Workforce Career Pathway Program Courses and Certifications
Workforce Career Certifications

NEMCC offers three Career Certifications through the Workforce Career Pathway Program (WCPP). The FREE classes follow a new, accelerated model which integrates basic skills instruction with technical training allowing students to complete certification in as little as six months to one year depending on each student’s time, availability, and learning skills. The program offers skills training and employment opportunities in multiple sectors sharing a common Information Technology (IT) foundation. The coursework content is driven by industry and employers and will allow you to enter the workforce earlier with your new skill set.

The goal of the Career Pathway Program is to support adult learners with career related goals and to strengthen their preparation for further education and training. The priority is to assist students in acquiring the academic skills, career readiness skills and information necessary to gain access to a career pathway. (Ma DESE)

Through the U.S. Department of Labor’s Trade Adjustment Assistance Community College and Career Training (TAACCCT) initiative, nine community and technical colleges from Mississippi (5) and Louisiana (4) have joined together into the Retraining the Gulf Coast Workforce through IT Pathways Consortium to address the critical challenges facing trade-impacted workers and to meet the high demand for IT workers in their regions. The NCTN
serves as a technical assistance partner to the Consortium, along with the National Council for Workforce Education (NCWE), Jobs for the Future (JFF), and the Washington State Board for Community and Technical Colleges (SBCTC).

## Workforce Career Certification in Medical and Business Office Assisting IT

### Employability Skills Training

<table>
<thead>
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<th>Course</th>
<th>Hours</th>
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<td>Professional Work Ethics</td>
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<tr>
<td>Microcomputer Applications</td>
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<tr>
<td>Word Processing</td>
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<tr>
<td>Applied Business Math</td>
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### Pathway Classes

<table>
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<th>Hours</th>
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<td>Business Communications</td>
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<td>Medical Terminology</td>
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<td>Medical Business Practices</td>
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### Potential Certifications

- Career Readiness Certification
- Workforce Career Employment Skills Certification
- IC3 Certification
- Microsoft Office Specialist Certification
- Skills USA Employability
- Skills USA Customer Service
- Skills USA Service Skills
- Workforce Career Certification in Medical Business Office Assisting

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** BOT 1133 — Microcomputer Applications.**
This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications. Lecture/lab.

** BOT 1213 — Professional Development.**
This course emphasizes an awareness of interpersonal skills essential for job success. Three hours lecture.

** BOT 1143 — Word Processing **
This course focuses on production of documents using word processing functions. Production with accuracy is stressed, and practice is given through a variety of documents for skill building. Lecture/lab.

** BOT 1313 — Applied Business Math.** *(Industrial Maintenance Pathway will not take this class)*
This course is designed to develop competency in mathematics for business use, with emphasis on the touch method. Three hours lecture.

** BOT 2813 — Business Communication.**
(Prerequisites: Sophomore standing and Mechanics of Communications (BOT 1713) and Document Formatting and Production (BOT 1113) OR consent of instructor.) This course develops communication skills with emphasis on principles of writing business correspondence and preparing presentations using electronic media. Three hours lecture.

** MET 1113 — Medical Terminology.**
This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedure, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation, and the use of computer assisted software. Two hours lecture and two hours laboratory.

** MET 1214 — Medical Business Practices.**
This course presents the administrative medical assistant procedures with office management written and oral communications. Emphasis is placed on billing, collecting, bookkeeping and creating and maintaining medical records. The goal is to provide the student with practice situations through the use of simulated office settings, pegboard simulation, and demonstration. Three hours lecture and two hours lab.

Workforce Career Certification in Industrial Maintenance IT

Employability Skills Training
Professional Work Ethics ......................48 hours
Microcomputer Applications .................48 hours
Word Processing ..................................48 hours
Math & Measurement .............................16 hours
Safety & Print Reading ..........................32 hours

Pathway Classes
Intro to Electricity ..................................48 hours
Program Logic Controllers .....................48 hours
Hydraulics and Pneumatics ....................48 hours
AC/DC Circuits for Electrical ..................60 hours

Potential Certifications
Career Readiness Certification, Workforce Career Employability Skills Certification, IC3 Certification, Microsoft Office Specialist Certification, Skills USA Employability, Skills USA Customer Service, Service Skills, and Workforce Career Certification in Industrial Maintenance IT

The IT Industrial Maintenance Certificate provides a solid foundation for success in the IT maintenance occupation and the parallel Associate Degree at NEMCC.

