

pasture management and direct marketing are emphasized. This certificate is appropriate for individuals interested in integrating sustainable livestock production into their current agricultural system, agriculture educators, and individuals interested in working in the food and fiber industry.

Program Length: 2 semesters

Career Pathway Options: Associate in Applied Science in Sustainable Agriculture

Program Site: Chatham Campus – Day Program

Course Requirements for Sustainable Livestock Systems Certificate

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

Total Semester Hours Credit Required for Graduation: 15

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

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

Program Length: 2 semesters

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

Program Site: Chatham Campus – Day Program

Course Requirements for Sustainable Vegetable Production Certificate

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

Total Semester Hours Credit Required for Graduation: 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:

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

A. PROGRAM SPECIFIC ENTRANCE STANDARDS:

Admission

A student can apply to the Associate Degree Nursing program once eligibility requirements have been met. Prospective students must attend an information session prior to submitting an application to the Associate Degree Nursing program. Applicants are required to contact the Associate Degree Nursing Admissions Counselor to develop an Academic Plan, review progress, obtain an Associate Degree Nursing Program Application and to be scheduled into an information session to confirm that all minimum requirements are met.

After an applicant has completed all general college admission requirements and all Associate Degree Nursing entrance required criteria, he/she must submit a completed Associate Degree Nursing Program Application. Applicants who have completed the Associate Degree Nursing 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 Health Sciences Programs during any designated selection time period. It is the applicants' responsibility to ensure that requirements are met by the established deadline.

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

Placement Test Scores

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

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

GPA

Students must have a 2.0 on the last semester of coursework and a 2.5 cumulative GPA at the time of making application to the program. These necessary GPA requirements must be maintained at the time of entering program from a secondary or post-secondary institution.

TEAS (Test of Essential Academic Skills)

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

The TEAS will be administered on scheduled testing dates. Each applicant may take the exam three times within three years. Only the two most recent attempts will be used towards the selective admissions process. Students can complete remediation between attempts. Remediation options are as follows: developmental courses, college credit courses, and/or continuing education courses or other strategies related to the subject areas. TEAS scores are valid for three years and must be current when submitting a Nursing Program application. The composite score of 61 must be obtained to be eligible for admission into the Associated Degree Nursing program.

Pre-requisite Biology, Chemistry and Math

Applicants must have completed Biology, Chemistry, and Algebra to submit a Nursing Program application. Biology, Chemistry and Algebra must be taken within the last five

years with a grade of "C" or better. Students may be exempt from the prerequisite expiration date of Algebra, Biology and Chemistry if they have a higher education degree/diploma in a related health sciences discipline in which these courses were required.

Biology= developmental, or college level BIO course (example: BIO 090, 094, BIO 110, BIO 111, BIO 165)
Chemistry=high school, developmental, or college level CHM course (example: CHM 090, 092 or higher)

Algebra=high school, developmental or college level Algebra course (example: MAT 110 or higher)

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

The Test of English as a Foreign Language (TOEFL)

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

Prior Health Care Program Completion

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

- a) Provide proof of successful completion of a state approved Nurse Aide I Training in Competency Evaluation Program and active listing on the North Carolina Department of Health and Human Services (NC DHHS) Nursing Assistant I Registry with no substantiated finding of abuse, neglect, or misappropriation of resident property in a nursing home or other health care facility.
- b) This active, non-restricted listing must be maintained throughout the application process. NC DHHS-approved NAI courses are preferred, however the CCCC Nursing Department Chair will determine, on a case-by-case basis, if a course administered by another state or agency meets the requirement.

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening

A criminal background check and drug screening will be required for all accepted Health Sciences students 30 days prior to clinical rotations or work based learning. Clinical affiliates will review criminal background reports and drug screenings of students and reserve the right to accept or deny any students based on their consideration of these reports. Negative reports and/or failed screenings can

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

Medical Forms/Immunizations

Applicants are required to submit a completed college approved student medical health form to the Nursing Program Director at least 30 days prior to the first semester. 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 Associate Degree Nursing admission status and class space will be assigned to another applicant. Students will not be permitted to participate in lab/clinic/externship without having submitted a completed medical form and appropriate immunizations.

Adult/Infant/Child/AED CPR

CPR Certification by the American Heart Association (AHA) in Adult-Infant-Child CPR and AED for Healthcare Providers that includes both performance and testing of criteria is required prior to clinical rotations. No student will be able to attend clinical rotation without proof of completion and current AHA Health Care Provider CPR. Students are responsible for keeping CPR current through the duration of the program. Proof of active CPR is to be submitted 30 days prior to clinical rotation.

Mandatory Acceptance Session

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

Liability/Malpractice Insurance

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

Transportation/Additional Class/Course Materials

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

Technical Standards

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

Accommodations

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

Board of Nursing Standards

Students who enroll in the nursing program should be aware that the application for licensure at the completion of the program might be denied or restricted by the North Carolina Board of Nursing. As the regulatory agency, the Board of Nursing does not become involved in reviewing the applicant's conviction record until such time as application is made to take the national licensure examination.

