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ASSOCIATE OF ARTS AND SCIENCES DEGREES

COLLEGE/UNIVERSITY TRANSFER

Credits required to graduate:

- Business Administration - 62 credits
- General Studies - 62 credits
- General Studies - Software Engineering Specialization - 66 credits
- Education - 62 credits
- Science - 63 credits
- Science - Engineering Specialization - 70 credits

About Our Programs

The Associate of Arts & Sciences degree programs of study are designed for students who plan to transfer to a four-year college or university to complete a baccalaureate degree program, usually the Bachelor of Arts or the Bachelor of Science degree. You are urged to acquaint yourself with the requirements of the major department in the institution to which transfer is being considered and to work closely with faculty advisors and counselors in planning an appropriate program.

The Associate of Arts & Sciences degree also prepares you to enter pre-professional programs in the areas of Dentistry, Law, Medical Technology, Medicine, Pharmacy, Physical Therapy, and Radiologic Technology.

Special Considerations

Entry into the programs requires the satisfactory completion of four (4) units of high school English, two (2) units of high school algebra, one (1) unit of geometry, one (1) unit of laboratory science, and one (1) unit of social science or their equivalent. Deficiencies in these areas may be corrected by completing the appropriate developmental studies courses.

You are encouraged to check the mathematics requirements of the four-year college or university to which you plan to transfer to determine the appropriate courses to be

taken at MECC. In addition, you should contact the appropriate four-year institution to determine the transferability of electives. Students planning to become teachers should check the requirements of Teacher Education programs at four-year institutions.

The Division of Student Services publishes and updates regularly the *College Transfer Guide*, which is a tool to guide transferring students in the selection of elective courses. This guide contains information on course equivalencies for the majority of institutions to which MECC students transfer. Advisors can assist students with course selection, including transfer electives, for schools not listed in the guide on a case-by-case basis.

Online Advising Worksheets

Students planning to transfer can access advising worksheets online for a number of four-year schools. Please see the link for “Students” on the MECC homepage.

BUSINESS ADMINISTRATION MAJOR (216)

*Lec. Lab Crse
Hrs. Hrs. Cr.*

FIRST YEAR**First Semester**

ENG 111	College Composition I	3	0	3
HIS	History (101 or 121) I	3	0	3
MTH 163	Pre-Calculus I	3	0	3
Science	(Bio., Chem., or Physics) I	3	3	4
Elective ⁴		3	0	3
SDV 100	College Success Skills	1	0	1
Total				17

Second Semester

ENG 112	College Composition II	3	0	3
HIS	History (102 or 122) II	3	0	3
MTH 271	Applied Calculus I	3	0	3
Science	(Bio., Chem., or Physics) II	3	3	4
PED ³	Physical Education	0	2	1
Total				14

SECOND YEAR**Third Semester**

ACC 211	Principles of Acct. I	3	0	3
ECO 201 ¹	Principles of Econ. I	3	0	3
ENG ²	Literature (241, 243, or 251)	3	0	3
CST	Speech (100 or 105)	3	0	3
College Transfer Elective		3	0	3
Total				15

Fourth Semester

ACC 212	Principles of Acct. II	3	0	3
ECO 202 ¹	Principles of Econ. II	3	0	3
ENG ²	Literature (242, 244, or 252)	3	0	3
College Transfer Electives		6	0	6
Total				15

61 credits required to graduate

¹In addition to the economics requirements for the community colleges, students are advised to complete a Political Science and Psychology course, or a full year of a sophomore social science if required by the four-year college or university to which you plan to transfer.
²At least one semester of World Literature (ENG 251-252) is recommended.

³1 credit needed in Health or Physical Education.
⁴Every student getting an Associate of Arts and Sciences must demonstrate competency in the basic use of computers by completing a transferable ITE course, by satisfying the terms of an articulation agreement, or by establishing competency on an assessment test.

Program Contacts

Ms. Carolyn Reynolds, Dean
Ms. Miranda Oaks

GENERAL STUDIES MAJOR (697)

*Lec. Lab Crse
Hrs. Hrs. Cr.*

FIRST YEAR**First Semester**

ENG 111	College Composition I	3	0	3
HIS	History (101 or 121) I	3	0	3
MTH	Mathematics (151 or 163)	3	0	3
Science	(Bio., Chem., or Physics) I	3	3	4
Elective ³		3	0	3
SDV 100	College Success Skills	1	0	1
Total				17

Second Semester

ENG 112	College Composition II	3	0	3
HIS	History (102 or 122) II	3	0	3
MTH ⁴	Mathematics (152 or 164)	3	0	3
Science	(Bio., Chem., or Physics) II	3	3	4
College Transfer Elective		3	0	3
Total				16

SECOND YEAR**Third Semester**

² Approved Social Sciences		3	0	3
Humanities Elective		3	0	3
CST	Speech (100 or 105)	3	0	3
College Transfer Electives		6	0	6
Total				15

Fourth Semester

PED ¹	Physical Education	0	2	1
² Approved Social Sciences		3	0	3
Humanities Elective		3	0	3
College Transfer Electives		6	0	6
Total				13

61 credits required to graduate

¹1 credit needed in Health or Physical Education.

²Students should consult the social science requirements of the institution to which they are transferring. Social sciences include: Economics, Political Science, Psychology, Geography, and Sociology.

³Every student getting an Associate of Arts and Sciences must demonstrate competency in the basic use of computers by completing a transferable ITE course, by satisfying the terms of an articulation agreement, or by establishing competency on an assessment test.

⁴Students may select MTH 157 or MTH 271 if appropriate to their transfer institution. See advisor to select appropriate math sequence.

Program Contacts

Ms. Carolyn H. Reynolds, Dean
Dr. Ken Tucker

GENERAL STUDIES MAJOR SOFTWARE ENGINEERING SPECIALIZATION (697-09)

Lec. Lab Crse
Hrs. Hrs. Cr.**FIRST YEAR****First Semester**

ENG 111	College Composition I	3	0	3
HIS 101	History of World Civ I	3	0	3
ITE 115	Intro to Computer Apps	3	0	3
MTH 273	Calculus I	4	0	4
Approved Social Science Elective ²		3	0	3
SDV 100	College Success Skills	1	0	1
Total		17		

Second Semester

ENG 112	College Composition II	3	0	3
HIS 102	History of World Civ II	3	0	3
MTH 157	Elementary Statistics	3	0	3
MTH 274	Calculus II	4	0	4
Approved Social Science Elective ²		3	0	3
Total		16		

SECOND YEAR**Third Semester**

CST 100	Speech	3	0	3
ENG 2xx	English Survey	3	0	3
PHY 241	University Physics I	4	3	4
ITP 132	C++ Programming I	3	0	3
MTH 275	Multivariable Calculus Linear Algebra	4	0	4
Total		17		

Fourth Semester

ENG 2xx	English Survey	3	0	3
ITP 232	C++ Programming II	3	0	3
MTH 286	Discrete Mathematics	4	0	4
PED ¹	Physical Education	0	2	1
PHY 242	University Physics II	4	3	4
Total		15		

65 credits required to graduate¹1 credit needed in Health or Physical Education.²Students should consult the social science requirements of the institution to which they are transferring. Social sciences include: Economics, Political Science, Psychology, Sociology, and Geography.³Every student getting an Associate of Arts and Sciences must demonstrate competency in the basic use of computers by completing a transferable ITE course, by satisfying the terms of an articulation agreement, or by establishing competency on an assessment test.**Program Contacts**Ms. Carolyn H. Reynolds, Dean
Dr. Ken Tucker

PRE-TEACHER EDUCATION MAJOR PK-8, PK-6, MIDDLE SCHOOL SPECIAL EDUCATION (624)

Lec. Lab Crse
Hrs. Hrs. Cr.**FIRST YEAR****Fall Semester**

ENG 111	College Composition I	3	0	3
MTH 151 ¹	Math for Liberal Arts I	3	0	3
HIS 101	History of Western Civ I	3	0	3
ITE 115 ¹	Intro to Computer Apps and Concepts	3	0	3
HLT/PED ¹	Health/Physical Educ.	0	2	1
SDV 100	College Success Skills	1	0	1
Total		14		

Spring Semester

ENG 112	College Composition II	3	0	3
MTH 152 ¹	Mathematics for the Liberal Arts II	3	0	3
HIS 122	United States History or 102 ¹ History Elective	3	0	3
PLS 135	American National Politics or 211 ¹ Political Science Elective	3	0	3
ART/MUS/REL ¹	Humanities Elective	3	0	3
Total		15		

SECOND YEAR**Fall Semester**

EDU 200	Intro to Teaching	3	0	3
HIS 121	U. S. History I	3	0	3
ECO 201	Prin of Macroeconomics or 202 ¹ Prin of Economics I or II	3	0	3
BIO 101	Biology I3	3	4	
HUM Elective ¹		3	0	3
Total		16		

Spring Semester

GEO 210	Intro to Cultural Geography	3	0	3
BIO 102	Biology II or or CHM 101 ¹ General Chemistry I	3	3	4
Elective ¹		3	0	3
ENG ¹	ENG Survey	3	0	3
CST 110	Intro to Speech Communication or 100 ¹ Speech Elective	3	0	3
Total		16		

61 credits required to graduate¹Select according to requirements of transfer institution. Contact your advisor to determine appropriate course selections. Consult the MECC website for up-to-date guidelines on Teacher Education and for information related to the teaching profession.**Program Contacts**Ms. Carolyn H. Reynolds, Dean
Ms. Sarah Gilliam

SCIENCE MAJOR (881)Lec. Lab Crse
Hrs. Hrs. Cr.**FIRST YEAR****First Semester**

ENG 111	College Composition I	3	0	3
HIS	History (101 or 121) I	3	0	3
Science	(Bio., Chem., or Physics) I	3	3	4
MTH 163	Pre-Calculus I or higher MTH	3	0	3
⁴ Elective		3	0	3
SDV 100	College Success Skills	1	0	1
Total		17		

Second Semester

ENG 112	College Composition II	3	0	3
HIS	History (102 or 122) II	3	0	3
Science	(Bio., Chem., or Physics) II	3	3	4
MTH 164	Pre-Calculus II or higher MTH	3	0	3
CST	Speech (100 or 105)	3	0	3
Total		16		

SECOND YEAR**Third Semester**

ENG ¹	Literature (241, 243, or 251) I	3	0	3
Science	(Bio., Chem., or Physics) I	3	3	4
MTH 273	Calculus I or approved MTH	4	0	4
College Transfer	Elective	3	0	3
PED ²	Physical Education	0	2	1
Total		15		

Fourth Semester

ENG ¹	Literature (242, 244, or 252)	3	0	3
Science	(Bio., Chem., or Physics) II	3	3	4
MTH 274	Calculus II or approved MTH	4	0	4
³ Approved Social Science		3	0	3
Total		14		

62 credits required to graduate

¹At least one (1) semester of World Literature (ENG 251-252) is recommended.

²1 credit needed in Health or Physical Education.

³Students should consult the social science requirements of the institution to which they are transferring. Social sciences include: Economics, Political Science, Psychology, Geography, and Sociology.

⁴Every student getting an Associate of Arts and Sciences must demonstrate competency in the basic use of computers by completing a transferable ITE course, by satisfying the terms of an articulation agreement, or by establishing competency on an assessment test.

Program Contacts

Ms. Carolyn H. Reynolds, Dean
Dr. Carol Burkart

**SCIENCE - ENGINEERING
SPECIALIZATION (881-01)**Lec. Lab Crse
Hrs. Hrs. Cr.**FIRST YEAR****First Semester**

ENG 111	College Composition I	3	0	3
HIS	History (101 or 121) I	3	0	3
Science	CHM III College Chem I	3	3	4
MTH 177	Intro Linear Algebra	2	0	2
MTH 273	Calculus I	4	0	4
SDV 100	College Success Skills	1	0	1
Total		17		

Second Semester

ENG 112	College Composition II	3	0	3
HIS	History (101 or 122)	3	0	3
EGR 140	Eng. Mechanics - Statics	3	0	3
MTH 274	Calculus II	4	0	4
CST	Speech (100 or 105)	3	0	3
EGR 120	Intro to Engineering	1	0	1
Total		17		

SECOND YEAR**First Semester**

ENG ¹	Literature (241, 243, or 251) ²	3	0	3
Science	PHY 241 Univ. Physics I	3	3	4
MTH 277	Vector Calculus	4	0	4
EGR 245	Eng. Mechanics - Dynamics	3	0	3
Approved Social Science ³		3	0	3
PED	Physical Education	0	2	1
Total		18		

Second Semester

ENG	Literature (242, 244, or 252)	3	0	3
ITP 120 or 132	Computer Programming ⁴	3	3	4
MTH 279	Ordinary Diff. Equations	4	0	4
Science	PHY 242 Univ. Physics II	3	3	4
EGR 246	Mechanics of Materials	3	0	3
Total		18		

70 credits required to graduate

¹In partnership with the U.Va. Engineering School's **PRODUCED in Virginia** program, portions of the degree are delivered in the VCCS using distance learning technology. See advisor for details.

²At least one (1) semester of World Literature (ENG 251-252) is recommended.

³Students should consult the social science requirements of the institution to which they are transferring. Social sciences include: Economics, Political Science, Psychology, Geography, and Sociology.

⁴Every student getting an Associate of Arts and Sciences must demonstrate competency in the basic use of computers by completing a transferable ITE course, by satisfying the terms of an articulation agreement, or by establishing competency on an assessment test.

Program Contacts

Ms. Carolyn H. Reynolds, Dean
Mr. Chris Allgyer

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ASSOCIATE OF APPLIED SCIENCE DEGREES

ACCOUNTING (203)

*Lec/Lab Crse
Hrs./Hrs. Cr.*

About Our Program

The accounting program provides students with a systematic approach to preparing, analyzing, and tracking financial information through the accounts and records of a business. Students gain hands-on experience using computer simulations and accounting software, while developing skills of organizing, analyzing and interpreting financial information. The program culminates with the Seminar & Project class presented under the auspices of the Association of Certified Fraud Examiners and is an in-depth study of "Fraud Examination." Accounting classes are available in a variety of formats, including on-campus, online and hybrid instruction (a combination of on-campus class meetings and online components).

Opportunities for Employment

Employers want accountants who possess knowledge of business arithmetic and bookkeeping procedures; professional ethics and integrity; computer and communication skills. According to the Bureau of Labor Statistics, employment opportunities in accounting will grow 16% through 2020. Positions include, but are not limited to bookkeeper, accounts receivable, accounts payable, payroll clerk, accounting manager or supervisor.

Opportunities for Advancement

Graduates of MECC's Accounting program who continue their education and get a BS or BA degree, and gain experience can advance to positions of internal auditor, controller, fraud examiner, chief financial officer, or vice-president of finance. A Certified Public Accountant requires a master's degree in most states in order to sit for the examination.

Special Considerations

Entry into the program requires the satisfactory completion of four (4) units of high school English and one (1) unit of high school mathematics or their equivalent. Students are required to take English and mathematics placement tests.

Program Contacts

Mr. Tommy Clements, Dean;
Ms. Fran Doyle, Assistant Dean
Faculty Contact: Mr. Jim Bates

FIRST YEAR

First Semester

ACC 211 ¹	Principles of Acct. I	3	0	3
BUS 200	Principles of Mgt.	3	0	3
ENG 111	College Composition I	3	0	3
ITE 115	Intro to Computer Applications & Concepts	3	0	3
PSY 120	Human Relations	3	0	3
SDV 101	Orient. to Bus. Programs	1	0	1
	Total			16

Second Semester

ACC 124	Payroll Accounting	3	0	3
ACC 212 ²	Principles of Acct. II	3	0	3
ACC 215	Computerized Accounting	3	0	3
ITE 140	Spreadsheet Software	3	0	3
MTH 141	Business Mathematics I	3	0	3
	Total			15

SECOND YEAR

Third Semester

ACC 219	Governmental & Not-for-Profit Accounting	3	0	3
ACC 221 ³	Intermediate Acct. I	3	0	3
ACC 231	Cost Accounting I	3	0	3
BUS 241	Business Law I	3	0	3
HLT or PED		1	0	1
Humanities Elective		3	0	3
SDV 106	Prep for Employment	1	0	1
	Total			17

Fourth Semester

ACC 222 ⁵	Intermediate Acct. II	3	0	3
ACC 261 ⁴	Principles of Federal Taxation I	3	0	3
ACC 298 ⁵	Seminar & Project	3	0	3
BUS 236	Communications in Mgt.	3	0	3
ECO 120	Survey of Economics	3	0	3
BUS Elective		3	0	3
	Total			18

66 credits required to graduate

¹ACC 211 is pre-requisite for ACC 212, ACC 124 and ACC 215.

²ACC 212 is pre-requisite for ACC 221 and a co-requisite for ACC 219 and ACC 231.

³ACC 221 is pre-requisite for ACC 222.

⁴ACC 261 has no re-requisite.

⁵ACC 222 is co-requisite for ACC 298

ADMINISTRATIVE SUPPORT TECHNOLOGY (298)

About Our Program

The Administrative Support Technology Major is designed to prepare individuals for positions in an office and/or to update skills of office workers. The program provides the knowledge and skills necessary for effective job performance in office administrative support positions. In addition, the program helps prepare individuals for MCAS (Microsoft Certified Application Specialist) and Certified Administrative Professional (CAP).

Opportunities for Employment

Administrative Support Technologists work in office support positions and perform a variety of office tasks. Employers seek workers who have excellent computer application skills, communication and interpersonal skills, decision making and critical thinking skills, and team-work skills. Job opportunities as executive secretary, administrative assistant, receptionist, word processing specialist, and office support technician are available locally, regionally, and nationally.

Special Considerations

Students are required to take English and mathematics placement tests. Developmental classes in these areas may be required. Students may receive college credit for verified on-the-job experience.

Program Contacts

Mr. Tommy Clements, Dean;
Ms. Fran Doyle, Assistant Dean
Faculty Contacts: Ms. Jane Jones,
Ms. Sabrina Ward

*Lec/Lab Crse
Hrs. Hrs. Cr.*

FIRST YEAR

First Semester

AST 107	Editing/Proofreading Skills	3	0	3
AST 141	Word Processing I	3	0	3
ENG 111	College Composition I	3	0	3
HLT or PED	Elective	1	0	1
ITE 115	Intro to Computer Apps and Concepts	3	0	3
PSY 120	Human Relations	3	0	3
SDV 101	Orientation to Business Programs I	0	1	
Total				17

Second Semester

ACC 105	Office Accounting	3	0	3
AST 137	Records Management	3	0	3
AST 238	Word Processing Advanced	3	0	3
MTH 141	Business Math I	3	0	3
	Humanities Elective ¹ 3	0	3	
AST	Elective	2	0	2
Total				17

SECOND YEAR

Third Semester

AST 205	Business Communications	3	0	3
AST 236	Spec. Software Apps	3	0	3
AST 243	Office Administration I	3	0	3
BUS 205	Human Resource Mgmt	3	0	3
BUS 241	Business Law I	3	0	3
SDV 106	Prep for Employment	1	0	1
Total				16

Fourth Semester

AST 108	Telephone Techniques	1	0	1
AST 150	Desktop Publishing	1	0	1
AST 155	Intro to Desktop Info Mgmt	1	0	1
AST 160	Learning the Internet for Business	1	0	1
AST 240	Machine Transcription	3	0	3
AST 244	Office Administration II	3	0	3
AST 260	Presentation Software	3	0	3
AST 290	Internship in AST	3	0	3
Total				16

66 credits required to graduate

¹Consult with advisor.

ADMINISTRATIVE SUPPORT TECHNOLOGY MEDICAL OFFICE SPECIALIST (298-02)

About Our Program

The Medical Office Specialist program is designed to prepare individuals for administrative support positions in medical offices. Individuals currently employed in medical office positions will also benefit from the program. The program includes courses to provide the knowledge and skills necessary for effective job performance in entry-level medical office administrative support positions.

Opportunities for Employment

Medical Office Specialists generally work in hospitals, clinics, and private practice offices, assisting with billing and maintaining patient accounts, and performing general office and routine administrative duties. These professionals exhibit expertise in professional conduct, telephone etiquette, computer applications, filing and records management, patient scheduling, and medical office management.

Special Considerations

Students are required to take English and mathematics placement tests. Developmental classes in these areas may be required.

Students may receive college credit for verified on-the-job experience.

Program Contacts

Mr. Tommy Clements, Dean;
Ms. Fran Doyle, Assistant Dean
Faculty Contacts: Ms. Jane Jones,
Ms. Sabrina Ward

*Lec/Lab Crse
Hrs. Hrs. Cr.*

First Year

First Semester

AST 107	Editing/Proofreading	3	0	3
AST 141	Word Processing I	3	0	3
ENG 111	College Composition I	3	0	3
HIM 111	Medical Terminology I	3	0	3
ITE 115	Intro to Computer Apps and Concepts	3	0	3
SDV 101	Orientation to Business Programs I	0	1	
Total				16

Second Semester

ACC 105	Office Accounting	3	0	3
AST 137	Records Management	3	0	3
AST 238	Word Processing Advanced Operation	3	0	3
HIM 112	Medical Terminology II	3	0	3
Humanities Elective ¹		3	0	3
MTH 141	Business Math I	3	0	3
Total				18

SECOND YEAR

Third Semester

AST 205 ²	Business Communications	3	0	3
AST 243	Office Administration I	3	0	3
BUS 241	Business Law I	3	0	3
PSY 120	Human Relations	3	0	3
HIM Elective		3	0	3
HLT or PE Elective		1	0	1
SDV 106	Prep for Employment	1	0	1
Total				17

Fourth Semester

AST 108	Telephone Techniques	1	0	1
AST 150	Desktop Publishing	1	0	1
AST 155	Intro to Desktop Info Mgmt	1	0	1
AST 160	Learning the Internet for Business	1	0	1
AST 244	Office Administration II	3	0	3
AST 245	Medical Machine Transcription	3	0	3
AST 271	Medical Office Procedures	3	0	3
AST 290	Internship in AST	3	0	3
Total				16

67 credits required to graduate

¹Consult with advisor.

²BUS 236 may be substituted for AST 205.

COMPUTER NETWORKING TECHNOLOGY (732)

About Our Program

The Computer Networking Technology student will take course work in network infrastructure and internet working devices, network operating systems, and network management. These courses are designed to prepare students for employment in the computer networking field in such areas as working for internet service providers, information systems departments of private and public entities, and network integrators.

Opportunities For Employment

The Associate of Applied Science degree program in Computer Network Technology is designed to prepare students to work in a wide range of employment areas as network installers, network administrators, network planners, and network managers.

Opportunities For Advancement

Advancement is rapid in the growing computer network field. Students who demonstrate a high level of competency and who continue their training, can advance to such positions as network engineering and supervisory positions.

Special Considerations

Students are required to take English and mathematics placement tests and correct any deficiencies in the developmental studies program. Courses taken out of normal program sequence must have the approval of the program advisor.

Program Contacts

Mr. Tommy Clements, Dean;
Ms. Fran Doyle, Assistant Dean
Faculty Contact: Mr. Fred Coeburn

*Lec/Lab Crse
Hrs. Hrs. Cr.*

FIRST YEAR

First Semester

ITN 154	Networking Fund.-Cisco	3	2	4
ITN 110	Client Operating Systems	3	0	3
ITN 107	Personal Computer Hardware & Troubleshooting	3	0	3
ITE 115	Intro-Comp Apps/Concepts	3	0	3
MTH Math Elective ¹		3	0	3
SDV 101	Orien to Bus Programs	1	0	1
Total				17

Second Semester

ITN 155	Intro Routing - Cisco II	3	2	4
ITN 111	Server Administration	3	0	3
IND 137	Team Concepts/Prob. Solving	3	0	3
ENG 111	College Composition I or	3	0	3
ENG 115	Technical Writing	3	0	3
Business Elective ³		3	0	3
HLT or PE Elective		1	0	1
Total				17

SECOND YEAR

Third Semester

ITN 156	Basic Switching and Routing - Cisco III	3	2	4
ITN 113	Active Directory	3	0	3
ITN 211	Windows Network Security	3	0	3
Social Science Elective		3	0	3
ITN 171	UNIX I	3	0	3
SDV 106	Prep for Employment	1	0	1
Total				17

Fourth Semester

ITN 157	WAN Technologies-Cisco	3	2	4
ITN 112	Network Infrastructure	3	0	3
ITN 214	Messaging Server Admin	3	0	3
ITE 290 ²	Coord Internship in ITE	3	0	3
Humanities Elective		3	0	3
Total				16

67 credits required to graduate

¹The math elective must be satisfied by the MTH 105, 106 sequence, or MTH 151, or MTH 163.

²Work components may be taken in the summer.

³See advisor for recommendations for BUS elective courses.

COMPUTER SOFTWARE SPECIALIST (222)

*Lec/Lab Crse
Hrs. Hrs. Cr.*

About Our Program

The Associate of Applied Science degree program in Computer Software Specialist is designed to prepare students to enter the workforce as computer professionals trained in a variety of cutting-edge software packages. General and specialized computer courses with an emphasis in programming and database applications are complemented by general education courses. Students will participate in a comprehensive program that includes both classroom and lab instruction, along with a work-based learning experience at an area business or a comprehensive computer project.

Opportunities for Employment

Job opportunities in the immediate area and throughout the nation abound for students trained in computers. According to U.S. News and World Report web site, seven of the top 30, 100 best jobs are in the computer field. Students completing this program will be qualified for the following positions: Computer Software Specialist, Information Processing Specialist, Computer Lab Assistant, Help-Desk Technician, Database Operator/Manager, Software Consultant, programmer, software tester, and analyst. Students may also transfer to a 4-year college or university.

Opportunities for Advancement

Opportunities for advancement are excellent for those willing to continue their education and training. Students may wish to enhance their advancement opportunities by pursuing certifications available from various software vendors.

Special Considerations

Entry into the program requires the satisfactory completion of four (4) units of high school English and one (1) unit of high school mathematics or their equivalent. Students are required to take English and mathematics placement tests.

Program Contacts

Mr. Tommy Clements, Dean;
Ms. Fran Doyle, Assistant Dean
Faculty Contacts: Ms. Terri Lane,
Mr. Nasser Maksoud

FIRST YEAR

First Semester

ITD 110	Web Page Design I	3	0	3
ITE 115	Intro to Computer Apps and Concepts	3	0	3
ITE 131	Survey of Internet Serv.	1	0	1
HTH or PE	Elective	1	0	1
ITN 171	Unix I	3	0	3
SDV 101	Orien to Bus Programs	1	0	1
MTH*	Math Elective	3	0	3
	Total			15

Second Semester

ENG 111	College Composition I or	3	0	3
ENG 115	Technical Writing	3	0	3
ITN 101	Intro to Network Concepts	3	0	3
ITP 100	Software Design	3	0	3
ITP 120	Java Programming I	3	0	3
ITP 140	Client Side Scripting	3	0	3
IND 137	Team Concepts and Problem Solving	3	0	3
	Total			18

SECOND YEAR

Third Semester

ITE 150	Desktop Database Software	3	0	3
ITP 132	C++ Programming I	3	0	3
ITP 215	XML Web Services	3	0	3
ITP 220	Java Programming II	3	0	3
SDV 106	Prep for Employment	1	0	1
	Total			16

Fourth Semester

ITP 214	Windows Mobile Devel	3	0	3
ITP 232	C++ Programming II	3	0	3
ITP 251	Systems Analysis & Design	3	0	3
ITP 298	Capstone	3	0	3
	Humanities Elective	3	0	3
	Social Science Elective	3	0	3
	Total			18

67 credits required to graduate

*The math elective must be satisfied by the MTH 105, 106 sequence or MTH 151, 157 or 163.