BOT 1133—Microcomputer Applications.
This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications. Lecture/lab.

BOT 1213—Professional Development.
This course emphasizes an awareness of interpersonal skills essential for job success. Three hours lecture.

BOT 1143- Word Processing
This course focuses on production of documents using word processing functions. Production with accuracy is stressed, and practice is given through a variety of documents for skill building. Lecture/lab.

IMM 1111—Industrial Maintenance Safety. General safety practices, personal safety, Electrical safety practices, and power equipment safety.

IMM 1121—Industrial Maintenance Math and Measurement
Mathematical and measurement procedures and instruments related to industrial maintenance.

IMM 1131—Industrial Maintenance Blueprint.
Blueprints, schematics, and plans used in industrial maintenance including instruction in nomenclature, different views, and symbols and notations.

IMM 1314—Principles of Hydraulics and Pneumatics. Instruction in basic principles of hydraulics and pneumatics and the inspection, maintenance, and repair of hydraulic and pneumatic systems.

ELT 119—Introduction to Electricity. This is a basic course designed to provide fundamental skills associated with all electrical courses. It includes safety, basic tools, special tools, equipment, and introduction to simple AC and DC circuits. Lecture with laboratory demonstrations.

ELT 2613—Programmable Logic Controllers.
This course provides instruction and practice in the use of programmable logic controllers (PLC's) in modern industrial settings. This course includes instruction in the operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's. Two hours lecture and two hours laboratory.

**EET 1114—DC Circuits and EET 1123—AC Circuits (combined).**
This course is designed for students to know the principles and theories associated with DC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze DC circuits. Two hours lecture and four hours laboratory.

This course is designed to provide students with the principles and theories associated with AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits. Two hours lecture and two hours laboratory.

### Workforce Career Certification in Microcomputer /Information Systems Technology

#### Employability Skills Training
- Professional Work Ethics ..................48 hours
- Microcomputer Applications ...............50 hours
- Word Processing ...............................48 hours
- Applied Business Math ........................48 hours

#### Pathway Classes
- IT Foundations ..................................60 hours
- Fundamentals of Data Communication .......60 hours
- Security Principles and Policies .............48 hours

#### Potential Certifications

The IT Cyber Security Certification provides a solid foundation for students to acquire the cyber security occupation and the parallel Associates Degree at NEMCC.

**BOT 1133—Microcomputer Applications.**
This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications. Lecture/lab.

**BOT 1213—Professional Development.**
This course emphasizes an awareness of interpersonal skills essential for job success. Three hours lecture.

**BOT 1143- Word Processing**
This course focuses on production of documents using word processing functions. Production with accuracy is stressed, and practice is given through a variety of documents for skill building. Lecture/lab.

**BOT 1313—Applied Business Math. (Industrial Maintenance Pathway will not take this class)**
This course is designed to develop competency in mathematics for business use, with emphasis on the touch method. Three hours lecture. (3)

**IST 1124—IT Foundations.**
This course covers the diagnosis, troubleshooting, and maintenance of computer components and interpersonal communications for IT professionals. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, printers, safety and environmental issues, communication, and professional behavior. (4 sch: 3 hr. lecture, 2 hr. lab)

**IST 1134—Fundamentals of Data Communications.**
This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. (4 sch: 3 hr. lecture, 2 hr. lab)
This course is an introduction to the various technical and administrative aspects of Information Security and Assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features. (3 sch hours, 2 hr. lecture, 2 hr lab)

Career Pathway Certifications Offered at Northeast Community College
NEMCC Department of Workforce Training and Economic Development offers three Career certifications through the Workforce Career Pathway Program (WCPP) in Industrial Maintenance, Medical Business and Office Assisting, and Microcomputer/Information Systems. The FREE classes follow a new, accelerated model which integrates basic skills instruction with technical training preparing students to complete certification in as little as six months to one year depending on each student’s time, availability, and learning skills. This program offers skills training and employment opportunities in multiple sectors sharing a common Information Technology (IT) foundation. Coursework content is driven by industry and employers and will allow individuals to enter the workforce more quickly with a new skill set.

