

livestock health and marketing practices typical of small-scale, local food systems. Appropriate breed selection, pasture management and direct marketing are emphasized. This certificate is appropriate for individuals interested in integrating sustainable livestock production into their current agricultural system, agriculture educators, and individuals interested in working in the food and fiber industry.

Program Length: 2 semesters

Career Pathway Options: Associate in Applied Science in Sustainable Agriculture

Program Site: Chatham Campus – Day Program

### **Course Requirements for Sustainable Livestock Systems Certificate**

AGR 139	Introduction to Sustainable Agriculture	3-0-3
AGR 170	Soil Science	2-2-3
AGR 214	Agricultural Marketing	3-0-3
ANS 110	Animal Science	3-0-3
ANS 111	Sustainable Livestock Management	2-2-3

Total Semester Hours Credit Required for Graduation: 15

### **Sustainable Agriculture**

#### **Credential: Certificate in Sustainable Vegetable Production C1541030**

The Sustainable Agriculture curriculum is designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. Coursework in the sustainable vegetable production certificate program focuses on the foundational principles for sustainable vegetable production from soil preparation to marketing a premium quality product. Graduates are prepared to work in vegetable production systems and related fields, such as farm market manager, produce manager or garden technician in retail settings.

Program Length: 2 semesters

Career Pathway Options: Associate in Applied Science in Sustainable Agriculture.

Program Site: Chatham Campus – Day Program

### **Course Requirements for Sustainable Vegetable Production Certificate**

AGR 121	Biological Pest Management	3-0-3
AGR 139	Introduction to Sustainable Agriculture	3-0-3
AGR 170	Soil Science	2-2-3
AGR 214	Agricultural Marketing	3-0-3
AGR 265/6	Organic Crop Production: (Spring or Fall)	2-2-3

Total Semester Hours Credit Required for Graduation: 15

## **Health Sciences**

### **LOUISE L. TULLER SCHOOL OF NURSING**

#### **Associate Degree Nursing**

#### **Credential: Associate in Applied Science in Associate Degree Nursing A45110**

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Coursework includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

#### **Limited Enrollment Curriculum:**

The Associate Degree Nursing program is a limited enrollment curriculum and program applicants are accepted based upon a selective admissions process. Admission criteria for the Associate Degree Nursing program are reviewed annually and are subject to change. Enrollment is limited to the number of approved spaces allocated by the North Carolina Board of Nursing.

#### **A. PROGRAM SPECIFIC ENTRANCE STANDARDS:**

##### **Admission**

A student can apply to the Associate Degree Nursing program once eligibility requirements have been met.

Prospective applicants are highly encouraged to complete an information session as well as contact the Associate Degree Nursing Admissions Counselor prior to developing a plan for completing these requirements. The Admissions Counselor will review each applicant's progress, provide further guidance, and allow access to the Health Science Program application once all minimum admission requirements are met.

Once an applicant has completed all general admissions criteria and all Associate Degree Nursing entrance requirements, he/she must submit a completed Health

Sciences Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking.

Applicants who do not gain entry but are eligible for the program will be placed on an alternate list should seats become available. The alternate list is not retained for the following admissions cycle. Applicants must reapply each year. If no alternate list exists, a second date may be announced for additional applications to be considered for remaining seats in the program.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application. It is the applicants' responsibility to ensure that requirements are met by the established deadline.

### **Entrance Standards**

See General Admission Standards in the electronic catalog (Gen. Info section).

### **Placement Test Scores**

Placement testing and all necessary developmental courses must be taken prior to being eligible for official admittance into the Associate Degree Nursing program. Acceptable placement tests are SAT, ACT, Asset, Compass, or Accuplacer and scores from any of these tests must be within five years.

The rating sheet for the Associate Degree Nursing program indicates the minimum scores required to place into ENG 111 and MAT 110. Students who meet Multiple Measures for Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a C or higher may be exempt from placement testing. Students placing into developmental courses must obtain a "P" grade in order to be eligible for official admittance.

### **GPA**

Students must be in good academic standing upon applying to health science programs. Good academic standing is defined as having a 2.0 GPA in the most recent semester attempted as well as maintaining a 2.0 cumulative GPA. These GPA requirements must be maintained at the time of entering the program from a secondary or post-secondary institution. Additional points are awarded towards an applicant's point total based on cumulative GPA from the past five years.

### **TEAS (Test of Essential Academic Skills)**

All required college placement tests or developmental courses must be successfully completed before the applicant may attempt the Test of Essential Academic Skills (TEAS). Students must obtain approval from a Health Science Admissions Counselor to take the TEAS and pay the required testing fee.

The TEAS will be administered on scheduled testing dates. Each applicant may take the exam three times within three

years. Only the two most recent attempts will be used towards the selective admissions process. Students can complete remediation between attempts. Remediation options are as follows: developmental courses, college credit courses, and/or continuing education courses or other strategies related to the subject areas. TEAS scores are valid for three years and must be current when submitting a Nursing Program application. There is no minimum score required, but the total score from the Reading section will be used toward an applicant's point total, which affects his/her ranking during a consideration.

### **Pre-requisite Biology**

Applicants must have completed a biology course to submit a Health Sciences Application for the Dental Assisting program.

Biology= high school, developmental, or college level BIO course (example: BIO 094, BIO 110, BIO 111, BIO 163)

Official transcripts for completed courses must be submitted by application deadline.

### **The Test of English as a Foreign Language (TOEFL)**

TOEFL scores are required for any naturalized or non-US citizens where English is their second language to provide evidence of adequate proficiency in the English language. All test scores must be less than five years old. The minimum acceptable TOEFL scores are based upon format: paper/pencil – 500, computer based – 213, and internet based – 80. This test is offered at multiple testing sites nationally and is at the student's expense.

### **Prior Health Care Program Completion**

Prior Health Care Program completion with appropriate listing/licensure is required for consideration at the designated entry points in the nursing programs:

- Provide proof of current active listing on the North Carolina Department of Health and Human Services (NC DHHS) Nursing Assistant I Registry with no substantiated finding of abuse, neglect, or misappropriation of resident property in a nursing home or other health care facility. This active, non-restricted listing must be maintained throughout the application process.
- Provide proof of completion of NC state approved Nurse Aide I course (see approved schools at [www.ncdhhs.gov/dhsr/hcpr/guide.html](http://www.ncdhhs.gov/dhsr/hcpr/guide.html)). Department Chair of Nursing will review NAI programs completed outside of NC. NC DHHS-approved NAI courses are preferred, however the CCCC Nursing Department Chair will determine, on a case-by-case basis, if a course administered by another state or agency meets the requirement.

**OR**

High School Medical Careers I & II courses with a grade of "C" or better within the last 5 years.

**OR**

Nurse Aide I work experience of at least 250 hours with the last 6 months in skilled nursing care or in an acute care hospital. (Required to have documentation of hours worked, service rendered and supervisor's name on company letterhead.)

## **B. REQUIREMENTS AFTER ACCEPTANCE:**

### **Criminal Background Check/Drug Screening**

A criminal background check and drug screening will be required for all accepted Health Sciences students. Clinical affiliates will review criminal background reports and drug screenings of students and reserve the right to accept or deny any students based on their consideration of these reports. Negative reports and/or failed screenings can preclude a student from attending the clinical portion of their prescribed program and thus, will result in the student's exit from the program. Students are subject to criminal background check and drug screening at any time during a course with a clinical rotation. Clinical agencies reserve the right to require additional background checks and drug screens. Associated fees are the student's responsibility.

### **Medical Forms/Immunizations**

Applicants are required to submit a completed college approved student medical health form to the required document tracking system by the assigned date. The student medical form must include satisfactory health history, physical examination, and immunization report. Failure to submit the required information by the assigned date will result in loss of Associate Degree Nursing admission status and class space will be assigned to another applicant.

### **BLS Provider CPR**

CPR Certification by the American Heart Association (AHA) in BLS Provider (Basic Life Support including CPR and AED) that includes both performance and testing of criteria is required prior to clinical rotations. Students are responsible for keeping their CPR certification current throughout the duration of the program.

### **Mandatory Acceptance Session**

When notified of acceptance, applicants must attend a mandatory orientation session with the Nursing department.

### **Liability/Malpractice Insurance**

Malpractice insurance is required for health sciences students and is assessed as a student fee.

### **Transportation/Additional Class/Course Materials**

Health Sciences students are responsible for their own transportation to off-campus clinical/learning sites. Materials other than textbooks will be required and are purchased at student's expense. Students may be required to attend classes on alternate dates depending on availability of resources to meet the objectives of the course. Students will be notified in advance at the earliest possible time.

### **Technical Standards**

The Health Sciences programs are physically demanding. Students will be expected to perform lifting, pushing, pulling, and carrying tasks to successfully practice in a lab setting, complete clinical affiliations, and safely treat patients. For more details, please refer to each program of study's physical requirements and technical standards.

### **Accommodations**

The College has a legal obligation to provide appropriate accommodations for students with documented disabilities. If you have a disability and are seeking accommodations, you should contact the Special Populations Department. Student should initiate this process as soon as possible (prior to the start of classes).

### **Board of Nursing Standards**

Students who enroll in the nursing program should be aware that the application for licensure at the completion of the program might be denied or restricted by the North Carolina Board of Nursing. As the regulatory agency, the Board of Nursing does not become involved in reviewing the applicant's conviction record until such time as application is made to take the national licensure examination. <http://www.ncbon.com/dcp/i/licensurelisting-criminal-background-checks-cbc-requirements>

### **Academic Standards**

Upon official acceptance, Health Sciences students are required to maintain the necessary GPA requirements for entry. Students cannot enter a Health Sciences program while on academic suspension. Health Sciences students must achieve a grade of "C" or higher in their Health Science courses.

Students may withdraw or be withdrawn from a Health Sciences course. However, the student will not be allowed to matriculate through their program of study. Reapplication to the program will be required and readmission will be awarded based on admissions criteria completion, policy on readmission, and space availability. Students completing readmission must meet with the admissions counselor to review their file.

### **Program Specific Academic Standards**

See additional Program Specific Standards in the Nursing Student Policies Handbook and specific Associate Degree Nursing course syllabus.

Associate Degree Nursing and progressive related courses must be taken in succession as they appear in the curriculum guide. Associate Degree Nursing students must adhere to the other policies set forth in the Nursing Student Policies Handbook.

Nursing curriculum students once enrolled must maintain an overall and semester grade point average of 2.0 or better, and must have a grade of "C" or better in all nursing and co-requisite courses required in order to graduate. Students

are encouraged to earn higher grades to help ensure that they are prepared to pass the National Council Licensure Examination (NCLEX), which is required to practice as a nurse.

### **C. RE-ADMISSION, TRANSFER, OR ADVANCED STANDING INTO THE ASSOCIATE DEGREE NURSING PROGRAM**

The student must qualify under the admission criteria in effect at time of re-admission or transfer. A student may be required to re-enter an Associate Degree Nursing course earlier in the curriculum sequence if the student is lacking major content. All Associate Degree Nursing courses completed more than 3 years prior to re-admission or transfer must be repeated. Withdrawal or academic failure within the Associate Degree Nursing Program will require the student to reapply as a new student. Advanced placement is dependent upon space availability. The Nursing Department Chair will evaluate transferability of all Associate Degree Nursing courses. Transfer courses must be equivalent to courses required at the receiving college in both theory, lab, and clinical experiences. The student must provide copies of course syllabi and outlines for those Associate Degree Nursing courses to the department chairperson/program director. Students lacking essential content may be required to audit a portion of a course, challenge the content, demonstrate skills, or repeat the course as deemed necessary. The final decision for transfer credit for Associate Degree Nursing courses is determined by the Nursing Department Chair.

Applicants must submit a letter explaining the circumstances of any previous exit from any health science program. The letter must be sent from the previous Program Director. CCCC's Nursing Department Chair and Vice President of Student Services must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program. A remediation plan may be required.

#### **Additional Admission Requirements for Advanced LPN to-ADN Admission**

1. Admission is based upon all required and optional selective admission criteria previously addressed.
2. Admission is dependent on space availability at the specific point of entry determined for admission.
3. Applicants must show evidence of graduation from a state-approved school of practical nursing.
4. All applicants must complete the advanced standing placement assessment tool. The Department Chairperson and admissions counselor will then determine point of entry based upon achievements and deficits. The student will incur any testing expense and may take the test only three times in a three year period. The applicant will be referred for remediation based upon a low assessment score and/or sub scores. The time frame between each retesting attempt

will be based upon successful completion of all required remediation

5. Once the advanced placement assessment is complete, all applicants must next take the Medication Calculation Test. Students may take this test only three times in a three year period to achieve a score of 70% for acceptance consideration. The applicant will be referred for remediation based upon a low Medication Calculation test score. The time frame between each retesting attempt will be based upon successful completion of all required remediation.

6. After successful completion of the Medication Calculation Test, any applicant that has been out of practical nursing school or active nursing practice for over five years must then take the Skills Validation Test. Students may take the skills validation test only three times in a three-year period to achieve a score of 70% for acceptance consideration. The applicant should remediate between attempts.

7. Applicants must submit a copy of a current, unrestricted North Carolina LPN license or license from a state within the multi-state compact.

8. Applicants must present letters on official letterhead from an administrative supervisor of the health care agency where the applicant is/has been most recently employed and/or the nursing chairperson of the practical nursing program attended.

9. The applicant:

- a) Must have been employed as an LPN with documentation of at least one year full-time clinical experience with direct patient care in a health care agency within the last two years, or
- b) Must provide documentation of direct patient care in a practical nursing program for at least six months of the twelve months immediately prior to admission, or
- c) Must provide documentation of at least one year combined full-time clinical experience with direct patient care employed in a health care agency and a practical nursing program within the last two years, and
- d) Must provide documentation that the applicant's employment/clinical practice has met minimal competence levels for that of a licensed practical nurse or nursing student.
- e) The Nursing Department Chair will determine where applicants who do not meet the above work experience criteria are placed.

10. Applicants must have successfully completed all general education courses required in the first year of the Associate Degree Nursing Program with a grade of "C" or better.

