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: 18

Semester Curriculum for Sustainable Vegetable Production Certificate

1st Semester (Fall)		C-L-SHC
AGR 139	Introduction to Sustainable Agriculture	3-0-3
AGR 170	Soil Science	2-2-3
AGR 214	Agricultural Marketing	3-0-3
AGR 266	Organic Crop Production: Fall	2-2-3
		10-4-12

2nd Semester (Spring)		
AGR 121	Biological Pest Management	3-0-3
AGR 265	Organic Crop Production: Spring	2-2-3
		5-2-6

Total Semester Hours Credit: 18

Allied Health Technologies

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:
1. In the nursing programs, applicants are accepted based upon a merit-based, selective admissions process.
2. Enrollment is limited to the number of approved spaces allocated by the North Carolina Board of Nursing.
3. Admission criteria for the nursing program are reviewed annually and are subject to change.
4. Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Further information regarding the physical and cognitive expectations of a student nurse and CORE performance standards (critical thinking, interpersonal, communication, mobility, motor skills, hearing, visual, and tactile) may be found in the Nursing Student Guideline Handbook.
5. 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. Denial or restriction can be for the following reasons:
a) The student practiced fraud or deceit in attempting to procure a license to practice nursing;
b) The student has been convicted of a misdemeanor/felony (excluding a minor traffic violation);
c) The student is mentally or physically incompetent or uses any drug to a degree that interferes with fitness to practice nursing; and

d) The student engages in conduct, which endangers the public health.

6. 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 acceptance and/or progression in the program will be denied.

7. A complete Nursing Program Application must be submitted by the spring deadline.

8. It is the applicants' responsibility to ensure that they are aware of the above limitations and that all requirements are met by the established deadline.

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

Program Specific Entrance Standards:
I. All Nursing Students
A. Selective, Merit-Based Admission Process
1. A student can apply to any of the CCCC nursing programs but can only be evaluated for selective admissions for one program during any one designated selection time period.
2. Once a student completes all college admission criteria and those nursing criteria designated as "Required" he/she is determined to be a qualified applicant for the selection pool. Only after the applicant has completed the required Nursing Program Application will the applicant be ready to submit the application and worksheet for score tally. Applicants with highest combined points in the required and optional sections will be offered admission.
3. Applicants who have the Nursing Program Application in by the deadline will be ranked by tallied points and offered admission in order of ranking. Selection applications will be accepted mid-January through mid- February for each fall enrollment. In the event that all spaces are not filled, applications for late consideration will be accepted during the months of May and August. See college website announcements for specific acceptance time periods.
4. Advanced LPN-to-ADN applicants should submit their application after completion of all required criteria. An individualized entry point will be determined, and selective admission procedures utilized to determine acceptance.
5. If applicants have the same total point count, the applicant's highest Test of Essential Academic Skills (TEAS) Test Score(s) will be the determining factor in the following order:
a) First use the applicant's total Composite Score (Combined Reading, Math, Science, and English Scores);
b) If the total Composite Score is equal, then the highest Science Score will be the determining factor;

c) If the Science Score is equal, the Highest Reading Score will be the determining factor.
d) If the Reading Score is equal, the Highest Math Score will be the determining factor;
e) If the Math Score is equal, the Highest English Score will be the determining factor.
6. If a student has had two previous entries into any nursing program, he/she will not be allowed to enter into any of Central Carolina Community College's nursing curriculums for three years after the date of last enrollment. The applicant will be referred for academic and/or remediation planning to promote success upon re-entry.

B. Required Admission Criteria (All Applicants)
1. Pre-requisite Courses:
a) Pre-requisite Chemistry, Algebra, and Computer Literacy for Associate Degree Nursing: Applicants must show evidence of completion of chemistry, algebra, and computer application courses at the high school level or above with a grade of "C" or better on each within five years of program application deadline. College courses that may be used to satisfy these requirements are CHM 090, Chemistry Concepts; or CHM 130/130A, General Organic and Biochemistry, or CHM 131/CHM 131A, Introduction to Chemistry; or CHM 151, General Chemistry I; and MAT 070, Introductory Algebra; or MAT 080, Intermediate Algebra; or MAT 110, Mathematical Measurements; or MAT 115, Mathematical Models; or MAT 140, Survey of Mathematics; or MAT 161, College Algebra; and CIS 110, Introduction to Computers; or CIS 111, Basic PC Literacy.
b) Pre-requisite Biology for Associate Degree Nursing: Applicants must show evidence of completion of biology courses at the college developmental level or above with a grade of "C" or better within five years of program application deadline. College courses that may be used to satisfy these requirements are BIO 090, Foundations of Biology; or BIO 094, Concepts of Biology; or BIO 110, Principles of Biology; or BIO 111 General Biology I.
c) For courses repeated, letter grades received in the most recent course will be used to assign points for selective admissions scoring purposes. Courses must have a grade of "C" or above to receive points.
d) Proficiency exams with a grade of "B" or appropriate CLEPs will be accepted for credit or fulfillment of the pre-requisite course requirement. Selective admission points for accepted proficiency and CLEPS will be calculated based upon a letter grade of "C."
e) Completed AP course points will be awarded based upon the exam scores as follows: An AP exam score of 5 = 4 quality points, 4 = 3 quality points, and a 3 = 2 quality points multiplied by credit hours of the college curriculum course that it substitutes for.
f) Completed VOCATS course points will be awarded based upon the exam score of 80 or above. The score will be converted to a letter grade of "A" = 94-100, "B" = 86-93, and "C" = 80-85 with quality point assignments of 4, 3, and 2 respectively multiplied by credit hours of the college curriculum course that it substitutes for. The VOCAT score must be submitted within two years of high school

graduation to be considered for course credit and point awards for selective admissions scoring.

2. Placement Test Scores (All test scores must be less than five years old or the student must have earned a "C" or better in the corresponding developmental courses or have received transfer credit for ENG 111 and MAT courses level 110 or above .):

a) CPT reading score of 80 or ACT score of 18 or SAT verbal score of 450 or completion of developmental reading requirements.

b) CPT English score of 86 or ACT score of 18 or SAT verbal score of 450 or completion of developmental English requirements.

c) CPT arithmetic score of 55 or ACT score of 18 or SAT mathematics score of 450 or completion of developmental arithmetic requirements.

d) CPT algebra score of 55 or ACT score of 18 or SAT mathematics score of 450 or completion of developmental algebra requirements.

3. Test of Essential Academic Skills (TEAS)

a) The Test of Essential Academic Skills (TEAS) will be administered on scheduled testing dates at the student's expense.

b) The student may take the test only three times in a three year period for acceptance consideration. The applicant will be referred for remediation assistance based upon a low TEAS composite score and/or sub-scores. The time frame between each retesting attempt will be based upon successful completion of required remediation, college placement tests, developmental courses, and pre-requisite courses.

c) Licensed practical nurses who apply for advanced standing will be granted three testing opportunities to meet the Associate Degree program TEAS scores.

d) TEAS test scores are valid for three years.

e) Applicants must meet the minimal TEAS Composite Score of 70 for the associate degree nursing program. (The TEAS Composite Score will be used for selective admissions scoring purposes. The TEAS sub-scores will be used for pre-nursing and nursing remediation.)

4. GPA Cumulative and Semester

a) Grade point averages of at least 2.5 cumulative and 2.0 semester on last semester of coursework completed at a secondary or postsecondary institution within the last five years is required for admission consideration.

b) Must not be on academic probation or suspension status.

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

c) ADNI: Provide proof of successful completion of an approved North Carolina Nursing Assistant I program and active listing on the North Carolina Health and Human Services 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 both application process and program enrollment.

d) LPN-to-ADN Transition: Provide evidence of successful

completion of a state approved practical nursing program and an active, non-restricted licensure as a licensed practical nurse in the state of North Carolina or another state in the multi-state compact.

6. The Test of English as a Foreign Language (TOEFL)

a) TOEFL scores are required of any naturalized citizen or non-United States citizen where English is their second language to provide evidence of adequate proficiency in the English language.

b) The minimum acceptable paper-based TOEFL score is 550. The minimum acceptable computer-based TOEFL score is 213. The minimum acceptable internet-based TOEFL score is 80.

c) This test is offered at multiple testing sites nationally and is at the student's expense.

7. Adult/Infant/Child CPR

a) American Heart Association Certification in Adult-Infant-Child CPR and AED for Healthcare Providers that includes both testing and performance criteria is required of all applicants.

b) CPR/AED certification is required for admission selection process and must be maintained throughout both the application process and program enrollment.

C. Optional Admission Criteria

1. GPA

a) Points will be awarded based on a cumulative grade point average (through first semester for current high school seniors) or actual last college GPA.

b) Only cumulative high school or college GPAs within the last five years will be considered.

c) Students must have been enrolled in a minimum of 6 semester credit hours during the last semester for cumulative GPA consideration.

d) Points will be awarded based upon the following cumulative GPA ranges: 2.5-2.99; 3.0-3.49; and 3.5-4.0.

e) Cumulative GPAs over five years old and under 2.5 will not be assigned points for selective admission scoring purposes.

