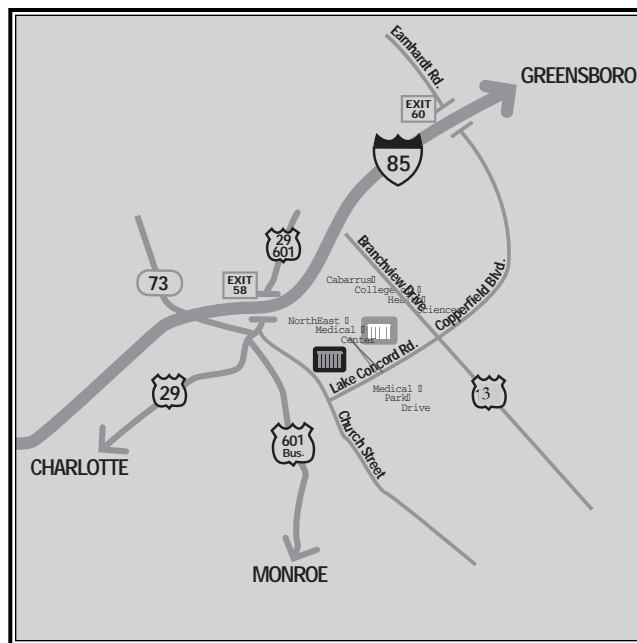




CABARRUS COLLEGE OF HEALTH SCIENCES

An Affiliate of NorthEast Medical Center

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CATALOG
2005 - 2006

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GREETINGS FROM THE CHANCELLOR

We are pleased that you are considering enrolling at Cabarrus College of Health Sciences. With the opening of our new \$10.5 million facility on the NorthEast Medical Center campus in January 2004, this is truly an exciting time in our history.

We invite you to experience the advantages an education at Cabarrus College offers you; outstanding faculty, small class sizes allowing for individual attention, clinical opportunities a short walk across campus and job placement rates near 100% for graduates of all of our programs.

Please consider visiting the College for an open house program, or schedule an appointment through our office of admissions. I wish you the best in your educational pursuits.

Anita A. Brown, RN, M. Ed.
Chancellor

HISTORY

Cabarrus County Hospital opened a three-year diploma school of nursing to help meet the demand for registered nurses for both the military and civilian populations during World War II. Sixteen students entered the program on February 2, 1942 and were taught by a small teaching staff, including physicians. The National League for Nursing accredited the School of Nursing in 1963. In 1966, due to increasing enrollment, additional classrooms, library facilities, faculty and staff were necessary. The three-year curriculum was decreased to thirty-three months.

In February 1973, upon recommendation of the Cabarrus Memorial Hospital board of trustees, the North Carolina Board of Nursing approved the first two-year hospital based diploma program in North Carolina. The curriculum changes were a result of extensive review of the school's curriculum and current educational trends. In June 1974, the School of Nursing was notified that the NLN accreditation would be continued. The first class was admitted to the two-year program in the fall of 1974, graduated in June 1976 and had a 100% pass rate on the licensure examination.

The Cabarrus Memorial Hospital's board of directors was granted the authority to award the associate degree by the North Carolina General Assembly. In June 1989, the first associate degrees were awarded.

During 1992, the school celebrated its 50th anniversary. To mark this historic occasion and to honor its founder, the school of nursing was officially renamed the Louise Harkey School of Nursing.

In January 1995, the school received its initial accreditation from the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. In January 1996, the Harkey School of Nursing became the cornerstone division of the newly named Cabarrus College of Health Sciences. In June 1998, the Commission on Colleges recognized the allied health division addition with continued accreditation for the College.

The North Carolina General Assembly granted the College the authority to award baccalaureate degrees in 1998 and regional accreditation at this higher level was reaffirmed in December 2000. The College now offers two baccalaureate completion programs so we can achieve an even higher level of Excellence in Health Sciences Education.

With the growing needs of the health care industry and subsequently the physical space needs of the College, we have teamed with NorthEast Medical Center and the NEMC Foundation to fund and build a new college facility on the NorthEast Medical Center campus which opened in January 2004. This new facility makes way for continued growth of the College.

MISSION AND GOALS

MISSION

Cabarrus College of Health Sciences is an independent, post-secondary education institution affiliated with NorthEast Medical Center in Concord, NC. The College provides undergraduate health sciences education to qualified men and women from Cabarrus and surrounding counties which results in their developing the knowledge, attitudes and competencies to function as informed, responsible citizens and to serve in their communities as compassionate practitioners in their chosen health discipline.

GOALS

1. To recruit, accept and retain students from diverse backgrounds who have demonstrated specified standards of scholarship and personal character, and focused educational goals.
2. To present quality undergraduate and continuing education programs in an atmosphere in which students expand their critical thinking skills to define and enhance their roles in a diverse society.
3. To provide a milieu which promotes the development of attitudes and skills which foster responsiveness to community needs and promote quality in health care delivery.
4. To facilitate the integration of fundamental quantitative processes, communication skills, the sciences and humanities to promote professional growth and personal development.
5. To prepare individuals to function competently in their chosen health science field.
6. To recruit and enhance development of qualified educators and professional staff who are inspired and committed to academic innovation and excellence.
7. To serve the public through health science educational outreach and community service programs.

ACCREDITATION AND APPROVAL

Cabarrus College of Health Sciences is accredited by
the Commission on Colleges of the Southern Association of Colleges and Schools
(1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501)
to award associate and baccalaureate degrees.

The College has approved programs for Veterans' Benefits

Department of Veterans Affairs
Office of Public Affairs
810 Vermont Avenue, NW
Washington, DC 20420
(800) 827-1000

The Louise Harkey School of Nursing Associate Degree program is accredited by

The National League for Nursing Accrediting Commission
61 Broadway
New York, NY 10006
(212) 363-5555

and is approved by

The North Carolina Board of Nursing
3724 National Drive, Suite 201
Raleigh, NC 27612
(919) 782-3211

The Louise Harkey School of Nursing Baccalaureate program is accredited by

The Commission on Collegiate Nursing Education (CCNE)
One Dupont Circle, Suite 530
Washington, DC 20036-1120
(202) 887-6791

The Medical Assistant program is accredited by

The Commission on Accreditation of Allied Health Education Programs (CAAHEP)
The American Association of Medical Assistants
35 East Wacker Drive, Suite 1970
Chicago, IL 60601-2208
(312) 899-1500

The Occupational Therapy Assistant program is accredited by

The Accreditation Council for Occupational Therapy Education (ACOTE)
located at: the Accreditation Committee of the American Occupational Therapy Association
4720 Montgomery Lane
P. O. Box 31220
Bethesda, MD 20824-1220
(301) 652-AOTA(2682)

The Surgical Technology program is accredited by

The Commission on Accreditation of Allied Health Education Programs (CAAHEP)
The Accreditation Review Committee on Education in Surgical Technology
6 West Dry Creek Circle, Suite 200
Littleton, CO 80120-8031
(303) 694-9262

Please note that this catalog is intended for information purposes only. Although the publisher has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical or printing errors or errors made by mistake. The publisher has attempted to present information that, at the time of printing, most accurately describes the course offerings, faculty listings, policies, procedures, regulations and requirements of the College. Requirements, rules, procedures, courses and informational statements are subject to change.

The catalog does not establish contractual relationships.

NOTICE OF COMPLIANCE WITH FEDERAL LAW

Cabarrus College of Health Sciences is operated on a nondiscriminatory basis. The College complies with federal law. This commitment is in keeping with:

Title IX. Cabarrus College of Health Sciences does not discriminate on the basis of sex in its employment practices for academic or non-academic personnel, in its admission of students or in its educational programs or activities.

Title VI. Cabarrus College of Health Sciences employs individuals and extends to students and employees of any race, color or national origin all rights, privileges, programs and activities generally accorded or made available to students and employees at the College.

CCHS does not discriminate on the basis of race, color or national origin in administration of its educational policies, admission policies, scholarship and loan programs and other College-sponsored programs.

The Rehabilitation Act of 1973, Section 504. Cabarrus College of Health Science does not discriminate against employees, students or applicants who are handicapped.

Age Discrimination Act. Cabarrus College of Health Sciences does not discriminate against students or applicants on the basis of age.

CCHS does not discriminate against employees or prospective employees on the basis of age.

Family Educational Rights and Privacy Act of 1974. Cabarrus College of Health Sciences ensures that students have access to certain records that pertain to them and that unauthorized persons do not have access to such records.

Health Insurance Portability and Accountability Act of 1996. Cabarrus College of Health Sciences protects the healthcare information of students and is only available to authorized personnel.

Graham -Leach-Bliley Modernization Act (GLB) of 1999.

RIGHT-TO-KNOW STATEMENT

Pursuant to the federal Student Right-to-Know Act.

- CCHS graduation rates may be obtained from the Dean for Quality Enhancement Services
- Information on crime statistics is available upon request from the Student Services Office.
- Information on Financial Aid is available upon request from the Dean for Administrative Services.

CLINICAL AFFILIATIONS

Cabarrus College of Health Sciences has formal clinical arrangements with over sixty health care agencies in its service region. These agencies include acute care organizations, clinic operations, mental health services, long term care facilities, and community health providers. Primary affiliates include: NorthEast Medical Center, Rowan Regional Medical Center and the V.A. Medical Center of Salisbury, each of which is accredited by the Joint Commission on the Accreditation of Health Care Organizations. Clinical experiences are an integral part of the education of CCHS students. Placement of students in specific sites for these experiences is determined by and is the responsibility of the faculty of the program. Each agency reserves the right to determine the appropriateness of the student's conduct and activity for purposes of continuing at the facility.

NONDISCRIMINATION

Cabarrus College of Health Sciences makes every effort to comply with state and federal laws, both in practice and in spirit. The College promotes equal educational opportunities regardless of race, creed, color, religion, sex, age, marital status, affectional orientation, disability or national origin, and does not knowingly practice discrimination in the recruitment, admission, progression, graduation and withdrawal policies or in any other activities affecting students.

Any questions regarding requests for reasonable accommodation should be directed to the Chancellor's office.

GRADUATION RATE DISCLOSURE STATEMENT

Our data shows that 53% of the first time, full time degree/diploma seeking college students who entered Cabarrus College of Health Sciences in the fall of 1998 graduated with an associate degree or diploma as of June 2001. In addition, for all degree seeking students entering Cabarrus College of Health Sciences for the first time in the fall 2001, 39% graduated with a diploma or degree by June 2003 (graduated in 2 years) and 58% graduated with an associate degree or diploma by June 2004 (graduated within three years).

Information in this catalog is accurate as of the date of publication. Cabarrus College of Health Sciences reserves the right to make any changes in its administrative and educational policies, curriculum and financial requirements that seem advisable to the governing board, administration and faculty of the College.

CABARRUS COLLEGE OF HEALTH SCIENCES
ACADEMIC CALENDAR
Diploma/Degree Programs
2005 - 2006

FALL SEMESTER

Fall orientation	August 16,17, & 18, 2005
Clinical re-orientation	August 19, 2005
Registration ends and classes begin	August 22, 2005
End of Drop/Add	August 26, 2005
Labor Day Holiday	September 5, 2005
Classes resume	September 6, 2005
Convocation on Caring	September 18, 2005
Fall Break	October 17, 18 & 19, 2005
Classes resume	October 20, 2005
*Last day to drop course without academic penalty	October 26, 2005
Pre-registration for spring semester (enrolled students)	October 31 - November 7, 2005
Thanksgiving Holidays	November 24 & 25, 2005
Classes resume	November 28, 2005
Finals exams and evaluation	December 12 - 16, 2005
Recognition Ceremony	December 19, 2005

SPRING SEMESTER

Spring orientation	January 4 & 5, 2006
Clinical re-orientation	January 6, 2006
Registration ends and classes begin	January 9, 2006
End of drop/add	January 13, 2006
Spring Break	March 13-17, 2006
*Last day to drop course without academic penalty	March 20, 2006
Classes resume	March 20, 2006
Pre-registration for summer sessions and fall semester	March 20 - 27, 2006
Easter Holiday	April 17, 2006
Final exams and evaluation	May 1 - 5, 2006

Cabarrus College of Health Sciences Graduation May 9, 2006

SUMMER SESSION I

Registration ends and classes begin	May 15, 2006
Memorial Day Holiday	May 29, 2006
Classes resume	May 30, 2006
Summer Session I Ends	June 23, 2006

SUMMER SESSION II

Registration ends and classes begin	June 26, 2006
July 4 Holiday	July 4, 2006
Classes resume	July 5, 2006
Summer Session II Ends	August 4, 2006

Calendar information is accurate as of the date of publication. Cabarrus College of Health Sciences Administration reserves the right to make any changes in the calendar as the College needs change.

ADMISSION

FOR ADMISSION TO CABARRUS COLLEGE, APPLICANTS MUST SUBMIT:

- A completed application and \$35 nonrefundable application fee;
- Evidence of U.S. citizenship, a current permanent resident card, or a current I-551 card;
- Official transcript* showing evidence of graduation from an accredited high school or documentation showing the equivalent of a high school diploma or official transcripts showing earned college level credits from an accredited college or university;
- Official transcripts* showing evidence of any college level credit(s) earned or attempted (Faxed transcripts are considered unofficial and may be used as working documents only. Official transcripts are required before enrollment.);
- Evidence of all immunizations and/or health information required by the College;
- Evidence of current health care provider CPR certification before enrolling in any clinical course leading to a diploma or degree;

An interview may be requested as part of the admissions process.

*An official transcript is one with the signature of the official of the sending institution certifying its authenticity and is delivered in a sealed envelope.

TO ENROLL STUDENTS WILL ALSO BE REQUIRED TO:

- Submit a negative drug screen (Basic 4-panel urine) from a certified lab within 30 days prior to the first day of the semester.
- Submit to a criminal background check. Information obtained from this report will be used to determine final admissibility.

Note: According to North Carolina statutes, having a previous conviction of certain misdemeanors or felonies may make the applicant ineligible for licensure and/or certification.

PROGRAM ADMISSION REQUIREMENTS

ADMISSION PROCESS

Application for admission may be made at any time after completion of the junior year of high school. Applications are considered on a competitive basis as related to test scores, academic history (high school and college), character references, and an essay. To ensure consideration for the Fall semester applications and all supporting materials should be submitted by March 1. To ensure consideration for the Spring semester the application and supporting materials should be submitted by October 1.

Cabarrus College of Health Sciences regularly offers the Residual ACT (scores can only be used at Cabarrus College) for those needing to update their scores for associate degree admission. Contact the office of admissions for specific dates and times.

When the completed APPLICATION FOR ADMISSION and all its required components have been received by the admissions office, the application is evaluated. Many of the programs have limited enrollment and prospective students are advised to apply early. Applicants unable to enroll due to space limitations may reactivate their applications for the succeeding academic year by following the established process available upon request from the office of admissions.

ASSOCIATE IN SCIENCE

For admission into the **Associate in Science Degree (AS)** program, applicants must meet admission criteria to the College **AND** must submit:

- an official transcript showing evidence of either high school or college level algebra I, algebra II (or geometry), chemistry and biology with a preferred minimum grade of "C";
- two references indicating acceptable academic ability and / or work ethic;
- acceptable scores on either the ASSET test (35 – writing, 37 – reading and 33 – numerical), SAT I (430 – critical reading (verbal) and 380 – math) OR the ACT (composite score of 18);
- evidence of rank in the upper half of high school class.

Applicants are advised to review the admission criteria for any program for which they may be preparing for transfer and plan accordingly to satisfy those requirements. Admission into one program does not guarantee admission into another.

HEALTH SERVICES MANAGEMENT

For admission into the **Bachelor of Science in Health Services Management (BSHSM)** completion program, applicants must meet admission criteria to the College **AND** must submit:

- Evidence of an earned associate degree in a health-related field;
- Documentation of a current, active, unencumbered license or certification in a health care discipline;
- Two letters of reference that speak to academic abilities and/or work ethics one of which must be from a current supervisor or educational program faculty member;
- A written statement of educational and career goals; and
- Evidence of at least six months previous work experience in health care or management preferred prior to enrollment in HSM 300.

MEDICAL ASSISTANT

For admission into the **Medical Assistant Diploma program**, applicants must meet the criteria for admission into the College **AND** must submit:

- an official transcript showing evidence of either high school or college level mathematics and biology with a preferred minimum grade of “C”;
- an official transcript showing evidence of a keyboarding or typing course with a preferred grade of “C” OR present evidence of comparable work experience;
- two references speaking to academic ability and/or work ethic; and
- acceptable scores on either the ASSET test (35 - writing, 37 -reading and 33 - numerical), the SAT I (430- critical reading (verbal) and 380-math) OR the ACT (composite score of 18);

For admission into the Medical Assistant Associate of Science Degree program, applicants must meet the criteria for admission into the College, the Medical Assistant Diploma program **AND** must submit an official transcript showing evidence of either high school or college level algebra I and chemistry with a preferred minimum grade of “C”.

NURSING

For admission into the **Associate of Science in Nursing Degree (ADN) program**, applicants must meet admission criteria to the College **AND** must submit:

- an official transcript showing evidence of either high school or college level algebra I, algebra II [or geometry], chemistry and biology with a preferred minimum grade of “C”;
- acceptable SAT I (480- critical reading (verbal) and 440-math) or ACT (19) scores;
- two references that speak to academic ability and/or work ethic;
- evidence of rank in the upper half of high school class.

To enroll in the ADN program students must complete CNA I prior to enrollment.

For admission into the **Bachelor of Science in Nursing Degree (BSN) completion program**, applicants must meet admission criteria to the College **AND** must submit:

- Documentation of a current, active, unencumbered North Carolina RN License;
- Evidence of graduation from an approved basic Registered Nurse program;
- Evidence of at least six months previous work experience as an RN preferred prior to enrollment in Nursing 300;
- Two letters of reference, one of which must be from a current supervisor or RN program faculty; and
- A written statement of educational and career goals.

OCCUPATIONAL THERAPY ASSISTANT

For admission into the **Occupational Therapy Assistant Associate of Science Degree** program, applicants must meet the admission criteria to the College **AND** must submit :

- an official transcript showing evidence of completion of either high school or college level algebra I, algebra II [or geometry], chemistry and biology with a preferred minimum grade of "C";
- two references which speak to academic ability or work ethic;
- acceptable scores on either the ASSET test (42 - writing, 42 -reading and 36 - numerical), the SAT I (480-critical reading (verbal) and 440-math) **OR** the ACT (composite score of 19);
- evidence of rank in the upper half of high school class;
- students must submit evidence of current CPR certification;
- a minimum of 25 hours of volunteer service in an OT setting.