11. Students may request a course exemption of ACA 115 Success and Study Skills (1 semester hour) unless identified as required pre-entry remediation.

12. If an advanced placement LPN does not meet the above admission criteria and/or validation testing, he/she may apply for regular admission as a first-year new entry student in the Associate Degree Nursing Program

**Program Length:** Associate in Applied Science – 5 semesters

**Career Pathway Options:** Associate in Applied Science Degree in Associate Degree Nursing, RN to BSN Articulation

**Program Sites:** Lee Campus -Day

### Course Requirements for Associate Degree Nursing

<i>I. General Education Courses (19 SHC)</i>		<i>C-L-CI-SHC</i>
BIO 168	Anatomy & Physiology I	3-3-0-4
ENG 111	Writing and Inquiry	3-0-0-3
	Humanities/Fine Arts Elective	3-0-0-3
PSY 150	General Psychology	3-0-0-3
SOC 210	Introduction to Sociology	3-0-0-3
ENG 112	Argument Based Research	3-0-0-3
	OR	
ENG 114	Prof Research & Reporting	3-0-0-3

### *II. Required Major Core Courses (43 SHC)*

#### A. Technical Core

NUR 111	Introduction to Health Concepts	4-6-6-8
NUR 112	Health-Illness Concepts	3-0-6-5
NUR 113	Family Health Concepts	3-0-6-5
NUR 114	Holistic Health Concepts	3-0-6-5
NUR 211	Health Care Concepts	3-0-6-5
NUR 212	Health System Concepts	3-0-6-5
NUR 213	Complex Health Concepts	4-3-15-10

#### B. Other Major Hours Required for Graduation (10 SHC)

BIO169	Anatomy & Physiology II	3-3-0-4
BIO 175	General Microbiology	2-2-0-3
PSY 241	Developmental Psychology	3-0-0-3

### *III. Other Required Hours (1 SHC)*

#### Student Success – Select One

ACA 111	College Student Success	1-0-0-1
ACA 115	Success and Study Skills	0-0-2-1
ACA 122	College Transfer Success	1-0-0-1

Total Semester Hours Credit Required for Graduation: 73

## Dental Assisting

### Credential: Diploma in Dental Assisting D4524000

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chair-side and related office and laboratory procedures.

Coursework includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provides students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.se

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

### **Limited Enrollment Curriculum:**

The Dental Assisting program is a limited enrollment curriculum. Applicants are accepted based on a selective admissions process. Criteria for admission into the Dental Assisting program are reviewed annually and are subject to change.

### **A. PROGRAM SPECIFIC ENTRANCE STANDARDS:**

#### **Admission**

A student may apply to the Dental Assisting program once eligibility requirements are met.

Prospective applicants are highly encouraged to complete an information session as well as contact the Dental Assisting Admissions Counselor prior to developing a plan for completing these requirements. The Admissions Counselor will review each applicant's progress, provide further guidance, and allow access to the Health Science Program application once all minimum admission requirements are met.

Once an applicant has completed all general admissions criteria and all Dental Assisting entrance requirements, he/she must submit a completed Health Sciences Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking. Applicants who do not gain entry but are eligible for the program will be placed on an alternate list should seats become available. The alternate list is not retained for the following admissions cycle. Applicants must reapply each year. If no alternate list exists, a second date may be announced for additional applications to be considered for remaining seats in the program.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application. It is the applicants' responsibility to ensure that requirements are met by the established deadline.

#### **Entrance Standards**

See General Admission Standards in the electronic catalog (Gen. Info section).

#### **Placement Test Scores**

Placement testing and all necessary developmental courses must be taken prior to being eligible for official admittance into the Dental Assisting Program. Acceptable placement tests are SAT, ACT, Asset, Compass, or Accuplacer and scores from any of these tests must be within five years.

The rating sheet for the Dental Programs indicate the minimum scores required to place into ENG 111 and MAT 110. Students who are awarded the Multiple Measures Waiver for placement testing or have earned appropriate transfer credit in English, math, or developmental courses with a "C" or higher may be exempt from placement testing. Students who place into developmental courses must obtain a grade of "P" in order to be eligible for official admittance.

### **GPA**

Students must be in good academic standing upon applying to health science programs. Good academic standing is defined as having a 2.0 GPA in the most recent semester attempted as well as maintaining a 2.0 cumulative GPA. These GPA requirements must be maintained at the time of entering the program from a secondary or post-secondary institution. Additional points are awarded towards an applicant's point total based on cumulative GPA from the past five years.

### **TEAS (Test of Essential Academic Skills)**

All required college placement tests or developmental courses must be successfully completed before the applicant may attempt the Test of Essential Academic Skills (TEAS). Students must obtain approval from a Health Science Admissions Counselor to take the TEAS prior to making payment of the required testing fee.

The TEAS is administered on scheduled testing dates. Each applicant may take the exam three times within a three year period. The two most recent attempts are used toward the selective admissions process. Students may complete remediation between attempts. Remediation options are as follows: developmental, curriculum-level, and/or continuing education courses or other strategies related to the subject areas. TEAS scores are valid for three years and must be current when submitting a Health Sciences Application. There is no minimum score required, but the total score from the Reading section will be used toward an applicant's point total, which affects his/her ranking during a consideration.

### **Pre-requisite Biology**

Applicants must have completed biology course to submit a Health Sciences Application for the Dental Assisting program.

Biology= high school, developmental, or college level BIO course (example: BIO 094, BIO 110, BIO 111, BIO 163)

Official transcripts for completed courses must be submitted by the application deadline.

### **The Test of English as a Foreign Language (TOEFL)**

TOEFL scores are required for any naturalized or non-US citizens who speak English as their second language. This test provides evidence of adequate proficiency in the English language. All test scores must be less than five

years old. The minimum acceptable TOEFL scores are based on the following formats: paper/pencil – 500, computer based – 213, and internet based – 80. The test is offered at multiple testing sites nationally and is at the student's expense.

### **Observation Hours**

The completion of forty hours of observation/work/voluntary experience in the dental assisting field is highly recommended. Although not required, applicants who acquire observation hours will be awarded additional points during consideration. The observation form is located at <http://www.cccc.edu/curriculum/majors/dental/hygiene/files/DH-Student-Observation-Form.pdf> or may be obtained from the Dental Programs Admissions Counselor.

## **B. REQUIREMENTS AFTER ACCEPTANCE:**

### **Criminal Background Check/Drug Screening**

A criminal background check and drug screening are required for all accepted Health Sciences students. Clinical affiliates will review criminal background reports and drug screenings of students and reserve the right to accept or deny any students based on their consideration of these reports. Negative reports and/or failed screenings may prevent a student from attending the clinical portion of their prescribed program. This could result in a student's withdrawal from the program. Students are subject to criminal background checks and drug screenings at any time during a clinical rotation. Clinical agencies reserve the right to require additional background checks and drug screens.

### **Medical Forms/Immunizations**

Accepted applicants are provided with a student medical health form and are required to submit it to the required document tracking system by an assigned date in their acceptance materials. The student medical form includes proof of a satisfactory health history, a physical examination, and an immunization report. Failure to submit the required information by the assigned date may result in loss of admission status into the Dental Assisting program, and class space will be assigned to another applicant.

\*\*Hepatitis B shots (3 series shot) required through second series prior to first Fall semester and completed by Spring semester.

### **BLS Provider CPR**

CPR Certification by the American Heart Association (AHA) in BLS Provider (Basic Life Support including CPR and AED) that includes both performance and testing of criteria is required prior to clinical rotations. Students are responsible for keeping their CPR certification current throughout the duration of the program.

**Mandatory Acceptance Session**

When notified of acceptance, applicants must attend a mandatory orientation session with the Dental Assisting department.

**Liability/Malpractice Insurance**

Malpractice insurance is required for health sciences students and is assessed as a student fee.

**Transportation/Additional Class/Course Materials**

Health Sciences students are responsible for their own transportation to off-campus clinical/learning sites. Materials other than textbooks will be required and are purchased at student’s expense.

**Technical Standards**

The Health Sciences programs are physically demanding. Students will be expected to perform lifting, pushing, pulling, and carrying tasks to successfully practice in a lab setting, complete clinical affiliations, and safely treat patients. For more details, please refer to each program's physical requirements and technical standards.

**Communicable Disease Statement**

As a healthcare provider, students enrolled in the Dental Assisting program are exposed to communicable diseases. Students will be trained in standard precautions and asepsis techniques to minimize the potential of transmission. Students will act as peer patients during the program and will be expected to share medical information during clinical treatment.

**Accommodations**

The College has a legal obligation to provide appropriate accommodations for students with documented disabilities. If you have a disability and are seeking accommodations, you should contact the Special Populations Department. Students should initiate this process as soon as possible (prior to the start of classes).

**Academic Standards**

Upon official acceptance, Health Sciences students are required to maintain the necessary GPA requirements for entry. Students cannot enter a Health Sciences program while on academic suspension. Health Sciences students must achieve a grade of "C" or higher in their Health Science courses. Students may withdraw or be withdrawn from a Health Sciences course, however, the student will not be allowed to matriculate through their program of study. Reapplication to the program will be required and readmission will be awarded based on the completion of admissions criteria, the policy for readmission, and space availability. Students requesting readmission must meet with the admissions counselor to review their file.

**Program Specific Academic Standards:**

See additional Program Specific Standards in the Dental Assisting Student Policies and Procedures Manual and specific Dental Assisting course syllabus.

Dental Assisting and progressive related courses must be taken in succession as they appear in the curriculum guide. Dental Assisting students must adhere to the other policies set forth in the Dental Assisting Student Policies and Procedures Manual. Dental Assisting students must not be on suspension status.

**C. RE-ADMISSION OR TRANSFER INTO THE DENTAL ASSISTING PROGRAM:**

A student must meet the admissions criteria in effect at the time of request for re-admission or transfer. A student may be required to re-enter a Dental Assisting course earlier in the curriculum sequence if the student is lacking major content. All Dental Assisting courses completed more than 3 years prior for re-admission or transfer must be repeated. Withdrawal or academic failure within the Dental Assisting Program will require the student to reapply to the program for re-entry. Advanced placement is dependent upon space availability. The Dental Assisting Program Director will evaluate transferability of all Dental Assisting courses. Transfer courses must be equivalent to courses required at the receiving college in both theory and clinical experiences. The student must provide copies of course syllabi and outlines to the Dental Assisting Program Director for those Dental Assisting courses previously taken. Students lacking essential content may be required to audit a portion of a course, challenge the content, demonstrate skills, or repeat the course as deemed necessary. The final decision for transfer credit for Dental Assisting courses is determined by the Dental Assisting Program Director.

Applicants must submit a letter explaining the circumstances of any previous exit from any health science program. The letter must be sent from the previous Program Director. CCCC’s Dental Assisting Program Director and Vice President of Student Services must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program. A remediation plan may be required.

**Program Length:**

**Diploma:** 3 semesters

**Career Pathway Options:** Diploma

**Program Site:** Central Carolina Dental Center; Sanford, NC-Day

**Course Requirements for Dental Assisting Diploma**

<b>I. General Education Courses: (6 SHC)</b>		<b>C-L-CI-SHC</b>
*ENG 111	Writing and Inquiry	3-0-0-3
	Social Science Elective	
*PSY 150	General Psychology	3-0-0-3
*SOC 240	Social Psychology	3-0-0-3

\*These courses are included within the Dental Assisting curriculum. However it is advantageous to have these courses completed prior to entering the Dental Assisting program.

**II. Required Major Core Courses (39 SHC)**

**A. Technical Core (36 SHC)**

DEN 100	Basic Orofacial Anatomy	2-0-0-2
DEN 101	Preclinical Procedures	4-6-0-7
DEN 102	Dental Materials	2-4-0-4
DEN 103	Dental Sciences	2-0-0-2
DEN 104	Dental Health Education	2-2-0-3
DEN 105	Practice Management	2-0-0-2
DEN 106	Clinical Practice I	2-0-12-6
DEN 107	Clinical Practice II	1-0-12-5
DEN 111	Infection/Hazard Control	2-0-0-2
DEN 112	Dental Radiology	2-3-0-3

**B. Other Major Hours (3 SHC)**

BIO 106	Introduction to Anatomy/ Physiology/Microbiology	2-2-0-3
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**III. Other Required Hours (1 SHC)**

Select One:

ACA 111	College Student Success	1-0-0-1
ACA 115	Success and Study Skills	0-2-0-1
ACA 122	College Transfer Success	1-0-0-1

Total Semester Hours Credit Required for Graduation: 46

**Dental Hygiene  
Credential: Associate in Applied Science  
Degree in Dental Hygiene  
A45260**

The Dental Hygiene curriculum provides individuals with the knowledge and skills to access, plan, implement, and evaluate dental hygiene care for the individual and the community.

Students will learn to prepare the operatory, take patient histories, note abnormalities, plan care, teach oral hygiene, clean teeth, take x-rays, apply preventive agents, complete necessary chart entries, and perform other procedures related to dental hygiene care.

Graduates of this program may be eligible to take national and state/regional examinations for licensure, which are required to practice dental hygiene. Employment opportunities include dental offices, clinics, schools, public health agencies, industry, and professional education.

**Limited Enrollment Curriculum:**

The Dental Hygiene program is a limited enrollment curriculum. Applicants are accepted based on a selective admissions process. Criteria for admission into the Dental

Hygiene program are reviewed annually and are subject to change.

**A. PROGRAM SPECIFIC ENTRANCE STANDARDS:**

**Admissions Process:**

A student may apply to the Dental Hygiene program once eligibility requirements are met.

Prospective applicants are highly encouraged to complete an information session as well as contact the Dental Hygiene Admissions Counselor prior to developing a plan for completing these requirements. The Admissions Counselor will review each applicant’s progress, provide further guidance, and allow access to the Health Science Program application once all minimum admission requirements are met.

Once an applicant has completed all general admissions criteria and all Dental Hygiene entrance requirements, he/she must submit a completed Health Sciences Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking. Applicants who do not gain entry but are eligible for the program will be placed on an alternate list should seats become available. The alternate list is not retained for the following admissions cycle. Applicants must reapply each year. If no alternate list exists, a second date may be announced for additional applications to be considered for remaining seats in the program.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application. It is the applicants’ responsibility to ensure that requirements are met by the established deadline.

