

Health Sciences and Human Services

LOUISE L. TULLER SCHOOL OF NURSING

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

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

Coursework includes and builds upon the domains of individual, nursing, and healthcare. 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 competitive 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 minimum admissions criteria have been met.

Prospective applicants are highly encouraged to complete the Health Sciences information session as well as contact the Office of Admissions prior to developing a plan for completing minimum requirements and additional points options. The Admissions Specialist will review each applicant's progress, provide further guidance, and allow access to the Health Science Program application once all minimum admission requirements are met.

Once an applicant has completed all general admissions criteria and all Associate Degree Nursing entrance requirements, they must submit a completed Health Sciences Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application. If seats do not fill after the initial consideration and after second choice candidates are considered, applicants will be admitted on a first qualified, first accepted basis.

Applicants who do not gain entry but want to gain entry in a future year, must reapply each year.

Applicants must submit a letter or the "Statement of Good Standing Form" 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.

It is the applicants' responsibility to ensure that requirements are met by the established deadline.

[More information can be found on the Competitive Admissions Website.](#)

Entrance Standards

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

Placement Test Scores

Students must be eligible to take their gateway Math and English course in order to be eligible to apply. This can be achieved through a High School Unweighted GPA of 2.8 or higher or by presenting acceptable test scores such as SAT, ACT, Accuplacer, RISE Assessment scores, or other acceptable scores (within the past 10 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 have an unweighted high school GPA of 2.8 or higher, have met Multiple Measures for Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a C, P2 for English, or P1 for Math, or higher may be exempt from placement testing.

GPA

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

TEAS (Test of Essential Academic Skills)

All required college placement tests or developmental courses must be successfully completed before the applicant may attempt the Test of Essential Academic Skills (TEAS). Students must obtain approval from a Health Science Admissions Specialist 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 are encouraged to complete remediation between attempts. Remediation options are as follows: developmental courses, college credit courses, and/or continuing education courses or other strategies related to the subject areas. TEAS scores are valid for three years and must be current when submitting a Nursing Program application. There is no minimum score required, but the total score from the Reading section will be used toward an applicant's point total, which affects the individual's ranking during a consideration.

The Test of English as a Foreign Language (TOEFL)

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

Nurse Aid I Registry Requirement

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

- Provide proof of current active listing on the North Carolina Department of Health and Human Services (NC DHHS) Nurse Aid I Registry with no substantiated finding of abuse, neglect, or misappropriation of resident property in a nursing home or other health care facility. This active, non-restricted listing must be maintained as of the start of the Associate degree Nursing Program. Candidates will need to renew their certification if its scheduled to expire before the start of the nursing program.
- Provide proof of completion of NC state approved Nurse Aide I course (see approved schools at [NCDHHS](#)). Department Chair of Nursing will review NAI programs completed outside of NC. NC DHHS-approved NAI courses are preferred, however the CCCC Nursing Department Chair will determine, on a case-by-case basis, if a course administered by another state or agency meets the requirement.

OR

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

OR

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

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening

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

Medical Forms/Immunizations

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

BLS Provider CPR

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

Mandatory Orientation Session

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

Liability/Malpractice Insurance

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

Transportation/Additional Class/Course Materials

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

Technical Standards

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

Accommodations

The College has a legal obligation to provide appropriate accommodations for students with documented disabilities. If you have a disability and are seeking accommodations, you should contact the Student Accessibility Services 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. [NC Board of Nursing](#)

Academic Standards

Upon official acceptance, Health Sciences students are required to maintain the necessary GPA requirements for entry. Students cannot enter a Health Sciences program while on academic suspension. The nursing program requires a grade scale that is different from the general college requirement. Students must achieve a final grade of "78" or higher in every NUR course in order to remain in the Associate Degree Nursing program. Refer to individual course syllabus for specific grading policy.

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 Specialist to review their file.

Program Specific Academic Standards

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

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

Nursing curriculum students once enrolled must maintain an overall and semester grade point average of 2.0 or better, and

must have a grade of 78% or better in all nursing courses required in order to graduate. Students are encouraged to earn higher grades to help ensure that they are prepared to pass the National Council Licensure Examination (NCLEX), which is required to practice as a nurse.

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

Students applying for readmission are those who have been separated from the nursing program one year or less. 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 three years prior to re-admission or transfer must either be challenged by exam, including passing an assessment of all skills and/or competencies covered in that course, or the course must be repeated. Withdrawal or academic failure within the Associate Degree Nursing Program will require the student to reapply. Advanced placement is not guaranteed and 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 theory, lab, and clinical experiences. The student must provide copies of course syllabi and outlines for those Associate Degree Nursing courses to the department chairperson/program director. Students lacking essential content may be required to audit a portion of a course, challenge the content, demonstrate skills, or repeat the course as deemed necessary. The final decision for transfer credit for Associate Degree Nursing courses is determined by the Nursing Department Chair.

Applicants must submit a letter explaining the circumstances of any previous exit from any health science program. The letter must be sent from the previous Program Director. CCCC's Nursing Department Chair and Vice President of Student Services must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program. Students who have been unsuccessful in two attempts in the nursing program are able to reapply for entry in the first NUR program course.

All admission requirements must be completed a minimum of 8 weeks prior to course start.

Additional Admission Requirements for Advanced Standing LPN to-ADN Bridge Program

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. Provide a copy of current LPN License.
5. Provide a letter from DON or other appropriate supervisor of work experience, specifically documenting direct patient care. This must be on company letterhead or through official work email.
6. All applicants must complete the advanced standing placement assessments in succession with a minimum grade of 78 or greater or CCCC LPN Completion within 1 year. The assessments can only be used for the current consideration period. The student will incur any testing expense and may take the test only three times in a three-year period. The applicant will be referred for remediation based upon a low assessment score and/or sub scores.
7. 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.
8. 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 122 College Transfer Success (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, they 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 Main Campus -Day

Course Requirements for Associate Degree Nursing

1. General Education Requirements (19 SHC)C-L-CI-SHC

BIO 168	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
PSY 241	Developmental Psychology	3-0-0-3
Communications; take one course:		
ENG 112	Argument Based Research	3-0-0-3
ENG 114	Prof Research & Reporting	3-0-0-3

2. Major Requirements (43 SHC)

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

3. Other Major Requirements (7 SHC)

BIO 169	Anatomy & Physiology II	3-3-0-4
SOC 210	Introduction to Sociology	3-0-0-3

4. Other Requirements (1 SHC)

ACA 122	College Transfer Success	0-2-0-1
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Humanities pick list (3 SHC):

ART 111	Art Appreciation	3-0-0-3
ART 114	Art History Survey I	3-0-0-3
ART-115	Art History Survey II	3-0-0-3
HUM 115	Critical Thinking	3-0-0-3
MUS 110	Music Appreciation	3-0-0-3
MUS-112	Introduction to Jazz	3-0-0-3
PHI 215	Philosophical Issues	3-0-0-3
PHI 240	Introduction to Ethics	3-0-0-3

*LPN to ADN Bridge Program requires NUR214 as a summer semester course. Upon successful completion of NUR 214 the student will merge into the existing cohort in the fall.

Total Semester Hours Credit Required for Graduation: 70

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

A. PROGRAM SPECIFIC ENTRANCE STANDARDS:

Admission

A student may apply to the Dental Assisting program once minimum admissions criteria are met.

Prospective applicants are highly encouraged to complete the Health Sciences information session as well as contact the Office of Admission prior to developing a plan for completing minimum requirements and additional points options. The Admissions Specialist will review each applicant's progress, provide further guidance, and allow access to the Health Science Program application once all minimum admission requirements are met.

Once an applicant has completed all general admissions criteria and all Dental Assisting entrance requirements, they must submit a completed Health Science Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application. If seats do not fill after the initial consideration and after second choice candidates are considered, applicants will be admitted on a first qualified, first accepted basis up until the date of the required mandatory health science orientation.

Applicants who do not gain entry but want to gain entry in a future year, must reapply each year.

It is the applicant's responsibility to ensure that requirements are met by the established deadline.

[More information can be found on the Competitive Admissions Website.](#)

Entrance Standards

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

Placement Test Scores

Students must be eligible to take their gateway Math and English course in order to be eligible to apply. This can be achieved through a High School Unweighted GPA of 2.8 or higher or by presenting acceptable test scores such as SAT,

ACT, Accuplacer, RISE Assessment scores, or other acceptable scores (within the past 10 years).