2. Residency Points will be assigned for selective admission scoring if the applicant is a legal North Carolina Resident for tuition purposes and resides in the three county service areas of Lee, Chatham, and Harnett counties.

3. Health Fields Work Experience Points will be assigned for selective admission scoring if the applicant has at least 6 months or at least 1040 hours of successful work or accepted volunteerism in an approved health field within the last three years.

Health fields are identified as: Cardiac Care Technician, Cardiac Sonographer, Certified Medical Assistant, Certified Dental Assistant, Certified Dental Hygienist, Dialysis Technician, EKG Technician, Emergency Medical Technician, Health Care Technician, Licensed Practical Nurse, Medical laboratory Technician, Military Corpsman, Nursing Assistant I, Nursing Assistant II, Occupational Therapy Technician, Paramedics, Patient Care Technician, Pharmacy Technician, Phlebotomist, Physical Therapy

Technician, Psychiatric Technician, Rehabilitation Technician, Respiratory Therapist Technician, Surgical Technician, and X-ray Technician.

4. High School Medical Career/Health Occupations Classes Points will be assigned for selective admission scoring if the applicant has successfully completed the high school Medical Career/Health Occupations Classes I and II with a grade of "C" or better within the last three years.

5. Curriculum Courses
a) Optional points will be assigned for selective admission scoring if the applicant has completed the required general education courses of the associate degree curriculum.
b) These courses are: BIO 165 Anatomy & Physiology or high school AP Biology course/exam; BIO 166 Anatomy & Physiology or high school AP Anatomy & Physiology course/exam; PSY 150 Introduction to Psychology; PSY 241 Developmental Psychology; SOC 210 Introduction to Sociology; ENG 111/111A Expository Writing/Lab or high school AP English course/exam; ENG 112, ENG 113, OR ENG 114; CIS 111 Basic PC Literacy or high school Computer Applications I & II/VOCATS; Humanities elective.
c) BIO 165, BIO 166, PSY 150, PSY 241, and CIS 111 and/or identified substitute high school AP must be completed within the last five years for point consideration.
d) College curriculum course points will be awarded based upon the course credit hours multiplied by quality points achieved. Letter grades of "A" = 4 quality points, "B" = 3 quality points, and "C' = 2 quality points. Letter grades of "D" and "F" receive no points for selective admission scoring.
e) Completed AP course points will be awarded based upon the exam scores as follows: An AP exam score of 5 = 4 quality points, 4 = 3 quality points, and a 3 = 2 quality points multiplied by credit hours of the college curriculum course that it substitutes for
f) Completed VOCATS course points will be awarded based upon the exam score of 80 or above. The score will be converted to a letter grade of "A" = 94-100, "B" = 86-93, and "C" = 80-85 with quality point assignments of 4, 3, and 2 respectively multiplied by credit hours of the college curriculum course that it substitutes for. The VOCAT score must be submitted within two years of high school graduation to be considered for course credit and point awards for selective admissions scoring.
g) Point awarded for BIO 165 and BIO 166 or high school AP substitutes will be doubled in the scoring process.

II. Additional Admission Requirements for Advanced LPN-to-ADN Admission (Licensed Practical Nurses)
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 pass the LPN GAP General Achievement Profile test or the LPN Specialized Testing to

Evaluate Preparedness (STEP) with a composite final score equal to or above the national passing score for consideration for advanced LPN-to-RN admissions. The Department Chairperson and admissions counselor will then determine point of entry based upon LPN GAP/STEP sub-score 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 LPN GAP/STEP composite 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 LPN GAP/STEP is passed, 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 86% 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 86% for acceptance consideration. The applicant will be referred for remediation based upon low Skills Validation Test/Performance results. The time frame between each retesting attempt will be based upon successful completion of all required remediation.
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. 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.
9. 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.
e) Courses with a five year time limit are:
BIO 165 Anatomy and Physiology I (4 semester hours) &

BIO 166 Anatomy and Physiology II (4 semester hours),
PSY 150 General Psychology (3 semester hours),
PSY 241 Developmental Psych (3 semester hours),
CIS 111 Basic PC Literacy (2 semester hours)
f) Other required course is: ENG 111/111A Expository Writing/Lab (3 + 1 semester hours)
g) Course exemption ACA 115 Success and Study Skills (1 semester hour) unless identified as required pre-entry remediation.
10. 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.

III. Re-admission or transfer into the nursing program:
1. The student must qualify under the admission criteria in effect at time of re-admission or transfer.
a) A student may be required to re-enter a nursing course earlier in the curriculum sequence if the student is lacking major course content.
b) All nursing courses completed more than 3 years prior to re-admission or transfer must be repeated.
c) BIO 165 Anatomy & Physiology I, BIO 166 Anatomy & Physiology II, PSY 150 General Psychology, PSY 241 Developmental Psychology, and CIS 111 Basic PC Literacy completed more than 5 years prior to entry, re-admission, or transfer must be repeated.
d) Withdrawal or academic failure within the Associate Degree Nursing Program will require the student to reapply as a new student.
e) Advanced placement is dependent upon space availability.
f) The Nursing Department Chairperson will evaluate transferability of all nursing courses. Transfer courses must be equivalent to courses required at the receiving college in theory, lab, and clinical experiences. The student must provide copies of outlines and syllabi of 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 nursing courses rests with the chairperson.
g) Applicants must submit a letter explaining the circumstances of any previous exit from a nursing program. This letter must be sent from the previous nursing department chairperson. CCCC's nursing chairperson and dean of students must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program.

IV. Requirements after Acceptance:
1. Mandatory Acceptance Session: When notified of acceptance, applicants must attend a mandatory acceptance session with the nursing department chairperson to discuss program requirements, schedules, payment due dates, and to order uniforms.
2. 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 his/her 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 acceptance will be denied.
3. Medical Forms: Applicants are required to submit a completed college approved student medical health form to the nursing department chairperson at least 90 days before entering the program. 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 nursing admission status and class space will be assigned to another applicant. NO student will be permitted to participate in clinical without having submitted his/her completed medical form.
4. Liability/Malpractice Insurance: Insurance fees must be paid to the Business Office by due date established before entry into the program and each subsequent year enrolled.

Academic Standards: See General Academic Standards in (Gen. Info section).
Program Specific Academic Standards: See additional Program Specific Academic Standards in the Nursing Student Guidelines Handbook and specific nursing course syllabus.

1. Nursing curriculum students once enrolled must maintain an overall and semester quality point average of 2.0 or better, and must obtain a grade of "C" or better in all courses required by the nursing curriculum.
2. Nursing and progressive related courses must be taken in succession as they appear in the catalog.

3. Nursing students must meet the standards related to demonstration of emotional and physical health within the framework of nursing practice and must adhere to all other policies set forth in the Nursing Student Guidelines Handbook.
4. Nursing students must not be on academic probation or suspension status.

Program Length: Associate in Applied Science – 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Associate Degree Nursing
Program Sites: Lee Campus -Day

Course Requirements for Associate Degree Nursing

A. General Education Courses (21 SHC)		C-L-Cl-SHC
ACA 115	Success and Study Skills	0-2-0-1
BIO 165	Anatomy & Physiology I	3-3-0-4
ENG 111	Expository Writing	3-0-0-3
ENG 111A	Expository Writing Lab	0-2-0-1

ENG 112	Argument Based Research	3-0-0-3
	OR	
ENG 113	Literature Based Research	3-0-0-3
	OR	
ENG 114	Prof Research & Reporting	3-0-0-3
	Humanities Elective	3-0-0-3
PSY 150	General Psychology	3-0-0-3
SOC 210	Introduction to Sociology	3-0-0-3

B. Required Major Core Courses (43 SHC)

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

C. Other Major Hours Required for Graduation (9 SHC)

BIO 166	Anatomy & Physiology II	3-3-0-4
CIS 111	Basic PC Literacy	1-2-0-2
PSY 241	Developmental Psychology	3-0-0-3

Total Semester Hours Credit Required for Graduation: 73

Semester Curriculum for Associate Degree Nursing

1st Semester (Fall)   C-L-Cl-SHC

ACA 115	Success and Study Skills	0-2-0-1
BIO 165	Anatomy & Physiology I	3-3-0-4
ENG 111	Expository Writing	3-0-0-3
ENG 111A	Expository Writing Lab	0-2-0-1
NUR 111	Introduction to Health Concepts	4-6-6-8
PSY 150	General Psychology	3-0-0-3
		13-13-6-20

2nd Semester (Spring)

BIO 166	Anatomy & Physiology II	3-3-0-4
NUR 112	Health Illness Concepts	3-0-6-5
NUR 113	Family Health Concepts	3-0-6-5
PSY 241	Developmental Psychology	3-0-0-3
		12-3-12-17

3rd Semester (Summer)

CIS 111	Basic PC Literacy	1-2-0-2
NUR 211	Health Care Concepts	3-0-6-5
		4-2-6-7

4th Semester (Fall)

ENG	English Elective	3-0-0-3
NUR 114	Holistic Health Concepts	3-0-6-5
NUR 212	Health System Concepts	3-0-6-5
SOC 210	Introduction to Sociology	3-0-0-3
		12-0-12-16

5th Semester (Spring)

HUM	Humanities/Fine Arts Elective	3-0-0-3
NUR 213	Complex Health Concepts	4-3-15-10
		7-3-15-13

Total Semester Hours Credit: 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.