SURGICAL TECHNOLOGY

For admission into the **Surgical Technology Diploma** program, applicants must meet the criteria for admission into the College **AND** must submit:

- an official transcript showing evidence of either high school or college level mathematics and biology with a preferred minimum grade of "C";
- two references speaking to academic ability or work ethic; and
- acceptable scores on either the ASSET test (35 - writing, 37 -reading and 33 - numerical), the SAT I (430-critical reading (verbal) and 380-math) **OR** the ACT (composite score of 18);

For admission into the Surgical Technology Associate of Science Degree program, applicants must meet the criteria for admission into the College, the Surgical Technology Diploma program **AND** must submit an official transcript of either high school or college level algebra I and chemistry with a preferred minimum grade of "C".

ADDITIONAL ADMISSIONS INFORMATION

BACKGROUND AND SANCTIONS CHECKS

Prior to official enrollment and as part of the determination of an accepted applicant or student's eligibility for participation in the College, Cabarrus College will require, but is not limited to, any or all of the following background and sanction checks:

- Social Security trace, criminal history, and North Carolina Sex Offender Registry.
- Checks against duly authorized, licensing, disciplining and sanctioning authorities, including the Cumulative Sanction List of the Office of Inspector General.
- Continuing students will be similarly investigated on a "for cause" basis.

Adverse reports could result in the denial of admission to the College or non-continuance in a clinical program. Cabarrus College will take all reasonable steps to verify that the information provided is accurate.

CHANGE OF MAJOR OR PROGRAM WITHIN MAJOR

Students desiring to change majors are encouraged to attend a change of major information session, which is scheduled each semester (see your advisor for the date). During the information session, students will receive forms to initiate this process and have opportunities to talk with program coordinators. It is strongly suggested that student attend this information session. However, students unable to attend this session should make an appointment to meet with the current academic advisor and obtain other necessary forms. In addition to the Change of Major Form:

- Each student will receive current mid-term grade report forms, which the student will give to current instructors.
- Instructors will submit the mid-term grades to the Admissions Office.
- The student must also meet by appointment with the financial aid coordinator and potential program chair for the desired major to insure that all admission requirements for the desired major are met.
- The form, with required signatures is submitted to the director of admissions by the potential program chair.
- If the request is approved by the new program chair, the registrar facilitates the change by creating a curriculum plan that reflects the student's new program.

Requests for change of major are considered on a competitive and space available basis. Admission into one program does not guarantee admission to another. Credits and grades in the previous major are applicable to the new major and carried forward including quality points earned for the courses.

CODE OF CONDUCT AND PHYSICAL EMOTIONAL STANDARDS

Students are required to meet the student code of conduct and physical and emotional standards found on page 32-34.

CONCURRENT ENROLLMENT PROGRAM (FOR HIGH SCHOOL STUDENTS)

This program is offered to exceptional high school students who have completed at least their junior year of high school. Students may begin their college education as non-degree students (see Non-Degree Students) as early as the summer session between their junior and senior years in high school.

Eligibility for enrollment requires that the student must submit a completed application for admission, nonrefundable application fee and meet the following admission requirements:

- must present evidence of US Citizenship, a current Permanent Resident Card or a current I-551 Card;
- must submit evidence of all immunizations and/or health information required by the College;
- completion of the junior year of high school prior to the semester in which the student desires enrollment;
- a preferred minimum cumulative grade point average of 3.0 in high school;
- recommendation for enrollment by the high school principal or counselor.

Upon admission, the student may enroll for a maximum of four credit hours each semester on a space available basis. Students may choose to enroll in any general education course. To continue enrollment, students must attain a minimum grade of "C" in each course and must be re-approved by the high school and college each semester. The student may apply for admission to any of the College's degree, diploma, or certificate programs; however, enrollment in the Concurrent Enrollment Program does not guarantee acceptance to these programs.

Students are advised regarding the applicability of courses for degree credit and the transferability of courses to other colleges or universities.

Students accepted to the Concurrent Enrollment Program pay tuition and fees according to the College's current tuition and fee schedule.

DISABILITY SERVICES

Students wishing to request accommodations due to a disability should contact the chancellor's office for information. College administration determines on an individual basis if necessary accommodations or modifications can be reasonably made.

HEALTH AND IMMUNIZATION REQUIREMENTS

Prior to enrollment, applicants selected for admission to a diploma or degree program in the College must submit:

- the completed Pre-Enrollment Medical Examination form indicating the applicant is physically and emotionally capable of undertaking the program in which he or she is to be enrolled;
- a current and complete immunization record, including a recent PPD within the last 6 months.

Applicants selected for admission to any certificate program in the College must submit the completed Pre-Enrollment Immunization form.

Effective July 1, 1986, all students entering the undergraduate or graduate studies for the first time at any public or private college or university in North Carolina must provide proof of measles, rubella, tetanus, mumps and diphtheria immunizations.

In addition, students in clinical courses at Cabarrus College of Health Sciences are required to have:

- hepatitis B vaccine (includes three doses in the series);
- positive rubella titer (blood test), and;
- positive varicella (chicken pox) titer (blood test) or physician documented proof of the disease.
- Annual PPD is required and is the responsibility of the student.

Full details are included on the form that is sent to accepted applicants.

INTERNATIONAL OR ESL APPLICANTS

International applicants and applicants for whom English is a second language may be asked to submit a TOEFL (Test of English as a Foreign Language) score of 550 or above when language proficiency is an issue. Test scores must be submitted by one of the specified admission deadlines.

NON-DEGREE STUDENTS

Cabarrus College of Health Sciences provides opportunities for applicants to enroll in general education courses on a space available basis for a maximum of 12 semester hours. Non-degree students pay tuition and fees according to the established schedule. See the current academic

calendar in this publication for specific dates. Non-degree students are not eligible for financial aid and/or veteran's benefits. To be considered for enrollment as a non-degree student, the APPLICATION FOR NON-DEGREE ENROLLMENT should be submitted preferably no later than 30 days prior to the beginning of the semester or course. Contact the admissions office at 704-783-1556 for more specific information.

READMISSION

A student who withdraws from a program may apply for readmission within one year of the withdrawal date (see Withdrawal, Probation, Suspension and Dismissal Policy).

A student requesting readmission must submit the required Application for Readmission, the required nonrefundable application fee and is considered on the basis of:

- length of absence;
- current admission criteria (see Admission Policy);
- previous college record;
- outstanding financial obligations to the institution;
- results of remedial work (as appropriate); and
- space availability

Students exceeding the one year time frame must submit a new application to the College.

Individuals accepted for readmission must meet standards required of the course and/or program in which they are to be enrolled.

Readmitted students must submit the required nonrefundable tuition deposit and pay tuition according to the current tuition and fee schedule.

TRANSFER CREDIT AND ADVANCED PLACEMENT

TRANSFER CREDIT

Transfer credit is considered for courses which meet the following criteria:

- must have the same semester hour (or equivalent quarter hour) credit;
- must have the equivalent content as determined by catalog course description or evaluation by departmental faculty. Time limitations may restrict the transfer of some courses into the College if it is determined that course material is outdated. Computer technology courses over 4 years old are not transferable. Decisions regarding the transfer of credit for courses in certain programs are made by the appropriate program coordinator, dean and/or registrar must be from a college that is accredited by a recognized accrediting body or if not, is subject to departmental approval;
- must be documented on an official transcript (Faxed transcripts are considered unofficial and may be used as working documents only. Official transcripts are necessary before enrollment.) ; and
- must have a minimum grade of "C".

Applicants requesting transfer credit for courses in the major must also submit the following:

- course descriptions and course syllabi;
- results of pre-entrance tests and/or achievement tests given at previous institution;
- progress evaluation by a program official at the previous institution; and
- statement of reason for transfer.

Grades in courses being transferred are not utilized in the calculation of GPA.

A curriculum plan for the individual is proposed at the time of a student's first session of enrollment. This plan incorporates any transfer credits and the remaining courses needed for completion of the program.

All transfer credits must be approved by the registrar and the curriculum plan finalized and approved by the end of the first session of enrollment. The student's signature on the plan indicates agreement to complete the prescribed courses as planned at Cabarrus College of Health Sciences. Currently enrolled students at the College must obtain permission from the Registrar to enroll in courses of study at another college for transfer credit.

Students receiving transfer credit must meet all admission requirements or approved equivalents and must complete at least 50% of the credit hours in the major needed for graduation at Cabarrus College of Health Sciences.

Transfer students are required to complete a planned orientation to the College prior to matriculation.

ADVANCED PLACEMENT

Cabarrus College of Health Sciences makes every effort to provide academic credit for prior learning that does not qualify for transfer credit or credit by examination.

Advanced placement for general education courses is approved by the registrar and requires that:

- the student submit course descriptions for course work completed with grades of "C" or higher, equivalent to or beyond the requirements of the course for which advanced placement is requested and/or;
- the student submit degree credentials in the area for which the advanced placement is requested.

Advanced Placement for major courses requires that:

- the student submits course descriptions from various courses taken for verification of contact hours and performance in courses for which advanced placement is requested;
- the student with licensure/certification in a major area (e.g., LPN, Surgical Technologist/Registered Nurse, etc.) must submit current documentation as proof of achievement for determination of advanced placement.

A student receiving advanced placement must meet all admission requirements or approved equivalents; must meet all progression and graduation requirements of the program; and must complete at least 50% of the credit hours in their major needed for graduation at Cabarrus College of Health Sciences.

ADVANCED PLACEMENT FOR LICENSED PRACTICAL NURSES (LPNs)

Cabarrus College of Health Sciences believes that prior learning and experience is valuable and therefore provides advanced placement for Licensed Practical Nurses in the associate degree nursing program.

To qualify for acceptance to Cabarrus College of Health Sciences and advanced placement in the nursing curriculum, the LPN applicant must:

- submit a completed application and required nonrefundable application fee with an official transcript showing high school graduation or documentation of the equivalent;
- present an official transcript from an approved practical nursing education program;
- present an official transcript showing evidence of successful completion of either high school or college level algebra I, algebra II [or geometry], biology and chemistry;
- present a current, unencumbered North Carolina practical nurse license;
- complete or have plans to complete the general education courses or equivalent in accordance with the transfer credit policies that are prerequisite to NSG 120, which are: BIO 190 and 210 and PSY 150 (see course descriptions in this catalog for additional information about these courses);
- present acceptable scores on either the SAT I, ACT, or NLN ACE I PN-RN (see admission requirements); and
- present two references that speak to academic and/or work ethic, one of which must be from a current employer, which should include a detailed description of duties.

When the above requirements are met and the applicant is admitted to the ADN program, advanced placement for the first nursing course, medical terminology and the NA I requirement, is awarded. Individual curriculum plans are developed for LPNs entering the program indicating the remaining nursing and general education courses to be taken.

CREDIT BY EXAMINATION

Credit by departmental examination for all general education courses and first year major courses is

available to any student who has had experiences (e.g., employment, course work) that do not warrant transfer credit or advanced placement for a course, but indicate a probable proficiency in the area of study as determined by the course coordinator/program chair.

To challenge a course by departmental examination, the student must submit:

- acceptable evidence of proficiency in the area (e.g., complete course descriptions, letters of recommendation from employers, etc.);
- a \$100 nonrefundable challenge fee for non-laboratory courses; and
- a \$150 nonrefundable challenge fee for courses with both theory and laboratory components.

A course may be challenged before the course begins or by the first week of the session. If the student successfully completes the challenge, the tuition paid for the course is applied to the next session's tuition. A grade of "C" or better is required to successfully complete the challenge exam process.

The challenge exam for courses involving laboratory and clinical experiences contain separate exam for both components of the course. The student must pass both components with a grade of "C" to receive credit for the course. No more than (9) semester hours in a major and (15) semester hours overall will be allowed for credit by examination. Hours earned through credit by examination will not be counted in determining hours for full time status. A student may not pursue credit by examination for a course in which they had previously earned a "D" or "F".

COLLEGE BOARD ADVANCED PLACEMENT (AP) EXAM, CLEP AND REGENTS

In addition, a student may earn credit for the general education courses by attaining acceptable scores (3, 4 or 5) on the Advanced Placement Program (AP exam) of the College Entrance Examinations Board (CEEB), a credit granting score of 50 or better on College Level Examination Program (CLEP) subject exam of the College Board or a "C" or better on a Regent's exam. Credit by examination appears on the student's transcript but is not included in the calculation of GPA.

EDUCATION ENHANCEMENT CENTER

The purpose of the Education Enhancement Center is to provide quality continuing education courses and workshops for personal development, job enhancement and skill training for persons 18 years of age or older. Courses and workshops are designed to support community expressed health related educational needs and interests. All courses and workshops are taught by qualified faculty and satisfy specified certification requirements by various groups and professional organizations. Participants completing course and/or workshop requirements are awarded a certificate of contact hours or continuing education units in accordance with established state, regional and national guidelines (1 CEU for 10 contact hours). Records of credits earned are maintained at the College for seven years. Courses typically follow the College semester calendar; however, short courses and workshops are scheduled for abbreviated periods within the semester calendar. The majority of classes are held on campus but many can be offered on site. Please call (704) 783-3207 for current and proposed EEC course offerings.

FINANCIAL INFORMATION

Cabarrus College of Health Sciences makes every effort to insure that opportunities for higher education be given to all who desire it. By endeavoring to keep expenses at a minimum and offering a substantial and comprehensive financial aid program, Cabarrus College of Health Sciences provides educational opportunities for students.

TUITION

Tuition is charged according to the following schedule:

- 12-16 credit hours \$3,575 per semester
- 7-11 credit hours \$2,550 per semester
- 6 or less credit hours \$230 per credit hour
- Each additional credit hour above 16 \$230 per credit hour

NOTE: Qualified North Carolina residents may, upon application, receive a North Carolina Legislative Tuition Grant of \$1,800 per year (subject to change).
For further information see page 23.

GENERAL FEES

General fees are applicable to all diploma and degree students and are nonrefundable:

Computer Fee

- 7 or more credit hours \$75 per semester
- 6 or less credit hours \$50 per semester

Student Fee

- Fall and Spring \$50 per semester
- Summer \$50 per session

SPECIAL FEES

Special fees are applicable when appropriate and are nonrefundable:

- Application Fee for Admission or Readmission \$35 fee
- Test Assessment Fee \$50 fee
- Credit by Examination Fee
 - Laboratory course \$150 per course
 - Non-laboratory course \$100 per course
- Intent to Graduate \$50 per intent
- Late Payment \$100 per semester
- Payment Plan \$50 per semester
- Audit Fee Variable
- Returned Check \$25 per check
- Transcript \$5 each
- Tuition Deposit \$100 fee
- Medical Records \$5 fee
- Course Fees May Apply Variable

PAYMENT DATES

Fall Semester, 2005	August 1, 2005
Spring Semester, 2006	December 1, 2006
Summer Session I, 2006	May 2, 2006
Summer Session II, 2006	June 20, 2006
Fall Semester 2006	August 1, 2006

NOTE: Tuition and fees must be paid by the deadline or registration will be subject to cancellation.

REFUND POLICY

Diploma, degree and EEC students who withdraw from the College may be refunded tuition upon the student's written request in accordance with the following schedule:

DATE ON OFFICIAL WITHDRAWAL FORM IS:	% of Tuition Refunded
• On or before the first day of class(es)	100%
• Within the first 10% of the semester days enrolled	90%
• Between 11% and 25% of the semester days enrolled	50%
• Between 26% and 50% of the semester days enrolled	25%
• After 50% of the semester days enrolled	0%

Enrollment deposits and required fees are nonrefundable.

Refunds are not given to any student who is dismissed or does not officially withdraw from the College (see Withdrawal, Probation and Dismissal Policies).

Absence from class does not constitute official withdrawal.

Refunds are made first to student financial aid programs and scholarship funds as required by the terms and conditions of the programs, then to the student if applicable. No money shall be refunded unless application for refund is made prior to the last class day of the term for which the tuition to be refunded was paid.

TEXTBOOKS

Textbooks are available in the College Bookstore. The cost of books is not included in tuition and fees and varies per program. Payment must be made at the time of purchase.

BOOKSTORE REFUND POLICY

Refunds for textbooks in the original shrink wrap, free of any markings and considered new and perfect are made within the first week of classes. The student must present a receipt for the textbook(s).

UNIFORMS

Accepted students receive instructions regarding the purchase of uniforms prior to orientation. Cost varies per program.

FAILURE TO MEET FINANCIAL OBLIGATIONS

Students are responsible for all financial obligations to the College or responsible to make appropriate arrangements with a College official. The College may take the following measures for students in default of financial obligations, which include but are not limited to:

- deny admission to class or clinical activities;
- deny registration for any subsequent course(s);
- immediate dismissal from the College;
- withhold grade reports and transcripts;
- withhold the granting of degrees, diplomas or certificates;
- withhold references;
- deny participation in graduation activities, receive degree/diplomas; and
- withhold verification of applicant's credentials for licensure/certification.

FINANCIAL ASSISTANCE

The goal of student financial assistance is to provide resources to students who without such funding would be unable to attend Cabarrus College of Health Sciences. The College begins with the assumption that the parents and students have the primary responsibility for meeting education costs to the extent that they are able, which often includes sacrifices. A clear understanding of college costs, resources and related issues may eliminate unnecessary concerns throughout the student's college experience.

All students who plan to apply for financial aid must complete the Free Application for Federal Student Aid (FAFSA) form. In order to receive maximum consideration for all available financial aid programs, the FAFSA should be filed by April 15 prior to each academic year for which a student wishes to be considered for financial aid. Awards are made and students are notified by June 30.

Most financial aid is awarded on the basis of need. The amount of an award varies depending upon the student's demonstrated and verified financial need. Financial aid will only be awarded to students who are in compliance with federal and state regulations for receiving financial aid.

Information provided on the FAFSA and the amount of funds available for distribution determine the award amount.

- Need is determined by subtracting the resources of the student and the family's contribution from the total student expenses.
- The total financial aid awarded will never exceed the costs of attending Cabarrus College of Health Sciences

- The award may include a combination of funds from scholarships, grants, loans and student employment.

Financial aid awards from scholarships, grants and loans may be applied to the cost of attending Cabarrus College of Health Sciences and are generally credited directly to the student's account.

Earnings from Federal Work Study jobs are paid directly to the student.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

Students must comply with the satisfactory academic progress policy for financial aid at CCHS to receive federal financial aid funds. The CCHS policy meets the minimum statutory and regulatory federal requirements for qualitative and quantitative measure as stated in the Student Financial Aid Handbook.

