

## SKILLS CERTIFICATES

Skills certificates are intended to provide preparation necessary to take state, national, and/or industry recognized certification or licensing examinations. Some may also serve as a stackable credential within existing associate degree tracks. Skills Certificates are less than 30 credit hours and are more narrow in focus than Certificates of Achievement. Please note that while skills certificates provide the instruction and training, CSN does not guarantee a student will pass the intended certification or licensing exam.

Upon successful completion of all course requirements, skills certificates will appear at the end of the final semester on the transcript, however diplomas are not issued for Skills Certificates.

### General Skills Certificates

#### ADMINISTRATIVE ASSISTANT

Courses Required		Credits
COT 200	Word Processing I	3
COT 201B	Word Processing II	3
COT 127B or	Microsoft Office for Offices	3
COT 209B	Tablet Computer, Voice and Handwriting II	3
<b>Total:</b>		<b>9</b>

#### BOOKKEEPING

Courses Required		Credits
ACC 105	Taxation for Individuals	3
ACC 135B	Bookkeeping I	3
ACC 201	Financial Accounting	3
ACC 223B	Introduction to QuickBooks	3
<b>Total:</b>		<b>12</b>

#### CISCO CERTIFIED NETWORK ASSOCIATE

Courses Required		Credits
CSCO 120	Fundamentals of Voice and Data Cabling	4
CSCO 121	CCNA Routing and Switching Essentials	4
CSCO 220	CCNA Scaling Networks	4
CSCO 221	CCNA WAN Fundamentals	4
<b>Total:</b>		<b>16</b>

#### CISCO CERTIFIED NETWORK PROFESSIONAL

Courses Required		Credits
CSCO 480	CCNP ROUTE	4
CSCO 482	CCNP SWITCH	4
CSCO 484	CCNP TSHOOT	4
<b>Total:</b>		<b>12</b>



**COMPTIA A+ AND NETWORK+**

Courses Required	Credits
CIT 112B Network+	3
CIT 114B IT Essentials	4
<b>Total:</b>	<b>7</b>

**COMPTIA LINUX+**

Courses Required	Credits
CIT 173 Introduction to Linux	3
CIT 174 Linux System Administration	3
CIT 176 Linux Shell Programming	3
<b>Total:</b>	<b>9</b>

**COMPTIA PROJECT+**

Courses Required	Credits
CIT 263B Project Management	3
COM 101 Oral Communication	3
IS 101 Introduction to Information Systems	3
<b>Total:</b>	<b>9</b>

**COMPTIA SECURITY+**

Courses Required	Credits
CIT 112B Network+	3
CIT 173 Introduction to Linux	3
CIT 217 Security+	3
<b>Total:</b>	<b>9</b>

**EMT BASIC**

Courses Required	Credits
EMS 108B Emergency Medical Technician Training	8
EMS 108L Emergency Medical Technician Training Lab	
EMS 150B EMT Clinical Practice	1
<b>Total:</b>	<b>9</b>

**EMT INTERMEDIATE**

Courses Required	Credits
EMS 115B Advanced Emergency Medical Technician	7
EMS 115L Advanced Emergency Medical Technician Lab	
EMS 116B AEMT Clinical Practice	1
<b>Total:</b>	<b>8</b>

**FIREFIGHTER I**

Courses Required	Credits
FT 101 Principles of Emergency Services	3
FT 104 Nevada Firefighter I	3
FT 109B Internship in Firefighting	1
FT 131 Hazardous Materials Chemistry	3
EMS 108B Emergency Medical Technician Training	8
<b>Total:</b>	<b>18</b>

**FIRE INSTRUCTOR I**

Courses Required	Credits
FT 101 Principles of Emergency Services	3
FT 104 Nevada Firefighter I	3
FT 109B Internship in Firefighting	1
FT 131 Hazardous Materials Chemistry	3
FT 190 Fire Instructor	3
<b>Total:</b>	<b>13</b>

**FIRE OFFICER I**

Courses Required	Credits
FT 101 Principles of Emergency Services	3
FT 104 Nevada Firefighter I	3
FT 109B Internship in Firefighting	1
FT 131 Hazardous Materials Chemistry	3
FT 191 Introduction to Company Officer	3
<b>Total:</b>	<b>13</b>

**FLORAL DESIGN**

Courses Required	Credits
FLOR 102B Introduction to Floral Design	3
FLOR 106B Permanent Botanicals	3
FLOR 202B Tributes and Traditions	3
FLOR 204B Traditional Weddings	3
FLOR 208B Creativity and Competition	3
FLOR 224B Techniques and Mechanics	1.5
<b>Total:</b>	<b>16.5</b>