5-3-6-8
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:
Dental assisting program is a limited enrollment curriculum and program applicants are accepted based upon selective admission process. Admission criteria for dental assisting program are reviewed annually and are subject to change.

A. All Dental Assisting Students

Admission
A student can apply to the Dental Assisting program once eligibility requirements have been met. Acceptance is based on a competitive selective admission process. Students are not allowed to enter into any of the Central Carolina Community College's Dental Assisting curriculum if they have had two previous entries into any Dental Assisting program. Prospective students must attend a mandatory information session prior to submitting an application to the dental assisting program.

Applicants are required to contact the Dental Programs Admissions Counselor to obtain a Dental Program Application and current set of Dental Assisting Admission Guidelines, and to be scheduled into a mandatory information session. After an applicant has completed all general college admission requirements and all Dental Assisting entrance required criteria, he/she must submit a completed Dental Program application. Applicants who have completed the Dental Program Application by the deadline will be ranked by tallied points and offered admission in order of ranking. A second date may be announced for additional application to be considered for unfilled spaces.

A student can apply to only one of the CCCC dental programs during any designated selection time period. It is

the applicants' responsibility to ensure that they are aware of all regulations and that all requirements are met by the established deadline.

Placement Test Scores
Placement Tests and all developmental courses must be taken prior to admittance to DA program. All test scores must be less than five years old: Each applicant should score at least the following scores on the CPT placement test or ACT or SAT or have completed the developmental requirements for reading, English, arithmetic or algebra.
CPT Reading score of 80 or ACT score of 18 or SAT verbal score of 450 or completion of developmental reading requirements.
CPT English score of 86 or ACT score of 18 or SAT verbal score of 450 or completion of developmental English requirements.
CPT Arithmetic score of 55 or ACT score of 18 or SAT verbal score of 450 or completion of developmental arithmetic requirements.
CPT Algebra score of 55 or ACT score of 18 or SAT verbal score of 450 or completion of developmental algebra requirements.

GPA
Students must have a 2.0 semester and a 2.5 cumulative GPA at the time of making application to the program and maintain a 2.5 GPA at the time of entering program from a secondary or post-secondary institution.

HOBET (Health Occupations Basic Entrance Test)
All required college placement tests or developmental courses must be successfully completed before the applicant may attempt the Health Occupation Basic Entrance Test (HOBET). There is a fee required to take the Health Occupations Basic Entrance Test (HOBET).

The HOBET will be administered on scheduled testing dates at student's expense. Each applicant may take the exam twice. Only one retest is allowed after a 6-month waiting period with documented remediation. Remediation options are as follows: developmental courses, college credit courses, and/or continuing education courses or other strategies related to the subject areas. Applicants must meet the minimal scores of 45 on the Essential Math and the Comprehensive Reading Skills of the HOBET are required.

Pre-requisite Biology, Math and Computer Literacy
Applicants must have completed or be in the process of completing, high school biology, two units of math (one unit being Algebra I), and computer literacy with a grade "C" or better on each course.
BIO = any course with a BIO prefix will meet the requirement for Biology if not taken in high school
Math = any course with a MAT prefix will meet the requirement for Math
Meet appropriate requirements for Computer Skills.
Computer proficiency may be satisfied by completion of a high school computer course OR completion of a college level computer course.

Proof of registration for these courses (if currently in progress) or official transcripts for completed courses must be submitted by application deadline. The GED math subtest will count as one unit of math for those who submit GED scores.

The Test of English as a Foreign Language (TOEFL)
TOEFL scores are required for all Non-US Citizens as evidence of adequate proficiency in the English language. The exception to testing is foreign students from countries where English is the official language. The minimum acceptable paper-based TOEFL score is 550. The minimum acceptable computer-based TOEFL score is 213. This test is offered at multiple testing sites nationally and is at the student's expense.

Medical Forms/Hepatitis B Shots
Applicants are required to submit a completed college approved student medical health form to the Dental Assisting Program Director at least 45 days before entering the program. 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 Assisting 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.

Adult/Infant/Child CPR
CPR Certification by the American Heart Association (AHA) or American Red Cross in Adult-Infant-Child CPR and AED for Healthcare Providers that includes both performance and testing of criteria is required prior to program entry. CPR Certification must be maintained while in program.

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

Liability/Malpractice Insurance
Insurance fees must be paid to the Business Office before entry into the program and each subsequent year enrolled.

Re-admission or transfer into the Dental 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 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 as a new student. 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 for those Dental Assisting courses taken 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 Dental Assisting courses is determined by the Dental Assisting Program Director.

Applicants must submit a letter explaining the circumstances of any previous exit from a Dental Assisting program. The letter must be sent from the previous Dental Assisting Program Director. CCCC's Dental Assisting Program Director and Dean of students must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program.

Academic Standards:
Program Specific Academic Standards: See additional Program Specific Standards in the Dental Assisting Student Guidelines Handbook and specific Dental Assisting course syllabus.

Dental Assisting 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 Dental Assisting curriculum.

Dental Assisting and progressive related courses must be taken in succession as they appear in the catalog. Dental Assisting students must meet the standards related to demonstration of emotional and physical health within the framework of Dental Assisting practice and must adhere to the other policies set forth in the Dental Assisting Student Guidelines Handbook. Dental Assisting students must not be on probation or suspension status.

Program Length:
Diploma: 3 semesters
Career Pathway Options: Diploma
Program Site: Central Carolina Dental Center; Sanford, NC-Day

Course Requirements for Dental Assisting Diploma

A. General Education Courses: (6 SHC)　　　C-L-Cl-SHC
*ENG 102　　Applied Communications II　　　　3-0-0-3
*PSY 150　　General Psychology　　　　　　　3-0-0-3

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

B. Required Major Core Courses (36 SHC)
DEN 100　　Basic Orofacial Anatomy　　　　　2-0-0-2
DEN 101　　Preclinical Procedures　　　　　　4-6-0-7
DEN 102　　Dental Materials　　　　　　　　　3-4-0-5
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　　　　　　　　1-0-12-5
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

C. Other Major Hours Credit Required for Graduation
BIO 106　　Introduction to Anatomy/
　　　　　　Physiology/Microbiology　　　　　2-2-0-3
Total Semester Hours Credit Required for Graduation: 45

Semester Curriculum for Dental Assisting Diploma

1st Semester (Fall)　　　　　　　　　　　C-L-Cl-SHC
BIO 106　　Introduction to Anatomy/
　　　　　　Physiology/Microbiology　　　　　2-2-0-3
DEN 100　　Basic Orofacial Anatomy　　　　　2-0-0-2
DEN 101　　Preclinical Procedures　　　　　　4-6-0-7
DEN 102　　Dental Materials　　　　　　　　　3-4-0-5
DEN 111　　Infection/Hazard Control　　　　　2-0-0-2
　　　　　　　　　　　　　　　　　　　　　13-12-0-19

2nd Semester (Spring)
DEN 103　　Dental Sciences　　　　　　　　　2-0-0-2
DEN 104　　Dental Health Education　　　　　　2-2-0-3
DEN 106　　Clinical Practice I　　　　　　　　1-0-12-5
DEN 112　　Dental Radiology　　　　　　　　　2-3-0-3
　　　　　　　　　　　　　　　　　　　　　7-5-12-13

3rd Semester (Summer)
DEN 105　　Practice Management　　　　　　　2-0-0-2
DEN 107　　Clinical Practice II　　　　　　　　1-0-12-5
ENG 102　　Applied Communications II　　　　　3-0-0-3
PSY 150　　General Psychology　　　　　　　　3-0-0-3
　　　　　　　　　　　　　　　　　　　　　9-0-12-13

Total Semester Hours Credit: 45

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

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

Program Specific Entrance Standards:
Selective, Merit-Based Admission Process
A student can apply to the Dental Hygiene program once eligibility requirements have been met. Acceptance is based on a competitive selective admission process. Students are not allowed to enter into the Central Carolina Community College's Dental Hygiene curriculum if they have had two previous entries into any Dental Hygiene program.