<http://www.ncbon.com/dcp/i/licensurelisting-criminal-background-checks-cbc-requirements>

Academic Standards

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

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

Program Specific Academic Standards

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

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

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

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

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

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

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

Additional Admission Requirements for Advanced LPN to-ADN Admission

1. Admission is based upon all required and optional selective admission criteria previously addressed.
2. Admission is dependent on space availability at the specific point of entry determined for admission.
3. Applicants must show evidence of graduation from a state-approved school of practical nursing.
4. All applicants must pass 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 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 STEP composite score and/or sub scores. The time frame between each retesting attempt will be based upon successful completion of all required remediation. Once the 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.
 - e) The Nursing Department Chair will determine where applicants who do not meet the above work experience criteria are placed.
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.

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

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

Program Length: Associate in Applied Science – 5 semesters

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

Program Sites: Lee Campus -Day

Course Requirements for Associate Degree Nursing

I. General Education Courses (19 SHC)

C-L-CI-SHC

BIO 165	Anatomy & Physiology I	3-3-0-4
ENG 111	Writing and Inquiry	3-0-0-3
HUM	Humanities Elective (pick-list)	3-0-0-3
PSY 150	General Psychology	3-0-0-3
SOC 210	Introduction to Sociology	3-0-0-3
*English Elective-Select One:		
ENG 112	Argument Based Research	3-0-0-3
ENG 114	Prof Research & Reporting	3-0-0-3

II. Required Major Core Courses (43 SHC)

A. Technical Core

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

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

BIO 166	Anatomy & Physiology II	3-3-0-4
BIO 175	General Microbiology	2-2-0-3
PSY 241	Developmental Psychology	3-0-0-3

III. Other Required Hours (1 SHC)

***Student Success – Select One**

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

Total Semester Hours Credit Required for Graduation: 73

Dental Assisting

Credential: Diploma in Dental Assisting D4524000

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

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

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

Limited Enrollment Curriculum:

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

A. PROGRAM SPECIFIC ENTRANCE STANDARDS:

Admission

A student can apply to the Dental Assisting Program once eligibility requirements have been met. Prospective students must attend an information session prior to submitting an application to the Dental Assisting Program. Applicants are required to contact the Dental Assisting Admissions Counselor to develop an Academic Plan, review progress, obtain a Dental Assisting Program Application and to be scheduled into an information session to confirm that all minimum requirements are met. 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.

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 applications to be considered for unfilled spaces.

A student can apply to only one of the CCCC Health Sciences Programs during any designated selection time period. It is the applicants' responsibility to ensure that requirements are met by the established deadline.

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

Placement Test Scores

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

The rating sheet for the Dental programs indicate the minimum scores required to place into ENG 102 and MAT 110. Students who meet Multiple Measures for Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a C or higher may be exempt from placement testing. Students placing into developmental courses must obtain a "P" grade in order to be eligible for official admittance.

GPA

Students must have a 2.0 on the last semester of coursework and a 2.5 cumulative GPA at the time of making application

to the program. These necessary GPA requirements must be maintained at the time of entering program from a secondary or post-secondary institution.

TEAS (Test of Essential Academic Skills)

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

The TEAS will be administered on scheduled testing dates. Each applicant may take the exam three times within three years. Only the two most recent attempts will be used towards the selective admissions process. Students can complete remediation between attempts. Remediation options are as follows: developmental courses, college credit courses, and/or continuing education courses or other strategies related to the subject areas. TEAS scores are valid for three years and must be current when submitting a Dental Programs application. There is no minimum score required, but the percentage correct in the areas of Math, Reading, English and Science will be used for admissions consideration.

Pre-requisite Biology and Math

Applicants must have completed Biology and Algebra to submit a Dental Assisting Program application. Biology and Algebra must be taken within the last five years with a grade of "C" or better.

Biology= high school, developmental, or college level BIO course

(example: BIO 094, BIO 110, BIO 111, BIO 163)

Algebra=high school, developmental or college level

Algebra course (example: MAT 110 or higher)

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

The Test of English as a Foreign Language (TOEFL)

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

Observation Hours

Forty hours of observation/work/voluntary experience in the dental assisting field is required. Observation form must be obtained from the Dental Programs admissions counselor.

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening

A criminal background check and drug screening will be

required for all accepted Health Sciences students 30 days prior to clinical rotations or work based learning. Clinical affiliates will review criminal background reports and drug screenings of students and reserve the right to accept or deny any students based on their consideration of these reports. Negative reports and/or failed screenings can preclude a student from attending the clinical portion of their prescribed program and thus, will result in the student's exit from the program. Students are subject to drug screening at any time during a clinical rotation.

Medical Forms/Immunizations

Applicants are required to submit a completed college approved student medical health form to the Dental Assisting Program Director at least 30 days prior to the first semester. 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. Students will not be permitted to participate in lab/clinic/externship without having submitted a completed medical form and appropriate immunizations.