To measure if a student is making progress each semester toward program completion, the student must meet the following **satisfactory academic progress criteria to qualify for Federal financial aid:**

For the associate degree:

- **Qualitative measure**
 - 0-39 attempted credit hours requires a 1.60 minimum GPA
 - Above 39 attempted credit hours requires a 2.00 minimum GPA
- **Quantitative measures**
 - 67% of total credit hours attempted must be successfully completed.
Hours attempted include transfer hours accepted, hours for courses that are repeated, hours from course withdrawal, etc.
 - Federal regulations limit the maximum time frame to no more than 150% of the length of the program as measured in credit hours
(Example for ADN Program: 71 credit hours x 150% = 107 credit hours attempted)

For the diploma:

- **Qualitative measure**
 - 0-19 attempted credit hours requires a 1.60 minimum GPA
 - Above 19 attempted credit hours requires a 2.00 minimum GPA
- **Quantitative measures**
 - 67% of total credit hours attempted must be successfully completed.
Hours attempted include transfer hours accepted, hours for courses that are repeated, hours from course withdrawal, etc.
 - Federal regulations limit the maximum time frame to no more than 150% of the length of the program as measured in credit hours
(Example for ST-D Program: 39 credit hours x 150% = 59 credit hours attempted)

For the baccalaureate degree completion programs:

- **Qualitative measures**
 - Attempted credit hours requires a 2.00 minimum GPA
- **Quantitative measures**
 - 67% of total credit hours attempted must be successfully completed.
Hours attempted include transfer hours accepted, hours for courses that are repeated, hours from course withdrawal, etc.
 - Federal regulations limit the maximum time frame to no more than 150% of the length of the program as measured in credit hours
(Example BSN Program: 59 credit hours x 150% = 89 credit hours attempted)

Satisfactory academic progress decisions may be appealed by writing to the Dean for Administrative Services.

NOTE: Students not meeting both qualitative and quantitative measures will not be eligible for Federal financial aid until they are able to re-establish satisfactory academic progress.

TYPES OF ASSISTANCE

SCHOLARSHIPS

Cabarrus College of Health Sciences receives financial support for scholarships from endowed memorial funds, community organizations and foundations that provide funding for qualified students. This assistance is applied only to the cost of tuition, fees and books for the current academic year. In addition, students may participate in a number of state and federal programs.

ENDOWED SCHOLARSHIPS

- Louise Harkey Memorial Scholarships
- Dr. John J. and Doris Smerznak Scholarship
- Dr. Linny and Joyce Baker Nursing Scholarship
- Caroline Walker Memorial Scholarship
- Dr. Russell Floyd Scholarship
- Kay Linker Pediatric Nursing Merit Scholarship
- Robert Weaver Scholarship
- Jean Tippet Partridge Memorial Scholarship
- Mary "Gibby" Lee Scholarship
- G.E. Lentz Plumbing & Heating Scholarship

FOUNDATION SCHOLARSHIPS

- Lettie Pate Whitehead Scholarship Fund

COMMUNITY SCHOLARSHIPS

- Cabarrus County Medical Society/Alliance Scholarship

- Concord Rotary Club Scholarship
- Voiture Forty & Eight Club Scholarship
- Cabarrus County Agricultural Fair Scholarship

OTHER SCHOLARSHIPS

Students should investigate scholarship opportunities available through their parents' employers, memberships or club affiliations, churches or resources accessed via the Internet. Some examples include:*

- Concord Business and Professional Women's Organization
- North Carolina League for Nursing
- Foundation for the Carolinas
- The Great 100 Scholarship Program

In addition, many occupational groups support students who are interested in pursuing a career in their field. Some examples include:*

- Cabarrus County Medical Assistants
- The American Occupational Therapy Foundation

* Please note: These are only some examples of the many opportunities available.

STATE AND FEDERAL PROGRAMS

North Carolina Legislative Tuition Grant - The State of North Carolina provides a grant to North Carolina residents who are seeking a degree and do not have a previous degree at that level and are enrolled full-time in a North Carolina private college in a degree program. The amount varies per academic year and is disbursed fall and spring semesters. Students eligible for the program are sent the required forms to verify residency and status.

North Carolina State Contractual Scholarship Fund - Funds for this grant program are made available by the State of North Carolina to aid residents of North Carolina. Award amounts vary. Eligibility for this program is based on state residency, previously earned degree status and financial need.

North Carolina Student Loan Program for Health Science and Mathematics - This program is administered by the North Carolina State Education Assistance Authority for North Carolina residents. If unconditionally accepted into the program, students may borrow up to \$3,000 per year for a maximum loan amount of \$6,000 for two years. Eligibility is based on financial need. Deadline for submitting an application is June 1. Loan may be repaid through service cancellation.

North Carolina State Student Incentive Grants - Available to North Carolina residents who have "substantial financial need."

North Carolina Nurse Scholars Program (NSP) - A competitive merit scholarship loan program funded by the North Carolina General Assembly. Deadline for submitting an application is May 1.

Nurse Education Scholarship Loan Program (NESLP) - Loan amounts range from \$400 to \$3,000 per year. Loan may be repaid through service cancellation. Eligibility is based on financial need and loan application approval.

Federal Pell Grants - Grants awarded to eligible undergraduate students who have not earned a bachelor's or professional degree. Eligibility is based on need and credit hours enrolled.

Federal Work Study Program - Provides jobs for students with financial need and encourages community service work and/or work related to the student's course of study. CCHS participates in the America Reads program. The total award depends on level of need and funding level for the College.

Federal Stafford Loans (Subsidized and Unsubsidized) - Lenders in this program provide loans to the student. Credit checks are conducted by the lender prior to final approval. CCHS adheres to federal guidelines regarding aggregate loan limits. For subsidized loans, interest is paid by the federal government during enrollment.

Federal Supplemental Educational Opportunity Grant (FSEOG) - Grants awarded to eligible undergraduate students who have not earned a bachelor's degree. Eligibility and award amount is based on financial need.

Federal PLUS Loans to Parents - Long-term loans made to parents of dependent students.

Hope Scholarship - A tax credit available to eligible students enrolled in the first or second year of an educational program. The maximum amount of the tax credit is \$1,500 per year - 100% of the first \$1,000 of net tuition and fees paid plus 50% of the next \$1,000 of net tuition and fees paid in a tax year.

Lifetime Learning Credit - A tax credit up to \$1,000 of total qualified net tuition and related expenses paid during the tax year.

STUDENT RIGHTS AND FINANCIAL AID

An education in the health sciences involves time, money and effort. It is a large investment and requires careful evaluation. To make the best choice, a student should understand a college's academic program, facilities, dropout rates, full cost of attendance, refund policy and financial aid programs. Students should also ask about any other details they think would help them make their decision.

Students have the right to ask a college:

- What financial assistance is available, including information on all federal, state and institutional financial aid programs?
- What the deadlines are for submitting applications for each of the financial aid programs available?
- What the cost of attending is and what the policies are on refunds?
- What criteria are used to select financial aid recipients?

- How does the college determine the financial need? This process includes how costs for tuition and fees, travel, books and supplies, living expenses, and miscellaneous expenses are considered in the budget.
- What resources (such as parental contribution, other financial aid, assets, etc.) are considered in the calculation of need?
- How much of the financial need, as determined by the institution, has been met?
- What programs are in the student aid package? (If students believe they have been treated unfairly, they may request reconsideration of the award).
- What portion of the financial aid must be repaid and what portion is grant aid? (If the aid is a loan, students have the right to know what the interest rate is, the total amount that must be repaid, the pay back procedures, the length of time students have to repay the loan, and when repayment is to begin.)

STUDENT RESPONSIBILITIES AND FINANCIAL AID

Students are expected to fulfill certain responsibilities:

- Review and consider all information about a college's program before enrolling;
- Pay special attention to the application for student financial aid, complete it accurately and submit it on time to the right place. Errors can delay the receipt of financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the US Criminal Code;
- Return all additional documentation, verification, corrections, and/or new information requested by either the college or the agency to which the application has been submitted;
- Read and understand all forms before signing and keep copies of them;
- Accept responsibility for all loan agreements signed;
- Loan recipients must notify the College and the lender of changes in address, name, or college status;
- Know and comply with the deadlines for application or reapplication for aid;
- Know and comply with the College's refund procedures;
- Notify the business or financial aid office of any change in course load;
- Notify the business or financial aid office of any change in financial situation, either before or after an award is made.

Changes in federal or state policy could affect the information printed in this Catalog.

Complete and current financial aid information (i.e., policies and procedures, types of aid, handbook, etc.) is available from the financial aid office upon request. To request information call 704-783-3507.

STUDENT LIFE

HAYES STUDENT PAVILION

The Hayes Student Pavilion is the hub of student activity and includes the canteen, the student organization room, student mailboxes, and the college bookstore.

STUDENT PAVILION COURTYARD

The Student Pavilion Courtyard, adjacent to the Hayes Student Pavilion, offers an outdoor venue complete with tables and benches for outdoor dining, breaks and special student events.

STUDENT SERVICES

In recognition of the importance of the student's holistic development, student services, based on the mission and goals of the College, are available to all students. These services are designed to enhance the educational programs and to foster the cultural, social, moral, intellectual and physical growth of students.

The overall goals of Student Services are to provide:

- a milieu that promotes the attainment of academic goals, lifelong learning and continued professional growth;
- opportunities to assist students in becoming independent and responsible for their own behaviors; and
- activities and support to assist students in developing to their full potential as contributing members of society.

THE STUDENT COUNSELING CENTER

The College offers the services of professionally prepared student services staff who provide educational, individual, group and career counseling to students and prospective students.

STUDENT DEVELOPMENT PROGRAM

The purpose of the Student Development Program is to assist students whose academic records indicate actual or potential barriers to success. Students may be recommended for or may request to participate in this program. The intent of this program is to enhance a student's ability to be successful in college. Activities in this program include: frequent conferences with their academic advisor and student services director; test reviews; study skills workshops (i.e., reading, note-taking, time and stress management); and individualized guidance as needed.

TESTING SERVICES

The director of admissions and director of student services are qualified to administer and interpret a variety of tests and profiles. These tests are administered and interpreted for students as needed during the admissions and/or counseling process, or as requested.

DISABILITY SERVICES

Students wishing to request accommodations due to a disability should contact the chancellor's office for information. The Request for Accommodations Form is located in the student services

office 125. College administration determines on an individual basis if necessary accommodations or modifications can be reasonably made. Forms are available in the student services office.

CAREER SERVICES

The student services office assists students in seeking employment and/or in continuing their education. Programs and workshops are offered for all students and individual assistance is available as needed. Cabarrus College of Health Sciences assists with the employment search, but does not guarantee placement.

STUDENT PARTICIPATION IN COLLEGE DECISION-MAKING

CCHS encourages and provides means for student involvement in institutional governance and decision-making in a myriad of ways. The student body elects student representatives to provide input and recommendations to the College. Administrative and supervisory responsibilities for Student Government Association reside with the dean for academic and student services and student services director. The elected president of Student Government Association serves as a voting member of the Institutional Effectiveness Council. Student involvement also occurs through membership on various advisory committees and task forces such as Curriculum Committee and other appointed committees. Students contribute to College decision making through interaction with peers, faculty, staff and administration, and through participation in campus organizations.

Each year student representatives are selected or elected to serve on the Curriculum and Student Life Committee, in addition to one at-large student member. These student members participate in all committee activities and have full voting privileges. Students may also be asked to serve on special or ad hoc committees according to College needs.

STUDENT SURVEYS

Students are requested to participate in annual surveys including but not limited to the ACT Student Opinion Survey. Information is benchmarked with other colleges and findings are then extrapolated for the College's master plan for institutional effectiveness and evaluation and the strategic plan.

STUDENT ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION AND REPRESENTATION

Cabarrus College of Health Sciences' Student Government Association (SGA) fosters self-governance, promotes communication among campus constituencies (students, administration faculty and staff) and ensures student participation in the institutional decision-making process.

SGA leadership is composed of the president, vice president, special projects chairman, secretary, assistant secretary, treasurer, assistant treasurer, and organizational representatives from each Cabarrus College of Health Sciences club or society.

Designed to be the student voice, the Student Government Association appoints representatives to the College's Curriculum and Student Life Committees, as well as the Institutional Effectiveness Council. These members receive full voting privileges. In addition, SGA provides delegates to special and/or ad hoc committees as requested.

ASSOCIATION OF NURSING STUDENTS (ANS)

All nursing students are eligible for membership in the Association of Nursing Students, which functions on national, state and local levels. Students may attend the state and national conventions.

BACCALAUREATE STUDENT ORGANIZATION

The Baccalaureate Student Organization provides a forum for student participation in the baccalaureate programs. All baccalaureate students are eligible for membership.

CHANCELLOR'S AMBASSADOR PROGRAM

The Chancellor's Ambassador Program is designed to foster positive relationships between Cabarrus College of Health Sciences and the community. Ambassadors develop leadership skills and gain public relations experience while hosting open houses, representing the school at college fairs, giving campus tours, participating in community outreach activities and assisting the Chancellor with special events to promote CCHS.

CCHS ROTARACT

CCHS Rotaract is a Rotary-sponsored service club for young men and women. CCHS Rotaract is college-based and is sponsored by the Cabarrus Rotary Club making us true "partners in service" and key members of the Rotary family. Through the CCHS Rotaract, members not only augment their knowledge and skills, but they also address the physical and social needs of our community while promoting international understanding and peace through a framework of friendship and service.

CHRISTIAN STUDENT UNION (CSU)

The Christian Student Union is a nondenominational organization that provides spiritual guidance and promotes fellowship among students. Membership is open to interested students.

MEDICAL ASSISTING STUDENT ORGANIZATION (MASO)

Membership in the MASO is open to all students in the Medical Assisting Program. The purpose of the organization is to promote the profession of medical assisting and to continually improve the knowledge and skills of medical assisting students for the benefit of the profession.

STUDENT OCCUPATIONAL THERAPY ASSOCIATION (SOTA)

Membership in SOTA is open to all students in the Occupational Therapy Assistant Program. SOTA functions at the national, state and local levels. The CCHS SOTA Chapter members are eligible to attend the state and national conventions. The purpose of the organization is to promote the profession of occupational therapy as well as provide service to the community to those in need. SOTA will also provide guidance and fellowship among the OTA students.

SURGICAL TECHNOLOGIST STUDENT ASSOCIATION

The Surgical Technologist Student Association is an organization open to all students in the Surgical Technology Program. The organization was developed to foster interest in the field by speakers, equipment demonstrations, and continuing education concerning new advances. The group also participates in community service activities such as working with a clinic in rural West Virginia or offering blood pressure screening.

HONOR SOCIETIES

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY

The Beta Delta Chi Chapter recognizes leadership, scholarship and service for associate degree students. Eligible students for induction must have completed at least 12 semester hours in an associate degree program at Cabarrus College of Health Sciences and have a cumulative GPA of 3.25 or higher. To remain in good standing, students must maintain a cumulative GPA of 3.00 or higher. Graduates who are in good standing (i.e., have maintained academic requirements and are current with society dues) are eligible to wear a Phi Theta Kappa cord as part of the graduation regalia.

CCHS HONOR SOCIETY OF NURSING

This society recognizes excellence in nursing scholarship, leadership, and research. Membership is by invitation only. Invitations to induction are presented based on successful achievement of defined criteria to students enrolled in the baccalaureate nursing program and to baccalaureate prepared nurses. Student inductees must have completed at least ½ of the baccalaureate nursing program curriculum, have a cumulative GPA of at least 3.00 and rank in the upper 35% of the BSN graduating class. Nurse leader membership is offered to RNs with baccalaureate degrees in nursing or other disciplines. Nurse leaders must demonstrate achievement in areas such as clinical practice, administration, publications, education or research.

STUDENT PUBLICATIONS

Student Handbook - The Student Handbook is reviewed and published annually.

Student Pictorial Directory

Students coordinate the planning and publishing of an annual pictorial directory, in which all students may be included. The student staff and advisor encourage all students to have pictures taken for the publication. Students are under no obligation to purchase pictures. All interested students are welcome to join this group.

Student Newsletter

The College newsletter, Student Pulse, is published on a regular basis by the student-staff and advisor. Membership on the newsletter committee is open to all enrolled students. Students are encouraged to submit articles. Each college organization assists in the development and publication of the newsletter.

STUDENT LIFE AND RECREATION

Throughout the year, students have social functions that are planned by various student groups. Many cultural and educational opportunities are available in Concord, Charlotte, and other surrounding cities. The City of Concord boasts a population of 56,000 with neighboring city Charlotte, just 25 miles from campus.

Cabarrus Arts Council is also active in the college community, recognizing a myriad of programs including but not limited to: The Old Courthouse Theatre, Union Street Live!, Pops in the Park, Coca Cola Concert Series in Kannapolis and much more. The Salisbury area also offers student discounts for the Salisbury Symphony and Piedmont Players performances. Charlotte has many fine arts

opportunities including but not limited to The North Carolina Blumenthal Performing Arts Center, the Charlotte Symphony, North Carolina Dance Theatre, Opera Carolina, Spirit Square and more.

Community resources are available through Cabarrus County and Concord Parks and Recreation Departments to interested students for instruction in hobbies and crafts as well as resources for physical activities, which are available for the students' enjoyment. These include basketball, tennis, softball, volleyball, soccer, swimming, aerobics and much more. Cabarrus County offers nine public parks. For spectator sports fans, professional and semi professional sports are also available in the community including the NFL team, the Carolina Panthers, Charlotte Bobcats, the class A affiliate of the Chicago White Sox, the Kannapolis Intimidators, and for NASCAR lovers, Lowe's Motor Speedway.

Concord Mills, one of the largest malls in the southeast, offers more than 100 retail stores and is conveniently located less than 15 minutes from campus.

NorthEast Health and Fitness Institute offers free membership to full-time students. Located on the main campus of NEMC, the institute offers opportunities to exercise with a variety of cardiovascular fitness equipment. Application to this facility is available by completing the Personal Wellness Profile TM and submitting a \$20 enrollment fee (at the time of this publication). The fee includes an exercise consultation and orientation to the facility. For more information, call 704-783-1020.