Prospective students must attend a mandatory information session prior to submitting an application to the Dental Hygiene program.
Applicants are required to contact the Dental Programs Admissions Counselor to obtain a Dental Program Application and current set of Dental Hygiene Admission Guidelines, and to be scheduled into a mandatory information session.

After an applicant has completed all general college admission requirements and all Dental Hygiene entrance required criteria, he/she must submit a completed Dental Program application. Applicants who have completed the Dental Program Application by the deadline will be ranked by tallied points and offered admission in order of ranking. A second date may be announced for additional applications to be considered for unfilled spaces. A student can apply to only one of the CCCC dental programs during any designated selection time period. It is the applicants' responsibility to ensure that they are aware of all regulations and that all requirements are met by the established deadline.

Placement Test Scores
Placement Tests and all developmental courses must be taken prior to admittance to DH program. All test scores must be less than five years old or the student must have earned a "C" or better in the corresponding developmental courses or have received transfer credit for ENG 111 and MAT courses level 110 or above in the last semester. Each applicant should earn at least the minimum scores on the CPT placement test or ACT or SAT or have completed the developmental requirements for reading, English, arithmetic or algebra. Minimum scores required to place into ENG 111 and MAT 115 are as follows:

ENG 111 placement:
CPT Reading score of 80 or ACT score of 18 or SAT verbal score of 450 or completion of developmental reading requirements.
CPT English score of 86 or ACT score of 18 or SAT verbal score of 450 or completion of developmental English requirements.

MAT 115 placement:
CPT Arithmetic score of 55 or ACT score of 18 or SAT verbal score of 450 or completion of developmental arithmetic requirements.
CPT Algebra score of 55 or ACT score of 18 or SAT verbal score of 450 or completion of developmental algebra requirements.

GPA
Students must have a 2.0 semester and a 2.5 cumulative GPA at the time of making application to the program and maintain a 2.5 GPA at the time of entering program from a secondary or post-secondary institution.

HOBET (Health Occupations Basic Entrance Test)
All required college placement tests or developmental courses must be successfully completed before the applicant may attempt the Health Occupation Basic Entrance Test (HOBET). There is a fee required to take the Health Occupations Basic Entrance Test (HOBET).

The HOBET will be administered on scheduled testing dates at student's expense. Each applicant may take the exam twice. Only one retest is allowed after a 6-month waiting period with documented remediation. Remediation options are as follows: developmental courses, college credit courses, and/or continuing education courses or other strategies related to the subject areas. Applicants must meet the minimal scores of 45 on the Essential Math and the Comprehensive Reading Skills of the HOBET are required.

Pre-requisite Biology, Chemistry, Algebra and Computer Literacy

Applicants must have completed, or be in the process of completing, high school biology, chemistry, two units of math (one unit being Algebra I), and computer literacy with a grade "C" or better in each course.

BIO = any course with a BIO prefix will meet the requirement for Biology if not taken in high school

CHM = any course with a CHM prefix will meet the requirement for Chemistry if not taken in high school

Math = any course with a MAT prefix (one to include Algebra I) will meet the requirement for Math

Meet appropriate requirements for Computer Skills. Computer proficiency may be satisfied by completion of a high school computer course OR completion of a college level computer course. Proof of registration for these courses (if currently in progress) or official transcripts for completed courses must be submitted by application deadline. The GED math subtest will count as one unit of math for those who submit GED scores.

The Test of English as a Foreign Language (TOEFL) TOEFL scores are required for all Non-US Citizens as evidence of adequate proficiency in the English language. The exception to testing is foreign students from countries where English is the official language. The minimum acceptable paper-based TOEFL score is 550. The minimum acceptable computer-based TOEFL score is 213. This test is offered at multiple testing sites nationally and is at the student's expense.

Medical Forms/Hepatitis B Shots
Applicants are required to submit a completed college approved student medical health form to the Dental Hygiene Program Director at least 45 days before entering the program. 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 the first Fall Semester and completed by the first Spring Semester.

Adult/Infant/Child CPR
CPR Certification by the American Heart Association (AHA) or American Red Cross in Adult-Infant-Child CPR and AED for Healthcare Providers that includes both performance and testing of criteria is required prior to program entry. CPR Certification must be maintained while in program.

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

Liability/Malpractice Insurance
Insurance fees must be paid to the Business Office before

entry into the program and each subsequent year enrolled.

Re-admission or transfer into the Dental Hygiene 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 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 as a new student. 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 for those Dental Hygiene courses taken 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 Dental Hygiene courses is determined by the Dental Hygiene Program Director.

Applicants must submit a letter explaining the circumstances of any previous exit from a Dental Hygiene program. The letter must be sent from the Dental Hygiene 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.

Academic Standards:
Program Specific Academic Standards: See additional Program Specific Standards in the Dental Hygiene Student Guidelines Handbook and specific Dental Hygiene course syllabus.

Dental Hygiene 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 Dental Hygiene curriculum. Dental Hygiene and progressive related courses must be taken in succession as they appear in the catalog. 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 Guidelines Handbook. Dental Hygiene students must not be on probation or suspension status.

Program Length:
Diploma: 5 semesters

Career Pathway Options: Associate in Applied Science Degree

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

Course Requirements for Dental Hygiene Diploma

A. General Education Courses (20 SHC)   C-L-CI-SHC

CHM 130	General, Organic and Biochemistry	3-0-0-3
CHM 130A	General, Organic and Biochemistry	0-2-0-1
COM 120	Interpersonal Communication	3-0-0-3
	OR	
COM 231	Public Speaking	3-0-0-3
	OR	
ENG 115	Oral Communications	3-0-0-3
ENG 111	Expository Writing	3-0-0-3
ENG 111A	Expository Writing Lab	0-2-0-1
	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

B. Required Major Core Courses (54 SHC)

BIO 163	Human Anatomy & 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	-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	2-0-3-3
DEN 233	Professional Development	2-0-0-2

C. Other Major Hours Required for Graduation (2 SHC) C-L-Cl-SHC

CIS 111	Basic PC Literacy	1-2-0-2

Total Semester Hours Credit Required for Graduation: 76

Semester Curriculum for Dental Hygiene Diploma\

Semester Curriculum for Dental Hygiene

1st Semester: (Fall)   C-L-Cl-SHC

BIO 163	Human Anatomy & Physiology with Lab	4-2-0-5
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
		12-13-0-17

2nd Semester: (Spring)

CHM 130	General, Organic & Biochem	3-0-0-3
CHM 130A	General, Organic & Biochem Lab	0-2-0-1
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 223	Dental Pharmacology	2-0-0-2
DEN 224	Materials & Procedures	1-3-0-2
		12-5-9-17

3rd Semester: (Summer)

CIS 111	Basic PC Literacy	1-2-0-2
DEN 140	Dental Hygiene Theory II	1-0-0-1
DEN 141	Dental Hygiene Clinic II	0-0-6-2
ENG 111	Expository Writing	3-0-0-3
ENG 111A	Expository Writing Lab	0-2-0-1
PSY 150	General Psychology	3-0-0-3
		8-4-6-12

4th Semester: (Fall)

BIO 175	General Microbiology	2-2-0-3
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 232	Community Dental Health	2-0-3-3
	Humanities/Fine Arts Elective	3-0-0-3
		11-2-15-17

5th Semester: (Spring)

COM 120	Interpersonal Communication	3-0-0-3
DEN 230	Dental Hygiene Theory IV	1-0-0-1
DEN 231	Dental Hygiene Clinic IV	0-0-12-4
DEN 233	Professional Development	2-0-0-2
SOC 210	Introduction to Sociology	3-0-0-3
		9-0-12-13

Total Semester Credit Hours: 76

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

A. General Education Courses (16 SHC)		C-L-SHC
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
ENG 114	Professional Research and Reporting	3-0-3
	Humanities/Fine Arts Elective	3-0-3
MAT 140	Survey of Mathematics	3-0-3
SOC 210	Introduction to Sociology	3-0-3

B. Required Major Core Courses (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

C. Other Major Hours Required for Graduation (25-27 SHC)		
COE 111	Co-op Work Experience I	0-10-1
COE 115	Work Experience 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

Other Required Hours (3-5 SHC)		
CIS 110	Introduction to Computers	2-2-3
	OR	
OST 131	Keyboarding I	1-2-2
	AND	
OST 137	Office Software Applications	2-2-3

Elective Course Listing (Choose 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

Total Semester Hours Credit Required for Graduation:66-68

Semester Curriculum for Human Services Technology Degree

1st Semester (Fall)		C-L-SHC
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
HSE 110	Introduction to Human Services	2-2-3
OST 131	Keyboarding	1-2-2
PSY 115	Stress Management	2-0-2
PSY 150	General Psychology	3-0-3
SOC 210	Introduction to Sociology	3-0-3
		14-6-17

