

INDEPENDENT CERTIFICATE OPTIONS



BUSINESS TECHNOLOGY

TRUCK DRIVING

The career studies program in truck driving qualifies students to become bus drivers or professional operators with a common carrier, contract carrier or private fleet. The certificate prepares students for positions as a dispatcher, company driver trainer, and classroom instructor or safety manager.

Contact the academic division office for the trucking program admissions package. Students must have a valid driver's license and a record free of serious violations. Students must also pass a Department of Transportation physical and drug/alcohol screening.

The program offers a day session and an evening session. The day session operates on a seven-week, five-day-a-week schedule while the evening session operates on an eight-week, five-day-a-week schedule. Each simulates the working-driving environment.

A refresher course (TRK 193) is offered to students who wish to renew an outdated Commercial Driver's License (CDL). This course is six and one-half weeks of instruction on weekends.

CERTIFICATE: TRUCK DRIVING (279.00)

SEMESTER 1

Course No.	Course Title	Credits	Prerequisite
TRK 101	DOT Safety Rules and Regulations	2	
TRK 102	Preventive Maintenance for Truck Drivers	1	
TRK 103	Tractor Trailer Driving	9	
TRK 110	Survey of the Trucking Industry	3	
Semester Total		15	

SEMESTER 2

Course No.	Course Title	Credits	Prerequisite
BUS 100	Introduction to Business (or BUS 165)	3	
ENG 131	Technical Report Writing	3	ENG 111
MTH 103	Applied Technical Mathematics	3	Placement
SAF 125	Computer Applications for Technicians	4	
SAF ____	Transportation of Hazardous Materials	1	
SDV 100	College Success Skills	1	
Semester Total		15	
Total Minimum Credits		30	

CAREER STUDIES: TRUCK DRIVING (057)

Course No.	Course Title	Credits	Prerequisite
TRK 101	DOT Safety Rules and Regulations	2	
TRK 102	Preventive Maintenance for Truck Drivers	1	
TRK 103	Tractor Trailer Driving	9	
TRK 110	Survey of the Trucking Industry	3	
Total Minimum Credits		15	

INDUSTRIAL

AIR CONDITIONING, HEATING, AND REFRIGERATION

This program prepares students to begin work in the field of heating, ventilation, air conditioning, and refrigeration and also provides current workers the opportunity to upgrade skills and knowledge.

The certificate program prepares students for technician jobs working on residential or commercial air conditioning systems, or positions as a sales representative or a control services technician.

The college's cooperative education program provides opportunities for students to gain related work experience while earning academic credits that fulfill program requirements.

CERTIFICATE: AIR CONDITIONING, HEATING, AND REFRIGERATION (903.02)

SEMESTER 1

Course No.	Course Title	Credits	Prerequisite
AIR 111	Air Conditioning and Refrigeration Controls I	3	Coreq: AIR 121
AIR 121	Air Conditioning and Refrigeration I	3	Coreq: AIR 111
AIR 154	Heating Systems I	3	
AIR 161	Heating, A/C, and Refrigeration Calculations I	3	
ENG 131	Technical Report Writing	3	ENG 111
SDV 100	College Success Skills	1	
Semester Total		16	

SEMESTER 2

Course No.	Course Title	Credits	Prerequisite
AIR 112	Air Conditioning and Refrigeration Controls II	3	AIR 111
AIR 122	Air Conditioning and Refrigeration II	3	AIR 121
AIR 165	Air Conditioning Systems I	3	
AIR 206	Psychrometrics	3	
MTH 103	Applied Technical Mathematics	3	Placement
Semester Total		15	

SEMESTER 3

Course No.	Course Title	Credits	Prerequisite
AIR 116	Duct Construction and Maintenance	2	
AIR 200	Hydronics	2	
AIR 235	Heat Pumps	3	
AIR 238	Advanced Troubleshooting and Service (or AIR 181)	3	
Semester Total		10	
Total Minimum Credits		41	

INDUSTRIAL

WELDING

The welding program prepares students for immediate employment in a number of industrial environments: shipyards, utilities, manufacturing firms, and oil refineries.

The welding program will introduce students to various types of equipment and materials used in welding and qualify students as a welder's helper.