**Entrance Standards**

See General Admission Standards in the electronic catalog (Gen. Info section).

**Placement Test Scores**

Placement testing and all necessary developmental courses must be taken prior to being eligible for official admittance into the Dental Hygiene program. Acceptable placement tests are SAT, ACT, Asset, Compass, or Accuplacer and scores from any of these tests must be within five years.

The rating sheet for the Dental Programs indicates the minimum scores required to place into ENG 111 and MAT 110. Students who are awarded the Multiple Measures Waiver for placement testing or have earned appropriate transfer credit in English, math, or developmental courses with a “C” or higher may be exempt from placement testing. Students who place into developmental courses must obtain a grade of "P" in order to be eligible for official admittance.



### **GPA**

Students must be in good academic standing upon applying to health science programs. Good academic standing is defined as having a 2.0 GPA in the most recent semester attempted as well as maintaining a 2.0 cumulative GPA. These GPA requirements must be maintained at the time of entering the program from a secondary or post-secondary institution. Additional points are awarded towards an applicant's point total based on cumulative GPA from the past five years.

### **TEAS (Test of Essential Academic Skills)**

All required college placement tests or developmental courses must be successfully completed before the applicant may attempt the Test of Essential Academic Skills (TEAS). Students must obtain approval from a Health Science Admissions Counselor to take the TEAS and pay the required testing fee.

The TEAS is administered on scheduled testing dates. Each applicant may take the exam three times within a three year period. The two most recent attempts are used toward the selective admissions process. Students may complete remediation between attempts. Remediation options are as follows: developmental, curriculum-level, and/or continuing education courses or other strategies related to the subject areas. TEAS scores are valid for three years and must be current when submitting a Health Sciences Application. There is no minimum score required, but the total score from the Reading section will be used toward an applicant's point total, which affects his/her ranking during a consideration.

### **Pre-requisite Biology, Chemistry**

Applicants must have completed a biology course and a chemistry course in order to be eligible to submit a Health Sciences Application for the Dental Hygiene program. Official transcripts for completed courses must be submitted by the application deadline. Acceptable courses are listed below:

Biology = high school, developmental, or college level BIO course (example: BIO 094, BIO 110, BIO 111, BIO 163, BIO 175, BIO 180)

CHM = high school, developmental, or college level CHM course (example: CHM 130/13A, CHM 151)

Official transcripts for completed courses must be submitted by application deadline.

### **The Test of English as a Foreign Language (TOEFL)**

TOEFL scores are required for any naturalized or non-US citizens who speak English as their second language. This test provides evidence of adequate proficiency in the English language. All test scores must be less than five years old. The minimum acceptable TOEFL scores are based on the following formats: paper/pencil – 500, computer based – 213, and internet based – 80. The test is

offered at multiple testing sites nationally and is at the student's expense.

### **Observation Hours**

The completion of forty hours of observation/work/voluntary experience in the dental hygiene field is highly recommended. Although not required, applicants who acquire observation hours will be awarded additional points during a consideration. The observation form is located at <http://www.cccc.edu/curriculum/majors/dental/hygiene/files/DH-Student-Observation-Form.pdf> or may be obtained from the Dental Programs Admissions Counselor.

## **B. REQUIREMENTS AFTER ACCEPTANCE:**

### **Criminal Background Check/Drug Screening**

A criminal background check and drug screening are required for all accepted Health Sciences students. Clinical affiliates will review criminal background reports and drug screenings of students and reserve the right to accept or deny any students based on their consideration of these reports. Negative reports and/or failed screenings may prevent a student from attending the clinical portion of their prescribed program. This could result in a student's withdrawal from the program. Students are subject to criminal background checks and drug screenings at any time during a clinical rotation. Clinical agencies reserve the right to require additional background checks and drug screens.

### **Medical Forms/Immunizations**

Applicants are required to submit a completed college approved student medical health form to the required document tracking system by the assigned date. The student medical form must include satisfactory health history, physical examination, and immunization report. Failure to submit a completed medical form will result in loss of Dental Hygiene admission status and class space will be assigned to another applicant. NO student will be permitted to participate in clinic without having submitted a completed medical form.

\*\*Hepatitis B shots (3 series shot) required through second series prior to first Fall semester and completed by Spring semester.

### **BLS Provider CPR**

CPR Certification by the American Heart Association (AHA) in BLS Provider (Basic Life Support including CPR and AED) that includes both performance and testing of criteria is required prior to clinical rotations. Students are responsible for keeping their CPR certification current throughout the duration of the program.

### **Mandatory Acceptance Session**

When notified of acceptance, applicants must attend a mandatory orientation session with the Dental Hygiene department.

### **Liability/Malpractice Insurance**

Malpractice insurance is required for health sciences students and is assessed as a student fee.

### **Transportation/Additional Class/Course Materials**

Health Sciences students are responsible for their own transportation to off-campus clinical/learning sites. Materials other than textbooks will be required and are purchased at student's expense.

### **Technical Standards**

The Health Sciences programs are physically demanding. Students will be expected to perform lifting, pushing, pulling, and carrying tasks to successfully practice in a lab setting, complete clinical affiliations, and safely treat patients. For more details, please refer to each program of study's physical requirements and technical standards.

### **Communicable Disease Statement**

As a healthcare provider, students enrolled in the Dental Hygiene program are exposed to communicable diseases. Students will be trained in standard precautions and asepsis techniques to minimize the potential of transmission. Students will act as peer patients during the program and will be expected to share medical information during clinical treatment.

### **Accommodations**

The College has a legal obligation to provide appropriate accommodations for students with documented disabilities. If you have a disability and are seeking accommodations, you should contact the Special Populations Department. Students should initiate this process as soon as possible (prior to the start of classes).

### **NC State Board of Dental Examiners Standards**

The application for licensure at the completion of the program might be denied or restricted by the NC State Board of Dental Examiners. Background checks are required for ALL license applications. Written examinations are offered on-line in two subject areas: infection control/sterilization and North Carolina jurisprudence. The only acceptable clinical exams are the ADEX Dental Hygiene or the CITA Dental Hygiene exam. Both written and clinical exams must be passed before a license will be issued. Passing either the written or clinical exam alone does not fulfill requirements for licensure. No candidate may engage in the practice of dental hygiene until the license is issued and properly displayed as required by 21 NCAC 16I .0109, <http://www.ncdentalboard.org/hygienist.htm>.

Specific dental hygiene licensure requirements vary among jurisdictions, but all jurisdictions have three basic requirements: an educational requirement, a written examination requirement, and a clinical examination requirement. All jurisdictions accept graduation from a dental hygiene program accredited by the Commission on Dental Accreditation (CODA) as fulfilling the educational

requirement. Most jurisdictions also accept graduation from a Canadian dental hygiene program accredited by the Commission on Dental Accreditation of Canada (CDAC).

The NBDHE is intended to fulfill or partially fulfill the written examination requirement, but acceptance of National Board Examination results is completely at the discretion of the individual state. NC does require a passing Dental Hygiene National Board score before a license will be issued. A state can place any limit on acceptance of NBDHE results that it deems appropriate. For example, some states accept National Board Examination results only if earned within the last five to 10 years.

### **Academic Standards**

Upon official acceptance, Health Sciences students are required to maintain the necessary GPA requirements for entry. Students cannot enter a Health Sciences program while on academic suspension. Health Sciences students must achieve a grade of "C" or higher in their Health Science courses. Students may withdraw or be withdrawn from a Health Sciences course, however, the student will not be allowed to matriculate through their program of study. Reapplication to the program will be required and readmission will be awarded based on the completion of admissions criteria, the policy for readmission, and space availability. Students requesting readmission must meet with the admissions counselor to review their file.

**Program Specific Academic Standards:** See the Dental Hygiene Student Policies and Procedures Manual and specific Dental Hygiene course syllabi.

Dental Hygiene and progressive related courses must be taken in succession as they appear in the curriculum guide. Dental Hygiene students must meet the standards related to demonstration of emotional and physical health within the framework of Dental Hygiene practice and must adhere to the other policies set forth in the Dental Hygiene Student Policies and Procedures Manual. Dental Hygiene students must not be on suspension status.

### **C. RE-ADMISSION OR TRANSFER INTO THE DENTAL HYGIENE PROGRAM**

A student must meet the admissions criteria in effect at the time of request for re-admission or transfer. A student may be required to re-enter a Dental Hygiene course earlier in the curriculum sequence if the student is lacking major content. All Dental Hygiene courses completed more than 3 years prior for re-admission or transfer must be repeated. Withdrawal or academic failure within the Dental Hygiene program will require the student to reapply to the program for re-entry. Advanced placement is dependent upon space availability.

The Dental Hygiene Program Director will evaluate transferability of all Dental Hygiene courses. Transfer courses must be equivalent to courses required at the

receiving college in both theory and clinical experiences. The student must provide copies of course syllabi and outlines to the Dental Hygiene Program Director for those Dental Hygiene courses taken. Students lacking essential content may be required to audit a portion of a course, challenge the content, demonstrate skills, or repeat the course as deemed necessary. The final decision for transfer credit for Dental Hygiene courses is determined by the Dental Hygiene Program Director.

Applicants must submit a letter explaining the circumstances of any previous exit from any health science program. The letter must be sent from the Program Director at the former institution. CCCC's Dental Hygiene Program Director and Vice-President of Student Services must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program. A remediation plan may be required.

**Program Length:** 5 semesters

**Career Pathway Options:** Associate in Applied Science Degree

**Program Site:** Central Carolina Dental Center; Sanford, NC-Day

### Course Requirements for Dental Hygiene Degree

<i>I. General Education Courses (15 SHC)</i>		<i>C-L-CI-SHC</i>
BIO 180	Biological Chemistry	2-2-0-3
ENG 111	Writing and Inquiry	3-0-0-3
	Humanities/Fine Arts Elective	3-0-0-3
SOC 240	Social Psychology	3-0-0-3

Select one course:

COM 120	Interpersonal Communication	3-0-0-3
COM 231	Public Speaking	3-0-0-3
ENG 115	Oral Communications	3-0-0-3

### *II. Major Hours (55 SHC)*

#### A. Technical Core (54 SHC)

BIO 163	Human Anat. & Physiology with Lab	4-2-0-5
BIO 175	General Microbiology	2-2-0-3
DEN 110	Orofacial Anatomy	2-2-0-3
DEN 111	Infection/Hazard Control	2-0-0-2
DEN 112	Dental Radiology	2-3-0-3
DEN 120	Dental Hygiene Preclinic Lecture	2-0-0-2
DEN 121	Dental Hygiene Preclinic Lab	0-6-0-2
DEN 123	Nutrition/Dental Health	2-0-0-2
DEN 124	Periodontology	2-0-0-2
DEN 130	Dental Hygiene Theory I	2-0-0-2
DEN 131	Dental Hygiene Clinic I	0-0-9-3
DEN 140	Dental Hygiene Theory II	1-0-0-1
DEN 141	Dental Hygiene Clinic II	0-0-6-2
DEN 220	Dental Hygiene Theory III	2-0-0-2
DEN 221	Dental Hygiene Clinic III	0-0-12-4
DEN 222	General and Oral Pathology	2-0-0-2
DEN 223	Dental Pharmacology	2-0-0-2

DEN 224	Materials & Procedures	1-3-0-2
DEN 230	Dental Hygiene Theory IV	1-0-0-1
DEN 231	Dental Hygiene Clinic IV	0-0-12-4
DEN 232	Community Dental Health	2-3-0-3
DEN 233	Professional Development	2-0-0-2

#### B. Other Major Hours (1 SHC)

DEN 125	Dental Office Emergencies	0-2-0-1
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### *III. Other Required Hours (1 SHC)*

\*Student Success-Select One:

ACA 111	College Student Success	1-0-0-1
ACA 115	Success and Study Skills	0-2-0-1
ACA 122	College Transfer Success	1-0-0-1

Total Semester Hours Credit Required for Graduation: 71

## General Occupational Technology (Pre-Health Sciences)

### Credential: Associate in Applied Science A55280

The General Occupational Technology (GOT) curriculum provides individuals with an opportunity to upgrade their skills and earn an associate degree, diploma, or certificate by taking courses that offer specific job knowledge and skills.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be developed from any non-developmental level courses from approved curriculum programs of study offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and better qualified for a wide range of entry-level employment opportunities.

**All courses included in the GOT must be taken from approved Associate of Applied Science (AAS), diploma or certificate programs.**

**Program Length:** 5 semesters

**Career Pathway Options:** Associate in Applied Science Degree

**Program Site:** Lee, Harnett, Chatham, Distance Education

### Course Requirements for General Occupational Technology Degree (Pre-Health Sciences)

#### *I. General Education Courses (minimum 15 SHC)*

Associate Degree programs must contain a minimum of 15 semester hours of general education coursework. The general education hours must include a minimum of 6 semester hours in communications and at least one course

from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics.

### **II. Major Hours (minimum 49 SHC)**

AAS programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate of applied science degrees up to a maximum of 8 semester hours of credit.

### **III. Other Required Hours (0-7 SHC)**

Local employer requirements, as well as college designated graduation requirements, may be accommodated in “other required hours”. Up to a maximum of 7 semester hours of credit in other required hours may be included in an AAS degree program. Any course in the Combined Course Library that is educationally relevant to the student’s career objective may be used in other required hours, as long as it is not a restricted or unique course.

*Total Semester Hours Credit Required for Graduation:*  
64-76

## **Health and Fitness Science Degree Credential: Associate in Applied Science in Health and Fitness Science A45630**

The Health and Fitness Science program is designed to provide students with the knowledge and skills necessary for employment in the fitness and exercise industry.

Students will be trained in exercise science and be able to administer basic fitness tests and health risk appraisals, teach specific exercise and fitness classes and provide instruction in the proper use of exercise equipment and facilities.

Graduates should qualify for employment opportunities in commercial fitness clubs, YMCA's/YWCA's, wellness programs in business and industry, Parks & Recreation Departments and other organizations implementing exercise & fitness programs.