COMPUTER-AIDED DRAFTING AND DESIGN TECHNOLOGY (729)

About Our Program

Classes offered in the Computer-Aided Drafting & Design Technology Major program will introduce you to architectural and mechanical design that will prepare you to work as a drafts person. Approximately 1/2 of the courses taken are in drafting and design technology. You will also take courses in related areas and general education.

We utilize CADD operations extensively. Micro-Station PC, Auto CADD, and 3D software programs are available to our students. These programs are the most widely used in industry in our service area.

Computer-Aided Drafting & Design Technology Major classes are available to evening students. Flexible class schedules can be arranged to prevent conflict with your work schedule.

Opportunities For Employment

Successful completion of the Associate of Applied Science degree in the Computer-Aided drafting & Design Technology Major will prepare you for employment in areas in drafting and design including: mechanical, architectural, structural steel, and civil engineering.

Special Considerations

Students are required to take English and mathematics placement tests. It may be required for you to correct any deficiencies in the developmental studies program.

You may not take a course out of normal sequence without the approval of your instructor. Approval will be based on drafting experience or drafting courses previously completed. Students not enrolled in the Drafting curriculum, but wishing to take Drafting courses must first obtain permission of the instructor.

The Computer-Aided Drafting & Design Technology Major program allows the completion of the requirements of the four semester associate degree in less than four semesters through the college articulation program. These course credits are earned by the validation of drafting skills learned in a vocational school or on-the-job experience. Entry into the program requires regular application to the College, regular Computer-Aid-

ed Drafting & Design Technology program requirements, and recommendations of the vocational drafting instructor or verification of basic skills by your employer.

You should consult with a faculty advisor and the College counselor in planning your appropriate program.

Program Contacts

Mr. Tommy Clements, Dean
Faculty Contact: Mr. Jake Gilly

Computer-Aided Drafting and Design Technology

Mapping Specialization (729-01)

Lec/Lab Crse
Hrs. Hrs. Cr.

Lec/Lab Crse
Hrs. Hrs. Cr.

FIRST YEAR

First Semester

ENG 111	College Composition I	3	0	3
	Technical Elective*			3
DRF 160	Machine Blueprint Reading	3	0	3
DRF 200	Survey of Computer-Aided Drafting (CAD)	3	2	4
MTH 105	Technical Mathematics I	2	0	2
SDV 100	College Success Skills	1	0	1
	Total			16

Second Semester

	Humanities Elective	3	0	3
DRF 127	Intro to Geometric Dimensioning & Tolerancing	1	0	1
	Technical Elective*	3	0	3
DRF 201	CAD	2	2	3
MEC 113	Materials and Processes of Industry I	4	0	4
MTH 106	Technical Mathematics II	2	0	2
	Total			16

SECOND YEAR

Third Semester

CIV 171	Surveying I	2	3	3
DRF 231	Computer Aided Drafting I	2	2	3
	HLT or PED	1	0	1
	Social Science Elective	3	0	3
	Technical Elective	4	0	4
IND 137	Team Concepts & Problem Solving	3	0	3
	Total			17

Fourth Semester

CIV 172	Surveying II	2	3	3
DRF 298	Seminar and Project	2	6	4
or DRF 290	Coordinated Internship	0	0	4
DRF 232	Computer Aided Drafting II	2	2	3
DRF 233	Computer Aided Drafting III	2	2	3
	Technical Elective	4	0	4
	Total			17

66 credits required to graduate

FIRST YEAR

First Semester

ENG 111	College Composition I	3	0	3
GIS 200	Geo Info Systems I	3	2	4
DRF 160	Machine Blueprint Reading	3	0	3
DRF 200	Survey of Computer-Aided Drafting	3	2	4
MTH 105	Technical Mathematics I	2	0	2
SDV 100	College Success Skills	1	0	1
	Total			17

Second Semester

	Humanities Elective	3	0	3
GIS 201	Geo Info Systems II	3	2	4
DRF 201	Computer Aided Drafting	2	2	3
MEC 113	Materials and Processes of Industry I	4	0	4
MTH 106	Technical Mathematics II	2	0	2
	Total			16

SECOND YEAR

Third Semester

CIV 171	Surveying I	2	3	3
DRF 231	Computer Aided Drafting I	2	2	3
	HLT or PED	1	0	1
	Social Science Elective	3	0	3
	GIS or CIV Elective	3	0	3
IND 137	Team Concepts & Problem Solving	3	0	3
	Total			16

Fourth Semester

CIV 172	Surveying II	2	3	3
DRF 298	Seminar and Project	2	6	4
or DRF 290	Coordinated Internship	0	0	4
DRF 232	Computer Aided Drafting II	2	2	3
DRF 233	Computer Aided Drafting III	2	2	3
GIS 233	Understanding Geo Data	3	2	4
	Total			17

66 credits required to graduate

COMPUTERIZED MANUFACTURING TECHNOLOGY (726)

*Lec/Lab Crse
Hrs. Hrs. Cr.*

About Our Program

The Manufacturing Technology major is a broad-based curriculum that prepares students for a variety of technical positions within a manufacturing company. The company that hires the graduate, teaches the special skills and knowledge needed to be successful within the company. The major is a combination of electrical and mechanical technology. Students learn about manufacturing and computer-aided industrial technology. Students are prepared for such job titles as: maintenance technician, mechanical technician, electrical technician, quality technician, computer technician, process technician, and manufacturing technician.

Opportunities for Employment

This major prepares graduates for growth in the automated industry with each graduate expected to receive multiple job offerings. According to both national and state projections, 75% of all manufacturing jobs will require technical training and academic preparation. The growth trend in the United States manufacturing industries is toward automation which will require a new technically trained and oriented workforce.

Opportunities for Advancement

Advancement opportunities are excellent. Graduates will receive excellent technical training and academic preparation. With additional education and training, graduates can move into engineering and management positions within a manufacturing company.

Special Considerations

Students are required to take English and mathematics placement tests. Due to the rapid change of this major, students are expected to take courses in the sequence they are listed and complete the major within two years. This major demands good students who genuinely like the technical area and want to help industry solve problems and increase productivity.

Program Contacts

Mr. Tommy Clements, Dean
Faculty Contacts: Mr. Roger Greene,
Mr. Jimmie Garland

First Semester

DRF 160	Machine Blueprint Reading	3	0	3
ELE 140	Basic Electricity & Machinery	3	2	4
ITE 115	Intro to Computer Apps and Concepts	3	0	3
MEC 120	Prin. of Machine Tech.	2	2	3
MEC 155	Mechanisms	1	2	2
MTH 105	Survey of Tech Math I	2	0	2
SDV 100	College Success Skills	1	0	1
	Total			18

Second Semester

ELE 156	Electrical Control Systems	2	2	3
ENG 111	College Composition I	3	0	3
IND 137	Team Concepts & Problem Solving	3	0	3
MEC 113	Materials & Processes of Industry	4	0	4
MEC 266	App of Fluid Mechanics	3	0	3
MTH 106	Survey of Tech Math II	2	0	2
	Total			18

Third Semester

DRF 200	Survey of Computer-Aided Design	3	2	4
	Health/Physical Education	1	0	1
IND 101	Quality Assurance Tech	3	0	3
IND 160	Intro to Robotics	3	0	3
MEC 118	Automated Mfg. Tech	2	3	3
	Total			14

Fourth Semester

ELE 239	Programmable Controllers	3	0	3
	Humanities Elective	3	0	3
IND 295	Computer Integrated Projects I	2	3	3
SAF 126	Industrial Safety	3	0	3
	Social Science Elective	3	0	3
	Total			15

65 credits required to graduate

COMPUTERIZED MANUFACTURING TECHNOLOGY ELECTROMECHANICAL TECHNOLOGY SPECIALIZATION (726-01)

About Our Program

The Electromechanical Technology Specialization of the Computerized Manufacturing Technology program trains students in various electrical, electronic, and mechanical components of systems and, upon successful completion, awards the Associate of Applied Science degree. Emphasis is on programmable logic controllers, motor controls piping systems, valves and related components, and process controllers. Computer skills and teamwork are also emphasized in the program.

The electromechanical program will provide students with the knowledge and skills necessary to assume employment as competent electromechanical technicians. The program was developed in cooperation with Eastman Chemical Company. There are two tracks: 1) After the first year of the program students have the opportunity for a one-year internship with Eastman after which they will return to MECC to finish the AAS degree (3 years total), or 2) students may elect to forego the internship at Eastman and complete the AAS at MECC (2 years total). After completing the associate degree the student is eligible to begin the nationally recognized apprenticeship program at Eastman.

Opportunities for Employment

Companies need competent electromechanical technicians. The electromechanical program was designed to meet this increasing need. The skills developed in this program will prepare students for jobs in chemical processing, coal mines, power plants and manufacturing. Jobs are available as electro-mechanical technicians, engineering technicians, quality assurance technicians and maintenance technicians.

Special Considerations

Individuals who have taken courses at career centers or other work related training programs may be able to obtain articulation credit for these courses. Dual enrollment classes have been developed at local vocational technical career centers and high schools.

Program Contacts

Mr. Tommy Clements, Dean
Faculty Contacts: Mr. Roger Greene,
Mr. Jimmie Garland

*Lec/Lab Crse
Hrs. Hrs. Cr.*

First Semester

DRF 160	Machine Blueprint Reading	3	0	3
ELE 140	Basic Electricity & Machinery	3	2	4
ITE 115	Intro to Computer Apps and Concepts	3	0	3
MEC 120	Prin. of Machine Tech	2	2	3
MEC 155	Mechanisms	1	2	2
MTH 105	Survey of Tech Math I	2	0	2
SDV 100	College Success Skills	1	0	1
	Total			18

Second Semester

ENG 111	College Composition I	3	0	3
ELE 156	Elect. Control Systems	2	2	3
IND 137	Team Concepts & Problem Solving	3	0	3
MEC 113	Materials & Processes of Industry	4	0	4
MEC 266	Application of Fluid Mechanics	3	0	3
MTH 106	Survey of Tech Math II	2	0	2
	Total			18

Third Semester

ETR 218	Ind. Electronics Circuits	3	3	4
	Health/Physical Education	1	0	1
IND 101	Quality Assurance Tech	3	0	3
IND 125	Installation and Preventive Maintenance	2	2	3
MEC 205	Piping & Auxiliary Systems	2	2	3
	Total			14

Fourth Semester

ELE 239	Programmable Controllers	3	0	3
SAF 126	Industrial Safety	3	0	3
	Humanities Elective	3	0	3
	Welding Elective	2	3	3
	Social Science Elective	3	0	3
	Total			15

65 credits required to graduate

COMPUTERIZED MANUFACTURING TECHNOLOGY INDUSTRIAL ELECTRONICS SPECIALIZATION (726-02)

About Our Program

The Industrial Electronics specialization of the Computerized Manufacturing Technology major is designed to prepare students for employment in a wide variety of settings. While the primary emphasis of the degree focuses on the industrial and manufacturing areas, many graduates find employment in the health and service sectors as electronic or computer technicians. Course work includes a strong emphasis in the computer technology field including how to interface, upgrade and repair computer related equipment and systems. Job titles for graduates include names such as electronic technician, electronic equipment repairer, quality assurance technician, computer repair technician, process control technician, engineering technician and manufacturing technician.

Employment Outlook

The Bureau of Labor Statistics, Occupational Outlook Handbook lists jobs in this category using the following descriptive headings; Engineering Technicians, Electrical and Electronic Installers and Repairers, Computer, Automated Teller, and Office Machine Repairers, and Electronic Home Entertainment Equipment Installers and Repairers. Please use the descriptive terms shown to search on the following website to obtain more information concerning salaries, job outlook and educational requirements typically required for employment in this field. <http://www.bls.gov/oco/>

Special Considerations

Students are required to take English and mathematics placement tests. Due to the rapid change of this major, student's are expected to take courses in the sequence they are listed and complete the major within two years. This major demands good students who genuinely like the technical area and want to help industry solve problems and increase productivity.

Program Contacts

Mr. Tommy Clements, Dean
Faculty Contacts: Mr. Roger Greene,
Mr. Jimmie Garland

*Lec.Lab Crse
Hrs.Hrs. Cr.*

First Year Fall

DRF 160	Machine Blueprint Reading	3	0	3
ELE 140	Basic Electricity and Machinery	3	2	4
ENG 111	College Composition I	3	0	3
ITE 115	Intro to Computer Apps and Concepts	3	0	3
MTH 105	Survey of Tech Math I	2	0	2
SDV 100	College Success Skills	1	0	1
	Total			16

First Year Spring

ELE 156	Electrical Motor Control	2	2	3
ETR 143	Devices & Applications I	2	3	3
ETR 168	Digital Circuit Fundamentals	3	0	3
IND 137	Team Concepts and Problem Solving	3	0	3
MTH 106	Survey of Tech Math II	2	0	2
	Humanities Elective	3	0	3
	Total			17

Second Year Fall

DRF 200	Survey of Computer-Aided Drafting & Design	3	2	4
ETR 218	Industrial Electronic Circuits	3	3	4
ETR 273	Computer Electronics I	3	3	4
IND 160	Introduction to Robotics	3	0	3
HLT/PED	Elective	1	0	1
	Total			16

Second Year

ELE 239	Programmable Controllers	3	0	3
MEC 113	Materials and Processes of Industry	4	0	4
IND 295	Computer Integrated Projects I	2	3	3
SAF 126	Industrial Safety	3	0	3
	Social Science Elective	3	0	3
	Total			16

65 Credits Required to Graduate

ASSOCIATE OF APPLIED SCIENCE DEGREE

CORRECTIONAL SERVICES (462)

*Lec/Lab Crse
Hrs. Hrs. Cr.*

About Our Program

At MECC you'll find a fascinating and challenging Protective Services curriculum that includes a major in Police Science and Correctional Services. The program is structured to prepare individuals for careers in criminal justice, correctional services and related occupations.

Opportunities For Employment

Job openings available in the protective services fields include correctional officers in both adult or juvenile correctional facilities.

Opportunities For Advancement

This curriculum is designed primarily for persons seeking full-time employment in the correctional field upon graduation. Opportunities may exist for graduates to continue their education. Please contact an ADJ advisor for more information.

Special Considerations

Entry into the program requires taking the English and mathematics placement tests. If deficiencies are found, you will be required to correct them by registering for developmental studies.

Each applicant must meet with the College's Protective Services faculty for a personal interview.

Applicants not already employed in correctional services agencies employment. These include: excellent moral character, no felony convictions or any crime involving moral turpitude, nor an excessive number of traffic citations. A background investigation is normally conducted by the employing agency to confirm these conditions.

Program Contacts

Mr. Tommy Clements, Dean
Faculty Contacts: Mr. Robert England,
Ms. Cynthia Ringley

FIRST YEAR

First Semester

ADJ 100	Survey of Criminal Justice	3	0	3
ADJ 140	Intro. to Corrections	3	0	3
ADJ 171	Forensic Science I	3	3	4
	or Science Elective	3	3	4
ENG 111	College Composition I	3	0	3
HLT or PED				
	or ADJ 127 or ADJ 138	1	0	1
SDV 100	College Success Skills	1	0	1
	Total			15

Second Semester

ADJ 107	Survey of Criminology	3	0	3
ADJ 146	Adult Corrections Inst.	3	0	3
ADJ 172	Forensic Science II	3	3	4
	or Science Elective	3	3	4
	Humanities Elective	3	0	3
ADJ 245	Management of			
	Correctional Facilities	3	0	3
	or			
ADJ 248	Probation, Parole, and			
	Treatment	3	0	3
	Total			16

SECOND YEAR

Third Semester

ADJ 241	Correctional Law	3	0	3
ADJ 246	Correctional Counseling	3	0	3
ITE 115	Intro to Computer Apps			
	and Concepts	3	0	3
MTH 151	Math for Liberal Arts I	3	0	3
	or MTH 157 Elementary Stats	3	0	3
	or MTH 163 Pre-Calculus I	3	0	3
	or MTH 141 Business Mathematics I	3	0	3
SOC 200	Principles of Sociology	3	0	3
	or PSY 200 Principles of Psychology	3	0	3
	Elective	3	0	3
	Total			18

Fourth Semester

ADJ 296	On-Site Training in			
	Criminal Justice	0	15	3
or ADJ 198	Seminar and Project	3	0	3
ADJ 227	Constitutional Law for			
	Justice Personnel	3	0	3
ADJ 105	Juvenile Justice	3	0	3
SOC 200	Principles of Sociology	3	0	3
	or PSY 200 Principles of Psychology	3	0	3
CST 105	Oral Communication	3	0	3
	or CST 100 Principles/Public Speaking	3	0	3
	Elective	3	0	3
	Total			18

67 credits required to graduate

EMERGENCY MEDICAL SERVICES TECHNOLOGY (146)

About Our Program

The purpose of this curriculum is to produce competent entry-level Emergency Medical Technician-Paramedics (EMT-P) who can service the community with advanced life support care via the Emergency Medical Services (EMS) infrastructure. Upon successful completion of the program, students will be eligible for National Registry testing and certification in the Commonwealth of Virginia.

This program is accredited by the Virginia Office of Emergency Medical Services and is offered in conjunction with Southwest Virginia and Virginia Highland Community Colleges. The program is also nationally accredited by the Committee on Accreditation of Allied Health Educational Programs (CAAHEP).

Program Goals: After successfully completing the program the graduate will be able to demonstrate: (1) the ability to comprehend, apply, and evaluate the clinical information relative to his role as an entry-level paramedic; (2) technical proficiency in all skills necessary to fulfill the role of an entry-level paramedic; and (3) personal behaviors consistent with professional and employer expectations for the entry-level paramedic.

Opportunities For Employment

Opportunities for paramedics include employment by fire and rescue service providers, hospitals, school systems, industry, ambulance and transportation services, local, state and federal government agencies, humanitarian relief organizations, and the military.

Special Considerations

The paramedic curriculum is an academically rigorous program, but one having the potential to provide a rewarding career for participants.

Admission to the program will be governed by the requirements for general admission to the College and the Commonwealth of Virginia Emergency Medical Services. Individuals who have a felony conviction or do not pass the background checks and/or drug screenings will not be eligible to continue in the program.

Applicants must meet the following requirements:

1. Be at least 18 years of age by the beginning of the program pursuant to Section 12VAC5-30-270A.1. of the Rules and Regulations of the Board of Health Governing Emergency Medical Services.
2. Be a high school graduate or have satisfactorily completed the GED.
3. Have a current and valid certificate evidencing EMT-B, EMT-ST, EMT-Enhanced, EMT-Intermediate or EMT-CT certification in Virginia pursuant to Section 12VAC5-30-290 of the Rules and Regulations of the Board of Health Governing Emergency Medical Services.

4. Possess and maintain current CPR certification.

Additionally, a selection process is utilized to choose applicants for each year's program. To be eligible for selection to the program, interested persons should complete the following process by May 10:

1. Submit a college admission application.
2. Submit an application to the program (separate document) with required attachments.
3. Take the Program Entrance Exam.
4. Take placement tests.
5. Have transcripts of previous college courses sent to MECC.

After May 10th the first round of students will be selected. Selection will be based on previous college coursework, and placement into ENF 3 or higher. Should openings still be available, persons who apply or meet requirements after May 10, or score lower than the cut score on the reading exam will be considered.

Program Requirements

Physical Requirements:

This program requires extensive walking, stooping, bending, pushing, pulling, climbing stairs, and lifting. Lifting and carrying requirements: at least 125 pounds; Motor coordination is necessary because over uneven terrain, the patients', EMTs', and other workers' well-being must not be jeopardized. Further, extensive use of sight, hearing, and speaking is required. An EMS provider is faced with many physical and psychological challenges. Please refer to the Virginia Office of Emergency Medical Services

web site for a more detailed functional job description – www.vdh.virginia.gov/oems/training.

Academic Requirements:

Any student receiving a grade of less than “C” in any of the required program courses will be placed on programmatic academic probation. That course shall be remediated once, with a written contract drafted containing the requirements of the remediation. Remediated courses must be completed with a final grade of “C” or better. Dismissal from the program shall result if the student does not meet the requirements of the contract.

Clinical and Behavioral Requirements:

Selected and supervised student clinical experience is required by the program and will be accomplished at selected, regional health care facilities. The student is responsible for transportation to these facilities, as well as to any scheduled field trips or combined program classes. Program preceptors will observe and evaluate the student’s suitability for the profession. If the student does not exhibit those documented behaviors required of the EMS professional, the student may be asked to withdraw from the program.

Other Requirements:

In addition to basic college costs such as tuition and fees, this program requires expenditures for uniforms, books, liability insurance, CPR certification, immunizations and physical, drug and background screens, testing fees, certification courses and some medical equipment items. Students are also responsible for their own transportation to clinical sites. Applicants accepted to the program are required to submit a health certificate signed by a licensed physician or RNP and should include documentation of measles, mumps, Rubella (MMR) and chicken pox exposure or inoculations; documentation of Hepatitis B inoculation; Tuberculosis testing; and overall general health of the applicant.

Program Contacts

Mr. Tommy Clements, Dean
 Ms. Kim Dorton, Health Sciences Coordinator
 Mr. Bill Akers, Program Director of the Southwest Virginia Paramedic Program at SWVCC

This program begins in the fall of each year. While some courses can be taken out of sequence, please note that VA EMT-B certification and EMS 151 is a prerequisite for most advanced EMT courses.

Emergency Medical Services Technology

*Lec/Lab Crse
 Hrs. Hrs. Cr.*

First Semester (Summer)

EMS 111	EMT - Basic	5	4	7
EMS 120	EMT-Basic Clinical	0	2	1
BIO 145 ¹	Human Anatomy & Physiology	3	3	4
SDV ²	College Success Skills	1	0	1
TOTAL				13

Second Semester (Fall)

EMS 151	Intro to Adv. Life Support	3	2	4
EMS 153	Basic ECG Recognition	2	0	2
EMS 157	ALS - Trauma Care	2	2	3
EMS 170	ALS Internship I	0	3	1
ENG 111	College Composition	3	0	3
TOTAL				13

Third Semester (Spring)

EMS 155	ALS - Medical Care	3	2	4
EMS 159	EMS Special Populations	2	2	3
EMS 172	ALS Clinical Internship II	0	3	1
EMS 173	ALS Field Internship II	0	3	1
ITE ³		3	0	3
EMS/FIR/HLT Electives ⁴		3	0	3
TOTAL				15

Fourth Semester (Fall)

EMS 201	EMS Professional Dev.	3	0	3
EMS 205	Adv. Pathophysiology	4	0	4
EMS 207	Adv. Patient Assessment	2	2	3
EMS 242	ALS Clinical Internship III	0	3	1
EMS 243	ALS Field Internship III	0	3	1
TOTAL				12

Fifth Semester (Spring)

EMS 209	Pharmacology	3	2	4
EMS 211	Operations	1	2	2
EMS 244	ALS Clinical Internship IV	0	3	1
EMS 245	ALS Field Internship IV	0	3	1
	Social Science Elective ⁵	3	0	3
	Humanities/Fine Art Elective ⁶	3	0	3
TOTAL				14

67 credits required to graduate

¹BIO 141-142 are recommended if the student is planning to transfer to another medically related program
²SDV 100 or 109 is recommended

³ITE 115 is recommended

⁴EMS 165, EMS 163, and EMS 168 are recommended

⁵Social Science subject areas: PSY/PLS/ECO/HIS/SOC/GEO

⁶Humanities/fine art subject areas: MUS/ART/PHI/SPA/REL/FRE/HUM/PHT/ASL/SPD and some ENG

ENERGY TECHNOLOGY

Lec/Lab Crse
Hrs. Hrs. Cr.

About Our Program

Graduates of the Energy Technology program are trained in the job skills necessary for employment as an entry level HVAC/Electrical technician in both residential and commercial fields. Graduates will find employment in various industries and service sectors as HVAC technicians or Electricians. Course work includes Electrical and HVAC instruction with a strong emphasis in Energy Conservation and Alternative Energy Technology with courses in energy management, solar and wind power, and geothermal technology, and related courses in computer applications, teamwork, and communication.

Opportunities For Employment

Graduates can expect to find employment as entry level or apprentice electricians or HVAC Technicians in the residential and commercial construction industry, or as industrial maintenance technicians.

Special Considerations

Although the program is designed to educate and train technicians entering the industry, the program offers increased skill levels and knowledge for experienced electricians and HVAC Technicians as well. Individuals with experience in the trades seeking a degree or desiring promotion to upper level managerial positions should also take advantage of this excellent opportunity.

Program Contacts

Mr. Tommy Clements, Dean
Faculty Contacts: Mr. Tom Bush,
Mr. Jerry Ramey

First Semester

SDV 100	College Success Skills	1	0	1
MTH 105	Survey of Tech Math I	2	0	2
AIR 121	Air Conditioning & Refrigeration I	3	3	4
AIR 281	Energy Management I	2	3	3
ELE 131	National Electrical Code I	3	0	3
ELE 140	Basic Elect & Machinery	3	2	4
Total				17

Second Semester

MTH 106	Survey of Tech Math II	2	0	2
ELE 132	National Electrical Code II	3	0	3
ELE 156 ¹	Electrical Control Systems	2	2	3
ELE 217	Electrical Power Utilities	2	0	2
AIR 282	Energy Management II	1	3	2
ITE 115	Intro to Computer Apps	3	0	3
HLT or PED		1	0	1
Total				16

Third Semester

ENE 105	Solar Thermal Active & Passive Technology	3	3	4
AIR 205	Hydronics and Zoning	3	3	4
ENE 110 ¹	Solar Power Installations	3	3	4
IND 137	Team Concepts and Problem Solving	3	0	3
ENG 111	College Composition I	3	0	3
Total				18

Fourth Semester

ELE 239	Programmable Controllers	3	0	3
ELE 298	Seminar & Project	2	2	3
or ELE 290	Coordinated Internship			3
ENE 230	Geothermal Applications*	3	3	4
	Social Science Elective	3	0	3
	Humanities Elective	3	0	3
Total				16

67 credits required to graduate

¹Prerequisite ELE 140 or equivalent

ASSOCIATE OF APPLIED SCIENCE DEGREE

ENERGY TECHNOLOGY ELECTRICAL SPECIALIZATION

About Our Program

Graduates of the Energy Technology Electrical Specialization program are trained in the job skills necessary for employment as a beginning electrician in both residential and commercial fields. Graduates will find employment in various industries and service sectors as electricians or electronic technicians. Course work includes a strong emphasis in electrical technology with related courses in computer applications, quality control, teamwork, and communication.

Opportunities For Employment

Graduates can expect to find employment as entry level or apprentice electricians in the residential and commercial construction industry, electrical service and repair industries or as industrial maintenance electricians.

Special Considerations

Up to 15 hours credit may be given for documented previous work experience and certifications. Although the program is designed to educate and train electricians entering the industry, the program offers increased skill levels and knowledge for experienced electricians as well. Electricians seeking a degree or desiring promotion to upper level managerial positions should also take advantage of this excellent opportunity.

