intermediate Accounting 2	CPA or 5 years professional accounting work experience or professional courses/ seminars or workshops in Accounting
ACCT-2270	Managerial Accounting	CPA or 5 years professional accounting work experience or professional courses/ seminars or workshops in Accounting
ACCT-2300	Federal Income Tax - Individual	Income Tax Experience within the last 6 years
Business		
BUSN 1210	Entrepreneurship Fundamentals	2 years Small Business management/ownership experience or professional courses/ seminars/ workshops in Entrepreneurship
BUSN 2000	Global Entrepreneurship	2 years Small Business management/ownership and experience with importing and exporting of product/service offerings or professional courses/seminars/workshops in importing and exporting of products and services for small businesses.
BUSN 2010	Personal Money Management	Professional certifications (e.g. Certified Financial Planner, Chartered Financial Consultant, and Personal Financial Specialist) or professional courses/ seminars or workshops in Personal Money Management.
BUSN 2020	Personal Investment Fundamentals	Professional credentials (e.g. licensing as a broker or financial planner) or professional courses/ seminars or workshops in Personal Money Management.
BUSN 2030	Global Purchasing & Supply Chain Management	MBA (any area) including minimum 9 credit hours marketing coursework plus 3 years experience in professional level international purchasing strategies or Global Supply Chain Management experience within last 10 years.
BUSN 2060	Corporate Responsibility	One year Corporate Responsibility work experience or professional courses/ seminars/ workshops, or participation in related professional associations

BUSN 2100	International Business	Equivalent of 9 graduate semester hours in International Business courses/ seminars/ workshops or at least (3) years international years work experience
Management		
MGMT-2775	Business Management Statistics	12 credits of college level statistical course work or related work experience
MGMT-1150	Personnel & Human Resource Management	Minimum of 2 years Human Resource Management experience.
MGMT-1210	Entrepreneurship & Small Business Management	2 years Small Business management/ownership experience
MGMT-2000	Business Management Software Applications	Experience with Business Software (Project, MS Office & Visio)
Marketing		
MKTG-1010	Principles of Marketing	Meets Business Administration Area Qualifications Grid
MKTG- 1020	Dynamics of Retailing	Meets Business Administration Area Qualifications Grid or has Bachelor's degree in Marketing and 5 years of retail store management experience in the past 10 years.
MKTG- 1210	Small Business Marketing	Meets Business Administration Area Qualifications Grid or has Bachelor's degree in Business and 5 years of small business marketing experience in the past 10 years.
MKTG- 2000	Customer Relationship & Database Marketing	Meets Business Administration Area Qualifications Grid or has Bachelor's degree in Marketing and 5 years of CRM or Database Marketing experience in the past 10 years.
MKTG- 2010	Professional Selling	Meets Business Administration Area Qualifications Grid or Bachelor's degree in Business and 5 years of Professional Selling experience in the past 10 years.
MKTG- 2020	Advertising & Promotion Management	Meets Business Administration Area Qualifications Grid or has Bachelor's degree in advertising or communications-related field plus 5 years advertising, promotion or public relations experience within the past 10 years.
MKTG- 2060	Consumer Behavior	Meets Business Administration Area Qualifications Grid or has Master's degree in communications or social sciences plus 5 years marketing experience within the past 10 years.
MKTG- 2100	Global Marketing	Meets Business Administration Area Qualifications Grid

CULINARY ARTS

Culinary Arts		
CULH 1050	Culinary Techniques	ACF certification (CCC), ServSafe certification, minimum of 5 years field experience with soups, stocks, vegetables, potatoes, grains, and pastas.
CULH 1155	Sanitation	Registered Sanitarian (R.S.).
CULH 1200	Cost Control	Minimum of 5 years food service experience including food, labor and beverage cost control
CULH 1255	Table Service	Culinary Certificate, ServSafe certification, minimum of 5 years dining room experience
CULH 1310	Culinary Skills Development	ACF certification (CCC), ServSafe certification, minimum of 5 years field experience in meat, poultry, seafood processing, breakfast, pantry, and hors d'oeuvres
CULH 1320	International Kitchen	ACF certification (CCC), ServSafe certification, minimum of 5 years field experience in restaurant operations, international dishes and terminology.
CULH 1340	Production Baking	ACF certification (CWPC), ServSafe certification, minimum of 5 years experience in the field of baking: cakes, cookies, pies, breads.
CULH 1400	Supervision	Minimum of 5 years food service supervisory experience including hiring, terminating, training and evaluating employee performance.
CULH 1420	Purchasing	Minimum of 5 years food experience in hospitality purchasing.
CULH 1430	Menu Planning	Minimum of 5 years food service experience including writing and planning menus.
CULH 1440	Beverage Service	ServSafe Alcohol Trainer Certification, minimum of 5 years field experience including alcohol service, training and bar management.
CULH 2015	A la Carte Dining	ACF certification (CCC), ServSafe certification, minimum of 5 years field experience in both front and back of the house restaurant operations
CULH 2025	Wine Appreciation	Certified Sommelier and minimum of 5 years experience in the field.
CULH 2035	Nutritional Cooking	ServSafe certification and minimum of 5 years experience in nutritional cuisine. ACF certification (CCC) preferred but not required.

