

CERTIFICATES

ADMINISTRATIVE ASSISTANT

Contact: Ann Handy 757.789.1764 or Dean of Instruction 757.789.1748

Purpose: This program is designed to train individuals who plan to seek employment in secretarial positions in an automated office upon completion of the curriculum. **See page 94 for electives.**

General Education Courses (Required)		Course Credits
ENG 111	College Composition I	3
ENG 112 or 115	College Composition II or Technical Writing	3
	Social Science Elective	3
MTH 121	Fundamentals of Mathematics	3
SDV 100	College Success Skills	1
		13

Administrative Support Technology and Related Courses (Required)		
ACC 105 or 211	Office Accounting or Principles of Accounting I	3
AST 101-102	Keyboarding I&II	6
AST 103-104	Keyboarding I&II, Lab	2
AST 232	Microcomputer Office Applications	3
AST 233	Microcomputer Office Applications, Lab	1
AST 236	Specialized Software Applications	3
AST 237	Specialized Software Applications, Lab	1
AST 243	Office Administration I	3
		22

Total Minimum Credits Required 35

Administrative Assistant Suggested Sequence

FALL	Credits	SPRING	Credits
ENG 111	3	ENG 112 or 115	3
MTH 121	3	ACC 105 or ACC 211	3
AST 101/103	4	AST 102/104	4
AST 232/233	4	AST 236/237	4
AST 243	3	<u>Social Science Elective</u>	<u>3</u>
SDV 100	<u>1</u>		<u>17</u>
	18		

COMPUTER-AIDED DRAFTING AND DESIGN

Contact: Ray Middleton 757.789.1759 or Dean of Instruction 757.789.1748

Purpose: This program is designed to prepare individuals as drafters and drafter's assistants in industrial and engineering fields. All courses are CAD based.

General Education Courses (Required)		Course Credits
ENG 111	College Composition I	3
MTH 103	Basic Technical Mathematics I	3
SDV 100	College Success Skills	<u>1</u>
		7
CAD Drafting Courses (Required)		
ARC 121-122	Architectural Drafting I-II	6
CIV 170	Introduction to Surveying	2
GIS 200	Geographical Information Systems I	4
CIV 115	Civil Engineering Drafting	3
DRF 130	Introduction to Electrical/Electronics Drafting	2
DRF 111-112	Technical Drafting I-II	6
DRF 201-202	Computer Aided Drafting and Design I-II	<u>8</u>
		31
Total Minimum Credits Required		38

Computer-Aided Drafting and Design Recommended Sequence

<u>SUMMER</u>	<u>Credits</u>	<u>FALL</u>	<u>Credits</u>	<u>SPRING</u>	<u>Credits</u>
GIS 200	4	ARC 121	3	ARC 122	3
		CIV 170	2	CIV 115	3
		DRF 130	2	DRF 112	3
		DRF 111	3	DRF 202	4
		DRF 201	4	<u>ENG 111</u>	<u>3</u>
		MTH 103	3		16
		<u>SDV 100</u>	<u>1</u>		
			18		

GENERAL EDUCATION

Contact: Barry Neville 757.789.1776 or Dean of Instruction 757.789.1748

Purpose: The General Education Certificate is designed for students who plan to transfer to a four-year college or university. This curriculum provides students with a strong foundation in the general education core competency areas of Communication (oral and written), Critical Thinking, Cultural and Social Understanding, Information Literacy, Personal Development, Quantitative Reasoning, and Scientific Reasoning. The General Education Certificate also provides students with evidence that they have made significant progress toward completing an associate's degree. **See page 94 for electives.**

Courses Required		Course Credits
SDV 100	College Success Skills	1
ENG 111-112	College Composition I – II	6
MTH 163	Precalculus I	3
HIS 111-112	History of World Civilization I-II or	
HIS 121-122	United States History I-II	6
	HLT or PED elective	2
BIO 101-102	General Biology I-II or	
CHM 111-112	College Chemistry I-II or	
PHY 101-102	Introduction to Physics I-II	8
	Humanities elective	3
	Social Science elective	3
Total Minimum Credits Required		32

Suggested Sequence for General Studies

<u>Fall</u>	<u>Credits</u>	<u>Spring</u>	<u>Credits</u>
SDV 100	1	Humanities elective	3
ENG 111	3	ENG 112	3
MTH 163	3	Social Science elective	3
HIS 111 or 121	3	HIS 112 or 122	3
Lab science I	4	<u>Lab science II</u>	<u>4</u>
<u>HLT/PED elective</u>	<u>2</u>		16
	16		

ELECTRONICS

Contact: John Floyd 757.789.1779 or Dean of Instruction 757.789.1748

Purpose: This program is designed to prepare students for employment as technicians in engineering, communication, and computer fields.