2nd Semester (Spring)		
HSE 123	Interviewing Techniques	2-2-3
	Humanities/Fine Arts Elective	3-0-3
MAT 140	Survey of Mathematics	3-0-3
OST 137	Office Software Applications	2-2-3
PSY 241	Developmental Psychology	3-0-3
SOC 220	Social Problems	3-0-3
		16-4-18

3rd Semester (Fall)		
HSE 112	Group Process I	1-2-2
HSE 225	Crisis Intervention	3-0-3
SAB 110	Substance Abuse Overview	3-0-3
SOC 213	Sociology of the Family	3-0-3
	Major Elective	3-0-3
	Major Elective	3-0-3
		16-2-17

4th Semester (Spring)		
COE 111	Co-op Work Experience I	0-10-1
COE 115	Work Experience Seminar I	1-0-1
ENG 114	Professional Research and Reporting	3-0-3
HSE 125	Counseling	2-2-3
HSE 210	Human Services Issues	2-0-2
	Major Elective	3-0-3
SOC 232	Social Context of Aging	3-0-3
		13-12-16

Total Semester Hours Credit: 66/68

Credential: Certificate in Licensed Practical Nurse Refresher
C45390

The Licensed Practical Nurse Refresher curriculum provides a refresher for individuals previously licensed as Practical Nurses and who are ineligible for reentry into nursing practice due to a lapse in licensure for five or more years. Individuals entering this curriculum must have been previously licensed as a practical nurse. Coursework includes common medical-surgical conditions and nursing approaches to their management, including mental health principles, pharmacological concepts, and safe clinical nursing practice. Graduates are eligible to apply for reinstatement of licensure by the North Carolina Board of Nursing. Employment opportunities include hospitals, long term care facilities, clinics, physicians' offices, industry, and community health agencies.

Limited Enrollment Curriculum:
1. Enrollment is limited to the number of approved spaces allocated by the North Carolina Board of Nursing. NUR 105 is offered on a demand and space available basis.
2. Admission criteria for the nursing program are reviewed annually and are subject to change.
3. Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Further information regarding the physical and cognitive expectations of a student nurse and CORE performance standards (critical thinking, interpersonal, communication, mobility, motor skills, hearing, visual, and tactile) may be found in the Nursing Student Guideline Handbook.
4. Students who enroll in the nursing program should be aware that the application for re-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 for re-licensure is made. Denial or restriction can be for the following reasons:
a) The student practiced fraud or deceit in attempting to procure a license to practice nursing;
b) The student has been convicted of a misdemeanor/felony (excluding a minor traffic violation);
c) The student is mentally or physically incompetent or uses any drug to a degree that interferes with fitness to practice nursing;
d) The student engages in conduct, which endangers the public health.
5. 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 acceptance and/or progression in the program will be denied.
6. It is the applicants' responsibility to ensure that they are aware of the above limitations and that all requirements are met by the established deadline.

Program Specific Entrance Standards:
1. Complete and submit a college application and a Nursing Program Application to the nursing admissions counselor.
2. Provide verification of previous licensure as a licensed practical nurse.
3. Provide an official transcript validating completion of an approved licensed practical nursing program.
4. Provide copies of any documentation from the North Carolina Board of Nursing directing the applicant to take the NUR 105 course for reinstatement of licensure.

Requirements after Acceptance:
1. Accepted applicants must attend an information session with the nursing department chairperson and/or lead instructor and/or a representative of student development services to discuss program requirements and schedules and to order uniforms.
2. Applicants must submit proof of current Adult/Infant/Child CPR
a) American Heart Association Certification in Adult-Infant-Child CPR and AED for Healthcare Providers that includes both testing and performance criteria.
b) CPR/AED certification is required for admission selection process and must be maintained throughout both the application process and program enrollment.
3. Clinical Affiliation Requirements: 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 acceptance will be denied.
4. Medical Forms: Applicants are required to submit a completed college approved student medical health form to the nursing department chairperson at least 30 days before entering the program. 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 nursing admission status and class space will be assigned to another applicant. NO student will be permitted to participate in clinical without having submitted his/her completed medical form.
5. Liability/Malpractice Insurance: Insurance fees must be paid to the Business Office by due date established before entry into the program and each subsequent year enrolled.

Program Specific Academic Standards:
1. Students will not be allowed to enter any nursing curriculum or repeat any curriculum course more than twice.
2. Students must achieve a grade of "C" or better in all

major courses in the curriculum to progress.

3. Nursing students must meet the standards related to demonstration of emotional and physical health within the framework of nursing practice and must adhere to all other policies set forth in the Nursing Student Guidelines Handbook.

4. Nursing students must not be on academic probation or suspension status.

5. CIS Basic PC Literacy (2 semester hours) or CIS 110 Intro to Computers (3 semester hours) completed more than 5 years prior to entry, re-admission, or transfer must be repeated.

Program Length: 2 semester
Career Pathway Options:
    Certificate in Licensed Practical Nurse Refresher
Program Sites:
    Harnett Campus - Day/Evening as available
    Chatham Campus - Day/Evening as available

Course Requirements for Practical Nursing Refresher Certificate

A. Required Major Core Course (12 SHC)	C-L-Cl-SHC
NUR 105 LPN Refresher	8-6-6-12
B. Other Major Hours	
CIS 110 Intro to Computers	2-2-0-3
Or	
CIS 111 Basic PC Literacy	1-2-0-2

Total Semester Hours Credit: 14/15

Semester Curriculum for Practical Nursing Refresher Certificate - Chatham

1st Semester (Fall)	C-L-Cl-SHC
NUR 105A LPN Refresher (Theory & Lab)	8-6-0-10
CIS 110 Intro to Computers	2-2-0-3
Or	
CIS 111 Basic PC Literacy	1-2-0-2
	11-10-0-12/13
2nd Semester (Spring)	
NUR 105B LPN Refresher (Clinical)	0-0-6-2
	0-0-6-2

Total Semester Hours Credit: 14/15

Semester Curriculum for Practical Nursing Refresher Certificate - Harnett

1st Semester (Spring)	C-L-Cl-SHC
NUR 105A LPN Refresher (Theory & Lab)	8-6-0-10
CIS 110 Intro to Computers	2-2-0-3
Or	
CIS 111 Basic PC Literacy	1-2-0-2
	11-10-0-12/13
2nd Semester (Summer)	
NUR 105B LPN Refresher (Clinical)	0-0-6-2
	0-0-6-2

Total Semester Hours Credit: 14/15

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, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of the Commission on Accreditation of Allied Health Education Programs (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.

Program Specific Entrance Standards
1. Complete all developmental courses. (All test scores must be less than five years old or the student must have earned a "C" or better in the corresponding developmental courses or have received transfer credit.
a) CPT reading score of 80 or ACT score of 18 or SAT verbal score of 450 or completion of developmental reading requirements.
b) CPT English score of 86 or ACT score of 18 or SAT verbal score of 450 or completion of developmental English requirements.
c) CPT arithmetic score of 55 or ACT score of 18 or SAT mathematics score of 450 or completion of developmental arithmetic requirements.
d) CPT algebra score of 55 or ACT score of 18 or SAT mathematics score of 450 or completion of developmental algebra requirements.
2. Attend a scheduled information session or interview with a medical assisting instructor.
3. A physical examination and immunization update are required. Once a student has been tentatively accepted, forms to be used by the physician will be provided by the College.
4. Students transferring into the program must have a 2.0 GPA or better.

Program Specific Academic Standards:
1. Students must achieve a grade of "C" or better in all major courses in the curriculum to progress.

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 - Day Program, 2nd year

Course Requirements for Medical Assisting Degree

A. General Education Courses (15/16 SHC)   C-L-Cl-SHC

ENG 110	Freshman Composition	3-0-0-3
	OR	
ENG 111	Expository Writing	3-0-0-3
ENG 111A	Expository Writing Lab	0-2-0-1
ENG 113	Literature Based Research	3-0-0-3
	OR	
ENG 114	Professional Research and Reporting	3-0-0-3
	OR	
ENG 115	Oral Communications	3-0-0-3
MAT 110	Mathematical Measurements	2-2-0-3
	Humanities/Fine Arts Elective	3-0-0-3
PSY 110	Life Span Development	3-0-0-3

B. Required Major Core Courses (32 SHC)

MED 110	Orientation Medical Assisting	1-0-0-1
MED 116	Introduction to Anatomy and Physiology	3-2-0-4
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

C. Other Major Hours Required for Graduation (24 SHC)

CIS 111	Basic PC Literacy	1-2-0-2
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

Total Semester Hours Credit Required for Graduation:
71/72

Semester Curriculum for Medical Assisting Degree

1st Semester (Fall)   C-L-Cl-SHC

CIS 111	Basic PC Literacy	1-2-0-2
MAT 110	Mathematical Measurements	2-2-0-3
MED 110	Orientation to Medical Assisting	1-0-0-1
MED 116	Introduction to Anatomy and Physiology	3-2-0-4
MED 118	Medical Law and Ethics	2-0-0-2
MED 121	Medical Terminology I	3-0-0-3
MED 130	Administrative Office Procedures I	1-2-0-2
		12-8-0-19

2nd Semester (Spring)

ENG	English Requirement	3-0-0-3
MED 122	Medical Terminology II	3-0-0-3
MED 140	Exam Room Procedures I	3-4-0-5
MED 150	Laboratory Procedures I	3-4-0-5
PSY 110	Life Span Development	3-0-0-3
		15-8-0-19

3rd Semester (Summer)

MED 240	Exam Room Procedures II	3-4-0-5
MED 260	Clinical Externship	0-0-15-5
		3-4-15-10

Students may elect to exit with a diploma.