CULH 2040	Garde Manger	ACF certification (CCC), ServSafe certification, minimum 5 years experience in ACF culinary cold salons demonstrating charcuterie skills.
CULH 2045	Vegetarian Cuisine	ServSafe certification and a minimum of 5 years experience in vegetarian cuisine. ACF certification (CCC) preferred but not required.
CULH 2050	Catering	Minimum of 5 years experience managing catered functions.
CULH 2080	Wedding Cakes	ACF certification (CWPC), ServSafe certification, minimum of 5 years field experience preparing wedding cakes, butter creams, rolled fondants, gum paste.
CULH 2100	Centerpieces	ACF certification (CWPC), ServSafe certification, minimum of 5 years field experience making pastillage, sugar centerpieces and cooking.
CULH 2120	Chocolate Creations	ACF certification (CWPC), ServSafe certification, minimum of 5 years field experience preparing chocolates, candies, centerpieces.
CULH 2160	Plated Desserts	ACF certification (CWPC), ServSafe certification, minimum of 5 years field experience designing, preparing, creating plated desserts.
CULH 2180	Pastry Arts	ACF certification (CWPC), ServSafe certification, minimum of 5 years field experience preparing European style tortes, mousses, chocolates, ice cream.
CULH 2200	Artisan & Special Breads	ACF certification (CWPC), ServSafe certification, minimum of 5 years field experience baking artisan breads, display breads and breakfast pastries.
CULH 2912	The Art of Sculpted Cakes	ACF certification (CWPC), ServSafe certification, minimum of 5 years field experience preparing cakes, butter creams, rolled fondants, gum paste.
		Note: CCC = Certified Chef de Cuisine. CWPC = Certified Working Pastry Chef

Health and Human Services

Early Childhood Studies		
ECHS-1200	Early Childhood Curriculums	Birth to 4 years classroom experience and Knowledge or experience of High Scope
ECHS-1300	Art & Representing Skills for Children	Birth to 4 years classroom experience plus Art education, experience teaching art to young children
ECHS-1400	Music & Movement for Children	Birth to 4 years classroom experience and Music Education courses, experience using music w/young children
ECHS-1520	The Exceptional Child	Experience working with young children with special needs and courses in special education

ECHS-1540	Curriculum Skills; Birth to 3 Years	Experience in an infant and/or toddler classroom and courses in infants/toddler education/care
ECHS-1560	Family Day Care Provider	Experience with family or group care training or courses
ECHS-1580	School-Age Care	Experience working in a school-age before or after school program
ECHS-1600	Parents As Partners	Birth through age 4 classroom training or courses and experience in Head Start or other program that works extensively with parents
ECHS-1710	Child Care Management	Birth through age 4 classroom training or courses and experience as a director or assistant director in an early childhood program
ECHS-1800	Child Development Associate Credential Preparation, Part 1	Birth through age 4 classroom experience and knowledge of the CDA process
ECHS-1810	Child Development Associate Credential Preparation, Part 2	Birth through age 4 classroom experience and knowledge of the CDA process
ECHS-1820	Child Development Associate Credential Preparation, Part 3	Birth through age 4 classroom experience and knowledge of the CDA process
ECHS-2100	Implementing the Curriculum	Birth through age 4 classroom experience and knowledge of creative curriculum, particularly assessment
ECHS-2110	Curriculum Skills	Birth through age 4 classroom experience and knowledge of creative curriculum, particularly assessment
ECHS-2300	Early Childhood Practicum	Birth through age 4 classroom experience and knowledge of creative curriculum, particularly assessment
ECHS-2310	Professional Issues in Early Childhood	Birth through age 4 classroom experience and knowledge of the NAEYC Code of Ethics
Education		
EDUC-1010	Paraprofessional Theory & Practice	Minimum five years K-12 classroom teaching experience and experience working with Paraprofessionals.
EDUC-1580	School-Age Care	Training in and experience working in a school-age before- or after- school program

EDUC-2010	Introduction to Education	5 years K-12 classroom experience
EDUC-2100	Teacher Education Field Work	5 years K-12 classroom experience
Health & Human Services		
HHSC 1800	Pharmacology for Healthcare Professionals	CMA, RN or other related professional certification/licensure. Experience in health sciences utilizing an in depth knowledge of anatomy, pharmacology and diagnostic procedures
HHSC-1700	Medical Terminology	CMA, RN or related professional certification/licensure. Experience in health sciences utilizing an in depth knowledge of anatomy, pharmacology and diagnostic procedures
Medical Assistant		
MAST-1120	Medical Assistant Clinical 1A	CMA or RN and Clinical ambulatory experience: Adults through Pediatrics
MAST-1130	Medical Assistant Clinical 1B	CMA or RN and Clinical ambulatory experience: Adults through Pediatrics
MAST-1150	Applied Math for Medical Assistants	CMA or RN or Pharmacist or Pharmacology Researcher and Experience in dosage calculation and administering medication
MAST-1160	Medical Assistant Clinical 2A	CMA or RN and Clinical ambulatory experience: Adults through Pediatrics. Oral and parenteral medication administration
MAST-1170	Medical Assistant Clinical 2B	CMA or RN and Clinical ambulatory experience: Adults through Pediatrics. Oral and parenteral medication administration
MAST-1180	Medical Diagnostic Procedures	CMA or RN and Clinical ambulatory experience with EKG, Spirometry, PFT, audiometric and radiographic testing
MAST-1300	Medical Assistant Laboratory Techniques A	MT or MLT or other valid professional certification/licensure and Experience in medical technology, laboratory management
MAST-1310	Medical Assistant Laboratory Techniques B	Experience in medical technology, laboratory management
MAST-1360	Medical Assistant Administration 1	CMA, RN or other related professional certification/licensure. Administrative experience in ambulatory care