A moderate level of manual dexterity and an average mechanical aptitude are helpful. Prospective welding students must contact the welding department for prior approval before enrolling.

The college's cooperative education program provides opportunities for students to gain related work experience while earning academic credits that fulfill program requirements.

CERTIFICATE: WELDING (995)

SEMESTER 1

Course No.	Course Title	Credits	Prerequisite
ENG 131	Technical Report Writing	3	ENG 111
WEL 117	Oxyfuel Welding and Cutting	3	
WEL 123	Shielded Metal Arc Welding (Basic)	3	
WEL 141	Welder Qualification Test I	3	
Semester Total		12	

SEMESTER 2

Course No.	Course Title	Credits	Prerequisite
MTH 103	Applied Technical Mathematics	3	Placement
WEL 124	Shielded Metal Arc Welding (Advanced)	3	WEL 123
WEL 136	Gas Shielded Processes II	2	WEL 117
WEL 142	Welder Qualification Test II	3	WEL 141
SDV 100	College Success Skills	1	
Semester Total		12	

SEMESTER 3

Course No.	Course Title	Credits	Prerequisite
WEL 126	Pipe Welding I (ARC)	3	
WEL 135	Gas Shielded Processes I	2	WEL 117
WEL 138	Pipe and Tube Welding (TIG)	2	WEL 136
WEL 150	Welding Drawing and Interpretation	2	
Semester Total		9	
Total Minimum Credits		33	

CAREER STUDIES: WELDING (065)

SEMESTER 1

Course No.	Course Title	Credits	Prerequisite
WEL 117	Oxyfuel Welding and Cutting	3	
WEL 123	Shielded Metal Arc Welding (Basic)	3	
WEL 141	Welder Qualification Test I	3	
Semester Total		9	

SEMESTER 2

Course No.	Course Title	Credits	Prerequisite
WEL 124	Shielded Metal Arc Welding (Advanced)	3	WEL 123
WEL 136	Gas Shielded Processes II	2	
WEL 142	Welder Qualification Test II	3	WEL 141
Semester Total		8	

SEMESTER 3

Course No.	Course Title	Credits	Prerequisite
WEL 126	Pipe Welding I (ARC)	3	
WEL 135	Gas Shielded Processes I	2	WEL 117
WEL 138	Pipe and Tube Welding (TIG)	2	WEL 136
WEL 150	Welding Drawing and Interpretation	2	
Semester Total		9	
Total Minimum Credits		26	

- 1 SPD 100 or SPD 105 may be substituted for ENG 112.
- 2 Eligible courses are listed on page 146 in the 2006-2007 catalog. See your academic advisor or counselor to choose the appropriate course(s).
- 3 Nursing students should complete BIO 150 or PHI 226 for the Health Science elective. Other students should check Health Science programs for specific health courses.
- 4 Nursing, Radiography, and Health Information Technology students are not required to take MTH 126. MTH 158 College Algebra or MTH 240 Statistics is recommended for those students who plan to pursue an AS in General Studies with a specialization in Health Science.

HEALTH PROFESSIONS

HEALTH SCIENCES

Note: This program is under review. Please refer to the TCC website (www.tcc.edu) for updated information.

The certificate program is designed to prepare students for entry into any of a number of health careers such as the sciences, social sciences or humanities. Students could pursue a career in nursing, medical assisting, health information technology, emergency medical services, physical therapy assisting, radiology or respiratory therapy.

CERTIFICATE: HEALTH SCIENCES (190)

SEMESTER 1

Course No.	Course Title	Credits	Prerequisite
BIO 141	Human Anatomy and Physiology I	4	HLT 143 and BIO 1 or BIO 101
ENG 111	College Composition I	3	Placement
MTH 126	Mathematics for Allied Health ⁴	3	Placement
SDV 101	Orientation to Health Care	1	
	Social Science Elective ²	3	
	Humanities Elective ²	3	
Semester Total		17	

SEMESTER 2

Course No.	Course Title	Credits	Prerequisite
BIO 142	Human Anatomy and Physiology II	4	BIO 141
ENG 112	College Composition II ¹	3	ENG 111
	Health Science Elective ³	3	
	Social Science Elective ²	3	
	Elective ²	3	
Semester Total		16	
Total Minimum Credits		33	

HEALTH PROFESSIONS

MEDICAL ASSISTING

Students are trained to work in various health care settings, including physicians' offices, urgent care facilities, and hospitals. Completion of the program enables students to progress to an associate's degree in science and advance to other health care programs.