Program Contacts

Mr. Tommy Clements, Dean
Faculty Contacts: Mr. Tom Bush,
Mr. Jerry Ramey, Mr. Roger Greene

*Lec. Lab Crse
Hrs. Hrs. Cr.*

First Semester

SDV 100	College Success Skills	1	0	1
MTH 105	Survey of Tech Math I	2	0	2
AIR 111	Air Conditioning & Refrigeration Controls I	2	2	3
AIR 281	Energy Management I	2	3	3
ELE 131	National Electrical Code I	3	0	3
ELE 140	Basic Elect & Machinery	3	2	4
Total				16

Second Semester

MTH 106	Survey of Tech Math II	2	0	2
ELE 132	National Electrical Code II	3	0	3
ELE 156 ¹	Electrical Control Systems	2	2	3
ELE 217	Electrical Power Utilities	2	0	2
AIR 112	Air Conditioning & Refrigeration Controls II	2	2	3
ITE 115	Intro to Computer Apps	3	0	3
HLT or PED		1	0	1
Total				17

Third Semester

ELE	Elective	3		
ELE	Elective			3
ENE 110 ¹	Solar Power Installations	3	3	4
IND 137	Team Concepts and Problem Solving		3	0
ENG 111	College Composition I	3	0	3
Total				16

Fourth Semester

ELE 239 ¹	Programmable Controllers	3	0	3
ELE 298	Seminar & Project	2	2	3
or ELE 290	Coordinated Internship			3
ELE	Elective			4
	Social Science Elective		3	0
	Humanities Elective		3	0
Total				16

65 credits required to graduate

¹Prerequisite ELE 140 or equivalent

ASSOCIATE OF APPLIED SCIENCE DEGREE

ENVIRONMENTAL SCIENCE (828)

*Lec/Lab Crse
Hrs./Hrs. Cr.*

About Our Program

The Environmental Science student will take course work from a wide array of natural resource offerings. This will prepare the student to work in all areas of environmental science related jobs, data gathering; mine permitting through environmental monitoring.

Opportunities For Employment

The Associate of Applied Science degree program in Environmental Science is designed to prepare students for employment as an Environmental Technician.

Special Considerations

Students are required to take English and mathematics placement tests. It may be required for you to correct any deficiencies in the developmental studies program.

You may not take a course out of normal program sequence without the approval of your advisor. Approval will be based on practical experience and courses previously completed. You may receive regular college course credit for on-the-job experience or vocational school training if it is validated and approved by the College. If you feel you may benefit from this, you are urged to contact your advisor.

Opportunities For Advancement

If you have the desire to upgrade your skills and further your education, you could advance to professions such as Reclamation Foreman, Soil Conservation Specialist, Forester, Agriculturalist, or Laboratory Technologist.

Program Contacts

Mr. Tommy Clements, Dean
Faculty Contact: Dr. Chuks Ogbonnaya

FIRST YEAR

First Semester

ENG 111	College Composition I	3	0	3
ENV 220	Environmental Problems	3	0	3
FOR 100	Introduction to Forestry	2	3	3
MTH 105	Survey of Tech Math I	2	0	2
SCT 111	Intro to Environmental & Science Technology I	3	3	4
SDV 100	College Success Skills	1	0	1
	Total			16

Second Semester

GIS 200	Geographical Info Systems	3	0	3
	Humanities Elective	3	0	3
HRT 137	Environmental Factors in Plant Growth	3	0	3
MTH 106	Survey of Tech Math II	2	0	2
NAS 106	Conservation of Natural Resources	3	0	3
SCT 112	Intro to Environmental & Science Technology II	3	3	4
	Total			18

SECOND YEAR

Third Semester

AGR 205	Soil Fertility & Mgmt.	2	2	3
ENV 227	Environmental Law	3	0	3
ENV 230	Apps in Env. Science	2	2	3
or GIS 230	Apps in Env. Science	2	2	3
ENV 235	Soil Conservation & Spoil Management	3	0	3
HLT or PED		1	0	1
Technical Elective		3	0	3
	Total			16

Fourth Semester

AGR 208	Insect Control	2	2	3
CIV 246	Water Resource Tech	2	3	3
ENV 290	Coordinated Internship in Environmental Science	0	8	4
ENV 211	Sanitary Biology & Chem	2	3	3
Social Science Elective		3	0	3
	Total			16

66 credits required to graduate

*Should be chosen with academic advisor.

ASSOCIATE OF APPLIED SCIENCE DEGREE

FOREST SCIENCE (839)

*Lec Lab Crse
Hrs. Hrs. Cr.*

About Our Program

The Forest Science student will take course work from a wide array of natural resource offerings. This will prepare the student to work in all phases of forest science from monitoring, managing and protecting forest areas to harvesting timber to producing primary and secondary wood products.

Opportunities For Employment

The Associate of Applied Science degree program in Forest Science is designed to prepare students for employment as a forestry technician, lumber grader and other technical/supervisory positions within the forestry and timber industries.

Opportunities For Advancement

If you have the desire to upgrade your skills and further your education, you could advance to professions such as Logging Foreman, Forester, Agriculturalist, or Laboratory Technologist.

Special Considerations

Students are required to take English and mathematics placement tests. It may be required for you to correct any deficiencies in the developmental studies program.

You may not take a course out of normal program sequence without the approval of your advisor. Approval will be based on practical experience and courses previously completed.

You may receive regular college course credit for on-the-job experience or vocational school training if it is validated and approved by the College. If you feel you may benefit from this, you are urged to contact your advisor.

Program Contacts

Mr. Tommy Clements, Dean
Faculty Contact: Dr. Chuks Ogonnaya

FIRST YEAR

First Semester

ENG 111	College Composition I	3	0	3
FOR 100	Introduction to Forestry	2	3	3
FOR 115	Dendrology	3	3	4
IND 137	Team Concepts and Problem Solving	3	0	3
MTH 105	Survey of Tech Math I	2	0	2
SDV 100	College Success Skills	1	0	1
Total				16

Second Semester

GIS 200	Geographical Info Systems	3	0	3
	Humanities Elective	3	0	3
MTH 106	Survey of Tech Math II	2	0	2
NAS 106	Conserv. of Natural Res.	3	0	3
	Technical Elective	3	0	3
Total				14

Summer Semester

FOR 215	Applied Silviculture	3	3	4
FOR 237	Wildlife Ecology	3	0	3
Total				7

SECOND YEAR

Third Semester

AGR 205	Soil Fertility & Mgmt	2	2	3
BUS 241	Business Law	.3	0	3
or ACC 111	Accounting I	3	2	4
or ENV 227	Environmental Law	3	0	3
CIV 171	Surveying I	2	3	3
GIS 230	Apps in Forest/Env Sci.	2	2	3
or ENV 230	Apps in Forest/Env Sci.	2	2	3
Total				12/13

Fourth Semester

AGR 208	Insect Control	2	2	3
FOR 201	Forest Mensuration I	3	3	4
FOR 245	Forest Products I	2	0	2
FOR 290	Coordinated Internship in Forestry	0	8	4
HLT or PED		1	0	1
Social Science Elective		3	0	3
Total				17

67 credits required to graduate

Students may select two of the following classes as electives:

- ENV 235 Soil Conservation and Spoil Management
- HRT 137 Environmental Factors in Plant Growth
- ENV 298 Seminars and Projects in Environmental Science

FUNERAL SERVICES

About Our Program

Graduates of the Funeral Services program are prepared to perform technical skills such as embalming and restorative arts with minimum supervision, implement and direct all aspects of funeral arrangements with minimum supervision, demonstrate an understanding of how to write a pre-need contract, set-up and maintain an OSHA approved preparation room and follow all regulations pertaining to funeral services including regulations of the Commonwealth of Virginia and the Federal Trade Commission.

With the rapid growth of the funeral services industry, more trained personnel are needed to meet the demand. This program is being provided through an innovative, cooperative arrangement with John Tyler Community College. Students will register at MECC for their general education course requirements and register through JTCC for their program courses. The use of distance education technology will enable students to complete their coursework with limited or no travel to Richmond. The A.A.S. degree will be awarded by John Tyler Community College.

The Funeral Services Program of John Tyler Community College is accredited by the American Board of Funeral Service Education (ABFSE), 3432 Ashland Avenue, Suite U, St. Joseph, Missouri, 64506. ABFSE may be contacted at 816-233-3747 or www.abfse.org. The program is also approved and recognized by the Board of Funeral Directors and Embalmers of the Commonwealth of Virginia and is a member of the National Association of Colleges of Mortuary Science.

Program Growth

The Funeral Services Program is designed to provide the necessary technical skills, academic background, hands-on experience, and professional attitudes that will help the student become a fully-licensed funeral director and embalmer. The Funeral Services Program aims to help graduates recognize their importance as members of the funeral

services profession. Graduates will recognize their importance and responsibilities as health care professionals and as community members and will be compliant with federal, state, and local regulations as they pertain to the practice of funeral services. Students will also understand the importance of trust and ethical behavior in their relationships with the bereaved families and members of the funeral service profession that they are called upon to serve. A degree from John Tyler Community College fulfills the educational requirements of the Commonwealth of Virginia and is a member of the National Association of Colleges of Mortuary Science.

Special Considerations

An individual must complete the following in order to receive a funeral service license in the Commonwealth of Virginia.

1. Complete an accredited program of mortuary science or funeral services.
2. Pass the National board Examination for funeral services as administered by the International Conference of Funeral Service Examiners with a minimum score of 75. (Students in the Funeral Services Program at John Tyler Community College are required to take the exam prior to graduation.)
3. Complete an 18-month resident traineeship with a licensed funeral services provider in the commonwealth of Virginia as prescribed by the Regulations of the Board of Funeral Directors and Embalmers.
4. Take the State exam after completing the educational requirements, the resident traineeship, applying and being approved by the Board.

General Admission and Program Requirements

Students should apply for admission to both MECC and JTCC and have official high school and any previous college transcripts sent to both schools.

In addition to the general admission requirements of the colleges, there are several

requirements specific to the Funeral Services Program. They include the following:

1. Students must be 18 years of age or older.
2. Students must hold a high school diploma or GED.
3. Students must complete all developmental English and mathematics courses.
4. Students must complete all curriculum courses with a grade of "C" or better.
5. Students must complete the career studies certificate in pre-funeral services plus one ITE elective credit and one Health/PE elective credit unless prior approval is given by Funeral Services Program Director before program admission.
6. Students must apply separately for admission to the Funeral Services Program. The JTCC Funeral Services Program Application should be submitted to JTCC by the following deadlines: August 1 for the Fall Semester, December 1 for the Spring Semester, and May 1 for the Summer Semester
7. All applicants must have at least 2.5 cumulative GPA in order to be eligible for program admission.
8. Students must submit to both the John Tyler and Mountain Empire registrars all official transcripts from their high school and any other colleges attended. Official transcripts must be received by the registrars prior to admission.
9. Students must maintain a minimum cumulative grade point average of 2.0 to remain eligible for continued enrollment in the Funeral Service Program.
10. Students who fail to receive a minimum grade of "C" in any two FNS prefix classes will automatically be removed from the Funeral Services Program. (Students may apply for readmission to the program.)
11. All funeral services classes taken previously at John Tyler Community College or any other accredited college of funeral services must have been completed within 5 years of application to the Funeral Services program.
12. Students must complete the Funeral Services Program within 8 semesters (including summer semesters) of initial admission into the Funeral Service Program.

13. All students must provide documentation of completion of the Hepatitis-B vaccination series (or be in process of completing it) prior to beginning FNS 113, FNS 114, or FNS 213. Students who wish not to receive the Hepatitis-B vaccination must sign a declination statement.

If you are transferring from any accredited funeral services or mortuary science program, you should forward any prior college transcripts to the Funeral Services Program Director at John Tyler Community College.

1. Some credits may be substituted for those required by John Tyler Community College.
2. Funeral Services classes that are over five years old are NOT transferable.
3. Substituting classes such as embalming, embalming lab, restorative art and restorative art lab, and funeral service management may require the student to take an exam on that subject to assess his/her overall knowledge of the subject. The exam will be administered by the Funeral Services Program head.

Students who withdraw before completing the Funeral Services Program and who want to be readmitted should apply to John Tyler Community College and schedule an appointment with the Funeral Services Program Director. Funeral Services classes that are over five years old will have to be re-taken. Students who have not completed the prerequisites will be required to do so before continuing with funeral services core classes.

Additional program costs include those for supplies, learning materials, and board exam fees.

Program Contacts

Mr. Tommy Clements, Dean
Ms. Kim Dorton, Health Sciences Coordinator
Ms. Rhonda Pleasants, Program Director,
John Tyler Community College

FIRST YEAR

First Semester

CHM 110	Survey of Chemistry	3	0	3
ENG 111	College Composition I	3	0	3
FNS 121	Anatomy for Funeral Services	3	0	3
PSY 116	Psyc. of Death & Dying	3	0	3
CST 100	Prin. of Public Speaking	3	0	3
SDV 100	College Success Skills	1	0	1
	Medical Terminology Elective	2	0	2
	Total			18

Second Semester

ACC 211	Principles of Accounting	3	0	3
BUS 241	Business Law I	3	0	3
REL 230	Religions of the World	3	0	3
FNS 110	Intro to Funeral Services	3	0	3
ITE	Info Systems Elective	1	0	1
SOC 200	Principles of Sociology	3	0	3
	Total			16

Third Semester

FNS 111	Theory of Embalming I	3	0	3
FNS 113	Theory/Embalming I Lab	0	3	1
FNS 125	Microbiology for Funeral Services	3	0	3
FNS 126	Pathology for Fun. Ser.	3	0	3
FNS 213	Restorative Art I	3	0	3
FNS 231	Prin. of Funeral Mgt. I	4	0	4
	Total			17

Fourth Semester

FNS 112	Theory of Embalming II	3	0	3
FNS 114	Theory of Embalming II Lab	0	3	1
FNS 214	Resorative Art II Techniques & Lab	0	3	1
FNS 232	Prin. of Funeral Mgt. I	4	0	4
FNS 236	Funeral Service Law	2	0	2
FNS 245	Funeral Services Ethics, Survey, Review & Project	3	0	3
FNS 245	Funeral Services Review	3	0	3
	Total			17

68 credits required to graduate

General courses and prerequisite courses can be taken in any order during the first two semesters.

BIO 141, BIO 231, NAS 161 or NAS 171 may be substituted for FNS 121. CHM 101 or 111 may be substituted for CHM 110. CST 105 may be substituted for CST 100.

FNS 121 is a prerequisite for FNS 111, FNS 112, FNS 113, FNS 114, FNS 213 and FNS 214.

FNS 245 can only be taken in the last semester and not without prior approval from the Funeral Services Program head.

REL 231 or REL 232 may be substituted for REL 230.

HIM 111 or HIM 112 will satisfy the medical terminology elective requirement.

Students are required to take the National Board Examination as part of FNS 245 at an additional cost of \$350.

Students are required to take the National Board Examination before graduation.

HEALTH INFORMATION MANAGEMENT

About Our Program

The Health Information Management (HIM) program can lead to careers in hospitals, nursing homes, insurance companies, consulting firms, and many other health related facilities. Graduates may seek positions as medical records technicians, coders, health information specialists, and similar designations. The program has a selective admission process with a May 15 deadline for each fall semester cohort. Students entering the HIM program must meet the college's general admissions requirements, as well as program specific admission requirements. All students must complete the college's placement tests for writing, reading, and mathematics, or have equivalent transfer course work. If necessary, students must complete all required developmental coursework. Program specific admission requirements:

- Complete Health Information Management Application for Admission packet, including criminal background check.
- Completion with a grade of "C" or better in high school (or college equivalent of): Algebra 1; Algebra 2 or Geometry; Chemistry or Biology. Students may enroll in MECC's developmental courses if these requirements are not met (a minimum of MTE modules 1-5).
- Prerequisites for program admission include NAS 171, ENG 111 and HIM 113 and successful completion of MTE 1 through 5. Orientation to Health Related Occupations-SDV 101, and HLT 105 are recommended prior to enrollment.

Opportunities For Employment

At MECC you will have the opportunity to gain the knowledge and skills required to perform a variety of specialized duties with competence and understanding. The Health Information Management program will help prepare you for a wide range of entry level positions in health care facilities such as clinics, private medical practices, and hospitals.

Opportunities For Advancement

There is a need in Southwest Virginia and upper East Tennessee for highly motivated and skilled individuals in the field of health information management. Individuals in the Health Information Management program may elect to pursue a variety of professional certifications following completion of the A.A.S. degree, including Certified Professional Coder (CPC), Certified Professional Coder – Hospital

Outpatient (CPC-H), Certified Coding Associate (CCA), Certified Electronic Health Records Specialist (CEHRS), and others.

Program Contacts

Mr. Tommy Clements, Dean;
Ms. Fran Doyle, Assistant Dean
Faculty Contacts: Ms. Jane Jones,
Ms. Sabrina Ward

*Lec/Lab Crse
Hrs. Hrs. Cr.*

First Semester

NAS 171	Human Anat & Physiology I	3	3	4
ENG 111	College Composition I	3	0	3
HIM 130	Health Care Info Systems	3	0	3
HIM 150	Hlth Records Management	3	0	3
HIM 113	Medical Terminology & Disease Processes I	3	0	3
SDV 101	Orientation to Health Related Occupations	1	0	1
	Total			17

Second Semester

HIM 114	Medical Terminology & Disease Processes II	3	0	3
MTH 126	Math for Allied Health	2	0	2
HIM 230	Info Systems & Tech in Healthcare	3	0	3
HIM 253	Health Records Coding	4	0	4
HIM 229	Performance Improvement in Healthcare	2	0	2
PSY 230	Developmental Psych	3	0	3
	Total			17

Third Semester

HIM 149	Intro to Med Practice Mgmt.	2	0	2
HIM 220	Health Statistics	2	0	2
HIM 226	Legal Aspects of Health Record Documentation	2	0	2
HIM 254	Adv Coding & Reimb	4	0	4
HIM 251	Clinical Practice I	0	6	3
HLT 105	CPR	1	0	1
SDV 106	Prep for Employment	1	0	1
Humanities Elective		3	0	3
	Total			18

Fourth Semester

HIM 151	Reimbursement Issues in Med Practice Mgmt.	2	0	2
HIM 233	Elec Hlth Records Mgmt	3	0	3
HIM 249	Supervision & Management Practices for HIM	3	0	3
HIM 260	Pharmacology for HIM	2	0	2
HIM 252	Clinical Practice II	0	6	3
HIM 280	HIM Capstone	1	0	1
	Total			14

66 credits required to graduate

MANAGEMENT (212)

*Lec/Lab Crse
Hrs. Hrs. Cr.*

About Our Program

Business managers are essential to all organizations. Managers plan, organize, lead, and control activities to effectively and efficiently accomplish organizational goals. The successful manager has excellent communication and interpersonal skills; demonstrates team-building and leadership abilities; exercises initiative, self-discipline, and good judgement; and possesses basic computer skills. The curriculum consists of courses in business management, computer applications, marketing, and general education designed to meet employer needs.

Opportunities For Employment

The Management Major is designed for students who seek employment in business or who wish to operate their own business upon completion of the College program. Salaries of managers vary depending on the level of responsibility, length of service, and type and size of firm.

Opportunities For Advancement

Individuals who display leadership and team-building skills, self-confidence, motivation, and decisiveness become candidates for promotion. Large establishments often have career ladder programs.

Special Considerations

Students are required to take English and mathematics placement tests.

Program Contacts

Mr. Tommy Clements, Dean;
Ms. Fran Doyle, Assistant Dean/Faculty Contact

FIRST YEAR

First Semester

ACC 111	Accounting I	3	0	3
or ACC 211	Principles of Accounting I	3	0	3
BUS 200	Principles of Management	3	0	3
ENG 111	College Composition I	3	0	3
HLT or PE	Elective	1	0	1
ITE 115	Intro to Computer Apps and Concepts	3	0	3
MKT 170	Customer Service	1	0	1
SDV 101	Orientation to Business Programs	1	0	1
Total				15

Second Semester

ACC 112	Accounting II	3	0	3
or ACC 212	Principles of Accounting II	3	0	3
BUS 202	Applied Mgmt Principles	3	0	3
ECO 120	Survey of Economics	3	0	3
ITE 140	Spreadsheet Software	3	0	3
MKT 284	Social Media Marketing	3	0	3
MTH 141 ¹	Business Mathematics I	3	0	3
Total				18

SECOND YEAR

Third Semester

BUS 205	Human Resource Mgmt	3	0	3
BUS 241	Business Law I	3	0	3
ITE 150	Desktop Database Software	3	0	3
MKT 100	Principles of Marketing	3	0	3
PSY 120	Human Relations	3	0	3
SDV 106	Prep for Employment	1	0	1
Total				16

Fourth Semester

BUS 111	Principles of Supervision	3	0	3
BUS 165	Small Business Mgt.	3	0	3
BUS 242	Business Law II	3	0	3
BUS 285	Current Issues in Mgt.	3	0	3
BUS 236	Comm. in Management	3	0	3
Humanities	Elective	3	0	3
Total				18

67 credits required to graduate

¹Appropriate higher-level mathematics courses may be substituted. Consult with advisor.

MEDICAL LABORATORY TECHNOLOGY

About Our Program

Graduates of the Medical Laboratory Technology program are able to perform and evaluate a wide variety of procedures ranging from blood collection to the use of intricate precision instruments. After successful completion of the program, graduates are eligible to take a national certifying examination for registration as a Medical Laboratory Technician.

This program is being provided through an innovative, cooperative arrangement with Wytheville Community College. Students will register at MECC for their general education course requirements and register through WCC for their program courses. However, all course offerings and clinicals will be provided on the MECC campus and at local healthcare facilities. The AAS degree will be awarded by Wytheville Community College. WCC's program is fully approved by the State Council of Higher Education and the National Accrediting Agency of Clinical Laboratory Sciences (NAACLS).

Program Goals

After successfully completing the program the graduate will be able to demonstrate: (1) the ability to comprehend, apply, and evaluate the clinical information relative to his role as an entry-level medical laboratory technician; (2) technical proficiency in all skills necessary to fulfill the role of an entry-level medical laboratory technician; and (3) personal behaviors consistent with professional and employer expectations for the entry-level medical laboratory technician.

Opportunities for Employment

Opportunities for MLTs include employment at hospital clinical laboratories, reference and industrial laboratories, pharmaceutical firms, independent clinical laboratories, service agencies, physicians' offices, clinics, government agencies, research institutions and the armed forces.

Special Considerations

The medical laboratory technician curriculum is an academically rigorous program, but one having the potential to provide a rewarding career for participants.

Admission to the program will be governed by the requirements for general admission to the colleges. Additionally, to enter the program, the student must have a high school diploma or the equivalent. The student must have completed with a grade of "C" or better in high school: one unit of Algebra, one unit of Chemistry, and one unit of Biology. The student must also be eligible to enroll in ENG 111 in their first Fall semester of admission to the program. Students may enroll in MECC's developmental coursework if they do not meet these requirements. Students presenting evidence of meeting these requirements will be admitted to the program by WCC biennially. MECC has been allocated ten admission slots. Because entry into this program is competitive, students must complete the application process with the Admissions Office at WCC by no later than February 15th.

Program Requirements

Upon admission to the Medical Laboratory Technician program, the following are necessary:

1. The student must have a complete medication examination which must include a tuberculin skin test (not more than one year old), a profile of medical condition, designated immunizations, and documentation of HBV status. A chest x-ray is required only if the tuberculin test is positive.
2. A minimum grade of "C" must be maintained in each Medical Laboratory course. A student receiving a final grade lower than "C" in any course in the medical laboratory sequence will be ineligible to continue in the program. Contact the program head for readmission requirements.
3. The student will be required to secure student professional liability insurance.

4. Clinical experience will be provided in affiliated hospitals or laboratories. Each student will be responsible for transportation to and from the sites and must also secure the required uniforms and dress code requirements.

Program Contacts

Mr. Tommy Clements, Dean
 Ms. Kim Dorton, Health Sciences Coordinator
 Ms. Lori Huffard, Wytheville Community College

*Lec Lab Crse
 Hrs. Hrs. Cr.*

First Semester

BIO 141	Human Anatomy and Physiology I	3	3	4
CHM 111	College Chemistry I	3	3	4
MDL 101	Intro. to Med Lab Techniques	2	3	3
MDL 127	Hematology	1	6	3
SDV 100	College Success Skills	1	0	1
	Total			15

Second Semester

BIO 142	Human Anatomy and Physiology II	3	3	4
ENG 111	College Composition I	3	0	3
MDL 126	Clinical Immunohematology/Immun I	2	6	4
MDL 130	Basic Clinical Microbiology	2	3	3
MDL 261	Clinical Chemistry & Instrumentation I	3	3	4
	Total			18

Summer Semester

	Humanities/Fine Arts Elective	3	0	3
	Social/Behavioral Science Elective	3	0	3
MDL 199	Coordinated Practice in the Clinical Lab	0	6	2
BIO 150	Intro to Microbiology	3	3	4
	Total			12

Third Semester

MDL 190	Coordinated Practice	0	6	2
MDL 225	Clinical Hematology II	2	3	3
MDL 240	Clinical Microscopy II	1	3	2
MDL 252	Clinical Microbiology II	1	6	3
MDL 262	Clinical Chemistry & Instrumentation II	3	3	4
	Total			14

Fourth Semester

MDL 227	Clinical Immunohematology/Immun II	1	6	3
MDL 263	Clinical Chemistry and Instrum III	2	3	3
MDL 275	Clinical Hematology III	1	6	3
MDL 279	Clinical Microbiology III	1	3	2
MDL 290	Coordinated Practice	0	6	2
	Total			13

72 credits required to graduate

NURSING (156)

Nursing Associate Degree leading to RN

About Our Program

The Virginia Appalachian Tricollage Nursing Program (VATNP) is a three college consortium serving Mountain Empire Community College, Southwest Virginia Community College, and Virginia Highlands Community College. The two year Associate of Applied Science degree curriculum in Nursing is designed to prepare selected students to qualify as contributing members of the health team, rendering direct patient care as beginning practitioners of nursing in a variety of health service facilities. Upon successful completion of the curriculum, students will be eligible to take the National Council Licensure Examination leading to licensure as a registered nurse (RN).

Opportunities for Employment

Employment opportunities for the Registered Nurse include but are not limited to, staff positions in hospitals, nursing homes, health departments, physician's offices, clinics, home health agencies, day care centers, public schools, and civil service.

State Approval and Accreditation

The program is approved by the Virginia Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 404-975-5000, fax 404-975-5020, website: www.acenursing.org).

Admission Requirements

Admission to the Virginia Appalachian Tricollage Nursing Program is a selective process. The program is open to applicants who are free of any physical or mental condition which might adversely affect performance as a member of the nursing profession. In addition to the requirements for admission to the college, the applicant must meet the following requirements:

1. Graduation from high school or satisfactory completion of the G.E.D.
2. The completion of one unit each of general biology (with laboratory) and chemistry with no grade below a "C" prior to applica-

tion deadline (deficiencies can be made up through developmental studies or college courses).

3. Completion of Virginia Placement Tests (VPT) within 2 years prior to application with demonstrated proficiency in MTE 1-4, or SAT math score of 520/ACT math score of 22, or completion of college-level math class equivalent to MTH 151 or higher with a grade of "C" or higher. Those who do not meet this requirement must complete MTE 1-4 prior to application to the program. Students must have satisfactory VPT scores in reading and writing. All prescribed developmental work must be completed prior to application deadline.
4. A 2.5 grade point average (GPA) for high school courses** or a 2.5 curricular GPA for college coursework.
5. College students must be in good standing with the most recently attended institution with a minimum GPA of 2.0.
6. Completion of Health Science Program Application for each academic year interested in being considered for the nursing program.
7. Satisfactory performance (national percentile score of 45 or higher) on a nursing pre-admission test.