### **Limited Enrollment Curriculum:**

The Health and Fitness Science program is a limited enrollment curriculum and program applicants are accepted based upon a first qualified/first accepted admission process. Admission criteria for the Health and Fitness Science program are reviewed annually and are subject to change.

### **A. PROGRAM SPECIFIC ENTRANCE STANDARDS:**

### **Admissions Process**

A student can apply to the Health and Fitness Science program once eligibility requirements are met.

Prospective applicants are highly encouraged to complete an information session as well as contact the Health and Fitness Science Admissions Counselor prior to developing a plan for completing these requirements. The Admissions Counselor will review each applicant’s progress, provide further guidance, and allow access to the Health Science Program application once all minimum admission requirements are met..

Once an applicant has completed all general admissions criteria and all Health and Fitness Science entrance requirements, he/she must submit a completed Health Sciences Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking. Applicants who do not gain entry but are eligible for the program will be placed on an alternate list should seats become available. The alternate list is not retained for the following admissions cycle. Applicants must reapply each year. If no alternate list exists, a second date may be announced for additional applications to be considered for remaining seats in the program.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application. It is the applicants’ responsibility to ensure that requirements are met by the established deadline.

### **Entrance Standards**

See General Admission Standards in the electronic catalog (Gen. Info section).

### **Placement Test Scores**

Placement testing and all necessary developmental courses must be taken prior to being eligible for official admittance into the Medical Assisting program. Acceptable placement tests are SAT, ACT, Asset, Compass, or Accuplacer and scores from any of these tests must be within five years. The rating sheet for the Health and Fitness Science program indicates the minimum scores required to place into ENG 111 and MAT 110. Students who meet Multiple Measures for Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a C or higher may be exempt from placement testing. Students placing into developmental courses must obtain a "P" grade in order to be eligible for official admittance.

### **GPA**

Students must be in good academic standing upon applying to health science programs. Good academic standing is defined as having a 2.0 GPA in the most recent semester attempted as well as maintaining a 2.0 cumulative GPA. These GPA requirements must be maintained at the time of entering the program from a secondary or post-secondary

institution. Additional points are awarded towards an applicant's point total based on cumulative GPA from the past five years.

### **The Test of English as a Foreign Language (TOEFL)**

TOEFL scores are required for any naturalized or non-US citizens where English is their second language to provide evidence of adequate proficiency in the English language. All test scores must be less than five years old. The minimum acceptable TOEFL scores are based upon format: paper/pencil – 500, computer based – 213, and internet based – 80. This test is offered at multiple testing sites nationally and is at the student's expense.

## **B. REQUIREMENTS AFTER ACCEPTANCE:**

### **Criminal Background Check/Drug Screening**

A criminal background check and drug screening will be required for all accepted Health Sciences students. Clinical affiliates will review criminal background reports and drug screenings of students and reserve the right to accept or deny any students based on their consideration of these reports. Negative reports and/or failed screenings can preclude a student from attending the clinical portion of their prescribed program and thus, will result in the student's exit from the program. Students are subject to criminal background check and drug screening at any time during a clinical rotation. Clinical agencies reserve the right to require additional background checks and drug screens.

### **Medical Forms/Immunizations**

Applicants are required to submit a completed college approved student medical health form to the required document tracking system by the assigned date. The student medical form must include satisfactory health history, physical examination, and immunization report. Failure to submit the required information by the assigned date will result in loss of Health and Fitness Science admission status and class space will be assigned to another applicant.

### **Mandatory Acceptance Session**

Accepted students must attend a mandatory orientation session with the Health and Fitness Science Program.

### **Liability/Malpractice Insurance**

Malpractice insurance is required for health sciences students and is assessed as a student fee.

### **Transportation/Additional Class/Course Materials**

Health Sciences students are responsible for their own transportation to off-campus clinical/learning sites. Materials other than textbooks will be required and are purchased at student's expense.

### **Technical Standards**

The Health Sciences programs are physically demanding. Students will be expected to perform lifting, pushing, pulling, and carrying tasks to successfully practice in a lab setting, complete clinical affiliations, and safely treat

patients. For more details, please refer to each program of study's physical requirements and technical standards.

### **Accommodations**

The College has a legal obligation to provide appropriate accommodations for students with documented disabilities. If you have a disability and are seeking accommodations, you should contact the Special Populations Department. Students should initiate this process as soon as possible (prior to the start of classes).

### **Academic Standards**

Upon official acceptance, Health Sciences students are required to maintain the necessary GPA requirements for entry. Students cannot enter a Health Sciences program while on academic suspension. Health Sciences students must achieve a grade of "C" or higher in their Health Science courses. Students may withdraw or be withdrawn from a Health Sciences course. However, the student will not be allowed to matriculate through their program of study. Reapplication to the program will be required and readmission will be awarded based on admissions criteria completion, policy on readmission, and space availability. Students completing readmission must meet with the admissions counselor to review their file.

### **Program Specific Academic Standards:**

See additional Program Specific Standards in the Health and Fitness Science Program Guide and specific Health and Fitness Science course syllabus.

Health and Fitness Science and progressive related courses must be taken in succession as they appear in the catalog. Health and Fitness Science students must adhere to the other policies set forth in the Health and Fitness Science Program Guide.

## **C. RE-ADMISSION OR TRANSFER INTO THE HEALTH AND FITNESS SCIENCE PROGRAM:**

The student must qualify under the admission criteria in effect at time of re-admission or transfer. A student may be required to re-enter a Health and Fitness Science course earlier in the curriculum sequence if the student is lacking major content as evaluated by the Program Director. All Health and Fitness Science courses completed more than 3 years prior to re-admission or transfer must be repeated. Withdrawal or academic failure within the Health and Fitness Science program will require the student to reapply as a new student. Advanced placement is dependent upon space availability.

The Health and Fitness Science Program Director will evaluate transferability of all Health and Fitness Science courses. Transfer courses must be equivalent to courses required at the receiving college in both theory and clinical experiences. The student must provide copies of course syllabi and outlines for those Health and Fitness Science courses taken to the Program Director. Students lacking

essential content may be required to audit a portion of a course, challenge the content, demonstrate skills or repeat the course as deemed necessary. The final decision for transfer credit for Health and Fitness Science courses is determined by the Health and Fitness Science Program Director.

Applicants must submit a letter explaining the circumstances of any previous exit from any health sciences program. The letter must be sent from the previous Program Director. CCCC's Health and Fitness Science Program Director and Vice President of Student Services must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program. A remediation plan may be required.

**Program Length:** 5 semesters

**Career Pathway Options:** Associate in Applied Science Degree in Health and Fitness Science, Diploma, Certificate

**Program Site:** Lee Campus-Day

**Course requirements for Health and Fitness Science Degree**

<b>I. General Education Courses (16 SHC)</b>		<b>C-L-CI-SHC</b>
ENG 111	Writing & Inquiry	3-0-0-3
PSY 150	General Psychology	3-0-0-3
	Humanities Elective	3-0-0-3
MAT 152	Statistical Methods I	3-2-0-4
	OR	
MAT 171	Precalculus Algebra	3-2-0-4
Select one course:		
COM 120	Interpersonal Communication	3-0-0-3
COM 231	Public Speaking	3-0-0-3
ENG 115	Oral Communications	3-0-0-3
<b>II. Required Major Core Courses (55 SHC)</b>		
A. Technical Core (30 SHC)		
HEA 112	CPR & First Aid	1-2-0-2
HFS 110	Exercise Science	4-0-0-4
HFS 111	Fitness and Exercise Testing I	3-2-0-4
HFS 116	Prevention & Care of Exercise Related Injuries	2-2-0-3
HFS 118	Fitness Facility Management	4-0-0-4
HFS 120	Group Exercise Instruction	2-2-0-3
HFS 210	Personal Training	2-2-0-3
HFS 212	Exercise Programming	2-2-0-3
HFS 218	Lifestyle Changes/Wellness	3-2-0-4
B. Program Major Hours (11 SHC)		
BIO 168	Anatomy and Physiology I	3-3-0-4
BIO 169	Anatomy and Physiology II	3-3-0-4
BIO 155	Nutrition	3-0-0-3

<b>C. Other Major Hours (14 SHC)</b>		
PED 110	Fit and Well for Life	1-2-0-2
PED 113	Aerobics I	0-3-0-1
PED 117	Weight Training I	0-3-0-1
PED 118	Weight Training II	0-3-0-1
HFS 211	Fitness & Exercise Testing II	3-2-0-4
HFS 214	Health & Fitness Law	3-0-0-3
WBL 111	Work-Based Learning I	0-0-10-1
WBL 121	Work-Based Learning II	0-0-10-1

**III. Other Required Hours (1 SHC)**

ACA 122	College Transfer Success	0-2-0-1
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Total Semester Hours Credit Required for Graduation: 72

**Credential: Diploma in Health and Fitness Science D45630**

**Program Length:** 3 semesters

**Career Pathway Options:** Associate in Applied Science Degree in Health and Fitness Science, Diploma, Certificate

**Program Site:** Lee Campus-Day

**Course requirements for Health and Fitness Science Diploma**

<b>I. General Education Courses (6 SHC)</b>		<b>C-L-CI-SHC</b>
ENG 111	Writing and Inquiry	3-0-0-3
PSY 150	General Psychology	3-0-0-3
<b>II. Required Major Core Courses (38 SHC)</b>		<b>C-L-CI-SHC</b>
A. Technical Core (23 SHC)		
HEA 112	CPR & First Aid	1-2-0-2
HFS 110	Exercise Science	4-0-0-4
HFS 111	Fitness and Exercise Testing I	3-2-0-4
HFS 116	Prevention & Care of Exercise Related Injuries	2-2-0-3
HFS 120	Group Exercise Instruction	2-2-0-3
HFS 210	Personal Training	2-2-0-3
HFS 218	Lifestyle Changes/Wellness	3-2-0-4
B. Program Major (11 SHC)		
BIO 168	Anatomy and Physiology I	3-3-0-4
BIO 169	Anatomy and Physiology II	3-3-0-4
BIO 155	Nutrition	3-0-0-3
C. Other Major Hours (4 SHC)		
PED 110	Fit and Well for Life	1-2-0-2
PED 113	Aerobics I	0-3-0-1
PED 117	Weight Training I	0-3-0-1
<b>III. Other Required Hours (1 SHC)</b>		
ACA 122	College Transfer Success	0-2-0-1

Total Semester Hours Credit Required for Graduation: 45

**Credential: Certificate in Health and Fitness  
Science  
C45630**

***I. Required Major Core Courses (17 SHC)***

A. Technical Core (16 SHC)		<b><i>C-L-CI-SHC</i></b>
HEA 112	CPR & First Aid	1-2-0-2
HFS 110	Exercise Science	4-0-0-4
HFS 111	Fitness and Exercise Testing I	3-2-0-4
HFS 116	Prevention & Care of Exercise Related Injuries	2-2-0-3
HFS 210	Personal Training	2-2-0-3
B. Other Major Hours (1 SHC)		
PED 117	Weight Training I	0-3-0-1

Total Semester Hours Credit Required for Graduation: 17

**Health Information Technology  
Credential: Associate in Applied Science  
Degree in Health Information Technology  
A45360**

The Health Information Technology curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information.

Students will supervise departmental functions; classify, code, and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor patient information security.

Graduates of this program will be eligible to write the national certification examination to become a Registered Health Information Technician (RHIT) once the program gains accreditation status from the Commission on Accreditation for Health Informatics and Information Management Education, (CAHIIM). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, outpatient clinics, physicians' offices, hospice, and mental health facilities.

***Limited Enrollment Curriculum:***

The Health Information Technology program is a limited enrollment curriculum and program applicants are accepted based upon a selective admission process. Admission criteria for the Health Information Technology program are reviewed annually and are subject to change.

**A. PROGRAM SPECIFIC ENTRANCE STANDARDS:**

**Admissions Process**

A student may apply to the Health Information Technology program once eligibility requirements are met.

Prospective applicants are highly encouraged to complete an information session as well as contact the Health Information Technology Admissions Counselor prior to developing a plan for completing these requirements. The Admissions Counselor will review each applicant's progress, provide further guidance, and allow access to the Health Science Program application once all minimum admission requirements are met.

Once an applicant has completed all general admissions criteria and all Health Information Technology entrance requirements, he/she must submit a completed Health Sciences Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking. Applicants who do not gain entry but are eligible for the program will be placed on an alternate list should seats become available. The alternate list is not retained for the following admissions cycle. Applicants must reapply each year. If no alternate list exists, a second date may be announced for additional applications to be considered for remaining seats in the program.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application. It is the applicants' responsibility to ensure that requirements are met by the established deadline.

**Entrance Standards**

See General Admission Standards in the electronic catalog (Gen. Info section).

**Placement Test Scores**

Placement testing and all necessary developmental courses must be taken prior to being eligible for official admittance into the Health Information Technology program. Acceptable placement tests are SAT, ACT, Asset, Compass, or Accuplacer and scores from any of these tests must be within five years.

The rating sheet for the Health Information Technology program indicates the minimum scores required to place into ENG 111 and MAT 110. Students who meet Multiple Measures for Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a C or higher may be exempt from placement testing. Students placing into developmental courses must obtain a "P" grade in order to be eligible for official admittance.

**GPA**

Students must be in good academic standing upon applying to health science programs. Good academic standing is defined as having a 2.0 GPA in the most recent semester attempted as well as maintaining a 2.0 cumulative GPA. These GPA requirements must be maintained at the time of entering the program from a secondary or post-secondary

institution. Additional points are awarded towards an applicant's point total based on cumulative GPA from the past five years.

### **TEAS (Test of Essential Academic Skills)**

All required college placement tests or developmental courses must be successfully completed before the applicant may attempt the Test of Essential Academic Skills (TEAS). Students must obtain approval from a Health Science Admissions Counselor to take the TEAS prior to making payment of the required testing fee.