MAST-1390	Medical Assistant Administration 2	CMA, RN, CPA or other related professional certification/licensure. Accounting experience in medical office/hospital or CPA medical office consultant.
MAST-1400	Medical Assistant Insurance Forms	CPC-H, RHIT, CCS, CCS-P, CMA or related certification/. Billing/Coding experience in ambulatory/hospital setting
MAST-1420	Computer Applications for Medical Assistants	CMA, RN or other related professional certification/licensure. Computer experience in ambulatory care, computer major with medical experience
MAST-1600	Medical Assistant Externship	Program Coordinator students in externship
MAST-1601	Medical Assistant Phlebotomy	CMA, RN, MT, MLT or related certification/licensure. Phlebotomy in ambulatory care/ hospital setting with knowledge of outpatient collection processes
MAST-1720	Body Systems 1	CMA, RN or other related professional certification/licensure. Experience in health sciences utilizing an in depth knowledge of anatomy, pharmacology and diagnostic procedures
MAST-1730	Body Systems 2	CMA, RN or other related professional certification/licensure. Experience in health sciences utilizing an in depth knowledge of anatomy, pharmacology and diagnostic procedures

Nursing

NURS-1510	Fundamentals of Nursing Theory	Experience in Medical-Surgical Nursing within the past two years.
NURS-1520	Health Assessment in Nursing 1	Experience in Medical-Surgical Nursing within the past two years.
NURS-1530	Basic Nursing Skills	Experience in Medical-Surgical Nursing within the past two years.
NURS-1610	Fundamentals of Nursing 2	Experience in Medical-Surgical Nursing within the past two years.
NURS-1620	Health Assessment in Nursing 2	Experience in Medical-Surgical Nursing within the past two years.
NURS-1630	Fundamentals of Nursing Clinical	Experience in Medical-Surgical Nursing within the past two years.
NURS-1710	Medical-Surgical Nursing 1A	Experience in Medical-Surgical Nursing within the past two years.

NURS-1720	Medical-Surgical Nursing 1B	Experience in Medical-Surgical Nursing within the past two years.
NURS-1730	Medical-Surgical Nursing 1 Clinical	Experience in Medical-Surgical Nursing within the past two years.
NURS-1810	Mental Health Nursing A	Experience in Mental Health Nursing within the past two years.
NURS-1820	Mental Health Nursing B	Experience in Mental Health Nursing within the past two years.
NURS-1830	Mental Health Nursing Clinical	Experience in Mental Health Nursing within the past two years.
NURS-2510	Medical-Surgical Nursing 2A	Experience in Medical-Surgical Nursing within the past two years.
NURS-2520	Medical-Surgical Nursing 2B	Experience in Medical-Surgical Nursing within the past two years.
NURS-2530	Medical-Surgical Nursing 2 Clinical	Experience in Medical-Surgical Nursing within the past two years.
NURS-2610	Maternity Nursing A	Experience in Maternity Nursing within the past two years.
NURS-2620	Maternity Nursing B	Experience in Maternity Nursing within the past two years.
NURS-2630	Maternity Nursing Clinical	Experience in Maternity Nursing within the past two years.
NURS-2710	Pediatric Nursing A	Experience in Pediatric Nursing within the past two years.
NURS-2720	Pediatric Nursing B	Experience in Pediatric Nursing within the past two years.
NURS-2730	Pediatric Nursing Clinical	Experience in Pediatric Nursing within the past two years.
NURS-2810	Leadership & Management in Nursing	Experience in Leadership and Management in Medical-Surgical Nursing within the past two years.

NURS-2820	Medical-Surgical Nursing 3	Experience in Leadership and Management in Medical-Surgical Nursing within the past two years.
NURS-2830	Clinical Nursing Management	Experience in Leadership and Management in Medical-Surgical Nursing within the past two years.
Occupational Therapy Assistant		
OTAS-1010	Activity Media & Task Analysis	Working knowledge of OT practice framework and therapeutic crafts & modalities.
OTAS-1020	Medical Language	Working knowledge of OT practice framework and terminology.
OTAS-1110	Mental Health Conditions	Working knowledge of OT mental health frames of reference & OT practice framework. Experience with Mental health diagnosis.
OTAS-1150	Mental Health Techniques & Treatment	Working knowledge of OT mental health frames of reference & OT practice framework. Experience with Mental health diagnosis. 2 years of OTA supervision.
OTAS-1160	Mental Health Techniques & Treatment Lab	Working knowledge of OT mental health frames of reference & OT practice framework. Experience with Mental health diagnosis. 2 years of OTA supervision.
OTAS-1210	Clinical Kinesiology	Current working knowledge & courses in the theories & principles of human movement & application to function. OT practice framework. 2 years of clinical experience with physical dysfunction clients and OTA supervision.
OTAS-1220	Kinesiology - Laboratory	Current working knowledge & competency in basic OT intervention techniques for physical dysfunction, treatment frames of reference & the OT practice framework. 2 or more years of clinical experience with physical dysfunction clients and OTA supervision.
OTAS-1290	Rehabilitation Conditions	Current working knowledge & competency in OT intervention techniques for physical dysfunction conditions birth to death, intervention frames of reference & the OT practice framework. Two or more years of clinical experience with physical dysfunction/rehabilitation conditions, clients, modalities and OTA supervision
OTAS-1310	Life Span Development	Current working knowledge of the life span with physical, cognitive & social development as applied to OT and the practice framework. Two or more years of clinical experience with birth to death clients.