** If the student has completed a minimum of 12 college credits that are included in calculating the curricular GPA (non-developmental courses), the 2.5 high school GPA requirement will be waived.

Nursing program application packets will be accepted in the Admissions office between September 1, 2014 and February 1, 2015. Packets must include high school transcript or GED test scores (if applicable). Currently licensed LPN applicants must also include a copy of current LPN license and documentation of graduation from an approved LPN program. LPNs who graduated before May 15, 2012 must provide documentation of the equivalent of 1 year (2000 hours) of full-time LPN work experience in direct patient care during the past three years with written verification from employer.

The Admissions office will suspend processing applications if all transcripts are not

attached. Once a packet is submitted, additional documentation will not be accepted. Transcripts from other Virginia Community Colleges are not required; however, any Virginia Community Colleges attended must be listed on both the college application and the Health Science Program application.

All prerequisites (general biology, chemistry, English and math proficiency) must be met and all documents submitted by the February 1 deadline. Further details of the application process can be found at www.mecc.edu (click Programs and Degrees, Associate of Applied Science, Nursing, and Health Science Program Admission).

Out-of-region applicants will only be considered for openings in the nursing program after all qualified in-region applicants are considered. To be considered in-region, an applicant must be domiciled within the service region for 12 months prior to the program application deadline.

LPN to RN Transition

Currently licensed LPNs who have been accepted to the nursing program may be offered the option of entering a summer LPN to RN bridge program providing they have completed all the general education courses required as outlined in the Nursing Track 3: LPN-RN Bridge curriculum or Track 4: Part-Time Evening Weekend LPN-RN Bridge curriculum. Applicants must have graduated from an LPN program after May 15, 2012 OR must provide documentation of the equivalent of 1 year (2000 hours) of full-time LPN work experience in direct patient care during the past three years with written verification from employer.

Transfer of Nursing Credit

Students seeking to transfer credit from nursing programs at other institutions will be considered on an individual basis. Students must meet the admission requirements identified by the college and the VATNP. The student may be asked to provide course descriptions, documentation of completed direct patient care clinical time, course syllabi, achievement or progressive testing scores, demonstration of competency in critical nursing skills, and selected data from the course instructor or program director in order to determine placement in the nursing program.

Consideration will be subject to availability of space. Since there frequently are differences among nursing programs, students wishing to transfer should be aware that there may be an interruption in program progression. Applicants must be in good standing at their previous college with a “C” average or better and must provide documentation of eligibility to return to that nursing program. Nursing courses which are being transferred must have been completed within three (3) years prior to admission to the nursing program.

Program Requirements

Prior to enrollment in any NUR course, the student must provide the following documentation. (For more information see the VATNP website at www.vhcc.edu/vatnp):

1. Required Student Forms
 2. Annual Student Statement of Health form
 3. Student Information, Physical and Immunization forms. The VATNP physical examination form must be completed by a medical practitioner, MD, PA or CNP.
 - A. Immunizations include Tetanus, Mumps-Measles-Rubella (MMR), Varicella, and Hepatitis B
 - B. Current testing for tuberculosis, either Mantoux Tuberculin Skin Test (TB Tine Test is not accepted) or chest X-ray must be provided
 - C. Documentation of ability to perform physical demands required in direct patient care activities.
 4. Purchase a background check, drug screen, and Medical Document Package from Certified Background
 5. Clearance of criminal background check and drug testing
 6. Proof of CPR certification, American Heart Association, “Basic Life Support (BLS) for Healthcare Providers” completed during the summer (May 15-August 15) prior to admission to NUR courses and maintained throughout the program
 7. Proof of HIPAA Certification
- The cost of these requirements is the responsibility of the student.

Special Notes:

1. The State Board of Nursing has the authority to deny license to any applicant who has

violated any of the provisions of 54.1-3007 of the Code of Virginia. Most healthcare organizations are prohibited from hiring persons who have been convicted of certain criminal acts (For a list of crimes under this category refer to BARRIER CRIMES, Code of Virginia 63.2-1726 at <http://hope-tfc.org/FP/Barrier%20Crimes.pdf>). Students with convictions or positive drug tests may be prohibited from clinical practice and may not be able to complete the program requirements.

2. Additional annual immunization requirements: Flu immunizations are required by most healthcare agencies and are usually available in fall semester.

Physical Demands

Program activities include duties that frequently require squatting, bending, kneeling, reaching, and stair climbing; lifting and carrying up to 50 pounds; frequent pushing and pulling up to 200 pounds with assistance; occasional lifting up to 200 pounds with assistance and occasional carrying up to 51-74 pounds. Duties also require constant use of acute sense of sight, hearing, touch, and speech. Environmental conditions include procedures that involve handling blood and body fluids using universal precautions.

Course Requirements

The student is required to complete a sequence of courses and learning experiences provided at the college and selected community agencies such as hospitals, nursing homes, clinics, physicians' offices and comparable facilities. The nursing faculty will observe and evaluate the student's suitability for nursing and direct patient care.

Most previous general education college credits will be accepted regardless of completion date; however, anatomy and physiology and the computer technology requirements will not be accepted if completed more than ten (10) years prior to admission to the nursing program. MTH 126 must be completed with five (5) years of admission to the nursing program. CPR certification must be maintained throughout the program. Students must complete all courses listed in the first year of the curriculum before being allowed to enter the second year. Exceptions due to unusual circumstances must be approved by the Dean of the program.

A student must have a "C" or above in theory plus "satisfactory" in clinical performance in all nursing courses to remain in the program. A grade of "C" or above in any related requirements is a prerequisite for continuing in the nursing program. The nursing program faculty reserves the right to recommend, through appropriate channels, the withdrawal of any student who does not exhibit suitable demeanor/attendance.

Program Progression

Students must earn a minimum grade of "C" in all required courses and maintain a minimum cumulative GPA of 2.0 to remain eligible for continued enrollment in the nursing program. In addition during the NUR 105 or NUR 115 course, a Comprehensive Drug Calculation Exam (CDCE) will be administered to verify skills. Students must achieve at least 90 percent of maximum score on the CDCE with no more than three attempts in order to achieve a passing grade in the course.

Any student who earns a final grade lower than a "C" in a required course (either general education or nursing courses) must repeat the course and earn a final grade of "C" or better before taking the next course in the sequence.

A student must obtain permission from the Dean of VATNP to continue in the Nursing Program under the following conditions:

1. repeating a course with a grade below "C";
2. withdrawal from a nursing course;
3. cumulative GPA below 2.0.

Reapplication/ Readmission Requirement

Students who are not successful in the first semester nursing course (NUR 108 or 115) must reapply to the nursing program. A new nursing program application packet must be submitted prior to the application deadline.

A student who wishes to reenter the nursing curriculum at any other level (e.g., NUR 105, 109, 136, 137, 195 201, 205, 208, 226, 236, 237 245 or 254) must write a letter to the program dean requesting readmission in the semester prior to the semester of enrollment. Re-enrollment must occur no later than three years from successful completion of NUR 108 or NUR 115 or student will have to repeat all nursing courses. The student may be required

to enroll in and satisfactorily complete specific courses before readmission. Additional data may be required. Each student's application for readmission will be considered by the nursing faculty and the decision to readmit will be based on additional data, prior performance in the nursing program, and space availability. Based on the course(s) that must be repeated, the student who is readmitted may be required to complete a skills competency course or demonstrate competency in critical nursing skills before progressing to the next level.

A student who has 2 academic failures or withdrawals in separate semesters will be ineligible for reenrollment in the program. Such a student may not be readmitted if the cumulative grade point average is less than 2.0, including all courses attempted other than nursing.

According to the VCCS Policy 5.7.4, "A student will normally be limited to two enrollments in the same credit course." Any exception to this policy must be approved by the program dean and the vice president of instruction and student services.

Financial Requirements

In addition to the usual college tuition and fees, the nursing program requires: uniforms with accessories, textbooks, progressive testing and remediation program, physical exam, immunizations, Mantoux Tuberculin Skin Test or chest x-ray, a background check, drug screen, and Medical Document Package, CPR certification, and HIPAA certification.

Students are also responsible for transportation to and from the college and health agencies used for clinical experience.

Clinical Contracts

The VATNP has contracts with clinical agencies for both student and patient safety. If students cannot comply with these contractual requirements, they will not be able to participate in clinical activities and will be asked to withdraw from the program. General guidelines follow:

1. Clinical agencies reserve the right to dismiss a student from their agency at any time with due cause. This will be done with advance notice, except in an emergency;

2. Published policies of the clinical agency must be followed. Each student must successfully complete an orientation program prior to participating in activities at any clinical facility.
3. Clinical facilities require that all students have documentation of ability to perform the physical demands required in direct patient care activities.
4. Immunizations must be current.
5. Student releases clinical agencies, its agents and employees from any liability for any injury or death to himself or damage to his property arising out of agreement or use of the clinical agency's facilities.
6. Proof of HIPAA and CPR Certification must be provided.
7. Clinical facilities require a criminal background check and drug screen clearance as a condition for student placement.
8. Proper uniform must be worn when participating in clinical activities.

Program Contacts

Dr. Kathy Mitchell, Program Dean

Faculty Contacts: Ms. Deborah Clarkston,
Ms. Donna Cluesman, Mr. Keith Cowden,
Ms. Mandy Robbins, Ms. Deborah Wright
Ms. Lelia Bradshaw, Counselor
Mr. Dale Lee, Counselor

Nursing Associate Degree leading to RN

Track 1: 2 Year Curriculum Plan

The VATNP offers an opportunity for recent high school graduates and other eligible adults to complete the nursing degree program after two years of full time attendance (2 summer sessions and 4 semesters). This is a rigorous and academically challenging program.

*Lec/Lab Crse
Hrs. Hrs. Cr.*

		<i>Lec/Lab Crse Hrs. Hrs. Cr.</i>	
FIRST YEAR			
Summer Semester			
SDV 100	College Success Skills	1	0 1
MTH 126	Math for Allied Health	2	0 2
ENG 111	College Composition I	3	0 3
ITE 115	Intro to Computer Apps and Concepts	3	0 3
Total		9	
Fall Semester			
BIO 141	Human Anatomy & Physiology I	3	3 4
NUR 105	Nursing Skills	0	6 2
NUR 108	Nursing Prin. & Concepts I	4	3 5
NUR 136	Prin. of Pharmacology I	1	0 1
NUR 226	Health Assessment	1	3 2
Total		14	
Spring Semester			
BIO 142	Human Anatomy & Physiology II	3	3 4
NUR 109	Nursing Prin. & Concepts II	3	9 6
NUR 137	Prin. of Pharmacology II	1	0 1
NUR 195	Topics in Geriatric Nursing	2	0 2
Total		13	

SECOND YEAR

Summer Semester

ENG 112	College Composition II	3	0 3
PSY 231	Life Span Human Dev. I	3	0 3
	Humanities ¹	3	0 3
Total		9	

Fall Semester

NUR 201	Psychiatric Nursing	2	3 3
NUR 205	Intro to Second Level Nsg.	2	9 5
NUR 236	Prin. of Pharmacology III	1	0 1
PSY 232	Life Span Human Dev. II	3	0 3
Total		12	

Spring Semester

NUR 208	Acute Medical-Surgical Nsg.	3	9 6
NUR 237	Prin. of Pharmacology IV	1	0 1
NUR 245	Maternal/Newborn Nsg.	2	3 3
NUR 254	Dimensions of Professional Nursing	2	0 2
Total		12	

69 credits required to graduate

¹Humanities electives include: ART 101,102; CST 151,152; ENG 241,242,243,244,251,252; HUM 100,201,202; MUS 121, 122; PHI 101, 220,225,226,227; REL 231,232.

Nursing Associate Degree leading to RN

Track 2: Part-Time Evening/Weekend Curriculum Plan

About Our Program

The VATNP part-time evening weekend program is specifically designed for working adults or other adults who are interested in becoming RNs but have other responsibilities that interfere with their abilities to attend the rigorous scheduling of the previously described program of study. Classes will be provided in a combination of evening, weekend, and distance learning. The program is designed at a slower pace to be completed in 4 years. General education courses listed in Year 1 must be completed before the student can begin Year 2.

Admission Requirements

Admissions requirements for the part-time evening/weekend nursing program are the same as the regular program with the following exception: Students must complete 20 credits of support (general education) courses: BIO 141, BIO 142, ENG 111, ENG 112, MTH 126, ITE 115, and SDV 100. Additional required general education courses can be completed after acceptance to the program.

YEAR ONE

Summer Semester

ENG 111	College Composition I	3	0	3
ITE 115	Intro to Computer Apps and Concepts	3	0	3
SDV 100	College Success Skills	1	0	1
Total		7		

Fall Semester

BIO 141	Human Anatomy & Physiology I	3	3	4
ENG 112	College Composition II	3	0	3
Total		7		

Spring Semester

BIO 142	Human Anatomy & Physiology II	3	3	4
MTH 126	Math for Allied Health	2	0	2
Total		6		

YEAR TWO

Summer Semester

NUR 136	Prin. of Pharmacology I	1	0	1
PSY 231	Life Span Human Dev. I	3	0	3
Total		4		

*Lec.Lab Crse
Hrs.Hrs. Cr.*

Fall Semester

NUR 105	Nursing Skills	1	3	2
NUR 108	Nursing Prin. & Concepts I	4	3	5
Total		7		

Spring Semester

NUR 109	Nursing Prin. & Concepts II	3	9	6
NUR 137	Prin of Pharmacology II	1	0	1
Total		7		

YEAR THREE

Summer Semester

PSY 232	Life Span Human Dev. II	3	0	3
NUR 226	Health Assessment	1	3	2
Total		5		

Fall Semester

NUR 205	Intro to Second Level Nrsng I	2	9	5
NUR 236	Principles of Pharm. III	1	0	1
Total		6		

Spring Semester

NUR 195	Topics in Geriatric Nursing	2	0	2
NUR 201	Psychiatric Nursing	2	3	3
Total		5		

YEAR FOUR

Summer Semester

Humanities Elective ¹		3	0	3
Total		3		

Fall Semester

NUR 245	Maternal/Newborn Nursing	2	3	3
NUR 254	Dimensions of Professional Nursing	2	0	2
Total		5		

Spring Semester

NUR 208	Acute Med/Surg Nursing	3	9	6
NUR 237	Prin. of Pharmacology IV	1	0	1
Total		7		

69 credits required to graduate

¹Humanities electives include: ART 101, 102; CST 130, 151,152; ENG 241, 242, 243, 244, 251,252; HUM 100,201,202; MUS 121, 122; PHI 101, 220, 225,226,227; REL 200, 210, 231,232.

Nursing Associate Degree leading to RN

Track 3: LPN to RN Bridge Curriculum Plan

About Our Program

Students who are LPNs are required to complete at least 17 hours of the general education courses before beginning the LPN to RN nursing classes. The length of this track depends on the amount of time needed to complete the general education classes. The nursing classes can be completed in one year. Some LPNs may opt for the part-time evening weekend program which requires 2 years of nursing classes after completion of general education requirements. The Virginia Appalachian Tricollege Nursing Program's LPN to RN Bridge Program is designed to grant advanced placement to LPNs who have been admitted to the Virginia Appalachian Tricollege Nursing Program (VATNP) Associate Degree program and meet prerequisite requirements.

If there is sufficient enrollment in the VATNP, students who meet the eligibility requirements for the advanced placement will take "Bridge Courses" in the summer term and then be eligible to take the sophomore level courses and graduate within one (1) academic year with an AAS Degree in Nursing.

This program is designed to recognize the common abilities of nurses and to bridge the difference between LPN and RN knowledge base and to allow these students to finish the AAS program within a two and one-half semester period.

Admission Requirements

Admission requirements for the LPN to RN nursing program are the same as the regular program with the following exceptions:

1. Current LPN license.
2. Applicants must have graduated from an LPN program after May 15, 2012 OR must provide documentation of the equivalent of 1 year (2000 hours) of full-time LPN work experience in direct patient care during the past three years with written verification from employer.
3. Be an accepted student in the regular VATNP program.
4. Completion of 17 credits of support (general education) courses required for graduation from the Nursing program: BIO 141, BIO 142, ENG

111, ITE 115, MTH 126, SDV 100. Additional required general education courses can be completed after acceptance to the program.

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Hrs. Hrs. Cr.*

PRE-CLINICAL STUDIES

BIO 141	Human Anatomy & Physiology I	3	3	4
BIO 142	Human Anatomy & Physiology II	3	3	4
ENG 111	College Composition I	3	0	3
ITE 115	Intro to Computer Apps and Concepts	3	0	3
MTH 126	Math for Allied Health	2	0	2
SDV 100	College Success Skills	1	0	1
	Total			17

Summer Semester

NUR 115*	LPN Transition	5	3	6
NUR 136	Prin of Pharmacology I	1	0	1
NUR 137	Prin of Pharmacology II	1	0	1
NUR 226	Health Assessment	1	3	2
	Total			10

Fall Semester

ENG 112	College Composition II	3	0	3
NUR 201	Psychiatric Nursing	2	3	3
NUR 205	Intro to Second Level Nrsg	2	9	5
NUR 236	Principles of Pharm. III	1	0	1
PSY 231	Life Span Human Development I	3	0	3
	Total			15

Spring Semester

NUR 208	Acute Med/Surg Nursing	3	9	6
NUR 237	Prin. of Pharm. IV	1	0	1
NUR 245	Maternal/Newborn Nursing	2	3	3
NUR 254	Dimensions of Prof Nrsg	2	0	2
PSY 232	Life Span Human Dev. II	3	0	3
Humanities Elective ¹		3	0	3
	Total			18

*60 credits required to graduate

*Upon completion of NUR 115, credit will be awarded for NUR 105, 108, 109 and 195 (15 credits). These credits will appear on the student's official transcript.

¹ Humanities electives include: ART 101,102; CST 130, 151,152; ENG 241,242,243,244,251,252; HUM 100,201,202; MUS 121, 122; PHI 101, 220, 225,226,227; REL 200, 210, 231,232.

Nursing Associate Degree leading to RN

Track 4: Part-time Evening/Weekend LPN to RN Bridge Curriculum Plan

About the Program

A part-time evening/weekend LPN to RN option is available for LPNs who work and/or wish to attend part time. General education courses can be completed as night classes or by distance education options such as web based learning. Nursing classes and clinicals are taught on evenings and weekends on an extended plan. General education courses listed in Year 1 must be completed before the student can begin Year 2.

Admission Requirements

Admission requirements for the part-time evening/weekend LPN to RN nursing program are the same as the regular program with the following exceptions:

1. Current LPN license.
2. Applicants must have graduated from an LPN program after May 15, 2012 OR must provide documentation of the equivalent of 1 year (2000 hours) of full-time LPN work experience in direct patient care during the past three years with written verification from employer.
2. Be an accepted student in the regular VATNP program.
3. Completion of 26 credits of support (general education) courses required for graduation from the Nursing program: BIO 141, BIO 142, ENG 111, ENG 112, MTH 126, ITE 115, PSY 231, PSY 232, and SDV 100.

YEAR ONE

Summer Semester

ENG 111	College Composition I	3	0	3
ITE 115	Intro to Computer Apps and Concepts	3	0	3
PSY 231	Life Span Human Dev. I	3	0	3
SDV 100	College Success Skills	1	0	1
Total		10		

Fall Semester

BIO 141	Hum Anatomy & Physiology I	3	3	4
ENG 112	College Composition II	3	0	3
Total		7		

*Lec/Lab Crse
Hrs./Hrs. Cr.*

Spring Semester

BIO 142	Hum Anatomy & Physiology II	3	3	4
MTH 126	Math for Allied Health	2	0	2
PSY 232	Life Span Human Dev. II	3	0	3
Total		9		

YEAR TWO

Summer Session

NUR 115*	LPN Transition	5	3	6
NUR 136	Prin. of Pharmacology I	1	0	1
NUR 137	Prin of Pharmacology II	1	0	1
NUR 226	Health Assessment	1	3	2
Total		10		

Fall Semester

NUR 205	Intro to Second Level Nrsng	2	9	5
NUR 236	Prin. of Pharm. III	1	0	1
Total		6		

Spring Semester

NUR 201	Psychiatric Nursing	2	3	3
Total		3		

YEAR THREE

Summer Semester

Humanities Elective ¹	3	0	3
Total		3	

Fall Semester

NUR 245	Maternal/Newborn Nursing	2	3	3
NUR 254	Dimensions of Prof Nrsng	2	0	2
Total		5		

Spring Semester

NUR 208	Acute Med/Surg Nursing	3	9	6
NUR 237	Prin. of Pharm. IV	1	0	1
Total		7		

*60 credits required to graduate

*Upon completion of NUR 115, credit will be awarded for NUR 105, 108, 109 and 195 (15 credits). These credits will appear on the student's official transcript.

¹Humanities electives include: ART 101,102; CST 130, 151,152; ENG 241,242,243,244,251,252; HUM 100,201,202; MUS 121, 122; PHI 101, 220, 225,226,227; REL 200, 210, 231,232.

OCCUPATIONAL THERAPY ASSISTANT

About Our Program

Graduates of the program are prepared to qualify as contributing members of the health care team who will care for patients under the supervision of a Registered Occupational Therapist. The goals of the occupational therapy team are to develop, restore, or maintain adaptive skills in individuals whose abilities to cope with daily living are threatened or impaired by disease, injury, developmental disability, or social disadvantage.

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P. O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-2582. Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

Employment opportunities include positions in hospitals, rehabilitation centers, clinics, day care centers, long-term care facilities, schools, sheltered workshops, homebound programs and community agencies.

Special Considerations

In addition to the general requirements for admission to the both SVCC and MECC, consideration for a position in this program requires a high school diploma or GED; the completion of the placement tests; two units of mathematics (Algebra I plus Algebra II and/or Geometry), one unit of Biology with a laboratory, and one unit of Chemistry with a laboratory. Additional classes that are recommended include: Abnormal Psychology and Ethics for Health Care Personnel. Grades in these courses must reflect a minimum of "C." MTH 126 may substitute for the second math requirement. Eight (8) hours of observation in an occupational therapy setting should be

documented by the OT personnel denoting and date (') and time(s).

All high school courses and/or college work must reflect an overall grade average of "C" (2.0 GPA) or higher. Satisfactory performance on the placement testing program is required. All pre-requisite courses, including any prescribed developmental studies courses, must be successfully completed before the January 15 application deadline. Students planning to transfer to senior institutions should inform their advisors and should consider coursework that can be used for transfer.

Because entry into this program is competitive, students must complete the application process with the Admissions Office at SWVCC by January 15. Classes begin the Fall semester of each academic year. Students accepted into the program are required to submit a certificate reflecting a successful physical examination, signed by a licensed physician. The physical examination must be completed after receiving notification of acceptance to the program and prior to beginning classes. Immunizations must be current and include Hepatitis B and MMR. Proof of Tuberculin skin test (PPD) and CPR certification must be shown on admission to the program and kept current throughout the program. Students are responsible for any additional costs related to physicals, vaccinations, uniforms, insurance, background checks, drug testing, clinical travel, or other needed supplies or requirements.

Program Requirements

The student is required to complete a sequence of courses and learning experiences. Students must achieve a grade of "C" or better in all program courses. Any student receiving a grade of "D" in any of the program courses will be placed on Program Probation. That course shall be remediated once, with a written contract containing the requirements of the remediation. Please note: Students may be required to wait at least one academic year before they will have an opportunity to remediate the course. Students on program probation status will only be allowed to remediate the course if there is an open position in the class. Dismissal from

the program shall result if: 1) the student does not meet the requirements of the probationary contract; 2) the student receives a final grade of less than “C” in any program courses either during or after the period of the Program Probation; or 3) a final grade of “F” in any coursework after admittance to the program will result in dismissal from the program. Remediated courses must be completed with a final grade of “C” or better.

Clinical and Behavioral Requirements:

Selected and supervised learning experiences are required by this program and will be accomplished at selected health care facilities. Because there are limited clinical sites within the area, students may be required to travel to other areas to complete clinical training. Students are responsible for providing their own transportation, uniforms, and living expenses during fieldwork experiences. In the fifth semester, there will be 40 hours per week of clinical time (Level II fieldwork) in two eight week segments, so students must plan their schedules accordingly. Program faculty will observe and evaluate the student’s suitability for the profession. If in the judgment of the Program Faculty the student does not exhibit those behaviors required of the occupational therapy assistant, the student may be asked to withdraw from the program. NOTE: All OTA students must complete Level II Fieldwork within 18 months following completion of academic preparation. NOTE: A felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure. NOTE: Criminal Background Checks/Drug Testing - Background checks for criminal history and sex offender crimes against minors are required for entrance into some clinical agencies. Students with convictions may be prohibited from clinical practice and may not complete the program. Clinical agencies may require drug testing prior to placement of students for clinical rotations. Students with positive drug test results may be prohibited from clinical practice and may not complete the program. Cost for criminal background checks and drug testing will be the responsibility of the student.

Program Contacts

Mr. Tommy Clements, Dean
Ms. Kim Dorton, Health Sciences Coordinator
Ms. Annette Looney, Program Director,
Southwest Virginia Community College

First Semester

BIO 141	Human Anatomy & Physiology	3	3	4
ENG 111	College Composition I	3	0	3
HLT 141	Intro to Med. Terminology	2	0	2
ITE 102	Computers & Info Systems	2	0	2
OCT 100	Intro to OT	3	0	3
PSY 231	Human Life Span Dev. I	3	0	3
SDV 104	Study Skills			
or SDV 108	College Survival Skills	1	0	1
	Total			18

Second Semester

BIO 142	Human Anatomy & Physiology II	3	3	4
OCT 195	Topics in OT for Physical Dysfunction	2	0	3
OCT 201	OT with Psychosocial Dysfunction	3	0	3
OCT 205	Therapeutic Media	1	3	2
NAS 195	Kinesiology	1	0	1
HUM/Fine Arts	Elective	3	0	3
PSY 232	Human Life Span Dev. II	3	0	3
	Total			18

Summer Semester

OCT 190	Coord. Practice in OT I - Level I Fieldwork	0	5	1
OCT 207	Therapeutic Skills	2	3	3
OCT 220	OT for the Adult	2	0	2
	Total			6

Third Semester

OCT 190	Coord. Prac. in OT II - Level I Fieldwork	0	5	1
OCT 202	OT with Physical Disabilities	3	3	4
OCT 203	OT w/Dev. Disabilities	3	3	4
OCT 208	OT Service Management & Delivery	3	0	3
OCT 210	Assistive Tech. in OT	2	0	2
	Total			14

Fourth Semester

OCT 290	Coord. Prac. in OT III - Level II Fieldwork	0	40	6
OCT 290	Coord. Prac. in OT IV - Level II Fieldwork	0	40	6
	Total			12

68 credits required to graduate

Notes: ITE 115 may be substituted for ITE 102, SDV 100 may be substituted for SDV 104 or 108, HIM 111 or HIM 112 may be substituted for HLT 141. Students should consult their advisors for the list of approved humanities electives.

ASSOCIATE OF APPLIED SCIENCE DEGREE

PARALEGAL STUDIES (260)

About Our Program

The Paralegal Studies program is designed to prepare individuals to work in a legal office environment. The program provides training in the general processes of American law and the knowledge and skills to perform specific legal tasks under the supervision of an attorney. In addition, the program helps prepare individuals for paralegal certification exams.