HEALTH SERVICES

Student Health Services for Cabarrus College of Health Sciences are available through NorthEast Medical Center and affiliates. Health insurance coverage for the student is strongly recommended. Many clinical sites require that students have health insurance coverage in order to participate. Students needing health services should follow the criteria as defined in personal insurance policies or contact the carrier for specific instructions. Students are encouraged to contact their private physician when possible. Should a student develop an acute illness and need medical care while in the clinical setting, the instructor, to ensure the safety of patients and the student, may refer the student to Cabarrus Urgent Care for evaluation. In other instances of illness or injury, students have 24-hour access to the emergency Care Center at NorthEast Medical Center and also access to Cabarrus Urgent Care from 8 a.m.-8 p.m., seven days per week except major holidays. Cabarrus Urgent Care is located at 888 Church Street, North in Concord. The number is 704-786-6122. Students are responsible for any fees or charges for medical care or ancillary services.

Diploma and degree seeking students are also eligible for annual flu shots when available. Eligible female students may receive mammograms under the NEMC employee program and guidelines.

STUDENT RIGHTS, RESPONSIBILITIES AND STANDARDS OF BEHAVIOR

ENROLLMENT AGREEMENT

Upon enrollment each academic year, students are required to sign an Enrollment Agreement, certifying their understanding of policies of the College and the consequences of failure to comply with those policies.

RELEASE FROM RESPONSIBILITY

Upon initial enrollment in the College, a student is requested to sign a Release from Responsibility form for any consequence that may result from participation in college sponsored activities.

STUDENT CONDUCT

Self discipline is an essential element of individual growth and development. Accordingly, students are expected to display the qualities of courtesy and integrity that characterize professional behavior. Each student is expected to present him or her self in a manner of utmost integrity at all times and for all assignments. For individual assignments submitted for individual grades, the student must complete such assignments independently and not in collaboration with anyone in any manner. The exception is when collaboration and group study are encouraged in many learning activities in the course.

Cheating in any manner (which includes lying, fabricating or falsifying information, stealing, unauthorized copying, communication of information during an academic assignment or test, plagiarism, falsification of a patient record or any dishonest act) will result in disciplinary action (refer to the Probation, Withdrawal, Suspension and Dismissal Policy). Assisting another student to commit an act of dishonesty will also result in disciplinary action. Any observed acts of violation of the student conduct code, should be immediately reported to the instructor or a College official for follow up action.

The College trusts that each student will grow in individual responsibility, maturity of thought, development of professional behaviors and the understanding of mature living.

Students are governed by such rules and regulations that are established by the College's administration and Student Government Association and are specified in this publication, the Student Handbook, course syllabi, the college website (www.cabarruscollege.edu) and other specified policy and procedure publications. It is the student's responsibility to read, understand and abide by these rules and regulations and to demonstrate good moral character at all times.

STUDENT CODE OF CONDUCT

Professional/Personal Behavior

The faculty believe the following behaviors are inherent in the development of a professional person; therefore, the student should:

- maintain confidentiality
- demonstrate integrity
- demonstrate accountability for own actions and omissions
- accept responsibility for his or her own learning
- act in accordance with knowledge of his or her own strengths and limitations
- exhibit promptness in all assigned activities
- follow established policies and procedures of the College and clinical agencies
- demonstrate ethical practice

Students are expected to demonstrate the professional and personal behaviors noted above as well as those behaviors noted in the Student Handbook and program specific student handbooks. When unprofessional behavior occurs, a conference concerning this behavior is held with the student and, as determined by the faculty member involved, documentation is filed in the student's record subject to review by the chancellor, who determines appropriate action.

CONFIDENTIALITY STATEMENT

Ethical codes and standards for various healthcare professionals: the Family Educational Rights and Privacy Act (FERPA) of 1974 (amended in 1995); Health Insurance Portability and Accountability Act of 1996 (HIPAA); Occupational Therapy Code of Ethics (1988); the Nurse Practice Act and the NEMC Personnel Policy and Procedures Manual serve as resources to the faculty and staff of Cabarrus College of Health Sciences in dealing with information of a confidential nature.

The students, faculty and staff are expected to safeguard the individual's right to privacy by judiciously protecting information of a confidential nature, sharing only that information relevant to one's care, education or welfare. Students are cautioned not to discuss patient or client care or treatment in public places. This includes elevators, hallways, cafeteria, etc. Students working with sensitive information should exercise extreme care in assuring information is kept confidential.

PHYSICAL AND EMOTIONAL STANDARDS

The students of Cabarrus College of Health Sciences should possess and be able to demonstrate the following:

- **Critical Thinking:** critical thinking ability sufficient for clinical and fieldwork judgment. For example: students must be able to identify cause-effect relationships in clinical or fieldwork situations; collect and analyze data to aid in problem solving; develop or participate in the development of care plans.
- **Interpersonal Skills:** interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of social, emotional, cultural and intellectual backgrounds. For example: students shall establish rapport with clients and healthcare team members.
- **Communication Skills:** communication abilities sufficient for interaction with others in verbal and written form. For example: explain treatment procedures, initiate health teaching, document and interpret professional actions and client responses.
- **Mobility:** physical abilities sufficient to move from room to room and maneuver in small spaces, stand and walk for extensive periods of time. For example: frequent trips from the work station to the patient's room and mobility to move around in client's room, work spaces and treatment areas.
- **Motor Skills:** gross and fine motor abilities sufficient to provide safe and effective care. For example: calibrate and use equipment, document care, position and move clients, administer cardiopulmonary procedures, and perform skilled procedures.
- **Hearing:** auditory ability sufficient to monitor and assess health needs. For example: hear monitor alarms, emergency signals, auscultatory sounds and cries for help.

- **Visual:** visual ability sufficient for observation and assessment in care. For example: observe client responses, specimen color.
- **Tactile:** tactile ability sufficient for physical assessment. For example: perform palpation, functions of physical examination and/or those related to therapeutic intervention, insertions of catheters, and taking pulses.
- **Weight-Bearing:** ability to lift and manipulate and/or move 45-50 pounds daily. For example: position clients, move equipment.
- **Cognitive Abilities:** ability to be oriented to time, place and person; organize responsibilities, and make decisions. For example: students shall assess client complaints, provide prioritized client care and implement appropriate plans.

Examples Are Not All Inclusive

If a student or applicant believes that he or she cannot meet one or more of the standards without accommodations or modifications, the student should make requests for reasonable accommodations to the chancellor. The Request for Accommodations Form is located in the student services office 125. College administration will determine on an individual basis whether or not the necessary accommodations or modifications can be reasonably made.

CAMPUS DRESS

The faculty and students believe that proper dress is essential for the students to present themselves in a professional manner to promote a positive environment. Therefore, students are expected to dress in an appropriate and acceptable manner for class, clinical and fieldwork activities. Students are required to wear ID badges at all times while at College, clinical or fieldwork facility campuses. Appropriate shoes are to be worn in these settings. When preparing for clinical and fieldwork assignments, students should wear a lab coat over dress, skirt or dress slacks. No jeans, miniskirts or shorts are to be worn. No visible body piercing or ornamentation (tattooing) is allowed other than one set of earrings (no invisible spacers). Artificial nails may not be worn by any student who provides direct patient care. Complete information regarding appropriate uniform attire is provided as part of the orientation for each program. Details on dress are found within the course syllabi.

FOOD AND DRINK IN ACADEMIC TEACHING AREAS

Consumption of food and beverages in the academic teaching areas (classrooms, laboratories, hallways and the Computer Learning Center) of CCHS is generally not permitted. Instructional personnel may have water available while they are presenting. Students who choose not to observe this policy will be asked to leave the classroom and not return for the remainder of that class. Food or drink shall not be consumed in hallways. Persistent violation of this policy will be considered a student conduct code matter.

SMOKING

The College and NorthEast Medical Center are designated as nonsmoking facilities. Employees and/or students who wish to smoke during their break time or lunch may smoke only in their personal vehicles or in the medical center's designated smoking area, which is the courtyard adjacent to the library. No employees or students are allowed to smoke in, near, or at the entrances to

NorthEast Medical Center, its affiliates, or the College. Cigarette litter must be disposed of properly in urns. NEMC will be tobacco free in 2006.

CAMPUS INFORMATION

ACADEMIC ADVISEMENT

To ensure availability of faculty for guidance and general academic assistance for all students, an academic advisor is assigned to each student. The role of the academic advisor is to assist students in matters related to academic progress. Students are encouraged to meet with their advisor frequently during their first semester to allow the advisor to learn the strengths and needs of the student. Students may schedule a conference with the advisor to discuss situations or needs. When faculty identify a student having academic records that indicate actual or potential barriers to learning the faculty may schedule a conference and recommend participation in the Student Development Program. The advisor also validates the curriculum plan with the student and reviews the registration plan of the student each semester. Advisors also validate the intent to graduate and graduation clearance forms. The advisor serves as a mentor advising students, as needed in higher education and employment pursuits. All teaching faculty post office hours each week for consultation with students. Part-time faculty post office hours before and after class or clinical.

LIBRARY SERVICES

The Cabarrus College of Health Sciences Library serves the faculty and students of CCHS, the employees of NorthEast Medical Center, the medical staff, and all persons visiting our campus from the communities we serve. The library is centrally located at NorthEast Medical Center in the Mariam Cannon Hayes Family Center lower level.

The library has over 6,000 books, approximately 1,000 videocassettes, printed journals in medicine, nursing, and allied health sciences, as well as four Internet-capable computers. In addition, library users have access to AHEC DIGITAL LIBRARY (ADL), North Carolina's groundbreaking gateway to electronic health care information. Over two hundred full-text journals and many exciting education opportunities may be found in ADL.

The card catalog has been superseded by the library's automated catalog and is available now on the Medical Centers Intranet (<http://nemc.net>).

The library has areas for both quiet study and group activities.

LIBRARY HOURS: Monday through Thursday, 8:30 a.m. to 9:00 p.m., Friday, 8:30 a.m. to 4:30 p.m. Sunday, 1:00 p.m. to 9:00 p.m.

CAMPUS COMMUNICATION

All students are responsible for checking bulletin boards, their college email and student mailboxes daily for announcements concerning rescheduling and individual communications. The complete email usage policy is available on the College website and is distributed during orientation.

CARS ON CAMPUS

Students are responsible for providing their own transportation to all campus and clinical and fieldwork experiences. Any student may have a car on campus provided it is registered with the College, displays appropriate parking identification and is parked in the designated parking areas (see the Student Handbook regarding regulations).

FOOD SERVICES

Students may have meals in the medical center's cafeteria (Cafe 920) or at nearby restaurants. The Hayes Student Pavilion is equipped with vending machines and a microwave oven for student use.

HOUSING

The College does not provide dormitory facilities. Students who desire living accommodations may make arrangements in the local community. Information is available from the student services office regarding nearby living accommodations.

ORIENTATION

All students are required to attend orientation prior to the beginning of the first semester of enrollment. Opportunities are available for new students to get acquainted with peers, faculty and college resources.

SECURITY

The College is not in any way responsible for a student's personal items. Programs pertaining to personal safety are provided during the year and students are encouraged to attend. Information regarding crime statistics is available in the student services office and is presented during orientation. (Refer to the Student Handbook for more complete information).

ACADEMIC INFORMATION AND POLICIES

COLLEGE GRADING SYSTEM

Each course is assigned a number of credits to be earned by students who successfully complete the course. Credits for each course are to be determined by the number of class and laboratory hours required per week on a semester basis according to the following schedule:

Class 1 credit for each hour
Laboratory 1 credit for every 3 hours

GRADE POINT AVERAGE

The grade point average (GPA) of each student is determined by assigning grade points to the earned grade according to the following schedule:

<u>Calculated in GPA</u>		<u>Not Calculated in GPA</u>	
A	= 4.00 grade points	I	= Incomplete
B	= 3.00 grade points	W	= Withdraw Passing
C	= 2.00 grade points	AU	= Audit
D	= 1.00 grade points	PC	= Proficiency Credit
F	= 0.0 grade points	CE	= Credit by Examination
36 WF	= 0.0 grade points	*	= Course Repeated
		P	= Pass

CABARRUS COLLEGE GRADING SCALE

93 -100% = A

87 - 92% = B

80 - 86 % = C

73 - 79% = D

72 % = F

Nursing and Allied Health Laboratory Clinical/Fieldwork

S = Satisfactory

U = Unsatisfactory

If a student receives a "U" for the laboratory/clinical/fieldwork part of a course, then a grade of "F" is recorded for the entire course.

ACADEMIC HONORS

In an effort to recognize and reward student academic excellence, Louise Harkey Honors Awards of \$100 are given to all full-time nursing students who achieve a Grade Point Average of 3.25 or higher in any regular fall or spring semester.

Full-time students who achieve a 3.50 - 4.00 Grade Point Average each semester are recognized as being on the "Chancellor's List". Full-time students who achieve a Grade Point Average of 3.00 - 3.49 each semester are recognized as being on the "Dean's List".

GENERAL COLLEGE REGULATIONS

ACADEMIC CREDIT COURSE ENROLLMENT

A. Lower division courses (numbered 100-299)

Lower division courses are primary for freshman and sophomores.

Courses numbered from 100 through 199-Introductory level courses, which provide a knowledge base, develop basic competencies, and/or teach the principles and methodology of a discipline, recommended for, but not restricted to, students studying the subject at the freshman or sophomore level. Such courses generally do not require prerequisite course work for fully matriculated students.

Courses numbered from 200 through 299- Intermediate level courses, building on 100 level courses, which broaden knowledge, and/or continue to develop skills and competencies, in majors and non-majors' recommended for, but not restricted to, students studying the subject at the sophomore level.

B. Upper division courses (numbered 300-499)

Upper division courses are primary for junior and seniors

Courses numbered from 300 through 399- Advanced course, building on 100 and 200 course content, which demands understanding of principles and methodology in a focused area of study or discipline, recommended for, but not restricted to, students studying the subject at a junior or senior level.

C. Courses numbered 400 through 499- Specialized courses intended primarily for majors in the field, recommended for, but not restricted to, students studying the subject at the senior level.

Student level is determined by the number of earned credit hours designated on a CCHS transcript as meeting the requirements of a student's major. Normally, a student would not be permitted to enroll in courses more than one level above or below their current student standing, i.e., a freshman would not enroll in 300 level courses. (See academic load policy for definitions of student status)

ACADEMIC EVALUATION

Evaluation of the student's academic performance shall be based on objectives of the course.

At mid-semester, students not achieving at least a "C" in the theory portion of a course and/or are not performing at a satisfactory level in the clinical/fieldwork portion of a course are notified by the Registrar's office. The Registrar notifies the Director of Student Services regarding the student's possible inclusion in the Student Development Program.

ACADEMIC LOAD

Students may be enrolled on either a full-time (12 or more semester hours) or part-time (less than 12 semester hours) basis. Seventeen (17) semester hours is considered a maximum academic load. Special permission must be obtained from College administration to exceed this limit. (see Transfer Credit Policy) Currently enrolled students at Cabarrus College of Health Sciences must obtain permission from the Registrar to enroll in courses for transfer credit at another college. Students should meet with their academic advisor prior to registration each semester to discuss their academic planning.

Student Status

Freshman	00-29	semester hours
Sophomore	30-59	semester hours
Junior	60-89	semester hours
Senior	90 or more	semester hours

ACADEMIC PROBATION

Any student with a cumulative GPA of less than 2.00 (1.99 or lower) at the end of any semester will be placed on academic probation. "Academic Probation" will appear on the official transcript. (NOTE: Academic Probation may include stipulations, remediation and a redesigning of a student's curriculum plan, but must indicate time limits).

ACADEMIC PROGRESS

At the end of each academic session, a grade report that includes the student's grade point average is sent to the student. The student may request a copy also be sent to parents, spouse, guardian or others.

Satisfactory progress in prerequisite courses is necessary for enrollment in subsequent courses.

ACADEMIC RESIDENCY

Students are expected to complete all program requirements within five academic years of initial enrollment.

AGENCY AFFILIATION

In order to secure the best and most relevant learning experiences for students, various agencies and facilities are utilized for clinical and/or fieldwork support. Students are expected to follow the guidelines developed by Cabarrus College of Health Sciences and the individual agencies concerning their expected behavior. Students are expected to provide their own transportation to and from the affiliating agencies. (Also see "Clinical/Fieldwork Laboratory Experiences")

ATTENDANCE

It is expected that students attend all required class, laboratory and related experiences, show evidence of preparation for the learning activity and be punctual. Absences should occur only in situations of personal illness or immediate family illness or death. Specific requirements regarding attendance and make-up assignments are discussed in the program specific student handbooks. The course coordinators will communicate specific attendance requirements per course on the first day of class. These requirements will also be listed in each course syllabus.

Specific requirements regarding attendance and make-up assignments in any course are at the discretion of the course coordinator and will be communicated to students on the first day of class and are contained in each course syllabus. Extensive absences may result in failure to meet course objectives. Each course coordinator will keep course attendance records.

Absence does not relieve students of responsibility for course content. Students are responsible for planning make-up work with the course coordinator who considers the individual student's progress in meeting the course objectives, type of experience missed, availability of instruction, demands of the schedule, and reason(s) for absence(s). A physician's verification for illness may be required at the course coordinator's discretion.

Students receiving support from government agencies or other sponsors must adhere to attendance policies stipulated by the specific sponsor.

AUDITING COURSES

Audit means the student attends all required activities of the course with the possible exception of tests and any other activities as determined by the course coordinator. No course credit is earned for auditing a course.

CLINICAL/FIELDWORK LABORATORY EXPERIENCES

Clinical/fieldwork laboratory experiences are scheduled to provide opportunities for the student to further understand theoretical concepts by applying them to real situations. These learning experiences are planned and scheduled by the faculty to meet the objectives of a specific course and the learning needs of the student. Students must meet health requirements specified by each clinical agency. Prior to enrolling in the first clinical course in any major students are required to submit evidence of current certification in Health Care Provider CPR as well as up to date immunization requirements. (Also see "Agency Affiliation").

Clinical experiences are an integral part of the education of CCHS students. Placement of students in specific sites for these experiences is determined by and is the responsibility of the faculty of the program. Each agency reserves the right to require proof of the student's health insurance coverage, evidence of a criminal background check, and to determine the appropriateness of the student's conduct and activity for purposes of continuing at the facility

CURRICULUM LEAVE OF ABSENCE

A variety of reasons necessitate that a student may choose not to enroll in a given semester. When this occurs the student is placed on a Curriculum Leave of Absence (CLOA) for up to one year. The student must submit a written request for the CLOA, state an intended return date, and return the name badge to the college. The request must be approved by a College official and the student must understand that re-enrollment is on a space available basis and the student is required to meet the curriculum requirements of the class in which the student is to re-enroll.

At the end of one year of CLOA, the student must withdraw from the College or re-enroll. A CLOA longer than 180 days will require the financial aid loan repayment grace period to end. Repayment of financial aid loans will begin six months after commencement of the leave.