The rating sheet for the Dental Assisting program indicates the minimum scores required to place into ENG 111 and MAT 110. Students who have an unweighted high school GPA of 2.8 or higher, have met Multiple Measures for Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a C, P2 for English, or P1 for Math, or higher may be exempt from placement testing.

GPA

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

TEAS (Test of Essential Academic Skills)

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

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

The Test of English as a Foreign Language (TOEFL)

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

Observation Hours

The completion of forty hours of observation/work/voluntary experience in the dental assisting field is highly recommended. Although not required, applicants who

acquire observation hours will be awarded additional points during consideration. The observation form is located on the [Competitive Admissions Website](#) or maybe obtained from the Dental Programs Admissions Specialist.

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening

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

Medical Forms/Immunizations

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

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

BLS Provider CPR

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

Mandatory Orientation Session

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

Liability/Malpractice Insurance

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

Transportation/Additional Class/Course Materials

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

Technical Standards

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

Communicable Disease Statement

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

Accommodations

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

Academic Standards

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

Program Specific Academic Standards:

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

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

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

A student must meet the admissions criteria in effect at the time of request for re-admission or transfer. A student may be required to re-enter a Dental Assisting course earlier in the curriculum sequence if the student is lacking major content.

All Dental Assisting courses completed more than three years prior to re-admission or transfer must either be challenged by exam, including passing an assessment of all skills and/or competencies covered in that course, or the course must be repeated. Withdrawal or academic failure within the Dental Assisting Program will require the student to reapply to the program for re-entry. Advanced placement is dependent upon space availability. Students who reenter will do so one semester earlier from the semester in which they were released. The procedure for Advanced Standing is valid for candidates for one calendar year from the date leaving the program. After one calendar year, a candidate who wishes to be enrolled in the program must reapply and follow the protocol for re-admission.

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

Applicants must submit a letter explaining the circumstances of any previous exit from any health science program. The letter must be sent from the previous Program Director. CCC'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: Lee Main Campus - Day

Course Requirements for Dental Assisting Diploma

1. General Education Requirements: (6 SHC)C-L-CI-SHC

*ENG 111	Writing and Inquiry	3-0-0-3
	Social Science Elective (select one)	
*PSY 150	General Psychology	3-0-0-3
*SOC 240	Social Psychology	3-0-0-3

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

2. Major Requirements (36 SHC)

DEN 100	Basic Orofacial Anatomy	2-0-0-2
DEN 101	Preclinical Procedures	4-6-0-7
DEN 102	Dental Materials	2-4-0-4

DEN 103	Dental Sciences	2-0-0-2
DEN 104	Dental Health Education	2-2-0-3
DEN 105	Practice Management	2-0-0-2
DEN 106	Clinical Practice I	2-0-12-6
DEN 107	Clinical Practice II	1-0-12-5
DEN 111	Infection/Hazard Control	2-0-0-2
DEN 112	Dental Radiology	2-3-0-3

3. Other Major Requirements (3 SHC)

BIO 106	Introduction to Anatomy/ Physiology/Microbiology	2-2-0-3
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4. Other Requirements (1 SHC)

ACA 122	College Transfer Success	0-2-0-1
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Total Semester Hours Credit Required for Graduation: 46

Dental Hygiene

Credential: Associate in Applied Science Degree in Dental Hygiene A45260

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

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

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

Limited Enrollment Curriculum:

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

A. PROGRAM SPECIFIC ENTRANCE STANDARDS:

Admissions Process:

A student may apply to the Dental Hygiene program once minimum admissions criteria are met.

Prospective applicants are highly encouraged to complete the Health Sciences information session as well as contact the Office of Admission prior to developing a plan for completing minimum requirements and additional points options. The Admission Specialist will review each applicant's progress, provide further guidance, and allow

access to the Health Science Program application once all minimum admission requirements are met.

Once an applicant has completed all general admissions criteria and all Dental Hygiene entrance requirements, they must submit a completed Health Science Application. Applicants by the deadline will be ranked by tallied points and admitted in order of ranking.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application. If seats do not fill after the initial consideration and after second choice candidates are considered, applicants will be admitted on a first qualified, first accepted basis up until the date of the required mandatory health science orientation.

Applicants who do not gain entry but want to gain entry in a future year, must reapply every year.

It is the applicant's responsibility to ensure that requirements are met by the established deadline.

[More information can be found on the Competitive Admissions Website.](#)

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Placement Test Scores

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The rating sheet for the Dental Hygiene program indicates the minimum scores required to place into ENG 111 and MAT 110. Students who have an unweighted high school GPA of 2.8 or higher, have met Multiple Measures for Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a C, P2 for English, or P1 for Math, or higher may be exempt from placement testing.

GPA

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

TEAS (Test of Essential Academic Skills)

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Pre-requisite Chemistry

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

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

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

The Test of English as a Foreign Language (TOEFL)

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

Observation Hours

The completion of forty hours of observation/work/voluntary experience in the dental hygiene field is highly recommended. Although not required, applicants who acquire observation hours will be awarded additional points during a consideration. The observation form is located on the [Competitive Admissions Website](#) or may be obtained from the Dental Programs Admissions Specialist.

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening

A criminal background check and drug screening are required for all accepted Health Sciences students. Clinical

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

Medical Forms/Immunizations

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

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

BLS Provider CPR

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

Mandatory Orientation Session

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

Liability/Malpractice Insurance

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

Transportation/Additional Class/Course Materials

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

Technical Standards

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

Communicable Disease Statement

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

Accommodations

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

NC State Board of Dental Examiners Standards

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

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

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

Academic Standards

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

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

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

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

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

A student must meet the admissions criteria in effect at the time of request for re-admission or transfer. A student may be required to re-enter a Dental Hygiene course earlier in the curriculum sequence if the student is lacking major content. All Dental Hygiene courses completed more than three years prior to re-admission or transfer must either be challenged by exam, including passing an assessment of all skills and/or competencies covered in that course, or the course must be repeated. Withdrawal or academic failure within the Dental Hygiene program will require the student to reapply to the program for re-entry. Advanced placement is dependent upon space availability. Students who reenter will do so one semester earlier from the semester in which they were released. The procedure for Advanced Standing is valid for candidates for one calendar year from the date leaving the program. After one calendar year, a candidate who wishes to be enrolled in the program must reapply and follow the protocol for re-admission.

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

Applicants must submit a letter explaining the circumstances of any previous exit from any health science program. The

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

Program Length: 5 semesters

Career Pathway Options: Associate in Applied Science Degree

Program Site: Lee Main Campus - Day

Course Requirements for Dental Hygiene Degree

1. General Education Requirements (15 SHC) C-L-CI-SHC

BIO 180	Biological Chemistry	2-2-0-3
ENG 111	Writing and Inquiry	3-0-0-3
HUM	Humanities/Fine Arts Elective	3-0-0-3
SOC 240	Social Psychology	3-0-0-3
Communications; Take one course:		
COM 110	Intro to Communication	3-0-0-3
COM 120	Interpersonal Communication	3-0-0-3
COM 231	Public Speaking	3-0-0-3
ENG 112	Writing/Research in the Disc	3-0-0-3
ENG 114	Prof Research & Reporting	3-0-0-3

2. Major Requirements (54 SHC)

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

3. Other Major Requirements (1 SHC)

DEN 125	Dental Office Emergencies	0-2-0-1
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4. Other Requirements (1 SHC)

ACA 122	College Transfer Success	0-2-0-1
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Total Semester Hours Credit Required for Graduation: 71

**Emergency Medical Science
Credential: Associate in Applied Science Degree
in Emergency Medical Science
A45340 (pending approval)**

The Emergency Medical Science curriculum provides individuals with the knowledge, skills, and attributes to provide advanced medical emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency, and experience while employing evidence-based practice under medical oversight, and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state and/or national examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

Program Length:
Career Pathway Options:
Program Site/s:

Course requirements for Emergency Medical Science Degree

1. General Education Requirements (17/20 SHC)

ENG 111	Writing and Inquiry	3-0-0-3
ENG 112	Writing/Research in the Disc	3-0-0-3

Take one group:

Group 1:		
BIO 163	Basic Anatomy & Physiology	4-2-0-5
Group 2:		
BIO 168	Anatomy & Physiology I	3-3-0-4
BIO 169	Anatomy & Physiology II	3-3-0-4

Humanities/Fine Arts Elective		3-0-0-3
Social Behavioral Science Elective		3-0-0-3

2. Core Requirement (8 SHC)

EMS 110	EMT	6-6-3-9
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3. Other Required Hours (39 SHC)

EMS 122	EMS Clinical Practicum I	0-0-3-1
EMS 130	Pharmacology	3-3-0-4
EMS 131	Advanced Airway Management	1-2-0-2
EMS 150	Emergency Vehicles & EMS Comm	1-3-0-2
EMS 160	Cardiology I	2-3-0-3
EMS 210	Adv. Patient Assessment	1-3-0-2
EMS 220	Cardiology II	2-3-0-3
EMS 221	EMS Clinical Practicum II	0-0-6-2
EMS 231	EMS Clinical Practicum III	0-0-9-3
EMS 235	EMS Management	2-0-0-2
EMS 240	Patients with Special Challenges	1-2-0-2

EMS 241	EMS Clinical Practicum IV	0-0-12-4
EMS 250	Medical Emergencies	3-3-0-4
EMS 260	Trauma Emergencies	1-3-0-2
EMS 270	Life Span Emergencies	3-3-0-4
EMS 285	EMS Capstone	1-3-0-2

4. Other Major Hours (1 SHC)

ACA 122	College Transfer Success	0-2-0-1
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Total Semester Hours required for completion: 65

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

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

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

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

Limited Enrollment Curriculum:

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

A. PROGRAM SPECIFIC ENTRANCE STANDARDS:

Admissions Process

A student may apply to the Health Information Technology Program once minimum admissions criteria are met.

