

# Career Studies Certificate Nursing Assistant



**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 |     |                  |                                    |   |
|---------------|-----|------------------|------------------------------------|---|
|               | SDV | 100              | College Success Skills             | 1 |
|               | HLT | 105 <sup>1</sup> | CPR                                | 1 |
|               | HCT | 101              | Health Care Technician I           | 3 |
|               | HCT | 102              | Health Care Technician II          | 4 |
|               | HCT | 115              | Medication Administration Training | 3 |

| Spring Semester                       |     |                  |                                   |           |
|---------------------------------------|-----|------------------|-----------------------------------|-----------|
|                                       | HLT | 145              | Ethic for Healthcare Personnel    | 2         |
|                                       | ITE | 115 <sup>2</sup> | Intro to Computer Apps & Concepts | 3         |
|                                       | EMS | 153              | Basic ECG Recognition             | 2         |
|                                       | HLT | 195              | Topics in EKG Technician          | 2         |
| <b>Total minimum for Certificate:</b> |     |                  |                                   | <b>21</b> |

<sup>1</sup>HLT 119, HLT 100, EMS 100, EMS 111 or EMS 101 may be substituted for HLT 105. <sup>2</sup>ITE 100 or HIM 130 may be substituted for ITE 115

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