Industrial Maintenance IT
The Industrial Maintenance IT certificate provides a solid foundation for the IT maintenance occupation and a solid foundation for a student planning to enter the parallel Associate Degree program at NEMCC.

Medical Business and Office Assisting IT
The Medical Office Assisting IT certificate is designed for a student who wants to work in an entry-level position in a medical or business office as well as a foundation for the parallel Associate Degree program.

Microcomputer/Information Systems
The IT Microcomputer/Information Systems certificate provides a solid foundation for the computing, programming, and security technology occupation as well as a foundation for an associate’s degree at NEMCC.

Additional Certifications
Students are awarded the Workforce Career Pathway Certificate after completion of all required classes. The WCPP also prepares each student to attempt additional industry certifications which correspond to a specific class offering: Career Readiness Certification, Workforce Career Employability Skills Certification, IC3 Certification, Microsoft Office Word Certification, Workforce Career Certification, Skills USA Customer Service Certification, Skills USA Employability Certification, Service Skills Certification, A+, Network+, and Security+ Certifications. The testing fees for the certifications vary and scholarships are available for those who qualify.

CERTIFICATION AND COLLEGE CREDIT
A Workforce Career certificate will be awarded to the student who completes all requirements for the Workforce Career Pathway Program and CEU credits will be awarded for each course completed. In addition to CEU credits, students can attempt “credit for college work” by requesting college credit by examination. College credit by examination will be awarded to the student who scores a satisfactory grade on the challenge exam which corresponds to a particular course offered in the
GSCPP. Students who secure college credit can opt to apply their credits toward a corresponding associate's degree at NEMCC.

Through the Career Pathway program, the NEMCC Department of Workforce and Economic Development strives to impact the community with opportunity for individuals to increase their employability and at the same time benefits employers by training potential employees to be competent in the workplace. If you are interested in attaining certification, you can contact us TODAY for enrollment procedures to get you started in our classes very quickly. We enroll new students WEEKLY at our campuses in Booneville, Corinth, and New Albany! You can contact the NEMCC Navigator, Shawn Davis, for enrollment procedures.

CERTIFICATIONS

The Workforce Career Pathway Certification program offers several certificate opportunities. The student who completes all required courses will receive the Workforce Career Employability Skills Certification, the Workforce Career Pathway Certification in his study area and the Career Readiness Certification. The program also offers the option for students to pursue additional industry certifications during the program.

**Workforce Career Employability Skills Certification & Workforce Career Pathway Certification**

The Workforce Career Employability Skills Certification will be awarded to the student who completes the four “Employability Skills Training” courses: (1) Professional Development, (2) Microcomputer Applications, (3) Word Processing and (4) Applied Business Math or Industrial Math & Measurements/Safety & Print Reading.

The Workforce Career Pathway Certification will be awarded, in addition to the Workforce Career Employability Skills Certification, to the student who completes the required Employability Skills Training Courses and the required Career Pathway courses.

**Career Readiness Certification (CRC)**

ACT’s National Career Readiness Certificate (NCRC) is a portable credential that demonstrates achievement and a certain level of workplace employability skills in Applied Mathematics, and Locating Information, and Reading for Information.

Individuals can earn the NCRC by taking three WorkKeys® assessments:

- Applied Mathematics
- Locating Information
- Reading for Information

WorkKeys assessments measure “real world” skills that employers believe are critical to job success. Test questions are based on situations in the everyday work world.

The ACT NCRC offers the efficient matching of talent with work—which helps people find great jobs, companies find skilled workers, and our nation’s economy grow and prosper. Launched in 2006, today more than 2.3 million certificates have been issued and more than 40 states have statewide or regional certificate programs.

