

**DUAL CREDIT REVIEW SHEET
PARAMEDIC
WALTERS STATE COMMUNITY COLLEGE**

Dual credit is a process that provides a transitional vehicle between secondary and post secondary institutions. It offers high school students the opportunity to receive postsecondary credit for the skills they have attained at the secondary level. Students, meeting requirements to qualify for dual credit exams in the courses listed within this review sheet, should study the competencies as a self-assessment of their current skill level in preparation for the dual credit exam.

**EMTB 1040 First Responder
Credit Hours- (4)
Grading Scale**

A= 91-100

B= 81-90

C= 70-80

D= 63-69

F= 0-62

****The student must have a “C” exams and a composite score of “C” to take the state board examinations.**

Using Information

Technology - CPSC 1100

3 Hours

Catalog Description: This course is designed to assist the student in achieving proficiency in computer applications. The student will demonstrate a working knowledge of word processing, electronic communication, and on-line databases, and spreadsheets.

Competencies: Understanding of computer concepts and terminology sufficient to aid each student in their academic and/or business endeavors. At the end of the course the student should be able to:

I. Terminology

- _____ 1. Define the four operations of the information processing cycle.
- _____ 2. Identify categories of computers.
- _____ 3. Differentiate system and application software.
- _____ 4. Define CPU and primary storage.
- _____ 5. Define bits, bytes, and words.
- _____ 6. Define binary and ASCII.
- _____ 7. Identify components of the system unit and describe their use.
- _____ 8. Differentiate storage and memory.
- _____ 9. Describe multimedia and virtual reality.
- _____ 10. Identify different types of display types.
- _____ 11. Define secondary storage, its purpose and how data is stored.
- _____ 12. Define and discuss data communications and networking.
- _____ 13. Describe the various operating systems, the differences in their capabilities.
- _____ 14. Discuss utility programs and their functions.
- _____ 15. Describe security risks that can threaten a computer system.
- _____ 16. Describe computer viruses and steps to prevent them.
- _____ 17. Discuss ethical and privacy issues relating to the information age.

II. Word Processing (Word)

The ability to use a modern word processor package to produce finished documents commonly found in the work place or associated with college level course work. At the end of the course the student should be able to:

- _____ 1. Demonstrate file retrieval and storage
- _____ 2. Create a document
- _____ 3. Understand word wrap
- _____ 4. Enter text into a document
- _____ 5. Import and scale graphics
- _____ 6. Format documents using:
 - a. Font, font styles, and font size of text
 - b. Margins, tabs, indents, and columns
 - c. Templates
- _____ 7. Edit documents using:
 - a. Inserting and deleting, moving, copying, and replacing text
 - b. Searching for text
 - c. Spelling and grammar checkers and Thesaurus
- _____ 8. Work with multiple documents
- _____ 9. Work with long documents
- _____ 10. Demonstrate headers/footers, page numbering, and footnotes
- _____ 11. Creating, editing, and formatting tables
- _____ 12. Creating page and section breaks and understanding the difference

III. Spreadsheets (Excel)

The ability to use an electronic spreadsheet to produce finished documents commonly found in the work place or associated with college level course work. At the end of the course work the student should be able to:

- _____ 1. Demonstrate file retrieval and storage
- _____ 2. Enter, use, and understand the difference between text, numbers, functions and formulas
- _____ 3. Edit spreadsheets by:
 - a. Deleting, inserting, and changing cell contents
 - b. Copying and moving contents and ranges of cells
 - c. Running a spell check
- _____ 4. Testing the accuracy of spreadsheet math
- _____ 5. Format spreadsheets by:
 - a. Using AutoFormat, toolbars(s), and menus
 - b. Deleting and inserting cells, rows, and columns
 - c. Resizing the height and width of cells
 - d. Aligning cell contents
 - e. Centering text across columns
 - f. Adding borders, lines, and color
 - g. Controlling spreadsheet display

- _____ 6. Distinguish between relative and absolute cell references
- _____ 7. Understand and print cell contents and formulas
- _____ 8. Print to fit - including portrait and landscape orientation
- _____ 9. Freeze rows and columns
- _____ 10. Create and modify charts
- _____ 11. Demonstrate decision making using the IF function

IV. Presentation (MS PowerPoint)

An understanding of the role of Microsoft Windows/operating systems. At the end of the course, the student should be able to:

- _____ 1. Understand the basic concepts for the use of color and images in developing a slide show
- _____ 2. Demonstrate file retrieval and storage
- _____ 3. Enter, use, text, numbers, and images to create a simple slide show
- _____ 4. Edit slide show by:
 - a. Deleting, inserting, and changing slide contents
 - b. Copying and moving contents between slides
 - c. Running a spell check
- _____ 5. Testing the accuracy of a slide show

V. Internet

The ability to access and use the Internet. At the end of the course, the student should be able to:

- _____ 1. Define the Internet
- _____ 2. Access WWW
- _____ 3. Create and remove bookmarks
- _____ 4. Save and print Web pages
- _____ 5. Copy and paste from Web pages using the Clipboard
- _____ 6. Search the Web using a variety of search engines
- _____ 7. Retrieve files from the Internet
- _____ 8. Send and receive electronic mail
- _____ 9. Perform electronic mail management functions

VI. Operating Systems (Windows)

An understanding of the role of Microsoft Windows/operating systems. At the end of the course, the student should be able to:

- _____ 1. Describe Microsoft Windows/operating systems
- _____ 2. Work with menus
- _____ 3. Start and exit an application
- _____ 4. Demonstrate an understanding of directories and subdirectories including directory structures and paths
- _____ 5. Create, save, open, and print a document
- _____ 6. Open, enlarge, and scroll a window
- _____ 7. Format and copy diskettes
- _____ 8. Copy a group of files
- _____ 9. Change drives
- _____ 10. Delete a file
- _____ 11. Switch between applications
- _____ 12. Activate, resize, and close a group window
- _____ 13. Arrange icons
- _____ 14. Maximize, minimize, and resize a group

VII. On-line Databases

- _____ 1. Access and search online databases for research information
- _____ 2. Use the online card catalog to find a book in libraries
- _____ 3. Find and check out an e-book

A check mark (✓) indicates competencies that have been addressed at the secondary level.

Teacher _____

Date _____

PROGRAMS AVAILABLE

TECHNICAL CERTIFICATE

Emphasis: Emergency Medical Technician Basic Admission Requirements

A prospective student seeking admission to the Basic Emergency Medical Technician (EMTB) Program must complete the following procedures according to State of Tennessee, Department of Emergency Medical Services, and Walters State Community College policies.

1. Meet with an advisor from the division of Public Safety, Center for Emergency Service Programs department prior to registering and obtain clearance to register.
2. Provide documentation supporting First Responder certification or successful completion of EMTB 1040* or a similar course, approved by a program director, with a grade of "C" or better. Applicant must provide documentation of a passing grade that is within one year of admission.
3. Provide proof of and maintain non-cancelable medical malpractice liability insurance coverage in amount of \$1,000,000/3,000,000 aggregate for the entire length of the program.
4. Submit evidence of an acceptable physical examination, provided by a physician, which has been performed within the last six months as it relates to the requirements of the profession.
5. Must be 18 years of age.
6. Meet all other admission requirements specific to the program.

Also, any state and National Registry of Emergency Medical Technician requirements must be met.

Retention/Progression Policies

To remain in good standing, once admitted, a student must maintain the following standards or be dismissed from the program:

1. Adhere to all Walters State Community College, Center for Emergency Service Programs Department and Clinical Affiliate policy.
2. Earn and maintain a grade of "C" or better in the EMTB program. Students' grades will be evaluated during each semester by the department faculty.
3. Satisfactorily complete the theory, clinical and/or skills requirements. A grade of "D" or "F" in theory will result in a grade of "F" for the entire course. A "not yet competent" in clinical will result in a grade of "F" for the entire course.
4. Exhibit safe clinical behavior.
5. Demonstrate and maintain professional, ethical and legal conduct.
6. Maintain professional, ethical and legal conduct.
7. Maintain CPR certification.
8. Submit to a drug test if requested by the dean of Public Safety, director of Center of Emergency Service Program or Emergency Medical Technician Program director at any time during the program. A positive drug test is grounds for immediate dismissal.

Readmission Policies

1. A student may be considered for readmission to the Basic Emergency Medical Technician program if the following criteria are met:
 - a. Readmission to an emergency medical technician program is contingent upon the availability of space.
 - b. The applicant must complete an application for readmission.
2. Only one readmission is permitted.

Health and Physical Considerations for EMTB Students

The Center for Emergency Service Programs Department and the college strive to provide as much as possible, a reasonably safe environment for its EMTB students and their patients. During the course of the program a student may be required to demonstrate physical and/or

emotional fitness to meet the essential requirements of the program. Such essential requirements may include, but not limited to, freedom from communicable diseases, the ability to perform certain physical tasks, and suitable emotional fitness.

Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, so as not to discriminate against any individual on the basis of disability.

The following core performance standards are adopted and these standards should be used to assist the student in determining whether accommodations or modifications are necessary. The standards are:

1. Critical thinking ability sufficient for clinical judgment.
2. Interpersonal abilities sufficient to effectively interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
3. Communication abilities sufficient for interaction with others in verbal and written form.
4. Physical abilities sufficient to move from area or environment to another and maneuver in small spaces.
5. Gross and fine motor abilities sufficient to provide safe and effective prehospital care.
6. Auditory abilities sufficient to monitor and assess health needs.
7. Visual ability sufficient for observation and assessment necessary in prehospital care.
8. Tactile ability sufficient for physical assessment.

If a student believes that one or more of the standards cannot be met without accommodation or modification, the Center for Emergency Service Programs will determine whether or not accommodations or modifications can be reasonably made. A student should contact the director of the Center for Emergency Service Programs for further assistance.

Legal Limitation for Licensure

Students who successfully complete requirements for the Basic Emergency Medical Technician technical certificate are eligible to take the National Registry Emergency Medical Technician Examination licensure exam to become an Emergency Medical Technician. However, the Division of EMS may deem an individual who successfully completes the EMTB program ineligible for licensure in the State of Tennessee because of an individual's violation of the EMS rules and regulations.

OPTION 1

Course No.	Course Title	Credit Hours
EMTB 1010	Basic Emergency Medical Technician I*	8
These 8 credit hours include:		
Preparation for EMTB		
Airway Management		
Patient Assessment		
Medical/Behavioral / OB/GYN		
Clinical Practicum I		
EMTB 1020	Basic Emergency Medical Technician II	8
These 8 credit hours include:		
Intravenous Initiation Therapy		
EMS Operations		
Basic Trauma Assessment		
Clinical Practicum II		

*EMTB 1040 (First Responder) is a prerequisite.

OPTION 2

Course No.	Course Title	Credit Hours
EMTB 1050	Basic Emergency Medical Technician I and II*	16
These 16 credit hours include:		
Preparation for EMTB		
Airway Management		
Patient Assessment		
Medical/Behavioral / OB/GYN		
Intravenous Initiation Therapy		
EMS Operations		
Clinical Practicum I		
Basic Trauma Assessment		
Clinical Practicum II		

*EMTB 1040 (First Responder) is a prerequisite.

TECHNICAL CERTIFICATE

Emphasis: Emergency Medical Technician - Paramedic

Admission Requirements

A prospective student seeking admission to the Emergency Medical Technician - Paramedic program must complete the following procedures according to State of Tennessee, Department of Emergency Medical Services, and Walters State Community College policies. Students who successfully complete requirements for the Emergency Medical Technician - Paramedic technical certificate are eligible to take the National Registry Paramedic Examination.

The following criteria must be met in order for an applicant to be considered for admission to the Paramedic Training Program:

1. **Licensure:** Applicants must be currently licensed as Emergency Medical Technicians in the State of Tennessee.
2. **Experience:** One year full-time and/or two years part-time EMS experience as a EMT-IV Technician is preferred.
3. **Application:** Complete the WSCC Application for Admission/Readmission and submit it to the college's Office of Admissions and Records.
4. **Transcripts:** All official, notarized high school, college or trade school transcripts must be received. The student's academic performance in the EMT and/or EMT IV course along with the student's GPA will be factors used in determining his/her acceptance into the program.
5. **Documentation:** All documentation and evaluations, except for Paramedic entrance exam scores, must be completed and submitted to Paramedic Program Director.
6. **Interview:** All applicants must be interviewed by the Paramedic Advisory Board. Date to be announced after applications have been received by Program Director.
7. **Prerequisite:** Applicants must have completed all Developmental Education courses with a passing grade.
8. **Program Application:** Applicant must complete application process specific to the Program Director.

Application Process

A prospective student seeking admission to the Emergency Medical Technician - Paramedic Program must complete the following procedures according to the State of Tennessee, Division of Emergency Medical Services and Walters State guidelines.