The TEAS is administered on scheduled testing dates. Each applicant may take the exam three times within a three year period. The two most recent attempts are used toward the selective admissions process. Students may complete remediation between attempts. Remediation options are as follows: developmental, curriculum-level, and/or continuing education courses or other strategies related to the subject areas. TEAS scores are valid for three years and must be current when submitting a Health Sciences Application. There is no minimum score required, but the total score from the Reading section will be used toward an applicant's point total, which affects his/her ranking during a consideration.

### **The Test of English as a Foreign Language (TOEFL)**

TOEFL scores are required for any naturalized or non-US citizens where English is their second language to provide evidence of adequate proficiency in the English language. All test scores must be less than five years old. The minimum acceptable TOEFL scores are based upon format: paper/pencil – 500, computer based – 213, and internet based – 80. This test is offered at multiple testing sites nationally and is at the student's expense.

## **B. REQUIREMENTS AFTER ACCEPTANCE:**

### **Criminal Background Check/Drug Screening**

A criminal background check and drug screening will be required for all accepted Health Sciences students. Clinical affiliates will review criminal background reports and drug screenings of students and reserve the right to accept or deny any students based on their consideration of these reports. Negative reports and/or failed screenings can preclude a student from attending the clinical portion of their prescribed program and thus, will result in the student's exit from the program. Students are subject to criminal background check and drug screening at any time during a clinical rotation. Clinical agencies reserve the right to require additional background checks and drug screens.

### **Medical Forms/Immunizations**

Applicants are required to submit a completed college approved student medical health form to the required document tracking system by the assigned date. The student medical form must include satisfactory health history, physical examination, and immunization report. Failure to submit the required information by the assigned date will

result in loss of Health Information Technology admission status and class space will be assigned to another applicant.

### **Liability/Malpractice Insurance**

Malpractice insurance is required for health sciences students and is assessed as a student fee.

### **Transportation/Additional Class/Course Materials**

Health Sciences students are responsible for their own transportation to off-campus clinical/learning sites. Materials other than textbooks will be required and are purchased at student's expense.

### **Technical Standards**

Please refer to the Health Information Technology program physical requirements and technical standards.

### **Accommodations**

The College has a legal obligation to provide appropriate accommodations for students with documented disabilities. If you have a disability and are seeking accommodations, you should contact the Special Populations Department. Students should initiate this process as soon as possible (prior to the start of classes).

### **Academic Standards**

Upon official acceptance, Health Sciences students are required to maintain the necessary GPA requirements for entry. Students cannot enter a Health Sciences program while on academic suspension. Health Sciences students must achieve a grade of "C" or higher in their Health Science courses. Students may withdraw or be withdrawn from a Health Sciences course. However, the student will not be allowed to matriculate through their program of study. Reapplication to the program will be required and readmission will be awarded based on admissions criteria completion, policy on readmission, and space availability. Students completing readmission must meet with the admissions counselor to review their file.

### **Program Specific Academic Standards:**

See additional Program Specific Standards in the Health Information Technology Program Guide and specific Health Information Technology course syllabus.

Health Information Technology students must maintain an overall and semester GPA 2.0 or better, and must earn a grade of "C" or better in all courses required by the Health Information Technology curriculum in order to graduate. Health Information Technology and progressive related courses must be taken in succession as they appear in the catalog. Health Information Technology students must adhere to the other policies set forth in the Health Information Technology Program Guide.



**C. RE-ADMISSION OR TRANSFER INTO THE HEALTH INFORMATION TECHNOLOGY PROGRAM:**

The student must qualify under the admission criteria in effect at time of re-admission or transfer. A student may be required to re-enter a Health Information Technology course earlier in the curriculum sequence if the student is lacking major content as evaluated by the Program Director. All Health Information Technology courses completed more than 3 years prior to re-admission or transfer must be repeated. Withdrawal or academic failure within the Health Information Technology program will require the student to reapply as a new student. Advanced placement is dependent upon space availability.

The Health Information Technology Program Director will evaluate transferability of all Health Information Technology courses. Transfer courses must be equivalent to courses required at the receiving college in both theory and clinical experiences. The student must provide copies of course syllabi and outlines for those Health Information Technology courses taken to the Program Director. Students lacking essential content may be required to audit a portion of a course, challenge the content, demonstrate skills or repeat the course as deemed necessary. The final decision for transfer credit for Health Information Technology courses is determined by the Health Information Technology Program Director.

Applicants must submit a letter explaining the circumstances of any previous exit from any health sciences program. The letter must be sent from the previous Program Director. CCCC's Health Information Technology Program Director and Vice President of Student Services must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program. A remediation plan may be required.

**Program Length:** 5 semesters, full-time; 8 semester, part time

**Career Pathway Options:** Associate in Applied Science Degree in Health Information Technology, Diploma, Certificate(s)

**Program Site:** Online  
± required day hours during Professional Practice Courses

**Course Requirements for Health Information Technology**

***I. General Education Courses (15 HRS)***

ENG 111	Writing and Inquiry	3-0-0-3
ENG 114	Prof Research & Reporting Humanities/Fine Arts Elective	3-0-0-3 3-0-0-3
PSY 150	General Psychology	3-0-0-3
MAT 110	Math Measurement & Literacy	2-2-0-3

OR

MAT 143	Quantitative Literacy	2-2-0-3
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**II. Required Major Core Courses (60/61 SHC)**

**A. Technical Core (35 SHC)**

HIT 110	Fundamentals of HIM	3-0-0-3
HIT 112	Health Law & Ethics	3-0-0-3
HIT 114	Health Data Ss/Standards	2-3-0-3
MED 121	Medical Terminology I	3-0-0-3
MED 122	Medical Terminology II	3-0-0-3
HIT 210	Healthcare Statistics	2-2-0-3
HIT 211	ICD Coding	2-6-0-4
HIT 214	CPT/Other Coding Systems	1-3-0-3
HIT 216	Quality Management	1-3-0-2
HIT 218	Mgmt Principles in HIT	3-0-0-3
HIT 226	Principles of Disease	3-0-0-3
HIT 280	Professional Issues	2-0-0-2

**B. Program Major (22/23 SHC)**

BIO 168	Anatomy and Physiology I	3-3-0-4
BIO 169	Anatomy and Physiology II	3-3-0-4
HIT 124	Prof Practice Exp II ±	0-0-3-1
HIT 215	Reimbursement Methodology	1-3-0-2
HIT 222	Prof Practice Exp III ±	0-0-6-2
HIT 225	Healthcare Informatics	3-2-0-4
HIT 227	Informatics Project Management	2-2-0-3
*HIT Elective (select one)		
HIT 220	Health Informatics	1-2-0-2
HIT 221	EHRS or Lifecycle of HER	2-2-0-3

**C. Other Major Hours (3 SHC)**

CIS 110	Introduction to Computers	2-2-0-3
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**III. Other Required Hours (1 SHC)**

\*Student Success (select one)

ACA 111	College Student Success	1-0-0-1
ACA 115	Success & Study Skills	0-2-0-1
ACA 122	College Transfer Success	1-0-0-1

Total Semester Hours Credit Required for Graduation:  
75/76

**Credential: Diploma in Health Information Technology  
D45360**

**Program Length:** 3 semesters

**Career Pathway Options:** Associate in Applied Science Degree in Health Information Technology, Diploma, Certificate(s)

**Program Site:** Harnett Health Sciences (Online/Evening)  
± required day hours during Professional Practice Courses

**Course Requirements for Health Information Technology Diploma**

**I. General Education Courses (6 SHC):**

ENG 111	Writing and Inquiry	3-0-0-3
Math Course - Select One:		
MAT 110	Math Measurement & Literacy	2-2-0-3
MAT 143	Quantitative Literacy	2-2-0-3

**II. Required Major Core Courses (38 SHC)**

A. Technical Core (24 SHC):

HIT 110	Fundamentals of HIM	3-0-0-3
HIT 112	Health Law and Ethics	3-0-0-3
HIT 114	Health Data Sys/Standards	2-3-0-3
HIT 211	ICD Coding	2-6-0-4
HIT 214	CPT/Other Coding Systems	1-3-0-2
HIT 226	Principles of Disease	3-0-0-3
MED 121	Medical Terminology I	3-0-0-3
MED 122	Medical Terminology II	3-0-0-3

B. Program Major (11 SHC):

BIO 168	Anatomy and Physiology I	3-3-0-4
BIO 169	Anatomy and Physiology II	3-3-0-4
HIT 124	Prof Practice Exp II $\pm$	0-0-3-1
HIT 222	Prof Practice Exp III $\pm$	0-0-6-2

C. Other Major Hours (3 SHC):

CIS 110	Introduction to Computers	2-2-0-3
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**III. Other Required Hours (1 SHC)**

\*Student Success Course (select one)

ACA 111	College Student Success	1-0-0-1
ACA 115	Success and Study Skills	0-2-0-1
ACA 122	College Transfer Success	1-0-0-1

Total Semester Hours Credit Required for Graduation: 45

**Credential: Certificate in Health Information Technology, Data Analytics C45360DA**

**Program Length:** 2 semesters

**Career Pathway Options:** Associate in Applied Science Degree in Health Information Technology, Diploma, Certificate(s)

**Program Site:** Harnett Health Sciences (Online/Evening)

**Course Requirements for Health Information Technology Data Analytics Certificate**

**I. General Education Courses (3 SHC) C-L-CI-SHC**

MAT 110	Math Measurement & Literacy	2-2-0-3
	OR	
MAT 143	Quantitative Literacy	2-2-0-3

**II. Required Major Core Courses (15 SHC)**

A. Technical Core (11 SHC)

HIT 110	Fundamentals of HIM	3-0-0-3
HIT 114	Health Data Sys/Standards	2-3-0-3
HIT 210	Healthcare Statistics	2-2-0-3

HIT 216	Quality Management	1-3-0-2
B. Program Major (4 SHC)		
HIT 225	Healthcare Informatics	3-2-0-4

Total Semester Hours Credit Required for Graduation: 18

**Credential: Certificate in Health Information Technology, Electronic Health Records C45360ER**

**Program Length:** 2 semesters

**Career Pathway Options:** Associate in Applied Science Degree in Health Information Technology, Diploma, Certificate(s)

**Program Site:** Harnett Health Sciences (Online/Evening)

**Course Requirements for Health Information Technology Electronic Health Records Certificate**

**I. Required Major Core Courses C-L-CI-SHC**

A. Technical Core (8 SHC)

HIT 110	Fundamentals of HIM	3-0-0-3
HIT 114	Health Data Sys/Standards	2-3-0-3
HIT 216	Quality Management	1-3-0-2

B. Program Major (7 SHC)

HIT 215	Reimbursement Methodology	1-3-0-2
HIT 220	Health Informatics & EHRs	1-2-0-2
HIT 221	EHRs or Lifecycle of HER	2-2-0-3

C. Other Major Hours (3 SHC)

CIS 110	Introduction to Computers	2-2-0-3
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Total Semester Hours Credit Required for Graduation: 18

**Human Services Technology Credential: Associate in Applied Science Degree in Human Services Technology A45380**

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience provides opportunities for application of knowledge and skills learned in the classroom.

Graduates are qualified for positions in mental health, childcare, family services, social services, rehabilitation, correction, and educational agencies.

Program Length: 4 semesters  
 Career Pathway Options: Associate in Applied Science Degree in Human Services Technology; Program Sites:  
 Lee Campus - Day, 1st and 2nd years  
 Harnett Campus - Day, 1st year

**Course Requirements for Human Services Technology Degree**

**I. General Education Courses (15 SHC) C-L-SHC**

ENG 111	Writing and Inquiry	3-0-3
	Humanities/Fine Arts Elective	3-0-3
	Social/Behavioral Science Elective	3-0-3
MAT 110	Math Measurement & Literacy	2-2-3
	OR	
MAT 143	Quantitative Literacy	2-2-3

Select one course:

ENG 113	Literature-Based Research	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
ENG 115	Oral Communication	3-0-3

**II. Required Major Core Courses**

**A. Technical Core (25 SHC)**

HSE 110	Introduction to Human Services	2-2-3
HSE 112	Group Process I	1-2-2
HSE 123	Interviewing Techniques	2-2-3
HSE 125	Counseling	2-2-3
HSE 210	Human Services Issues	2-0-2
HSE 225	Crisis Intervention	3-0-3
PSY 150	General Psychology	3-0-3
PSY 241	Developmental Psychology	3-0-3
SOC 213	Sociology of the Family	3-0-3

**B. Other Major Hours (25 SHC)**

WBL 111	Work-Based Learning I	0-10-1
WBL 115	Work-Based Learning Seminar I	1-0-1
PSY 115	Stress Management	2-0-2
SAB 110	Substance Abuse Overview	3-0-3
SOC 220	Social Problems	3-0-3
SOC 232	Social Context of Aging	3-0-3

Technology Electives (Select one)

CIS 110	Introduction to Computers	2-2-3
OST 131	Keyboarding I	1-2-2
OST 137	Office Software Applications	2-2-3

Social Science Electives (Select 9 SHC)

PSY 234	Organizational Psychology	3-0-3
PSY 237	Social Psychology	3-0-3
PSY 246	Adolescent Psychology	3-0-3
PSY 281	Abnormal Psychology	3-0-3
SOC 225	Social Diversity	3-0-3

**III. Other Requirements (1 SHC)**

Student Success – Select One

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for Graduation: 66

**Medical Assisting  
 Credential: Associate in Applied Science  
 Degree in Medical Assisting  
 A45400**

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures. Coursework includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

The Central Carolina Community College Medical Assisting Diploma Programs are accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs 25400 US Highway 19 North, Suite 158, Clearwater FL 33763 727-210-2350 ([www.caahep.org](http://www.caahep.org)). Graduates of CAAHEP accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

**Limited Enrollment Curriculum:**

The Medical Assisting program is a limited enrollment curriculum and program applicants are accepted based upon a selective admission process. Admission criteria for the Medical Assisting program are reviewed annually and are subject to change.

**A. PROGRAM SPECIFIC ENTRANCE STANDARDS:**

**Admissions Process**

A student may apply to the Medical Assisting program once eligibility requirements are met.