Opportunities For Employment

At MECC you will have the opportunity to gain the knowledge and skills required to perform a variety of specialized duties with competence and understanding. The Paralegal Studies associate degree will help prepare you for a wide range of entry level positions as a paraprofessional in the legal field with opportunities in law firms, mortgage companies, banks, title insurance companies, private corporation, and government and administrative agencies.

Opportunities For Advancement

There is a need in Southwest Virginia and upper East Tennessee for highly motivated and skilled paralegal studies professionals. The combination of specialized legal assisting knowledge and fundamental office technology skills help provide the flexibility and opportunity for career advancement in the legal field.

Special Considerations

Students are required to take English and mathematics placement tests.

Your chances of success in this field are increased if you have good organizational, analytical, and academic skills and enjoy working with people in a complex, fast-paced work environment.

Classes are offered both on campus and online. Most students will require more than two full years of study to complete the Associate Degree in Paralegal Studies.

Program Contacts

Mr. Tommy Clements, Dean;
Ms. Fran Doyle, Assistant Dean
Faculty Contact: Ms. Beth Snodgrass

*Lec. Lab Crse
Hrs. Hrs. Cr.*

FIRST YEAR

First Semester

AST 141	Word Processing I	3	0	3
BUS 241	Business Law I	3	0	3
ENG 111	College Composition I	3	0	3
LGL 110	Introduction to Law & the Legal Assistant	3	0	3
LGL 120	Legal Terminology	3	0	3
SDV 101	Orientation to Business Programs	1	0	1
	Total			16

Second Semester

ITE 115	Intro to Comp Apps	3	0	3
LGL 115	Real Estate Law	3	0	3
LGL 117	Family Law	3	0	3
LGL 125	Legal Research	3	0	3
MTH 141	Business Mathematics I	3	0	3
	Total			15

SECOND YEAR

Third Semester

AST 205	Business Communications	3	0	3
HLT or PE	Elective	1	0	1
LGL 126	Legal Writing	3	0	3
LGL 216	Trial Preparation & Discovery Practice	3	0	3
LGL 218	Criminal Law	3	0	3
PLS 211	U.S. Government I	3	0	3
SDV 106	Prep for Employment	1	0	1
	Total			17

Fourth Semester

AST 265	Legal Office Procedures I	3	0	3
LGL 225	Estate Planning & Probate	3	0	3
LGL 230	Legal Transactions	3	0	3
LGL 290	Internship/Legal Assisting	3	0	3
PSY 120 ¹	Human Relations	3	0	3
	Humanities Elective	3	0	3
	Total			18

66 credits required to graduate

¹Students may take PSY 120, PSY 126. Those who plan to transfer to a 4-year college must register for PSY 200.

PHYSICAL THERAPY ASSISTANT

About Our Program

The two-year program is designed to prepare the student as a skilled, technical health care worker with the knowledge and skill to assist the physical therapist in meeting the physical therapy needs of the public. Upon successful completion of the program, students are eligible to sit for the Virginia State Licensing Examination leading to licensure as a Physical Therapist Assistant. The physical therapy assistant program is accredited by the Commission on the Accreditation in Physical Therapy Education of the American Physical Therapy Association.

Employment opportunities for the licensed Physical Therapist Assistant include positions in hospitals, nursing homes, home health care agencies, rehabilitation centers, school systems, and for private practices.

This program is being provided through an innovative, cooperative arrangement with Wytheville Community College. Students will register at MECC for their general education course requirements and register through WCC for their program courses. Students will be totally responsible for transportation to and from the college(s) and the health agencies utilized for clinical experiences. The A.A.S. degree will be awarded by Wytheville Community College.

Special Considerations

To enter the Associate Degree Physical Therapist Assistant program the student must be a high school graduate or the equivalent. High school courses must include one unit of biology and chemistry (lab courses) and one unit of algebra. Satisfactory placement test scores in English and math required. Students who lack any or all of these high school pre-requisites, or who do not score high enough on writing and reading placement tests to be eligible for ENG 111 or ENG 137, may satisfy the requirements by successfully completing the equivalent developmental courses. The student's high school record must reflect an overall "C" average (2.0). A 2.0 cumulative grade point average (GPA) is also required on all college work completed. Because of limited clinical

sites and laboratory space, there are a limited number of slots in the program; therefore, early application is desirable. Shadowing hours, HOBET test, and a program director interview are also required. Because entry into this program is competitive, students must complete the application process with the Admissions Office at WCC by no later than February 15th. Questions regarding the program application process should be directed to the Admissions and Records Office at WCC or to Mrs. Kim Dorton at MECC. Detailed information related to the selective admissions process may be found at this link: <http://www.wcc.vccs.edu/docs/selectivealliedhealthpacket10-2012.pdf>

Program Requirements

Upon admission, a complete health examination form will be required of all students admitted to the program. A student receiving a final grade lower than "C" in any course in the physical therapist assistant sequence or anatomy and physiology will be ineligible to continue in the physical therapist assistant courses. Selected learning experiences will be provided in a number of physical therapy settings located within the geographical area served by the college. Students are assigned to clinical agencies on a space available basis. Additional program costs such as physical examination, vaccinations, uniforms, insurance, background checks, supplies, and travel to clinical settings are the responsibility of the student.

Program Contacts

Mr. Tommy Clements, Dean
Ms. Kim Dorton, Health Sciences Coordinator
Ms. Julie King, Program Director, Wytheville Community College

First Semester

BIO 141	Human Anatomy & Physiology I	3	3	4
ENG 111	College Composition	3	0	3
PSY 230	Developmental Psych.	3	0	3
PTH 105	Intro to Physical Therapy	1	4	3
PTH 110	Medical Reporting	1	0	2
SDV 100	College Success Skills	1	0	1
	Total			16

Second Semester

BIO 142	Human Anatomy & Physiology II	3	3	4
PTH 115	Kinesiology for the Physical Therapy Assistant	2	4	4
PTH 121	Therapeutic Procedures I	3	6	5
PTH 151	Musculoskeletal Structure and Function	2	4	5
	Total			18

Summer Semester

PTH 131	Clinical Education I	0	10	2
PTH 210	Psych. Aspects of Ther.	2	0	2
PTH 227	Pathological Conditions	3	0	3
	Total			7

Third Semester

PTH 122	Therapeutic Procedures II	3	4	5
PTH 225	Rehabilitation Proc.	3	4	5
PTH 226	Therapeutic Exercise	3	2	4
	Total			14

Fourth Semester

PTH 245	Professional Issues	3	0	3
PTH 251	Clinical Practicum I	0	15	3
PTH 252	Clinical Practicum II	0	20	4
HUM/Fine Arts Elective		3	0	3
	Total			13

68 credits required to graduate

ASSOCIATE OF APPLIED SCIENCE DEGREE

POLICE SCIENCE (464)

About Our Program

At MECC you'll find a fascinating and challenging Police Science curriculum that includes courses in Criminal Law, Investigation, Juvenile Delinquency, and Police Administration. The program is structured to prepare individuals for careers in criminal justice and related occupations. It is not designed to train for any speciality, but rather to provide a broad foundation, which will prepare students to enter any of the many criminal justice fields.

Opportunities For Employment

Job openings are available in the law enforcement and the protective services fields with positions open in public law enforcement agencies, private security firms, as well as state and federal agencies.

Opportunities For Advancement

This curriculum is designed primarily for persons seeking full-time employment in criminal justice field upon graduation. Further educational opportunities may be available. Please contact an ADJ advisor for additional information.

Special Considerations

Entry into the program requires taking the English and mathematics placement tests. If deficiencies are found, you will be required to correct them by registering for developmental studies. Each applicant must meet with the College's Protective Services faculty for a personal interview.

Applicants not already employed in law enforcement are cautioned as to the qualifications usually required for law enforcement agency employment: 1) Excellent moral character, no felony convictions or any crime involving moral turpitude, nor an excessive number of traffic citations. 2) A background investigation is normally conducted by the employing agency to confirm these conditions.

Program Contacts

Mr. Tommy Clements, Dean
 Faculty Contacts: Mr. Robert England,
 Ms. Cindy Ringley

*Lec. Lab Crse
Hrs. Hrs. Cr.*

FIRST YEAR

First Semester

ADJ 100	Survey/Criminal Justice	3	0	3
ADJ 131	Legal Evidence	3	0	3
ADJ 171	Forensic Science I or Science Elective	3	3	4
ENG 111	College Composition I	3	0	3
ITE 115	Intro to Computer Apps and Concepts	3	0	3
SDV 100	College Success Skills	1	0	1
	Total			17

Second Semester

ADJ 107	Survey of Criminology	3	0	3
ADJ 130	Intro to Criminal Law	3	0	3
ADJ 236	Principles of Criminal Investigation	3	0	3
HLT, PED or ADJ 138, ADJ 127		1	0	1
ADJ 172	Forensic Science II or Sci. Elective	3	3	4
	Elective	3	0	3
	Total			17

SECOND YEAR

Third Semester

ADJ 105	Juvenile Justice System	3	0	3
ADJ 111	Law Enforcement Org. & Administration	3	0	3
ADJ 133	Ethics	3	0	3
	Humanities Elective	3	0	3
MTH 151	Math for the Liberal Arts I or MTH 141 Business Mathematics I	3	0	3
SOC 200	Principles of Sociology	3	0	3
	Total			18

Fourth Semester

ADJ 296	On-Site Training/Criminal Justice			
or ADJ 198	Seminar and Project	3	0	3
ADJ 227	Constitutional Law for Justice Personnel	3	0	3
PSY 200	Principles of Psychology	3	0	3
CST 105	Oral Communication	3	0	3
or CST 100	Principles/Public Speaking	3	0	3
	Elective	3	0	3
	Total			15

67 credits required to graduate

RADIOGRAPHY TECHNOLOGY (697-08)

About Our Program

Graduates of the radiography technology program are prepared to contribute as member of the allied health team, care for patients under the supervision of qualified physicians, and meet requirements for ARRT certification.

This program is being provided through an innovative, cooperative agreement with Southwest Virginia Community College, Wytheville Community College and Virginia Highlands Community College are also partners. Students will register at MECC for their general education course requirements and register through SVCC for their program courses. The educational experience will be comprised of both classroom instruction and clinical rotations for completing required competency objectives. Classroom instruction incorporates interactive video-teleconferencing between classroom locations. The use of distance education technology will enable students to complete their coursework at MECC and at local clinical facilities, with limited travel to SVCC. The A.A.S. degree will be awarded by Southwest Virginia Community College.

Employment opportunities exist for well-trained, registered radiological technologists in hospitals, clinics, education, industry, government agencies, and private offices.

The program is fully accredited by the Joint Review Committee for Radiologic Technology Education (JRCERT) (20 North Wacker Drive, Suite 900, Chicago, IL, 60606-2901).

Program Goals

The radiography program goals include: develop and deliver appropriate patient care, develop the radiological skills to perform all routine imaging procedures in medical imaging departments, adopt and demonstrate good ethical behavior and professionalism, appropriately evaluate and critique radiographic examinations for diagnostic quality, communicate effectively, and employ problem-solving and critical thinking skills

Special Considerations

In addition to the general admission requirements to the College, applicants must be high school graduates or the equivalent and must reflect a "C" average. A cumulative grade point average of 2.0 must be achieved on all college work. To meet the Radiography Program admission requirements the applicant must have completed:

- One unit of Biology with lab, one unit of Chemistry with lab, and two units of mathematics (Algebra I, and Algebra II and/or Geometry) with a "C" or better;
- Biology 101 and Chemistry 05 will be considered equivalent to high school Biology and Chemistry. Math 03, 04 and 06 will be considered equivalent to high school Algebra I, Algebra II, and Geometry;
- Completion of a college placement test, which includes sections of reading, writing and mathematics. All prescribed developmental work must be completed before admission into the program;
- Submitted radiography application (including all high school and college transcripts or copy of GED);
- Observation in a Radiology Department for a minimum of twelve (12) hours; this observation is to be documented by radiology personnel denoting date(s) and time(s);
- Complete entrance test and attend a general information session. An interview with Radiography program faculty may be required.
- Because entry into this program is competitive, students must complete the application process with the Admissions Office at SWVCC by no later than January 15th.

Environmental Conditions

Environmental conditions include procedures that involve handling blood and body fluids using universal precautions.

Program Requirements

Upon admission and during the course of the program, the radiologic faculty will carefully observe and evaluate the student's suitability for the profession. If, in the opinion of the radiologic faculty, a student does not exhibit professional behavior, the student may be asked to withdraw from the program. Once enrolled, students who receive a final grade lower than "C" in any of the courses in radiography or related areas must obtain permission from the program director to continue the major in radiography.

Selected learning experiences will be provided at the cooperating hospitals within the geographic areas served by the colleges. The student is expected to provide transportation to such facilities. Travel, time and expense, must be anticipated because of program design and location. The purchase of items such as student's uniforms, accessories, physical, vaccinations, background checks, and liability insurance is the financial responsibility of the individual student.

Criminal Background Checks/Drug Testing

Background checks for criminal history and sex offender crimes against minors are required for entrance into some clinical agencies. Students with convictions may be prohibited from clinical practice and may not complete the program. Clinical agencies may require drug testing prior to placement of students for clinical rotations. Students with positive drug test results may be prohibited from clinical practice and may not complete the program. Cost for criminal background checks and drug testing will be the responsibility of the student.

Program Contacts

Mr. Tommy Clements, Dean
Ms. Kim Dorton, Health Sciences Coordinator
Mr. Don Lowe, Program Director, SwVCC
Faculty Contact: Ms. Christy Lee

Summer Semester

RAD 105	Intro to Rad. Protection & Patient Care	3	0	3
MTH 126	Math for Allied Health	2	0	2
SDV 100	College Survival Skills	1	0	1
RAD 195	Ethics, Teamwork & Prof. Development	3	0	3
HLT 143 ¹	Medical Terminology	3	0	3
	Total			12

First Semester

ENG 111 ²	College Composition I	3	0	3
BIO 141	Human Anatomy & Physiology I	3	3	4
RAD 110	Imaging Equipment & Protection	3	0	3
RAD 121	Radiographic Procedures I	3	3	4
PSY 230 ³	Develop. Psychology	3	0	3
	Total			17

Second Semester

Humanities/Fine Arts Elective ⁴		3	0	3
BIO 142	Human Anatomy & Physiology II	3	3	4
RAD 112	Radiologic Science II	3	3	4
RAD 221	Radiologic Procedures II	3	3	4
	Total			15

Summer Semester

RAD 190	Coord. Internship(Term II)	0	4	3
RAD 205	Rad. Protection & Radiobiology (Term I)	3	0	3
	Total			6

Third Semester

RAD 290	Coordinated Internship	0	32	6
RAD 255	Radiographic Equipment	3	0	3
	Total			9

Fourth Semester

RAD 290	Coordinated Internship	0	32	6
RAD 240	Radiographic Pathology	3	0	3
	Total			9

Summer Session

RAD 215	Correlated Radiographic Theory	2	0	2
RAD 290	Coord. Internship(Term I)	0	32	2
	Total			4

72 credits required to graduate

¹HIM 111 or HIM 112 may be substituted for HLT 143.

²Students who wish to pursue a Baccalaureate degree are advised to take both ENG 111 and 112.

³Taking both PSY 231 and 232 will substitute for PSY 230.

⁴Humanities/Fine Arts: Students may choose from the following courses: Philosophy, Religion, Music Appreciation, Art Appreciation, and Foreign Languages.

RESPIRATORY THERAPY (181)

About Our Program

The Associate of Applied Science degree in Respiratory Therapy is designed to prepare selected students as competent Registered Respiratory Therapists and to serve as members of the health care team.

As a graduate, you are eligible to take the Certified Respiratory Therapist (CRT) entry level examination, and the Written Registry examination and Clinical Simulation examination to be credentialed as a Registered Respiratory Therapist (RRT).

Accreditation

The Respiratory Therapy program is fully accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com).

Opportunities For Employment

Respiratory therapists have job opportunities in hospitals, home care, rehabilitation agencies, nursing homes, emergency transport teams, sleep centers, pulmonary function laboratories, outpatient clinics, and physician offices. The respiratory therapist sees a diverse group of patients ranging from newborn and pediatric patients to adults and the elderly.

Job opportunities are very good in this area and nationwide. The United States Bureau of Labor Statistics projects “employment of respiratory therapists to increase much faster than the average for all occupations through the year 2020.” In 2012, the U.S. Bureau of Labor Statistics reported the national average annual earnings of respiratory therapists were \$57,200 and Virginia had an average annual earnings of \$55,960.

Admissions Requirements

In addition to the general admission requirements of the College, this program requires a high/home school diploma or GED. High/home school courses must include one unit of algebra 1 and one unit of laboratory science with a C or above. If courses were not completed in high/home school with a C or above, they must be completed in college.

The student’s high/home school and any college work attempted must reflect a minimum of “C” average.

To apply to the program, please complete the Respiratory Therapy Program Application and submit to Enrollment Services in Godwin Hall. If you are a new student or have not attended classes within the past year, you will also need to complete an Application for Admission to the College.

Respiratory Therapy classes begin in the summer semester each year. Applications are accepted from August 16th to May 1st for each class starting in June. A selection process is utilized to choose applicants for each year’s program as each class is limited to a maximum of 20 students.

After the class has been filled, the remaining applicants will be placed on an alternate list. Should an admitted student not accept his/her position, applicants on the alternate list will be admitted into the program through the last day of registration for the summer classes.

Applicants who do not meet all the prerequisites will remain on the pre-respiratory list until all prerequisites are documented. Upon completion of the prerequisites, the applicant will be considered for admission to the program. If all the positions are filled, the applicant will be added to the alternate list.

A new Respiratory Therapy Program Application must be submitted for each year you wish to be considered for admission to the Respiratory Therapy program.

Special Considerations

Students accepted into the program are required to submit a health certificate signed by a duly licensed physician, physician’s assistant, or registered nurse practitioner and should include: documentation of measles, mumps and rubella (MMR) exposure or inoculations; TB skin testing or chest x-ray for previously positive TB results; and overall general health of the applicant.

Physical demands in this program include duties that frequently require walking, bend-

ing, reaching and lifting; pushing and pulling with assistance and occasional carrying. Duties also require constant use of acute sense of sight, hearing, touch, and speech.

In addition to the usual college tuitions and fees, the Respiratory Therapy program requires: uniforms, books, liability insurance, CPR certification, criminal background check, and miscellaneous equipment. Costs for drug screens, if required by clinical facility, are the responsibility of the student. Students are also responsible for transportation to and from the college and health agencies used for clinical experience.

Criminal Background Check/Drug Screening

Background checks for criminal history and sex offender crimes against minors are required for entrance into clinical agencies. Students with convictions may be prohibited from clinical practice and may not complete the program. Clinical agencies may require drug testing prior to placement of students for clinical rotations. Students with positive drug test results may be prohibited from clinical practice and may not complete the program. Cost of criminal background checks and drug testing will be the responsibility of the student.

Opportunities for Advancement

Opportunities for advancement are excellent for those willing to continue their education and training. Individuals who display leadership, team-building skills, self-confidence, motivation, and decisiveness become candidates for promotion.

Program Contacts:

Mr. Tommy Clements, Dean
Faculty Contacts: Mr. Wes Mullins,
Mr. Roger Thompson

NOTE: Students are required to repeat a RTH or NAS course in which a grade lower than “C” is received before progressing to the next course or graduating from the program. All electives must have a grade of “C” or above.

Respiratory Therapy

*Lec. Lab Crse
Hrs. Hrs. Cr.*

Summer Semester

NAS 171	Human Anatomy and Physiology	3	3	4
RTH 102	Integrated Sciences for Respiratory Care	3	0	3
RTH 110	Fund. Theory & Procedures for Resp. Care	2	3	3
SDV 100	College Success Skills	1	0	1
HLT or PED		1	0	1
Total				12

Fall Semester

ENG 111	College Composition I	3	0	3
RTH 111	Anatomy & Physiology of the Cardiopulmonary System	3	0	3
RTH 131	Respiratory Care Theory & Procedures I	3	3	4
RTH 145	Pharmacology for Respiratory Care	2	0	2
RTH 151	Fundamental Clinical Procedures I	2	6	4
Total				16

Spring Semester

RTH 112	Pathology of the Cardiopulmonary System	3	0	3
RTH 121	Cardiopulmonary Science	3	0	3
RTH 132	Respiratory Care Theory & Procedures II	3	3	4
RTH 152	Fundamental Clin. Proc. II	2	6	4
Total				14

Summer Semester

RTH 135	Diagnostic & Therapeutic Procedures I	2	0	2
RTH 224	Integrated Respiratory Therapy Skills I	2	0	2
RTH 253	Advanced Clin. Proc. III	0	15	3
	Humanities/Fine Arts Elective	3	0	3
	Social Science Elective	3	0	3
Total				13

Fall Semester

ITE 115	Intro to Computer Apps and Concepts	3	0	3
RTH 226	Theory of Neonatal and Pediatric Resp. Care	2	0	2
RTH 254	Advanced Clinical Procedures IV	0	15	3
RTH 227	Integrated Respiratory Therapy Skills I	2	0	2
RTH 267	12-Lead EKG Diag.	3	0	3
Total				13

68 credits required to graduate

WATER/WASTEWATER SPECIALIZATION (828-02)

(available as a distance education option: <http://water.me.vccs.edu>)

About Our Program

The Water/Wastewater Major student will take course work from a wide array of natural resource offerings. These courses stress the practical application of scientific principles to the treatment of water for human consumption and for protection of water resources.

Distance Education Option

The entire Water/Wastewater Program can be completed through distance education courses. All technical courses are available through the world wide web at www.mecc.edu. All support courses are available through either video or web-based instruction.

Opportunities For Employment

The Associate of Applied Science degree program in Environmental Science is designed to prepare students for employment in municipal and industrial treatment facilities and laboratories. State agencies and private companies also employ MECC Environmental Science graduates. As environmental concerns continue to make news headlines, the job market continues to expand.

Special Considerations

Entry into the program requires taking the English and mathematics placement tests. If deficiencies are found, you will be required to correct them.

Students may not take a course out of normal sequence without the approval of your advisor. Approval will be based on practical experience and courses previously completed.

Students may receive regular college course credit for on-the-job experience or vocational school training if it is validated and approved by the College. If you feel you may benefit from this, you are urged to contact your advisor.

Opportunities For Advancement

Coursework in the Water/Wastewater Major prepares students for the state certification exam required for a water or wastewater operator's license. This license is essential for career advancement. Students will also be able to keep abreast of technological advances in the field of environmental science, thus furthering career opportunities in this and related fields.

Program Contacts

Mr. Tommy Clements, Dean
 Faculty Contacts: Dr. Chuks Ogbonnaya,
 Ms. Rosa Cooke

*Lec Lab Crse
Hrs. Hrs. Cr.*

FIRST YEAR

First Semester

ENG 111	College Composition I	3	0	3
ENV 110	Intro to Water-Wastewater Technology	2	2	3
ENV 220	Environmental Problems	3	0	3
MTH 105	Technical Math I	2	0	2
SCT 111	Intro to Env/Science Tech I	3	3	4
SDV 100	College Success Skills	1	0	1
Total				16

Second Semester

Humanities Elective		3	0	3
ENV 115	Water Purification	2	2	3
MTH 106	Technical Math II	2	0	2
NAS 106	Conservation/Nat. Resources	3	0	3
SCT 112	Intro to Env/Science Tech II	3	3	4
*Technical Elective		3	0	3
Total				18

SECOND YEAR

Third Semester

ENV 108	Env. Microbiology	2	2	3
ENV 149	Wastewater Treatment Plant Operation	2	2	3
ENV 227	Environmental Law	3	0	3
HLT or PED		2	0	2
Social Science Elective		3	0	3
Elective		3	0	3
Total				17

Fourth Semester

CIV 240	Fluid Mechanics/Hydraulics	3	0	3
CIV 246	Water Resource Technology	2	3	3
ENV 211	Sanitary Bio and Chem	2	3	3
ENV 290	Coordinated Internship in Env. Science	0	0	4
Social Science Elective		3	0	3
Total				16

67 credits required to graduate

*Should be chosen with academic advisor.

ASSOCIATE OF APPLIED SCIENCE DEGREE

WELDING (718-02)

About Our Program

Graduates of the Technical Studies Welding program are trained in the job skills necessary to enter employment as apprentice welders immediately upon completion of the curriculum. Course work includes a strong emphasis in welding technology with related courses in computer applications, quality control, teamwork, and communication.

Opportunities for Employment

Graduates can expect to find employment as welders in a variety of industries including mining, manufacturing and construction.

Special Considerations

Up to 15 hours credit may be given for documented previous work experience and certifications. Although the program is designed to educate and train welders entering the industry, the program offers increased skill levels and knowledge for experienced welders as well. Welders seeking a degree or desiring promotion to upper level managerial positions should also take advantage of this excellent opportunity.

Program Contacts

Mr. Tommy Clements, Dean
 Faculty Contacts: Mr. Paul Gilley,
 Mr. Tim Austin

*Lec.Lab Crse
Hrs.Hrs. Cr.*

First Semester

SDV 100	College Success Skills	1	0	1
	Math/ Science elective	3	0	3
WEL 100	Fund. of welding	2	3	3
WEL 115	Arc and Gas Welding	2	3	3
WEL123	Arc Welding 1	2	3	3
DRF 160	Machine Blueprint Rdng	3	0	3
	Total	13	9	16

Second Semester

IND 137	Team Concepts & Problem Solving	3	0	3
ENG 111	College Composition I	3	0	3
	Humanities Elective	3	0	3
	Social Science Elective	3	0	3
WEL 124	Arc Welding II	2	3	3
	Welding Elective or equivalent exp.	2	3	3
	Total	16	6	18

Third Semester

ITE 115	Intro to Computer Apps and Concepts	3	0	3
IND 101	Quality Assurance Tech	3	0	3
DRF 200	Survey of Computer Aided Drafting	3	2	4
	Social Science Elective	3	0	3
WEL 126	Pipe Welding 1	2	3	3
	Total	13	7	16

Fourth Semester

PED/HLT	Elective	2	0	2
ENG 115	Technical Writing	3	0	3
	Welding Elective or equivalent exp.	2	3	3
	Welding Elective or equivalent exp.	2	3	3
	Welding Elective or equivalent exp.	2	3	3
	Welding elective or equivalent exp.	2	3	3
	Total	13	12	17

67 credits required to graduate

<i>Accounting</i>	102
<i>Administration of Justice</i>	103
<i>Air Conditioning and Refrigeration</i>	104
<i>Clerical Assistant</i>	105
<i>General Education</i>	106
<i>Health Professionals – General Education</i> <i>for Transfer</i>	107
• <i>Cardiovascular Technology</i>	
• <i>Dental Hygiene</i>	
• <i>Pre-Pharmacy</i>	
• <i>Radiography or Cardiopulmonary Science</i> <i>Concentrations</i>	
• <i>Surgical Technology</i>	
<i>Industrial Maintenance</i>	110
<i>Legal Office Assisting</i>	111
<i>Medical Office Coding & Procedures</i>	112
<i>Mining</i>	113
<i>Nursing</i>	114
<i>Welding</i>	118

CERTIFICATES

ACCOUNTING (202)

*Lec. Lab Crse
Hrs. Hrs. Cr.*

About Our Program

The Accounting Certificate program is designed to prepare students for full-time employment as clerks in business or industrial firms upon completion of the program.