1. Complete an Application for Admissions/Readmission form and remit required fees to the WSCC Admissions Office. **This does not apply if you have ever attended WSCC.** If applications are needed call the office of Admission at 1-800-225-4770. For admission requirements refer to the WSCC Catalog.
2. **If you are 21 years of age or older and have not had prior college-level English or Math classes, you must take the COMPASS test prior to registration.** If the results of the COMPASS test show you need to take remedial classes, you then must take these classes prior to admission into the WSCC Paramedia Program. **If you are under 21 years of age, the ACT test is required.** After receiving your ACT scores, contact the department of Counseling and Testing for evaluation of your scores (423-585-6800). The testing dates for the COMPASS test are available from the office of Admissions and Records. Make arrangements to test during one of the listed sessions on the testing calendar found in the *Timetable of Classes*. If you have any questions regarding the ACT test, call 1-800-225-4770. You must submit your COMPASS test results to the Paramedic Program Director. Applicant must schedule COMPASS test well in advance of this date. If this information is not available prior to interviews you will not be interviewed for entrance into the program. For admission requirements as well as degree requirements refer to the WSCC Catalog.
3. Submit an official copy of your high school transcript or GED certification to the office of Admissions and Records.

4. Submit an official copy of all college transcripts to the office of Admissions and Records if previous college credit has been earned.
5. Submit to the Paramedic Program Director the application and other documents specific to the Paramedic Program.
6. Be currently licensed as an Emergency Medical Technician in the State of Tennessee. You must submit a copy of a current EMT card to the Paramedic Program Director.
7. You should have completed a CPR course that includes one-person, two-person, infant and child CPR. A copy of the CPR certificate must be submitted to the Paramedic Program Director.
8. Submit written evidence, on appropriate form (supplied in packet), of a physical examination within the past six months showing you to be in good physical and mental health and that you possess no physical handicaps or disabilities which would impede your ability to fulfill the functions and responsibilities of a paramedic.
9. Submit forms and records of immunization noting dates as required by the clinical program. HBV vaccines series must be completed prior to starting clinical rotations and proof of vaccine given to Clinical Program Director.
10. Submit a letter of recommendation and endorsement which indicates amount of experience, strengths and weaknesses, attitude, maturity, and professionalism, from your employer to the Paramedic Program Director.
11. Submit two letters of recommendation and endorsement to the Paramedic Program Director: one from an active Emergency Department Physician, and another from an active Emergency Department Registered Nurse. These letters should inform us about your strengths and weaknesses, attitude, maturity, and professionalism.
12. Applicants must complete the Paramedic Entrance Exam for the State of Tennessee with an acceptable score. This exam will only be given at the dates, times and locations listed in the application. **If you fail to take the test at these schedule times, you will not be eligible for acceptance into this paramedic program.**
13. Applicant must take a psychological examination given by a licensed psychological examiner named by Walters State. The report must state emotional stability and psychological fitness to perform the duties of a paramedic. This report should be returned to the Paramedic Program Director. **It is the applicant's responsibility to pay the \$110 testing fee at the time of testing. Only a money order or cashier's check, payable to Mountain View Psychological Center (or MVP) will be accepted. You will not be allowed to take the exam without prior payment. Schedule your exam date by returning the enclosed form and confirm by calling Sondra Humphreys at 423-585-2672. This will be scheduled on first come first serve basis.**
14. The screening process includes a personal interview with the WSCC EMT-Paramedic Advisory Board. The applicant is rated by each committee member on appearance, motivation, maturity, professionalism, oral and written communication skills, confidence, experience, and general knowledge of the profession. You will be scheduled a day and time in which you are to appear before the board. The student's academic performance in the EMT and/or EMT IV courses along with the student's GPA will be factors used in determining his/her acceptance into the program. **You must maintain a 2.0 cumulative GPA to graduate from the program.** Due to time constraints, you must make arrangements to appear at that scheduled time because it will not be adjusted. You will be notified of the date and time by letter.

15. Scores are awarded in three areas: the interview, psychological exam, and paramedic entrance exam. An overall minimum score of 2.5 is required by EMS regulation for entrance into the paramedic program. The program may set a higher standard for acceptance but may not set it less than 2.5.
16. Final student recommendation is by the WSCC EMT-Paramedic Advisory Board. You will be notified of the decision regarding your acceptance by letter.

First Responder - EMTB 1040 4 Hours

1. Competency requirements for articulation will be met by completing a high school First Responder course taught in accordance to the National DOT Standards and by prescribing to the procedures on the cover page.

A checkmark (✓) indicates competencies that have been addressed at the secondary level.