General Education Courses (Required)		Course Credits
ENG 111	College Composition I	3
ENG 112 or 115	College Composition II or Technical Writing	3
MTH 163-164	Precalculus I-II	6
SDV 100	College Success Skills	1
		13

Electronics Courses (Required)		
ETR 113-114	D.C. and A.C. Fundamentals I-II	6
ETR 167	Logic Circuits and Systems	3
ETR 160	Survey of Microprocessors	4
		13

General Electives (Any course number 100 or above) 6

Total Minimum Credits Required 32

Electronics Recommended Sequence

FALL	Credits	SPRING	Credits
ENG 111	3	ENG 112 or 115	3
MTH 163	3	MTH 164	3
SDV 100	1	ETR 114	3
ETR 113	3	ETR 160	4
ETR 167	3	<u>General Elective</u>	<u>3</u>
<u>General Elective</u>	<u>3</u>		16
	16		

INFORMATION SYSTEMS TECHNOLOGY

Contact: John Deal 757.789.1763 or Dean of Instruction 757.789.1748

Purpose: This program is designed to train individuals who plan to seek full-time employment in fields involving the use of computer information systems. **See page 94 for electives.**

General Education Courses (Required)		Course Credits
ENG 111	College Composition I	3
ENG 112 or 115	College Composition II or Technical Writing	3
	Social Science Elective	3
MTH 121	Fundamentals of Mathematics	3
SDV 100	College Success Skills	1
		13
Information Systems Technology (Required)		
ITN 106	Microcomputer Operating Systems	4
ITE 115	Intro to Comp Appl and Concepts	3
ITE 140	Spreadsheet Software	4
ITE 150	Desktop Database Software	4
ITE 170	Multimedia Software	4
	Related Field Elective (ACC, AST, BUS, ITD, ITE, ITN, ITP, FIN, MKT, REA)	3
		22
Total Minimum Credits Required		35

Information Systems Technology Recommended Sequence

SUMMER	<u>Credits</u>
ITE 115	3
	3

FALL	<u>Credits</u>
ENG 111	3
Related Field Elective	3
MTH 121	3
ITE 150	4
SDV 100	1
	14

SPRING	<u>Credits</u>
ENG 112 or 115	3
ITE 170	4
ITE 140	4
ITE 106	4
Social Science Elective	3
	18

MEDICAL ASSISTANT

Contact: Patricia Diem 757.789.1787 or Dean of Instruction 757.789.1748

Purpose: This program prepares individuals as multi-skilled health care practitioners who are competent in the urgent care, physician's office, hospital, and long-term care environment. **See page 94 for electives.**

General Information

Information packets containing the necessary documents for application may be requested from the college Admissions Office at 757.789.1731 (toll-free 877.871.8455).

The deadline for applying to the program for the class beginning in August is June 15. Depending upon the number of applicants, only selected applicants, based on fulfillment of prerequisite requirements and date of application (if necessary), will be admitted.

Students must complete placement testing in math and English and take the appropriate classes, if any, to meet the course requirements to the program and complete all admission requirements. All transcripts must be sent before June 15. Students must contact the Admissions Office to set up placement test(s).

Introduction to Medical Assistant Program

The Medical Assistant Program will prepare students for work in hospitals, physician offices, urgent care facilities and nursing homes. Graduates will be prepared to perform traditional medical assistant responsibilities including administrative and clinical duties.

The program will enroll approximately twelve (12) students annually. Students will rotate through a variety of clinical settings during the medical assistant externship. Clinical affiliates for medical assistants will include nursing homes, the hospital, and physician offices.