OTAS-1330	Patient Interactive Communication Skills	Current working knowledge of client communication skills and therapist/client interactions for therapeutic benefit applied to the OT practice framework. Two or more years of clinical experience with birth to death clients and OTA supervision.
OTAS-1350	Pediatrics	Current working knowledge of pediatric frames of reference and intervention techniques for physical, mental health and school system intervention applied to the OT practice framework. Two or more years of clinical experience with pediatrics, birth through late adolescence and OTA supervision.
OTAS-1360	Pediatrics Laboratory	Current working knowledge of pediatric frames of reference and intervention techniques for physical, mental health and school system intervention applied to the OT practice framework. Two or more years of clinical experience with pediatrics, birth through late adolescence and OTA supervision.
OTAS-1380	Documentation Skills 1	Current working knowledge of the AOTA guidelines for documentation. Current working knowledge of third party reimbursement guidelines and application to various settings and formats in both physical dysfunction and mental health. Two or more years of clinical experience involving documentation of OT services.
OTAS-1410	Level I - Mental Health Fieldwork	Working knowledge of ACOTE fieldwork standards and the student clinical evaluation tools. Working relationship, marketing and communication with clinical affiliates and practicing OT clinicians. Two or more years of clinical experience, supervision of OTA clinicians and fieldwork OTA students in Level I fieldwork.
OTAS-2210	Physical Dysfunction Techniques & Treatment--Lecture	Working knowledge of beginning and advanced rehabilitation interventions, OT frames of reference, assessments and application to the OT practice framework. Two or more years in physical rehabilitation settings and OTA supervision.
OTAS-2220	Physical Dysfunction Techniques & Treatment Laboratory	Working knowledge of beginning and advanced rehabilitation interventions, assessment and implementation. Skill in adaptation, splinting and PAMS. Application of the OT practice framework. Two or more years in physical rehabilitation settings and OTA supervision.
OTAS-2310	Gerontics Lecture	Working knowledge of the OT frames of reference related to the elderly, interventions and assessments with physical dysfunction, mental health & wellness promotion. Application of the OT practice framework. Two or more years in physical rehabilitation, mental health and wellness promotion with geriatric settings, clients and OTA supervision.

OTAS-2320	Gerontics Laboratory	Working knowledge of OT interventions as applied to the elderly population both disabled and well, including splints, PAMS, vitals, feeding techniques, exercise, restraint reduction and positioning. Application of the OT practice framework. Two or more years in physical rehabilitation, mental health and wellness promotion with geriatric settings, clients and OTA supervision.
OTAS-2340	Program Support	Working knowledge of OT management skills, department needs, program design and implementation. This includes research and third party reimbursement issues and resolution. Two or more years in clinical practice and in the role of manager of OT services and related services. OTA supervision
OTAS-2360	Fieldwork Prep: From Classroom to Clinic	Working knowledge of ACOTE standards, student transition of academics to clinical, portfolio development and job seeking skills. Two or more years in clinical practice in various settings and at least two years of OTA and Level I and Level II student supervision.
OTAS-2380	Documentation Skills 2	Two or more years of clinical experience involving documentation of OT services. Current working knowledge of the AOTA guidelines for documentation. Current working knowledge of third party reimbursement guidelines and appeals process and application to various settings and formats in both physical dysfunction and mental health.
OTAS-2390	Assistive Technology	Working knowledge of assistive technology with various client populations for intervention planning, implementing, design of, constructing of and obtaining equipment through appropriate channels for reimbursement. Two or more years in clinical practice in various settings using assistive technology and OTA supervision.
OTAS-2420	Level 1 - Physical Dysfunction Fieldwork	Working knowledge of ACOTE fieldwork standards and the student clinical evaluation tools. Working relationship, marketing and communication with clinical affiliates and practicing OT clinicians. Two or more years of clinical practice, OTA supervision and supervision of Level I fieldwork students.
OTAS-2480	Level 2 - Mental Health Fieldwork	Two or more years of clinical practice, OTA supervision and supervision of Level I & Level II fieldwork students. Working knowledge of ACOTE fieldwork standards and the student clinical evaluation tools. Working relationship, marketing and communication with clinical affiliates and practicing OT clinicians.
OTAS-2490	Level 2 - Physical Dysfunction Fieldwork	Working knowledge of ACOTE fieldwork standards and the student clinical evaluation tools. Working relationship, marketing and communication with clinical affiliates and practicing OT clinicians. Two or more years of clinical practice, OTA supervision and supervision of Level I & Level II fieldwork students.
Physical Therapist Assistant		
PTAS-1020	Physical Therapy Procedures 1 - Lecture	Experience to include acute care and either subacute or outpatient

PTAS-1030	Physical Therapy Procedures 1 - Laboratory	Experience to include acute care and either subacute or outpatient
PTAS-1070	Joint Structure & Function - Lecture	Continuing education in musculoskeletal anatomy or functional exercise prescription
PTAS-1080	Joint Structure & Function - Laboratory	Continuing education in musculoskeletal anatomy or functional exercise prescription
PTAS-1090	Medical Issues for the Physical Therapist Assistant	Experience to include acute care or continuing education in medicine/ pharmacology
PTAS-1140	Life Span Development for PTA	Experience/knowledge to include lifespan practice (either end-of-life or pediatrics)
PTAS-1150	Kinesiology - Lecture	Continuing education in kinesiology or 5+ years of practice with advanced functional exercise prescription
PTAS-1160	Kinesiology - Laboratory	Continuing education in kinesiology or 5+ years of practice with advanced functional exercise prescription
PTAS-1170	Physical Therapy Procedures 2 - Lecture	Experience to include development of therapeutic exercise programs for adult patients
PTAS-1180	Physical Therapy Procedures 2 - Laboratory	Experience to include development of therapeutic exercise programs for adult patients
PTAS-2110	Neuromuscular Physical Therapy - Lecture	Experience to include 1 year of evaluation and treatment of neurologically impaired patients
PTAS-2120	Neuromuscular Physical Therapy - Laboratory	Experience to include 1 year of treatment of neurologically impaired patients
PTAS-2130	Musculoskeletal Physical Therapy - Lecture	Experience to include 1 year of evaluation, treatment of orthopedically impaired patients in an outpatient setting; if PTA, documented continuing education in orthopedics

