

## **Computer Technology PC Software Technician Short-Term Certificate**

110101 PST

Available: Shoals Campus  
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The rapid expansion of microcomputer systems in all phases of business operations has generated a demand for knowledgeable technicians who can install, upgrade, service, and support industry standard software for microcomputers. This program will train the student to use PC operating systems, word processing, spreadsheets, database, and other related software tools which are commonly used in business.

**Entering students are required to complete ORI 101.  
 Transfer students are exempt from this requirement.**

	Semester		
	Theory	Lab	Hours
**CIS 146 Microcomputer Applications	3	0	3
CIS 147 Advanced Microcomputer Applications	3	0	3
*CIS 148 Post Advanced Microcomputer Applications	3	0	3
CIS 249 Microcomputer Operating Systems	3	0	3
CIS Elective	3	0	3
MTH 246 Mathematics of Finance or MTH 116 Mathematical Appl.	3	0	3
CIS 268 Software Support or ILT 130 PC Software Installation and Maintenance	2-3	3-0	3
OAD 133 Business Communications or BUS 215 Business Communications	3	0	3
<b>Total Semester Credit Hours</b> .....	<b>24</b>		

\* Course offered during summer semester only.

\*\*Students without prior computer knowledge or keyboarding should enroll in CIS 096.

**Computer Information Systems:  
 Associate in Science Degree - page 51  
 Associate in Applied Science Degree - pages 64 & 65**

## **Cosmetology Esthetics Short-Term Certificate**

120401 CES

Available: Shoals Campus  
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This short-term certificate is designed for the student desiring a career in skin care services as a licensed Esthetician. Courses include lab and theory classes with emphasis on facial treatments. After successful completion of three semesters and a designated number of credit unit tasks, students are eligible to make application for examination.

**All entering students are required to complete ORT 100 unless transferred from another university or college.**

	Semester		
	Theory	Lab	Hours
COS 131 Esthetics	3	0	3
COS 132 Esthetics Applications	0	9	3
COS 160 Image Projection	0	9	3
COS 163 Facial Treatment	3	0	3
COS 164 Facial Machine	0	9	3
COS 165 Related Subjects Estheticians	0	9	3
COS 168 Bacteriology and Sanitation	3	0	3
COS 169 Skin Functions	0	9	3
COS 135 Advanced Esthetics Applications	0	5-15	3
<b>Total Semester Credit Hours</b> .....	<b>27</b>		

\*\*Students may receive course specific credit for courses completed at another institution.

\*\*\*A high school diploma or GED certificate is not required for admission to this program. Students must be at least 16 years old to enroll.

**Cosmetology:  
 Associate in Occupational Technology Degree - page 86  
 Career Certificate - page 92**

### **Cosmetology Services**

The Cosmetology Program offers salon services to the public on selected days. Students perform hairstyling as well as chemical, facial and nail services for a minimum charge. For further information on scheduling an appointment contact the instructors at: Nail Technology (256) 331-5220, Skin Care/Facials (256) 331-5295, and Hairstyling Services (256) 331-5304.