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

Adult/Infant/Child/AEDCPR

CPR Certification by the American Heart Association (AHA) in Adult-Infant-Child CPR and AED for Healthcare Providers that includes both performance and testing of criteria is required prior to clinical rotations. No student will be able to attend clinical rotation without proof of completion and current AHA Health Care Provider CPR. Students are responsible for keeping CPR current through the duration of the program. Proof of active CPR is to be submitted 30 days prior to clinical rotation.

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.

Transportation/Additional Class/Course Materials

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

Technical Standards

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

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

Accommodations

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

Academic Standards

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

Program Specific Academic Standards:

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

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

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

Program Length:

Diploma: 3 semesters

Career Pathway Options: Diploma

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

Course Requirements for Dental Assisting Diploma

I. General Education Courses: (6 SHC)		C-L-CI-SHC
*ENG 102	Applied Communications II	3-0-0-3
*SOC 240	Social Psychology	3-0-0-3

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

II. Required Major Core Courses (39 SHC)

A. Technical Core (36 SHC)		
DEN 100	Basic Orofacial Anatomy	2-0-0-2
DEN 101	Preclinical Procedures	4-6-0-7
DEN 102	Dental Materials	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

B. Other Major Hours (3 SHC)

BIO 106	Introduction to Anatomy/Physiology/Microbiology	2-2-0-3
---------	---	---------

III. Other Required Hours (1 SHC)

*Select One:		
ACA 111	College Student Success	1-0-0-1
ACA 115	Success and Study Skills	0-2-0-1
ACA 122	College Transfer Success	1-0-0-1

Total Semester Hours Credit Required for Graduation: 46

Dental Hygiene

Credential: Associate in Applied Science Degree in Dental Hygiene

A45260

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

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

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

Limited Enrollment Curriculum:

The Dental Hygiene program is a limited enrollment curriculum 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.

A. PROGRAM SPECIFIC ENTRANCE STANDARDS:**Admissions Process:**

A student can apply to the Dental Hygiene program once eligibility requirements have been met. 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 Health Science 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.

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

Placement Test Scores

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

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

GPA

Students must have a 2.0 on the last semester of coursework and a 2.5 cumulative GPA at the time of making application to the program. These necessary GPA requirements must be maintained at the time of entering program from a secondary or post-secondary institution.

TEAS (Test of Essential Academic Skills)

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

The TEAS will be administered on scheduled testing dates. Each applicant may take the exam three times within three years. Only the two most recent attempts will be used towards the selective admissions process. Students can complete remediation between attempts. Remediation options are as follows: developmental courses, college credit courses, and/or continuing education courses or other strategies related to the subject areas. TEAS scores are valid for three years and must be current when submitting a Dental Programs application. There is no minimum score required, but the percentage correct in the areas of Math, Reading, English and Science will be used for admissions consideration.

Pre-requisite Biology, Chemistry and Algebra

Applicants must have completed high school Biology, Chemistry and Algebra to submit a Dental Hygiene Program Application. Biology, Chemistry, and Algebra must be taken within the last five years with a grade of "C" or better.

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

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

Algebra = high school, developmental or college level Algebra course

(example: MAT 110 or higher)

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

The Test of English as a Foreign Language (TOEFL)

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

Observation Hours

Forty hours of observation/work/voluntary experience in the dental hygiene field is required. Observation form must be obtained from the Dental Programs admissions counselor.

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening

A criminal background check and drug screening will be required for all accepted Health Sciences students 30 days prior to clinical rotations or work based learning. Clinical affiliates will review criminal background reports and drug screenings of students and reserve the right to accept or deny any students based on their consideration of these reports. Negative reports and/or failed screenings can preclude a student from attending the clinical portion of their prescribed program and thus, will result in the student's exit from the program. Students are subject to drug screening at any time during a clinical rotation.

Medical Forms/Immunizations

Applicants are required to submit a completed college approved student medical health form to the Dental Hygiene Program Director 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 Dental Hygiene admission status and class space will be assigned to another applicant. NO student will be permitted to participate in clinic without having submitted a completed medical form.

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

Adult/Infant/Child /AED CPR

CPR Certification by the American Heart Association (AHA) in Adult-Infant-Child CPR and AED for Healthcare Providers that includes both performance and testing of criteria is required prior clinical rotations. No student will be able to attend clinical rotation without proof of completion and current AHA Health Care Provider CPR. Students are responsible for keeping CPR current through

the duration of the program. Proof of active CPR is to be submitted 30 days prior to clinical rotation

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.

Transportation/Additional Class/Course Materials

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

Technical Standards

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

Accommodations

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

Academic Standards

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

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

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 Policies and Procedures Manual. Dental Hygiene students must not be on probation or suspension status.