Program Admission Requirements

Prospective students must:

1. Apply for admission;
2. Successfully complete college placement tests in English, reading, and math or have equivalent transfer course work;
3. Complete high school or equivalent courses in Biology and Algebra I with grades of "C" or better (a Chemistry course is strongly recommended); and
4. Hold a high school diploma or equivalency.

The date of the application will determine admission priority.

Continuation Requirements

These requirements must be fulfilled prior to the start of the second semester:

1. Obtain CPR-C certification (students must be certified through the end of the program);
2. Submit a physical examination that certifies the student is physically able to participate in the clinical portion of the program, including appropriate tests and vaccinations; and
3. Demonstrate computer competence by completing ITE 115 or other approved means and demonstrate typing competency by testing out of AST 80

Students must maintain an average of "C" overall and grades of at least "C" in all core courses. Students who receive a "D" in one (1) core course will be permitted to remain in the program if the overall average is above "C."

General Education Courses (Required)		Course Credits
ENG 111	College Composition I	3
HLT 130	Nutrition and Diet Therapy	1
	Social Science or Humanities Elective (SPD 110 strongly recommended)	3
HLT 250	General Pharmacology	2
SDV 101	College Success Skills	1
		10

Medical Assistant Courses (Required)		
MDA 100	Introduction to Medical Assisting	1
MDA 101	Medical Assistant Science I	5
MDA 102	Medical Assistant Science II	2
MDA 103	Medical Assistant Science III	2
MDA 104	Medical Assistant Science IV	3
MDA 190	Coordinated Internship	8
MDA 195	Topics (Medical Office Coding, Insurance)	1
MDA 203	Administrative Procedures I	3
MDA 207	Medical Law and Ethics	2
MDA 208	Medical Office Coding	2
MDA 209	Medical Office Insurance	2
MDA 210	Medical Office Software	1
MDA 221	Diagnostic Laboratory Procedures	4
		36

Total Minimum Credits Required **46**

The prerequisite for all MDA classes is admission to the program, or permission of the instructor.

Medical Assistant Recommended Sequence

FALL	Credits	SPRING	Credits
ENG 111	3	MDA 102	2
MDA 100	1	MDA 104	3
MDA 101	5	MDA 190	3
MDA 207	2	MDA 195	1
MDA 221	4	MDA 208	2
HLT 130	1	MDA 209	2
SDV 100	1	MDA 203	3
	<u>17</u>		<u>16</u>

SUMMER	Credits
MDA 210	1
MDA 103	2
MDA 190	5
HLT 250	2
SPD 110	3
	<u>13</u>

PRACTICAL NURSING

Contact Linda Pruitt at 757.789.1772 or Dean of Instruction 757.789.1748

Purpose: The certificate program in Practical Nursing is designed to prepare beginning practitioners for a career as a Licensed Practical Nurses (LPN) with the knowledge and skills to care for clients of all age groups and function as contributing members of the health care team in a variety of health service facilities. At the successful completion of the program, students will be eligible to sit for the National Council Licensure Examination (NCLEX-PN) leading to licensure as a practical nurse.

Program Application Requirements to Apply for Admission

In addition to the general admission requirements established for the College, minimum standards for entry into the program are:

- High school diploma or GED
- Eligibility for ENG 111 by current ESCC placement criteria or completion of ENG 01 and/or ENG 04
- Strong competence in basic arithmetic by ESCC placement scores or successful completion of MTH 03
- Completion of high school biology or ESCC class NAS 150 Human Biology (3 credits) or equivalent within ten years
- Complete PN preadmission exam with an acceptable score.
- Current CPR certification at the Basic Life support Health Care Provider level
- Completion of prerequisite courses with a grade of "C".
- GPA of 2.0 or better for previous college course taken
- Submission of program application. PNE161 Nursing in Health Changes I cannot be taken until program application and acceptance into the PNE program has been achieved.
- Completion of criminal background check.
- Completion of physical examination, including VDRL:, PPD, MMR (or chest x-ray if already PPD positive), and Hepatitis B Vaccine is required after admission to LPN program and prior to clinical rotations.
- Evidence of computer literacy or completion of ESCC class ITE 115.