DOCUMENTATION OF RESOURCES (PLAGIARISM)

Failure to properly document any written assignment (plagiarism) is a serious omission and may result in a grade of "F" (0) on the assignment. If a student is uncertain as to whether or not an assigned work comes under this policy, the individual should consult the instructor making the assignment.

DROPPING OR ADDING A COURSE (DROP/ADD)

Students may drop or add a course during the first five business days (or the equivalent) of a semester without academic penalty. For courses less than a traditional semester in length, the drop/add period will be within the first 2 class sessions. If changes made in the academic load result in tuition adjustments, all financial responsibilities must be met by the 10th business day of the semester. No tuition refunds are made after the last day of the drop/add period. Financial aid is usually dependent on the number of semester hours in which a student is enrolled. Changing the academic load often impacts the financial aid award.

Students must use the Drop/Add form to officially drop or add a course after the first day of class. Students who intend to drop a course but do not follow the proper procedure, are considered enrolled and will receive the grade earned in the course. A student may not drop a course during the week of the courses final exam.

ELECTIVE COURSES

Elective courses beyond requirements for graduation may be taken on a Pass/Fail (P/F) credit basis with the instructor's approval. The student must make application for the Pass/Fail grading option to the Registrar by the end of the second week of classes. The decision for the Pass/Fail is nonreversible. The grade of P (Pass) is not used in the calculation of GPA, but credit hours are given for the course. Certificate courses may be taken as P/F if the student will not be pursuing a degree at Cabarrus College of Health Sciences. Education enhancement courses are taken for contact hours or for CEU credit only.

GRIEVANCE AND APPEALS POLICY

The College makes every effort to ensure fairness and equality in the handling of student grievances and appeals.

Definitions:

Grievance-a student's verbal concern related to fair and equitable treatment.

Appeal-a student's written concern related to fair and equitable treatment, not resolved at the grievance level, which affects his/her status as a student.

Note: This policy does not apply to decisions resulting from disciplinary hearing as referred to in the Withdrawal, Probation, Suspension and Dismissal Policy.

Regarding grievances, a student may meet with any member of the faculty, staff, or administration at a mutually agreeable time about any concern. This meeting should be scheduled at a time when college related activities for either party are not interrupted. If the student is involved in College, clinical or fieldwork activities and finds it necessary to leave, the supervising faculty member must be notified. To ensure that the student's grievance is being considered in a timely manner, the student must obtain a Grievance and Appeal Tracking Form from the College office or faculty member. The Tracking Form will serve as the process guide for responding to the student grievance. If the grievance is not resolved to the satisfaction of the student, it may be appealed.

A student may also appeal a concern affecting his or her status as a student. This should follow the first appeal to the faculty or staff member making the decision. Within ten-working days, the student must notify the faculty or staff person who initiated the concern that the action being appealed. To insure that the appeal is being considered in a timely manner, the Grievance and Appeal Tracking Form must be attached. If the student is not satisfied with the decision, an appeal then may continue to the appropriate course coordinator, dean for academic and student services, chancellor, or designee. The final decision for the academic appeal is the Dean for Academic and Student Services. The student will be notified in writing of the final decision within 30-calendar days of receipt of the appeal.

INCLEMENT WEATHER

Class, clinical or fieldwork day(s) missed due to inclement weather are made up as appropriate for the type and amount of material missed (incorporated in the schedules for the following day(s), Saturday(s), or exam week.) The administrative person on call determines the status of classes. [NOTE: This message is communicated by radio: WSOC 103.7 FM, WBT 1110 AM, WBT FM 99.3 and television: WBTV Channel 3 and WSOC Channel 9 in Charlotte by 5 a.m. (if at all possible) and 3 PM. for evening classes: and by the CCHS message line (783-3100 ext. 4999).] Because of variations in local weather and road conditions everyone should use prudent judgement for safe travel to the College.

INCOMPLETE

The grade of "I" (Incomplete) indicates that some requirement of the course is not yet complete. To receive an "I" a student must be progressing satisfactorily in class and lab activities.

Any student who receives an "I" is responsible for initiating the steps with the course coordinator to remove the incomplete within 10 business days from the end of the semester in which the "I" is obtained. At the request of the course coordinator, an extension may be granted by the Academic Dean. If these requirements are not met the "I" will be changed to an "F." For courses that are taught in less than a traditional semester in length, the incomplete must be completed within 5 business days.

PREREQUISITES AND CO-REQUISITES

Prerequisites

A course prerequisite is any requirement an academic program identifies as essential for a student to successfully complete before taking a course.

Co-requisites

A course co-requisite is a course that must have been successfully completed prior to, or in the same semester as, the course with which it is identified as a co-requisite.

A student must successfully complete co-requisite requirements to progress to the next course in the academic major.

REPEATING COURSES

A student may enroll in any course a maximum of two (2) times per admission. The second enrollment will be on a space available basis at the time of registration. Only the grade obtained for repeating the course will be used in determining GPA and is considered the final grade; however, both courses and grades will appear on the transcript. Final course grades are included in the calculation of the GPA for honors at graduation. This applies only to the courses taken and repeated at this institution.

STUDENT RECORDS

Access to and Disclosure of Student Records

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (amended in 1995), the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and the Graham-Leach-Bliley Modernization Act (GLB) of 1999, students have the right to inspect their academic records, to have the institution correct inaccuracies in the record, and to prevent disclosure of certain information. Access to, or disclosure of the record is limited and generally requires prior consent by the student.

Directory information including student's name, parent's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, most recent previous school/college attended and photograph may be disclosed without prior written consent, unless the student notifies the College in writing to the contrary by the first day of enrollment.

The entire policy governing the rights of students and parents under the states "acts" is published in the Student Handbook.

TRANSCRIPT AND RECORD REQUESTS

Official copies of transcripts and other academic record components are released to designated institutions and or individuals upon completion of the Authorization of Record Release form by the student or former student. A fee is charged for each copy. Academic records from other institutions are not released.

CHANGE OF NAME, ADDRESS AND/OR TELEPHONE NUMBER

It is the responsibility of all students to notify the college office immediately upon a change of name, address, or telephone number. The College is not responsible for any correspondence the student may miss due to the student's failure to notify the College of such. Legal documentation is required to change a name.

WITHDRAWAL, PROBATION, SUSPENSION AND DISMISSAL

Withdrawal from the College may be:

VOLUNTARY

A student wishing to voluntarily withdraw from the College must obtain the Withdrawal Form from the College office.

For withdrawal to be finalized, the student's completed Withdrawal Form must be filed in the college office. The date that the completed Withdrawal Form is received in the College office is the official date of withdrawal. See refund policy for information regarding refunds.

A student may withdraw from a course up to one week (five class days) after mid-semester (last day to drop a course without academic penalty) and receive a "W", providing the student secures academic advisor's and registrar's approval. A student who drops a course after this date, but prior to exam week will receive a "W" if passing and a "WF" if failing. A student may not drop a course during the week of the courses final exam. Should a student discontinue attendance in a course at any time without official approval, the student remains enrolled and will receive the grade earned in the course.

INVOLUNTARY(DISSMISSAL)

A student is expected to meet certain standards to remain in College. If at any time it is the judgment of the College that a student has failed to meet the academic, behavior, or health policies of the College, the student may be suspended or dismissed.

A student may be suspended for a specific period of time to allow time for fact finding and decision making regarding the incident in question. During a suspension, a student is not allowed to participate in any College activities.

Any student failing to meet required academic standards is not allowed to progress (see Academic Progress and Graduation Policy).

It shall be the duty of the dean for academic and student services to communicate to the student and/or the parents or guardians of minors and document in the student's record any decision concerning the student's status in the College.

The faculty and administration are committed to assisting a student in every way to complete their program successfully, but are also responsible for dismissing the student who:

- does not meet academic progression policies;
- is an unsafe practitioner in the clinical area;
- is dishonest;
- fails to comply with professional behavior policies;
- fails to comply with terms of a probation;
- fails to meet financial obligations to the College including payment of library, parking and other fines;
- fails to comply with policies of the College and clinical/fieldwork facilities;
- presents physical and/or emotional problems that do not respond to appropriate treatment and/or counseling within a reasonable period of time; or

- fails to submit to testing for alcohol or drugs or adulterates urine samples.

Some additional, but not all inclusive, reasons for dismissal are:

- fraudulent marking or falsification of any record;
- removal without permission or misuse of records or confidential information of any nature;
- engaging in any anti-social, criminal, dangerous or violent activity;
- fighting or misconduct on College, clinical or fieldwork premises;
- obscene or offensive language or behavior in the college, clinical or fieldwork facilities, including sexual harassment;
- attending class, clinical or fieldwork while under the influence of alcohol, drugs, stimulants, or debilitating substances;
- selling, distributing, or giving unauthorized drugs or alcohol to students, employees, patients or visitors;
- theft or misappropriation of college, students', employees', patients', or visitors' property, or removal of any such property from the premises without permission;
- tampering with, damaging, or using college, clinical or fieldwork facility property without permission; or
- failure to report acts of dishonesty.

The decision concerning probation, suspension or dismissal for any reason other than scholastic inadequacy (i.e., health or behavior) shall be the responsibility of the dean for academic and student services.

GRADUATION

REQUIREMENTS

To be eligible to graduate and receive a diploma, associate or baccalaureate degree, the student must:

- have a minimum cumulative GPA of 2.00
- meet all the requirements of the curriculum in which the student is enrolled
- meet all financial obligations to the College
- must complete an "Intent to Graduate" form. Students completing their program requirements at the end of the fall semester must complete the intent to graduate form with the registration form for the fall semester. Students completing program requirements at the end of the spring or summer semesters must submit the Intent to Graduate form with registration for the spring semester
- must complete program requirements as certified by the program chair no later than the last day of the second summer session to participate in the spring graduation ceremony
- must have registered and paid for any outstanding coursework needed to complete the program
- diploma seeking students must have 15 hours of documented volunteer service validated by the Director of Student Services to be eligible to participate in the graduation service and receive a diploma. (50% recommended to be in the healthcare setting)

- all associate degree seeking students must complete the College Assessment of Academic Proficiency (CAAP) prior to graduation. At the time of this publication a minimum score is being investigated and will be posted in advance for students.
- associate degree seeking students must have 30 hours of documented volunteer service validated by the Director of Student Services to be eligible to participate in the graduation ceremony and receive a diploma. (50% recommended to be in the health care setting.)
- associate degree seeking transfer students matriculating into the second year, this requirement is reduced to 15 hours of community service (50% of which is recommended to be in a healthcare setting).
- baccalaureate students must have a minimum of 12 hours of documented volunteer service (50% of which is recommended to be in a health care setting).

Recognition

Students achieving an overall grade point average (GPA) of 3.20 or higher are recognized with notation on the graduation program and on the academic transcript as graduating:

- *cum laude* for achieving a cumulative GPA of 3.20 -3.59
- *magna cum laude* for achieving a cumulative GPA of 3.60-3.89
- *summa cum laude* for achieving a cumulative GPA of 3.90-4.00

AWARDS

To honor members of the graduating class for outstanding achievement and performance during their years as students and to inspire and motivate students, the following awards and recognitions are presented to graduates who have been enrolled at CCHS at least three semesters.

The following awards are presented to the Associate Degree Nursing graduates during the Awards Ceremony:

Cannon Best All Around Nursing Student Award - Recognizes excellence in many areas such as scholastic standing, personal and social relations, and co-curricular activities. Selected by A.D.N. faculty.

W.R. Floyd Surgical Nursing Award - Honors the graduate who has developed good technical skills and understanding of principles of operating room techniques. In addition, the graduate must have shown a high degree of interest in providing for comfort and care of the surgical patient. Selected by A.D.N. faculty.

Dr. Linny and Joyce Baker pediatric Nursing Award - Acknowledges the nursing student who has shown a high degree of interest and skill in providing compassionate care to children. The name of the recipient of this award will be added to a plaque displayed in the College. Selected by A.D.N. faculty.

George A. Batte, Jr. Scholastic Achievement Award - Pays tribute to the nursing graduate with the highest scholastic average. The name of the recipient of this award will be added to a plaque displayed in the College. Based on cumulative GPA.

The following awards are usually presented to the Allied Health graduates during the Awards Ceremony:

Anita H. Talbott Academic Achievement Award - Honors the allied health degree-seeking graduate with the highest scholastic average. The name of the recipient of this award will be added to a plaque displayed in the College. Based on cumulative GPA.

Allied Health Best All Around Student Award - Distinguishes the allied health student that exhibits excellence in scholastic, personal-social relationships, technical skills, co-curricular activities, and volunteerism. This student also inspires and motivates other students to reach their highest potential. Selected by Allied Health faculty.

The following awards are presented to the Bachelor of Science graduates during the Awards Ceremony:

Elizabeth R. Mabrey Distinguished Baccalaureate Merit Award -Honors the baccalaureate degree student for exceptional academic, leadership and service achievement. Recipient nominated and selected by the baccalaureate program faculty.

The following awards are open to all graduate(s) and presented at the Awards Ceremony:

Edith M. Dennis Service Award -Voted on by the Student Body to the Allied Health or Nursing graduate who has demonstrated outstanding school spirit and has contributed greatly to unity of the classes.

Robert L. Wall Leadership Award -Voted on and presented to the degree graduate who exhibits leadership qualities in the clinical area, demonstrates potential for future leadership roles in healthcare and maintains good academic standing.

The Alumni Association shall have the responsibility for the selection of recipients of the Alumni Honor Pins. These awards recognize all degree-seeking graduates with a cumulative 3.60 or higher.

GRADUATION MARSHALS

Marshals shall be at least ten (10) associate degree seeking students and two (2) baccalaureate degree-seeking students. They will be selected from those students having at least 15 semester hours credit earned at Cabarrus College of Health Sciences with a minimum cumulative GPA of 3.00.

The Chancellor has final responsibility for the execution of Graduation, the Awards, and the Recognition Ceremonies.

CABARRUS COLLEGE OF HEALTH SCIENCES TRADITIONS

CABARRUS COLLEGE ALUMNI ASSOCIATION

The Cabarrus College of Health Sciences Alumni Association is here to keep you connected with classmates and the College. Alumni sponsored publications, special events and reunions help you stay in touch with your past as you build your future. Please let us know about promotions, relocations, marriages and family additions by writing, calling or e-mailing the CCHS Alumni Affairs Office (401 Medical Park Drive, Concord, North Carolina 28025, (704) 783-1613, mgass@cabarruscollege.edu). We look forward to hearing from you!

THE CANNON GALLERY

The Cannon Gallery serves as the gateway to all programs and events and contains a reception area, the Wall of Honor and space for college displays designed to recognize in perpetuity the heritage and long standing support the School of Nursing and College have received from the community. The Wall of Honor displays a collection of class graduation photos since the College's founding in 1946.

FACULTY/STAFF RECOGNITION

Since 2002, each year, the College recognizes a faculty member who is committed to innovation and excellence-- an individual who demonstrates teaching excellence in the classroom and mentors students and other faculty in exemplary, professional behavior. The winner presents the graduation keynote address for the next graduation. Recipients include:

2002-Nancy Schneidenbach Green, BS, OTR/L

2003-Ernie M. Faw, Jr., BS, M.Ed.

2004-Elaine Story, RN, BSN, MSN

2005-Patricia Mullens, RN, BSN, MSN

PROGRAMS OF STUDY

General Education Core Curriculum

In keeping with the Mission and Goals of Cabarrus College of Health Sciences, graduates of all degree programs complete a basic core of general education courses as specified in their curriculum plan. The general education core curriculum provides a diverse knowledge base that serves as a foundation for health sciences education.

The general education curriculum facilitates the integration of fundamental quantitative processes, communication skills, the sciences and humanities to promote both professional growth and personal development. Through the general education courses, students are provided with opportunities to develop communication skills and the ability to reason critically which serves to enhance their mastery of health sciences knowledge and related technical skills. The general education core curriculum includes courses from each of the following categories: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics/information systems.

ASSOCIATE IN SCIENCE

The Associate in Science (AS) degree is designed to provide the student with a comprehensive background in the sciences, which would satisfy entry-level requirements into a professional program. The curriculum prepares students to attain their occupational or educational goals, primarily in health related fields. The curriculum offers adequate course flexibility for acceptance into degree programs offered at CCHS or to transfer courses, or the degree in its entirety, to other regionally accredited colleges or universities.

Associate in Science Program Objectives

- Provide a strong foundation in general education, science, mathematics and social sciences;
- Provide comprehensive basic science education;
- Prepare students for degree programs offered at CCHS;
- Prepare students to transfer to another college or university.

The Associate in Science Degree will be awarded to students who have successfully completed a minimum 64 credit hours of course work. Thirty-five (35) of the credit hours must be taken in required courses.

Required Major Courses for Associate in Science

Course #	Course Title	Credit Hours
BIO 210	Human Anatomy & Physiology I	4
BIO 220	Human Anatomy & Physiology II	4
CHEM 101	General Chemistry I	4
ENG 101	English Composition I	3
ENG 102	English Composition II	3
HEA 110	Health and Wellness	3
HUM 200	Leadership Development Studies	3
HSC 101	Medical Terminology	1
HSC 110	Introduction to Computers	1
MATH 161	College Algebra	3
PSY 101	General Psychology	3
SOC 101	Introduction to Sociology	3
	SUBTOTAL	35

Students will choose courses from the following list to complete the remaining 29-30 credit hours depending on the educational track selected:

	Credit Hours
Natural / Physical Sciences	12
Humanities	3
Social/Behavioral Sciences	6
Other required hours	9

ACADEMIC PROGRESS FOR ASSOCIATE IN SCIENCE DEGREE PROGRAM

Students must have a minimum cumulative 2.00 grade point average at the end of the first academic year or equivalent (minimum 24 credit hours to progress to the second level of the program).