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

Program Length: 5 semesters

Career Pathway Options: Associate in Applied Science Degree

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

Course Requirements for Dental Hygiene Degree

<i>I. General Education Courses (15 SHC)</i>		<i>C-L-CI-SHC</i>
BIO 180	Biological Chemistry	3-0-0-3
ENG 111	Writing and Inquiry	3-0-0-3
	Humanities/Fine Arts Elective	3-0-0-3
SOC 240	Social Psychology	3-0-0-3
*Communication Elective-Select One:		
COM 120	Interpersonal Communication	3-0-0-3
COM 231	Public Speaking	3-0-0-3

ENG 115 Oral Communications 3-0-0-3

II. Major Hours (55 SHC)

A. Technical Core (54 SHC)

BIO 163	Human Anat. & Physiology with Lab	4-2-0-5
BIO 175	General Microbiology	2-2-0-3
DEN 110	Orofacial Anatomy	2-2-0-3
DEN 111	Infection/Hazard Control	2-0-0-2
DEN 112	Dental Radiology	2-3-0-3
DEN 120	Dental Hygiene Preclinic Lecture	2-0-0-2
DEN 121	Dental Hygiene Preclinic Lab	0-6-0-2
DEN 123	Nutrition/Dental Health	2-0-0-2
DEN 124	Periodontology	2-0-0-2
DEN 130	Dental Hygiene Theory I	2-0-0-2
DEN 131	Dental Hygiene Clinic I	0-0-9-3
DEN 140	Dental Hygiene Theory II	1-0-0-1
DEN 141	Dental Hygiene Clinic II	0-0-6-2
DEN 220	Dental Hygiene Theory III	2-0-0-2
DEN 221	Dental Hygiene Clinic III	0-0-12-4
DEN 222	General and Oral Pathology	2-0-0-2
DEN 223	Dental Pharmacology	2-0-0-2
DEN 224	Materials & Procedures	1-3-0-2
DEN 230	Dental Hygiene Theory IV	1-0-0-1
DEN 231	Dental Hygiene Clinic IV	0-0-12-4
DEN 232	Community Dental Health	2-0-3-3
DEN 233	Professional Development	2-0-0-2

B. Other Major Hours (1 SHC)

DEN 125	Dental Office Emergencies	0-2-0-1
---------	---------------------------	---------

III. Other Required Hours (1 SHC)

***Student Success-Select One:**

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

Total Semester Hours Credit Required for Graduation: 71

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 (15 SHC) C-L-SHC

ENG 111	Writing and Inquiry	3-0-3
	Humanities/Fine Arts Requirement	3-0-3
	Social/Behavioral Science Requirement	3-0-3

Select one course:

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

Select one course:

MAT 110	Math Measurement & Literacy	2-2-3
or MAT 143	Quantitative Literacy	2-2-3

B. Major Requirements (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 Requirements (25 SHC)

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

Technology Electives (Select 3 SHC)

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

Social Science Electives (Select 9 SHC)

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

D. Other Requirements (1 SHC)

Student Success – Select One

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

ACA 122 College Transfer Success

1-0-1

Total Semester Hours Credit Required: 66

Medical Assisting

Credential: Associate in Applied Science Degree in Medical Assisting A45400

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

The Central Carolina Community College Medical Assisting Diploma Programs are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs 1361 Park Street Clearwater, FL 33756 727-210-2350 (www.caahep.org). Graduates of CAAHEP accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Limited Enrollment Curriculum:

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

A. PROGRAM SPECIFIC ENTRANCE STANDARDS:

Admissions Process

A student can apply to the Medical Assisting program once eligibility requirements have been met. Prospective students must attend an information session prior to submitting an application to the Medical Assisting program. Applicants are required to contact the Medical Assisting Admissions Counselor to develop an Academic Plan, review progress, obtain a Medical Assisting Program Application and to be scheduled into an information session to confirm that all minimum requirements are met.

After an applicant has completed all general college admission requirements and all Medical Assisting entrance required criteria, he/she must submit a completed Medical

Assisting Program Application. Applicants who have completed the Medical Assisting 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 Health Sciences Programs during any selection time period. It is the applicants' responsibility to ensure that requirements are met by the established deadline.

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

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

Placement Test Scores

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

GPA

Students must have a 2.0 on the last semester of coursework and a 2.5 cumulative GPA at the time of making application to the program. These necessary GPA requirements must be maintained at the time of entering program from a secondary or post-secondary institution.

TEAS (Test of Essential Academic Skills)

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

The TEAS will be administered on scheduled testing dates. Each applicant may take the exam three times within three years. Only the two most recent attempts will be used towards the selective admissions process. Students can complete remediation between attempts. Remediation options are as follows: developmental courses, college credit courses, and/or continuing education courses or other strategies related to the subject areas. TEAS scores are valid for three years and must be current when submitting a Medical Assisting Programs application. There is no minimum score required, but the percentage correct in the areas of Math, Reading, English and Science will be used for admissions consideration.

The Test of English as a Foreign Language (TOEFL)

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

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening

A criminal background check and drug screening will be required for all accepted Health Sciences students 30 days prior to clinical rotations or work based learning. Clinical affiliates will review criminal background reports and drug screenings of students and reserve the right to accept or deny any students based on their consideration of these reports. Negative reports and/or failed screenings can preclude a student from attending the clinical portion of their prescribed program and thus, will result in the student's exit from the program. Students are subject to drug screening at any time during a clinical rotation.