PTAS-2140	Musculoskeletal Physical Therapy - Laboratory	Experience to include 1 year of treatment of the orthopedically impaired patient in the outpatient setting
PTAS-2190	Physical Therapy Procedures 3 - Lecture	Experience to include 1 year of outpatient experience; Documented knowledge of electrotherapeutics
PTAS-2200	Physical Therapy Procedures 3 - Laboratory	Experience to include 1 year of outpatient experience; Documented knowledge of electrotherapeutics
PTAS-2340	Clinical Internship 1	Experience to include 1 year as a clinical instructor; Demonstrated ability/knowledge in marketing and community outreach; Experience in preferred PT/PTA relationships
PTAS-2350	Clinical Internship 2	Experience to include 1 year as a clinical instructor; Demonstrated ability/knowledge in marketing and community outreach; Experience in PT/PTA relationships
PTAS-2390	Clinical Internship 3	Experience to include 1 year as a clinical instructor; Demonstrated ability/knowledge in marketing and community outreach; Experience in PT/PTA relationships
PTAS-2440	Rehabilitation Techniques - Lecture	Experience to include 1 year of experience in the evaluation and treatment of adult rehab patients.
PTAS-2450	Rehabilitation Techniques - Laboratory	Experience to include 1 year of treatment of adult rehabilitation patients
PTAS-2460	Pediatrics	Experience to include 1 year of evaluation and treatment of the pediatric patient
PTAS-2470	Cardiopulmonary Rehabilitation	Experience to include 1 year of evaluation/ treatment of acute, subacute or chronic cardiopulmonary patients or 1 year of cardiac rehabilitation experience
PTAS-2500	Seminar for Physical Therapist Assistants	Demonstrated knowledge of current issues in PT practice
Respiratory Therapy		
RSPT-1120	Respiratory Therapy Procedures 2 - Laboratory	American Heart Association (AHA) or American Red Cross (ARC) Instructor Credential required
RSPT-1210	Pediatric/Neonatal Respiratory Care	2 years experience in neonatal & pediatric respiratory therapy.
Surgical Technology		

SURG-1050	Introduction to Surgical Technology	Certified Surgical Technologist (CST) or Certified Nurse Operating Room (CNOR)
SURG-1051	Introduction to Surgical Patient Care Techniques	Certified Surgical Technologist (CST) or Certified Nurse Operating Room (CNOR)
SURG-1060	Orientation to Central Processing Distribution Technician	CRCST and Certified Surgical Technologist (CST) or Certified Nurse Operating Room (CNOR)
SURG-1070	Central Processing Distribution Technician Clinical	CRCST and Certified Surgical Technologist (CST) or Certified Nurse Operating Room (CNOR)
SURG-1200	Surgical Clinical 1	Certified Surgical Technologist (CST) or Certified Nurse Operating Room (CNOR)
SURG-1250	Surgical Specialties 1	Certified Surgical Technologist (CST) or Certified Nurse Operating Room (CNOR)
SURG-1260	Surgical Pharmacology	Certified Surgical Technologist (CST) or Certified Nurse Operating Room (CNOR)
SURG-1300	Surgical Clinical 2	Certified Surgical Technologist (CST) or Certified Nurse Operating Room (CNOR)
SURG-1350	Surgical Specialties 2	Certified Surgical Technologist (CST) or Certified Nurse Operating Room (CNOR)
SURG-1360	Surgical Seminar	Certified Surgical Technologist (CST) or Certified Nurse Operating Room (CNOR)
SURG-2100	Body Systems for the Surgical First Assistant	Certified Surgical Assistant (CSA) or Certified First Assist (CFA)
SURG-2110	Ethical & Legal Responsibilities for the Surgical First Assistant	Certified Surgical Assistant (CSA) or Certified First Assist (CFA)

SURG-2120	Role of Surgical First Assistant	Certified Surgical Assistant (CSA) or Certified First Assist (CFA)
SURG-2130	Anesthesia & Pharmacology for the Surgical First Assistant	Certified Surgical Assistant (CSA) or Certified First Assist (CFA) and Certified Registered Nurse Anesthetist (CRNA) or a Board Certified Anesthesiologist (MD)
SURG-2140	Fundamental Skills for the Surgical First Assistant	Certified Surgical Assistant (CSA) or Certified First Assist (CFA)
SURG-2150	Surgical First Assistant Clinical 1	Certified Surgical Assistant (CSA) or Certified First Assist (CFA)
SURG-2160	Surgical First Assistant Clinical 2	Certified Surgical Assistant (CSA) or Certified First Assist (CFA)
Veterinary Technician		
VETT-1020	Applied Anatomy & Physiology - Lecture	Current working knowledge of anatomy and physiology as it applies to small animals. (Evidence must include industry experience within 5 years and recent CE attended in relevant subject(s))
VETT-1030	Applied Anatomy & Physiology - Laboratory	Current working knowledge of anatomy and physiology as it applies to small animals. (Evidence must include industry experience within 5 years and recent CE attended in relevant subject(s))
VETT-1080	Small Animal Techniques - Lecture	Current working knowledge of common small animal techniques. (Evidence must include industry experience within 5 years and recent CE attended in relevant subject(s))
VETT-1090	Small Animal Techniques - Laboratory	Current working knowledge of common small animal techniques. (Evidence must include industry experience within 5 years and recent CE attended in relevant subject(s))
VETT-1220	Veterinary Anesthesia - Lecture	Current working knowledge of various small animal anesthetic protocols, procedures, and anesthetic equipment. (Evidence must include industry experience within 5 years and recent CE attended in relevant subject(s))
VETT-1230	Veterinary Anesthesia - Laboratory	Current working knowledge of various small animal anesthetic protocols, procedures and anesthetic equipment.
VETT-1300	Assisting in Veterinary Surgery - Lecture	Current working knowledge of common small animal surgical procedures and equipment. (Evidence must include industry experience within 5 years and recent CE attended in relevant subject(s))

