

Career Studies Certificate

Information Technology

Readiness



PURPOSE: If you are seeking postsecondary education programs that are less than conventional one- or two-year programs, MECC has what you are looking for. The Career Studies Certificate is a response to the non-conventional, short-term educational needs of individuals who seek to upgrade occupational skills, learn new skills, or pursue specialized interests. The Career Studies Certificate consists of specialized program options. These options represent a wide variety of career and academic interest course areas. Each option is intended to represent a minimum amount of college course work considered representative of these fields of study and designed as a distinct “mini-curriculum” to meet minimum occupational or adult interest requirements.

PROGRAM REQUIREMENTS: To be admitted to a Career Studies Certificate Program, one must meet the general requirements for admission to the College. Some courses may require prerequisites or demonstrated entry-level proficiency. Students lacking prerequisites or entry-level proficiency may be required to enroll in the developmental studies program or prerequisite course.

The Career Studies Certificate includes selected specialized courses within each program option. The range of course credits varies among the program options from a minimum of nine semester credits to a maximum of twenty-nine semester credits. Upon satisfactory completion of one of the program options, the graduate will receive the Career Studies Certificate. Students of the College may earn more than one certificate as program option requirements are satisfied.

Career Studies program options will be offered as community needs are identified and institutional resources permit.

Normally, courses which are associated with the various program options may be offered when all of the following conditions are met:

1. Justifiable student enrollment
2. Adequate facilities are available
3. Qualified instructors are available
4. Adequate financial resources are available.

The College reserves the right to discontinue any Career Studies option if student interest does not justify its continuation

First Year

Fall Semester			
AST	101	Keyboarding I	3
AST	132	Word Processing I	1
AST	133	Word Processing II	1
ITE	115	Intro to computer Apps and Concepts	3
SDV	101	Orientation to Business Related Programs	1
SDV	107	Career Education	3

Spring Semester			
ENG	100	Basic Occupational Com.	3
BUS	121	Business Mathematics I	3
ITD	110	Web Page Design I	3
ITE	298	Seminar & Project	2
Total minimum for Certificate:			24

Contact: Mr. Tommy Clements, Dean, at tclements@mecc.edu, 276.523.2400 ext. 431

Contact: Ms. Fran Doyle, Assistant Dean, at fdoyle@mecc.edu, 276.523.2400 ext. 313