

**Police Records Specialist C55180R
Certificate
Day & Online
PROGRAM PLANNING GUIDE**

First Semester

Course Number	Course Title	Class	Lab	Credit
CJC111	Introduction to Criminal Justice	3	0	3
CJC221	Investigative Principles	3	2	4
ENG111	Writing & Inquiry	3	0	3

Second Semester

Course Number	Course Title	Class	Lab	Credit
CJC162	Intel Analysis & Security Management	3	0	3
OST184	Records Management	2	2	3

TOTAL COMPLETION REQUIREMENT (16) SEMESTER CREDIT HOURS