Opportunities For Employment

A student who completes this program is capable of performing the job skills normally expected of a beginning clerk in that field. Occupational goals include accounting clerk, bookkeeping data entry clerk, accounts payable accounts receivable or payroll clerk.

Opportunities For Advancement

The rapid changes in this field offer excellent opportunity for advancement for those willing to continue their education.

Special Considerations

In addition to the general admissions requirements established for the College, students will be required to take English and mathematics placement tests. Developmental classes in these areas may be required.

Program Contacts

Mr. Tommy Clements, Dean;
Ms. Fran Doyle, Assistant Dean
Faculty Contact: Mr. Jim Bates

FIRST YEAR

First Semester

SDV 101	Orientation to Business Related Program	1 0 1
ACC 211	Principles of Accounting I	3 0 3
BUS 241	Business Law I	3 0 3
ENG 111	College Composition I	3 0 3
ITE 115	Intro to Computer Apps and Concepts	3 0 3
MTH 141	Business Mathematics I	3 0 3
	Total	16

Second Semester

ACC 124	Payroll Accounting	3 0 3
ACC 212	Principles of Accounting II	3 0 3
ACC 215	Computerized Accounting	3 0 3
ACC 261	Principles of Federal Taxation I	3 0 3
ACC 231	Cost Accounting I	3 0 3
	Total	15

31 credits required to graduate

ADMINISTRATION OF JUSTICE (406)

About Our Program

The Administration of Justice Certificate was developed out of the expressed needs of local law enforcement, other police science agencies and correctional institutions. The Certificate in Administration of Justice is designed to enhance the job performance of existing criminal justice personnel and to provide basic education for prospective officers and professionals. The Certificate allows specialization in one of two fields in Law Enforcement or Corrections.

Approximately 2/3 of the program includes courses in administration of justice with the remaining courses in English and the social sciences. Instruction will include theory and practice found essential for success in law enforcement and corrections positions.

Opportunities For Employment

Areas of employment enhanced by this curriculum are commercial and industrial security officer, local, state, and federal law enforcement officer, or corrections personnel.

Opportunities For Advancement

Successful completion of all course work in this certificate program is transferable to the Protective Services Associate degree programs.

Special Considerations

Students entering the Administration of Justice certificate are required to have a high school diploma or its equivalent. Students who do not meet this requirement may be required to enroll in the developmental studies program to correct these deficiencies.

Program Contacts

Mr. Tommy Clements, Dean
 Faculty Contacts: Mr. Robert England,
 Ms. Cindy Ringley

*Lec/Lab Crse
Hrs. Hrs. Cr.*

General Education

ENG 111	College Composition I	3	0	3
	or ENG 100 Basic Occ. Communication			
1	Social Science Elective	3	0	3
SDV 100	College Success Skills	1	0	1
	Total			7

Core Courses

ADJ 100	Survey of Criminal Justice	3	0	3
ADJ 107	Survey of Criminology	3	0	3
ADJ 168	Computer Applications in ADJ	2	2	3
or ITE 115	Intro. to Computer Apps and Concepts	3	0	3
ADJ 296	On-Site Training/Criminal Justice	0	15	3
or ADJ 198	Seminar and Project	0	0	3
	Total			12

Select One of the Options Below

Corrections Option (406-01)

ADJ 105	Juvenile Justice	3	0	3
ADJ 140	Intro to Corrections	3	0	3
ADJ 146	Adult Correct. Institutions	3	0	3
ADJ 241	Correctional Law I	3	0	3
ADJ 246	Correctional Counseling	3	0	3
	Total			15

Law Enforcement Option (406-02)

ADJ 111	Law Enforcement Organization and Administration	3	0	3
ADJ 130	Intro to Criminal Law	3	0	3
ADJ 131	Legal Evidence	3	0	3
ADJ 227	Constitutional Law for Justice Personnel	3	0	3
ADJ 236	Principles of Criminal Investigation	3	0	3
	Total			15

34 credits required to graduate

¹by advisement

CERTIFICATE

AIR CONDITIONING AND REFRIGERATION (903)

*Lec/Lab Crse
Hrs. Hrs. Cr.*

About Our Program

The Air Conditioning & Refrigeration program is designed to provide you with the job skills necessary for employment as a beginning electrician or as repairer of air conditioning equipment. Special emphasis is placed upon the installation and repairing of residential and commercial air conditioning units.

This program is offered during the day and on a part-time basis in the evening.

Opportunities for Employment

The Certificate in Air Conditioning & Refrigeration is designed to prepare you for occupations such as Air Conditioning Services & Installation Technician, or beginning Electrician (residential, commercial or industrial wiring).

Special Considerations

Entry into this program requires the meeting of the general admission requirements of the College. Technical courses and shop experience comprise the major part of the program. The remaining courses are in related subjects and general education. Opportunities for EPA and HVAC Technician Certification are available. Students should consult with a faculty advisor and a College counselor in planning an appropriate program.

Program Contacts

Mr. Tommy Clements, Dean
Faculty Contact: Mr. Jerry Ramey

First Semester

AIR 111	Air Conditioning & Refrigeration Controls I	2	2	3
AIR 121	Air Conditioning & Refrigeration I	3	3	4
ELE 133	Practical Electricity I	2	2	3
ELE 150	A.C. & D.C. Circuit Fundamentals	3	2	4
MTH 105	Survey of Technical Mathematics I	2	0	2
SDV 100	College Success Skills	1	0	1
	Total	13	9	17

Second Semester

AIR 112	Air Conditioning & Refrigeration Controls II	2	2	3
AIR 116	Duct Construction and Maintenance	1	2	2
AIR 154	Heating Systems I	2	2	3
ELE 134	Practical Electricity II	2	2	3
ELE 135	National Electrical Code - Residential	2	4	4
ENG 100	Basic Occupational Communication	3	0	3
	Total	12	12	18

Third Semester

AIR 235	Heat Pumps	2	2	3
AIR 298	Seminar and Project	3	0	3
ELE 110	Home Electric Power	2	2	3
ELE 151	Electrical Troubleshooting	2	3	3
	Social Science Elective	3	0	3
	Total	12	7	15

50 credits required to graduate

CERTIFICATE

CLERICAL ASSISTANT (218)

About Our Program

The Clerical Assistant Certificate Program is designed to prepare persons for an entry-level position in an office. Keyboarding, filing, word processing, administrative support technology courses, and general education courses provide individuals with the knowledge and skills necessary for performance in the workplace in the automated office today.

Opportunities for Employment

In the immediate area and throughout the nation, business, industry, and government offices have job opportunities for entry-level office workers.

Opportunities for Advancement

Opportunities for advancement are excellent for those willing to continue upgrading their skills. The rapid pace of change allows advancement for those continuing their education.

Special Considerations

Students are required to take English and mathematics placement tests. Developmental classes in these areas may be required.

Students may qualify for college credit for verified on-the-job experience or courses included in the college Tech Prep articulation program.

Program Contacts

Mr. Tommy Clements, Dean;

Ms. Fran Doyle, Assistant Dean

Faculty Contacts: Ms. Jane Jones,

Ms. Sabrina Ward

*Lec. Lab Crse
Hrs. Hrs. Cr.*

First Semester

AST 141	Word Processing I	3	0	3
AST 238	Word Processing Advanced Operations	3	0	3
ENG 111	College Composition I	3	0	3
ITE 115	Intro to Computer Apps and Concepts	3	0	3
MKT 170	Customer Service	1	0	1
PSY 120	Human Relations	3	0	3
SDV 101	Orientation to Business Programs	1	0	1
	Total			17

Second Semester

AST 107	Editing/Proofreading Skills	3	0	3
AST 108	Telephone Techniques	1	0	1
AST 137	Records Management	3	0	3
AST 155	Intro to Desktop Info Management	1	0	1
AST 160	Learning the Internet for Business	1	0	1
AST or BUS	Elective	3	0	3
MTH 141	Business Mathematics I	3	0	3
SDV 106	Prep for Employment	1	0	1
	Total			16

33 credits required to graduate

GENERAL EDUCATION (695)

About Our Program

The General Education Certificate is designed as an intermediate step on the student's progress toward a two or four-year degree. This certificate is awarded as recognition of completion of a core of specified general education requirements in the associate degree program. The associate degree is the gateway for transfer to a senior institution through one of many articulation and guaranteed admission agreements currently available to MECC students.

For more information on programs for transfer to senior institutions, consult the catalog heading "Associate of Arts and Sciences Degrees."

Special Considerations

Entry into the programs requires the satisfactory completion of four (4) units of high school English, two (2) units of high school algebra, one (1) unit of geometry, one (1) unit of laboratory science, and one (1) unit of social science or their equivalent. Deficiencies in these areas may be corrected by completing the appropriate developmental studies courses.

You are encouraged to check the mathematics requirements of the four-year college or university to which you plan to transfer to determine the appropriate courses to be taken at MECC. In addition, you should contact the appropriate four-year institution to determine the transferability of electives. Students planning to become teachers should check the requirements of Teacher Education programs at four-year institutions.

The Division of Student Services publishes and updates regularly the *College Transfer Guide*, which is a tool to guide transferring students in the selection of elective courses.

This guide contains information on course equivalencies for the majority of institutions to which MECC students transfer. Advisors can assist students with course selection, including transfer electives, for schools not listed in the guide on a case-by-case basis.

Online Advising Worksheets

Students planning to transfer can access advising worksheets online for a number of four-year schools. Please see the link for "Students" on the MECC homepage.

Program Contact

Ms. Carolyn Reynolds, Dean

	<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
	<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
First Semester			
BIO 101 General Biology	3	3	4
ENG 111 College Composition I	3	0	3
MTH 163 Pre-Calculus I or or 151 Math for Liberal Arts I	3	0	3
SDV 100 College Success Skills	1	0	1
Social Science Elective	3	0	3
Total			14

Second Semester			
BIO 102 ¹ General Biology II	3	3	4
ENG 112 College Composition II	3	0	3
Humanities Elective ²	3	0	3
MTH 152 Math for Liberal Arts II or 164 Pre-Calculus II	3	0	3
Social Science Elective	3	0	3
Total			16

30 credits required to graduate

¹Students may substitute CHM 111/112, or PHY 201/202.

²See approved list of humanities courses.

HEALTH PROFESSIONALS – GENERAL EDUCATION FOR TRANSFER

Begin your degree at MECC

Students pursuing degrees in Cardiovascular Technology, Dental Hygiene, Pre-Pharmacy, Radiography, Cardiopulmonary Science Concentrations, or Surgical Technology can obtain general education credit for these programs at Mountain Empire Community College and then transfer these credits to other colleges in the region that offer degrees in these programs.

College/University Transfer Option

The Associate of Arts & Sciences degree programs of study at MECC are designed for students who plan to transfer to a four-year college or university to complete a baccalaureate degree, usually the Bachelor of Arts or the Bachelor of Science Degree.

When you enroll at MECC in the College Transfer program, you will be assigned a faculty advisor. You are urged to acquaint yourself with the most current requirements of the major department at the college or university you plan to transfer to following your study at MECC. It is important that you work closely with your MECC faculty advisor or transfer counselor in planning your program.

Important Facts to Remember:

- Requirements at the following colleges/universities are subject to change annually. Please make sure you have the most current information.
- The following programs have a selective admission process and are highly competitive.
- These MECC general education courses transfer into the following programs either as prerequisites to the program or as required courses within the program.
- Please note that MECC does not offer program courses for these degrees. Students can obtain the following general education courses and then transfer to the college or university offering his/her program.
- Please schedule an appointment with your advisor or the transfer counselor as soon as possible to make sure you are enrolled in the appropriate courses.

- Please check with your advisor regarding the scheduling of classes as certain courses are offered during certain semesters only.

Contact:

Ms. Lelia Bradshaw, LPC
Transfer Counselor
lbradshaw@mecc.edu

Ms. Carolyn Reynolds, Dean
Arts & Sciences Division
creynolds@mecc.edu

CARDIOVASCULAR TECHNOLOGY

NORTHEAST STATE TECH COMM. COLLEGE

Course	Credit	Spring	
BIO 141	4	BIO 142	4
ENG 111	3	CHM 101 or 111	
HIM 111	3	or BIO 205 ²	4
CST 105	3	MTH 157 ¹	3
PSY 200	3	Humanities/Fine Arts Elective	3

¹ MTH 157 requires MTE 1-5 credit on the math placement test.

² Traditionally, BIO 205 is taught during the Summer Session.

For admission and program criteria, visit:
http://catalog.northeaststate.edu/preview_program.php?catoid=9&pooid=963&returnto=280

DENTAL HYGIENE

(Associate's Degree Program)

WYTHEVILLE COMMUNITY COLLEGE

Course	Credit	Spring	
BIO 141	4	BIO 142	4
ENG 111	3	ENG 112 ¹	3
SDV 100	1	HUM Elective ²	3
HIM 111 ¹	3	CST 100 ¹ or 105 ¹	3

¹Recommended courses

²Humanities elective must be chosen from the following: ART 101; CST 151; ENG (literature courses only); HUM 100; MUS 121; PHI 101; REL 200, 210, 230; SPA 101, 102.

For admission and program criteria visit:
http://www.wc.cc.va.us/docs/WCC_Catalog_2011-2012.pdf#page=54

DENTAL HYGIENE

(Bachelor of Science Degree Program)

EAST TENNESSEE STATE UNIVERSITY

<i>Course</i>	<i>Credit</i>		
Fall		Fall	
ENG 111	3	CHM101	4
BIO 141	4	CST 105	3
HIS 121	3	Fine Arts	
SDV 100	1	Elective ²	3
PSY 200	3		
Spring		Spring	
ENG 112	3	ENG 252	3
BIO 142	4	BIO 205 ⁴	4
HIS 122	3	Humanities	
MTH 157 ¹	3	Elective ³	3
SOC 200	3		

¹MTH 157 requires MTE 1-5 credit on the math placement test.

²Fine Arts Elective-Chose one from the following: ART 100, 101, or 102; HUM 100; MUS 121 or 122.

³Humanities Elective- Chose one from the following: HIS 101 or 102; REL 230, 231, or 232.

⁴Traditionally, BIO 205 is taught during the Summer Session.

For admission and program criteria visit: <http://www.etsu.edu/crhs/alliedhealth/dhyg/default.aspx>

PRE-PHARMACY

APPALACHIA COLLEGE OF PHARMACY

<i>Course</i>	<i>Credit</i>		
Fall		Fall	
BIO 101	4	PHY 201	4
CHM 111	4	CST 100	3
ENG 111	3	BIO 205 ⁴	4
MTH 163 ¹	3	Elective ³	3
SDV 100	1		
Spring		Spring	
BIO 102	4	PHY 202	4
CHM 112	4	MTH 157 ²	3
ENG 112	3	Elective ³	3
MTH 271	3	Elective ³	4
Elective ³	3		

¹ MTH 163 requires MTE 1-9 credit on the math placement test.

² MTH 157 requires MTE 1-5 credit on the math placement test.

³ Electives-

- Social/Behavior Science Elective (3 hours)
- Choose one of the following: PSY 200 or SOC 200.
- Humanities/Fine Arts Elective (3 hours) -

Choose one of the following: Literature (ENG 241, 242, 243, 244, 251, or 252); Music (MUS 121); Art (ART 100, 101, or 102); Foreign Language (SPA 101 or 102 or FRE 101 or 102). Humanities/Fine Arts Electives must be content based and not skill based.

• Economics Electives (3 hours) – Choose one of the following: ECO 201 or 202.

• The remaining 4 credit hours can be fulfilled by the successful completion of any course from the three categories described above. (FYI...Foreign Languages are 4 credit hours each)

⁴Traditionally, BIO 205 is taught during the Summer Session.

For admission and program criteria, visit: <http://www.acpharm.org/index.php/admissions/requirements/>

PRE-PHARMACY

BILL GATTON COLLEGE OF PHARMACY
EAST TENNESSEE STATE UNIVERSITY

<i>Course</i>	<i>Credit</i>		
Fall		Fall	
BIO 101	4	PHY 201	4
CHM 111	4	CST 105	3
ENG 111	3	ECO 201 or 202	3
MTH 163 ¹	3	Transfer Elective ³	3
SDV 100	1		

Spring		Spring	
BIO 102	4	PHY 202	4
CHM 112	4	BIO 205 ⁴	4
ENG 112	3	Transfer Elective ³	3
MTH 271	3	Transfer Elective ³	3
MTH 157 ²	3		

¹ MTH 163 requires MTE 1-9 credit on the math placement test.

² MTH 157 requires MTE 1-5 credit on the math placement test.

³Transfer Elective – Choose from the following: SOC 200, PSY 200, PLS 211 or 212, SPA 101 or 102, FRE 101 or 102.

⁴Traditionally, BIO 205 is taught during the Summer Session.

For admission and program criteria, visit: <http://www.etsupharmacy.com/prospectivestudents/admissions/requirements>

RADIOGRAPHY OR CARDIOPULMONARY SCIENCE CONCENTRATIONS

(Bachelor of Science in Allied Health)

EAST TENNESSEE STATE UNIVERSITY

<i>Course</i>	<i>Credit</i>		
Fall			
BIO 141	4	CHM 101 or 111	4
ENG 111	3	ENG Survey	3
HIS 121	3	CST 100 or 105	3
MTH 163 ¹	3	Fine Arts Elective ³	3
SDV 100	1	Humanities Elective ³	3

Spring			
BIO 142	4	MTH 271	3
ENG 112	3	BIO 205 ⁴	4
HIS 122	3	Social Behavioral	
MTH 157 ²	3	Science Elective ³	6

¹ MTH 163 requires MTE 1-9 credit on the math placement test.

² MTH 157 requires MTE 1-5 credit on the math placement test.

³Fine Arts Elective – Choose one from the following: ART 101, 102 or MUS 121.

³Humanities Elective – Choose one from the following: HIS 101, 102 or REL 230, 231 or 232.

³Social/Behavioral Science Elective – Choose two from the following: PSY 200; SOC 200; ECO 201 or 202; PLS 135, 211, or 212; GEO 210; or HUM 100.

⁴Traditionally, BIO 205 is taught during the Summer Session.

For admission and program criteria for the Cardiopulmonary Science Concentration, visit: http://catalog.etsu.edu/preview_program.php?catoid=6&pooid=993&returnto=176

For admission and program criteria for the Radiography Concentration, visit: http://catalog.etsu.edu/preview_program.php?catoid=6&pooid=996&returnto=176

SURGICAL TECHNOLOGY

NORTHEAST STATE COMMUNITY COLLEGE

<i>Course</i>	<i>Credit</i>		
Fall			
BIO 141	4	BIO 142	4
ENG 111	3	HIT 111	3
CST 105	3	MTH 157 ¹	3
PSY 200	3	Humanities/Fine Arts Elective	3

¹ MTH 157 requires MTE 1-5 credit on the math placement test 157.

For admission and program criteria, visit: http://catalog.northeaststate.edu/preview_program.php?catoid=9&pooid=952&returnto=280

INDUSTRIAL MAINTENANCE (714)

*Lec. Lab Crse
Hrs. Hrs. Cr.*

About Our Program

The Industrial Maintenance Certificate Program is intended to meet the increasingly sophisticated maintenance needs of institutions, businesses, and industries. As systems become more computerized and complex, new maintenance skills are needed to keep them performing at peak performance. With a broad based approach, touching on a cross-section of technical skills, the Industrial Maintenance Certificate Program provides entry level skills for these emerging industry needs. It can also provide significant retraining skills for individuals who have a technical background but want additional employment opportunities.

Opportunities For Employment

With the successful completion of the Industrial Maintenance Certificate Program, you should be prepared for a wide variety of entry level maintenance positions in health care institutions, schools, businesses, mining, and manufacturing industries.

Special Considerations

Individuals who have taken courses at vocational schools or other work related training programs may be able to obtain articulation credit for these courses. In addition to technical subjects, you will also take courses in general education as part of your program.

Program Contacts

Mr. Tommy Clements, Dean
Faculty Contacts: Mr. Roger Greene,
Mr. Jimmie Garland

First Semester

DRF 160	Machine Blueprint Reading	3 0 3
ELE 150	AC/DC Circuit Fundamentals	
or ETR 113	AC/DC Fundamentals	3 2 4
IND 108	Technical Computer Applications	3 0 3
MEC 155	Mechanisms	1 2 2
MTH 105	Survey of Tech Math I	2 0 2
SAF 126	Principles of Industrial Safety	3 0 3
SDV 100	College Success Skills	1 0 1
	Total	18

Second Semester

AIR 154	Heating Systems	2 3 3
ENG 100	Basic Occupational Communication	3 0 3
ELE 156	Electrical Control Systems I	2 2 3
IND 137	Team Concepts & Problem Solving	3 0 3
MEC 266	Applications in Fluid Mechanics	3 0 3
WEL 198	Seminar & Project	2 3 3
	Total	18

Summer Semester

ELE 239	Programmable Controllers	3 0 3
IND 126	Maintenance Scheduling and Planning	2 0 2
	Social Science Elective	3 0 3
	Total	8

44 credits required to graduate

LEGAL OFFICE ASSISTING (261)

About Our Program

The Legal Office Assisting program is designed to provide entry-level legal assisting skills for individuals preparing for positions in private law firms, mortgage companies, banks, title insurance companies, firms in or associated with the mining industry, private corporations, government and administrative agencies. Specialized courses in legal assisting and word processing are complemented by general education courses.

Opportunities For Employment

At MECC you will have the opportunity to gain the knowledge and skills required to perform a variety of specialized duties with competence and understanding. The Legal Office Assisting program will help prepare you for a wide range of entry level positions.

Opportunities For Advancement

There is a need in Southwest Virginia and upper East Tennessee for highly motivated and skilled legal assisting professionals. The combination of specialized legal assisting knowledge and fundamental office technology skills help provide the flexibility and opportunity for career advancement in the legal field.

Special Considerations

Students are required to take English and mathematics placement tests.

Your chances of success in this field are increased if you have good organizational skills and like to work with people.

Classes are offered both on-campus and online. Most students will need more than two full semesters of study to complete the program.

Program Contacts

Mr. Tommy Clements, Dean;
 Ms. Fran Doyle, Assistant Dean
 Faculty Contact: Ms. Beth Snodgrass

*Lec/Lab Crse
Hrs. Hrs. Cr.*

First Semester

AST 141	Word Processing I	3	0	3
BUS 241	Business Law I	3	0	3
ENG 111	College Composition I	3	0	3
LGL 110	Introduction to Law & the Legal Assistant	3	0	3
LGL 120	Legal Terminology	3	0	3
SDV 101	Orientation to Business Programs	1	0	1
Total				16

Second Semester

AST 238	Word Processing Advanced Operations	3	0	3
AST 265	Legal Office Procedures I	3	0	3
LGL 115	Real Estate Law	3	0	3
LGL 117	Family Law	3	0	3
LGL 230	Legal Transactions	3	0	3
MTH 141	Business Mathematics I	3	0	3
Total				18

34 credits required to graduate

MEDICAL OFFICE CODING & PROCEDURES (285)

About Our Program

The Medical Office Coding & Procedures certificate is designed to provide entry-level skills for individuals preparing for employment in the health care industry as medical coders, medical office assistants, medical secretaries, insurance billing specialists, or medical records technicians. Specialized courses in medical office coding and procedures are complemented by general education courses. The curriculum provides basics in medical, diagnostic and procedural terminology and coding, medical office procedures, and the reporting of data to third party payers, insurance companies and government agencies for reimbursement.

Opportunities For Employment

At MECC you will have the opportunity to gain the knowledge and skills required to perform a variety of specialized duties with competence and understanding. The Medical Office Coding & Procedures certificate will help prepare you for a wide range of entry level positions in health care facilities such as clinics, private medical practices, and hospitals.

Opportunities for Advancement

There is a need in Southwest Virginia and upper East Tennessee for highly motivated and skilled individuals in the field of medical coding and procedures. The combination of specialized medical coding knowledge and fundamental office technology skills help provide the flexibility and opportunity for career advancement as a medical office specialist.

Program Contacts

Mr. Tommy Clements, Dean;
 Ms. Fran Doyle, Assistant Dean
 Faculty Contacts: Ms. Sabrina Ward,
 Ms. Jane Jones

*Lec/Lab Crse
Hrs. Hrs. Cr.*

First Semester

AST 108	Telephone Techniques	1	0	1
AST 141	Word Processing	3	0	3
ENG 111	English Composition	3	0	3
HIM 111	Medical Terminology 1	3	0	3
HIM 130	Health Care Info Systems	3	0	3
ITE 115	Intro to Computer Apps and Concepts	3	0	3
SDV 101	Orientation to Business Programs	1	0	1
Total				17

Second Semester

AST 271	Medical Office Procedures	3	0	3
HIM 112	Medical Terminology II	3	0	3
HIM 150	Health Records Management	3	0	3
HIM 253	Health Records Coding	4	0	4
HIM 265	Facility Based Medical Coding	3	0	3
Total				16

Third Semester

AST 215	Medical Keyboarding	3	0	3
HIM 163	Anatomy & Physiology for Administrative Health Professionals	3	0	3
HIM 254	Advanced Coding & Reimbursement	4	0	4
MTH 141	Business Math I	3	0	3
	Social Science Elective	3	0	3
Total				16

49 credits required to graduate

CERTIFICATE

MINING (985)

*Lec/Lab Crse
Hrs./Hrs. Cr.*

About Our Program

The Mining Certificate is structured to train and educate supervisors and electricians to work in a very technical, computerized environment. The curriculum has been designed by mining employers to provide the skills and competencies needed by today's miners.

Well-equipped laboratories provide "hands-on" experience to reinforce technical subject material. This training is very important as it exposes the student to troubleshooting techniques used in the field. There is a strong laboratory component in each technical class. Computers are an integral part of each class.

Both day and evening classes are taught in order to provide students with scheduling flexibility.

Opportunities For Employment

Mining personnel have indicated they need employees with these skills. The mining industry needs new miners as 55% of today's miners are 45 years old or older and will be retiring soon. Since 51% of the electricity in the United States is generated using coal, there will be a continuing need for coal miners.

Special Considerations

Credit may be given for previous work experience and certifications. Although the program is designed to educate and train miners entering the mining industry, the certificate offers increased skill levels and knowledge for experienced miners as well. Miners desiring promotion to upper level managerial positions should also take advantage of this excellent opportunity.

Program Contact

Mr. Tommy Clements, Dean

General Education and Core Courses

ENG 100	Basic Occupational Communication	3	0	3
EMT 105 ²	First Responder	3	0	3
IND 108	Technical Computer Apps	2	2	3
IND 137	Team Concepts and Problem Solving	3	0	3
MTH 105	Survey of Tech. Math I	2	0	2
MIN 195	Intro to Mining	3	0	3
MIN 287 ¹	New Miner Training UG	2	0	2
MIN 288	New Miner Training Surface	1	0	1
SAF 126	Principles of Industrial Safety	3	0	3
SDV 100	College Success Skills	1	0	1
	Total			24

Mine Electrician Option

ELE 239	Programmable Controllers	2	2	3
ETR 295	Topics in Advanced Motor Controls	3	0	3
MEC 155	Mechanisms	2	0	2
MEC 266	Fluid Mechanics	3	0	3
MIN 131 ³	Mine Electricity I	3	3	4
MIN 132	Mine Electricity II	3	3	4
MIN 295	Topics in Mine Machinery Operation & Maintenance	3	0	3
WEL 100	Fundamentals of Welding	2	3	3
	Total			25

49 credits required to graduate

Mine Management Option

BUS 111	Prin of Supervision I	3	0	3
BUS 200	Principles of Mgt.	3	0	3
ENV 227	Environmental Law	3	0	3
MIN 228 ⁴	Mine Foreman and Ventilation Training	3	3	4
MIN 190	Coord. Internship in Mine Management	0	15	4
PSY 120	Human Relations	3	0	3
	Total			20

44 credits required to graduate

¹Credit for MIN 287 and/or MIN 288 may be given for current New Miner Certification.