4th Semester (Fall)

ENG	English Requirement	3-0-0-3
MED 131	Administrative Office Procedures II	1-2-0-2
MED 270	Symptomatology	2-2-0-3
MED 272	Drug Therapy	3-0-0-3
MED 276	Patient Education	1-2-0-2
		10-6-0-13

5th Semester (Spring)

HUM	Humanities Elective	3-0-0-3
MED 230	Administrative Office Procedures III	1-2-0-2
MED 232	Medical Insurance Coding	1-3-0-2
MED 264	Medical Assisting Overview	2-0-0-2
MED 274	Diet Therapy/Nutrition	3-0-0-3
		10-5-0-12

Total Semester Hours Credit: 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, medical transcription, 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 Programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, (312)553-9355. 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.

 (All placement test scores must be less than five years old.)
1. Complete all developmental courses. See current Medical Assisting Student Guide for the required placement test scores in Reading, English, Arithmetic, and Algebra.
2. Attend a scheduled information session or interview with a medical assisting instructor.
3. A physical examination and immunization update are required. Once a student has been tentatively accepted, forms to be used by the physician will be provided by the College.
4. Students transferring into the program must have a 2.0 GPA or better.

Program Specific Academic Standards:
Students must achieve a grade of "C" or better in all major courses in the curriculum to progress.

Program Length: 3 semesters
Career Pathway Options: Diploma in Medical Assisting
Program Sites:
Chatham Campus - Day Program
Harnett Campus - Day Program

Course Requirements for Medical Assisting Diploma
A. General Education Courses (9 SHC)   C-L-Cl-SHC
ENG 110   Freshman Composition   3-0-0-3

MAT 110	Mathematical Measurements	2-2-0-3
PSY 110	Life Span Development	3-0-0-3

B. Required Major Core Courses (35 SHC)

MED 110	Orientation to Medical Assisting	1-0-0-1
MED 116	Introduction to Anatomy and Physiology	3-2-0-4
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	Administrative 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 240	Exam Room Procedures II	3-4-0-5
MED 260	Clinical Externship	0-0-15-5

C. Other Major Hours Required for Graduation (2 SHC)

CIS 111	Basic PC Literacy	1-2-0-2

Total Semester Hours Credit Required for Graduation: 46

Semester Curriculum for Medical Assisting Diploma

1st Semester (Fall)   C-L-Cl-SHC

CIS 111	Basic PC Literacy	1-2-0-2
MAT 110	Mathematical Measurements	2-2-0-3
MED 110	Orientation to Medical Assisting	1-0-0-1
MED 116	Introduction to Anatomy and Physiology	3-2-0-4
MED 118	Medical Law and Ethics	2-0-0-2
MED 121	Medical Terminology I	3-0-0-3
MED 130	Administrative Office Procedures I	1-2-0-2
		13-8-0-17

2nd Semester (Spring)

ENG	English Requirement	3-0-0-3
MED 122	Medical Terminology II	3-0-0-3
MED 140	Exam Room Procedures I	3-4-0-5
MED 150	Laboratory Procedures I	3-4-0-5
PSY 110	Life Span Development	3-0-0-3
		15-8-0-19

3rd Semester (Summer)

MED 240	Exam Room Procedures II	3-4-0-5
MED 260	Medical Clinical Externship	0-0-15-5
		3-4-15-10

Total Semester Hours Credit: 46

Practical Nursing
Credential: Diploma in Practical Nursing
D45660

This curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults. Students will participate in assessment, planning, implementing, and evaluating nursing care. Graduates of this program are eligible to apply to take the National Council Licensure Examination – Practical Nurse Examination (NCLEX-PN), which is required for practice as a Practical Nurse. Employment opportunities include hospitals, rehabilitation, long term care, home health facilities, clinics, and physicians' offices.

Limited Enrollment Curriculum:
1. In the nursing programs, applicants are accepted based upon a merit-based, selective admissions process.
2. Enrollment is limited to the number of approved spaces allocated by the North Carolina Board of Nursing.
3. Admission criteria for the nursing program are reviewed annually and are subject to change.
4. Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Further information regarding the physical and cognitive expectations of a student nurse and CORE performance standards (critical thinking, interpersonal, communication, mobility, motor skills, hearing, visual, and tactile) may be found in the Nursing Student Guideline Handbook.
5. 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. Denial or restriction can be for the following reasons:
a) The student practiced fraud or deceit in attempting to procure a license to practice nursing;
b) The student has been convicted of a misdemeanor/felony (excluding a minor traffic violation);
c) The student is mentally or physically incompetent or uses any drug to a degree that interferes with fitness to practice nursing;
d) The student engages in conduct, which endangers the public health.
6.   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 acceptance and/or progression in the program will be denied.
7. A complete Nursing Program Application must be submitted by the appropriate deadline.
8. It is the applicants' responsibility to ensure that they are aware of the above limitations and that all requirements are met by the established deadline.
Entrance Standards: See General Admission Standards in the electronic catalog (Gen. Info section).

Program Specific Entrance Standards:

I.   All Nursing Students

A. Selective, Merit-Based Admission Process
1.   A student can apply to any of the CCCC nursing programs but can only be evaluated for selective admissions for one program during any one designated selection time period.
2. Once a student completes all college admission criteria and those nursing criteria designated as "Required," he/she is determined to be a qualified applicant for the selection pool.   Only after the applicant has completed the required Nursing Program Application will the applicant be ready to submit the application and worksheet for score tally. Applicants with highest combined points in the required and optional sections will be offered admission.
3.   Selection applications will be accepted mid-January through mid-February for each fall enrollment. In the event that all spaces are not filled for fall consideration, applications for late consideration will be accepted during the months of May and August. Consideration applications for spring acceptance will be considered in May. In the event that all spring spaces are not filled, late consideration applications will be accepted in September and December. See college website announcements for specific acceptance time periods.
4.   If applicants have the same total point count, the applicant's highest Test of Essential Academic skills (TEAS)Test Score(s) will be the determining factor in the following order:
a) First use the applicant's total Composite Score (Combined Reading, Math, Science, and English Scores);
b) If the total Composite Score is equal, then the highest Science Score will be the determining factor;
c) If the Science score is equal, the Highest Reading Score will be the determining factor.
d) If the Reading Score is equal, the Highest Math Score will be the determining factor.
e) If the Math Score is equal, the Highest English Score will be the determining factor.
5.   If a student has had two previous entries into any nursing program, he/she will not be allowed to enter into any of Central Carolina Community College's nursing curriculums for three years after the date of last enrollment. The application will be referred for academic and/or remediation planning to promote success upon re-entry.

B. Required Admission Criteria (All Applicants)

1. Pre-requisite Courses:

a) Pre-requisite Algebra and Computer Literacy for Practical Nursing: Applicants must show evidence of completion of algebra and computer application courses at the high school level or above with a grade of "C" or better on each within the last five years of program application deadline. College courses that may be used to satisfy these requirements are MAT 070, Introductory Algebra; or MAT 080, Intermediate Algebra; or MAT 110, Mathematical Measurements; or MAT 115, Mathematical Models; or MAT 140, Survey of Mathematics; or MAT 161, College Algebra; and CIS 110, Introduction to Computers; or CIS 111, Basic PC Literacy.

b) Pre-requisite Biology for Practical Nursing: Applicants must show evidence of completion of biology courses at the college developmental level or above with a grade of "C" or better within five years of program application deadline. College courses that may be used to satisfy these requirements are BIO 090, Foundations of Biology; or BIO 094, Concepts of Human Biology; or BIO 110, Principles of Biology; or BIO 111, General Biology I.

c) For courses repeated, letter grades received in the most recent course will be used to assign points for selective scoring purposes. Courses must have a grade of "C" or above to receive points.

d) Proficiency exams with a grade of "B" or appropriate CLEPs will be accepted for credit or fulfillment of the pre-requisite course requirement. Selective admission points for accepted proficiency and CLEPS will be calculated based upon a letter grade of "C.".

e) Completed AP course points will be awarded based upon the exam scores as follows: An AP exam score of 5 = 4 quality points, 4 = 3 quality points, and a 3 = 2 quality points multiplied by credit hours of the college curriculum course that it substitutes for.

f) Completed VOCATS course points will be awarded based upon the exam score of 80 or above. The score will be converted to a letter grade of "A" = 94-100, "B" = 86-93, and "C" = 80-85 with quality point assignments of 4, 3, and 2 respectively multiplied by credit hours of the college curriculum course that it substitutes for. The VOCAT score must be submitted within two years of high school graduation to be considered for course credit and point awards for selective admissions scoring.