Prospective applicants are highly encouraged to complete an information session as well as contact the Medical Assisting Admissions Counselor prior to developing a plan for completing these requirements. The Admissions Counselor will review each applicant's progress, provide further guidance, and allow access to the Health Science Program

application once all minimum admission requirements are met.

Once an applicant has completed all general admissions criteria and all Medical Assisting entrance requirements, he/she must submit a completed Health Sciences Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking. Applicants who do not gain entry but are eligible for the program will be placed on an alternate list should seats become available. The alternate list is not retained for the following admissions cycle. Applicants must reapply each year. If no alternate list exists, a second date may be announced for additional applications to be considered for remaining seats in the program.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application. It is the applicants' responsibility to ensure that requirements are met by the established deadline.

#### **Entrance Standards**

See General Admission Standards in the electronic catalog (Gen. Info section).

#### **Placement Test Scores**

Placement testing and all necessary developmental courses must be taken prior to being eligible for official admittance into the Medical Assisting program. Acceptable placement tests are SAT, ACT, Asset, Compass, or Accuplacer and scores from any of these tests must be within five years. The rating sheet for the Medical Assisting program indicates the minimum scores required to place into ENG 111 and MAT 110. Students who meet Multiple Measures for Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a C or higher may be exempt from placement testing. Students placing into developmental courses must obtain a "P" grade in order to be eligible for official admittance.

#### **GPA**

Students must be in good academic standing upon applying to health science programs. Good academic standing is defined as having a 2.0 GPA in the most recent semester attempted as well as maintaining a 2.0 cumulative GPA. These GPA requirements must be maintained at the time of entering the program from a secondary or post-secondary institution. Additional points are awarded towards an applicant's point total based on cumulative GPA from the past five years.

#### **TEAS (Test of Essential Academic Skills)**

All required college placement tests or developmental courses must be successfully completed before the applicant may attempt the Test of Essential Academic Skills (TEAS). Students must obtain approval from a Health Science

Admissions Counselor to take the TEAS prior to making payment of the required testing fee.

The TEAS is administered on scheduled testing dates. Each applicant may take the exam three times within a three year period. The two most recent attempts are used toward the selective admissions process. Students may complete remediation between attempts. Remediation options are as follows: developmental, curriculum-level, and/or continuing education courses or other strategies related to the subject areas. TEAS scores are valid for three years and must be current when submitting a Health Sciences Application. There is no minimum score required, but the total score from the Reading section will be used toward an applicant's point total, which affects his/her ranking during a consideration.

#### **The Test of English as a Foreign Language (TOEFL)**

TOEFL scores are required for any naturalized or non-US citizens where English is their second language to provide evidence of adequate proficiency in the English language. All test scores must be less than five years old. The minimum acceptable TOEFL scores are based upon format: paper/pencil – 500, computer based – 213, and internet based – 80. This test is offered at multiple testing sites nationally and is at the student's expense.

### **B. REQUIREMENTS AFTER ACCEPTANCE:**

#### **Criminal Background Check/Drug Screening**

A criminal background check and drug screening will be required for all accepted Health Sciences Clinical affiliates will review criminal background reports and drug screenings of students and reserve the right to accept or deny any students based on their consideration of these reports. Negative reports and/or failed screenings can preclude a student from attending the clinical portion of their prescribed program and thus, will result in the student's exit from the program. Students are subject to criminal background check and drug screening at any time during a clinical rotation. Clinical agencies reserve the right to require additional background checks and drug screens.

#### **Medical Forms/Immunizations**

Applicants are required to submit a completed college approved student medical health form to the required document tracking system by the assigned date. The student medical form must include satisfactory health history, physical examination, and immunization report. Failure to submit the required information by the assigned date will result in loss of Medical Assisting admission status and class space will be assigned to another applicant.

#### **BLS Provider CPR**

CPR Certification by the American Heart Association (AHA) in BLS Provider (Basic Life Support including CPR and AED) that includes both performance and testing of criteria is required prior to clinical rotations. Students are

responsible for keeping their CPR certification current throughout the duration of the program.

### **Mandatory Acceptance Session**

Accepted students must attend a mandatory orientation session with the Medical Assisting Program.

### **Liability/Malpractice Insurance**

Malpractice insurance is required for health sciences students and is assessed as a student fee.

### **Transportation/Additional Class/Course Materials**

Health Sciences students are responsible for their own transportation to off-campus clinical/learning sites. Materials other than textbooks will be required and are purchased at student's expense.

### **Technical Standards**

The Health Sciences programs are physically demanding. Students will be expected to perform lifting, pushing, pulling, and carrying tasks to successfully practice in a lab setting, complete clinical affiliations, and safely treat patients. For more details, please refer to each program of study's physical requirements and technical standards.

### **Accommodations**

The College has a legal obligation to provide appropriate accommodations for students with documented disabilities. If you have a disability and are seeking accommodations, you should contact the Special Populations Department. Student should initiate this process as soon as possible (prior to the start of classes).

### **Academic Standards**

Upon official acceptance, Health Sciences students are required to maintain the necessary GPA requirements for entry. Students cannot enter a Health Sciences program while on academic suspension. Health Sciences students must achieve a grade of "C" or higher in their Health Science courses. Students may withdraw or be withdrawn from a Health Sciences course. However, the student will not be allowed to matriculate through their program of study. Reapplication to the program will be required and readmission will be awarded based on admissions criteria completion, policy on readmission, and space availability. Students completing readmission must meet with the admissions counselor to review their file.

### **Program Specific Academic Standards:**

See additional Program Specific Standards in the Medical Assisting Student Handbook and specific Medical Assisting course syllabus.

Medical Assisting and progressive related courses must be taken in succession as they appear in the catalog. Medical Assisting students must adhere to the other policies set forth in the Medical Assisting Student Handbook.

## **C. RE-ADMISSION OR TRANSFER INTO THE MEDICAL ASSISTING PROGRAM:**

The student must qualify under the admission criteria in effect at time of re-admission or transfer. A student may be required to re-enter a Medical Assisting course earlier in the curriculum sequence if the student is lacking major content as evaluated by the Program Director. All Medical Assisting courses completed more than 3 years prior to re-admission or transfer must be repeated. Withdrawal or academic failure within the Medical Assisting program will require the student to reapply as a new student. Advanced placement is dependent upon space availability.

The Medical Assisting Program Director will evaluate transferability of all Medical Assisting courses. Transfer courses must be equivalent to courses required at the receiving college in both theory and clinical experiences. The student must provide copies of course syllabi and outlines for those Medical Assisting courses taken to the Program Director. Students lacking essential content may be required to audit a portion of a course, challenge the content, demonstrate skills or repeat the course as deemed necessary. The final decision for transfer credit for Medical Assisting courses is determined by the Medical Assisting Program Director.

Applicants must submit a letter explaining the circumstances of any previous exit from any health sciences program. The letter must be sent from the previous Program Director. CCCC's Medical Assisting Program Director and Vice President of Student Services must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program. A remediation plan may be required.

**Program Length:** 5 semesters

**Career Pathway Options:** Associate in Applied Science in Medical Assisting; Diploma in Medical Assisting

### **Program Sites:**

Chatham Campus - Day Program, 1st year

Harnett Campus - Day Program, 1st year

Lee Campus - Online/Evening, 2nd year

### **Course Requirements for Medical Assisting Degree**

<i>I. General Education Courses (15 SHC)</i>		<i>C-L-CI-SHC</i>
ENG 111	Writing and Inquiry	3-0-0-3
MAT 110	Mathematical Measurements	2-2-0-3
	Humanities/Fine Arts Elective	3-0-0-3
PSY 150	General Psychology	3-0-0-3
Select one course:		
ENG 112	Writing /Research in the Discipline	3-0-0-3
ENG 114	Professional Research and Reporting	3-0-0-3
ENG 115	Oral Communications	3-0-0-3

## II. Major Hours (55 SHC)

### A. Technical Core (33 SHC)

MED 110	Orientation to Medical Assisting	1-0-0-1
MED 118	Medical Law and Ethics	2-0-0-2
MED 121	Medical Terminology I	3-0-0-3
MED 122	Medical Terminology II	3-0-0-3
MED 130	Administration Office Procedures I	1-2-0-2
MED 131	Administration Office Procedures II	1-2-0-2
MED 140	Exam Room Procedures I	3-4-0-5
MED 150	Laboratory Procedures I	3-4-0-5
MED 260	Clinical Externship	0-0-15-5
BIO 163	Basic Anatomy and Physiology	4-2-0-5

### B. Other Major Hours (22 SHC)

MED 230	Administrative Office Procedures III	1-2-0-2
MED 232	Medical Insurance Coding	1-3-0-2
MED 240	Exam Room Procedures II	3-4-0-5
MED 264	Medical Assisting Overview	2-0-0-2
MED 270	Symptomatology	2-2-0-3
MED 272	Drug Therapy	3-0-0-3
MED 274	Diet Therapy/Nutrition	3-0-0-3
MED 276	Patient Education	1-2-0-2

### III. Other Required Hours (1 SHC)

\*Student Success – Select One

ACA 111	College Student Success	1-0-0-1
ACA 115	Success and Study Skills	0-2-0-1
ACA 122	College Transfer Success	1-0-0-1

Total Semester Hours Credit Required for Graduation: 71

## Medical Assisting

### Credential: Diploma in Medical Assisting D45400

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Coursework includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

The Central Carolina Community College Medical Assisting Diploma Programs are accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763 727-210-2350 ([www.caahep.org](http://www.caahep.org)). Graduates of CAAHEP accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants.

Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

### Limited Enrollment Curriculum:

The Medical Assisting program is a limited enrollment curriculum and program applicants are accepted based upon a selective admission process. Admission criteria for the Medical Assisting program are reviewed annually and are subject to change.

## A. PROGRAM SPECIFIC ENTRANCE STANDARDS:

### Admissions Process

A student may apply to the Medical Assisting program once eligibility requirements are met.

Prospective applicants are highly encouraged to complete an information session as well as contact the Medical Assisting Admissions Counselor prior to developing a plan for completing these requirements. The Admissions Counselor will review each applicant's progress, provide further guidance, and allow access to the Health Science Program application once all minimum admission requirements are met.

Once an applicant has completed all general admissions criteria and all Medical Assisting entrance requirements, he/she must submit a completed Health Sciences Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking. Applicants who do not gain entry but are eligible for the program will be placed on an alternate list should seats become available. The alternate list is not retained for the following admissions cycle. Applicants must reapply each year. If no alternate list exists, a second date may be announced for additional applications to be considered for remaining seats in the program.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application. It is the applicants' responsibility to ensure that requirements are met by the established deadline.

### Entrance Standards

See General Admission Standards in the electronic catalog (Gen. Info section).

### Placement Test Scores

Placement testing and all necessary developmental courses must be taken prior to being eligible for official admittance into the Medical Assisting program. Acceptable placement tests are SAT, ACT, Asset, Compass, or Accuplacer and scores from any of these tests must be within five years. The rating sheet for the Medical Assisting program indicates the minimum scores required to place into ENG 111 and MAT 110. Students who meet Multiple Measures for

Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a C or higher may be exempt from placement testing. Students placing into developmental courses must obtain a "P" grade in order to be eligible for official admittance.

### **GPA**

Students must be in good academic standing upon applying to health science programs. Good academic standing is defined as having a 2.0 GPA in the most recent semester attempted as well as maintaining a 2.0 cumulative GPA. These GPA requirements must be maintained at the time of entering the program from a secondary or post-secondary institution. Additional points are awarded towards an applicant's point total based on cumulative GPA from the past five years.

### **TEAS (Test of Essential Academic Skills)**

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## **B. REQUIREMENTS AFTER ACCEPTANCE:**

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their prescribed program and thus, will result in the student's exit from the program. Students are subject to criminal background check and drug screening at any time during a clinical rotation. Clinical agencies reserve the right to require additional background checks and drug screens.

### **Medical Forms/Immunizations**

Applicants are required to submit a completed college approved student medical health form to the required document tracking system by the assigned date. The student medical form must include satisfactory health history, physical examination, and immunization report. Failure to submit the required information by the assigned date will result in loss of Medical Assisting admission status and class space will be assigned to another applicant.

### **BLS Provider CPR**

CPR Certification by the American Heart Association (AHA) in BLS Provider (Basic Life Support including CPR and AED) that includes both performance and testing of criteria is required prior to clinical rotations. Students are responsible for keeping their CPR certification current throughout the duration of the program.

### **Mandatory Acceptance Session**

Accepted students must attend a mandatory orientation session with the Medical Assisting Program.

### **Liability/Malpractice Insurance**

Malpractice insurance is required for health sciences students and is assessed as a student fee.

### **Transportation/Additional Class/Course Materials**

Health Sciences students are responsible for their own transportation to off-campus clinical/learning sites. Materials other than textbooks will be required and are purchased at student's expense.

### **Technical Standards**

The Health Sciences programs are physically demanding. Students will be expected to perform lifting, pushing, pulling, and carrying tasks to successfully practice in a lab setting, complete clinical affiliations, and safely treat patients. For more details, please refer to each program of study's physical requirements and technical standards.

### **Accommodations**

The College has a legal obligation to provide appropriate accommodations for students with documented disabilities. If you have a disability and are seeking accommodations, you should contact the Special Populations Department. Student should initiate this process as soon as possible (prior to the start of classes).

### **Academic Standards**

Upon official acceptance, Health Sciences students are required to maintain the necessary GPA requirements for entry. Students cannot enter a Health Sciences program while on academic suspension. Health Sciences students

must achieve a grade of "C" or higher in their Health Science courses. Students may withdraw or be withdrawn from a Health Sciences course. However, the student will not be allowed to matriculate through their program of study. Reapplication to the program will be required and readmission will be awarded based on admissions criteria completion, policy on readmission, and space availability. Students completing readmission must meet with the admissions counselor to review their file.

**Program Specific Academic Standards:**

See additional Program Specific Standards in the Medical Assisting Student Handbook and specific Medical Assisting course syllabus.

Medical Assisting and progressive related courses must be taken in succession as they appear in the catalog. Medical Assisting students must adhere to the other policies set forth in the Medical Assisting Student Handbook.