Recommended Course Sequence

Semester I

Course #	Course Title	Credit Hours
	SCIENCE ELECTIVE	4
CHEM 101	General Chemistry I	4
ENG 101	English Composition I	3
HEA 110	Health and Wellness	3
HSC 101	Medical Terminology	1
HSC 110	Introduction to Computers	1
	TOTAL	16

Semester II

Course #	Course Title	Credit Hours
	SCIENCE ELECTIVE	4
	SCIENCE ELECTIVE	4
PSY 101	General Psychology	3
ENG 102	English Composition II	3
	SOC/BEH SCIENCES ELECTIVE	3
	TOTAL	17

Semester III

Course #	Course Title	Credit Hours
BIO 210	Human Anatomy & Phys. I	4
SOC 101	Introduction to Sociology	3
	HUMANITIES ELECTIVE	3
	ELECTIVE	3
MATH 161	College Algebra	3
	TOTAL	16

Semester IV

Course #	Course Title	Credit Hours
BIO 220	Human Anatomy & Phys. II	4
HUM 200	Leadership Development Studies	3
	SOC/BEH ELECTIVE	3
	ELECTIVE (200 or above)	3
	ELECTIVE	3
	TOTAL	16

PREPARATION FOR OTHER ASSOCIATE DEGREES AT CABARRUS COLLEGE OF HEALTH SCIENCES

Professional programs at CCHS have a competitive admission process. Students who are not accepted upon their first application to the program of choice have the opportunity to take college level coursework while enrolled in the Associate in Science program, enabling them to complete courses, which would later transfer with a change of major. Students entering the A.S. program may modify their course sequence to best prepare them for a particular program in anticipation of a change of major. Any modification must be approved by the student's advisor.

PREPARATION FOR TRANSFER TO ANOTHER COLLEGE OR UNIVERSITY

Students wishing to pursue a baccalaureate degree at another institution are responsible for ensuring that courses taken at the CCHS will transfer to the institution and program of choice. Students planning to transfer should consult with their advisor at CCHS and use the current catalog of the institution to which they plan to transfer as a guide in selecting courses.

ALLIED HEALTH PROGRAMS**PHILOSOPHY**

The faculty have the following beliefs related to society, community, philosophy, healthcare, education and the allied health graduate.

Allied Health education is a process which supports the development of the learners' skills in preparation for careers in allied health. Allied health students gain new knowledge, skills and attitudes that encourage them to implement new behaviors and develop critical thinking skills. This educational process is continuous and goes beyond formal learning, with the learners sharing responsibility for their own education.

Allied healthcare workers behave in a dignified manner and show compassion and caring for other human beings of all ages, economic and cultural backgrounds. These attributes are necessary for a holistic approach in meeting the needs of individuals and their families. Healthcare workers need to demonstrate the ability to act as members of the healthcare team to support promotion and maintenance of health, the prevention of disease and the care and rehabilitation of the sick.

ADDITIONAL REQUIREMENTS FOR ACADEMIC PROGRESS FOR ALLIED HEALTH DIPLOMA AND DEGREE STUDENTS

A student must earn at least a "C" as a final grade in each course in the major in order to enroll in the subsequent course in the major.

Each student must have a minimum cumulative grade point average of 1.60 upon completion of the first academic year in order to progress in the program.

MEDICAL ASSISTANT**OBJECTIVES**

The objectives of the Medical Assistant program at Cabarrus College of Health Sciences are that graduates will:

- be prepared to work in entry level positions in a variety of healthcare settings to include

- physicians' offices, hospitals, clinics and long term care facilities;
- demonstrate a beginning level of competency in administrative and clinical duties congruent with job requirements;
 - have an understanding of the ethical and legal responsibilities appropriate for their level of practice;
 - meet appropriate criteria to sit for certification
 - Perform a variety of clinical and administrative duties, including:
 - Updating and filing medical records;
 - Arranging hospital admission and laboratory services;
 - Handling billing and bookkeeping;
 - Taking and recording vital signs and medical histories;
 - Educating patients;
 - Collecting and preparing laboratory specimens;
 - Performing basic laboratory procedures;
 - Preparing and administering medications; and
 - Performing EKGs.

Medical Assistants may also arrange examining room instruments and equipment, purchase and maintain supplies and equipment and keep waiting and examining rooms neat and clean.

Medical Assistants are employed by practicing physicians more than any other type of allied health personnel. Due to the preference of many physicians for trained personnel, job prospects should be excellent for medical assistants with formal training or experience, particularly those with formal certification.

Medical Assistants may be able to advance to office managers, ward clerks, medical records clerks, phlebotomists or EKG technicians. They may qualify for a wide variety of administrative support occupations or may teach medical assisting.

Certification Eligibility:

The Cabarrus College of Health Sciences Medical Assistant curriculum is based on the Essentials and Guidelines for an Accredited Educational Program for the Medical Assistant developed by the Commission on Accreditation of Allied Health Programs (CAAHEP). CAAHEP grants accreditation to qualifying allied health programs. The Essentials are the minimum standards of quality used in accrediting programs that prepare individuals to enter the medical assisting profession. Cabarrus College of Health Sciences became accredited in April 2000. All graduates are eligible to sit for the American Association of Medical Assistants Certification Examination after successful completion of the diploma portion of the program.

MEDICAL ASSISTANT CURRICULUM PLAN DIPLOMA PROGRAM

Fall Semester		
Course #	Course Title	Credit Hours
ENG 101	English Composition I	3
HSC 190	Computers for Healthcare Information Systems	3
MED 101	Medical Assisting I	6
MED 102	Human Anatomy & Physiology	3
HSC 101	Medical Terminology	1
TOTAL		16

Spring Semester		
Course #	Course Title	Credit Hours
MED 111	Business Applications	4
PSY 101	General Psychology	3
MED 110	Medical Assisting II	10
TOTAL		17

Summer Session		
Course #	Course Title	Credit Hours
MED 120	Medical Assisting Externship and Medical Transcription	6
TOTAL		6

Thirty-nine semester hours are required to earn a Diploma in the Medical Assistant program.

Associate Degree Program *All courses in the Diploma program plus:*

Fall Semester		
Course #	Course Title	Credit Hours
SOC 101	Introduction to Sociology	3
BIO 190	Principles of Microbiology	4
BIO 210	Human Anatomy & Physiology I	4
PSY 150	Human Growth & Development	3
TOTAL		14

Spring Semester		
Course #	Course Title	Credit Hours
BIO 150	Nutrition for Healthy Living	3
BIO 220	Human Anatomy & Physiology II	4
HUM 200	Leadership Development Studies	3
### ###	Elective	3
TOTAL		13

Summer Session		
MED 230	Medical Assisting Practicum	3

Sixty-nine semester hours are required to earn an Associate of Science Degree in the Medical Assistant program.

OCCUPATIONAL THERAPY ASSISTANT

OBJECTIVES

The objectives of the Occupational Therapy Assistant program at Cabarrus College of Health Sciences are that graduates will:

- be prepared for employment in entry level positions in a variety of healthcare settings, which include: hospitals, home care, long term care facilities, school systems, outpatient clinics, community based programs, rehabilitation facilities and industrial settings;
- demonstrate a beginning level of competency in restorative, adaptive and preventative therapies for persons with a variety of disabilities and limitations;
- be prepared to integrate biological and behavioral sciences and clinical reasoning skills in identification, assessment and development of the plan of care and delivery of healthcare services;
- demonstrate an understanding of the ethical and legal responsibilities appropriate for their level of practice; and
- meet appropriate certification and/or licensure requirements for Occupational Therapy Assistants.

Graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduates ability to sit for the NBCOT certification examination, or to attain state licensure.

Some of the services COTAs may provide include: analysis and training in daily living skills (ADLs) and homemaking tasks; fabrication and application of splints and other orthotic devices; use of therapeutically analyzed crafts; analysis of therapeutic activities or exercises and physical agent modalities; task analysis and training for productive work; adaptation of the physical environments and architectural barriers for the physically disabled; and application of group process and/or individual skills for the emotionally disturbed and psychosocially impaired persons.

The content, scope and rationale for the OTA program curriculum design is a result of careful review of multidimensional factors including: the current philosophy of Occupational Therapy practice; the Accreditation Council for Occupational Therapy Education (ACOTE) standards for development of an OTA program; the entry level role delineation document; the learning process and theoretical frames of reference for the practice of occupational therapy. A combination of the above and the common threads of the College's and OTA program's mission, philosophy and objectives have resulted in an eclectic basis for designing the curriculum, its rationale, sequencing of courses and progression.

The conceptual framework for the organization and progression of the curriculum consists of the following themes:

- OTR/COTA Role Delineation
- Characteristics of Clinical Reasoning and problem solving
- The Model of Human Occupation
- Life-long Learning Process
- Documentation and Quality Assurance
- Wellness/Holistic Treatment Intervention

The concepts listed above are interwoven throughout the design of the curriculum in a progressive nature through which students gain new knowledge, skills and attitudes that promote and encourage new behaviors and develop clinical reasoning skills.

OCCUPATIONAL THERAPY ASSISTANT CURRICULUM PLAN

Fall Semester

Course #	Course Title	Credit Hours
OTA 101	Introduction to OT (Level I #1) Fieldwork	3
OTA 102	Activity Analysis/Through Therapeutic Media	3
BIO 210	Human Anatomy and Physiology I	4
HSC 190	Computers for Healthcare Information Systems	3
ENG 101	English	3
HSC 101	Medical Terminology	1
	TOTAL	17

Spring Semester

Course #	Course Title	Credit Hours
OTA 112	Fundamentals of Occupations & Splinting	3
OTA 114	Physical Dysfunction (Level I #2) Fieldwork	7
BIO 220	Human Anatomy & Physiology II	4
PSY 150	Human Growth & Development	3
	TOTAL	17

Summer Session

Course #	Course Title	Credit Hours
OTA 116	Kinesiology	3
PSY 101	General Psychology	3
	TOTAL	6

Fall Semester

Course #	Course Title	Credit Hours
OTA 201	Therapeutic Group Applications	3
OTA 202	Psychosocial Dysfunction (Level I #3) Fieldwork	3
OTA 203	Assessment & Treatment Planning	2
HUM 200	Leadership Development Studies	3
PSY 210	Abnormal Psychology	3
	Elective	3
	TOTAL	17

Spring Semester		
Course #	Course Title	Credit Hours
OTA 206	Level II Fieldwork #1	6
OTA 208	Level II Fieldwork #2	6
TOTAL		12

A minimum of 69 semester hours are required to earn an Associate of Science Degree in the Occupational Therapy Assistant program.

All students must complete Level II fieldwork within one year of the required academic coursework.

SURGICAL TECHNOLOGY

OBJECTIVES

The objectives of the Surgical Technology program at Cabarrus College of Health Sciences are that graduates will:

- demonstrate competency and skills in aseptic technique, surgical procedures and instrumentation skills;
- demonstrate professionalism, communicate effectively and provide for patient and staff safety;
- apply knowledge of anatomy and pharmacology to surgical case assignments, as well as maintain the equipment and physical environment of the surgical area;
- have the understanding of the ethical and legal responsibilities appropriate for their level of practice; and
- meet appropriate certification for Surgical Technologists.

Surgical Technologists are crucial members of a surgical team and work closely with surgeons, registered nurses and anesthesiologists to provide the best possible care for the patient in surgery. Students in the surgical technology curriculum learn to function as members of a surgical team by arranging supplies and instruments, maintaining aseptic conditions, preparing patients for surgery and assisting the surgeon during surgical procedures.

Surgical Technologists are employed in hospital operating rooms, delivery rooms, ambulatory surgery centers and clinics. Many work as private technicians to surgeons. They also apply their knowledge in other realms such as purchasing or central supply services.

The Surgical Technology curriculum includes planned learning experiences for a period of either one or two years. Students complete the “core” courses during the first year, which comprises the diploma level of this program and may continue a second year with the general education courses and an internship to complete the Associate of Science Degree in Surgical Technology.

Certification

Graduates are eligible to take the certification examination for Certified Surgical Technologists given by the Liaison Council on Certification for the Surgical Technologist.

SURGICAL TECHNOLOGY CURRICULUM PLAN DIPLOMA PROGRAM

Fall Semester		
Course #	Course Title	Credit Hours
ENG 101	English Composition I	3
BIO 190	Principles of Microbiology	4
SRG 101	Introduction to Surgery	6
HSC 101	Medical Terminology	1
SRG 102	Human Anatomy & Physiology	3
TOTAL		17

Spring Semester		
Course #	Course Title	Credit Hours
HSC 190	Computers for Healthcare Information Systems	3
PSY 101	General Psychology	3
SRG 110	Surgical Procedures & Clinical I	9
TOTAL		15

Summer Session		
Course #	Course Title	Credit Hours
SRG 120	Surgical Procedures & Clinical II	6
TOTAL		6

38 semester hours are required to earn a Diploma in the Surgical Technology program.

ASSOCIATE DEGREE PROGRAM

All courses in the Diploma program plus:

Fall Semester		
Course #	Course Title	Credit Hours
SOC 101	Introduction to Sociology	3
BIO 210	Human Anatomy & Physiology I	4
PSY 150	Human Growth & Development	3
### ###	Elective	3
TOTAL		13

Spring Semester		
Course #	Course Title	Credit Hours
BIO 150	Nutrition for Healthy Living	3
BIO 220	Human Anatomy & Physiology II	4
HUM 200	Leadership Development Studies	3
SRG 230	Surgical Internship	3
TOTAL		13

64 semester hours are required to earn an Associate of Science Degree in the Surgical Technology program.

BACHELOR OF SCIENCE IN HEALTH SERVICES MANAGEMENT

The Bachelor of Science in Health Services Management degree (BSHSM) completion program is designed for professionals with an associate degree in a health or health related field such as nursing, radiology technology, occupational therapy assistant, medical assistant, emergency medical technology, and surgical technology. Graduates are prepared for supervisory management positions in clinics, hospitals, long-term care, and a variety of other healthcare organizations.

OBJECTIVES

The curriculum leading to a BSHSM degree is focused on assisting students develop the style and substance of an individual management practice by:

- Acquiring a knowledge of the factors that condition and affect management practice in health care service delivery.
- Developing an attitude that establishes a management identity appropriate to health care service delivery.
- Obtaining the skills required to practice management in health care service delivery.

CURRICULUM PLAN

The Bachelor of Science in Health Services Management degree will be awarded to students who successfully complete 120 credit hours of course work with a grade of C or better. This includes 18 semester hours of general education courses and program requirements, 42 semester hours of upper division major courses (including 12 hours of major electives), 60 semester hours of credit for the student's prior associate degree.

GENERAL EDUCATION and PROGRAM REQUIREMENTS

Course #	Course Title	Credit Hours
BUS 310	Introduction to Accounting and Financial Management	3
MATH 310	Statistics	3
ENG 402	Technical and Professional Communications	3
Electives		9
SUBTOTAL		18

MAJOR

Course #	Course Title	Credit Hours
HSM 300	Introduction Health Services Organizations	3
HSM 302	Methods for Health Services Research and Evaluation	3
HSM 303	Health Services Supervision	3
HSM 307	Internship I	3
HSM 320	Health Care Informatics	3

HSM 330	Human Resources Management	3
HSM 400	Organizational Dynamics and Communications	3
HSM 403	Current Issues in Health Services Management	3
HSM 411	Legal and Ethical Issues	3
HSM 460	Capstone Project	3
HSM	Electives	12
SUBTOTAL		42

HSM ELECTIVES

HSM 306	Healthcare Economics	3
HSM 340	Healthcare Marketing & Public Relations	3
HSM 341	Issues in Performance Improvement	3
HSM 402	Healthcare Policy and Planning	3
HSM 406	Long-Term Care Management	3
HSM 440	Management of Medical Group Practice	3
SUBTOTAL		60

Associate Degree credits	60
TOTAL	120

ACADEMIC PROGRESS FOR HEALTH SERVICES MANAGEMENT STUDENTS

- A student must earn at least a “C” as a final grade in each course in the major in order to enroll in the subsequent course or to graduate.
- A student may repeat a maximum of two (2) individual courses in the major.
- Students must maintain a cumulative grade point average of “C” (2.0) or higher.
- Students must maintain a current, unencumbered certificate of licensure or their respective discipline (if certificate/license is required).
- Students must earn a grade of Satisfactory (S) on all clinical courses in order to pass the co-requisite theory course.
- A student must earn a grade of “C” or higher in order to pass the co-requisite clinical course.
- Students must meet and maintain current health requirements as specified by the clinical agencies to participate in and/or continue HSM 307 internship.

LOUISE HARKEY SCHOOL OF NURSING

The Louise Harkey School of Nursing offers two undergraduate programs: the Associate of Science in Nursing (ADN) Degree and the Bachelor of Science in Nursing (BSN) completion program for registered nurses.

PHILOSOPHY

Nursing is a humanitarian profession dignified by and identified with compassion and reverence for life. Nursing demonstrates its unique professional practice through the application of the nursing process which utilizes critical thinking in applying knowledge, skills, appreciations and attitudes drawn from humanities and biological, physical, mathematical, and behavioral sciences. These necessary attributes for a holistic approach to meeting the needs of self and individuals are basic for the fulfillment of professional obligations to a diverse and dynamic society. Professional obligations are fulfilled through interdisciplinary collaboration to achieve client outcomes of health promotion, health restoration and health maintenance. The nurse uses skills and concepts to respond to the needs of diverse individuals, families and communities. The nurse functions both independently and collaboratively to accomplish the goals of nursing. Graduates demonstrate a life-long learning quest for knowledge and skills.

ASSOCIATE OF SCIENCE IN NURSING DEGREE OBJECTIVES

The ADN program prepares professional nurses to:

- Assess the impact of systems in clinical practice to enhance the health of individuals and families within the community.
- Evaluate nursing care of individuals, families and groups, functioning both independently and collaboratively within the community.
- Validate nursing care decisions using critical thinking skills.
- Evaluate the outcome of learning in self, individuals, and families of diverse cultural backgrounds.
- Incorporate effective communication techniques in nursing practice.
- Interpret the impact of trends in health care on the associate degree nurse.

ASSOCIATE OF SCIENCE DEGREE IN NURSING CURRICULUM PLAN

The Associate of Science Degree will be awarded to students who have successfully completed 71 credit hours of course work. This includes 34 semester hours of general education course work and 37 semester hours of nursing course work.

CURRICULUM PLAN FOR FALL ADMISSION

Fall Semester

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
NSG 110	Basic Nursing	5
BIO 190	Principles of Microbiology	4
BIO 210	Human Anatomy & Physiology I	4
PSY 150	Human Growth & Development	3
HSC 101	Medical Terminology	1
TOTAL		17

Spring Semester

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
NSG 120	Acute Care Nursing	6
BIO 150	Nutrition for Healthy Living	3
BIO 220	Human Anatomy & Physiology II	4
PSY 101	General Psychology	3
TOTAL		16

Summer Session

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
NSG 130	Mental Health Nursing	5
ENG101	English Composition	3
TOTAL		8

Fall Semester

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
NSG 210	Family Health Nursing I	3
NSG 211	Family Health Nursing II	6
SOC 101	Introduction to Sociology	3
HUM200	Leadership Development Studies	3
TOTAL		15

Spring Semester

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
NSG 220	Complex Nursing	9
NSG 230	Nursing Practicum	3
Elective		3
TOTAL		15

71 hours are required to earn an Associate of Science Degree in Nursing.