Medical Forms/Immunizations

Applicants are required to submit a completed college approved student medical health form to the Medical Assisting Program Director at least 30 days prior to the first semester. 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 Medical Assisting admission status and class space will be assigned to another applicant. Students will not be permitted to participate in lab/clinic/externship without having submitted a completed medical form and appropriate immunizations.

Adult/Infant/Child/AED CPR

CPR Certification by the American Heart Association (AHA) in Adult-Infant-Child CPR and AED for Healthcare Providers that includes both performance and testing of criteria is required prior to clinical rotations. No student will be able to attend clinical rotation without proof of completion and current AHA Health Care Provider CPR. Students are responsible for keeping CPR current through the duration of the program. Proof of active CPR is to be submitted 30 days prior to clinical rotation.

Mandatory Acceptance Session

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

Liability/Malpractice Insurance

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

Transportation/Additional Class/Course Materials

Health Sciences students are responsible for their own transportation to off-campus clinical/learning sites.

Materials other than textbooks will be required and are purchased at student's expense.

Technical Standards

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

Accommodations

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

Academic Standards

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

Program Specific Academic Standards:

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

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

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

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

require the student to reapply as a new student. Advanced placement is dependent upon space availability.

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

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

Program Length: 5 semesters

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

Program Sites:

Chatham Campus - Day Program, 1st year

Harnett Campus - Day Program, 1st year

Lee Campus – Online/Evening, 2nd year

Course Requirements for Medical Assisting Degree

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

II. Major Hours (55 SHC)

<i>A. Technical Core (33 SHC)</i>		
MED 110	Orientation Medical Assisting	1-0-0-1
MED 118	Medical Law and Ethics	2-0-0-2
MED 121	Medical Terminology I	3-0-0-3
MED 122	Medical Terminology II	3-0-0-3
MED 130	Administration Office Procedures I	1-2-0-2
MED 131	Administration Office Procedures II	1-2-0-2
MED 140	Exam Room Procedures I	3-4-0-5
MED 150	Laboratory Procedures I	3-4-0-5
MED 260	Clinical Externship	0-0-15-5
BIO 163	Basic Anatomy and Physiology	4-2-0-5

B. Other Major Hours (22 SHC)

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

III. Other Required Hours (1 SHC)

*Student Success – Select One

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

Total Semester Hours Credit Required for Graduation: 71**Medical Assisting****Credential: Diploma in Medical Assisting
D45400**

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

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

The Central Carolina Community College Medical Assisting Diploma Programs are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs 1361 Park Street Clearwater, FL 33756 727-210-2350 (www.caahep.org). Graduates of CAAHEP accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Limited Enrollment Curriculum:

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

A. PROGRAM SPECIFIC ENTRANCE STANDARDS:**Admissions Process**

A student can apply to the Medical Assisting program once eligibility requirements have been met. Prospective students must attend an information session prior to submitting an application to the Medical Assisting program. Applicants are required to contact the Medical Assisting Admissions Counselor to develop an Academic Plan, review progress, obtain a Medical Assisting Program Application and to be scheduled into an information session to confirm that all minimum requirements are met.

After an applicant has completed all general college admission requirements and all Medical Assisting entrance required criteria, he/she must submit a completed Medical Assisting Program Application. Applicants who have completed the Medical Assisting 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 Health Sciences Programs during any selection time period. It is the applicants' responsibility to ensure that requirements are met by the established deadline.

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

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

Placement Test Scores

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

GPA

Students must have a 2.0 on the last semester of coursework and a 2.5 cumulative GPA at the time of making application to the program. These necessary GPA requirements must be maintained at the time of entering program from a secondary or post-secondary institution.

TEAS (Test of Essential Academic Skills)

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

The TEAS will be administered on scheduled testing dates. Each applicant may take the exam three times within three years. Only the two most recent attempts will be used towards the selective admissions process. Students can complete remediation between attempts. Remediation options are as follows: developmental courses, college credit courses, and/or continuing education courses or other strategies related to the subject areas. TEAS scores are valid for three years and must be current when submitting a Medical Assisting Programs application. There is no minimum score required, but the percentage correct in the areas of Math, Reading, English and Science will be used for admissions consideration.

The Test of English as a Foreign Language (TOEFL)

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

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening

A criminal background check and drug screening will be required for all accepted Health Sciences students 30 days prior to clinical rotations or work based learning. Clinical affiliates will review criminal background reports and drug screenings of students and reserve the right to accept or deny any students based on their consideration of these reports. Negative reports and/or failed screenings can preclude a student from attending the clinical portion of their prescribed program and thus, will result in the student's exit from the program. Students are subject to drug screening at any time during a clinical rotation.

Medical Forms/Immunizations

Applicants are required to submit a completed college approved student medical health form to the Medical Assisting Program Director at least 30 days prior to the first semester. 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 Medical Assisting admission status and class space will be assigned to another applicant. Students will not be permitted to participate in lab/clinic/externship without having submitted a completed medical form and appropriate immunizations.