Prospective applicants are highly encouraged to complete the Health Sciences information session as well as contact the Office of Admission prior to developing a plan for completing minimum requirements and additional points options. The Admissions Specialist will review each applicant's progress, provide further guidance, and allow

access to the Health Science Program application once all minimum admission requirements are met.

Once an applicant has completed all general admissions criteria and all Health Information Technology entrance requirements, they must submit a completed Health Sciences Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application. If seats do not fill after the initial consideration and after second choice candidates are considered, applicants will be admitted on a first qualified, first accepted basis.

Applicants who do not gain entry but want to gain entry in a future year, must reapply each year.

It is the applicants' responsibility to ensure that requirements are met by the established deadline.

[More information can be found on the Competitive Admissions Website.](#)

Entrance Standards

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

Placement Test Scores

Students must be eligible to take their gateway Math and English course in order to be eligible to apply. This can be achieved through a High School Unweighted GPA of 2.8 or higher or by presenting acceptable test scores such as SAT, ACT, Accuplacer, RISE Assessment scores, or other acceptable scores (within the past 10 years).

The rating sheet for the Health Information Technology program indicates the minimum scores required to place into ENG 111 and MAT 152. Students who have an unweighted high school GPA of 2.8 or higher, have met Multiple Measures for Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a C, P2 for English, or P2 for Math, or higher may be exempt from placement testing.

GPA

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

The Test of English as a Foreign Language (TOEFL)

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

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening

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

Medical Forms/Immunizations

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

Liability/Malpractice Insurance

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

Transportation/Additional Class/Course Materials

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

Technical Standards

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

Accommodations

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

Academic Standards

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

Program Specific Academic Standards:

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

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

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

The student must qualify under the admission criteria in effect at time of re-admission or transfer. A student may be required to re-enter a Health Information Technology course earlier in the curriculum sequence if the student is lacking major content as evaluated by the Program Director. All Health Information Technology courses completed more than three years prior to re-admission or transfer must either be challenged by exam, including passing an assessment of all skills and/or competencies covered in that course, or the course must be repeated. Withdrawal or academic failure within the Health Information Technology program will require the student to reapply as a new student. Advanced placement is dependent upon space availability.

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

determined by the Health Information Technology Program Director.

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

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

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

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

Course Requirements for Health Information Technology**I. General Education Requirements (15 HRS)**

ENG 111	Writing and Inquiry	3-0-0-3
HUM	Humanities/Fine Arts Elective	3-0-0-3
Social/Behavioral Science: Take one course		
PSY 150	General Psychology	3-0-0-3
ECO 151	Survey of Economics	3-0-0-3
ECO 251	Prin of Microeconomics	3-0-0-3
ECO 252	Prin of Macroeconomics	3-0-0-3
POL 120	American Government	3-0-0-3
SOC 210	Introduction to Sociology	3-0-0-3
Communications; Take one course:		
ENG 112	Writing/Research in the Disciplines	3-0-0-3
ENG 114	Prof Research & Reporting	3-0-0-3
COM 110	Introduction to Communication	3-0-0-3
COM 120	Intro Interpersonal Com	3-0-0-3
COM 231	Public Speaking	3-0-0-3
Mathematics; Take one course:		
MAT 152	Statistical Methods I	3-2-0-4

2. Major Requirements (43 SHC)

HIT 110	Intro to Healthcare & HIM	3-0-0-3
HIT 112	Health Law & Ethics	3-0-0-3
HIT 114	Health Data Sys/Standards	2-3-0-3
HIT 211	Diagnosis Coding & Reporting	2-3-0-3
HIT 213	Inpt Proc Coding & Reporting	1-3-0-2
HIT 214	Op Procedure Coding/Reporting	1-3-0-2
HIT 215	Revenue Cycle Management	1-3-0-2
HIT 217	Quality & Data Analysis	2-3-0-3
HIT 218	Mgmt Principles in HIT	3-0-0-3
HIT 226	Pathophysiology & Pharmacology	2-3-0-3
HIT 280	HIM Capstone	2-0-0-2
HIT 124	Prof Practice Exp II	0-0-3-1
HIT 222	Prof Practice Exp III	0-0-6-2
MED 121	Medical Terminology I	3-0-0-3
MED 122	Medical Terminology II	3-0-0-3

Take 1 Group:

Group 1:		
BIO 163	Basic Anat & Physiology	4-2-0-5
Group 2:		
BIO 168	Anatomy and Physiology I	3-3-0-4
BIO 169	Anatomy and Physiology II	3-3-0-4

3. Other Major Requirements (8 SHC)

HIT 225	Healthcare Informatics	2-3-0-3
CIS 110	Introduction to Computers	2-2-0-3

HIT Elective, take one course:

HIT 220	Electronic Health Records	1-2-0-2
HIT 221	Lifecycle of EHR	2-2-0-3

4. Other Requirements (1 SHC)

ACA 122	College Transfer Success	1-0-0-1
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Total Semester Hours Credit Required for Graduation: 68

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

Program Length: 3 semesters

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

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

**Course Requirements for Health Information Technology
Diploma**

1. General Education Requirements (7 SHC):

ENG 111	Writing and Inquiry	3-0-0-3
Mathematics; Take one course:		
MAT 152	Statistical Methods I	3-2-0-4

2. Major Requirements (35 SHC)

HIT 110	Intro to Healthcare & HIM	3-0-0-3
HIT 112	Health Law and Ethics	3-0-0-3
HIT 114	Health Data Sys/Standards	2-3-0-3
HIT 124	Prof Practice Exp II	0-0-3-1
HIT 211	Diagnosis Coding & Reporting	2-3-0-3
HIT 213	Inpatient Procedure Coding	1-3-0-2
HIT 214	Op Procedure Coding/Reporting	1-3-0-2
HIT 215	Revenue Cycle Management	1-3-0-2
HIT 222	Prof Practice Exp III	0-0-6-2
HIT 226	Pathophysiology & Pharmacology	2-3-0-3
MED 121	Medical Terminology I	3-0-0-3
MED 122	Medical Terminology II	3-0-0-3
Take 5 credits; from:		
BIO 163	Basic Anatomy & Physiology	4-2-0-5
BIO 168	Anatomy and Physiology I	3-3-0-4
BIO 169	Anatomy and Physiology II	3-3-0-4

3. Other Major Requirements (3 SHC):

CIS 110	Introduction to Computers	2-2-0-3
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4. Other Requirements (1 SHC)

ACA 122	College Transfer Success	0-2-0-1
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Total Semester Hours Credit Required for Graduation: 45

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

Program Length: 2 semesters

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

Program Site: Online

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

1. General Education Requirements (4 SHC) C-L-CI-SHC

Mathematics; Take one course:		
MAT 152	Statistical Methods I	3-2-0-4

2. Major Requirements (9 SHC)

HIT 110	Intro to Healthcare & HIM	3-0-0-3
HIT 114	Health Data Sys/Standards	2-3-0-3
HIT 217	Quality & Data Analysis	2-3-0-3

3. Other Major Requirements (3 SHC)

HIT 225	Healthcare Informatics	2-3-0-3
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Total Semester Hours Credit Required for Graduation: 16