²HLT 119 may substitute for EMT 105.

³Credit for MIN 131 and/or MIN 132 may be given for current Mine Electrician Certification. ⁴ Credit for MIN 228 may be given for current Mine Foreman certification.

NURSING

PRACTICAL NURSING CERTIFICATE LEADING TO LPN (157)

About Our Program

The Practical Nursing curriculum is designed to prepare beginning practitioners with the knowledge and skills, as entry level nurses, to care for patients of all age groups. Students will be prepared to assist in meeting the health needs of the community through provision of quality nursing care as a Licensed Practical Nurse. Upon successful completion of the program, graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN). The program length is three semesters (one year). This program has been approved by the Virginia State Board of Nursing.

Opportunities For Employment

Opportunities for the Licensed Practical Nurse include employment in nursing homes, clinics, day-care centers, school systems, physicians' offices, rehabilitation facilities, industry, the military, home health, hospitals, and private duty nursing.

Opportunities For Advancement

Many LPN's desire to further their education and pursue a degree as a Registered Nurse. An LPN to RN bridge program is available through MECC for interested students. Various Universities offer LPN to BSN bridge programs. Many LPN's choose to practice as an LPN, but may specialize in a particular field of medicine such as Obstetrics, Oncology, Surgery, or Rehabilitative Services.

Admission Requirements

Admission to the Practical Nursing program is a selective process. The Practical Nursing program is open to applicants who are free of any physical or mental condition which might adversely affect performance as a member of the nursing profession. In addition to the requirements for admission to the college, the applicant must meet the following requirements:

Completion of Practical Nursing Program Application for each academic year interested in being considered for the Practical Nursing program.

1) Important:

- a. State accredited high school diploma, home school diploma, or GED.
- b. High school/GED Graduates with less than twelve (12) transferable college credits completed. The cumulative high school GPA will be used when less than twelve (12) transferable college credits are completed. The GPA for GED recipients will be computed based on the total GED score.
- c. Applicants are solely responsible for completing and/or submitting the following items:
 - MECC application for admission to the college
 - MECC Practical Nursing Program Application (Spring Semester - accepted August 1 – October 1; Fall Semester - accepted March 1 – June 1. Applicants will be notified of status for admission during the month following application deadline.
 - A copy of high school transcript or GED scores and any college transcripts must be submitted to Enrollment Services attached to the Application for Practical Nursing as part of the application packet.
 - It is the sole responsibility of the applicant to ensure the application file is complete and all supporting documents have been received in Enrollment Services/Admission.
- d. Anyone who has been convicted of a federal or state felony or misdemeanor (excluding minor traffic violations) and anyone with a history of drug or alcohol habituation should arrange for a conference with the Program Director or a nursing faculty member upon application to the program.

2) First phase of admission:

- College placement scores indicating readiness for MTH 126 or higher
- College placement scores indicating readiness for ENG 111
- Biology with a lab (high school or

college) with a “C” or better. **Applied biology and/or ecology does not satisfy this requirement.** Biology requirements must have been completed within five (5) years of application. PNE 155, BIO 101 or BIO 102, BIO 141 or BIO 142, NAS 171 will meet the admission requirements.

- A Cumulative **GPA** (Grade Point Average) of at least a **2.5** in high school or at the last college or university where at least 12 credits hours were completed. GED recipients will be ranked according to their general equivalent diploma scores.

The most current grade recorded for coursework will be used in admission consideration.

Students must meet the above listed requirements to continue to the second phase of the admission process.

3) Second Phase of admission

- TEAS V entrance testing
 - a. Applicants must complete the Test of Essential Academic Skills version V (TEAS V). Testing can be completed in Student Services a maximum of twice a year—once for Fall and once for Spring placement. Tests will be administered during the month of July and November. Applicants must complete all sections on the TEAS V. A minimum individualized adjusted score of 54% is required for admission into the program. Testing fee: \$40.00. (price for testing subject to change). All testing fees are to be paid by cash or credit card to the business office. (Debit and personal checks will not be accepted.) Study guides for the TEAS V test can be found online at www.mecc.edu/lpnprogram
 - On the day of the TEAS V test, certified nurse aides with a minimum of 1,000 hours and 6 months work experience wishing to receive credit for work experience must submit to the program director:
 - a. A copy of their Board certification
 - b. An officially sealed letter from human resources verifying length of work experience (1,000 hours or 6 months minimum), area of experi-

- ence, and contact information
- c. All documentation will be verified by the program director

Other admission point availability:

- General Education Course Requirements. These are the required general education program courses that will be used to give extra points for courses completed. Students are highly encouraged, but not required, to complete this coursework prior to submission of application.
 - a. ENG 111- 3 credits
 - b. MTH 126- 2 credits
 - c. HLT 130- 1 credit
 - d. SDV 100- 1 credit
 - e. PSY 231- 3 credits
 - f. PSY 232- 3 credits
 - g. BIO 141 and 142- 8 credits
 - h. PNE 155 – 3 credits

Selection of Freshman Class:

Criteria	wght.	calculation	score
Cumulative GPA (high school or college)	40%	GPA: ____ X 10	
General Education Courses completed	20%	Grade Points Earned/24 X .20	
Nurse aid certification/ work experience	10%	Nurse aid X 0.10	
TEAS V testing (minimum of 54% adjusted individual score)	30%	IAS TEAS V score X 0.30	

Students should refer to the Practical Nursing Admission Process and the Health Science Program Application for published deadlines and admission criteria.

Special Note

The State Board of Nursing has the authority to deny licensure to any applicant who has violated any of the provisions of 54.1-3008 of the Code of Virginia. Any student entering the Practical Nursing program who has commit-

ted any legal offenses other than minor traffic violations should discuss these matters with the Program Director of the Practical Nursing program prior to application.

Program Requirements

The student is required to complete a sequence of courses and learning experiences provided at the college, off campus educational facilities, and selected community agencies, such as hospitals, nursing homes, physician's offices, and comparable facilities. The Practical Nursing faculty will observe and evaluate the student's suitability for nursing and direct patient care.

The Practical Nursing program faculty reserves the right to recommend, through appropriate channels, the withdrawal of any student who does not exhibit suitable demeanor/attendance.

Students must complete all first semester courses prior to completing any second semester courses; all second semester courses must be completed prior to completing any third semester courses. Students are encouraged to repeat courses, if necessary, within the next available semester but must be completed within one year of admission. If over one year, students will be required to submit an application and repeat all PNE coursework. Students dismissed from the program for any reason, will not be allowed re-admission.

Physical demands in this program include duties that frequently require squatting, bending, kneeling, reaching, stair climbing, lifting and carrying up to 50 pounds, frequent pushing and pulling up to 200 pounds with assistance, and occasional lifting and carrying up to 51-74 pounds. Duties also require constant use of sight, hearing, touch, and speech. Environmental conditions include procedures that involve handling blood and body fluids using standard precautions.

Criminal Background Check/Drug Screening

Background checks for criminal history and sex offender crimes against minors are required for entrance into clinical agencies. Students with convictions may be prohibited from clinical practice and may not be allowed to complete the program. Any questionable background check will be reported to the clinical agency. Clinical agencies have final say whether a student may attend clinical or not. If a student is denied admission into

the clinical agency, the student will not be allowed to finish the program.

Clinical agencies require drug testing prior to placement of students for clinical rotations. Students with positive drug test results will be prohibited from clinical practice and will not be eligible to complete the program.

Cost of criminal background checks and drug testing will be the responsibility of the student.

Program Progression

Any student who earns a final grade lower than "C" in any listed curricular course must repeat the course and earn a final grade of "C" or better before taking the next course of sequence. Students are encouraged to repeated courses within the next available semester but must be completed within one year of admission. If over one year, students will be required to submit an application and repeat all PNE coursework. Students will be allowed ONE course failure and repeat of ONE PNE course or recognized course substitute. Upon failure of second course, student will be dismissed from program, regardless of the semester, and ineligible for readmission.

Students are allowed two withdrawals from PNE courses. Upon the third withdrawal, the student will be dismissed from the program.

Applicants and enrolled students within the Practical Nursing program must maintain a GPA of 2.0 or higher. Any applicant or enrolled student who fails to maintain a GPA of 2.0 or greater will be dismissed from the program.

All students will be required to complete ATI proctor exams in PNE 161, PNE 164, PNE 158, PNE 173, PNE 136 (OB and pedi), and PNE 145. Regardless of letter grade, a level 1 proficiency score is required to successfully complete the above listed coursework. Students who do not achieve a level 1 proficiency score will be given a grade of "F" and be required to repeat the coursework. Students who are unsuccessful (grade D or F) within coursework will not be allowed to take the ATI proctor exams and will be given the grade earned for that course.

Reminder, students may only fail and repeat one PNE, or accepted substitution, course. Upon second failure, student will be dismissed from program.

In the third semester (PNE 145), students will be given an ATI predictor exam. Students

are required to score a minimum of 90% probability of passing boards on first attempt. Students will have two (2) attempts to earn the minimum score of 90% probability. Students who do not score the minimum of 90% probability on the exit exam will be given a grade of “F” for the course. Students will be required to repeat the PNE 145 coursework and take PNE 199-supervised study (graded as: satisfactory/unsatisfactory). Upon satisfactory completion of PNE 145 and PNE 199 coursework, students will be required to retake the predictor exams. Students will be given two (2) attempts to score 90% or greater probability of passing on first attempt. If 90% probability is not achieved, students will be given a grade of “F” in PNE 145 and will not earn the certificate of practical nursing and will be ineligible to retake the practical nursing certificate coursework.

Virginia Community College System policy states that no course may be taken more than twice (original enrollment and one repeat). There will be no exceptions to this policy.

Special Considerations

Practical Nursing is an academically rigorous program, but one having the potential to provide a rewarding career for participants.

Practical Nursing classes begin in the fall and spring of each year. This program is a limited enrollment program that accepts a maximum of 25 students in the spring semester and 30 students in the fall semester.

Students are responsible for the following costs in addition to tuition, fees, and book costs: uniforms, CPR/First Aid certification, immunizations, physical exam, medical equipment (stethoscope, sphygmomanometer, pen light, watch with second hand, etc), and mandatory review and testing services throughout the program. Students are also responsible for their own transportation to the college and all clinical sites.

Program Contacts

Ms. Lena L Whisenhunt, Program Director
Faculty Contacts: Ms. Sabrina Cowden,
Ms. Mitzi Jones

FIRST YEAR

First Semester

ENG 111 ¹	College Composition I	3	0	3
PNE 161	Nursing-Health Changes I (Actual Clinical Hours - 24 geriatrics)	4	6	6
MTH 126 ²	Math for Allied Health	2	0	2
PNE 143	Applied Nursing Skills	0	3	1
PNE 173	Pharmacology for PNs	2	0	2
PNE 155 ³	Body Structure & Function	3	0	3
SDV 100 ¹	College Success Skills	1	0	1
Total				18

Second Semester

PNE 162	Nursing-Health Changes II (Actual Clinical Hours - 180 MS/geri/mental hlth)	4	9	10
PSY 231 ¹	Life Span Dev. Psych I	3	0	3
PNE 158	Mental Health	1	0	1
HLT 130 ¹	Nutrition & Diet Therapy	1	2	2
Total				16

Third Semester

PNE 164	Nursing-Health Changes IV (Actual Clinical Hours - 240 MS/OB/PEDI/preceptor)	4	9	10
PNE 136	Care of Matern, Nwbrn, Ped	4	0	4
PNE 145 ⁴	Trends	1	0	1
PSY 232 ¹	Life Span Dev. Psych II	3	0	3
Total				18

52 credits required to graduate

¹ENG 111, SDV 100, HLT 130, PSY 231 and 232 are curricular courses and may be repeated; but, must be completed by the end of program

²MTH 126 is a curricular course and may be repeated but must be completed prior to admission or within the first semester for program progression

³PNE 155 - may substitute BIO 141 and 142 for PNE 155. BIO 141 and 142 must be completed prior to or within first and second semesters for program progression. Due to BIO 141 and 142 being an acceptable substitute to PNE 155, failure within BIO 141 or 142 will count towards one of the PNE course failures.

⁴PNE 145 - PNE 199 supervised study course required if 90% probability on NCLEX predictor is not achieved during Trends

CERTIFICATE

WELDING (995)

Lec. Lab Crse
Hrs. Hrs. Cr.

About Our Program

A certificate in Welding is designed to prepare students for employment as apprentice welders immediately upon completion of the curriculum.

Technical courses and shop experience comprise the major part of the program. The remaining courses are in related subjects and general education.

The Certificate in Welding will prepare you for the occupational goal of welder.

Special Considerations

Articulation course credits may be earned by the validation of welding skills learned in a vocational school or on-the-job experience. Entry into the program requires regular application to the College and regular Welding program requirements and recommendations of the vocational welding instructor or verification of basic skills by your employer.

Program Contacts

Mr. Tommy Clements, Dean
Faculty Contacts: Mr. Paul Gilley,
Mr. Tim Austin

First Semester

MTH 105	Survey of Technical Math I	2	0	2
SDV 100	College Success Skills	1	0	1
WEL 100	Fundamentals of Welding	2	3	3
WEL 110	Welding Processes	2	3	3
WEL 115	Arc and Gas Welding	2	3	3
WEL 123	Arc Welding I	2	3	3
Total				15

Second Semester

ENG 100	Basic Occupational Communication	3	0	3
WEL 124	Arc Welding II	2	3	3
WEL 130	Inert Gas Welding	2	3	3
WEL 150	Welding Drawing and Interpretation	3	0	3
WEL 198	Seminar and Project	2	3	3
	Social Science Elective	3	0	3
Total				18

Third Semester

WEL 126	Pipe Welding I	2	3	3
WEL 160	Semi-Automatic Welding Processes	2	3	3
WEL 129	Pipefitting & Fabrication	3	0	3
Total				9

42 credits required to graduate

<i>Accounting</i>	121
<i>Air Conditioning & Refrigeration</i>	121
<i>Building Construction - Electrical Emphasis</i>	121
<i>Child Development</i>	121
• <i>Infant & Toddler Option</i>	122
• <i>Pre-School Option</i>	122
<i>Clinical Research Coordinator</i>	122
<i>Computed Tomography</i>	122
<i>Computer Software Specialist</i>	
- <i>Mobile Application Development</i>	123
<i>Construction/Weatherization</i>	123
<i>Corrections Management & Supervision</i>	123
<i>Electricity</i>	123
<i>Emergency Medical Technician</i>	124
<i>Emergency Medical Technician-Intermediate</i>	124
<i>Emergency Medical Technician-Paramedic</i>	124
<i>Energy Technology - HVAC Emphasis</i>	125
<i>Energy Technology - Electrical Emphasis</i>	125
<i>Forestry</i>	125
<i>Funeral Services Assistant</i>	126
<i>Geographical Information Systems</i>	126
<i>Health Sciences</i>	127
<i>Help Desk Support</i>	127
<i>Information Technology Readiness</i>	127
<i>Law Enforcement Mgt. & Supervision</i>	128
<i>Legal Office Assisting</i>	128
<i>Machinery Maintenance</i>	128
<i>Medical Records Technician</i>	128
<i>Medical Transcriptionist</i>	129
<i>Mining Certification</i>	129
<i>Nursing Assistant</i>	129
<i>Old Time Music</i>	129
<i>Pharmacy Aide</i>	130
<i>Phlebotomy</i>	130
<i>Real Estate</i>	131
<i>Small Business Management</i>	131
<i>Software Development I</i>	131
<i>Software Development II</i>	131
<i>Wastewater Plant Operator</i>	132
<i>Water Plant Operator</i>	132
<i>Welding Operator</i>	132

CAREER STUDIES

Career Studies include variable length programs for students. Options amount to the equivalent of one or more semesters of full-time community college work (9-29 credits). What Is A Career Studies Certificate?

If you are seeking postsecondary education programs that are less than conventional one- or two-year programs, MECC has what you are looking for. The Career Studies Certificate is a response to the non-conventional, short-term educational needs of individuals who seek to upgrade occupational skills, learn new skills, or pursue specialized interests.

The Career Studies Certificate consists of specialized program options. These options represent a wide variety of career and academic interest course areas. Each option is intended to represent a minimum amount of college course work considered representative of these fields of study and designed as a distinct “mini-curriculum” to meet minimum occupational or adult interest requirements.

Special Considerations

To be admitted to a Career Studies Certificate Program, one must meet the general requirements for admission to the College. Some courses may require prerequisites or demonstrated entry-level proficiency. Students lacking prerequisites or entry-level proficiency may be required to enroll in the developmental studies program or prerequisite course.

The Career Studies Certificate includes selected specialized courses within each program option. The range of course credits varies among the program options from a minimum of nine semester credits to a maximum of twenty-nine semester credits. Upon satisfactory completion of one of the program options, the graduate will receive the Career Studies Certificate. Students of the College may earn more than one certificate as program option requirements are satisfied.

Career Studies program options will be offered as community needs are identified and institutional resources permit. Normally, courses which are associated with the various program options may be offered when all of the following conditions are met:

1. justifiable student enrollment
2. adequate facilities are available
3. qualified instructors are available
4. adequate financial resources are available.

The College reserves the right to discontinue any Career Studies option if student interest does not justify its continuation.

Career Studies Certificate Options:

Accounting
Air Conditioning & Refrigeration
Building Construction - Electrical Emphasis
Child Development
 Infant & Toddler Option
 Pre-School Option
Clinical Research Coordinator
Computed Tomography
Computer Software Specialist - Mobile Application Development
Construction/Weatherization
Corrections Management & Supervision
Electricity
Emergency Medical Technician
Emergency Medical Technician-Intermediate
Emergency Medical Technician-Paramedic
Energy Technology - HVAC Emphasis
Energy Technology - Electrical Emphasis
Forestry
Funeral Services Assistant
Geographical Information Systems
Health Sciences
Help Desk Support
Information Technology Readiness
Law Enforcement Mgt. & Supervision
Legal Office Assisting
Machinery Maintenance
Medical Records Technician
Medical Transcriptionist
Mining Certification
Nursing Assistant
Old Time Music
Pharmacy Technician
Phlebotomy
Real Estate
Small Business Management
Software Development I
Software Development II
Wastewater Plant Operator
Water Plant Operator
Welding Operator

Career Studies (221-203-02)

Accounting

Lec/Lab Crse
Hrs. Hrs. Cr.

First Semester

ACC 211	Prin. of Accounting I	3	0	3
BUS 241	Business Law I	3	0	3
ITE 115	Intro to Computer Apps and Concepts	3	0	3
MTH 141	Business Math	3	0	3
Total		12		

Second Semester

ACC 124	Payroll Accounting	3	0	3
ACC 212	Prin. of Accounting II	3	0	3
ACC 215	Computerized Accounting	3	0	3
ACC 261	Prin. of Federal Taxation I	3	0	3
ACC 231	Cost Accounting	3	0	3
Total		15		

27 credits required to graduate

Program Contacts

Mr. Tommy Clements, Dean;
Ms. Fran Doyle, Assistant Dean
Faculty Contact: Mr. Jim Bates

Career Studies (221-903-10)

Air Conditioning and Refrigeration

Lec/Lab Crse
Hrs. Hrs. Cr.

First Semester

AIR 111	A. C. & Refrigeration Controls I	2	2	3
AIR 121	A.C & Refrigeration I	3	3	4
IND 108	Tech Computer Apps	3	0	3
Total		10		

Second Semester

AIR 112	Air Conditioning Refrigeration Controls II	2	2	3
AIR 154	Heating Systems I	2	2	3
Total		6		

Third Semester

AIR 235	Heat Pumps	2	2	3
AIR 298	Seminar & Project	3	0	3
ELE 151	Electrical Troubleshooting	2	3	3
Total		9		

25 credits required to graduate

Program Contacts

Mr. Tommy Clements, Dean
Faculty Contacts: Mr. Jerry Ramey,
Mr. Silas Qualls

Career Studies (221-989-01)

**Building Construction
Electrical Emphasis**

Lec Lab Crse
Hrs. Hrs. Cr.

First Semester

SDV 101	Orientation to Technology	1	0	1
BLD 105	Shop Practices and Procedures	1	2	2
BLD 110	Intro to Construction	3	0	3
ELE 133	Practical Electricity I	2	2	3
Total		9		

Second Semester

ELE 140	Basic Electricity and Machinery	3	2	4
ELE 134	Practical Electricity II	2	2	3
ENG 100	Basic Occupational English	3	0	3
MTH 105	Survey of Tech Math I	2	0	2
Total		12		

21 credits required to graduate

Program Contacts

Mr. Tommy Clements, Dean
Faculty Contact: Mr. Roger Greene

Career Studies (221-636-04)

Child Development

Lec Lab Crse
Hrs. Hrs. Cr.

CHD 118	Methods & Materials in Language Arts for Young Children	2	2	3
CHD 120	Introduction to Early Childhood Education	3	0	3
CHD 125	Creative Activities for Children	2	2	3
CHD 126	Science & Math Concepts for Children	3	0	3
CHD 165	Observ. and Participation in Early Childhood/Primary Settings	1	6	3
or CHD 215	Models of Early Childhood Education Programs	3	0	3
CHD 205	Guiding the Behavior of Young Children	3	0	3
General Electives		6	0	6
Total		24		

24 credits required to graduate

Program Contact

Ms. Sue Ella Boatright-Wells, Dean

Career Studies (221-636-05)

**Child Development
Infant & Toddler Option**

	<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
	<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
CHD 118 Methods & Materials in Language Arts for Young Children	2	2	3
CHD 125 Creative Activities for Children	2	2	3
CHD 165 Obser. Participation in Early Childhood/Primary Settings	1	6	3
CHD 166 Infant & Toddler Prog.	3	0	3
CHD 205 Guiding the Behavior of Young Children	3	0	3
CHD 215 Models of Early Childhood Education Programs	3	0	3
HLT 135 Child Health & Nutrition	3	0	3
General Elective	3	0	3
Total			24

24 credits required to graduate

Program Contact

Ms. Sue Ella Boatright-Wells, Dean

Career Studies (221-636-06)

**Child Development
Pre-School Option**

	<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
	<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
CHD 118 Methods & Materials in Language Arts for Young Children	2	2	3
CHD 120 Introduction to Early Childhood Education	3	0	3
CHD 125 Creative Activities for Children	2	2	3
CHD 126 Science & Math Concepts for Children	3	0	3
CHD 165 Obser. Participation in Early Childhood/Primary Settings	1	6	3
or CHD 215 Models of Early Childhood Education Programs	3	0	3
CHD 205 Guiding the Behavior of Young Children	3	0	3
HLT 135 Child Health & Nutrition	3	0	3
General Elective	3	0	3
Total			24

24 credits required to graduate

Program Contact

Ms. Sue Ella Boatright-Wells, Dean

Career Studies (221-152-08)

Clinical Research Coordinator

	<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
	<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
HIM 130 Healthcare Info Systems	3	0	3
HIM 150 Health Records Mgt.	3	0	3
HIM 215 Health Data Classification Systems	4	2	5
HIM 220 Health Statistics	2	0	2
HIM 253 Health Records Coding	4	0	4
Total			17

17 credits required to graduate

Program Contacts

Mr. Tommy Clements, Dean;
Ms. Kim Dorton, Health Sciences Coordinator
Faculty Contacts: Ms. Sabrina Ward,
Ms. Jane Jones

The Clinical Research Coordinator Career Studies Certificate is designed for those who have existing training and/or experience in a health care field and/or medical coding. Please see an advisor for details.

Career Studies

Computed Tomography

	<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
	<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
FALL			
RAD 247 Cross Sectional Anatomy for CT/MR	3	0	3
RAD 242 CT Procedures and Instrumentation	2	0	2
RAD 195 Topics in Pharmacology for Technologists	1	0	1
RAD 196 Clinical Internship in CT	0	0	1
SPRING			
RAD 295 Topics in CT Registry Preparation	3	0	3
RAD 196 Clinical Internship in CT	0	0	2
HLT 145 Ethics for Healthcare Personnel	2	0	2
Total			14

14 credits required to graduate

NOTE: Students wishing to take a specific course or specific courses within this curriculum, or complete this curriculum one course per semester, may do so with permission of faculty.

This certificate is awarded by Southwest Virginia Community College.

Program Contacts

Mr. Tommy Clements, Dean;
Ms. Kim Dorton, Health Sciences Coordinator
Faculty Contact: Ms. Christy Lee

Career Studies (221-299-00)

**Computer Software Specialist -
Mobile Application Development**

	Hrs.	Lec	Lab	Crse
	Hrs.	Hrs.	Hrs.	Cr.
ITD 110	Web Page Design I	3	0	3
ITD 210	Web Page Design II	3	0	3
ITP 100	Software Design	3	0	3
ITP 120	Java Programming I	3	0	3
ITP 140	Client Side Scripting	3	0	3
ITP 193	Studies in PHP/MYSQL	3	0	3
ITP 214	Windows Mobile Devel.	3	0	3
ITP 220	Java Programming II	3	0	3
	Total			24

27 credits required to graduate

¹or verified competency through testing or work experience

²ITE 115 & ITE 215 to be taken before ITE 150.

NOTE: Students testing into ENG 1 must complete before taking any of the above courses. Students testing into MTE 1 may only take ITE 115 before completing MTE 1. This program is not necessarily designed to be completed in 2 semesters.

Program Contacts

Mr. Tommy Clements, Dean;
Ms. Fran Doyle, Assistant Dean
Faculty Contacts: Ms. Terri Lane,
Mr. Nasser Maksoud

Career Studies (221-989-10)

Construction/Weatherization

	Lec	Lab	Crse
	Hrs.	Hrs.	Cr.
IND 108	Tech Computer Apps	3	0 3
MTH 105	Technical Math I	2	0 2
ENG 100	Basic Occu English	3	0 3
BLD 105	Shop Practices & Proc	1	2 2
BLD 110	Intro to Construction	3	0 3
BLD 195	Topics - Communication and Employability	1	0 1
SDV 100	College Success Skills	1	0 1
AIR 281	Energy Management 1	2	3 3
BLD 195	Topics in Carpentry-Weatherization	2	3 3
BLD 197	Cooperative Education	0	15 3
	Total		24

24 credits required to graduate

Note: This programs enrollment is limited to those students also enrolled in the Plugged in VA Program.

