

# Certificates of Competency

Stark State College recognizes that not all students will seek an associate degree. Individuals may need to develop specific sets of skills to qualify for or improve their performance in a given career setting. In response to this need, Stark State College offers certificates of competency which document a student's proficiency in a variety of knowledge areas.

The credit certificates of competency listed on the following pages are offered to non-degree seeking individuals desiring an opportunity to gain or improve marketable skills. These courses are offered on campus; however, on-site training is available for companies and can be tailored to meet their needs.

Students who choose to enroll in an associate degree program may apply these courses toward the degree if it is in the same area of study. To apply for these certificates of competency, please contact the department chair of the appropriate department by calling 330-494-6170.

For the most current certificates of competency, visit [www.starkstate.edu/competency](http://www.starkstate.edu/competency).

# Certificates of Competency\*

## Business Technologies

### ACCOUNTING AND FINANCE

#### Financial Accounting

Quantitative Business Statistics (ACC127)  
Financial Accounting (ACC132)  
Intermediate Accounting I (ACC221)  
Intermediate Accounting II (ACC222)

#### Managerial Accounting

Quantitative Business Statistics (ACC127)  
Financial Accounting (ACC132)  
Managerial Accounting (ACC133)  
Cost Accounting (ACC223)

#### Taxation

Individual Taxation (ACC124)  
Business Taxation (ACC228)  
Estate and Income Tax Planning (FIN223)  
Advanced Taxation Topics (ACC233)

### ADMINISTRATIVE INFORMATION

#### Broadcast Captioning (for reporting professionals)

Basic Broadcast Captioning (IRT230)  
Advanced Broadcast Captioning (IRT235)  
Technical Electives (9 hrs. see dept. chair)

#### Broadcast Captioning (for non-reporting professionals and students)

Realtime Theory I (IRT121)  
Realtime Theory II (IRT122)  
Speed Building I (IRT129)  
Speed Building II (IRT130)  
Speed Building III (IRT123)  
IRT Internship (IRT232)  
Basic Broadcast Captioning (IRT230)  
Advanced Broadcast Captioning (IRT235)  
Realtime Software Applications (IRT229)  
Technical Electives (6 hrs. see dept. chair)

#### Desktop Publishing

Desktop Publishing – Microsoft Publisher (OAD128)  
Graphic Design Concepts (OAD131)  
Computer Applications – PowerPoint (OAD104)  
Web Publishing – Microsoft Front Page (OAD238)

#### Judicial Reporting

Realtime Theory I (IRT121)  
Realtime Theory II (IRT122)  
Speed Building I (IRT129)  
Speed Building II (IRT130)  
Speed Building III (IRT123)  
Realtime Software Applications (IRT229)  
Judicial Procedures (IRT230)  
Legal Terminology (IRT131)  
Communication and Transcription Skills (OAD130)  
Realtime Writing Elective or Technical Track Elective  
IRT Internship (IRT232)

#### Legal Assisting

Legal Transcription (OAD239)  
Legal Office Procedures (OAD224)  
Legal Research and Writing (OAD235)  
Legal Office Applications (OAD237)  
Legal Terminology (IRT130)

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\*\* AWS testing also available at applicable course completion

\*\*\* A prerequisite may be required depending upon your placement test score.

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## Business Technologies

### ADMINISTRATIVE INFORMATION

*(Continued)*

#### **Realtime Transcription**

Realtime Theory I (IRT121)  
Realtime Theory II (IRT122)  
Speed Building I (IRT129)  
Speed Building II (IRT130 - *Must pass Realtime Speed Requirements*)

### MANAGEMENT AND MARKETING

#### **Entrepreneurship**

Entrepreneurship (ENT120)  
Entrepreneurship Marketing (ENT121)  
Entrepreneurship Finance (ENT221)  
New Venture Creation (ENT222)  
Entrepreneurship Practicum (ENT223)

#### **International Business**

International Business (MGT232)  
International Economics (BUS223)  
International Law (ACC134)

#### **Quality Management**

Principles of Management (MGT121)  
Supervision (MGT221)  
Business Decision-Making (MGT233)  
Operations Management (MGT227)

#### **Sales**

Sales (MKT221)  
Consumer Behavior (MKT227)  
Principles of Marketing (MKT121)  
Supply Chain Management (MKT226)

#### **Supervision**

Principles of Management (MGT121)  
Supervision (MGT221)  
Cultural Diversity (SOC225)  
Effective Speaking (COM121)

## Engineering Technologies

### APPLIED INDUSTRIAL TECHNOLOGY

#### **Basic Industrial Maintenance**

Intro to Algebra (MTH101)  
Electrical Circuits and Devices (EST130)  
Hydraulic and Pneumatic Systems (MST134)  
Blueprint Reading (MST121)