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

Program Length: 2 semesters

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

Program Site: Online

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

1. Major Requirements (8 SHC) C-L-CI-SHC

HIT 110	Intro to Healthcare & HIM	3-0-0-3
HIT 114	Health Data Sys/Standards	2-3-0-3
HIT 215	Revenue Cycle Management	1-3-0-2

2. Other Major Requirements (8 SHC)

HIT 220	Electronic Health Records	1-2-0-2
HIT 221	Lifecycle of EHR	2-2-0-3

CIS 110 Introduction to Computers 2-2-0-3

Total Semester Hours Credit Required for Graduation: 16

**Health Information Technology
Credential: Certificate in Health Information
Technology, Patient Access Specialist
C45360PA**

Program Length: 2 semesters

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

Program Site: Harnett Health Sciences (Online)

Course Requirements for Health Information Technology
Patient Access Certificate

1. Major Requirements (12 SHC) C-L-CI-SHC

HIT 110	Intro to Healthcare & HIM	3-0-0-3
HIT 112	Health Law and Ethics	3-0-0-3
MED 121	Medical Terminology I	3-0-0-3
MED 122	Medical Terminology II	3-0-0-3

2. Other Major Requirements (5 SHC)

HIT 215	Revenue Cycle Management	1-3-0-2
HIT 221	Lifecycle of EHR	2-2-0-3

Total Semester Hours Credit Required for Graduation: 17

**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

Distance Education – Selected courses 1st and 2nd Year – All
Campuses

**Course Requirements for Human Services Technology
Degree**

1. General Education Requirements (15 SHC) C-L-SHC

ENG 111	Writing and Inquiry	3-0-3
PSY 150	General Psychology	3-0-3
Communications; Take one course:		
ENG 112	Writing/Research in the Disciplines	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
Humanities/Fine Arts Requirement		
Math/Science Requirement, take 3 credits from:		
BIO 110	Principles of Biology	3-3-4
BIO 111	General Biology I	3-3-4
BIO 112	General Biology II	3-3-4
CHM 151	General Chemistry I	3-3-4
CHM 152	General Chemistry II	3-3-4
GEL 111	Geology	3-2-4
MAT 143	Quantitative Literacy	2-2-3
MAT 152	Statistical Methods I	3-2-4
MAT 171	Precalculus Algebra	3-2-4
MAT 172	Precalculus Trigonometry	3-2-4
MAT 263	Brief Calculus	3-2-4
MAT 271	Calculus I	3-2-4
MAT 272	Calculus II	3-2-4
PHY 110	Conceptual Physics	3-0-3
PHY 110A	Conceptual physics Lab	0-2-1
PHY 151	College Physics I	3-2-4
PHY 152	College Physics II	3-2-4
PHY 251	General Physics I	3-3-4
PHY 252	General Physics II	3-3-4
Humanities/Fine Arts Requirement. Take 3 credits from:		
ART 111	Art Appreciation	3-0-3
ART 114	Art History Survey I	3-0-3
ART 115	Art History Survey II	3-0-3
ENG 231	American Literature I	3-0-3
ENG 232	American Literature II	3-0-3
ENG 241	British Literature I	3-0-3
ENG 242	British Literature II	3-0-3
MUS 110	Music Appreciation	3-0-3
MUS 112	Introduction to Jazz	3-0-3
PHI 215	Philosophical Issues	3-0-3
PHI 240	Introduction to Ethics	3-0-3

2. 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

3. Other Major Requirements (26 SHC)

HSE 245	Stress Management	3-0-3
SAB 110	Substance Abuse Overview	3-0-3

SOC 220	Social Problems	3-0-3
SOC 232	Social Context of Aging	3-0-3
WBL 111	Work-Based Learning I	0-10-1
WBL 115	Work-Based Learning Seminar I	1-0-1

Technology Electives (Take 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 (Take 9 SHC)

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

4. Other Requirements (1 SHC)

ACA 122	College Transfer Success	0-2-1
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Total Semester Hours Credit Required for Graduation: 67

**Human Services Technology
Credential: Associate in Applied Science Degree
in Human Services Technology, Substance
Abuse Concentration
A4538E**

The Human Services Technology/Substance Abuse concentration prepares students to assist in drug and alcohol counseling, prevention-oriented educational activities, rehabilitation with recovering clients, managing community-based programs, counseling in residential facilities, and pursuit of four-year degrees.

Course work includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the twelve Core Functions, intervention techniques with individuals in groups, and follow-up activities with recovering clients.

Graduates should qualify for positions as substance abuse counselors, DUI counselors, halfway house workers, residential facility employees, and substance education specialists. With educational and clinical experiences, graduates can obtain certification by the North Carolina Substance Abuse Board.

Program Length: 5 semesters

Career Pathway Options: Associate in Applied Science Degree in Human Services Technology, Substance Abuse Concentration

Program Sites:

Lee Campus - Day, 1st and 2nd years

Distance Education – Selected courses 1st and 2nd Year – All Campuses

Course Requirements for Human Services Technology Degree, Substance Abuse Concentration

1. General Education Requirements (15 SHC) C-L-SHC

ENG 111	Writing and Inquiry	3-0-3
ENG 112	Writing/Research in the Disciplines	3-0-3
PSY 241	Developmental Psychology	3-0-3
Natural Sciences/Mathematics Elective		3-0-3
Humanities/Fine Art Elective		3-0-3

Math/Science Requirement, take 3 credits from:

BIO 110	Principles of Biology	3-3-4
BIO 111	General Biology I	3-3-4
BIO 112	General Biology II	3-3-4
CHM 151	General Chemistry I	3-3-4
CHM 152	General Chemistry II	3-3-4
GEL 111	Geology	3-2-4
MAT 143	Quantitative Literacy	2-2-3
MAT 152	Statistical Methods I	3-2-4
MAT 171	Precalculus Algebra	3-2-4
MAT 172	Precalculus Trigonometry	3-2-4
MAT 263	Brief Calculus	3-2-4
MAT 271	Calculus I	3-2-4
MAT 272	Calculus II	3-2-4
PHY 110	Conceptual Physics	3-0-3
PHY 110A	Conceptual physics Lab	0-2-1
PHY 151	College Physics I	3-2-4
PHY 152	College Physics II	3-2-4
PHY 251	General Physics I	3-3-4
PHY 252	General Physics II	3-3-4

Humanities/Fine Art Elective Requirement, Take 3 credits from:

ART 111	Art Appreciation	3-0-3
ART 114	Art History Survey I	3-0-3
ART 115	Art History Survey II	3-0-3
ENG 231	American Literature I	3-0-3
ENG 232	American Literature II	3-0-3
ENG 241	British Literature I	3-0-3
ENG 242	British Literature II	3-0-3
MUS 110	Music Appreciation	3-0-3
MUS 112	Introduction to Jazz	3-0-3
PHI 215	Philosophical Issues	3-0-3
PHI 240	Introduction to Ethics	3-0-3

2. 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 281	Abnormal Psychology	3-0-3
SOC 210	Introduction to Sociology	3-0-3

3. Concentration (17 SHC)

WBL 111	Work-Based Learning I	0-10-1
WBL 115	Work-Based Learning Seminar I	1-0-1
SAB 110	Substance Abuse Overview	3-0-3
SAB 120	Intake and Assessment	3-0-3
SAB 125	SA Case Management	3-0-3

SAB 135	Addictive Process	3-0-3
SAB 240	SAB Issues in Client Services	3-0-3

4. Other Major Hours (9 SHC)

SAB 210	Substance Abuse Counseling	3-0-3
SAB 140	Pharmacology	3-0-3
SOC 213	Sociology of the Family	3-0-3

5. Other Requirements (1 SHC)

ACA 122	College Transfer Success	1-0-1
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Total Semester Hours Credit Required for Graduation: 67

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 the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763 to 9355 - 113th St. N, #7709, Seminole, FL 33775 (727) 210-2350 (CAAHEP). 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**

The student may apply to the Medical Assisting program once minimum admissions criteria are met.

Prospective applicants are highly encouraged to complete the Health Sciences information session as well as contact the

Office of Admission prior to developing a plan for completing minimum requirements and additional points options. The Admissions Specialist will review each applicant's progress, provide further guidance, and allow access to the Health Science Program application once all minimum admission requirements are met.

Once an applicant has completed all general admissions criteria and all Medical Assisting entrance requirements, they must submit a completed Health Sciences Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application. If seats do not fill after the initial consideration and after second choice candidates are considered, applicants will be admitted on a first qualified, first accepted basis.

Applicants who do not gain entry but want to gain entry in a future year, must reapply each year.

It is the applicants' responsibility to ensure that requirements are met by the established deadline.