2. Placement Test Scores (All test scores must be less than five years old or the student must have earned a "C" or better in the corresponding developmental courses or received transfer credit for ENG 111 and MAT courses level 110 or above.):

a) CPT reading score of 80 or ACT score of 18 or SAT verbal score of 450 or completion of developmental reading requirements.

b) CPT English score of 86 or ACT score of 18 or SAT verbal score of 450 or completion of developmental English requirements.

c) CPT arithmetic score of 55 or ACT score of 18 or SAT mathematics score of 450 or completion of developmental arithmetic requirements.

d) CPT algebra score of 55 or ACT score of 18 or SAT mathematics score of 450 or completion of developmental algebra requirements.

3. Test of Essential Academic Skills (TEAS)

a) The Test of Essential Academic Skills (TEAS) will be administered on scheduled testing dates at the student's expense.

b) The student may take the test only three times in a three year period for acceptance consideration. The applicant will be referred for remediation assistance based upon a low TEAS composite score and/or sub-scores. The time frame between each retesting attempt will be based upon successful completion of required remediation, college placement tests, developmental courses, and pre-requisite courses.

c) TEAS test scores are valid for three years.

d) Applicants must meet the minimal TEAS Composite Score of 62 for the practical nursing program. (The TEAS Composite Score will be used for selective admissions scoring purposes. The TEAS sub-scores will be used for pre-nursing and nursing remediation.)

4. GPA Cumulative and Semester

a) Grade point averages of at least 2.5 cumulative and 2.0 semester on last semester of coursework completed at a secondary or postsecondary institution within the last five years is required for admission consideration.

b) Must not be on academic probation or suspension status.

5. 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 successful completion of an approved North Carolina Nursing Assistant I program and active listing on the North Carolina Health and Human Services 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 both the application process and program enrollment.

6. The Test of English as a Foreign Language (TOEFL)

a) TOEFL scores are required of any naturalized citizen or non United States citizen where English is their second language to provide as evidence of adequate proficiency in the English language.

b) The minimum acceptable paper-based TOEFL score is 550. The minimum acceptable computer-based TOEFL score is 213. The minimum acceptable internet-based TOEFL score is 80.

c) This test is offered at multiple testing sites nationally and is at the student's expense.

7. Adult/Infant/Child CPR

a) American Heart Association Certification in Adult-Infant-Child CPR and AED for Healthcare Providers that includes both testing and performance criteria is required of all applicants.

b) CPR/AED certification is required for admission selection process and must be maintained throughout both the application process and program enrollment.

C. Optional Admission Criteria

1. GPA

a) Points will be awarded based on a cumulative grade point average through first semester for current high school seniors or actual last college GPA.

b) Only cumulative high school or college GPAs within the last five years will be considered.

c) Students must have been enrolled in a minimum of 6 semester credit hours during the last semester for cumulative GPA consideration.

d) Points will be awarded based upon the following cumulative GPA ranges: 2.5-2.99; 3.0-3.49; and 3.5-4.0.

e) Cumulative GPAs over five years old and under 2.5 will not be assigned points for selective admission scoring purposes.

2. Residency

Points will be assigned for selective admission scoring if the applicant is a legal North Carolina Resident for tuition purposes and resides in the three county service areas of Lee, Chatham, and Harnett counties.

3. Health Fields Work Experience

Points will be assigned for selective admission scoring if the applicant has at least 6 months or at least 1040 hours of successful work or accepted volunteerism in an approved health field within the last three years.

Health fields are identified as: Cardiac Care Technician, Cardiac Sonographer, Certified Medical Assistant, Certified Dental Assistant, Certified Dental Hygienist, Dialysis Technician, EKG Technician, Emergency Medical Technician, Health Care Technician, Licensed Practical Nurse, Medical laboratory Technician, Military Corpsman, Nursing Assistant I, Nursing Assistant II, Occupational Therapy Technician, Paramedics, Patient Care Technician, Pharmacy Technician, Phlebotomist, Physical Therapy Technician, Psychiatric Technician, Rehabilitation Technician, Respiratory Therapist Technician, Surgical Technician, and X-ray Technician.

4) High School Medical Career/Health Occupations Classes

Points will be assigned for selective admission scoring if the applicant has successfully completed the high school Medical Career/Health Occupations Classes I and II with a grade of "C" or better within the last three years.

5. Curriculum Courses

a) Optional points will be assigned for selective admission scoring if the applicant has completed the required general education courses of the practical nursing curriculum.

b) These courses are: BIO 165 Anatomy & Physiology or high school AP Biology course/exam; BIO 166 Anatomy & Physiology or high school AP Anatomy & Physiology course/exam; PSY 110 Lifespan Developmental; and ENG 111/111A Expository Writing/Lab or high school AP English course/exam.

c) BIO 165, BIO 166, and PSY 110 and/or identified substitute high school AP must be completed within the last five years for point consideration.

d) College curriculum course points will be awarded based upon the course credit hours multiplied by quality points achieved. Letter grades of "A" = 4 quality points, "B" = 3 quality points, and "C' = 2 quality points. Letter grades of "D" and "F" receive no points for selective admission scoring.

e) Completed AP course points will be awarded based upon the exam scores as follows: An AP exam score of 5 = 4 quality points, 4 = 3 quality points, and a 3 = 2 quality points multiplied by credit hours of the college curriculum course that it substitutes for.

f) Completed VOCATS course points will be awarded based upon the exam score of 80 or above. The score will be converted to a letter grade of "A" = 94-100, "B" = 86-93, and "C" = 80-85 with quality point assignments of 4, 3, and 2 respectively multiplied by credit hours of the college curriculum course that it substitutes for. The VOCAT score must be submitted within two years of high school graduation to be considered for course credit and point awards for selective admissions scoring.

g) Point awarded for BIO 165 and BIO 166 or high school AP substitutes will be doubled in the scoring process.

II. Re-admission or transfer into the nursing program:

1. The student must qualify under the admission criteria in effect at time of re-admission or transfer.

2. A student may be required to re-enter a nursing course earlier in the curriculum sequence if the student is lacking major course content.

3. All nursing courses completed more than 3 years prior to re-admission or transfer must be repeated.

4. BIO 165 Anatomy & Physiology I, BIO 166 Anatomy & Physiology II, and PSY 110 Lifespan Development completed more than 5 years prior to entry, re-admission, or transfer must be repeated.

5. Withdrawal or academic failure within the Practical Nursing Program will require the student to reapply as a new student.

6. Advanced placement is dependent upon space availability.

7. The Nursing Department Chairperson will evaluate transferability of all nursing courses. Transfer courses must be equivalent to courses required at the receiving college in theory, lab, and clinical experiences. The student must provide copies of outlines and syllabi of 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 nursing courses rests with the chairperson.

8. Applicants must submit a letter explaining the circumstances of any previous exit from a nursing program. This letter must be sent from the previous nursing department chairperson. CCCC's nursing chairperson and dean of students must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program.

III. Requirements after Acceptance:
1. Mandatory Acceptance Session: When notified of acceptance, applicants must attend a mandatory acceptance session with the nursing department chairperson to discuss program requirements, schedules, payment due dates, and to order uniforms.
2. 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 acceptance will be denied.
3. Medical Forms: Applicants are required to submit a completed college approved student medical health form to the nursing department chairperson at least 90 days before entering the program. 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 nursing admission status and class space will be assigned to another applicant. NO student will be permitted to participate in clinical without having submitted his/her completed medical form.
4. Liability/Malpractice Insurance: Insurance fees must be paid to the Business Office by due date established before entry into the program and each subsequent year enrolled.

Academic Standards: See General Academic standards in the catalog (Gen. Info section).

Program Specific Academic Standards: See additional Program Specific Academic Standards in the Nursing Student Guidelines Handbook and specific nursing course syllabus.

1. Nursing curriculum students once enrolled must maintain an overall and semester quality point average of 2.0 or better, and must have a grade of "C" or better in all courses required by the nursing curriculum.
2. Nursing and progressive related courses must be taken in succession as they appear in the catalog.
3. Nursing students must meet the standards related to demonstration of emotional and physical health within the framework of nursing practice and must adhere to all other policies set forth in the Nursing Student Guidelines Handbook.
4. Nursing students must not be on academic probation or suspension status.