#### **Basic Robotics**

Introduction to Robotics (IET228)  
Mechanical Drives (MST221)  
Programming Logic Fundamentals (ECA127)  
Electrical Circuits and Devices (EST130)

#### **Industrial Hydraulics and Pneumatics**

Hydraulic and Pneumatic Systems (MST134)  
Basic Pumps (MST125) *(8 wks)*  
Pipefitting Principles and Applications (MST126) *(8 wks)*  
Plumbing and Pipe Code Principles (MST135)

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## Engineering Technologies

### APPLIED INDUSTRIAL TECHNOLOGY

(Continued)

#### Mechanical Drive Systems

Blueprint Reading (MST121)  
Mechanical Drive Components (MST221)  
Basic Pumps (MST125)  
Hydraulic and Pneumatic Systems (MST134)

#### Precision Machining and CNC Programming

Machine Tools (AIT122)  
Advanced Machine Tools (AIT123)  
CNC Programming (AIT121)

#### Quality Assurance Specialist

Statistical Process Control (MST131)  
Dimensional Metrology and Inspection I (IET270)  
Quality Systems, Audits, and Certifications (IET268)

#### Welding (MIG, TIG, or SMAW)

Principles of Welding (MST127)\*\*  
Welding Lab (MST128)\*\*

Choose one of the three below depending on your area of focus:

Tungsten Inert Gas Welding (TIG) (MST226)\*\*  
Metal Inert Gas Welding (MIG) (MST227)\*\*  
Shielded Metal Arc Welding (SMAW) I (MST228)\*\*

### CIVIL ENGINEERING TECHNOLOGY

#### Architectural Drafting

Architectural Drafting I (CET122)  
Architectural Drafting II (CET123)  
Basic AutoCAD (DET125)  
A/E CAD (CET 234)  
Building Materials and Construction Methods (CET121)

#### Civil/Surveying

Surveying I (CET227)  
Surveying II (CET228)  
Surveying III (CET229)  
Surveying Graphics (CET221)  
Global Positioning System (CET236)

#### Civil/Surveying Drafting

Interpreting Construction Documents (CET237)  
Highway and Map Drawing (CET124)  
Basic AutoCAD (DET125)  
Surveying Graphics (CET221)  
Building Materials and Construction Methods (CET121)

#### Construction Materials Inspection

Building Materials and Construction Methods (CET121)  
Concrete and Asphalt Testing (CET222)  
Soil Mechanics (CET125)

#### Construction Technician

Building Materials and Construction Methods (CET121)  
Interpreting Construction Documents (CET237)  
Construction Management, Job Cost and Safety (CET235)  
Computer Applications for Technical Professionals (ECA122)  
Basic AutoCAD (DET125)

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## Engineering Technologies

### DESIGN ENGINEERING TECHNOLOGY

<b>Advanced CAD</b>	Basic AutoCAD (DET125) Customizing AutoCAD (DET126) Advanced AutoCAD (Inventor) (DET230) Engineering Drawing (DET121) Pro Engineer (DET131)
<b>AutoCAD</b>	Basic AutoCAD (DET125) Customizing AutoCAD (DET126) Advanced AutoCAD (Inventor) (DET230)
<b>Precision Gauging and Inspection</b>	Engineering Drawing (DET121) Working Drawings (DET124) Basic AutoCAD (DET125) Tool Design (DET231) Geometric Dimensioning and Tolerancing (DET226) Dimensional Metrology and Inspection (IET270)

### ELECTRICAL/ELECTRONIC ENGINEERING TECHNOLOGY

<b>Electrical/Electronic Troubleshooting</b>	College Algebra and Trigonometry I (MTH121)** DC Circuit Analysis (EET120) AC Circuit Analysis (EET122) Electronic Devices and Circuits (EET123)
<b>Industrial Controls</b>	College Algebra and Trigonometry I (MTH121)** DC Circuit Analysis (EET120) AC Circuit Analysis (EET122) Electrical Machines (EET126) PLCs and Industrial Controls I (EET227) PLCs and Industrial Controls II (EET228)
<b>Industrial Electricity and Electronics</b>	College Algebra and Trigonometry I (MTH121)** DC Circuit Analysis (EET120) AC Circuit Analysis (EET122) Electronic Devices and Circuits (EET123) Industrial Electronics (EET232) National Electric Code (EET128)

### ENVIRONMENTAL, HEALTH AND SAFETY

<b>Water Operations</b>	Water / Wastewater Math and Chemistry (ENV163) Water/Wastewater – Permits and Administration (ENV129)+ Water Treatment I(ENV136)+ Pumps, Maintenance & Safety (ENV130)+ Technical Elective(s) 1 Water Treatment II (ENV137)+ Water Distribution Systems(ENV138) + Water Analysis (ENV139)+ Water Certification Examination Preparation(ENV127)
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# Certificates of Competency\*