Upon completion of the program, students are eligible for nurse aide certification and meet all national standards to successfully complete the national certification examination.

In addition to the general college admission requirements, students must have completed three years of high school English, two years of high school math, including Algebra I, and one year of high school biology. Completion of ITE 115 (or equivalent computer competencies) must be met prior to acceptance into the program. Students must also be able to type 35 words-per-minute and have CPR for healthcare providers (before beginning the clinical portion of the program) and meet technical standards for the medical assistant. A physical examination is required. Transcripts from other colleges attended must be on file at TCC Central Records Office, 7000 College Drive, Portsmouth, Virginia 23703 prior to the application deadline date. These transcripts must be evaluated before any transfer credit is granted. Application deadline is June 15.

Students must maintain a "C" average or better to remain in good standing. Students will be readmitted to the program at the discretion of the program director and according to space availability. A 320-hour internship in a doctor's office, nursing home, hospital and/or urgent care center is required for graduation.

Program requirements may change in accordance with federal, state, or industry standards. Call 822-7255 for the most current information.

The Tidewater Community College Virginia Beach Campus Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.CAAHEP.org), upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE) Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208 (312-553-9355).

CERTIFICATE: MEDICAL ASSISTING (166)

SEMESTER 1

Course No.	Course Title	Credits	Prerequisite
ENG 111	College Composition I	3	Placement
HLT 105	Cardiopulmonary Resuscitation	1	
HLT 130	Nutrition and Diet Therapy	1	
MDA 100	Introduction to Medical Assisting	1	Admission to Program
MDA 101	Medical Assistant Science I	4	Admission to Program
MDA 203	Medical Office Procedures	3	Admission to Program
MDA 207	Medical Law and Ethics	2	Admission to Program
SDV 101	Orientation to Health Care	1	
Semester Total		16	

SEMESTER 2

Course No.	Course Title	Credits	Prerequisite
MDA 102	Medical Assistant Science II	2	Admission to Program
MDA 104	Medical Assistant Science IV	3	Admission to Program
MDA 190	Coordinated Internship in Medical Assisting	1	Admission to Program
MDA 190	Coordinated Internship in Medical Assisting	2	Admission to Program
MDA 208	Medical Office Coding	2	Admission to Program
MDA 209	Medical Office Insurance	2	Admission to Program
MDA 221	Diagnostic Laboratory Procedures	4	Admission to Program
Semester Total		16	

SEMESTER 3

Course No.	Course Title	Credits	Prerequisite
MDA 210	Medical Office Software Applications	1	Admission to Program
MDA 103	Medical Assistant Science III	2	Admission to Program
MDA 107	Pharmacology for Medical Assistants	2	Admission to Program
MDA 190	Coordinated Internship in Medical Assisting	5	Admission to Program
	Social Science Elective ¹	3	
Semester Total		13	
Total Minimum Credits		45	

**CAREER STUDIES:
MEDICAL OFFICE ADMINISTRATION (093)****SEMESTER 1**

Course No.	Course Title	Credits	Prerequisite
MDA 101	Medical Assistant Science I	4	Admission to Program
MDA 203	Medical Office Procedures	3	Admission to Program
MDA 207	Medical Law and Ethics	2	Admission to Program
Semester Total		9	

SEMESTER 2

Course No.	Course Title	Credits	Prerequisite
MDA 190	Coordinated Internship in Medical Assisting	2	Admission to Program
MDA 208	Medical Office Coding	2	Admission to Program
MDA 209	Medical Office Insurance	2	Admission to Program
Semester Total		6	

SEMESTER 3

Course No.	Course Title	Credits	Prerequisite
MDA 210	Medical Office Software Applications	1	Admission to Program
Semester Total		1	
Total Minimum Credits		16	

¹ Eligible courses are listed on page 146 in the 2006-2007 catalog. PSY 201 is recommended.