Teacher _____ Date _____

Questions should be directed to:

Tim Strange
 Director, Center for Emergency Service Programs
 and Clinical Program Director
 Walters State Community College
 423-585-2668 or
 Tim.Strange@wscs.cc.tn.us

Degree: Associate of Applied Science

Emphasis: Paramedic

Course No.	Course Title	Credit Hours
PARA 2010	Paramedic Roles and Responsibilities	1
PARA 2020	Human Systems & Patient Assessment.....	4
PARA 2030	Shock and Trauma.....	3
PARA 2040	Medical Emergencies	3
PARA 2050	Behavioral Crises and Stress.....	1
PARA 2060	Obstetrics and Pediatrics.....	2
PARA 2070	Clinical Practicum I.....	1
PARA 2110	Cardiovascular System.....	5
PARA 2120	Dysrhythmia Recognition and Treatment	3
PARA 2130	General Pharmacology and Fluid Therapy.....	2
PARA 2170	Clinical Practicum II	4
PARA 2220	Advanced Cardiac Care.....	1
PARA 2230	Advanced Trauma Care.....	1
PARA 2240	Field Practicum	2
PARA 2250	Advanced Pediatric Care.....	3
PARA 2270	Clinical Practicum III.....	2
PARA 2290	Seminar in Rural Emergency Medical Services.....	1

TOTAL CREDIT HOURS 38

Course No.	Course Title	Credit Hours
PARA 2010	Paramedic Roles and Responsibilities	1
PARA 2020	Human Systems & Patient Assessment.....	4
PARA 2030	Shock and Trauma.....	3
PARA 2040	Medical Emergencies	3
PARA 2050	Behavioral Crises and Stress.....	1
PARA 2060	Obstetrics and Pediatrics.....	2
PARA 2070	Clinical Practicum I.....	1
PARA 2110	Cardiovascular System.....	5
PARA 2120	Dysrhythmia Recognition and Treatment	3
PARA 2130	General Pharmacology and Fluid Therapy.....	2
PARA 2170	Clinical Practicum II	4
PARA 2220	Advanced Cardiac Care.....	1
PARA 2230	Advanced Trauma Care.....	1
PARA 2240	Field Practicum	2
PARA 2250	Advanced Pediatric Care.....	3
PARA 2270	Clinical Practicum III.....	2
PARA 2290	Seminar in Rural Emergency Medical Services.....	1

TOTAL CREDIT HOURS 38

Course No.	Course Title	Credit Hours
Prerequisites		
EMTB 1040*	First Responder	4
EMTB 1010/1020	Basic Emergency Medical Technician I & II	16

or

EMTB 1050 Emergency Medical Technician I & II..... 16

*(This prerequisite may be waived by the dean of the division of Public Safety based upon specific recommendation of the CESP Director or equivalent course substitution.)

General Education Requirements (19 hours)

Communication

ENGL 1010 Composition I..... 3

SPCH 2010 Intro to Speech Communication..... 3

Humanities and/or Fine Arts

Approved Humanities General Education elective¹

Behavioral/ Social Sciences

Approved Behavioral/Social Science General Education elective¹

Mathematics

Approved Mathematics General Education elective¹

Natural Science

BIOL 2010 Human Anatomy & Physiology I..... 3

BIOL 2011 Human Anatomy & Physiology I Lab..... 1

Area of Emphasis Requirements (41 hours)

PARA 2010 Paramedic Roles and Responsibilities

PARA 2020 Human Systems and Patient Assessment

PARA 2030 Shock Trauma 3

PARA 2040 Medical Emergencies

PARA 2050 Behavior Crises and Stress.....

PARA 2060 Obstetrics and Pediatrics

PARA 2070 Clinical Practicum I.....

PARA 2110 Cardiovascular System.....

PARA 2120 Dysrhythmia Recognition and Treatment

PARA 2130 General Pharmacology and Fluid Therapy.....

PARA 2170 Clinical Practicum II

PARA 2220 Advanced Cardiac Care.....

PARA 2230 Advanced Trauma Care.....

PARA 2240 Field Practicum2

PARA 2250 Advanced Pediatric Care.....

PARA 2270 Clinical Practicum III

PARA 2290 Seminar in Rural Emergency Medical Services.....

CPSC 1100 Using Information Technology

Total Credit Hours 60

¹ General Education electives in each category must be chosen from approved courses listed on page 54 in the catalog.

NOTES

- Students are required to meet computer competency during the first 30 hours of coursework. CPSC 1100 satisfies the college's computer competency requirement.
- Developmental education courses must be taken every semester until completed.