

Short Certificate - Business and Office Technology: Administrative Technology option

The Administrative Technology certificate program is designed for persons seeking immediate employment and for professional development for persons who are already employed in office and business positions. Credits earned may be applied toward the Associate in Applied Science degree in Business Technology.

	credit hours
Required courses	18
OAD 101 Beginning Keyboarding	3
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing	3
OAD 130 Electronic Calculations	3
ENG 101 English Composition I	3
CIS 146 Microcomputer Applications	3
Electives (3 hours in CIS and 3 hours in BUS, MST, or ECO)	6
CIS Elective	3
BUS, MST, or ECO Elective	3
Additional certificate requirements	3
*ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development I	2
Total	27

Short Certificate - Child Care and Development

The Child Care and Development program provides training in child care and development for day care teachers, aides, and others who wish to pursue careers as day care or nursery school teachers, HeadStart professionals, etc. This program consists of courses offered on demand during the evening hours to accommodate the needs of individuals presently employed. This program allows child care workers to meet the minimum requirements of Alabama Head Start and Child Care Standards. The state of Georgia requires additional training in CPR, First Aid, and in identifying, reporting and meeting the needs of abused, neglected or deprived children.

Courses needed for Child Development CDA Credential

Students interested in meeting the educational component of the nationally recognized CDA credential in a formal education setting should take at least three Child Care courses (3 semester hours each). The Council for Professional Recognition headquartered in Washington, D.C., operates the Child Development (CDA) national credentialing program. As one criterion, students must have completed 120 hours (clock hours) of approved training within the last five years.

	credit hours
Required courses	24
CHD 100 Introduction to Early Care and Education of Children	3
CHD 201 Child Growth and Development Principles	3
CHD 203 Children’s Literature	3
CHD 204 Methods and Materials for Teaching Children	3
CHD 205 Program Planning for Educating Young Children	3
ART 286 Art for Teachers	3

* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student’s program total.