**C. RE-ADMISSION OR TRANSFER INTO THE MEDICAL ASSISTING PROGRAM:**

The student must qualify under the admission criteria in effect at time of re-admission or transfer. A student may be required to re-enter a Medical Assisting course earlier in the curriculum sequence if the student is lacking major content as evaluated by the Program Director. All Medical Assisting courses completed more than 3 years prior to re-admission or transfer must be repeated. Withdrawal or academic failure within the Medical Assisting program will require the student to reapply as a new student. Advanced placement is dependent upon space availability.

The Medical Assisting Program Director will evaluate transferability of all Medical Assisting courses. Transfer courses must be equivalent to courses required at the receiving college in both theory and clinical experiences. The student must provide copies of course syllabi and outlines for those Medical Assisting courses taken to the Program Director. Students lacking essential content may be required to audit a portion of a course, challenge the content, demonstrate skills or repeat the course as deemed necessary. The final decision for transfer credit for Medical Assisting courses is determined by the Medical Assisting Program Director.

Applicants must submit a letter explaining the circumstances of any previous exit from any health science program. The letter must be sent from the previous Program Director. CCCC's Medical Assisting Program Director and Vice President of Student Services must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program. A remediation plan may be required.

**Program Length:** 3 semesters

**Career Pathway Options:** Diploma in Medical Assisting; Associate in Applied Science in Medical Assisting

**Program Sites:**

Chatham Campus - Day Program, 1st year

Harnett Campus - Day Program, 1st year

**Course Requirements for Medical Assisting Diploma**

**I. General Education Courses (6 SHC)**

**C-L-CI-SHC**

ENG 111	Writing and Inquiry	3-0-0-3
PSY 150	General Psychology	3-0-0-3

**II. Major Hours (38 SHC)**

**A. Technical Core (31 SHC)**

MED 110	Orientation to Medical Assisting	1-0-0-1
MED 118	Medical Law and Ethics	2-0-0-2
MED 121	Medical Terminology I	3-0-0-3
MED 122	Medical Terminology II	3-0-0-3
MED 130	Administration Office Procedures I	1-2-0-2
MED 140	Exam Room Procedures I	3-4-0-5
MED 150	Laboratory Procedures I	3-4-0-5
MED 260	Clinical Externship	0-0-15-5
BIO 163	Basic Anatomy and Physiology	4-2-0-5

**B. Other Major Hours (7 SHC)**

MED 240	Exam Room Procedures II	3-4-0-5
MED 264	Medical Assisting Overview	2-0-0-2

**III. Other Required Hours (1 SHC)**

\*Student Success – Select One

ACA 111	College Student Success	1-0-0-1
ACA 115	Success and Study Skills	0-2-0-1
ACA 122	College Transfer Success	1-0-0-1

Total Semester Hours Credit Required for Graduation: 45

**Practical Nursing**

**Credential: Diploma in Practical Nursing D45660**

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual which impact health, quality of life, and achievement of potential. Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.



**Limited Enrollment Curriculum:**

The Practical Nursing program is a limited enrollment curriculum and program applicants are accepted based upon a selective admissions process. Admission criteria for the Practical Nursing program are reviewed annually and are subject to change. Enrollment is limited to the number of approved spaces allocated by the North Carolina Board of Nursing.

**A. PROGRAM SPECIFIC ENTRANCE STANDARDS:****Admission**

A student may apply to the Practical Nursing program once eligibility requirements are met.

Prospective applicants are highly encouraged to complete an information session as well as contact the Practical Nursing Admissions Counselor prior to developing a plan for completing these requirements. The Admissions Counselor will review each applicant's progress, provide further guidance, and allow access to the Health Science Program application once all minimum admission requirements are met.

Once an applicant has completed all general admissions criteria and all Practical Nursing entrance requirements, he/she must submit a completed Health Sciences Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking. Applicants who do not gain entry but are eligible for the program will be placed on an alternate list should seats become available. The alternate list is not retained for the following admissions cycle. Applicants must reapply each year. If no alternate list exists, a second date may be announced for additional applications to be considered for remaining seats in the program.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application. It is the applicants' responsibility to ensure that requirements are met by the established deadline.

**Entrance Standards**

See General Admission Standards in the electronic catalog (Gen. Info section).

**Placement Test Scores**

Placement testing and all necessary developmental courses must be taken prior to being eligible for official admittance into the Practical Nursing program. Acceptable placement tests are SAT, ACT, Asset, Compass, or Accuplacer and scores from any of these tests must be within five years.

The rating sheet for the Practical Nursing programs indicates the minimum scores required to place into ENG 111 and MAT 110. Students who meet Multiple Measures

for Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a "C" or higher may be exempt from placement testing. Students placing into developmental courses must obtain a "P" grade in order to be eligible for official admittance.

**GPA**

Students must be in good academic standing upon applying to health science programs. Good academic standing is defined as having a 2.0 GPA in the most recent semester attempted as well as maintaining a 2.0 cumulative GPA. These GPA requirements must be maintained at the time of entering the program from a secondary or post-secondary institution. Additional points are awarded towards an applicant's point total based on cumulative GPA from the past five years.

**TEAS (Test of Essential Academic Skills)**

All required college placement tests or developmental courses must be successfully completed before the applicant may attempt the Test of Essential Academic Skills (TEAS). Students must obtain approval from a Health Science Admissions Counselor to take the TEAS prior to making payment of the required testing fee.

The TEAS is administered on scheduled testing dates. Each applicant may take the exam three times within a three year period. The two most recent attempts are used toward the selective admissions process. Students may complete remediation between attempts. Remediation options are as follows: developmental, curriculum-level, and/or continuing education courses or other strategies related to the subject areas. TEAS scores are valid for three years and must be current when submitting a Health Sciences Application. There is no minimum score required, but the total score from the Reading section will be used toward an applicant's point total, which affects his/her ranking during a consideration.

**Pre-requisite Biology**

Applicants must have completed Biology with a grade of "C" or better. consistent with current college procedures for awarding course credit.

Biology= high school, developmental, or college level BIO course (example: BIO 094, BIO 110, BIO 111, BIO 163)

Official transcripts for completed courses must be submitted by application deadline.

**The Test of English as a Foreign Language (TOEFL)**

TOEFL scores are required for any naturalized or non-US citizens where English is their second language to provide evidence of adequate proficiency in the English language. All test scores must be less than five years old. The minimum acceptable TOEFL scores are based upon format: paper/pencil – 500, computer based – 213, and internet

based – 80. This test is offered at multiple testing sites nationally and is at the student's expense.

### **Prior Health Care Program Completion**

Prior Health Care Program completion with appropriate listing/licensure is required for consideration at the designated entry points in the nursing programs:

Provide proof of current active listing on the North Carolina Department of Health and Human Services (NC DHHS) Nursing Assistant I Registry with no substantiated finding of abuse, neglect, or misappropriation of resident property in a nursing home or other health care facility. This active, non-restricted listing must be maintained throughout the application process.

Provide proof of completion of NC state approved Nurse Aide I course (see approved schools at [www.ncdhhs.gov/dhsr/hcpr/guide.html](http://www.ncdhhs.gov/dhsr/hcpr/guide.html)). Department Chair of Nursing will review NAI programs completed outside of NC. NC DHHS-approved NAI courses are preferred, however the CCCC Nursing Department Chair will determine, on a case-by-case basis, if a course administered by another state or agency meets the requirement.

#### **OR**

High School Medical Careers I & II courses with a grade of "C" or better within the last 5 years.

#### **OR**

Nurse Aide I work experience of at least 250 hours with the last 6 months in skilled nursing care or in an acute care hospital. (Required to have documentation of hours worked, service rendered and supervisor's name on company letterhead.)

### **B. REQUIREMENTS AFTER ACCEPTANCE:**

#### **Criminal Background Check/Drug Screening**

A criminal background check and drug screening will be required for all accepted Health Sciences students. Clinical affiliates will review criminal background reports and drug screenings of students and reserve the right to accept or deny any students based on their consideration of these reports. Negative reports and/or failed screenings can preclude a student from attending the clinical portion of their prescribed program and thus, will result in the student's exit from the program. Students are subject to criminal background check and drug screening at any time during a course with a clinical rotation. Clinical agencies reserve the right to require additional background checks and drug screens. Associated fees are the student's responsibility.

#### **Medical Forms/Immunizations**

Applicants are required to submit a completed college approved student medical health form to the required document tracking system by the assigned date. The student medical form must include satisfactory health history, physical examination, and immunization report. Failure to submit the required information by the assigned date will

result in loss of Practical Nursing admission status and class space will be assigned to another applicant.

#### **BLS Provider CPR**

CPR Certification by the American Heart Association (AHA) in BLS Provider (Basic Life Support including CPR and AED) that includes both performance and testing of criteria is required prior to clinical rotations. Students are responsible for keeping their CPR certification current throughout the duration of the program.

#### **Mandatory Acceptance Session**

When notified of acceptance, applicants must attend a mandatory orientation session with the Practical Nursing department.

#### **Liability/Malpractice Insurance**

Malpractice insurance is required for health sciences students and is assessed as a student fee.

#### **Transportation/Additional Class/Course Materials**

Health Sciences students are responsible for their own transportation to off-campus clinical/learning sites. Materials other than textbooks will be required and are purchased at student's expense. Students may be required to attend classes on alternate dates depending on availability of resources to meet the objectives of the course. Students will be notified in advance at the earliest possible time.

#### **Technical Standards**

The Health Sciences programs are physically demanding. Students will be expected to perform lifting, pushing, pulling, and carrying tasks to successfully practice in a lab setting, complete clinical affiliations, and safely treat patients. For more details, please refer to each program of study's physical requirements and technical standards.

#### **Accommodations**

The College has a legal obligation to provide appropriate accommodations for students with documented disabilities. If you have a disability and are seeking accommodations, you should contact the Special Populations Department. Student should initiate this process as soon as possible (prior to the start of classes).

#### **Board of Nursing Standards**

Students who enroll in the nursing program should be aware that the application for licensure at the completion of the program might be denied or restricted by the North Carolina Board of Nursing. As the regulatory agency, the Board of Nursing does not become involved in reviewing the applicant's conviction record until such time as application is made to take the national licensure examination. <http://www.ncbon.com/dcp/i/licensurelisting-criminal-background-checks-cbc-requirements>

#### **Academic Standards**

Upon official acceptance, Health Sciences students are required to maintain the necessary GPA requirements for

entry. Students cannot enter a Health Sciences program while on academic suspension. Health Sciences students must achieve a grade of "C" or higher in their Health Science courses. Students may withdraw or be withdrawn from a Health Sciences course. However, the student will not be allowed to matriculate through their program of study. Reapplication to the program will be required and readmission will be awarded based on admissions criteria completion, policy on readmission, and space availability. Students completing readmission must meet with the admissions counselor to review their file.

### Program Specific Academic Standards

See additional Program Specific Standards in the Nursing Student Policies Handbook and specific Practical Nursing course syllabus.

Practical Nursing and progressive related courses must be taken in succession as they appear in the Program Guide. Practical Nursing students must adhere to the other policies set forth in the Nursing Student Policies Handbook.

Nursing curriculum students once enrolled must maintain an overall and semester grade point average of 2.0 or better, and must have a grade of "C" or better in all nursing courses and co-requisites required in order to graduate. Students are encouraged to earn higher grades to help ensure that they are prepared to pass the National Council Licensure Examination (NCLEX), which is required to practice as a nurse.

### C. RE-ADMISSION OR TRANSFER INTO THE PRACTICAL NURSING PROGRAM

The student must qualify under the admission criteria in effect at time of re-admission or transfer. A student may be required to re-enter a Practical Nursing course earlier in the curriculum sequence if the student is lacking major content. All Practical Nursing courses completed more than 3 years prior to re-admission or transfer must be repeated. Withdrawal or academic failure within the Practical Nursing Program will require the student to reapply as a new student. Advanced placement is dependent upon space availability. The Nursing Department Chair will evaluate transferability of all Practical Nursing courses. Transfer courses must be equivalent to courses required at the receiving college in both theory and clinical experiences. The student must provide copies of course syllabi and outlines for those Practical Nursing courses to the department chairperson. Students lacking essential content may be required to audit a portion of a course, challenge the content, demonstrate skills, or repeat the course as deemed necessary. The final decision for transfer credit for Practical Nursing courses is determined by the Nursing Department Chair

Applicants must submit a letter explaining the circumstances of any previous exit from any health sciences program. The letter must be sent from the previous Program Director. CCCC's Nursing Department Chair and Vice

President of Student Services must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program. A remediation plan may be required.

### Program Length:

**Diploma:** 3 semesters

**Career Pathway Options:** Diploma in Practical Nursing

**Program Site:** Harnett Health Sciences Center; Lillington, NC- Day

### Course Requirements for Practical Nursing Diploma

#### *I. General Education Courses (6 SHC) C-L-CI-SHC*

ENG 111	Writing and Inquiry	3-0-0-3
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PSY 150	General Psychology	3-0-0-3
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#### *II. Major Hours (38 SHC)*

##### A. Technical Core (30 SHC)

NUR 101	Practical Nursing I	7-6-6-11
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NUR 102	Practical Nursing II	7-0-9-10
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NUR 103	Practical Nursing III	6-0-9-9
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##### B. Other Major Hours (8 SHC)

BIO168	Anatomy and Physiology I	3-3-0-4
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BIO169	Anatomy and Physiology II	3-3-0-4
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#### *III. Other Required Hours (1 SHC)*

ACA 115	Success and Study Skills	0-2-0-1
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Total Semester Hours Credit Required for Graduation: 45

### Therapeutic and Diagnostic Services:

#### Nurse Aide (Pre-Nursing)

#### Credential: Diploma in Therapeutic and Diagnostic Services: Nurse Aide D45970

This curriculum is designed to prepare students for careers in Health Sciences. Students will complete general education courses that provide a foundation for success in nursing and allied health curricula. Students may select a career pathway that will prepare them for an entry level position in health care. Courses may also provide foundational knowledge needed in the pursuit of advanced health science degrees or programs. Graduates should qualify for an entry-level job associated with the program major.