CURRICULUM PLAN FOR SPRING ADMISSION

Spring Semester

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
NSG 110	Basic Nursing	5
BIO 190	Principles of Microbiology	4
BIO 210	Human Anatomy & Physiology I	4
PSY 150	Human Growth & Development	3
HSC 101	Medical Terminology	1
TOTAL		17

Summer Session

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
ELECTIVE		3
ENG 101	English Composition	3
TOTAL		6

Fall Semester

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
NSG 120	Acute Care Nursing	6
BIO 150	Nutrition for Healthy Living	3
BIO 220	Human Anatomy & Physiology II	4
PSY 101	General Psychology	3
TOTAL		16

Spring Semester

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
NSG 130	Mental Health Nursing	5
NSG 210	Family Health Nursing I	3
SOC 101	Introduction to Sociology	3
HUM200	Leadership Development Studies	3
TOTAL		14

Summer Session

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
NSG 211	Family Health Nursing II	6
TOTAL		6

Fall Semester

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
NSG 220	Complex Nursing	9
NSG 230	Nursing Practicum	3
TOTAL		12

71 hours are required to earn an Associate of Science Degree in Nursing.

ACADEMIC PROGRESS FOR ADN STUDENTS

- A student must earn at least a “C” as a final grade in each nursing course in order to enroll in the subsequent nursing course.
- Prior to enrollment in Nursing 130, all students must have a minimum cumulative GPA of 2.00.
- A student may repeat a maximum of two (2) individual nursing courses per admission.

LICENSURE

Upon graduation from the ADN program and verification by Cabarrus College of Health Sciences that education requirements are met, students are eligible to apply to take the National Council Licensure Examination - Registered Nurse (NCLEX-RN). Graduates passing the exam and meeting board requirements will receive the legal title of Registered Nurse (RN) from the North Carolina Board of Nursing (NCBON). Should graduates be unsuccessful on the exam, they may repeat the exam at subsequent intervals.

EXIT OPTIONS

NURSE AIDE II - Upon completion of NSG 120, students are eligible to receive NA II certification from the North Carolina Board of Nursing, provided they are currently listed on the North Carolina Division of Facility Services Nurse Aide I registry and pass the competency test.

BACHELOR OF SCIENCE IN NURSING DEGREE

The Bachelor of Science in Nursing Degree (BSN) completion program is designed for Registered Nurses (RNs) who are seeking to expand their skills in the ever-changing health care industry.

The BSN completion program prepares professional nurses to:

- Integrate nursing process into the delivery of health care for the promotion of wellness and the maintenance and restoration of health for culturally diverse individuals, families, groups and communities.
- Synthesize knowledge from the natural, behavioral, political and social sciences, the humanities, ethics, law and nursing sciences as a basis for professional nursing practice.
- Collaborate effectively with a multidisciplinary health team to meet the health needs of clients.
- Demonstrate a personal commitment to professional nursing practice and lifelong personal and professional development.

BSN COMPLETION PROGRAM CURRICULUM PLAN

The Bachelor of Science in Nursing degree will be awarded to students who have successfully completed 120 credit hours of course work with a grade of C or better. This includes 27 credit hours of general education, 32 credit hours of upper division major courses and 61 transfer credits from the student's prior associate degree or Diploma in nursing.

BSN Curriculum Plan**Semester I**

Course #	Course Title	Credit Hours
BUS 310	Introduction to Accounting and Financial Management	3
ENG 301	Professional Research & Reporting	3
HSC 190	Computers for Healthcare Information Systems	3
NSG 300	Nursing in Society	3
SOC 313	Issues in Diversity	3
TOTAL		15

Semester II

Course #	Course Title	Credit Hours
MAT 310	Statistics	3
PHL 310	Ethics in Healthcare	3
NSG 302	Nursing Knowledge and Research	3
ELEC*		3
ELEC*		3
(*One of the two ELECs must be above 100 or Freshman Level)		
TOTAL		15

Semester III

Course #	Course Title	Credit Hours
HUM	One course in art, drama, literature, music, etc	3
NSG 301	Health Assessment for the Registered Nurse	4
NSG 303	Healthcare Administration and Leadership	3
NSG 306	Healthcare Economics	3
NSG 307	The Practice of Professional Nursing I	3
TOTAL		16

Semester IV

Course #	Course Title	Credit Hours
NSG 401	Community Health Nursing	3
NSG 402	Health Care Policy and Planning	3
NSG 403	Current Issues in Nursing	3
NSG 410	The Practice of Professional Nursing II	4
TOTAL		13

ACADEMIC PROGRESS FOR BSN STUDENTS

- A student must earn at least a "C" as a final grade in each course in the major in order to enroll in the subsequent course or to graduate.
- A student may repeat a maximum of two (2) individual courses in the major.
- Students must maintain a cumulative grade point average of "C" (2.0) or higher.
- Students must maintain a current, unencumbered RN license.
- Students must earn a grade of Satisfactory (S) on all clinical courses in order to pass the co-requisite theory course.

- A student must earn a grade of “C” or higher in order to pass the co-requisite clinical course.
- Students must meet and maintain current health requirements as specified by the clinical agencies to participate in and/or continue clinical.

ELECTRONIC DELIVERY OF INSTRUCTION

PURPOSE

To ensure that electronically delivered instruction is comparable in quality and content to the corresponding campus instruction.

GUIDELINES

Electronically delivered sections of courses submitted for curriculum approval should demonstrate:

College Responsibilities

- That electronically delivered course sections are identified within the standard CCHS course schedules and are not distinguishable from campus delivered course sections on student transcripts.
- That all components of the College course syllabus policy are utilized as the format for electronically delivered instruction.
- That the instruction will provide appropriate amounts and types of interaction between students and instructors with expected instructor response time within 48 hours.
- That electronically delivered course sections are evaluated similarly to campus delivered course sections.
- That appropriate methods will be used to assess students' achievement of the learning objectives and these methods will be communicated to the students on the first day of class.
- That essential student services (office hours, financial aid counseling, student advising etc.) and course-related materials (books, journals, computer facilities, laboratories, and other resource material) are accessible either via electronic or campus facilities.

Students enrolled in electronically delivered courses must::

- Complete the CCHS orientation to technology.
- Meet established course timeframes to insure achieving credit for the course.
- Be informed of the following technology hardware/software and computer experience requirements prior to the beginning of the course:
 - Windows 98 or higher
 - 64 meg RAM or greater
 - Internet Explorer 5.0 or higher
 - Internet Access with a minimum 56k modem (recommended DSL or cable)
 - Microsoft Office Suite experience recommended

COURSE DESCRIPTIONS

BUSINESS

BUS 310 - Introduction to Accounting and Financial Management. Examines the role of financial management within the healthcare organization, and introduces the principles of accounting and the fundamentals of economics. Cost analysis, budgeting, management of resources, and forecasting are discussed as well as the use of technology in financial management. 3 hours theory. Credit: 3 hours.

COMPUTED TOMOGRAPHY

CAT 301 - Introduction to Computed Tomography and Computed Tomography Physics.

Provides the radiologic technologist a general overview of the computed tomography environment (instrumentation and physics). Focus will be placed on system operations and components, image processing and display, image quality, and artifacts in computed tomography. Specific emphasis will be on terminology, data acquisition components, tissue attenuation conversions, image manipulation, and factors controlling image resolution. Credit: 3 Hours

CAT 302 - Cross Sectional Anatomy and Pathophysiology. This course will provide the radiologic technologist with the knowledge to identify anatomy in a cross sectional image. The student will be able to relate these views to both normal and abnormal structure, function, and processes demonstrated. Comparisons will be made to common planar anatomy to aid in demonstration. Pathology will be intertwined into the course of study. Credit: 4 Hours

CAT 303 - Computed Tomography Procedures. This course will take the student's knowledge of CT technology and relate with day-to-day tasks encountered in the CT department. Image production will be discussed in detail, with emphasis on image manipulation for various protocols. Quality management, radiation protection, pharmacology, patient care, and procedure protocols will be discussed to provide the student with a firm knowledge base of all aspects of the CT environment. Credit: 3 Hours

CAT 304 - Computed Tomography Clinical Applications. This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in computed tomography. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment and will meet the necessary requirements to apply to take the ARRT Computed Tomography registry examination. Pre requisites: CAT 301, CAT 302, CAT 303 Credit: 6 Hours

ENGLISH/FOREIGN LANGUAGE/COMMUNICATION

ENG 101 - English Composition I: Fundamentals of English. Basics of composition and research with emphasis on writing as a process; readings in selected non-fiction; discussion and research in selected topics. 3 hours theory. Credit: 3 hours.

ENG 102 - English Composition II: Writing Augmentation. This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. 3 hours theory. Credit: 3 hours.

ENG 301 - Professional Research and Reporting. This course provides the student with skills needed to identify credible primary research sources and communicate data. The research aspects include heavy immersion in primary and secondary research, such as library research, personal surveys, historical analysis, collections of bibliographies, as well as source credibility evaluation and APA formats. This course addresses proficiency in written and oral communication which are necessary requirements in professional fields such as science and healthcare. To be presented in the computer lab. 3 hours theory. Credit 3 hours.

ENG 402 - Technical and Professional Communications - This course focus is on preparing students to effectively present various types of information in both the written and oral modes as they might do in their disciplines. Students will be expected to become competent in writing and organizing a variety of communication tools including technical reports, proposals, and presentations. Use of electronic presentation resources will be featured. 3 hours

SPH 101 - Public Speaking. Fundamental techniques and basic principles essential to effective public speaking. 3 hours theory. Credit: 3 hours.

SPA 101 - Introductory Spanish. A beginning level college course in speaking, understanding, reading and writing Spanish. Some focus on medical terminology and medical communication in Spanish is included. 3 hours theory. Credit: 3 hours.

SPA 120 - Spanish for the Professions. A beginning level college course that introduces the healthcare professional to the fundamentals of the Spanish language, written and oral through the use of specialized vocabulary in the context of health and social services professions. Student develops the ability to communicate at a functional level with Hispanic clients in the course of their daily work. 3 hours theory. Credit 3 hours.

INFORMATION TECHNOLOGY

Note: All information technology courses have the prefix HSC (Health Sciences).

HSC 101 - Medical Terminology. This course allows students to become familiar with terminology used in the healthcare field. Students learn prefixes, suffixes, and root words that have application to the medical field. This course is designed as a self-paced course or a web enhanced course that requires 15 hours of study to complete. All testing is conducted on campus. 1 hour theory. Credit: 1 hour.

HSC 110 - Introduction to Computers. Participants will learn the technical language of computer systems in order to enhance the student's ability to setup, upgrade, and troubleshoot a computer system. Windows 2000 operating system will be investigated with emphasis on file management. Other points of emphasis will include use and care of computers and the utilization of software. Internet activities will allow the student to investigate on line activities related to distance learning as well as access to a personal email account to be utilized throughout the entire semester. Introduction to word processors, spreadsheets, presentation software, and databases will be included through the use of Microsoft Office 2000. Note: as with all computer classes at CCHS, transfer credit will not be granted for similar courses that are were taken more than 4 years earlier. 1 hour theory. Credit: 1 hour

HSC 140 - Introduction to Microsoft Excel. Participants learn basic spreadsheet techniques such as entering data, saving, retrieving and printing worksheets. Entering mathematical formulas and calculations in simple spreadsheets are also covered in this class. Formatting the spreadsheet includes font, number, cell and global formats. Introductory graphing skill developed in this class will prepare students for the conversion of data into information. Introductory printing techniques are also covered in this course. Attendance records and two exam are the criteria used for student evaluation in this course. Note: as with all computer classes at CCHS, transfer credit will not be granted for similar courses that are were taken more than 4 years earlier. 1 hour theory. Credit: 1 hour.

HSC 150 - Introduction to Microsoft Word. Participants learn basic word processing techniques. Developing a document, saving and retrieving the document, editing and printing are the main topics explored in this course. Formatting fonts, lines, paragraphs and pages are mastered. The methods of writing a good business letter, resume and fax cover sheet are introduced by the use of prepared templates available with the software. Attendance records and two exam are the criteria used for student evaluation in this course. Note: as with all computer classes at CCHS, transfer credit will not be granted for similar courses that are were taken more than 4 years earlier. 1 hour theory. Credit: 1 hour.

HSC 160 - Introduction to Microsoft PowerPoint. Participants learn basic presentation software techniques using Microsoft PowerPoint 2000. Slide shows are designed, reproduced and shown as class participation projects. Students master techniques useful in formatting slides, producing speaker notes, student handouts, and outlines for their presentations. Inserting WordArt and clipart are mastered in order to enhance slide shows. Attendance records and two exam are the criteria used for student evaluation in this course. Note: as with all computer classes at CCHS, transfer credit will not be granted for similar courses that are were taken more than 4 years earlier. 1 hour theory. Credit: 1 hour.

HSC 190 - Computers for Healthcare Information Systems. Participants will learn the technical language of computer systems in order to enhance the student's ability to setup, upgrade, and troubleshoot a computer system. Computer system peripherals such as printers, scanners, digital cameras, and LCD projectors will be used in relation to the healthcare setting. The Windows 2000 operating system will be introduced with emphasis on file management. Internet activities will allow the student access to a personal e mail account that will be utilized throughout the entire semester. Introductory topics pertaining to word processors, spreadsheets, presentation software, and databases will be covered in this class. Successful completion of this course will insure computer competency certification for health care students. Three exam and three projects are required. Production points are earned during each class, for work produced on the computer, and is an integral part of the semester grade. Note: as with all computer classes at CCHS, transfer credit will not be granted for similar courses that are were taken more than 4 years earlier. 3 hours theory. Credit: 3 hours

HSC 210 - Introduction to Internet and Communication Software. This basic telecommunications course includes the history and terminology of the Internet along with an introduction to "surfing" the Net in order to find useful information relevant to the health field. HSC 210 also offers students theory and practice related to the skills needed to download and install freeware related to the health care industry. Recommended for those students possessing basic computer skills. Attendance records and two exam are the criteria used for student evaluation in this course. Note: as with all computer classes at CCHS, transfer credit will not be granted for similar courses that are were taken more than 4 years earlier. 1 hour theory. Credit: 1 hour.

HSC 240 - Advanced Microsoft Excel. Students perform tasks that are by nature more demanding than those of the novice spreadsheet designer. Advanced techniques of spreadsheet formatting, advanced mathematical calculations with functions and methods of using Excel as a database are examined during the first half of the course. The second half is project oriented. Individual projects that utilize the skills learned in the previous weeks are required. Recommended for advanced computer users. Attendance records and two exam are the criteria used for student evaluation in this course. Prerequisite: HSC 140 or permission of the instructor. Note: as with all computer classes at CCHS, transfer credit will not be granted for similar courses that are were taken more than 4 years earlier. 1 hour theory. Credit: 1 hour.

HSC 250 - Advanced Microsoft Word. Students perform tasks that are by nature more demanding than those of the novice word processor. Advanced techniques dealing with templates, special characters, tables, columns and graphics are examined during the first half of the course. The second half is project oriented. Individual projects that focus on desktop publishing and document merge projects. Recommended for advanced computer users. Attendance records and two exam are the criteria used for student evaluation in this course. Note: as with all computer classes at CCHS, transfer credit will not be granted for similar courses that are were taken more than 4 years earlier. Prerequisite: HSC 150 or permission of the instructor. 1 hour theory. Credit: 1 hour.

HSC 260 - Advanced PowerPoint. Students perform tasks that are by nature more demanding than those of the novice presentation provider. Advanced techniques dealing with the use of peripherals such as scanners, digital cameras, and on-line resources used to enhance presentations are examined during the first half of the course. The second half is project oriented. Individual projects that focus on object linking of graphs, sounds, internet sites and video are assigned. Recommended for advanced computer users. Attendance records and two exam are the criteria used for student evaluation in this course. Prerequisite: HSC 160 or permission of the instructor. Note: as with all computer classes at CCHS, transfer credit will not be granted for similar courses that are were taken more than 4 years earlier. 1 hour theory. Credit: 1 hour.

HSC 270 - Office Integration. Students investigate the integrative capabilities of Microsoft Office 2003 by exploring object linking and embedding. Microsoft Word, Excel, Access, and PowerPoint are all used interchangeably to produce functional documents, forms, presentations and merge files. The full power of how Microsoft Office can be fully utilized as the software suite of choice for any setting is realized during this class. Attendance records and two exam are the criteria used for student evaluation in this course. Prerequisite: HSC 170 or permission of the instructor. Note: as with all computer classes at CCHS, transfer credit will not be granted for similar courses that are were taken more than 4 years earlier. 1 hour theory. Credit: 1 hour.

HEALTH

HEA 110 - Health and Wellness. This course covers basic concepts of personnel health including the health-illness continuum, major public health issues, and safety with an emphasis on personal responsibility for health and community resources available for the maintenance for health and wellness. Credit: 3 hour theory.

HEALTH SERVICES MANAGEMENT

HSM 300 - Introduction to Health Services Organizations. This course is designed to develop the student's understanding of health care organizations and the delivery of health services in the United States. Explores historical background, functions, interrelationships and future role of segments of the health services industry. Prerequisite or corequisites: Admission to Health Services Management Program or permission of course faculty. 3 hours.

HSM 302 - Methods for Health Services Research and Evaluation - Provides an introduction to basic methods for undertaking research and program evaluation with health services organizations. It will include analysis of evaluation models, concept of a program, program measurement, causality in program evaluation, internal and external evaluation, process and outcome evaluation, and evaluation strategies. Prerequisites or corequisites: Math 310 and HSM 300 or instructor approval required. Credit: 3 hours

HSM 303 - Health Services Supervision - Addresses the problems of management of the small working unit within a larger health services organization. Focus will be on the functions and responsibilities associated with the direct management of people in service delivery settings. Motivation, discipline, performance appraisal, communications, monitoring, and other human resource function are targeted. HSM 300 or instructor approval required. Credit: 3 hours

HSM 306 - Healthcare Economics - An introduction to the economics of healthcare with an exploration of the supply and demand for services in a politically driven market. Addresses the impact of healthcare economics on the delivery of healthcare to clients. HSM 300 or instructor approval required Credit: 3 hours.