[More information can be found on the Competitive Admissions Website.](#)

Entrance Standards

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

Placement Test Scores

Students must be eligible to take their gateway Math and English course in order to be eligible to apply. This can be achieved through a High School Unweighted GPA of 2.8 or higher or by presenting acceptable test scores such as SAT, ACT, Accuplacer, RISE Assessment scores, or other acceptable scores (within the past 10 years).

The rating sheet for the Medical Assisting program indicates the minimum scores required to place into ENG 111 and MAT 110. Students who have an unweighted high school GPA of 2.8 or higher, have met Multiple Measures for Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a C, P2 for English, or P1 for Math, or higher may be exempt from placement testing.

GPA

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

applicant's point total based on cumulative GPA from the past five years.

The Test of English as a Foreign Language (TOEFL)

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

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening

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

Medical Forms/Immunizations

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

BLS Provider CPR

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

Mandatory Orientation Session

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

Liability/Malpractice Insurance

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

Transportation/Additional Class/Course Materials

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

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

Technical Standards

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

Accommodations

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

Academic Standards

Upon official acceptance, Health Sciences students are required to maintain the necessary GPA requirements for entry. Students cannot enter a Health Sciences program while on academic suspension. Health Sciences students must achieve a grade of "C" or higher in their Health Science courses. Students may withdraw or be withdrawn from a Health Sciences course. However, the student will not be allowed to matriculate through their program of study. Reapplication to the program will be required and readmission will be awarded based on admissions criteria completion, policy on readmission, and space availability. Students completing readmission must meet with the Admissions Specialist 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 curriculum guide. 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 three years prior to re-admission or transfer must either be challenged by exam, including passing an assessment of all skills and/or competencies covered in that course, or the course 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

1. General Education Requirements (15 SHC) C-L-CI-SHC

ENG 111	Writing and Inquiry	3-0-0-3
HUM	Humanities/Fine Arts Elective	3-0-0-3
PSY 150	General Psychology	3-0-0-3

Mathematics; Take one course:

MAT 110	Mathematical Measurements	2-2-0-3
MAT 143	Quantitative Literacy	2-2-0-3

Communications; Take one course:

ENG 112	Writing /Research in the Discipline	3-0-0-3
ENG 114	Professional Research and Reporting	3-0-0-3
ENG 115	Oral Communications	3-0-0-3
ENG 116	Technical Report Writing	3-0-0-3
COM 110	Introduction to Communication	3-0-0-3
COM 120	Intro Interpersonal Com	3-0-0-3
COM 231	Public Speaking	3-0-0-3

2. Major Requirements (33 SHC)

MED 110	Orientation to Medical Assisting	1-0-0-1
MED 118	Medical Law and Ethics	2-0-0-2
MED 121	Medical Terminology I	3-0-0-3
MED 122	Medical Terminology II	3-0-0-3
MED 130	Administration Office Procedures I	1-2-0-2
MED 131	Administration Office Procedures II	1-2-0-2

MED 140	Exam Room Procedures I	3-4-0-5
MED 150	Laboratory Procedures I	3-4-0-5
MED 260	Clinical Externship	0-0-15-5

Choose one:

BIO 163	Basic Anatomy and Physiology	4-2-0-5
MED 116	Introduction to A & P	3-2-0-4

3. Other Major Requirements (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

4. Other Requirements (1 SHC)

ACA 122	College Transfer Success	0-2-0-1
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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.

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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

The student may apply to the Medical Assisting program once minimum admissions criteria are met.

Prospective applicants are highly encouraged to complete the Health Sciences information session as well as contact the Office of Admission prior to developing a plan for completing minimum requirements and additional points options. The Admissions Specialist will review each applicant's progress, provide further guidance, and allow access to the Health Science Program application once all minimum admission requirements are met.

Once an applicant has completed all general admissions criteria and all Medical Assisting entrance requirements, they must submit a completed Health Sciences Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking.

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Entrance Standards

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Placement Test Scores

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GPA

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The Test of English as a Foreign Language (TOEFL)

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

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening

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

Medical Forms/Immunizations

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

BLS Provider CPR

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

Mandatory Orientation Session

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

Liability/Malpractice Insurance

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

Transportation/Additional Class/Course Materials

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

Technical Standards

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

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Academic Standards

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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 curriculum guide. 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 three years prior to re-

admission or transfer must either be challenged by exam, including passing an assessment of all skills and/or competencies covered in that course, or the course 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**1. General Education Requirements (6 SHC) C-L-CI-SHC**

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

2. Major Requirements (30/31 SHC)

MED 110	Orientation to Medical Assisting	1-0-0-1
MED 118	Medical Law and Ethics	2-0-0-2
MED 121	Medical Terminology I	3-0-0-3
MED 122	Medical Terminology II	3-0-0-3
MED 130	Administration Office Procedures I	1-2-0-2
MED 140	Exam Room Procedures I	3-4-0-5
MED 150	Laboratory Procedures I	3-4-0-5
MED 260	Clinical Externship	0-0-15-5
Take one course:		
BIO 163	Basic Anatomy and Physiology	4-2-0-5
MED 116	Introduction to A & P	3-2-0-4

3. Other Major Requirements (7 SHC)

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

4. Other Requirements (1 SHC)

ACA 122 College Transfer Success 0-2-0-1

Total Semester Hours Credit Required for Graduation: 44/45

Medical Sonography Degree Credential: Associate in Applied Science in Medical Sonography A45440

The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures.

Course work includes physics, cross-sectional anatomy, abdominal, introductory vascular, and obstetrical/gynecological sonography. Competencies are attained in identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills.

Graduates of accredited programs may be eligible to take examinations in ultrasound physics and instrumentation and specialty examinations administered by the American Registry of Diagnostic Medical Sonographers and find employment in clinics, physicians' offices, mobile services, hospitals, and educational institutions.

Limited Enrollment Curriculum:

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

A. PROGRAM SPECIFIC ENTRANCE STANDARDS:

Admission

The student may apply to the Medical Sonography program once minimum admissions criteria are met.

Prospective applicants are highly encouraged to complete the Health Sciences information session as well as contact the Office of Admission prior to developing a plan for completing minimum requirements and additional points options. The Admissions Specialist will review each applicant's progress, provide further guidance, and allow access to the Health Science Program application once all minimum admission requirements are met.

Once an applicant has completed all general admissions criteria and all Medical Sonography entrance requirements, they must submit a completed Health Sciences Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application. If seats do not fill after the initial consideration and after second choice candidates are considered, applicants will be admitted on a first qualified, first accepted basis.

Applicants who do not gain entry but want to gain entry in a future year, must reapply each year.

It is the applicants' responsibility to ensure that requirements are met by the established deadline.

[More information can be found on the Competitive Admissions Website.](#)

Entrance Standards

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

Placement Test Scores

Students must be eligible to take their gateway Math and English course in order to be eligible to apply. This can be achieved through a High School Unweighted GPA of 2.8 or higher or by presenting acceptable test scores such as SAT, ACT, Accuplacer, RISE Assessment scores, or other acceptable scores (within the past 10 years).

The rating sheet for the Medical Sonography program indicates the minimum scores required to place into ENG 111 and MAT 110. Students who have an unweighted high school GPA of 2.8 or higher, have met Multiple Measures for Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a C, P2 for English, or P1 for Math, or higher may be exempt from placement testing.

GPA

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

TEAS (Test of Essential Academic Skills)

All required college placement tests or developmental courses must be successfully completed before the applicant may attempt the Test of Essential Academic Skills (TEAS). Students must obtain approval from a Health Science Admissions Specialist 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 Sonography Program application. There is no minimum score required, but the total score from the Reading section will be used toward an applicant's point total, which affects the individual's ranking during a consideration.

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

Program Entrance - Additional Optional Points
Students are strongly encouraged to consider the following options to better prepare for the sonography program and gain points towards the competitive admissions process:

- Complete SON 3100 Intro to Medical Sonography course through CCCC's continuing education department (offered spring and fall)

OR

- Complete a Nurse Aide I program and be listed as a CNA I on the NC Registry,

OR

- Have a minimum of one year working full-time in a radiology related field,

OR

- Have a diploma or degree in an allied health/nursing profession

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening

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

Medical Forms/Immunizations

Applicants are required to submit a completed college

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

BLS Provider CPR

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

Mandatory Orientation Session

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

Liability/Malpractice Insurance

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

Transportation/Additional Class/Course Materials

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

Technical Standards

The Health Sciences programs are physically demanding. Students will be expected to perform lifting, pushing, pulling, and carrying tasks to successfully practice in a lab and clinical setting. 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 Student Accessibility Services Department. Student should initiate this process as soon as possible (prior to the start of classes).

