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MARK A. HEINRICH, PH.D.  
Chancellor

**MEMORANDUM**

Date: October 5, 2016  
To: Dr. Leonard Lock *Leary*  
From: Trish Jones *tj*  
Re: Short-Term Certificates

The Alabama Community College System has approved the attached Short-Term Certificates:

Calhoun Community College ✓  
Visual Communications (CIP Code 50.0401)

Central Alabama Community College ✓  
Cosmetology (CIP Code 12.0401)

Chattahoochee Valley Community College ✓  
Child Development (CIP Code 19.0708)

Jefferson State Community College ✓  
Welding (CIP Code 48.0508)

Wallace Community College – Dothan ✓  
Cosmetology (CIP Code 12.0401)

Wallace Community College – Hanceville ✓  
Industrial Electronics Technology (CIP Code 47.0105)

If you have any questions regarding this matter, do not hesitate to contact me. Thank you.

tj

cc: Margaret Pearson

*Emailed 10/5/16*

**Central Alabama Community College**

**Cosmetology CIP Code 12.0401**

**Emphasis in Chemical Services & Salon Practices**

<b>COS 113</b>	<b>THEORY OF CHEMICAL SERVICES</b>	<b>3 SEMESTER HOURS</b>
<b>COS 114</b>	<b>CHEMICAL SERVICES LAB</b>	<b>3 SEMESTER HOURS</b>
<b>COS 119</b>	<b>BUSINESS OF COSMETOLOGY</b>	<b>3 SEMESTER HOURS</b>
<b>COS 123</b>	<b>COSMETOLOGY OF SALON PRACTICES</b>	<b>3 SEMESTER HOURS</b>
<b>TOTAL HOURS</b>		<b>12 SEMESTER HOURS</b>

**Emphasis in Hair Coloring**

<b>COS 115</b>	<b>HAIR COLORING THEORY</b>	<b>3 SEMESTER HOURS</b>
<b>COS 116</b>	<b>HAIR COLORING LAB</b>	<b>3 SEMESTER HOURS</b>
<b>COS 158</b>	<b>EMPLOYABILITY SKILLS</b>	<b>3 SEMESTER HOURS</b>
<b>TOTAL HOURS</b>		<b>9 SEMESTER HOURS</b>

**Emphasis in Introduction to Cosmetology**

<b>COS 111</b>	<b>INTRODUCTION TO COSMETOLOGY</b>	<b>3 SEMESTER HOURS</b>
<b>COS 112</b>	<b>INTRODUCTION TO COSMETOLOGY LAB</b>	<b>3 SEMESTER HOURS</b>
<b>COS 117</b>	<b>BASIC SPA TECHNIQUES</b>	<b>3 SEMESTER HOURS</b>
<b>COS 118</b>	<b>BASIC SPA TECHNIQUES LAB</b>	<b>3 SEMESTER HOURS</b>
<b>TOTAL HOURS</b>		<b>12 SEMESTER HOURS</b>

**ALABAMA COMMUNITY COLLEGE SYSTEM  
SHORT-TERM CERTIFICATE PROGRAM APPLICATION**

**EXISTING PROGRAM**

*Use this application when requesting approval for a short-term certificate award in a program CIP code for which the college is currently approved to offer the certificate or associate degree.*

**I. General Information**

Name of college: Central Alabama Community College

Program: Cosmetology

CIP code (must be same as existing program): 12.0401

Program marketing name: Chemical Services & Salon Practices STC

Program length: 3 semester credit hours

Proposed start semester and year Fall 2016

**II. Program Need**

This Short-Term Certificate will allow current students an opportunity to gain an additional credential/certification/award by giving them the option to earn a Short-Term certification while pursuing the advanced degree.

**III. Program of Study**

List the courses for the proposed short-term certificate award. (Note: Courses must be from existing program courses that are in the Course Directory.)

<u>Course Prefix &amp; Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
COS 113	Theory of Chemical Services	3
COS 114	Chemical Services Lab	3
COS 119	Business of Cosmetology	3
COS 123	Cosmetology Salon Practices	3

**IV. Fiscal and Personnel Requirements**

**ESTIMATED NEW FUNDS REQUIRED**

<b>EXPENDITURE</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>TOTAL</b>
<b>Faculty</b>	0	0	0	0
<b>Library &amp; Other Learning Resources</b>	0	0	0	0
<b>Facilities</b>	0	0	0	0

<b>Equipment</b>	0	0	0	0
<b>Staff</b>	0	0	0	0
<b>Other*</b>	0	0	0	0
<b>TOTAL</b>	0	0	0	0

\*List expenditures for other.

