

## IECC OFFERS THE FOLLOWING PROGRAMS:

### TRANSFER PROGRAMS

#### ASSOCIATE IN ARTS, ASSOCIATE IN SCIENCE, OR ASSOCIATE IN SCIENCE AND ARTS DEGREE

Designed for students who plan to transfer on to a 4-year university. Contact an academic advisor to develop a program guide leading to your major.

#### ASSOCIATE IN GENERAL STUDIES DEGREE

Designed for students who wish to explore their individual interests within an academic structure.

### CAREER AND TECHNICAL PROGRAMS

#### FCC

##### ASSOCIATE IN APPLIED SCIENCE DEGREES

Associate Degree in Nursing\*  
Automotive Technology  
**Certified Medical Assistant**  
Fire Science  
Graphic Arts & Design  
Medical Laboratory Technician  
Paramedicine

##### CERTIFICATES

Advanced Suppression Specialist  
Auto Light Repair Tech  
Automotive Service Specialist  
Basic Fire Suppression Tech  
Basic Nurse Assistant Training Program  
Certificate in General Studies  
Electrical Distribution Systems  
Emergency Medical Responder  
EMT  
Fire Service Administrator  
Graphic Design  
Health Careers  
Light Vehicle Diesel Service  
Medical Assistant  
Paramedic  
Phlebotomy  
Small Business Development

#### LTC

##### ASSOCIATE IN APPLIED SCIENCE DEGREES

Associate Degree in Nursing\*  
Broadband Telecom  
Certified Medical Assistant  
Industrial Management  
Office Management  
Process Technology

##### CERTIFICATES

Basic Nurse Assistant Training Program  
Broadband Technician  
Certificate in General Studies  
Computer Security & Forensics  
Customer Service Management  
Electronic Medical Records  
Entrepreneurship  
Health Careers  
Interconnect Technician  
Manufacturing Skills  
Medical Assistant  
OSP Technician  
Pharmacy Technician  
Philanthropy  
Process Technology  
Public Service Management  
Small Business Development  
Special Event Management  
Supervisory Skills  
Welding  
Workplace Skills

#### OCC

##### ASSOCIATE IN APPLIED SCIENCE DEGREES

Accounting  
Administration of Justice  
Associate Degree in Nursing\*  
Automotive Service Technology  
Collision Repair Technology  
Health Information Technology  
Human Resource Assistant  
Industrial Maintenance Technology  
Information Systems Technology  
Medical Office Assistant  
Office Administration  
Radiography  
Unmanned Aerial Technology  
Welding and Fabrication

##### CERTIFICATES

Auto Maintenance & Repair  
Auto Service Technology I & II  
Automotive Repair Technician  
Basic Nurse Assistant Training Program  
Certificate in General Studies  
Cosmetology  
Cosmetology Teacher  
Entrepreneurship  
Health Careers  
IMT: Levels I, II, III  
Industrial Maintenance HVAC I  
Light Vehicle Diesel Service  
Massage Therapy  
Medical Coding Associate  
Medical Transcription  
MS Office Specialist  
Nail Technology  
Network Technician  
Office Administration  
Phlebotomy  
Professional Bookkeeper  
QuickBooks  
Small Business Development  
Unmanned Aerial Pilot  
Welding  
Welding and Cutting

\*Olney Central College offers the Associate Degree in Nursing at FCC, LTC, OCC, and WVC.

#### WVC

##### ASSOCIATE IN APPLIED SCIENCE DEGREES

Advanced Manufacturing  
Agricultural Technology/Business  
Agricultural Technology/Production  
Associate Degree in Nursing\*  
Coal Mining Technology  
Diesel Equipment Technology  
Early Childhood Education  
Energy Technology  
Gunsmithing  
Marketing Business Management  
Music and Media  
Physical Therapist Assistant  
Radio/TV and Digital Media  
Social Services Specialist  
Sports Marketing and Media

##### CERTIFICATES

Adv Industrial Technician  
Advanced CNC Programming  
Advanced Machining  
Alternative Fuels  
Automation  
Basic Nurse Assistant Training Program  
Certificate in General Studies  
Coal Mining Maintenance I  
Coal Mining Technology  
ECE Level 2 & 3 Credentials  
Educational Leadership  
Entertainment Business  
Entrepreneurship  
Gunsmithing  
Health Careers  
Industrial Technician  
Inter Industrial Technician  
Manufacturing Design  
Media Communications  
Mine Electrical Maintenance III  
Music and Media  
Parenting  
Precision Agriculture  
Professional Ag Applicator  
Real Estate  
Sales  
Shooting Range Safety Officer  
Small Business Development  
Social Media Management  
Truck Driving  
Turf and Landscape Design

## CTE AND CAREER CLUSTERS

Career and technical education (CTE) is the practice of teaching specific career skills in preparation for high-skill, in-demand employment. CTE has 16 different tracks (Career Clusters) students can pursue. Careers with the same foundational knowledge and skills are grouped in the same cluster. Following identifies the Career Clusters applicable to IECC’s career and technical education and the corresponding programs.