Program Contacts

Mr. Tommy Clements, Dean
Faculty Contact: Mr. Thomas Bush

Career Studies (221-462-88)

Corrections Management and Supervision

	Lec	Lab	Crse
	Hrs.	Hrs.	Cr.
ADJ 133	Ethics and the Criminal Justice Professional	3	0 3
ADJ 198	Seminar and Project in Corrections	4	0 4
ADJ 241	Correctional Law	3	0 3
ADJ 245	Management of Correctional Facilities	3	0 3
ADJ 246	Correctional Counseling	3	0 3
	Total		16

16 credits required to graduate

Program Contacts

Mr. Tommy Clements, Dean
Faculty Contacts: Mr. Robert England,
Ms. Cindy Ringley

Career Studies (221-941-01)

Electricity

	Lec	Lab	Crse
	Hrs.	Hrs.	Cr.
First Semester			
ELE 133	Practical Electricity I	2	2 3
ELE 150	AC & DC Circuit Fundamentals	3	2 4
IND 108	Tech Computer Apps	3	0 3
	Total		10

Second Semester

ELE 134	Practical Electricity II	2	2 3
ELE 135	National Electrical Code Residential	2	4 4
	Total		7

Third Semester

AIR 235	Heat Pumps	2	2 3
ELE 110	Home Electrical Power	2	2 3
ELE 151	Electrical Troubleshooting	2	3 3
	Total		9

26 credits required to graduate

Program Contacts

Mr. Tommy Clements, Dean
Faculty Contact: Mr. Jerry Ramey

Career Studies

Emergency Medical Technician

		Lec Hrs.	Lab Hrs.	Crse Cr.
EMS 111	EMT - Basic	5	4	7
EMS 120	EMT - Clinical	0	2	1
SDV 100 ¹	College Success Skills	1	0	1
Total		9		

Program Contacts

Mr. Tommy Clements, Dean
 Ms. Kim Dorton, Health Sciences Coordinator
 Mr. Bill Akers, Program Director of the South-west Virginia Paramedic Program at SVCC

Career Studies (221-146-03)

Emergency Medical Technician Intermediate

		Lec Hrs.	Lab Hrs.	Crse Cr.
First Semester (Summer)				
EMS 111	EMT - Basic	5	4	7
EMS 120	EMT - Basic Clinical	1	0	1
SDV 100 ¹	College Success Skills	1	0	1
Total		9		

Second Semester (Fall)

EMS 151	Intro to Adv. Life Support	3	2	4
EMS 153	Basic ECG Recognition	2	0	2
EMS 157	ALS - Trauma Care	2	2	3
EMS 170	ALS Internship I	0	3	1
Total		10		

Third Semester (Spring)

EMS 155	ALS-Medical Care	3	2	4
EMS 159	EMS Special Populations	2	2	3
EMS 172	ALS Clinical Internship II	0	3	1
EMS 173	ALS Field Internship II	0	3	1
Total		9		

28 credits required to graduate

¹SDV 101, 106 or 108 may be substituted for SDV 100

Program Contacts

Mr. Tommy Clements, Dean
 Ms. Kim Dorton, Health Sciences Coordinator
 Mr. Bill Akers, Program Director of the South-west Virginia Paramedic Program at SVCC

Career Studies (221-146-05)

Emergency Medical Technician - Paramedic*

		Lec Hrs.	Lab Hrs.	Crse Cr.
First Semester (Summer)				
EMS 213	ALS Skills Development	0	4	2
SDV 100	College Success Skills	1	0	1
BIO 145 ¹	Human Anatomy & Physiology	3	3	4
Total		7		

Second Semester (Fall)

EMS 201	EMS Professional Dev.	3	0	3
EMS 205	Adv. Pathophysiology	4	0	4
EMS 207	Adv. Patient Assessment	2	2	3
EMS 242	ALS Clin. Internship III	0	3	1
EMS 243	ALS Field Internship III	0	3	1
Total		12		

Third Semester (Spring)

EMS 209	Adv. Pharmacology	3	2	4
EMS 211	Operations	1	2	2
EMS 244	ALS Clinical Internship IV	0	3	1
EMS 245	ALS Field Internship IV	0	3	1
Total		8		

27 credits required to graduate

*Admission requirements for this career studies certificate include: (1) meeting eligibility requirements as stipulated by the Virginia Office of Medical Services; (2) being currently certified as an EMT-Intermediate; and (3) having a minimum of three years' experience at the EMT-Intermediate level.

¹BIO 141/231 and BIO 142/232 may substitute for BIO 145.

Program Contacts

Mr. Tommy Clements, Dean
 Ms. Kim Dorton, Health Sciences Coordinator
 Mr. Bill Akers, Program Director of the South-west Virginia Paramedic Program at SVCC

Career Studies (221-820-06)

**Energy Technology
HVAC Emphasis**

		<i>Lec Hrs.</i>	<i>Lab Hrs.</i>	<i>Crse Cr.</i>
MTH 105	Technical Math I	2	0	2
SDV 100	College Success Skills	1	0	1
AIR 205	Hydronics and Zoning	2	3	3
AIR 281	Energy Management I	2	3	3
AIR 282	Energy Management II	1	3	2
ELE 140	Basic Elec & Machinery	3	2	4
ENE 105	Solar Thermal Active and Passive Technology	3	3	4
ENE 230 ¹	Geothermal Applications	3	3	4
	Total			23

23 credits required to graduate

¹Prerequisite ELE 140 or equivalent

Program Contacts

Mr. Tommy Clements, Dean
Faculty Contact: Mr. Thomas Bush

Career Studies (221-820-05)

**Energy Technology
Electrical Emphasis**

		<i>Lec Hrs.</i>	<i>Lab Hrs.</i>	<i>Crse Cr.</i>
MTH 105	Technical Math I	2	0	2
SDV 100	College Success Skills	1	0	1
AIR 281	Energy Management I	2	3	3
ELE 140	Basic Elec & Machinery	3	2	4
ELE 156	Elec Control Systems	2	2	3
ELE 239	Programmable Controllers	3	0	3
ENE 110 ¹	Solar Power-Photovoltaic	3	3	4
ELE 131	National Elec Code I	3	0	3
	Total			23

23 credits required to graduate

¹Prerequisite ELE 140 or equivalent

Program Contacts

Mr. Tommy Clements, Dean
Faculty Contact: Mr. Thomas Bush

Career Studies (221-328-01)

Forestry

		<i>Lec Hrs.</i>	<i>Lab Hrs.</i>	<i>Crse Cr.</i>
AGR 205	Soil Fertility & Mgt.	2	2	3
ENG 111	College Composition I	3	0	3
FOR 290	Internship	0	8	4
FOR 115	Dendrology	3	3	4
FOR 100	Introduction to Forestry	2	3	3
FOR 201	Forest Mensuration I	3	3	4
FOR 215	Silviculture	3	3	4
FOR 237	Wildlife Ecology	3	0	3
	Total			28

28 credits required to graduate

Program Contacts

Mr. Tommy Clements, Dean
Faculty Contact: Dr. Chuks Ogbonnaya

Career Studies (221-155-02)

Funeral Services Assistant

Lec Lab Crse
Hrs. Hrs. Cr.

First Semester

ACC 211	Prin of Accounting I	3	0	3
BUS 241	Business Law I	3	0	3
ENG 111	College Composition	3	0	3
FNS 121 ¹	Anatomy for Funeral Service I	3	0	3
SDV 100	College Success Skills	1	0	1
	Total			13

Second Semester

CHM 110 ²	General Chemistry	3	0	3
REL 231 ³	Religions of the World I	3	0	3
PSY 116	Psychology of Death and Dying	3	0	3
SOC 200	Principles of Sociology	3	0	3
CST 100 ⁴	Prin. of Public Speaking	3	0	3
	Total			15

28 credits required to graduate

¹BIO 141, BIO 231, NAS 161 or NAS 171 may be substituted for FNS 121

²CHM 101 or 111 may be substituted for CHM 110

³REL 230 or REL 232 may be substituted for REL 231

⁴CST 105 may be substituted for CST 100

Program Contacts

Mr. Tommy Clements, Dean

Ms. Kim Dorton, Health Sciences Coordinator

In addition to the above courses, JTCC's degree curriculum requires an ITE elective, and a medical terminology elective. Pre-funeral service students are advised to take ITE 115 and HIM 111 to satisfy these requirements.

Career Studies (221-719-71)

Geographical Information Systems

Lec Lab Crse
Hrs. Hrs. Cr.

GIS 200	Geographical Info Systems I	3	2	4
GIS 201	Geographical Info Systems II	3	2	4
GIS 205	GIS 3-Dimensional Analysis	3	2	4
GIS 210	Understanding Geographical Data	3	2	4
GIS 215	GIS Software Platforms and Applications	3	2	4
or GIS 220	Intro to Urban & Regional Planning	3	2	4
or GIS 225	GIS Application for Tax Assessors	3	2	4
CST 100	Intro to Public Speaking	3	0	3
CSC 195	Intro to PowerPoint	1	0	1
or ITE 170	Multimedia Software	3	0	3
	Total			24/26

24/26 credits required to graduate

Program Contact

Ms. Sue Ella Boatright-Wells, Dean

Career Studies (221-190-01)

Health Sciences

This program is for individuals interested in a health care career and will enable students to acquire an academic foundation to continue their education in one of many health programs. Students are strongly encouraged to consult their academic advisor for specific program requirements and preferred course substitutions.

*Lec Lab Crse
Hrs. Hrs. Cr.*

First Semester

BIO 141 ¹	Human Anatomy & Physiology I	3	3	4
ENG 111	College Composition I	3	0	3
PSY 231 ²	Life Span Human Dev. I	3	0	3
SDV 100 ³	College Success Skills Elective ⁴	1	0	1
		3	0	3
	Total	14		

Second Semester

BIO 142	Human Anatomy & Physiology II	3	3	4
PSY 232 ²	Life Span Human Dev. II	3	0	3
	Humanities Elective ⁵	3	0	3
	Elective ⁴	3	0	3
	Total	13		

27 credits required to graduate

Program Contacts

Mr. Tommy Clements, Dean
Ms. Kim Dorton, Health Sciences Coordinator

¹Students preparing for admission to PRACTICAL NURSING or RESPIRATORY THERAPY, please see your advisor before enrolling in an anatomy course.

²Please see your advisor. Other social science electives may be substituted in some programs.

³SDV 104, 108, or 109 may be substituted for SDV 100.

⁴Please see your advisor for assistance in selecting the most beneficial electives for the health program you are preparing to enter.

⁵Please see your advisor for a list of acceptable humanities electives for the health program you are preparing to enter.

Career Studies (221-299-09)

Help Desk Support

*Lec Lab Crse
Hrs. Hrs. Cr.*

First Semester

ITE 140	Spreadsheet Software	3	0	3
ITN 110	Client Operating System	3	0	3
ITN 115	Windows Server	3	0	3
or ITN 171	Unix I	3	0	3
ITD 130	Database Fundamentals	3	0	3
or ITE 150	Desktop Database Soft.	3	0	3
	Total	12		

Second Semester

ITN 101	Intro to Network Concepts	3	0	3
BUS 106	Sec. Awareness for Mngrs.	3	0	3
ITN 107	Pers Comp. Hdwr & Trblshgt	3	0	3
ITE 182	User Sup/Help Desk Princ	3	0	3
or ITN 195	MCDST Certification Prep	3	0	3
	Total	12		

24 credits required to graduate

Program prerequisite: Keyboarding skills, ITE 115

Program Contacts

Mr. Tommy Clements, Dean;
Ms. Fran Doyle, Assistant Dean
Faculty Contact: Mr. Fred Coeburn,

Career Studies (221-299-08)

Information Technology Readiness

*Lec Lab Crse
Hrs. Hrs. Cr.*

AST 101	Keyboarding I	3	2	3
AST 132	Word Processing I	1	0	1
AST 133	Word Processing II	1	0	1
ITE 115	Intro to Computer Apps and Concepts	3	0	3
SDV 101	Orientation to Business Related Programs	1	0	1
SDV 107	Career Education	3	0	3
	Total	12		

ENG 100	Basic Occupational Com.	3	0	3
BUS 121	Business Mathematics I	3	0	3
ITD 110	Web Page Design I	3	0	3
ITE 298	Seminar & Project	3	0	3
	Total	12		

24 credits required to graduate

Program Contacts

Mr. Tommy Clements, Dean;
Ms. Fran Doyle, Assistant Dean

Career Studies (221-463-89)

Law Enforcement Management and Supervision

		<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
		<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
ADJ 111	Law Enforcement Org. & Administration I	3	0	3
ADJ 112	Law Enforcement Org. & Administration II	3	0	3
ADJ 133	Ethics and the Criminal Justice Professional	3	0	3
ADJ 198	Seminar and Project in Law Enforcement	4	0	4
ADJ 227	Constitutional Law for Justice Personnel	3	0	3
	Total			16

16 credits required to graduate

Program Contacts

Mr. Tommy Clements, Dean
Faculty Contacts: Mr. Robert England,
Ms. Cindy Ringley

Career Studies (221-260-01)

Legal Office Assisting

		<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
		<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
First Semester				
AST 141	Word Processing I	3	0	3
BUS 241	Business Law I	3	0	3
ENG 111	English Composition	3	0	3
LGL 110	Introduction to Law & the Legal Assistant	3	0	3
LGL 120	Legal Terminology	3	0	3
SDV 101	Orientation to Business Programs	1	0	
1	Total			16

Second Semester

AST 108	Telephone Techniques	1	0	1
AST 238	Word Processing Advanced Operations	3	0	3
LGL 117	Family Law	3	0	3
LGL 230	Legal Transaction	3	0	3
LGL 115	Real Estate Law	3	0	3
	Total			13

29 credits required to graduate

Program Contacts

Mr. Tommy Clements, Dean;
Ms. Fran Doyle, Assistant Dean
Faculty Contact: Ms. Beth Snodgrass

Career Studies (221-985-52)

Machinery Maintenance

		<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
		<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
ELE 156	Electrical Control Systems	2	2	3
ELE 239	Programmable Controllers	3	0	3
ETR 295	Technical Certification	5	0	5
IND 137	Team Conc & Prob Solving	3	0	3
MIN 295	Topics in Mine Machinery Oper. & Maintenance	3	0	3
or IND 126	Maintenance Scheduling and Planning	2	0	2
MEC 266	Apps of Fluid Mechanics	3	0	3
WEL 100	Fundamentals/Welding	2	3	3
	Total			22/23

22/23 credits required to graduate

Program Contacts

Mr. Tommy Clements, Dean
Faculty Contacts: Mr. Roger Greene,
Mr. Jimmie Garland

Career Studies (221-285-73)

Medical Records Technician

		<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
		<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
HIM 111	Medical Terminology	3	0	3
HIM 130	Healthcare Info Systems	3	0	3
HIM 150	Health Records Mgmt	3	0	3
HIM 226	Legal Aspects of Health Record Documentation	2	0	2
HIM 230	Information Systems & Tech in Health Care	3	0	3
HIM 233	Elect Hlth Records Mgmt	3	0	3
SDV 101	Orien to Business Prog	1	0	1
or 107	Career Education (Incumbent Workers)	1	0	1

ELECTIVES **

(Choose 9 credits from the approved electives)

AST 117	Keyboarding for Computer Use	1	0	1
BUS 106	Secur Awareness for Mngrs	3	0	3
BUS 211	Managing Tech Resources	3	0	3
HIM 101	Health Info Tech I	4	0	4
HIM 112	Medical Terminology II	3	0	3
HIM 229	Perfor Imp in Hlth Care Set	2	0	2
ITE 182	User Support/Help Desk Prin	3	0	3
	Total			27

27 credits required to graduate

** Students should consult with their advisor to select from the approved electives for a total of 9 credits.

Program Contacts

Mr. Tommy Clements, Dean;
Ms. Fran Doyle, Assistant Dean
Faculty Contacts: Ms. Jane Jones,
Ms. Sabrina Ward

Career Studies (221-286-01)

Medical Transcriptionist

Lec Lab Crse
Hrs. Hrs. Cr.

First Semester

AST 141	Word Processing I	3	0	3
AST 107	Editing/Proofreading Skills	3	0	3
AST 215	Medical Keyboarding	3	0	3
HIM 111	Medical Terminology I	3	0	3
ITE 115	Intro to Computer Apps and Concepts	3	0	3
	Total			15

Second Semester

AST 245	Med Machine Transcrip.	3	0	3
AST 271	Medical Office Procedures	3	0	3
HIM 112	Medical Terminology II	3	0	3
HLT 145	Ethics/Health Care Prsnl.	2	0	2
SDV 101	Orien to Business Prog	1	0	1
	Total			12

27 credits required to graduate

Program Contacts

Mr. Tommy Clements, Dean;
Ms. Fran Doyle, Assistant Dean
Faculty Contacts: Ms. Jane Jones,
Ms. Sabrina Ward

Career Studies (221-985-55)

Mining Certification

Lec Lab Crse
Hrs. Hrs. Cr.

EMS 101	First Responder	3	0	3
ETR 295	Mine Electrician Certification	5	0	5
IND 137	Team Concepts & Problem Solving	3	0	3
MIN 116	Mine Diesel Engines	2	3	3
MIN 227	Explosives and Blasting Calibration	4	0	4
MIN 228	Mine Foreman Training	3	3	4
MIN 255	Elec./Elec. Control Systems	3	0	3
	Total			25

25 credits required to graduate

Program Contact

Mr. Tommy Clements, Dean

Career Studies (221-157-06)

Nursing Assistant

Lec Lab Crse
Hrs. Hrs. Cr.

First Semester

HCT 101	Health Care Tech I	3	0	3
HCT 102	Health Care Technician II	2	6	4
HIM 111	Medical Terminology I	3	0	3
HLT 100 ¹	First Aid & CPR	3	0	3
SDV 100	College Success Skills	1	0	1
	Total			14

Second Semester

HCT 115	Med. Admin. Training	2	3	3
HIM 112	Medical Terminology II	3	0	3
HLT 121	Intro to Drug Use & Abuse	3	0	3
HLT 145	Ethics/Health Care Pers.	2	0	2
ITE 115 ²	Intro to Info Systems	3	0	3
	Total			14

28 credits required to graduate

¹HLT 119 or EMS 101 may be substituted for HLT 100

² HIM 130 may be substituted for ITE 115

Program Contacts

Mr. Tommy Clements, Dean
Ms. Kim Dorton, Health Sciences Coordinator
Ms. Emma Delph, Program Director
Faculty Contact: Ms. Lena Whisenhunt

Career Studies (221-529-30)

Old Time Music

Lec Lab Crse
Hrs. Hrs. Cr.

SDV 107	Career Education	1	0	1
HUM 195	Intro to Appalachian Studies	2	2	3
MUS 133	Recording Sys Services I	2	2	3
MUS 290	Internship in Recording	3	0	3
MUS 150	Old Time String Band	2	2	3
TRV 240	Festival Management	2	2	3
	Two 3 credit Instrument CLasses	6	0	6
	MUS 168, MUS 169, MUS 170, MUS 171			
	Electives (approved by advisor)	6	0	6
	HUM, MUS, ENG 278, ENG 281			
	Total			28

28 credits required to graduate

Program Contact

Ms. Sue Ella Boatright-Wells, Dean

Pharmacy Technician

*Lec Lab Crse
Hrs. Hrs. Cr.*

First Semester

HIM 111	Medical Terminology I	3	0	3
HLT 145	Ethics/Healthcare Prsnl.	2	0	2
HLT 261	Basic Pharmacy I	3	0	3
HLT 262	Basic Pharmacy II	3	0	3
SDV 100	College Success Skills	1	0	1
Total				12

Second Semester

HIM 112	Medical Terminology II	3	0	3
HLT 105	CPR	1	0	1
HLT 121	Intro/Drug Use & Abuse	3	0	3
ITE 115 ¹	Intro to Computer Apps and Concepts	3	0	3
MTH 126	Math for Allied Health	2	0	2
Total				12

24 credits required to graduate

¹ HIM 130 may be substituted for ITE 115

Program Contacts

Mr. Tommy Clements, Dean
Ms. Kim Dorton, Health Sciences Coordinator

Phlebotomy

*Lec Lab Crse
Hrs. Hrs. Cr.*

First Semester

HIM 111 ¹	Medical Terminology I	3	0	3
HLT 100 ²	First Aid & CPR	3	0	3
HLT 145	Ethics/Healthcare Prsnl.	2	0	2
MDL 105 ¹	Phlebotomy	2	4	3
SDV 100	College Success Skills	1	0	1
Total				12

Second Semester

ENG 111 ³	College Composition I	3	0	3
HIM 112 ¹	Medical Terminology II	3	0	3
ITE 115 ⁴	Intro to Computer Apps and Concepts	3	0	3
MDL 106 ¹	Clinical Phlebotomy	2	6	4
Total				13

25 credits required to graduate

¹It is recommended that HIM 111 and 112 and

HLT 145 be completed prior to enrollment in MDL 105. However, enrollment in MDL 105 may be allowed if the student is concurrently enrolled in HIM 111 and HLT 145; and enrollment in MDL 106 may be allowed if both MDL 105, HIM 111 and HLT 145 have been successfully completed, and the student is concurrently enrolled in HIM 112. This requirement may be waived for students who hold a current medical certification such as R.N., L.P.N., E.M.T., or C.R.T.T. Check with a program advisor for clarification.

²HLT 119 or EMS 101 may be substituted for HLT 100

³ENG 115 may be substituted for ENG 111

⁴HIM 130 may be substituted for ITE 115

NOTE: Students are admitted to the phlebotomy program utilizing a selective admissions process. The deadline to apply for admission to the summer cohort is April 15th, the deadline to apply for admission to the fall cohort is July 15th. Please see this link for information and forms to apply for program admission: <http://www.mecc.edu/index.aspx?page=181>.

Phlebotomy students must complete the following prior to enrolling in MDL 106:

- Proof & record of three Hepatitis B vaccinations.
- Proof & record of two MMR vaccines OR proof of immunity by titer.
- Proof & record of negative TB test (two-step).
- Proof & record of seasonal flu shot.
- Proof & record of two varicella vaccinations OR proof of immunity by titer.
- Proof & record of DTP (diphtheria, tetanus, pertussis) vaccinations.
- Copy of BLS for Healthcare Provider (CPR) certification card, back and front.
- Passing of criminal and sexual background checks.
- Passing of drug testing.

Program Contacts

Mr. Tommy Clements, Dean
Ms. Kim Dorton, Health Sciences Coordinator
Faculty Contacts: Mr. Jakkae Jackson,
Mr. Wes Mullins

Career Studies (221-273-01)

Real Estate

First Semester

	<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
	<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
REA 100 ¹ Principles of Real Estate	4	0	4
REA 217 ² Real Estate Finance	3	0	3
REA 225 ² Real Property Mgt.	3	0	3
General Education Elective	3	0	3
Total	13		

Second Semester

REA 215 ² Real Estate Brokerage	3	0	3
REA 216 ² Real Estate Appraisal	3	0	3
REA 245 ² Real Estate Law	3	0	3
REA 246 ² Real Estate Economics	3	0	3
Total	12		

25 credits required to graduate

¹This courses are required for the licensing examination for the Real Estate Sales License.

²These courses are required for the licensing examination for the Real Estate Brokers License.

Program Contact

Ms. Sue Ella Boatright-Wells, Dean
Faculty Contact: Ms. Sabrina Ward

Career Studies (221-212-24)

Small Business Management

First Semester

	<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
	<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
ACC 111 Accounting I	3	0	3
BUS 100 Intro to Business	3	0	3
BUS 205 Human Resource Mgt.	3	0	3
MKT 100 Principles of Marketing	3	0	3
MKT 170 Customer Service	1	0	1
Total	13		

Second Semester

ACC 124 Payroll Accounting	3	0	3
BUS 165 Small Business Mgt.	3	0	3
ITE 115 Intro to Computer Apps	3	0	3
MKT 284 Social Media Marketing	3	0	3
Total	12		

25 credits required to graduate

Program Contacts

Mr. Tommy Clements, Dean;
Ms. Fran Doyle, Assistant Dean/Faculty Contact

Career Studies (221-299-01)

Software Development I

	<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
	<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
ITD 110 Web Design	3	0	3
ITN 171 Unix I	3	0	3
ITP 100 Software Design	3	0	3
ITP 120 Java Programming I	3	0	3
ITP 132 C++ Programming I	3	0	3
ITP 193 Studies in PHP/MYSQL	3	0	3
Total	18		

18 credits required to graduate

Note: This program may require more than two semesters to complete.

Program Contacts

Mr. Tommy Clements, Dean;
Ms. Fran Doyle, Assistant Dean
Faculty Contacts: Ms. Terri Lane,
Mr. Nasser Maksoud

Career Studies (221-299-02)

Software Development II

	<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
	<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
ITP 140 Client Side Scripting	3	0	3
ITP 214 Windows Mobile Devel.	3	0	3
ITP 220 Java Programming II	3	0	3
ITP 232 C++ Programming II	3	0	3
ITP 251 Systems Analysis & Design	3	0	3
ITP 298 Project Integration	3	0	3
Total	18		

15 credits required to graduate

Note: This program may require more than two semesters to complete.

Program Contacts

Mr. Tommy Clements, Dean;
Ms. Fran Doyle, Assistant Dean
Faculty Contacts: Ms. Terri Lane,
Mr. Nasser Maksoud

Career Studies (221-828-68)

Wastewater Plant Operator

		<i>Lec. Hrs.</i>	<i>Lab Hrs.</i>	<i>Crse Cr.</i>
ENV 108	Environmental Microbiology	2	2	3
ENV 110	Intro to Water/Wastewater Technology	3	0	3
ENV 149	Wastewater Treatment Plant Operation	2	2	3
ENV 211	Sanitary Biology & Chemistry	2	3	3
CIV 240	Fluid Mechanical Hydraulics	3	0	3
CIV 246	Water Resources Technology	2	3	3
ENV 227	Environmental Law	3	0	3
ENV 290	Coordinated Internship in Wastewater Plant Operator	0	0	4
	Total			25

25 credits required to graduate

This program is intended for apprentices in wastewater plants. See faculty advisor for additional information.

Program Contacts

Mr. Tommy Clements, Dean
Faculty Contacts: Dr. Chuks Ogbonnaya,
Ms. Rosa-lee Cooke

Career Studies (221-828-67)

Water Plant Operator

		<i>Lec. Hrs.</i>	<i>Lab Hrs.</i>	<i>Crse Cr.</i>
ENV 108	Env. Microbiology	2	2	3
ENV 110	Intro to Water/Waste-water Technology	3	0	3
ENV 115	Water Purification	2	2	3
ENV 211	Sanitary Biology & Chemistry	2	3	3
CIV 240	Fluid Mech. Hydraulics	3	0	3
CIV 246	Water Resources Tech	2	3	3
ENV 227	Environmental Law	3	0	3
ENV 290	Coordinated Internship in Water Plant Operator	0	0	4
	Total			25

25 credits required to graduate

This program is intended for apprentices in water plants. See faculty advisor for additional information.

Program Contacts

Mr. Tommy Clements, Dean
Faculty Contacts: Dr. Chuks Ogbonnaya,
Ms. Rosa-lee Cooke

Career Studies (221-995-01)

Welding Operator

		<i>Lec. Hrs.</i>	<i>Lab Hrs.</i>	<i>Crse Cr.</i>
First Semester				
WEL 110	Welding Processes	2	3	3
WEL 115	Arc and Gas Welding	2	3	3
WEL 100	Fundamentals of Welding	2	3	3
WEL 123	Arc Welding I	2	3	3
	Total			12
Second Semester				
WEL 124	Arc Welding II	2	3	3
WEL 130	Inert Gas Welding	2	3	3
WEL 150	Welding Drawing & Interpretation	3	0	3
WEL 198	Seminar and Project	2	3	3
	Total			12

24 credits required to graduate

Program Contacts

Mr. Tommy Clements, Dean
Faculty Contact: Mr. Paul Gilley,
Mr. Tim Austin