Academic Standards

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

Program Specific Academic Standards

See additional program specific standards in the Medical Sonography Student Handbook and specific Medical Sonography course syllabus.

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

C. RE-ADMISSION, TRANSFER, OR ADVANCED STANDING INTO THE MEDICAL SONOGRAPHY 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 Sonography course earlier in the curriculum sequence if the student is lacking major content. All Medical Sonography courses completed more than three years prior to re-admission or transfer must either be challenged by exam, including passing an assessment of all skills and/or competencies covered in that course, or the course must be repeated. Withdrawal or academic failure within the Medical Sonography Program will require the student to reapply. Advanced placement is dependent upon space availability. The Sonography Program Director will evaluate transferability of all Medical Sonography courses. Transfer courses must be equivalent to courses required at the receiving college in both class, lab, and clinical experiences. The student must provide copies of course syllabi and outlines for those Medical Sonography courses 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 Sonography courses is determined by the Sonography 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 Sonography 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
 Career Pathway Options: Associate in Applied Science Degree
 Program Site: Lee Main Campus -- Day

Course Requirements for Medical Sonography Degree

I. General Education Requirements (15 SHC) C-L-CL-SHC

ENG 111	Writing & Inquiry	3-0-0-3
PHI 240	Introduction to Ethics	3-0-0-3
Communications; Take one course:		
ENG 112	Writing/Research in the Disciplines	3-0-0-3
ENG 114	Professional Research & Reporting	3-0-0-3
COM 110	Introduction to Communication	3-0-0-3
COM 120	Interpersonal Communication	3-0-0-3
COM 231	Public Speaking	3-0-0-3
Mathematics; Take one course		
MAT 143	Quantitative Literacy	2-2-0-3
MAT 152	Statistical Methods I	3-2-0-4
MAT 171	Precalculus Algebra	3-2-0-4
Social Science; Take one course:		
PSY 150	General Psychology	3-0-0-3
SOC 210	Introduction to Sociology	3-0-0-3

2. Major Requirements (54 SHC)

SON 110	Intro Sonography	1-3-3-3
SON 111	Sonographic Physics	3-3-0-4
SON 120	SON Clinical Ed I	0-0-15-5
SON 121	SON Clinical Ed II	0-0-15-5
SON 130	Abdominal Sonography I	2-3-0-3
SON 131	Abdominal Sonography II	1-3-0-2
SON 140	Gynecological Sonography	2-0-0-2
SON 220	SON Clinical ED II	0-0-24-8
SON 221	SON Clinical ED IV	0-0-24-8
SON 225	Case Studies	0-3-0-1
SON 241	Obstetrical Sonography I	2-0-0-2
SON 242	Obstetrical Sonography II	2-0-0-2
SON 250	Vascular Sonography	1-3-0-2
SON 289	Sonographic Topics	2-0-0-2
BIO 163	Basic Anat & Physiology	4-2-0-5

3. Other Major Requirements

(Take four credits)

PHY 110	Conceptual Physics	3-0-0-3
PHY 110A	Conceptual Physics Lab	0-2-0-1
PHY-151	College Physics	3-2-0-4

4. Other Requirements

ACA 122	College Transfer Success	0-2-0-1
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Total Semester Hours Credit Required for Graduation: 74

Advanced Medical Coding Credential: Diploma in Advanced Medical Coding D45530

The Advanced Medical Coding curriculum provides the didactic and clinical experience necessary to become competent credentialed coders.

Coursework includes reimbursement, advanced International Classification of Diseases-10th Revision-Clinical Modification/Procedure Coding System (ICD-10-CM/PCS), Current Procedural Terminology (CPT), and Healthcare Common Procedure Coding System (HCPCS).

Graduates may be eligible to take either of the Certified Coding Specialist exams: The Certified Coding Specialist and/or the Certified Coding Specialist-Physician Based (CCS/CCS-P). Individuals entering this curriculum must hold a minimum of an associate's degree in a healthcare field or health informatics from a regionally accredited college or university.

Limited Enrollment Curriculum:

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

A. PROGRAM SPECIFIC ENTRANCE STANDARDS:

Admissions Process

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

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

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

applications to be considered for remaining seats in the program.

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

Entrance Standards

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

Placement Test Scores

Students must be eligible to take their gateway Math and English course in order to be eligible to apply. This can be achieved through a High School Unweighted GPA of 2.8 or higher or by presenting acceptable test scores such as SAT, ACT, Accuplacer, RISE Assessment scores, or other acceptable scores (within the past 10 years).

The rating sheet for the Advanced Medical Coding program indicates the minimum scores required to place into ENG 111 and MAT 110. Students who have an unweighted high school GPA of 2.8 or higher, have met Multiple Measures for Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a C, P2 for English, or P1 for Math, or higher may be exempt from placement testing.

GPA

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

The Test of English as a Foreign Language (TOEFL)

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

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening

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

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

Medical Forms/Immunizations

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

Liability/Malpractice Insurance

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

Transportation/Additional Class/Course Materials

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

Technical Standards

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

Accommodations

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

Academic Standards

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

Students completing readmission must meet with the Admissions Specialist to review their file.

Program Specific Academic Standards:

See additional Program Specific Standards in the Advanced Medical Coding Program Guide and specific Advanced Medical Coding course syllabus.

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

C. RE-ADMISSION OR TRANSFER INTO THE ADVANCED MEDICAL CODING 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 Advanced Medical Coding course earlier in the curriculum sequence if the student is lacking major content as evaluated by the Program Director. All Advanced Medical Coding courses completed more three years prior to re-admission or transfer must either be challenged by exam, including passing an assessment of all skills and/or competencies covered in that course, or the course must be repeated. Withdrawal or academic failure within the Advanced Medical Coding program will require the student to reapply as a new student. Advanced placement is dependent upon space availability.

The Health Information Technology/Advanced Medical Coding Program Director will evaluate transferability of all Advanced Medical Coding 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 Advanced Medical Coding 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 Advanced Medical Coding courses is determined by the Health Information Technology/Advanced Medical Coding Program Director.

Applicants must submit a letter explaining the circumstances of any previous exit from any health sciences program. The letter must be sent from the previous Program Director. CCCC's Health Information Technology/Advanced Medical Coding 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, part-time
 Career Pathway Options: Associate in Applied Science
 Degree in Health Information Technology
 Program Site: Online, +required day hours during
 Professional Practice Course

Course requirements for Advanced Medical Coding Diploma

1. General Education Course Requirements (6 SHC)

ENG 111	Writing and Inquiry	3-0-0-3
Humanities/Behavioral Science Electives: Take 3 credits-		
ART 111	Art Appreciation	3-0-0-3
ART 114	Art History Survey I	3-0-0-3
ART 115	Art History Survey II	3-0-0-3
MUS 110	Music Appreciation	3-0-0-3
MUS 112	Introduction to Jazz	3-0-0-3
PHI 215	Philosophical Issues	3-0-0-3
PHI 240	Introduction to Ethics	3-0-0-3
DRA 111	Theatre Appreciation	3-0-0-3
HUM 110	Technology and Society	3-0-0-3
HUM 115	Critical Thinking	3-0-0-3
HUM 120	Cultural Studies	3-0-0-3
HUM 122	Southern Culture	3-0-0-3
HUM 150	American Women's Studies	3-0-0-3
HUM 160	Introduction to Film	3-0-0-3
HUM 211	Humanities I	3-0-0-3
HUM 220	Human Values and Meaning	3-0-0-3
PHI 210	History of Philosophy	3-0-0-3
PHI 230	Introduction to Logic	3-0-0-3
REL 110	World Religions	3-0-0-3
REL 211	Intro to Old Testament	3-0-0-3
REL 212	Intro to New Testament	3-0-0-3

2. Major Requirements (30 SHC)

AMC 200	Health Information for Coders	2-0-0-2
AMC 201	Legal and Compliance	2-0-0-2
AMC 202	Coding for Reimbursement	2-0-0-2
AMC 203	Intermediate ICD Diagnoses	2-3-0-3
AMC 204	Intermediate ICD Procedures	2-3-0-3
AMC 205	Intermediate CPT Coding	2-3-0-3
AMC 206	Clinical Documentation	2-3-0-3
AMC 207	Advanced Medical Coding Lab I	0-6-0-2
AMC 209	Professional Practice Exp	0-0-6-2
BIO 163	Basic Anatomy and Physiology	4-2-0-5
Pathophysiology; Take one course:		
BIO 271	Pathophysiology	3-0-0-3
HIT 226	Pathophysiology & Pharmacology	2-3-0-3