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages. Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services and employment skills. Upon completion, the student may be eligible for listing as a Nurse Aide I and

other selected Nurse Aide registries as determined by the local program of study.

TB Screening, and Vaccinations required 2 weeks prior to first day of class.

**Clinical Affiliation Requirements:** The contract between CCCC and a clinical agency requires that the college abide by the existing rules and regulations of the agency. The college follows agency protocol regarding drug screening and criminal background checks. Clinical contracts require that every student submit to and complete a medical form through own healthcare provider and a multi-state criminal background check and urine drug screen through designated vendors. If a clinical site denies a student clinical affiliation due to results of either of these requirements, the student will not be able to meet the program/course requirements and progression in the program will be limited.

**Program Length:** 3 semesters

**Career Pathway Options:** Nurse Aide Certificate; Practical Nursing Diploma; Associate in Applied Science Degree in Associate Degree Nursing

**Program Sites:** Lee Campus- Day/Evening/Weekend

**Course Requirements for Therapeutic and Diagnostic Services Nurse Aide Diploma:**

<b>I. General Education Courses (15 SHC)</b>	<b>C-L-CI-SHC</b>
ENG 111 Writing and Inquiry	3-0-0-3
HUM 115 Critical Thinking	3-0-0-3
*English Requirement-Select One:	
ENG 112 Writing/Research in the Disc	3-0-0-3
ENG 114 Professional Research and Reporting	3-0-0-3
*English Requirement-Select One:	
ENG 231 American Literature I	3-0-0-3
ENG 232 American Literature II	3-0-0-3
*History Requirement-Select One:	
HIS 111 World Civilizations I	3-0-0-3
HIS 131 American History I	3-0-0-3

**II. Major Hours (30 SHC)**

<b>A. Technical Core (3 SHC)</b>	
HSC 110 Orientation to Health Careers	1-0-0-1
HEA 112 First Aid & CPR	1-2-0-2

**B. Program Major Hours (12 SHC)**

NAS 101 Nursing Aide I	3-4-3-6
NAS 102 Nursing Aide II	3-2-6-6

**C. Other Major Hours (15 SHC)**

SOC 240 Social Psychology	3-0-0-3
BIO 168 Anatomy and Physiology I	3-3-0-4
BIO 169 Anatomy and Physiology II	3-3-0-4
CHM 130 Gen, Org & Biochemistry	3-0-0-3
CHM 130a Gen, Org & Biochemistry Lab	0-2-0-1

**III. Other Required Hours (1 SHC)**

\*Student Success – Select One

ACA 111 College Student Success	1-0-0-1
ACA 115 Success and Study Skills	0-2-0-1
ACA 122 College Transfer Success	1-0-0-1

Total Semester Hours Credit Required for Graduation: 46

**Veterinary Medical Technology  
Credential: Associate in Applied Science  
Degree in Veterinary Medical Technology  
A45780**

The Veterinary Medical Technology curriculum prepares individuals to assist veterinarians in preparing animals, equipment, and medications for examination and surgery; collecting specimens; performing laboratory, radiographic, anesthetic, and dental procedures; assisting in surgery; and providing proper husbandry of animals and their environment.

Course work includes instruction in veterinary anatomy, nutrition, parasitology, pathology, physiology, radiology, terminology, zoology, office practices, laboratory techniques, dentistry, and small and large animal clinical practices. Students also take courses in English, humanities, psychology, mathematics and chemistry.

Graduates who meet eligibility requirements will be eligible to take the Veterinary Technician National Exam (VTNE) administered by American Association of Veterinary State Boards (AAVSB). Upon passing the VTNE and meeting eligibility requirements, graduates may then be eligible to take the North Carolina Veterinary Technician Exam administered by the North Carolina Veterinary Medical Board. Graduates may be employed in veterinary clinics; diagnostic, research, or pharmaceutical laboratories; zoos; academic institutions; or other areas associated with animal care.

**Limited Enrollment Curriculum:**

The Veterinary Medical Technology program is a limited enrollment curriculum and program applicants are accepted based upon a selective admission process. Admission criteria for the Veterinary Medical Technology program are reviewed annually and are subject to change.

**A. PROGRAM SPECIFIC ENTRANCE STANDARDS:**

**Admissions Process:**

A student may apply to the Veterinary Medical Technology program once eligibility requirements are met.

Prospective applicants are highly encouraged to complete an information session as well as contact the Veterinary Medical Technology Admissions Counselor prior to developing a plan for completing these requirements. The Admissions Counselor will review each applicant's progress, provide further guidance, and allow access to the Health Science Program application once all minimum

admission requirements are met.

Once an applicant has completed all general admissions criteria and all Veterinary Medical Technology entrance requirements, he/she must submit a completed Health Sciences Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking. Applicants who do not gain entry but are eligible for the program will be placed on an alternate list should seats become available. The alternate list is not retained for the following admissions cycle. Applicants must reapply each year. If no alternate list exists, a second date may be announced for additional applications to be considered for remaining seats in the program.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application. It is the applicants' responsibility to ensure that requirements are met by the established deadline.

### **Entrance Standards**

See General Admission Standards in the electronic catalog (Gen. Info section).

### **Placement Test Scores**

Placement testing and all necessary developmental courses must be taken prior to being eligible for official admittance into the Veterinary Medical Technology program. Acceptable placement tests are SAT, ACT, Asset, Compass, or Accuplacer and scores from any of these tests must be within five years.

The rating sheet for the Veterinary Medical Technology program indicate the minimum scores required to place into ENG 111 and MAT 110. Students who meet Multiple Measures for Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a C or higher may be exempt from placement testing. Students placing into developmental courses must obtain a "P" grade in order to be eligible for official admittance.

### **GPA**

Students must be in good academic standing upon applying to health science programs. Good academic standing is defined as having a 2.0 GPA in the most recent semester attempted as well as maintaining a 2.0 cumulative GPA. These GPA requirements must be maintained at the time of entering the program from a secondary or post-secondary institution. Additional points are awarded towards an applicant's point total based on cumulative GPA from the past five years.

### **TEAS (Test of Essential Academic Skills)**

All required college placement tests or developmental courses must be successfully completed before the applicant may attempt the Test of Essential Academic Skills (TEAS).

Students must obtain approval from a Health Science Admissions Counselor to take the TEAS prior to making payment of the required testing fee.

The TEAS is administered on scheduled testing dates. Each applicant may take the exam three times within a three year period. The two most recent attempts are used toward the selective admissions process. Students may complete remediation between attempts. Remediation options are as follows: developmental, curriculum-level, and/or continuing education courses or other strategies related to the subject areas. TEAS scores are valid for three years and must be current when submitting a Health Sciences Application. There is no minimum score required, but the total score from the Reading section will be used toward an applicant's point total, which affects his/her ranking during a consideration.

### **Pre-requisite Biology**

Applicants must have completed a Biology course with a grade of "C" or higher in order to submit a Veterinary Medical Technology Program Application.

Biology= high school, developmental, or college level BIO course (example: BIO 094, BIO 110, BIO 111, BIO 163)

Official transcripts for completed courses must be submitted by application deadline.

### **The Test of English as a Foreign Language (TOEFL)**

TOEFL scores are required for any naturalized or non-US citizens where English is their second language to provide evidence of adequate proficiency in the English language. All test scores must be less than five years old. The minimum acceptable TOEFL scores are based upon format: paper/pencil – 500, computer based – 213, and internet based – 80. This test is offered at multiple testing sites nationally and is at the student's expense.

### **Observation Hours**

The completion of forty hours of observation/work/voluntary experience in the Veterinary Medical Technology field is highly recommended. Although not required, applicants who acquire observation hours will be awarded additional points during a consideration. The observation form is located at <http://www.cccc.edu/curriculum/majors/veterinarymedical/files/VMT-Admissions-Packet.pdf> or may be obtained from the Dental Programs Admissions Counselor.

## **B. REQUIREMENTS AFTER ACCEPTANCE:**

### **Criminal Background Check/Drug Screening**

A criminal background check and drug screening will be required for all accepted Health Sciences students. Clinical affiliates will review criminal background reports and drug screenings of students and reserve the right to accept or deny any students based on their consideration of these reports. Negative reports and/or failed screenings can

preclude a student from attending the clinical portion of their prescribed program and thus, will result in the student's exit from the program. Students are subject to drug screening at any time during a clinical rotation. Clinical agencies reserve the right to require additional background checks and drug screens.

#### **Medical Forms/Immunizations**

Applicants are required to submit a completed college approved student medical health form to the required document tracking system by the assigned date. The student medical form must include satisfactory health history, physical examination, and immunization report. Failure to submit the required information by the assigned date will result in loss of Veterinary Medical Technology admission status and class space will be assigned to another applicant.

\*\*Rabies series recommended prior to first Fall semester.

#### **Mandatory Acceptance Session**

When notified of acceptance, applicants must attend a mandatory orientation session with the Veterinary Medical Technology department.

#### **Liability/Malpractice Insurance**

Malpractice insurance is required for health sciences students and is assessed as a student fee.

#### **Transportation/Additional Class/Course Materials**

Health Sciences students are responsible for their own transportation to off-campus clinical/learning sites. Materials other than textbooks will be required and are purchased at student's expense.

#### **Technical Standards**

The Health Sciences programs are physically demanding. Students will be expected to perform lifting, pushing, pulling, and carrying tasks to successfully practice in a lab setting, complete clinical affiliations, and safely treat patients. For more details, please refer to each program of study's physical requirements and technical standards.

#### **Accommodations**

The College has a legal obligation to provide appropriate accommodations for students with documented disabilities. If you have a disability and are seeking accommodations, you should contact the Special Populations Department. Students should initiate this process as soon as possible (prior to the start of classes).

#### **Academic Standards**

Upon official acceptance, Health Sciences students are required to maintain the necessary GPA requirements for entry. Students cannot enter a Health Sciences program while on academic suspension. Health Sciences students must achieve a grade of "C" or higher in their Health Science courses. Students may withdraw or be withdrawn from a Health Sciences course. However, the student will not be allowed to matriculate through their program of study. Reapplication to the program will be required and

readmission will be awarded based on admissions criteria completion, policy on readmission, and space availability. Students completing readmission must meet with the admissions counselor to review their file.

**Program Specific Academic Standards:** See the Veterinary Medical Technology Student Handbook and specific Veterinary Medical Technology course syllabi.

Veterinary Medical Technology students must maintain an overall and semester GPA 2.0 or better, and must have a grade of "C" or better in all courses required by the Veterinary Medical Technology curriculum. Veterinary Medical Technology and progressive related courses must be taken in succession as they appear in the catalog. Veterinary Medical Technology students must meet the standards related to demonstration of emotional and physical health within the framework of Veterinary Medical Technology practice and must adhere to the other policies set forth in the Veterinary Medical Technology Student Policies and Procedures Manual. Veterinary Medical Technology students must not be on probation or suspension status.

#### **C. RE-ADMISSION OR TRANSFER INTO THE VETERINARY MEDICAL TECHNOLOGY PROGRAM**

The student must qualify under the admission criteria in effect at time of re-admission or transfer. A student may be required to re-enter a Veterinary Medical Technology course earlier in the curriculum sequence if the student is lacking major content. All Veterinary Medical Technology courses completed more than 3 years prior for re-admission or transfer must be repeated. Withdrawal or academic failure within the Veterinary Medical Technology program will require the student to reapply as a new student. Advanced placement is dependent upon space availability.

The Veterinary Medical Technology Program Director will evaluate transferability of all Veterinary Medical Technology courses. Transfer courses must be equivalent to courses required at the receiving college in both theory and clinical experiences. The student must provide copies of course syllabi and outlines for those Veterinary Medical Technology courses taken to the Veterinary Medical Technology Program Director. Students lacking essential content may be required to audit a portion of a course, challenge the content, demonstrate skills, or repeat the course as deemed necessary. The final decision for transfer credit for Veterinary Medical Technology courses is determined by the Veterinary Medical Technology Program Director.

Applicants must submit a letter explaining the circumstances of any previous exit from any health science program. The letter must be sent from the Program Director at the former institution. CCCC's Veterinary Medical Technology Program Director and Vice-President of

Student Services must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program. A remediation plan may be required.

**Program Length:** 5 semesters

**Career Pathway Options:** Associate in Applied Science in Veterinary Medical Technology

**Program Sites:** Lee Campus - Day Program

**Course Requirements for Veterinary Medical Technology Degree**

**I. General Education Courses (15 SHC) C-L-SHC**

ENG 111	Writing and Inquiry	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
MAT 110	Mathematical Measurement	2-2-3
	Humanities/Fine Arts Elective	3-0-3
	Social/Behavioral Science Elective	3-0-3

**II. Major Hours ( 55 SHC)**

A. Technical Core (50 SHC)

WBL 112A	Work-Based Learning I	0-10-1
WBL 112B	Work-Based Learning I	0-10-1
VET 110	Animal Breeds and Husbandry	2-2-3
VET 120	Veterinary Anatomy and Physiology	3-3-4
VET 121	Veterinary Medical Terminology	3-0-3
VET 123	Veterinary Parasitology	2-3-3
VET 125	Veterinary Diseases I	1-3-2
VET 126	Veterinary Diseases II	1-3-2
VET 131	Veterinary Lab Techniques I	2-3-3
VET 133	Veterinary Clinical Practices I	2-3-3
VET 137	Veterinary Office Practices	1-2-2
VET 211	Veterinary Lab Techniques II	2-3-3
VET 212	Veterinary Lab Techniques III	2-3-3
VET 213	Veterinary Clinical Practices II	1-9-4
VET 214	Veterinary Clinical Practices III	1-9-4
VET 215	Veterinary Pharmacology	3-0-3
VET 217	Large Animal Clinical Practices	2-3-3
VET 237	Animal Nutrition	3-0-3

B. Other Major Hours (5 SHC)

CHM 130	General Organic and Biochemistry	3-0-3
CHM 130A	General Organic and Biochem Lab	0-2-1
VET 114	Introduction to Veterinary Med Tech.	1-0-1

**III. Other Required Hours (1 SHC)**

Student Success—Select one:

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for Graduation: 71