**IC3 Certification** - $33.00 per section/ 3 section
The Internet and Computing Core Certification (IC3) program is the world's first validated, standards-based training and certification program for basic computing and Internet knowledge and skills. Successful completion of IC3 ensures you have the knowledge and skills required for basic use of computer hardware, software, networks, and the Internet. The IC3 Global Standard Certification is comprised of three individual examinations: Computing Fundamentals, Key Applications, and Living Online.

**Computing Fundamentals**
The Computing Fundamentals examination covers a foundational understanding of computer hardware, software, operating systems, peripherals, and troubleshooting to help you get the most value and impact from computer technology.

**Key Applications**
The Key Applications examination covers popular word processing, spreadsheet and presentation applications and the common features of all applications to help you learn faster, work smarter, and present yourself better.

**Living Online**
The Living Online examination covers skills for working in an Internet or networked environment and maximizing your communication, education, collaboration and social interaction in a safe and ethical way.

**Microsoft Office Specialist (MOS) - $115.00**
Demonstrate that you have the skills needed to get the most out of Office by earning a Microsoft Office Specialist certification in a specific Office program. Holding a MOS certification can earn an entry-level business employee as much as $16,000 more in annual salary than uncertified peers.

- Microsoft Office Specialist (MOS) certification is the leading IT certification in the world. More than 1 million MOS exams are taken every year in over 140 countries.
- Demonstrate you have the knowledge, skills, and abilities to productively use Microsoft Office. MOS enables you to tap the full features and functionality of the Microsoft Office system, resulting in heightened levels of individual performance, confidence, and differentiation.
- In academia, MOS promotes success in the classroom for students (and instructors), builds individual distinction, and prepares students for an increasingly competitive workforce.
- For business, MOS maximizes office productivity and efficiency for the organization and increases job satisfaction and heightens career achievement among employees.
- In workforce development MOS prepares and places job candidates, ensuring they possess the skills employers require.

**Skills USA Certifications**
Skills USA engages industry, education and policy leaders to aid career-seekers discover what they can do. Skill Connect Assessments are 100% industry driven and defined, animated to allow a broader range of competencies than available paper-based or text-only assessments, developed and driven by industry experts, and responsive with real-time capability allowing immediate grading and validation on student performance.

**Skills USA Employability Certification**
This Skill Connect Assessment weighs competencies in ten areas of employability: effective communication skills, effective customer relations skills, career research/development skills, essential workplace or life skills, personal finance skills, technology systems and IT tools, conflict management skills, ethical responsibilities and personal accountability, and problem management skills.

**Skills USA Customer Service Certification**
This Skill Connect Assessment weighs competencies in six areas of customer service: demonstration of core customer service skills, demonstration of effective communication skills, demonstration of workplace and etiquette/professionalism, demonstration of problem solving skills, execution of effective time management skills, and promoting sales/retaining customer skills.

**A+ Certification-** $183.00 for 1 test in the series (must take 2 for certification)
CompTIA A+ certification validates foundational level knowledge for a career in IT in areas such as:
- Installation
- Preventative Maintenance
- Networking
- Security and Troubleshooting

With over 950,000 A+ certified worldwide and an average salary of $64,750*, this certification can open the door to a career as a:
- Remote Support Specialist
- Deskside Support Specialist
- Bench/Depot Technician

**Network+ Certification-** $261.00
CompTIA Network+ certification validates knowledge needed for a career in IT networking, including:
- Network technologies
- Installation and configuration
- Media and topologies
- Management and security

With over 340,000 Network+ certified worldwide and an average salary of $68,940*, this certification can open the door to a career as a:
- Network Support Technician
- Network Administrator

**Security+ Certification-** $284.00
The certification demonstrates competency in:
- Network Security
- Compliance and operational security
- Threats and vulnerabilities
- Application, Data and Host Security
- Cryptography

With over 211,000 Security+ certified worldwide and an average salary of $76,000*, this certification can open the door to a career as a:
- Security Specialist/Consultant
- Security Engineer
- Security Administrator
In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 1990, the Board of Trustees of Northeast Mississippi Community College hereby assures that no one shall on the grounds of race, color, national origin, disability, or sex, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the college.