

✓ FCC	✓ LTC	✓ OCC	✓ WVC
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First Semester			Credit Hours 16
ACC 2101	Financial Accounting		3
BUS 1101	Introduction to Business		3
DAP 1201	Business Computer Systems		3
ENG 1111	Composition I ¹	OR	
ENG 1201	Communications ¹		3
FYE 1198	College Success		1
PSY 1101	General Psychology ^{1*}	OR	
PSY 1103	Business Psychology ^{1*}		3

ACC	2102	Managerial Accounting	3
BUS	2201	Principles of Management	3
CIS	1278	Spreadsheet	V3
FYE	1199	Professional Career Development	1
SPE	1101	Fundamental of Effective Speaking ¹ OR	
SPE	1111	Interpersonal Communications ¹	3
		Concentration Elective I	3

BMG	2103	Business Statistics ¹	OR	
MTH	1131	Introduction to Statistics ¹		3
BMK	2101	Principles of Marketing		3
BUS	2101	Business Law I		3
BUS	2205	Legal & Ethical Issues in Bus		3
		Concentration Elective II		3
		Concentration Elective III		3

BUS	2105	Business Finance	3
DAP	1237	Presentation and Promotion	3
ECN	2101	Principles of Macroeconomics ¹	3
		Concentration Elective IV	3
		Concentration Elective V	3

¹General Education Hours (15)
*This course satisfies the IECC human diversity requirement.

Accounting			
ACC 1202	QuickBooks		3
ACC 2121	Cost Accounting		3
ACC 2222	Accounting Capstone		3
ACC 2241	Federal Tax Accounting		3
ACC 2298	Accounting Internship OR		V3
ACC 1204	Bookkeeper Prep Professional		

BMK 1202	Principles of Retailing	3
BMK 1203	Advertising	3
BMK 1205	Internship I OR	
BMK 1207	Topics and Apps in Management	V3
BMK 2102	Introduction to Sales	3
BRD 1208	Social Media	3

BMG 1205	Organizational Behavior	3
BMG 2204	Human Resource Management	3
BMG 2205	Leadership and Team Building	3
BMG 2298	Internship I OR	
BMG 1211	Topics in Org Leadership	V3
BUS 2208	Performance Management	3

CERTIFIED MEDICAL ASSISTANT ASSOCIATE IN APPLIED SCIENCE DEGREE (MEDA D292)

FCC	✓ LTC	OCC	WVC
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The Medical Assistant program prepares students to perform clerical duties and to assist in the clinical situations normally associated with medical offices, clinics, dental offices, hospitals, and other health-related settings. Responsibilities may include scheduling appointments, preparing and maintaining permanent records, arranging hospital admissions, typing reports, processing health insurance forms, ordering supplies, keeping financial records, preparing patients for examinations, taking vital signs, assisting with first aid, and collecting and processing specimens, among others. The program provides depth and breadth in conceptual, professional, and medical skills.

Upon completion of the degree, students may take the CCMA/CMAA exam through the National Healthcareer Association (NHA) to become a Certified Medical Assistant. Students are also eligible to sit for the Certified Phlebotomy Technician and Certified EKG Technician tests. The program is designed to allow students to receive a CMA certificate after the first year of study and completion of the internship course. The second year of study can be completed online while the student is employed as a CMA.

Certified Medical Assistant students must complete all courses in the program with a minimum cumulative GPA of 2.0 to qualify for internships.

First Semester Credit Hours 14.5

BOC 2260	Medical Front Office	3
HEA 1208	Clinical Procedures I	1.5
HEA 1225	Introduction to Medical Terminology	V3
HEA 2267	Intro to ICD-10-CM	4
LSC 2265	Medical Assisting Anatomy	3

Second Semester Credit Hours 13

ENG 1201	Communications ¹	3
GEN 2297	Employment Skills ¹	V1
HEA 1210	Pharmacology and Calculations	4
HEA 1218	Clinical Procedures II	2
HEA 2298	Internship	V3

Third Semester Credit Hours 17

HEA 1209	HIPAA for Allied Health	1
HEA 2268	ICD-10-CM/Medical Office	4
HEA 2270	Applied Legal Concepts/Medical	3
HEA 2271	Medical Funding Applications	3
PSY 1101	General Psychology ^{1*}	3
SPE 1101	Fundamentals of Effective Speaking ¹	3

Fourth Semester Credit Hours 16

HEA 2269	ICD-10-CM/Health Agencies	4
HEA 2272	Medical Data Management	3
LSC 1108	Human Biology I ¹	3
PSY 2109	Human Growth and Development ¹	3
SOC 2101	Principles of Sociology ^{1*}	3

Total Credit Hours 60.5

¹General Education Hours (19)

*This course satisfies the IECC human diversity requirement.

MEDICAL ASSISTANT CERTIFICATE (MEDA C192)

FCC	✓ LTC	OCC	WVC
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This program is a stackable credential within the Certified Medical Assistant (CMA) degree program. Students successfully completing the certificate may finish the Associate in Applied Science Degree by completing additional coursework.