Adult/Infant/Child/AED/CPR

CPR Certification by the American Heart Association (AHA) in Adult-Infant-Child CPR and AED for Healthcare Providers that includes both performance and testing of criteria is required prior to clinical rotations. No student will be able to attend clinical rotation without proof of completion and current AHA Health Care Provider CPR.

Students are responsible for keeping CPR current through the duration of the program. Proof of active CPR is to be submitted 30 days prior to clinical rotation.

Mandatory Acceptance Session

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

Liability/Malpractice Insurance

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

Transportation/Additional Class/Course Materials

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

Technical Standards

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

Accommodations

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

Academic Standards

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

Program Specific Academic Standards:

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

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

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

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

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

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

Program Length: 3 semesters

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

Program Sites:

Chatham Campus - Day Program, 1st year

Harnett Campus - Day Program, 1st year

Course Requirements for Medical Assisting Diploma***I. General Education Courses (6 SHC)******C-L-CI-SHC***

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

II. Major Hours (38 SHC)**A. Technical Core (31 SHC)**

MED 110	Orientation Medical Assisting	1-0-0-1
MED 118	Medical Law and Ethics	2-0-0-2
MED 121	Medical Terminology I	3-0-0-3
MED 122	Medical Terminology II	3-0-0-3
MED 130	Administration Office Procedures I	1-2-0-2
MED 140	Exam Room Procedures I	3-4-0-5

MED 150	Laboratory Procedures I	3-4-0-5
MED 260	Clinical Externship	0-0-15-5
BIO 163	Basic Anatomy and Physiology	4-2-0-5

B. Other Major Hours (7 SHC)

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

III. Other Required Hours (1 SHC)

*Student Success – Select One

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

Total Semester Hours Credit Required for Graduation: 45

Nurse Aide

Credential: Nurse Aide Certificate
C45480

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed health care professionals in providing nursing care and services for clients of all ages.

Course work emphasizes personal care, vital signs, communication, nutrition, medical asepsis, catheterization, tracheostomy care, dressing changes, oxygen therapy, and the legal scope of practice for Nurse Aides.

Graduates of this curriculum may be eligible to be listed on the registry as a Nurse Aide I and Nurse Aide II and will satisfy the Prior Health Care Program completion requirement specified in the selective admission process for CCCC's Practical Nursing and Associate Degree Nursing programs. Graduates may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

Prerequisites: CPR Certification, TB Screening, and Vaccinations required 2 weeks prior to first day of class.

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

Program Length: 2 semesters

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

Program Sites: Lee Campus— Day/Evening/Weekend

Course Requirements for Nurse Aide Certificate

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

PSY 150	General Psychology	3-0-0-3
---------	--------------------	---------

II. Major Hours

A. Technical Core (12 SHC)

NAS 101	Nurse Aide I	3-4-3-6
---------	--------------	---------

NAS 102	Nurse Aide II	3-2-6-6
---------	---------------	---------

B. Other Major Hours (0 SHC)

Total Semester Hours Credit Required for Graduation: 15

Practical Nursing

**Credential: Diploma in Practical Nursing
D45660**

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

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

Limited Enrollment Curriculum:

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

A. PROGRAM SPECIFIC ENTRANCE STANDARDS:

Admission

A student can apply to the Practical Nursing program once eligibility requirements have been met. Prospective students must attend an information session prior to submitting an application to the Practical Nursing program. Applicants are required to contact the Practical Nursing Admissions Counselor to develop an Academic Plan, review progress,

obtain a Practical Nursing Program Application and to be scheduled into an information session to confirm that all minimum requirements are met.

After an applicant has completed all general college admission requirements and all Practical Nursing entrance required criteria, he/she must submit a completed Practical Nursing Program Application. Applicants who have completed the Practical Nursing 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 Health Sciences Programs during any designated selection time period. It is the applicants' responsibility to ensure that requirements are met by the established deadline.

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

Placement Test Scores

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

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

GPA

Students must have a 2.0 on the last semester of coursework and a 2.5 cumulative GPA at the time of making application to the program. These necessary GPA requirements must be maintained at the time of entering program from a secondary or post-secondary institution.

TEAS (Test of Essential Academic Skills)

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

The TEAS will be administered on scheduled testing dates. Each applicant may take the exam three times within three years. Only the two most recent attempts will be used towards the selective admissions process. Students can complete remediation between attempts. Remediation options are as follows: developmental courses, college credit courses, and/or continuing education courses or other

strategies related to the subject areas. TEAS scores are valid for three years and must be current when submitting a Nursing Programs application. The composite score of 49 must be obtained to be eligible for admission.

Pre-requisite Biology and Math

Applicants must have completed Biology and Algebra to submit a Health Sciences Program application. Biology, and Algebra must be taken within the last five years with a grade of “C” or better.