## Engineering Technologies

### ENVIRONMENTAL, HEALTH AND SAFETY

(Continued)

#### Wastewater Operations

Water/Wastewater Math and Chemistry (ENV163)  
Water / Wastewater – Permits and Administration (ENV129) +  
Wastewater Treatment I (ENV131)+  
Pumps, Maintenance and Safety(ENV130) +  
Wastewater Treatment - Industrial (ENV133)+  
Wastewater Treatment II (ENV132)+  
Wastewater Collection Systems (ENV134)+  
Wastewater Analysis (ENV135)+  
Wastewater Certification Examination Preparation (128)+

### HEATING, VENTILATING, AND AIR CONDITIONING TECHNOLOGY

#### Commercial Refrigeration

Introduction to Algebra (MTH101)  
Refrigeration(HVC235)  
HVAC Electrical Systems and Applications (HVC234)

#### HVAC Design and Application Technician

HVAC Design and Application (HVC222)  
Advanced HVAC Applications (HVC232)  
Refrigeration (HVC235)  
Building Materials and Construction(CET121)

#### HVAC/R Electrical Systems

Introduction to Algebra (MTH101)  
HVAC Electrical Systems and Applications (HVC234)  
Advanced HVAC Electrical Applications (HVC236)

#### HVAC Technician (Level I)

HVAC Principles I (HVC121)  
HVAC Principles II (HVC122)  
HVAC Field Installation Techniques and Procedures (HVC227)  
HVAC Electrical Systems and Applications (HVAC234)

#### HVAC Technician (Level II)

Blueprint Reading (MST121)  
Pipefitting Principles and Applications (MST126)  
HVAC Design and Application (HVC222)  
HVAC System Operation and Troubleshooting- Heating (HVC223)  
HVAC System Operation and Troubleshooting- Cooling (HVC224)

#### High Pressure Boiler Operator

High Pressure Steamplant Operation (AIT 128)

#### Low Pressure Boiler Operator

Low Pressure Steamplant Operations (AIT127)

#### Steamplant Engineering

Stationary Steamplant Engineering (AIT129)

### MECHANICAL ENGINEERING TECHNOLOGY

#### Machine Design

Advanced Strength of Materials (MET221)  
Machine Design (MET228)  
Technical Project (MET226)

#### Mechanical Power

Machine Design (MET122)  
Fluid Power (MET222)  
Electrical Circuits and Devices (EST130)

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## Information Technologies

### COMPUTER NETWORK ADMINISTRATION AND SECURITY TECHNOLOGY

#### Microsoft® Windows 2003 Server

PC Upgrading and Maintenance (ECA145)  
Introduction to Computer Networking (ECA146)  
Windows XP Professional and 2003 Server (ECA131)  
Windows 2003 Server Network Infrastructure (ECA244)  
Designing Security for Windows 2003 Server (ECA245)  
Directory Services and Exchange Server (ECA246)

#### Cisco Networking

PC Upgrading and Maintenance (ECA145)  
Introduction to Computer Networking (ECA146)  
CCNA Phase I (ECA134)  
CCNA Phase II (ECA135)  
Windows® 2003 Server Network Infrastructure (ECA244)  
CCNA Phases III and IV (ECA250)  
Firewall and Networking Security (ECA278)

#### UNIX/LINUX Administration

Unix/Linux Operating Environment (ECA277)  
Unix/Linux System Administration (ECA274)  
Unix/Linux Network Administration (ECA276)  
Unix/Linux Shell Scripting (ECA254)

### COMPUTER PROGRAMMING AND DATABASE TECHNOLOGY

#### Oracle® 9i Database

Data Modeling and Database Design (ECA253)  
Introduction to Oracle®: SQL (CAP139)  
Oracle® Architecture and Administration (CAP142)  
Oracle® Performance and Tuning (CAP249)  
Oracle® Backup and Recovery (CAP250)  
Data Mining and Data Warehousing (ECA252)

#### Oracle® 9i Developer

Data Modeling and Database Design (ECA253)  
Introduction to Oracle®: SQL (CAP139)  
Developing PL/SQL Programming Units (CAP141)  
Oracle® Forms and Reports (CAP248)  
Data Mining and Data Warehousing (ECA252)

#### Microsoft® SQL Server

Data Modeling and Database Design (ECA253)  
Microsoft® SQL Server Database Analysis Services (ECA269)  
Microsoft® SQL Server Database Reporting Services (ECA272)  
Microsoft SQL Server Database Design and Implementation (ECA139)  
Microsoft® Access Database (ECA152)

### COMPUTER SCIENCE AND ENGINEERING TECHNOLOGY

#### C++ Programming

C++ Programming (ECA222)  
Advanced C++ Programming (ECA224)  
Data Modeling and Database Design (ECA253)