Medical Assistant students must complete all courses in the program with a minimum cumulative GPA of 2.0 to qualify for internships.

First Semester				Second Semester			
Credit Hours 14.5				Credit Hours 13			
BOC	2260	Medical Front Office	3	ENG	1201	Communications	3
HEA	1208	Clinical Procedures I	1.5	GEN	2297	Employment Skills	V1
HEA	1225	Introduction to Medical Terminology	V3	HEA	1210	Pharmacology and Calculations	4
HEA	2267	Intro to ICD-10-CM	4	HEA	1218	Clinical Procedures II	2
LSC	2265	Medical Assisting Anatomy	3	HEA	2298	Internship	<u>V3</u>
				Total Credit Hours			
				27.5			

PROCESS TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE DEGREE (PTEC D302)

FCC	✓ LTC	OCC	WVC
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The Process Technology degree program prepares students to assume roles as operators and technicians in the process and manufacturing industries, including food processing, power production, water treatment, paper manufacturing, fuel production, and chemical and pharmaceutical manufacturing. This degree benefits individuals seeking employment within the processing industry as well as current industrial employees seeking advancement within the industry.

First Semester Credit Hours 15

DAP 1201	Business Computer Systems	3
MTH 1201	Technical Mathematics ¹	V3
PTT 1200	Intro to Process Technology	3
PTT 1204	PTech Safety & the Environment	3
SOC 1108	Race and Ethnic Relations ^{1*}	3

Second Semester Credit Hours 13.5

CHM 1120	Introductory Chemistry ¹	5
ENG 1201	Communications ¹	3
PTT 2201	P-Tech Equipment	4
PTT 2298	Topics in Process Technology	V1.5

Third Semester Credit Hours 18.5

MAC 2203	Manufacturing Processes	V3.5
PTT 1201	Process Tech Instrumentation	4
PTT 2205	P-Tech Quality Control	3
PTT 2206	P-Tech Systems	4
PTT 2208	Process Troubleshooting	4

Fourth Semester Credit Hours 13

GEN 2297	Employment Skills ¹	V3
PTT 2207	P-Tech Operations	4
PTT 2209	Distributed Control Systems	3
SPE 1111	Interpersonal Communications ¹	3

Total Credit Hours 60

¹General Education Hours (20)

*This course satisfies the IECC human diversity requirement.

Recommended Electives

PTT 1202	OSHA Training	V3
PTT 2212	Process Technology Internship	V6

PROCESS TECHNOLOGY CERTIFICATE (PTEC C301)

The Process Technology certificate program prepares graduates for entry-level positions in the process and manufacturing industries, including food processing, power production, water treatment, paper manufacturing, fuel production, and chemical and pharmaceutical manufacturing. Completion of the Process Technology Technician certificate demonstrates a graduate's completion of basic process technology training.

First Semester Credit Hours 15

DAP 1201	Business Computer Systems	3
MTH 1201	Technical Mathematics	V3
PTT 1200	Intro to Process Technology	3
PTT 1204	PTech Safety & the Environment	3
SOC 1108	Race & Ethnic Relations	3

Second Semester Credit Hours 16.5

CHM 1120	Introductory Chemistry	5
ENG 1201	Communications	3
GEN 2297	Employment Skills	V3
PTT 2201	P-Tech Equipment	4
PTT 2298	Topics in Process Technology	V1.5

Total Credit Hours 31.5

***SUPERVISORY SKILLS* CERTIFICATE (INDMG C273)**

FCC	✓ LTC	OCC	WVC
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The Supervisory Skills certificate program provides students with effective skills in performance management, motivation, team development and time management.

Requirements	Credit Hours 21
BUS 1101 Introduction to Business	3
BUS 1102 Managerial Effectiveness: Personnel	3
BUS 2104 Business Economics OR	
ECN 2102 Principles of Microeconomics	3
ENG 1201 Communications	3
IND 2215 Supervisory Observation	V3
SOC 1108 Race and Ethnic Relations	3
TQM 1206 Project Management	<u>3</u>
Total Credit Hours	<u>21</u>

***WORKPLACE SKILLS* CERTIFICATE (INDMG C271)**

The Workplace Skills certificate program prepares individuals with entry-level employment skills used in business and industry settings. Graduates of this certificate will be proficient in the general skills necessary for quality interpersonal interaction.

Requirements	Credit Hours 22
ENG 1111 Composition OR	
ENG 1201 Communications	3
FYE 1198 College Success	1
FYE 1199 Professional Career Development	1
GEN 2297 Employment Skills	V3
MTH 1201 Technical Mathematics OR	V4
	College Level Math
SPE 1101 Fundamentals of Effective Speaking OR	
SPE 1111 Interpersonal Communications	3
Electives*	<u>7</u>
Total Credit Hours	<u>22</u>

*Highly recommended are customer service courses and other business or office management courses.