Biology= developmental, or college level BIO course (example: BIO 090, 094, BIO 110, BIO 111, BIO 163)
Algebra=high school, developmental or college level Algebra course (example: MAT 110 or higher)

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

The Test of English as a Foreign Language (TOEFL)

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

Prior Health Care Program Completion

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

- a) Provide proof of successful completion of a state approved Nurse Aide I Training in Competency Evaluation Program and active listing on the North Carolina Department of Health and Human Services (NC DHHS) Nursing Assistant I Registry with no substantiated finding of abuse, neglect, or misappropriation of resident property in a nursing home or other health care facility.
- b) This active, non-restricted listing must be maintained throughout the application process. NC DHHS-approved NAI courses are preferred, however the CCCC Nursing Department Chair will determine, on a case-by-case basis, if a course administered by another state or agency meets the requirement.

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening

A criminal background check and drug screening will be required for all accepted Health Sciences students 30 days prior to clinical rotations or work based learning. Clinical affiliates will review criminal background reports and drug screenings of students and reserve the right to accept or deny any students based on their consideration of these

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

Medical Forms/Immunizations

Applicants are required to submit a completed college approved student medical health form to the Nursing Program Director at least 30 days prior to the first semester. 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 Practical Nursing admission status and class space will be assigned to another applicant. Students will not be permitted to participate in lab/clinic/externship without having submitted a completed medical form and appropriate immunizations.

Adult/Infant/Child/AED CPR

CPR Certification by the American Heart Association (AHA) in Adult-Infant-Child CPR and AED for Healthcare Providers that includes both performance and testing of criteria is required prior to clinical rotations. No student will be able to attend clinical rotation without proof of completion and current AHA Health Care Provider CPR. Students are responsible for keeping CPR current through the duration of the program. Proof of active CPR is to be submitted 30 days prior to clinical rotation.

Mandatory Acceptance Session

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

Liability/Malpractice Insurance

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

Transportation/Additional Class/Course Materials

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

Technical Standards

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

Accommodations

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

Board of Nursing Standards

Students who enroll in the nursing program should be aware that the application for licensure at the completion of the program might be denied or restricted by the North Carolina Board of Nursing. As the regulatory agency, the Board of Nursing does not become involved in reviewing the applicant's conviction record until such time as application is made to take the national licensure examination.

<http://www.ncbon.com/dcp/i/licensurelisting-criminal-background-checks-cbc-requirements>

Academic Standards

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

Program Specific Academic Standards

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

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

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

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

The student must qualify under the admission criteria in effect at time of re-admission or transfer. A student may be required to re-enter a Practical Nursing course earlier in the curriculum sequence if the student is lacking major content. All Practical Nursing courses completed more than 3 years

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

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

Program Length:

Diploma: 3 semesters

Career Pathway Options: Diploma in Practical Nursing

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

Course Requirements for Practical Nursing Diploma

I. General Education Courses (6 SHC)		C-L-CI-SHC
ENG 111	Writing and Inquiry	3-0-0-3
PSY 110	Life Span Development	3-0-0-3

II. Major Hours (38 SHC)

A. Technical Core (30 SHC)		
NUR 101	Practical Nursing I	7-6-6-11
NUR 102	Practical Nursing II	7-0-9-10
NUR 103	Practical Nursing III	6-0-9-9

B. Other Major Hours (8 SHC)

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

III. Other Required Hours (1 SHC)

*Student Success – Select One		
ACA 111	College Student Success	1-0-0-1
ACA 115	Success and Study Skills	0-2-0-1
ACA 122	College Transfer Success	1-0-0-1

Total Semester Hours Credit Required for Graduation: 45

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

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

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

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

Limited Enrollment Curriculum:

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

A. PROGRAM SPECIFIC ENTRANCE STANDARDS:

Admissions Process:

A student can apply to the Veterinary Medical Technology program once eligibility requirements have been met. Prospective students must attend a mandatory information session prior to submitting an application to the Veterinary Medical Technology program. Applicants are required to contact the Veterinary Medical Technology Programs Admissions Counselor to obtain a Veterinary Medical Technology Program Application and current set of Veterinary Medical Technology Admission Guidelines, and to be scheduled into a mandatory information session.

After an applicant has completed all general college admission requirements and all Veterinary Medical Technology entrance required criteria, he/she must submit a completed Veterinary Medical Technology Program Application. Applicants who have completed the Veterinary

Medical Technology 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 Health Sciences 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.

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

Placement Test Scores

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

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

GPA

Students must have a 2.0 on the last semester of coursework and a 2.5 cumulative GPA at the time of making application to the program. These necessary GPA requirements must be maintained at the time of entering program from a secondary or post-secondary institution.

TEAS (Test of Essential Academic Skills)

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

The TEAS will be administered on scheduled testing dates. Each applicant may take the exam three times within three years. Only the two most recent attempts will be used towards the selective admissions process. Students can complete remediation between attempts. Remediation options are as follows: developmental courses, college credit courses, and/or continuing education courses or other strategies related to the subject areas. TEAS scores are valid for three years and must be current when submitting a Veterinary Medical Technology Program application. There is no minimum score required, but the percentage correct in the areas of Math, Reading, English and Science will be used for admissions consideration.

Pre-requisite Biology

Applicants must have completed a high Biology course to submit a Veterinary Medical Technology Program Application. Each course must be taken within the last five years with a grade “C” or better.