VETT-1310	Assisting in Veterinary Surgery - Laboratory	Current working knowledge of common small animal surgical procedures and equipment
VETT-1440	Clinical Pathology 1 - Lecture	Current working knowledge of common laboratory procedures as it applies to small animals.
VETT-1450	Clinical Pathology 1 - Laboratory	Current working knowledge of common laboratory procedures as it applies to small animals.
VETT-1580	Veterinary Technician Internship 1	Program Director or his/her designee.
VETT-1700	Pharmacology for Veterinary Technicians	Current working knowledge of common veterinary pharmaceuticals as it applies to small animals.
VETT-1720	Veterinary Office Procedures & Hospital Management	Extensive knowledge in office procedures and office management, with leadership experience. (Evidence must include industry experience within 5 years and recent CE attended in relevant subject(s))
VETT-2050	Large Animal Techniques - Lecture	Current or recent experience with large animals.
VETT-2060	Large Animal Techniques - Laboratory	Current or recent experience with large animals.
VETT-2100	Large Animal Diseases	Current working knowledge of common large animal diseases, and current working experience with large animals.
VETT-2220	Small Animal Diseases	Current working knowledge of small animal diseases.
VETT-2300	Laboratory Animal Procedures - Lecture	Must have recent experience and knowledge of laboratory animals
VETT-2310	Laboratory Animal Procedures - Laboratory 1	Must have recent experience and knowledge of laboratory animals
VETT-2480	Clinical Pathology 2 - Lecture	Current working knowledge of laboratory procedures as it applies to small animals.
VETT-2490	Clinical Pathology 2 - Laboratory	Current working knowledge of laboratory procedures as it applies to small animals.
VETT-2580	Veterinary Technician Internship 2	Program Director or his/her designee.

VETT-2620	Radiology for Veterinary Technicians - Lecture	Current working knowledge of radiographic procedures as it applies to small animals. (Evidence must include industry experience within 5 years and recent CE attended in relevant subject(s))
VETT-2630	Radiology for Veterinary Technicians - Laboratory	Current working knowledge of radiographic procedures as it applies to small animals.

Information Technology		
ITAP-1500 - Advanced MS Word	Application Professional	Valid Microsoft Office certification or 3 years extensive use of advanced features
ITAP-1600 - Advanced MS Excel	Application Professional	Valid Microsoft Office certification or 3 years extensive use of advanced features
ITAP-1700 - Advanced MS Access	Application Professional	Valid Microsoft Office certification or 3 years extensive use of advanced features
ITAP-2000 - Enterprise Content Management (ECM) Fundamentals	Application Professional	Working knowledge of Content Management Software, workflow and business process management, archiving and document lifecycle management, and regulatory compliance; or industry certification and/or professional training. Working knowledge of MS SharePoint.
ITAP-2010 - Fundamentals of Electronic Records Management (ERM)	Application Professional	Working knowledge of roles and responsibilities of professional records managers, disaster crisis planning, capture and declaration, retention schedules, taxonomies, metadata, audit trails, and reference models; or industry certification and/or professional training
ITNC-1000 - CISCO Networking 1	Cisco Academy	Valid CCNA or CCNP, and Cisco Certified Academy Instructor (CCAI). certification. 3 years Industry experience. http://www.cisco.com/web/learning/netacad/get_involved/BecomeAnInstructor.html
ITNC-1020 - CCENT 1	Cisco Academy	Valid CCNA or CCNP, and Cisco Certified Academy Instructor (CCAI). certification. 3 years Industry experience
ITNC-1030 – CCENT 2	Cisco Academy	Valid CCNA or CCNP, and Cisco Certified Academy Instructor (CCAI). certification. 3 years Industry experience
ITNC-1100 - Cisco Networking 2	Cisco Academy	Valid CCNA or CCNP, and Cisco Certified Academy Instructor (CCAI). certification. 3 years Industry experience

ITNC-2000 - Cisco Networking 3	Cisco Academy	Valid CCNA or CCNP, and Cisco Certified Academy Instructor (CCAI). certification. 3 years Industry experience
ITNC-2100 - Cisco Networking 4	Cisco Academy	Valid CCNA or CCNP, and Cisco Certified Academy Instructor (CCAI). certification. 3 years Industry experience
ITCS-1160 - Introduction to Oracle: SQL	Database	1 year experience with SQL Server, Oracle, or DB2, using SQL or industry certification and/or professional training
ITCS-1180 - Database Design Concepts	Database	3 years systems analyst experience performing analysis, design, creation, and/or administration of a large scale relational database; or industry certification and/or professional training
ITCS-1170 - Database Design & Implementation Using SQL & XML	Database	3 years systems analyst experience performing analysis, design, creation, and/or administration of a large scale relational database; or industry certification and/or professional training and 1 year experience with SQL Server, Oracle, or DB2, using SQL
ITCS 1950 Intro to Game Development	Gaming	3 years experience: electronic game development and Python development
ITCS 2000 ITCS Game Programming with Direct X	Gaming	3 years experience: electronic game development and Direct X development
ITCS 2050 Advanced Game Development	Gaming	3 years experience: electronic game development, FLASH, and XNA
ITIA-1200 - Introduction to Information Systems Security	Information Assurance	3 years information systems security experience. Networking experience. Knowledge and experience with security policy, devices, and strategies; or industry certification and/or professional training
ITIA-1300 - Info Security Safeguards	Information Assurance	3 years information protection (policy writing) experience. Networking experience; or industry certification and/or professional training
ITIA-1400 - Building an Information Protection Program 3	Information Assurance	3 years information protection (policy writing) experience. Networking experience; or industry certification and/or professional training
ITIA-2300 - Information Systems Threat Assessment	Information Assurance	3 years system security and Networking experience. Experience with threat assessment and management; or industry certification and/or professional training