3. Other Requirements (6 SHC)

MED 121	Medical Terminology I	3-0-0-3
MED 122	Medical Terminology II	3-0-0-3

Total Semester Hours Credit required for graduation: 42

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

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

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

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

Program Specific Academic Standards:

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

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

Program Length: 5 semesters

Career Pathway Options: Associate in Applied Science
 Degree in Health and Fitness Science, Diploma, Certificate
 Program Site: Lee Main Campus- Day; Chatham Health
 Science Center - Day

Course requirements for Health and Fitness Science Degree

1. General Education Courses Requirements (16 SHC)

		C-L-CI-SHC
ENG 111	Writing & Inquiry	3-0-0-3
Humanities/Fine Arts Elective		3-0-0-3
PSY 150	General Psychology	3-0-0-3
Communications; Take one course:		
COM 110	Introduction to Communication	3-0-0-3
COM 120	Interpersonal Communication	3-0-0-3
COM 231	Public Speaking	3-0-0-3
ENG 112	Writing/Research in the Disciplines	3-0-0-3
ENG 114	Professional Research & Reporting	3-0-0-3
Mathematics: (Take 4 credits)		
MAT 152	Statistical Methods I	3-2-0-4
MAT 171	Precalculus Algebra	3-2-0-4

2. Major Requirements (41 SHC)

BIO 155	Nutrition	3-0-0-3
BIO 168	Anatomy and Physiology I	3-3-0-4
BIO 169	Anatomy and Physiology II	3-3-0-4

HEA 112	CPR & First Aid	1-2-0-2
HFS 110	Exercise Science	4-0-0-4
HFS 111	Fitness and Exercise Testing I	3-2-0-4
HFS 116	Prevention & Care of Exercise	2-2-0-3
HFS 118	Fitness Facility Management	4-0-0-4
HFS 120	Group Exercise Instruction	2-2-0-3
HFS 210	Personal Training	2-2-0-3
HFS 212	Exercise Programming	2-2-0-3
HFS 218	Lifestyle Changes/Wellness	3-2-0-4

3. Other Major Requirements (14 SHC)

PED 110	Fit and Well for Life	1-2-0-2
PED 117	Weight Training I	0-3-0-1
PED 118	Weight Training II	0-3-0-1
HFS 214	Health & Fitness Law	3-0-0-3
BUS 280	REAL Small Business	4-0-0-4
WBL 111	Work-Based Learning I	0-0-10-1
WBL 121	Work-Based Learning II	0-0-10-1

Take one course from:

PED 113	Aerobics I	0-3-0-1
PED 122	Yoga I	0-2-0-1

4. Other Requirements (1 SHC)

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

Health & Fitness Science

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

Program Length: 3 semesters

Career Pathway Options: Associate in Applied Science

Degree in Health and Fitness Science, Diploma, Certificate

Program Site: Lee Main Campus- Day; Chatham Health

Science Center - Day

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

1. General Education Requirements (6 SHC) C-L-CI-SHC

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

2. Major Requirements (34 SHC) C-L-CI-SHC

HEA 112	CPR & First Aid	1-2-0-2
HFS 110	Exercise Science	4-0-0-4
HFS 111	Fitness and Exercise Testing I	3-2-0-4
HFS 116	Prevention & Care of Exercise Related Injuries	2-2-0-3
HFS 120	Group Exercise Instruction	2-2-0-3
HFS 210	Personal Training	2-2-0-3
HFS 218	Lifestyle Changes/Wellness	3-2-0-4
BIO 168	Anatomy and Physiology I	3-3-0-4
BIO 169	Anatomy and Physiology II	3-3-0-4
BIO 155	Nutrition	3-0-0-3

3. Other Major Requirements (4 SHC)

PED 110	Fit and Well for Life	1-2-0-2
PED 113	Aerobics I	0-3-0-1
PED 117	Weight Training I	0-3-0-1

4. Other Requirements (1 SHC)

ACA 122	College Transfer Success	0-2-0-1
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Total Semester Hours Credit Required for Graduation: 45

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

Program Length: 3 Semesters
 Career Pathway Options: Associate in Applied Science in Health and Fitness Science; Diploma in Health and Fitness Science; Certificate in Health and Fitness Science
 Program Location: Lee Main Campus – Day; Chatham Health Science Center - Day

Course requirements for Health and Fitness Science Certificate

1. Major Requirements (16 SHC)		C-L-CI-SHC
HEA 112	CPR & First Aid	1-2-0-2
HFS 110	Exercise Science	4-0-0-4
HFS 111	Fitness and Exercise Testing I	3-2-0-4
HFS 116	Prevention & Care of Exercise Related Injuries	2-2-0-3
HFS 210	Personal Training	2-2-0-3
2. Other Major Requirements (1 SHC)		
PED 117	Weight Training I	0-3-0-1

Total Semester Hours Credit Required for Graduation: 17

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 the individual, nursing, and healthcare. 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 competitive 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

The student may apply to the Practical Nursing program once minimum admissions criteria are met.

Prospective applicants are highly encouraged to complete the Health Sciences information session as well as contact the Office of Admission prior to developing a plan for completing minimum requirements and additional points options. The Admissions Specialist will review each applicant's progress, provide further guidance, and allow access to the Health Science Program application once all minimum admission requirements are met.

Once an applicant has completed all general admissions criteria and all Practical Nursing entrance requirements, they must submit a completed Health Sciences Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application. If seats do not fill after the initial consideration and after second choice candidates are considered, applicants will be admitted on a first qualified, first accepted basis.

Applicants who do not gain entry but want to gain entry in a future year, must reapply each year.

It is the applicants' responsibility to ensure that requirements are met by the established deadline.

[More information can be found on the Competitive Admissions Website.](#)

Entrance Standards

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

Placement Test Scores

Students must be eligible to take their gateway Math and English course in order to be eligible to apply. This can be achieved through a High School Unweighted GPA of 2.8 or higher or by presenting acceptable test scores such as SAT, ACT, Accuplacer, RISE Assessment scores, or other acceptable scores (within the past 10 years).

The rating sheet for the Practical Nursing program indicates the minimum scores required to place into ENG 111 and MAT 110. Students who have an unweighted high school GPA of 2.8 or higher, have met Multiple Measures for Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a C, P2 for English, or P1 for Math, or higher may be exempt from placement testing.

GPA

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

TEAS (Test of Essential Academic Skills)

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

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

The Test of English as a Foreign Language (TOEFL)

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

Nurse Aid I Registry Requirement

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

- Provide proof of current active listing on the North Carolina Department of Health and Human Services (NC DHHS) Nurse Aid I Registry with no substantiated finding of abuse, neglect, or misappropriation of resident property in a nursing home or other health care facility. This active, non-restricted listing must be maintained as of the start of the Practical Nursing Program. Candidates will need to renew their certification if is scheduled to expire before the start of the nursing program.
- Provide proof of completion of NC state approved Nurse Aide I course (see approved schools at [NCDHHS](#)).

Department Chair of Nursing will review NAI programs completed outside of NC. NC DHHS-approved NAI courses are preferred, however the CCCC Nursing Department Chair will determine, on a case-by-case basis, if a course administered by another state or agency meets the requirement.

OR

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

OR

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

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening

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

Medical Forms/Immunizations

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

BLS Provider CPR

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

Mandatory Orientation Session

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

Liability/Malpractice Insurance

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

Transportation/Additional Class/Course Materials

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

Technical Standards

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

Accommodations

The College has a legal obligation to provide appropriate accommodations for students with documented disabilities. If you have a disability and are seeking accommodations, you should contact the Student Accessibility Services 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. [NC Board of Nursing](#)

Academic Standards

Upon official acceptance, Health Sciences students are required to maintain the necessary GPA requirements for entry. Students cannot enter a Health Sciences program while on academic suspension. The nursing program requires a grading scale that is different from the general college requirement. Students must achieve a final grade of "78" or higher in their NUR Nursing 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 Specialist 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 curriculum guide. Practical Nursing students must adhere to the other policies set forth in the Nursing Student Policies Handbook.

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

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 three years prior to re-admission or transfer must either be challenged by exam, including passing an assessment of all skills and/or competencies covered in that course, or the course must be repeated. Withdrawal or academic failure within the Practical Nursing Program will require the student to reapply. 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 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. Students who have been unsuccessful in two attempts in the nursing program are able to reapply for entry in the first NUR program course.