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

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

The Test of English as a Foreign Language (TOEFL)

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

Observation Hours

Forty hours of observation/work/voluntary experience in the Veterinary Medical Technology field is required. Observation form must be obtained from the Veterinary Medical Technology Program admissions counselor.

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening

A criminal background check and drug screening will be required for all accepted Health Sciences students 30 days prior to clinical rotations or work based learning. Clinical affiliates will review criminal background reports and drug screenings of students and reserve the right to accept or deny any students based on their consideration of these reports. Negative reports and/or failed screenings can preclude a student from attending the clinical portion of their prescribed program and thus, will result in the student’s exit from the program. Students are subject to drug screening at any time during a clinical rotation.

Medical Forms/Immunizations

Applicants are required to submit a completed college approved student medical health form to the Veterinary Medical Technology Department Chair 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 Veterinary Medical Technology admission status and class space will be assigned to another applicant. NO student will be permitted to participate in clinics without having submitted a completed medical form.

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

Mandatory Acceptance Session

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

Liability/Malpractice Insurance

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

Transportation/Additional Class/Course Materials

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

Technical Standards

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

Accommodations

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

Academic Standards

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

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

Veterinary Medical Technology students must maintain an overall and semester GPA 2.0 or better, and must have a grade of “C” or better in all courses required by the Veterinary Medical Technology curriculum. Veterinary Medical Technology and progressive related courses must be taken in succession as they appear in the catalog. Veterinary Medical Technology students must meet the

standards related to demonstration of emotional and physical health within the framework of Veterinary Medical Technology practice and must adhere to the other policies set forth in the Veterinary Medical Technology Student Policies and Procedures Manual. Veterinary Medical Technology students must not be on probation or suspension status.

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

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

The Veterinary Medical Technology Department Chair will evaluate transferability of all Veterinary Medical Technology courses. Transfer courses must be equivalent to courses required at the receiving college in both theory and clinical experiences. The student must provide copies of course syllabi and outlines for those Veterinary Medical Technology courses taken to the 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 Veterinary Medical Technology courses is determined by the Veterinary Medical Technology Department Chair.

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

Students are not allowed to enter the VMT curriculum more than twice (i.e., only one readmission into the VMT program is allowed.)

Program Length: 5 semesters

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

Program Sites: Lee Campus - Day Program

Course Requirements for Veterinary Medical Technology Degree

I. General Education Courses (15 SHC)

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

II. Major Hours (55 SHC)

A. Technical Core (50 SHC)

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

B. Other Major Hours (5 SHC)

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

III. Other Required Hours (1 SHC)

*Student Success—Select one:

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

Total Semester Hours Credit Required for Graduation: 71

Therapeutic and Diagnostic Services: Nurse Aide (Pre-Nursing)

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

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

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

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

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

Program Length: 3 semesters

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

Program Sites: Lee Campus—Day/Evening/Weekend

Course Requirements for Therapeutic and Diagnostic Services Nurse Aide Diploma:

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

ENG 111 Writing and Inquiry 3-0-0-3

HUM 115 Critical Thinking 3-0-0-3

*English Requirement-Select One:

ENG 112 Writing/Research in the Disc 3-0-0-3

ENG 114 Professional Research and Reporting 3-0-0-3

*English Requirement-Select One:

ENG 231 American Literature I 3-0-0-3

ENG 232 American Literature II 3-0-0-3

*History Requirement-Select One:

HIS 111 World Civilizations I 3-0-0-3

HIS 131 American History I 3-0-0-3

II. Major Hours (30 SHC)

A. Technical Core (3 SHC)

HSC 110 Orientation to Health Careers 1-0-0-1

HEA 112 First Aid & CPR 1-2-0-2

B. Program Major Hours (12 SHC)

NAS 101 Nursing Aide I 3-4-3-6

NAS 102 Nursing Aide II 3-2-6-6

C. Other Major Hours (15 SHC)

SOC 240 Social Psychology 3-0-0-3

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

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

CHM 130 Gen, Org & Biochemistry 3-0-0-3

CHM 130a Gen, Org & Biochemistry Lab 0-2-0-1

III. Other Required Hours (1 SHC)

*Student Success – Select One

ACA 111 College Student Success 1-0-0-1

ACA 115 Success and Study Skills 0-2-0-1

ACA 122 College Transfer Success 1-0-0-1

Total Semester Hours Credit Required for Graduation: 46

Arts and Sciences (College Transfer)

Associate in Arts (AA)

**Credential: Associate in Arts Degree
A1010000**

The Associate in Arts degree allows students to earn a minimum of 60 semester hours of credit (SHC) of college transfer courses in and offers opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.

Graduates must obtain a grade of “C” or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

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, Selected Courses

Distance Education - 1st and 2nd Year - All Campuses

Course Requirements for Associate in Arts Degree

I. Universal General Education Transfer Component (UGETC) 31-32 SHC

A. English Composition (6 SHC) C-L-CR

ENG 111 Writing and Inquiry 3-0-3

ENG 112 Writing and Research in the Disciplines 3-0-3