**SOURCES OF NEW FUNDS REQUIRED FOR PROGRAM SUPPORT**

<b>SOURCE</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>Total</b>
<b>State Appropriations</b>	0	0	0	0
<b>Tuition</b>	0	0	0	0
<b>Internal Reallocations</b>	0	0	0	0
<b>External Funds*</b>	0	0	0	0
<b>TOTAL</b>	0	0	0	0

\*List source of external funds.

**ALABAMA COMMUNITY COLLEGE SYSTEM  
SHORT-TERM CERTIFICATE PROGRAM APPLICATION**

**EXISTING PROGRAM**

*Use this application when requesting approval for a short-term certificate award in a program CIP code for which the college is currently approved to offer the certificate or associate degree.*

**I. General Information**

Name of college: Central Alabama Community College

Program: Cosmetology

CIP code (must be same as existing program): 12.0401

Program marketing name: Hair Coloring STC

Program length: 1 semester credit hours

Proposed start semester and year Fall 2016

**II. Program Need**

This Short-Term Certificate will allow current students an opportunity to gain an additional credential/certification/award by giving them the option to earn a Short-Term certification while pursuing the advanced degree.

**III. Program of Study**

List the courses for the proposed short-term certificate award. (Note: Courses must be from existing program courses that are in the Course Directory.)

<u>Course Prefix &amp; Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
COS 115	Hair Coloring Theory	3
COS 116	Hair Coloring Lab	3
COS 158	Employability Skills	3

**IV. Fiscal and Personnel Requirements**

**ESTIMATED NEW FUNDS REQUIRED**

<b>EXPENDITURE</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>TOTAL</b>
Faculty	0	0	0	0
Library & Other Learning Resources	0	0	0	0
Facilities	0	0	0	0
Equipment	0	0	0	0

<b>Staff</b>	0	0	0	0
<b>Other*</b>	0	0	0	0
<b>TOTAL</b>	0	0	0	0

\*List expenditures for other.

**SOURCES OF NEW FUNDS REQUIRED FOR PROGRAM SUPPORT**

<b>SOURCE</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>Total</b>
<b>State Appropriations</b>	0	0	0	0
<b>Tuition</b>	0	0	0	0
<b>Internal Reallocations</b>	0	0	0	0
<b>External Funds*</b>	0	0	0	0
<b>TOTAL</b>	0	0	0	0

\*List source of external funds.

**ALABAMA COMMUNITY COLLEGE SYSTEM  
SHORT-TERM CERTIFICATE PROGRAM APPLICATION**

**EXISTING PROGRAM**

*Use this application when requesting approval for a short-term certificate award in a program CIP code for which the college is currently approved to offer the certificate or associate degree.*

**I. General Information**

Name of college: Central Alabama Community College

Program: Cosmetology

CIP code (must be same as existing program): 12.0401

Program marketing name: Introduction to Cosmetology STC

Program length: ~~1~~ 3 semester credit hours

Proposed start semester and year Fall 2016

**II. Program Need**

This Short-Term Certificate will allow current students an opportunity to gain an additional credential/certification/award by giving them the option to earn a Short-Term certification while pursuing the advanced degree.

**III. Program of Study**

List the courses for the proposed short-term certificate award. (Note: Courses must be from existing program courses that are in the Course Directory.)

<u>Course Prefix &amp; Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
COS 111	Introduction to Cosmetology	3
COS 112	Intro to Cosmetology Lab	3
COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3

**IV. Fiscal and Personnel Requirements**

**ESTIMATED NEW FUNDS REQUIRED**

<b>EXPENDITURE</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>TOTAL</b>
Faculty	0	0	0	0
Library & Other Learning Resources	0	0	0	0
Facilities	0	0	0	0

<b>Equipment</b>	0	0	0	0
<b>Staff</b>	0	0	0	0
<b>Other*</b>	0	0	0	0
<b>TOTAL</b>	0	0	0	0

\*List expenditures for other.

**SOURCES OF NEW FUNDS REQUIRED FOR PROGRAM SUPPORT**

<b>SOURCE</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>Total</b>
<b>State Appropriations</b>	0	0	0	0
<b>Tuition</b>	0	0	0	0
<b>Internal Reallocations</b>	0	0	0	0
<b>External Funds*</b>	0	0	0	0
<b>TOTAL</b>	0	0	0	0

\*List source of external funds.