ITIA-2600 - Principles of Cryptography	Information Assurance	Cryptography experience. 3 years system security and networking experience; or industry certification and/or professional training
ITIA-2700 - Computer Forensics	Information Assurance	Computer forensics experience; or industry certification and/or professional training; 3 years system security and networking experience
ITCS 2335 Foundations of Business Information Technology	IT Major	3 years IT technology implementation experience; minimum 2 years experience in two of the following areas: IT project management, RFP and/or proposal development, business-to-IT-department leadership role
ITNT-1500 - Principles of Networking	Network Administration	2 years networking experience in industry; or industry certification and/or professional training
ITNT-1600 - Introduction to Wireless Networks	Network Administration	2 years wireless networking industry experience; or industry certification and/or professional training
ITNT-1700 - Wireless Network Integration	Network Administration	3 years wireless networking industry experience; or industry certification and/or professional training
ITNT-2130 - Network Design 1	Network Administration	2 years of networking experience in industry required. CCNA/CCDA a plus. Microsoft networking experience alone is not sufficient; or industry certification and/or professional training
ITNT-2911 - Introduction to Voice over IP	Network Administration	Valid CCNA certification. Telephony infrastructure knowledge; Cisco IP based voice packet telephony experience; or industry certification and/or professional training
ITNT-2912 - Deploying Voice over IP	Network Administration	Valid CCNA certification. CCNP a plus. Telephony infrastructure knowledge; Cisco IP based voice packet telephony experience; or industry certification and/or professional training
ITCS-1010 Computer & Info Proc Princ	Office	Valid Microsoft Office certification or extensive experience with intermediate level Office Suite (Word, Excel, Access, and PowerPoint) features; 2 years industry work experience using computer software, hardware, and/or the internet
ITCS-1400 Micros in Bus	Office	2 years working knowledge of the advanced level features of MS Word, Excel, Access, and PowerPoint. Industry work experience using computer software, hardware, and/or the internet; or industry certification and/or professional training
ITOS-1310 - Managing a Microsoft Windows Client Environment	Operating Systems	2 years MS Windows professional experience. MS certification; or industry certification and/or professional training

ITOS-1400 - Managing A MS Windows Server Environment	Operating Systems	2 years MS Certification. MS Windows Server 2008 or 2010 experience; or industry certification and/or professional training
ITOS-1500 - Implementing Microsoft Windows Active Directory	Operating Systems	2 years MS Windows Active Directory experience. MS Certification; or industry certification and/or professional training
ITOS-1710 - Introduction to Linux	Operating Systems	2 years experience direct use and administration of LINUX/UNIX. Experience with the installation of any flavor of UNIX within a virtual server environment; or industry certification and/or professional training
ITOS-1720 - Linux Server Administration	Operating Systems	2 years experience direct use and administration of LINUX/UNIX. Experience with the installation of any flavor of UNIX within a virtual server environment; or industry certification and/or professional training
ITOS-2400 - Managing a Microsoft Windows Server Network	Operating Systems	MS Certification. 2 years management of MS Windows Server Networks experience; or industry certification and/or professional training
ITOS-2500 - Implementing & Managing Microsoft Exchange Server	Operating Systems	MS Certification. 3 years implementation & management of MS Exchange Server experience; or industry certification and/or professional training
ITCS-1130 - Introduction to Program Design & Development	Programming	Programming, design, editing, coding and debugging. 2 years program development experience with VB.NET or C++ or C# or Java; or industry certification and/or professional training
ITCS-1230 - Visual Basic Programming	Programming	2 years programming experience using VB.NET; or industry certification and/or professional training
ITCS-2220 - Advanced Visual Basic	Programming	3 years experience programming using MS VB.NET, ASP.NET, ADO, and Visual Basic Web based applications; or industry certification and/or professional training
ITCS-2530 - C++ Programming 1	Programming	2 years experience as a programmer using C++; or industry certification and/or professional training
ITCS-2550 - C++ Programming 2	Programming	3 years experience as a programmer using C++; or industry certification and/or professional training
ITCS-2590 - JAVA 1	Programming	2 years experience as a programmer using JAVA; or industry certification and/or professional training