Program Length: 3 semesters
Career Pathway Options: Diploma in Practical Nursing
Program Sites: Chatham Campus – Day Program
Harnett Campus – Day Program

Course Requirements for Practical Nursing Diploma

A. General Education Courses (7 SHC)

		C-L-Cl-SHC
ENG 111	Expository Writing	3-0-0-3
ENG 111A	Expository Writing Lab	0-2-0-1
PSY 110	Life Span Development	3-0-0-3

B. Required Major Core Courses (33 SHC)

NUR 101	Practical Nursing I	7-6-6-11
NUR 102	Practical Nursing II	8-0-12-12
NUR 103	Practical Nursing III	6-0-12-10

C. Other Major Hours Required for Graduation (8 SHC)

BIO 165	Anatomy and Physiology I	3-3-0-4
BIO 166	Anatomy and Physiology II	3-3-0-4

Total Semester Hours Credit Required for Graduation: 48

Semester Curriculum for Practical Nursing Diploma - Chatham

1st Semester (Fall)

		C-L-Cl-SHC
BIO 165	Anatomy and Physiology I	3-3-0-4
NUR 101	Practical Nursing I	7-6-6-11
PSY 110	Life Span Development	3-0-0-3
		13-9-6-18

2nd Semester (Spring)

BIO 166	Anatomy and Physiology II	3-3-0-4
ENG 111	Expository Writing	3-0-0-3
ENG 111A	Expository Writing Lab	0-2-0-1
NUR 102	Practical Nursing II	8-0-12-12
		14-5-12-20

3rd Semester (Summer)

NUR 103	Practical Nursing III	6-0-12-10

Total Semester Hours Credit: 48

Semester Curriculum for Practical Nursing Diploma - Harnett

1st Semester (Spring)

		C-L-Cl-SHC
BIO 165	Anatomy and Physiology I	3-3-0-4
NUR 101	Practical Nursing I	7-6-6-11
PSY 110	Life Span Development	3-0-0-3
		13-9-6-18

2nd Semester (Summer)

BIO 166	Anatomy and Physiology II	3-3-0-4
NUR 102A	Practical Nursing II	6-0-6-8
		9-3-6-12

3rd Semester (Fall)

ENG 111	Expository Writing	3-0-0-3
ENG 111A	Expository Writing Lab	0-2-0-1
NUR 102B	Practical Nursing II	2-0-6-4
NUR 103	Practical Nursing III	6-0-12-10
		11-2-18-18

Total Semester Hours Credit: 48

Veterinary Medical Technology

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

This 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.

Coursework 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 are eligible to take state examinations administered by the North Carolina Veterinary Medical Board and national examinations administered by the American Association of Veterinary State Boards. Graduates may be employed in veterinary clinics; diagnostic, research or pharmaceutical laboratories; zoos; veterinary schools; or other areas associated with animal care.

Program Specific Entrance Standards:
1. A grade of "C" or better in high school or college biology.
2. Each applicant is required to attend an informational session and tour of the VMT facilities conducted by an admissions counselor and/or VMT faculty. A signed agreement indicating willingness to comply with all VMT specific policies is required of each student prior to entering the VMT program.
3. Each accepted student is required to obtain 40 hour of work/voluntary experience in the veterinary field and is required to attend an Orientation Session prior to entering the program.
4. Upon acceptance, each student is required to submit a student medical form (provided by the College) from his/her physician documenting good health and current vaccination against common childhood diseases and tetanus. In addition, rabies pre-immunization is strongly recommended.
5. Satisfactory Placement Test Scores are required.(All test scores must be less than five years old or the student must have earned a "C" or better in the corresponding developmental courses.)
See the Veterinary Medical Technology Guidelines for current required placement scores.
6. Applicants who have attended any college (including CCCC) within the past 5 years must have an overall GPA of 2.0 or better and a most recent semester GPA of 2.0 or better. (Exceptions may be made due to extenuating circumstances.)

Program Specific Academic Standards:
1. VMT students who do not receive a grade of C or better in courses with a prefix of VET will not be allowed to continue in the program and must apply for readmission the next year (space available).
2. Students are not allowed to enter the VMT curriculum more than twice (i.e., only one readmission into the VMT program is allowed.)
3. VET and progressive related courses must be taken in succession as they appear in the Semester Curriculum for Veterinary Medical Technology.
4. VMT students must meet the standards related to demonstration of physical and emotional health within the framework of Veterinary Medical Technology practice and must adhere to all other policies set forth in the VMT Handbook.

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

A. General Education Courses (16 SHC)

		C-L-SHC
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
ENG 114	Professional Research and Reporting	3-0-3
	Humanities/Fine Arts Elective	3-0-3
MAT 110	Mathematical Measurement	2-2-3
	Social/Behavioral Science Elective	3-0-3

B. Required Major Core Courses (50 SHC)

COE 112A	Co-op Work Experience I	0-10-1
COE 112B	Co-op Work Experience 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

C. Other Major Hours Required for Graduation (5 SHC)

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

Total Semester Hours Credit Required for Graduation: 71

Semester Curriculum for Veterinary Medical Technology
Degree

1st Semester (Fall)		C-L-SHC
MAT 110	Mathematical Measurement	2-2-3
VET 110	Animal Breeds and Husbandry	2-2-3
VET 114	Introduction to Veterinary Med Tech.	1-0-1
VET 120	Veterinary Anatomy and Physiology	3-3-4
VET 121	Veterinary Medical Terminology	3-0-3
	Humanities/Fine Arts Elective	3-0-3
		14-7-17

2nd Semester (Spring)		
CHM 130	General Organic and Biochemistry	3-0-3
CHM 130A	General Organic and Biochemistry Lab	0-2-1
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
	Social/Behavioral Science Elective	3-0-3
VET 123	Veterinary Parasitology	2-3-3
VET 125	Veterinary Diseases I	2-0-2
		13-7-16

3rd Semester (Summer)		
VET 131	Veterinary Lab Techniques I	2-3-3
VET 133	Veterinary Clinical Practices I	2-3-3
COE 112A	Co-op Work Experience I	0-10-1
		4-16-7

4th Semester (Fall)		
ENG 114	Professional Research and Reporting	3-0-3
VET 126	Veterinary Diseases II	1-3-2
VET 211	Veterinary Lab Techniques II	2-3-3
VET 213	Veterinary Clinical Practices II	1-9-4
VET 215	Veterinary Pharmacology	3-0-3
VET 137	Veterinary Office Practices	1-2-2
		11-17-17

5th Semester (Spring)		
VET 212	Veterinary Lab Techniques III	2-3-3
VET 214	Veterinary Clinical Practices III	1-9-4
VET 217	Large Animal Clinical Practices	2-3-3
VET 237	Animal Nutrition	3-0-3
COE 112B	Co-op Work Experience II	0-10-1
		8-25-14

Total Semester Hours Credit: 71

Arts and Sciences (College Transfer)
Associate in Arts

Associate in Arts
Pre-Major Associate in Arts Degrees
Arts and Sciences
Comprehensive Articulation Agreement
North Carolina Community College System
University of North Carolina System

Associate in Arts Degree
A1010000

This program prepares the student to transfer courses or the degree in its entirety to a four-year senior institution. The Associate in Arts Degree stresses Communication, social and behavioral sciences, humanities, and fine arts.

Program Length: 4 semesters
Career Pathway Options: Associate in Arts Degree, Baccalaureate Degree at a Senior Institution
Program Sites:
Lee Campus – Day, 1st and 2nd Year, Evening, 1st and 2nd Year
Chatham Campus – Day, 1st and 2nd Year, Evening, 1st and 2nd Year
Harnett Campus – Day, 1st and 2nd Year, Evening, 1st and 2nd Year
Distance Education - 1st and 2nd Year - All Campuses

Course Requirements for Associate in Arts Degree
I. General Education (44 SHC)

A. Composition (6 SHC)		C-L-CR
ENG 111	Expository Writing	3-0-3
	and	
ENG 112	Argument-Based Research	3-0-3
	OR	
ENG 113	Literature-Based Research	3-0-3
	OR	
ENG 114	Professional Research and Reporting	3-0-3

B. Humanities/Fine Arts (12 SHC)
Select courses from at least three of the following areas: art, music, drama, dance, foreign language, interdisciplinary humanities, literature, philosophy, and religion. At least one course must be a literature course. 3 SHC of speech/Communication (COM) may substitute for 3 SHC of Humanities and Fine Arts in AA and AS Degree programs. Speech/Communication may not substitute for the literature requirement.

ART 111	Art Appreciation	3-0-3
ART 114	Art History Survey I	3-0-3
ART 115	Art History Survey II	3-0-3
ART 117	Non-Western Art Survey	3-0-3
CHI 111	Elementary Chinese I	3-0-3
CHI 112	Elementary Chinese II	3-0-3