



**Police Records Specialist C55180R
Certificate
Day & Online**

PROGRAM PLANNING GUIDE

First Semester

Course Number	Course Title	Class	Lab	Credit
CJC 111	Introduction to Criminal Justice	3	0	3
CJC 221	Investigative Principles	3	2	4
ENG 111	Writing & Inquiry	3	0	3

Second Semester

Course Number	Course Title	Class	Lab	Credit
CJC 162	Intel Analysis & Security Management	3	0	3
OST 171	Intro. to Virtual Office	2	2	3

TOTAL COMPLETION REQUIREMENT (16) SEMESTER CREDIT HOUR