ITCS-2620 - JAVA 2	Programming	3 years experience as a programmer using JAVA; or industry certification and/or professional training
ITCS 2830 Applications Implementation & Testing	Programming	3 years experience: large-scale software development; direct experience applications testing; application requirements gathering
ITWP-1000 – Intro to Web Programming	Web Programming	Web Programming using HTML, CGI. Applicants MUST have direct experience publishing web pages to the internet. Online certification preferred; or industry certification and/or professional training
ITWP 1050 Basic Web Design With Cascading Style Sheets	Web Programming	3 years experience: general web site development and direct use of cascading style sheets in website development; must be on-line certified
ITWP-1100 – Web Programming with JavaScript & Dynamic HTML	Web Programming	Web programming with JavaScript & Dynamic HTML. Applicants MUST have direct experience using JavaScript in web pages they have published to the internet; or industry certification and/or professional training. Must be online certified.
ITWP-1200 – Web Development with VBScript	Web Programming	Web development with VBScript. CIW Application Developer 1D)-430 Certification preferred. Applicants MUST have direct experience using VBScript in web pages they have published to the internet; or industry certification and/or professional training. Must be online certified.
ITWP-1600 – Web Security	Web Programming	Web Security experience. CIW Security Professional Certification preferred. Experience as a Site Security Administrator or upper level team member; or industry certification and/or professional training; or industry certification and/or professional training. Must be online certified.
ITWP-2300 – Building Dynamic, Intelligent Web Based Solutions with ASP.NET 3	Web Programming	Web Based Solutions w/ASP.NET including ADO. Applicants MUST have direct experience using ADO in web pages they have published to the internet; or industry certification and/or professional training. Applicants must be able to perform ADO operations via Programming CODE. Must be online certified.
ITWP-2600 – Web Commerce (E-Commerce)	Web Programming	Web based e-Commerce experience. Development methodologies. Classic ASP.NET, DreamWeaver and/or FrontPage required. Successful implementation of eCommerce pedagogy in a real time environment preferred; or industry certification and/or professional training. Must be online certified.
ITWP-2700 – Programming: Perl	Web Programming	Perl knowledge. Web Languages Perl 1DO-435 CIW Certification preferred. Applicants MUST have direct experience using PERL in web pages they have published to the internet. Must be online certified.
ITWP-2750 – WEB Programming: PHP	Web Programming	PHP knowledge. Zend PHP Certification a plus. Applicants MUST have direct experience using PHP in web pages they have published to the internet. Must be online certified.

ITWP-2800 – Web Site Administration	Web Programming	Web Site Administration experience. I-Net certification or Basic CIW preferred. Applicants MUST have direct experience as WebMaster or assistant Web Master including basic understanding of networking and hardware as well as software required to manage and maintain a web server. Must be online certified.
ITML 1000 Microcomputer Literacy	Other	Motivational skills, experience with intermediate level Office Suite (Word, Excel, Access, and PowerPoint) features
ITBS-1000 - Computer Keyboarding	Other	Keyboarding, editing, basic computer knowledge
ITBS-1020 - Keyboard Speed Development	Other	Keyboarding, editing, motivational skills, basic computer knowledge

Public Service

Emergency Medical Services		
EMSA-1211	Basic EMT Lecture 1	Michigan License as a Paramedic Coordinator
EMSA-1220	Basic EMT Lab	Michigan License as a Paramedic
EMSA-1230	Basic EMT Computer Lab	Michigan License as a Paramedic Coordinator and working knowledge of Microsoft XP
EMSA-1241	Basic EMT Lecture 2	Michigan License as a Paramedic Coordinator
EMSA-1250	Clinical Rotation for the Basic EMT	Michigan License as a Paramedic Coordinator
EMSA-2510	Introduction to Paramedic Procedures	Michigan License as a Paramedic Coordinator
EMSA-2520	Pharmacology for the Paramedic 1	Michigan License as a Paramedic Coordinator
EMSA-2530	Paramedic Lab 1	Michigan License as a Paramedic
EMSA-2540	Paramedic Computer Lab 1	Michigan License as a Paramedic Coordinator and working knowledge of Microsoft XP
EMSA-2550	Paramedic Lecture 2	Michigan License as a paramedic Coordinator
EMSA-2560	Paramedic Lecture 3	Michigan License as a Paramedic Coordinator
EMSA-2570	Pharmacology for the Paramedic 2	Michigan License as a Paramedic Coordinator

EMSA-2580	Paramedic Lab 2	Michigan License as a Paramedic
EMSA-2590	Computer Lab for the Paramedic 2	Michigan License as a Paramedic Coordinator and working knowledge of Microsoft XP
EMSA-2600	Advanced Life Support Internship	Michigan License as a Paramedic Coordinator
EMSA-2611	Hospital Clinical Rotation for the Paramedic	Michigan License as a Paramedic Coordinator
EMSA-2612	Hospital Clinical Rotation for the Paramedic 2	Michigan License as a Paramedic Coordinator
EMSA-2620	Paramedic Lecture 4	Michigan License as a Paramedic Coordinator
Fire Science		
FIRE-2000	Basic Fire Academy-Firefighter 1	MFFTC Instructor Certification
FIRE-2010	Basic Fire Academy-Firefighter 2	MFFTC Instructor Certification
FIRE-2300	Fire Department Administration	Fire Officer 1, 2, and 3 and at least three years of Command Level experience
FIRE-2410	Building Construction for Fire Protection	Experience as a Fire Marshall or Code Enforcement Officer
FIRE-2510	Fire Fighting Tactics & Strategy	Fire Officer 1, 2, and 3
Law Enforcement		
LAW-1410	Delinquency Prevention & Control	Demonstrated law enforcement experience in Juvenile Investigations
LAW-1500	Analysis of Terrorism	Demonstrated law enforcement experience with training in Homeland Security and Terrorism
LAW-2350	Criminal Investigation & Laboratory Techniques	Demonstrated experience in forensic investigations
LAW-2370	Physical Criminalistics	Demonstrated experience in forensic investigations
LAW-2380	Chemical Criminalistics	Demonstrated experience in forensic investigations

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