Program Notes

The nursing law of Virginia addresses criteria for application for licensure. The Virginia Board of Nursing has the power to deny opportunity to become licensed through testing if the applicant has committed a felony/misdemeanor violated provisions of 54-367.32 of the Code of Virginia. A student's eligibility to take the PN licensing exam cannot be determined until application for licensure is received by the State Board of Nursing. Some health care facilities may not employ individuals or allow students to participate in clinical experiences in their facilities who have committed certain criminal acts. Any student that has committed any illegal offenses other than minor traffic violations should discuss these matters with the program director for further clarification. Students are responsible for their own transportation to off-campus facilities for clinical experiences.

Students must receive a grade of "C" or better in all PNE courses

Students must maintain an overall grade point average of 2.0 or better.

Students are responsible for costs necessary for program completion such as required testing fees, liability insurance, uniforms, stethoscopes, nursing pins, books, criminal history and sex offender crimes against minors background checks.

Students must complete a drug dosage calculation test with the score of 80% or greater at the completion of PNE 161 and before enrollment in PNE 162.

Admission Sequence

1. After being admitted to the College, submit the Practical Nursing Program Application to the Practical Nursing Program Director.
2. Take the PSB Aptitude for Practical Nursing Exam and achieve an acceptable score. A fee must accompany the testing.
3. Complete a criminal background report.
4. Admission to the Practical Nursing Program must be achieved before PNE 161 Nursing in Health Changes I and subsequent PNE courses can be taken. Non PNE prerequisites may be taken prior to School of Practical Nursing Program admission. Any prerequisites taken prior to admission must have been taken within 10 years.
5. Courses must be taken in the appropriate sequence.
6. It is encouraged that program prerequisites be taken prior to program application.

Students with Disabilities

Students with disabilities who meet the program prerequisites, complete the physical/mental exam, and submit the physical form signed by the physician stating that they are able to perform as practical nurses in the clinical setting are admitted. It is the responsibility of the student to meet the physical/mental/legal requirements for state certification.

General Education (Required):

ENG 111	College Composition	3
PSY 200	Principles of Psychology	3
PSY 235	Child Psychology	3
		<u>9</u>

Practical Nurse (PNE) Courses (Required):

HLT 130	Nutrition and Diet Therapy	1
SDV 101	Orientation to Health Careers	1
PNE 155	Body Structure and Function	4
PNE 161	Nursing in Health Changes I	6
PNE 162	Nursing in Health Changes II	11
PNE 173	Pharmacology for Practical Nurses	2
PNE 163	Nursing in Health Changes III	10
PNE 145	Trends in Practical Nursing	1
PNE 174	Pharmacology for Practical Nurses II	2
		<u>35</u>

Total Minimum Credits Required **47**

Practical Nursing Course Sequence:

<u>Fall</u>	<u>Credits</u>	<u>Spring</u>	<u>Credits</u>
SDV 101	1	HLT 130	1
ENG 111	3	PNE 162	11
PNE 161	6	PNE 173	2
PSY 200	3	<u>PSY 235</u>	<u>3</u>
<u>PNE 155</u>	<u>4</u>		<u>17</u>
	17		

<u>Summer</u>	<u>Credits</u>
PNE 163	10
PNE 145	1
<u>PNE 174</u>	<u>2</u>
	13

Total **47**

WELDING

Contact: Brian Lilliston 757.789.1769 or Dean of Instruction 757.789.1748

Purpose: This program is designed to prepare students to work as welders in industry and to provide them with an introduction to the various types of equipment and materials used in welding. AWS, ASME and other certifications are also available.

Courses Required		Course Credits
WEL 21	Arc Welding I	5
WEL 22	Arc Welding II	5
WEL 31	Introductory Gas Tungsten Arc Welding	4
WEL 32	Introductory Gas Metal Arc Welding	6
WEL 150	Welding Drawing and Interpretation	3
ENG 111	College Composition I	3
MTH 103	Basic Technical Mathematics I	3
SDV 100	College Success Skills	1
Total Minimum Credits Required		30

Welding Suggested Sequence

FALL	Credits	SPRING	Credits
WEL 21	5	WEL 31	4
WEL 22	5	WEL 32	6
ENG 111	3	WEL 150	3
SDV 100	1	MTH 103	3
	<u>14</u>		<u>16</u>