#### C# Programming

Microsoft® Windows Programming with C# (ECA226)  
Microsoft Server Side Scripting (ECA229)  
Data Modeling and Database Design (ECA253)

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## Information Technologies

### COMPUTER SCIENCE AND ENGINEERING TECHNOLOGY

(Continued)

#### Java Programming

Data Modeling and Database Design (ECA253)  
Java Programming (ECA223)  
Java Web Database Programming (ECA230)  
Advanced Java Programming (ECA239)

#### Video Game Design

Game Design (ECA156)  
3D Graphics Modeling (IMT125)  
3D Graphics Animation (IMT227)  
Advanced 3D Graphics Modeling (IMT240)  
Advanced 3D Graphics Animation (IMT228)

#### Video Game Programming

C++ Programming (ECA222)  
Advanced C++ Programming (ECA224)  
3D Game Programming (ECA241)  
Advanced Gaming and Simulation Topics (ECA240)  
2D Game Programming (ECA281)

### COMPUTER TECHNOLOGY

#### Help Desk and Computer User Support

Help Desk Concepts (ECA132)  
Computer User Support (ECA133)  
Computer Applications for Technical Professionals (ECA122)  
Advanced Microcomputer Applications (ECA147)  
Spreadsheet Analysis (ECA148)

#### Microsoft® Application Professional

Microsoft® Access Database (ECA152)  
Computer Applications for Technical Professionals (ECA122)  
Advanced Microcomputer Applications (ECA147)  
Spreadsheet Analysis (ECA148)  
Microsoft® Access Database (ECA152)

### E-COMMERCE TECHNOLOGY

#### Advanced Webmaster

Microsoft® Serve Side Scripting (ECA229)  
Open Source Server Side Scripting (ECA236)  
Advanced Web Development (ECA234)  
Advanced XML and Web Services (ECA247)  
Microsoft SQL Server Database Design and Implementation (ECA139)

#### Management Information Systems –MIS

Visual Basic Programming (ECA128)  
Java Programming (ECA223)  
Java Web Database Programming (ECA230)  
Analyzing Software Requirements and Developing Solutions (ECA233)  
Microsoft® Project Tools (ECA255)

#### Visual Basic Programming

Data Modeling and Database Design (ECA253)  
Programming Logic and Problem Solving (ECA127)  
Visual Basic Programming (ECA128)  
Microsoft® Server Side Scripting (ECA229)  
Advanced XML and Web Services (ECA247)

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## Information Technologies

### E-COMMERCE TECHNOLOGY

(Continued)

#### Web Graphics

Web Design (ECA138)  
Graphic Arts Design (IMT122)  
Internet Design Tools (ECA154)  
Flash Animation and Design ( ECA155)  
Graphics for Illustration (IMT253)

#### Web Server

Intro to Computer Networking (ECA146)  
PC Upgrading and Maintenance (ECA145)  
Unix/Linux Operating Environment (ECA277)  
Unix/Linux Network Administration (ECA276)  
Web Server Administration (ECA279)  
MS Windows® Server 2003 Networking and Infrastructure (ECA244)

#### Webmaster

Internet/Intranet Design and Development (ECA228)  
Client Side Scripting (ECA225)  
Internet Design Tools (ECA154)  
Flash Animation and Design (ECA155)  
Flash Web Programming (ECA282)

### INTERACTIVE MEDIA TECHNOLOGY

#### Commercial Music Production

Theory and Composition (IMT229)  
Music Synthesis (IMT239)  
Sequencing and MIDI Samples (IMT231)  
Music Technology (IMT130)  
Digital Audio Recording and Editing (IMT129)

#### Interactive Media

Graphics Arts Design I (IMT122)  
3D Graphics Modeling (IMT125)  
Flash Animation (ECA155)  
Digital Audio Recording and Editing (IMT129)  
Digital Video Recording and Editing (IMT223)  
Writing for Media (ENG227)

#### Video Production and Editing

Digital Audio Recording and Editing (IMT129 - Fall)  
Digital Video Recording and Editing (IMT223 - Fall)  
Compositing (IMT237 - Spring)  
Advanced Video Production (IMT238 - Spring)

#### 3D Modeling and Animation

3D Graphics for Modeling (IMT125)  
Graphics for Illustration (IMT253)  
3D Graphics Animation (IMT227)  
Textures for 2D and 3D Design (IMT249)

#### Graphics for Design

Graphic Arts Design II (IMT245)  
Graphics for Illustration (IMT253)  
Color Theory and Design (IMT131)  
Textures for 2D and 3D Design (IMT249)

#### Cisco CCNA Certification

#### Microsoft® MCAD Certification

#### Microsoft® MCDBA Certification

#### Microsoft® MCSE Certification

#### Microsoft® MCSA Certification

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