Program Length: 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 Requirements (6 SHC) C-L-CI-SHC
ENG 111 Writing and Inquiry 3-0-0-3

PSY 150 General Psychology 3-0-0-3

2. Major Requirements (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

3. Other Major Requirements (8 SHC)

BIO168 Anatomy and Physiology I 3-3-0-4
 BIO169 Anatomy and Physiology II 3-3-0-4

4. Other Requirements (1 SHC)

ACA 122 College Transfer Request 0-2-0-1

Total Semester Hours Credit Required for Graduation: 45

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

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

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

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

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

Clinical Affiliation Requirements: The contract between CCCC and a clinical agency requires that the college abide by the existing rules and regulations of the agency. The college follows agency protocol regarding drug screening and criminal background checks. Clinical contracts require that every student submit to and complete a medical form through own healthcare provider and a multi-state criminal background check and urine drug screen through designated vendors. If a clinical site denies a student clinical affiliation due to results of either of these requirements, the student will

not be able to meet the program/course requirements and progression in the program will be limited.

Program Length: 3 semesters

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

Program Sites: Lee Campus—Day/Evening/Weekend

Course Requirements for Therapeutic and Diagnostic Services Nurse Aide Diploma:

1. General Education Requirements (15 SHC)C-L-CI-SHC

ENG 111 Writing and Inquiry 3-0-0-3
 Communications; Take one course:
 ENG 112 Writing/Research in the Disc 3-0-0-3
 ENG 114 Professional Research and Reporting 3-0-0-3
 Humanities; Take one course:
 HUM 115 Critical Thinking 3-0-0-3
 ENG 231 American Literature I 3-0-0-3
 History; Take one course:
 HIS 111 World Civilizations I 3-0-0-3
 HIS 131 American History I 3-0-0-3

2. Major Requirements (15 SHC)

HSC 110 Orientation to Health Careers 1-0-0-1
 HEA 112 First Aid & CPR 1-2-0-2
 NAS 101 Nursing Aide I 3-4-3-6
 NAS 102 Nursing Aide II 3-2-6-6

3. Other Major Requirements (15 SHC)

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

4. Other Requirements (1 SHC)

ACA 122 College Transfer Success 0-2-0-1

Total Semester Hours Credit Required for Graduation: 46

Veterinary Medical Technology

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

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

Course work includes instruction in veterinary anatomy, nutrition, parasitology, pathology, physiology, radiology, terminology, zoology, office practices, laboratory techniques, dentistry, and small and large animal clinical practices.

Students also take courses in English, humanities, psychology, mathematics and chemistry.

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

Limited Enrollment Curriculum:

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

A. PROGRAM SPECIFIC ENTRANCE STANDARDS:

Admissions Process:

The student may apply to the Veterinary Medical Technology program once minimum admissions criteria are met.

Prospective applicants are highly encouraged to complete the Health Sciences information session as well as contact the Office of Admission prior to developing a plan for completing minimum requirements and additional points options. The Admissions Specialist will review each applicant's progress, provide further guidance, and allow access to the Health Science Program application once all minimum admission requirements are met.

Once an applicant has completed all general admissions criteria and all Veterinary Medical Technology entrance requirements, they must submit a completed Health Sciences Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application. If seats do not fill after the initial consideration and after second choice candidates are considered, applicants will be admitted on a first qualified, first accepted basis.

Applicants who do not gain entry but want to gain entry in a future year, must reapply each year.

It is the applicants' responsibility to ensure that requirements are met by the established deadline.

[More information can be found on the Competitive Admissions Website.](#)

Entrance Standards

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

Placement Test Scores

Students must be eligible to take their gateway Math and English course in order to be eligible to apply. This can be achieved through a High School Unweighted GPA of 2.8 or higher or by presenting acceptable test scores such as SAT, ACT, Accuplacer, RISE Assessment scores, or other acceptable scores (within the past 10 years).

The rating sheet for the Veterinary Medical Technology program indicates the minimum scores required to place into ENG 111 and MAT 110. Students who have an unweighted high school GPA of 2.8 or higher, have met Multiple Measures for Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a C, P2 for English, or P1 for Math, or higher may be exempt from placement testing.

GPA

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

TEAS (Test of Essential Academic Skills)

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

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

The Test of English as a Foreign Language (TOEFL) TOEFL scores are required for any naturalized or non-US citizens where English is their second language to provide evidence of adequate proficiency in the English language. All test scores must be less than five years old. The minimum

acceptable TOEFL scores are based upon format: paper/pencil – 500, computer based – 213, and internet based – 80. This test is offered at multiple testing sites nationally and is at the student's expense.

Observation Hours

The completion of forty hours of observation/work/voluntary experience in the Veterinary Medical Technology field is highly recommended. Although not required, applicants who acquire observation hours will be awarded additional points during a consideration. The observation form is located on the [Competitive Admissions Website](#) or may be obtained from the Veterinary Medical Technology Programs Admissions Specialist.

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening

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

Medical Forms/Immunizations

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

**Rabies series recommended prior to first Fall semester.

Mandatory Orientation Session

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

Liability/Malpractice Insurance

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

Transportation/Additional Class/Course Materials

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

Technical Standards

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

Accommodations

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

Academic Standards

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

transfer must either be challenged by exam, including passing an assessment of all skills and/or competencies covered in that course, or the course must be repeated. Withdrawal or academic failure within the Veterinary Medical Technology program will require the student to reapply. Advanced placement is dependent upon space availability.

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

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

Program Length: 5 semesters

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

Program Sites: Lee Campus - Day Program

Course Requirements for Veterinary Medical Technology Degree

1. General Education Requirements (15 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
MAT 110	Mathematical Measurement	2-2-3
	Humanities/Fine Arts Elective	3-0-3
	Social/Behavioral Science Elective	3-0-3
	Communications; Take one course:	
ENG 112	Writing/Research in the Discipline	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Com	3-0-3
COM 231	Public Speaking	3-0-3

2. Major Requirements (50 SHC)

WBL 112AB	Work-Based Learning I	0-10-1
WBL 112BB	Work-Based Learning I	0-10-1
VET 110	Animal Breeds and Husbandry	2-2-3
VET 120	Veterinary Anatomy and Physiology	3-3-4
VET 121	Veterinary Medical Terminology	3-0-3
VET 123	Veterinary Parasitology	2-3-3
VET 125	Veterinary Diseases I	2-0-2
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

3. Other Major Requirements (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

4. Other Requirements (1 SHC)

ACA 122	College Transfer Success	0-2-1
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Total Semester Hours Credit Required for Graduation: 71

General Occupational Technology (Pre-Health Sciences)

Credential: Associate in Applied Science A55280

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

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

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

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

Program Length: 5 semesters

Career Pathway Options: Associate in Applied Science Degree

Program Site: Lee, Harnett, Chatham, Distance Education

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

1. General Education Requirements (minimum 15 SHC)

Associate Degree programs must contain a minimum of 15 semester hours of general education coursework. The general education hours must include a minimum of 6 semester hours in communications and at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics.

2. Major Requirements (minimum 49 SHC)

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

3. Other Requirements (0-7 SHC)

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

Total Semester Hours Credit Required for Graduation: 64-76

Arts and Sciences (College Transfer)

Associate in Arts (AA)

Credential: Associate in Arts Degree A10100

The Associate in Arts degree allows students to earn a minimum of 60 semester hours of credit (SHC) of college transfer courses and offers opportunities for the achievement of competence in reading, writing, oral communication, fundamental and mathematical skills. Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of associate in arts programs who are admitted to constituent institutions of The University of North Carolina System (the 16 public universities) to transfer with junior status. Most independent schools in North Carolina also fully accept the transfer of the courses.

Graduates must obtain a grade of “C” or better in each course, an overall GPA of at least 2.0 on a 4.0 scale, and complete the Associate in Arts degree in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions. Transfer institutions may have other, specific requirements for admission and acceptance into specific programs.

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

B. Humanities/Fine Arts/Communication (9 SHC)

Select courses from at least two of the following discipline areas: art, communications, music, literature, and philosophy. At least one course must be a literature course.

ART 111	Art Appreciation	3-0-3
ART 114	Art History Survey I	3-0-3
ART 115	Art History Survey II	3-0-3
COM 120	Interpersonal Communication	3-0-3
COM 231	Public Speaking	3-0-3
DRA 111	Theater Appreciation	3-0-3
ENG 231	American Literature I	3-0-3
ENG 232	American Literature II	3-0-3