<b>Career Cluster: Agriculture, Food, and Natural Resources</b>	
Agricultural Technology/Business Degree, WVC	Mine Electrical Maint III Certificate, WVC
Agricultural Technology/Production Degree, WVC	Precision Agriculture Certificate, WVC
Coal Mining Maintenance I Certificate, WVC	Professional Ag Applicator Certificate, WVC
Coal Mining Technology Certificate and Degree, WVC	Turf and Landscape Design Certificate, WVC
<b>Career Cluster: Architecture and Construction</b>	
Alternative Fuels Certificate, WVC	Energy Technology Degree, WVC
Electrical Distribution Systems Certificate, FCC	Industrial Maintenance HVAC I Certificate, OCC
<b>Career Cluster: Arts, Audio/Video Technology and Communications</b>	
Broadband Technician Certificate, LTC	Radio/TV and Digital Media Degree, WVC
Entertainment Business Certificate, WVC	Social Media Management Certificate, WVC
Media Communications Certificate, WVC	Sports Marketing and Media Degree, WVC
Music and Media Certificate and Degree, WVC	
<b>Career Cluster: Business Management and Administration</b>	
Customer Service Management Certificate, LTC	Office Management Degree, LTC
Educational Leadership Certificate, WVC	Philanthropy Certificate, LTC
Entrepreneurship Certificate, LTC/OCC/WVC	Public Service Management Certificate, LTC
Human Resource Assistant Degree, OCC	Small Business Development Certificate, LTC/OCC/WVC
Industrial Management Degree, LTC	Special Event Management Certificate, LTC
MS Office Specialist Certificate, OCC	Supervisory Skills Certificate, LTC
Office Administration Certificate and Degree, OCC	Workplace Skills Certificate, LTC
<b>Career Cluster: Education and Training</b>	
Parenting Certificate, WVC	
<b>Career Cluster: Finance</b>	
Accounting Degree, OCC	QuickBooks Certificate, OCC
Professional Bookkeeper Certificate, OCC	
<b>Career Cluster: Health Science</b>	
Associate Degree in Nursing, FCC/LTC/OCC/WVC	Medical Laboratory Technician Degree, FCC
Basic Nurse Assistant Training Progr Cert, FCC/LTC/OCC/WVC	Medical Office Assistant Degree, OCC
<b>Certified Medical Assistant Degree, FCC, LTC</b>	Medical Transcription Certificate, OCC
Electronic Medical Records Certificate, LTC	Paramedic Certificate, FCC
Emergency Medical Responder Certificate, FCC	Paramedicine Degree, FCC
EMT Certificate, FCC	Pharmacy Technician Certificate, LTC
Health Careers Certificate, FCC, LTC, OCC, WVC	Phlebotomy Certificate, FCC/OCC
Health Information Technology Degree, OCC	Physical Therapist Assistant, WVC
Massage Therapy Certificate, OCC	Practical Nursing Certificate, OCC
Medical Assistant Certificate, FCC, LTC	Radiography Degree, OCC
Medical Coding Associate Certificate, OCC	

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

<b>✓ FCC</b>	<b>✓ LTC</b>	OCC	WVC
--------------	--------------	-----	-----

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.

**First Semester** **Credit Hours 16**

BOC	2210	Office Seminar I	1
HEA	1225	Introduction to Medical Terminology** <b>OR</b>	
HIM	1207	CEMRS Medical Terminology	3
HEA	2267	Intro to ICD-10-CM	4
LSC	2265	Medical Assisting Anatomy	3
MTH	1203	Medical Assisting Math	2
SPE	1111	Interpersonal Communications <sup>1</sup>	3

**Second Semester** **Credit Hours 17**

BOC	2260	Medical Front Office	3
ENG	1111	Composition I <sup>1</sup> <b>OR</b>	
ENG	1201	Communications <sup>1</sup>	3
HEA	1208	Clinical Procedures	3
HEA	1210	Medical Assist Pharmacology	2
PHI	2141	Ethics in the Medical Community	3
PSY	1101	General Psychology I <sup>1*</sup>	3

**Summer Semester** **Credit Hours V6**

HEA	2298	Internship	V6
-----	------	------------	----

**Third Semester** **Credit Hours 15**

ACC	1101	Applied Accounting	4
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

**Fourth Semester** **Credit Hours 17**

ENG	1212	Technical Writing <sup>1</sup>	3
HEA	2269	ICD-10-CM/Health Agencies	4
HEA	2272	Medical Data Management	3
LSC	1101	General Biology I <sup>1</sup>	4
LSC	2114	Intro to Human Pathophysiology <b>OR</b>	
HIM	1205	HIM Intro to Human Pathophys	<u>3</u>

**Total Credit Hours** **71**

<sup>1</sup>General Education Hours (16)

\*This course satisfies the IECC human diversity requirement.

\*\*Students considering the Nursing program should take HEA 1225.