**FLORAL DESIGN: SPECIAL EVENTS & WEDDINGS**

Courses Required	Credits
FLOR 102B Introduction to Floral Design	3
FLOR 204B Traditional Weddings	3
FLOR 208B Creativity and Competition	3
FLOR 220B Events and Display	3
FLOR 224B Techniques and Mechanics	1.5
FLOR 240B Advanced Weddings	3
<b>Total:</b>	<b>16.5</b>

**LAW ENFORCEMENT TRAINING ACADEMY (LETA):**

**CATEGORY 1**

Courses Required	Credits
CRJ 103 Communication Within the Criminal Justice Field	3
CRJ 104 Introduction to Administration of Justice	3
CRJ 106 Introduction to Corrections	3
CRJ 120 Community Relations	3
CRJ 164 Introduction to Criminal Investigation	3
CRJ 214 Principles of Police Patrol Techniques	3
CRJ 225 Criminal Evidence	3
CRJ 233 Nevada Criminal Law	3
CRJ 251 Principles of Correctional Administration	3
<b>Total:</b>	<b>27</b>



**LAW ENFORCEMENT TRAINING ACADEMY (LETA):  
CATEGORY 3**

<b>Courses Required</b>		<b>Credits</b>
CRJ 103	Communication Within the Criminal Justice Field	3
CRJ 104	Introduction to Administration of Justice	3
CRJ 106	Introduction to Corrections	3
CRJ 225	Criminal Evidence	3
CRJ 233	Nevada Criminal Law	3
CRJ 251	Principles of Correctional Administration	3
<b>Total:</b>		<b>18</b>

**MICROSOFT CERTIFIED IT PROFESSIONAL**

<b>Courses Required</b>		<b>Credits</b>
CIT 211	MCITP/MCTS Windows Workstation OS	3
CIT 212	MCITP/MCTS Windows Server OS	3
CIT 213	MCITP/MCTS Network Infrastructure	3
CIT 215	MCITP Active Directory	3
<b>Total:</b>		<b>12</b>

**MICROSOFT OFFICE MASTER**

<b>Courses Required</b>		<b>Credits</b>
CIT 201B	Word Certification Preparation	3
CIT 202B	Excel Certification Preparation	3
CIT 203B	Access Certification Preparation	3
<b>Total:</b>		<b>9</b>

**NURSING ASSISTANT**

<b>Courses Required</b>		<b>Credits</b>
NURS 040 or	In-Facilities Nursing Assistant	3
NURS 130	Nursing Assistant	6
<b>Total:</b>		<b>3 or 6</b>

**OFFICE ASSISTANT**

<b>Courses Required</b>		<b>Credits</b>
COT 101B	Computer Keyboarding I	3
COT 102	Computer Keyboarding II	3
COT 127B or	Microsoft Office for Offices	3
COT 200 or	Word Processing I	3
COT 209B	Tablet Computer, Voice and Handwriting II	3
<b>Total:</b>		<b>9</b>

**OPHTHALMIC TECH/CONTACT LENS TECH**

<b>Courses Required</b>		<b>Credits</b>
OPHT 102B	Introduction to Contact Lenses	3
OPHT 105B	Introduction to Contact Lens Lab	1
OPHT 112B	Anatomy and Physiology of the Eye and Related Structures	3
OPHT 202B	Contact Lenses I	3
OPHT 203B	Contact Lenses II	1
OPHT 220B	Theory of Refractometry	3
OPHT 299B	Certificate Review	2
<b>Total:</b>		<b>16</b>

**OPHTHALMIC TECH/OPHTHALMIC DISPENSING**

<b>Courses Required</b>		<b>Credits</b>
OPHT 112B	Anatomy and Physiology of the Eye and Related Structures	3
OPHT 121B	Ophthalmic Optics I	5
OPHT 123B	Ophthalmic Optics II	5
OPHT 155B	Geometric Optics	3
OPHT 201B	Ophthalmic Dispensing I	5
OPHT 223B	Ophthalmic Dispensing II	5
<b>Total:</b>		<b>26</b>

**OPTICAL LAB TECH**

<b>Courses Required</b>		<b>Credits</b>
OPHT 121B	Ophthalmic Optics I	5
OPHT 121L	Ophthalmic Optics I Lab	
OPHT 123B	Ophthalmic Optics II	5
OPHT 123L	Ophthalmic Optics II Lab	
<b>Total:</b>		<b>10</b>

**PHLEBOTOMY**

<b>Courses Required</b>		<b>Credits</b>
CLS 151	Phlebotomy	2
CLS 152	Applied Phlebotomy	2
CLS 153	Phlebotomy Clinical Practicum	2
<b>Total:</b>		<b>6</b>

**REAL ESTATE**

<b>Courses Required</b>		<b>Credits</b>
RE 101	Real Estate Principles	3
RE 102B	Real Estate Math	3
RE 103	Real Estate Law and Practice	3
<b>Total:</b>		<b>9</b>