HSM 307 - Internship - A practicum that provides the student with the opportunity to apply first level management/leadership concepts including group dynamics and communication. The student will also observe the organizational structure, philosophy, personnel interrelationships, and current challenges of the organization under the direction of a preceptor and faculty member. HSM 300 & 303 or instructor approval required. . 9 hours practicum -3 hours

HSM 320 - Health Care Informatics - An introduction to informatics in health care. Informatics deals with data, information, and knowledge in health care which are multidisciplinary and complex. Computerized information systems allow the management of health care information in new ways and permit integration and structuring of knowledge. The ability to both access and assess software, hardware, data storage tools, and information sources is crucial for health care providers as well as the legal and ethical issues in digital knowledge access. HSM 300 or instructor approval required. 3 hours

HSM 330 - Human Resource Management- Examines the organizational structure with emphasis on manpower management involved in recruitment, selection, training, personnel assessment, wage and salary administration. Prerequisite or corequisite: HSM 300 or instructor approval required. 3 hours.

HSM 340 - Healthcare Marketing & Public Relations- A study of theories, principles, and concepts of healthcare marketing management and public relations with an emphasis on the marketing mix of product, price, place, and promotion. Prerequisite or corequisite: HSM 300 or instructor approval required. 3 hours.

HSM 341 - Issues in Performance Improvement - Understanding the concepts and tools of performance improvement is critical to managerial success. This course will address the concepts of PI and the essential tools of measurement. HSM 300 or instructor approval required. 3 hours

HSM 400 - Organizational Dynamics and Communications - An in depth study of various types of health service organizational structures, both formal and informal, with special emphasis on the behavior or people within those structures. The effect of organizational structure on communication among participants and the impact on organizational functioning will be a major facet of the course. HSM 300 or instructor approval required. 3 hours

HSM 402 - Healthcare Policy and Planning - Emphasizes the relationship between the politics of healthcare and the health policymaking process. The roles of government, bureaucratic agencies, organizations, consumers and health care providers in the shaping, development, and implementation of health policy are addressed. HSM 300 or instructor approval required. Credit: 3 hours

HSM 403 - Current Issues in Health Services Management - Exploration of trends and issues related to contemporary healthcare practice/administration. Issues and solutions are addressed by applying professional standards that incorporate ethical and legal principles, cultural and social concepts and an understanding of the health policymaking process. HSM 300 or instructor approval required. Credit: 3 hours.

HSM 406 - Long-Term Care Management - A comprehensive overview of long-term care as it exists today, the changes taking place in the continuum now and in the future, and the skills necessary to effectively manage a long-term care facility. Analyzes the role of long-term care facilities, nursing homes, home health organizations, and various organizations that deal with chronic healthcare concerns. HSM 300 or instructor approval required. Credit: 3 hours.

HSM 411 - Legal and Ethical Issues - An exploration of the relationship between the law and ethics as it impacts the practice of health professionals and the management of health services. It introduces the basic concepts of judicial structure and the tenants of legal function as they impact health care. HSM 300 or instructor approval required. 3 hours

HSM 440 - Management of Medical Group Practice - Medical groups have distinctive organizational characteristics and structures that require a unique application of management. Financial arrangement, legal constraints, referral practices, employee relationships and other issues are subjects for this course. HSM 300 or instructor approval required. 3 hours

HSM 460 - Capstone Project - This project represents the compilation of all the student's skills. It is a major paper on a subject of interest to the student. It will be guided by a panel of faculty and community members and include a formal presentation of its finding. HSM 300 & 403 or instructor approval required. 3 hours

HUMANITIES/FINE ARTS/MATH

HUM 110 - Art. An introductory course to major artists and artistic styles in the history of art. Emphasis on art appreciation. 3 hours theory. Credit: 3 hours.

HUM 120 - Music. A survey of music of non-music majors. Includes a study of music elements, the development of music from the middle ages to present day and the analysis of music literature. 3 hours theory. Credit: 3 hours.

HUM 130 - Drama. Introduces the art of the actor, including pantomime and improvisations, vocal and physical techniques for self-expression and performance situations. 3 hours theory. Credit: 3 hours.

HUM 200 - Leadership Development Studies. This course explores basic principles of leadership through the integration of selections from The Great Books, classic films as well as excerpts from more contemporary writings, speeches, biographies and movies. Topics include conflict resolution, accountability, ethics, decision making, goal setting, time management, team building, delegating and empowerment, articulating a vision, volunteerism as a leadership role, initiating change and concepts of research consumerism. Pre or corequisites: PSY 101 and ENG 101. Associate Degree seeking students must have completed the first year of class prior to enrollment or obtain special permission from the course coordinator. 3 hours theory. Credit: 3 hours.

MATH 161 - College Algebra. The course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. 3 hours theory. Credit: 3 hours

MATH 310 - Statistics. An introductory course in statistics. Content covered includes averages, measures of data spread, correlations, rules of probability, discrete probability distributions, continuous probability distributions, confidence intervals, and applications. 3 hours theory. Credit: 3 hours.

MEDICAL ASSISTANT

MED 101 - Medical Assisting I. Upon completion of this course, student should be able to demonstrate skills in effective verbal and written communication and telephone technique, reception of patients, arranging appointments, maintaining the medical record, computer data base entry, handling mail, making travel arrangements, and describing the laws that govern the practice of medicine. Pre or corequisites: HSC 190, HSC 101. 4 hours theory, 6 hours lab. Credit: 6 hours.

MED 102 - Anatomy and Physiology for Medical Assisting. Upon the completion of this course, medical assisting students should understand the basic concepts of biological organization, cell morphology and physiology, body organization and planes. The course encompasses all the body systems. The student should also understand the mechanism of disease and be able to discuss the common diseases associated with each body system and be able to assess signs and symptoms of those diseases. Pre or corequisites: HSC 101. 3 hours theory. Credit: 3 hours. Permission of Program Coordinator required to register for this course.

MED 110 - Medical Assisting II. Upon completion of this course, students should be able to identify and explain medical aseptic practices, prepare sterile supplies and equipment needed to assist in surgical procedures using aseptic technique, take vital signs, prepare and administer medications safely and accurately, assist the physician in the physical examination, cite laboratory rules of safety, demonstrate basic knowledge of the simple laboratory tests done in the physician's office by performing the tests with accuracy, speed, personal integrity and complete honesty, perform phlebotomy procedures and demonstrate recording of electrocardiograms. Prerequisite: MED 101, MED 102. 6 hours theory, 12 hours lab. Credit: 10 hours.

MED 111 - Business Applications. This course is designed to offer the medical assisting student an opportunity to learn the basic skills needed to manage a clinic office. The following topics are covered at an entry level competency; using and maintaining office equipment, managing office supplies, processing insurance claims, bookkeeping and banking, billing and collections, and accounts payable, payroll and contracts. Prerequisite: MED 101 and 102. 3 hours theory, 3 hours lab. Credit: 4 hours. Permission of Program Coordinator required to register for this course.

MED 120 - Medical Assisting Externship and Medical Transcription. This course is an externship in Medical Assisting. Each student is assigned to a physician's office or clinic. Students also complete an introductory course in medical transcription. Upon completion of this course, students should be able to perform the duties of the Medical Assistant as they apply to the assigned office. Prerequisites: All courses in the Medical Assistant Diploma program. 2 hours theory, 13 hours lab. Credit: 6 hours.

MED 230 - Medical Assistant Practicum. This course is designed to give students an opportunity to complete an internship in a specialty area of practice. Primarily a clinical course with weekly seminars. Pre or Corequisite: All other courses in the associate degree in the Medical Assistant program. 9 hours clinical lab. Credit: 3 hours.

NATURAL/PHYSICAL SCIENCES

BIO 101 - General Biology I. As study of the fundamental principles and concepts of biology. Topics include: a study of history, philosophy, and methodology of science. This includes a view of basic biological chemistry, metabolism, energy, enzymes, photosynthesis, and cellular respiration. The course also includes the study of genetic basis of life, Mendelian and chromosomal patterns of inheritance, DNA structure and function, biotechnology, genomics, and other related topics. Upon completion the student should be able to demonstrate understanding of life at the molecular and cellular level. Lab reinforces and demonstrates theory content. 3 hours theory, 3 hours lab. Credit 4 hours.

BIO 102 - General Biology II. A continuation of BIO 101. Topics include: biodiversity of organisms, taxonomy, biology of prokaryotes, biology of plants, animals, and ecology. The course also includes a general overview of human body, structure, function, and other related topics. Upon completion the student should be able to demonstrate understanding of life at the organismal and ecological level. Lab reinforces and demonstrates theory content. 3 hours theory, 3 hours lab. Credit 4 hours.

BIO 150 - Nutrition for Healthy Living. This course is designed to provide students with an understanding of the fundamentals of nutrition and how these fundamentals relate to the promotion and maintenance of human health. An understanding of the essential nutrients, their functions, roles in the body, food sources, and cultural aspects provide the basis for an understanding of the role of nutrition throughout the life cycle. 3 hours theory. Credit: 3 hours.

BIO 190 - Principles of Microbiology. Introduction to basic concepts of structure, classification of growth patterns and control of micro-organisms; fundamentals of infection, disease, host immune responses and clinical application of principles. Laboratory emphasizes microbiological techniques. 3 hours theory, 3 hours lab. Credit: 4 hours.

BIO 210 - Human Anatomy and Physiology I. A study of the structure and function of human organ systems including basic inorganic and organic chemistry, the cell and histology, cellular energetics, body organization, skeletal system, integumentary system, muscular system, nervous system and general homeostasis. Laboratory involves dissection and physiological measurements. 3 hours theory, 3 hours lab. Credit: 4 hours.

BIO 220 - Human Anatomy and Physiology II. A continuation of Biology 210 including the cardiovascular system, immune system, respiratory system, urinary system, digestive system, endocrine system, reproductive system, embryology and genetics. Laboratory involves dissection and physiological measurements. Prerequisite: Biology 210. 3 hours theory, 3 hours lab. Credit: 4 hours.

CHM 090 - Foundations In Chemistry. Topics presented during the Foundations In Chemistry course include the basic principles of the structure, properties, and transformations of matter. Based on the understanding that these fundamentals are crucial to the properties and processes in biology, the environment, and materials, Foundations In Chemistry provides a broad background knowledge of chemical and physical concepts. The student will learn new terminology, chemical concepts, and problem solving. This course is a web enhanced course and is intended to fulfill a pre-requisite for the admission to programs at CCHS. Any other transferability of these semester hours is neither written nor implied. This course does not carry any college course credit. 45 contact hours. Credit: 0 hours.

CHM 101-General Chemistry I. Study of the fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Lab reinforces and demonstrates theory content. Prerequisite: High school chemistry or CHM 090. 3 hours theory, 3 hours lab. Credit: 4 hours.

CHM 102 - General Chemistry II. A continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Lab reinforces and demonstrates theory content. Prerequisite: CHM 101. 3 hours theory, 3 hours lab. Credit: 4 hours.

NURSING

NSG 110 - Basic Nursing. This course introduces concepts basic to the practice of nursing. The course explores delivery of nursing care; the nursing process; selected clinical nursing therapeutics - medication administration, communication, client education, health and wellness; and human function. The roles of the nurse and other health team members are discussed as well as ethical and legal concepts basic to nursing. The course introduces the student to the clinical setting where basic

concepts of critical thinking, nursing process, communication and caring relationships are the foci of student learning. Physical assessment, teaching-learning principles, documentation and administration of therapeutic agents are included. Prerequisite: Current listing on the North Carolina Division of Facility Services Nurse Aide I Registry. Pre or corequisites: BIO 190, BIO 210, PSY 150, HSC 101. 3 hours theory, 6 hours lab. Credit: 5 hours.

NSG 120 - Acute Care Nursing. Acute Care Nursing is designed to guide students in strengthening their ability to apply the nursing process to patients with basic acute care conditions. The students will utilize concepts of critical thinking, health promotion, teaching-learning principles, and communication as they begin to practice within the parameters of individual knowledge and experience. Clinical experiences will provide opportunities to enhance documentation, medication administration principles and physical assessment skills while the student is involved in planning and evaluating care for assigned patients. Prerequisite: NSG 110. Pre- or corequisite: BIO 150 and BIO 220. 3 hours theory, 9 hours lab. Credit: 6 hours.

NSG 130 - Mental Health Nursing. This course fosters the development of nursing knowledge related to mental health concepts. The course explores mental health and illness with special emphasis on primary prevention topics such as education about stress management, healthy coping, and the effects of substances. The student develops critical thinking and a self awareness as the concepts of human relationships, cultural diversity, ethics, legalities, and therapeutic communication are explored in conjunction with mental health issues. The role of the nurse and other members of the mental health team are compared. The nursing process is used to plan care for clients in both acute and chronic settings. Prerequisite: NSG 120, PSY 101. 3 hours theory, 6 hours lab. Credit: 5 hours.

NSG 210 - Family Health Nursing I. This course is conceptualized as a learning tool to promote the study of family centered concepts and the effects of childbearing on the family system. Components of this course include nursing care of the childbearing population. Clinical experiences include prenatal, childbirth education, labor and delivery, and the mother-baby areas where families with members of all ages receive health care during the childbearing phase. Prerequisite: NSG 130. Pre or corequisite: SOC 101, ENG 101, NSG 211. 2 hours theory, 3 hours lab. Credit: 3 hours.

NSG 211 - Family Health Nursing II. This nursing course is constructed to continue the exploration of family centered concepts. Components include the nursing care of clients and families with common disorders of the childrearing, adult and aging populations with a focus on health promotion for the family and the individual members. Students compare the role of the licensed practical nurse and the registered nurse. Students have clinical experiences with pediatrics, adult medical-surgical and geriatric clients. Prerequisite: NSG 130. Pre or corequisite: SOC101, ENG 101, NSG 210. 3 hours theory, 9 hours lab. Credit: 6 hours.

NSG 220 - Complex Nursing. This course is designed to guide students in developing the ability to assess and make decisions related to the nursing care needs of clients in complex situations. Focus is on collaborative management of clients with dysfunctions of the respiratory, cardiovascular, renal/urinary, and neurological systems. Clinical includes critical care and medical-surgical experiences, as well as home health. Prerequisite: NSG 211. 5 hours theory, 14 hours lab. Credit: 9 hours.

NSG 230 - Nursing Practicum. This course is designed to facilitate the transition from student to beginning practitioner in the discipline of nursing. This transition will be facilitated through the discussion and clinical application of concepts of client care management in the health care system and the role of the associate degree nurse within the multidisciplinary team. Students are assigned a clinical preceptor. They work with this nurse to practice client care management and gain an understanding of the reality of the beginning staff nurse role. Prerequisite: HUM 200. Pre or corequisites: NSG 220. 1 hour theory, 6 hours lab. Credit: 3 hours.

NSG 300 - Nursing in Society. Examines the evolution of professional nursing, the health care system and health care trends influencing nursing practice. Explores functions, interdisciplinary relationships and the future role of professional nursing. Prerequisites or corequisites: Admission to program. 3 hours theory. Credit: 3 hours.

NSG 301 - Health Assessment for the RN. Holistic health assessment of culturally diverse clients across the lifespan. Includes comprehensive health assessment and communication of health assessment findings. Prerequisites/corequisites: NSG 300, and an unencumbered, active license to practice as an RN. 3 hours theory and 3 hours lab. Credit: 4 hours.

NSG 302 - Nursing Knowledge and Research. Students are introduced to the research process and strategies that promote the application of research findings. Students are guided to be consumers of research and to identify research problems in professional nursing practice. Prerequisites: NSG 300. 3 hours theory. Credit 3 hours.

NSG 303 - Healthcare Administration and Leadership. Focuses upon the concepts of nursing leadership essential to interacting effectively with individuals, groups and organizations. Includes principles of group dynamics, organizational behavior, and concepts of conflict management and change theory. Prerequisites: All general education courses except electives and humanities. Prerequisites/Corequisite: NSG 300, NSG 306, NSG 307 and all general education requirements except electives and humanities. 3 hours theory. Credit: 3 hours.

NSG 306 - Healthcare Economics. An introduction to the economics of healthcare with an exploration of the supply and demand for services in a politically driven market. Addresses the impact of healthcare economics on the delivery of nursing care to clients. Prerequisites: NSG 300. 3 hours theory. Credit: 3 hours.

NSG 307 - The Practice of Professional Nursing I. Practicum that provides the student the opportunity to gain additional theoretical knowledge and to apply leadership concepts and theories from NSG 303. Learning experiences are individualized and guided by selected preceptor and course faculty. Prerequisites/Corequisites: NSG 300, NSG 303 and an unencumbered, active license to practice as an RN. 9 hours clinical. Credit: 3 hours.

NSG 401 - Community Health Nursing. Nursing management of culturally diverse individuals, families, and aggregates within communities. Emphasis on health promotion, risk reduction, population-based care and epidemiology. Prerequisites: NSG 300. Corequisite: NSG 410. Credit: 3 hours.

NSG 402 - Healthcare Policy and Planning. Emphasizes the relationship between the politics of healthcare and the policy making process. Explores the roles of government, bureaucratic agencies, organizations, consumers and healthcare providers in the shaping, development and implementation of health policy. Prerequisites: NSG 300. 3 hours theory. Credit: 3 hours.

NSG 403 - Current Issues in Nursing. Exploration of trends and issues related to contemporary nursing practice. Issues and solutions are addressed by applying professional nursing that incorporate ethical and legal principles, cultural and social concepts, and an understanding of the health policymaking process. Prerequisite: NSG 300. 3 hours theory. Credit: 3 hours.

NSG 410 - The Practice of Professional Nursing II. Practicum that provides the student the opportunity to gain additional theoretical knowledge and to apply community health nursing concepts and principles from NSG 401. Learning experiences are individualized and guided by selected preceptor and course faculty. Prerequisite/Corequisite: NSG 300, NSG 401 and an unencumbered, active license to practice as an RN. 12 hours practicum, 4 hours clinical conference. Credit: 4 hours.

OCCUPATIONAL THERAPY ASSISTANT

OTA 101 - Introduction to Occupational Therapy. This introductory course presents a comprehensive overview of the occupational therapy profession and various settings, medical conditions and populations with which COTA's work. Topics discussed include the history, philosophy and concepts of OT; role delineation of the OTR/COTA; professional organizations and interactions with other healthcare disciplines along with ethical considerations. Students will learn documentation for multiple pay sources with an emphasis on quality assurance. Level I fieldwork experience provides a total of 24 hours in a general disability, pediatric, psychosocial or geriatric setting. Pre or corequisites: OTA 102, BIO 210, ENG 101, HSC 190 and HSC 101. 2 hours theory. 3 hours lab. Credit: 3 hours.

OTA 102 - Activity Analysis/Application Through Therapeutic Media. This course provides the student with basic skills in a variety of crafts with opportunities to develop activity analysis, adaptations and gradation skills for a variety of disabilities. Students will also learn various evaluative methods and models, including the Allen Cognitive Levels, in which crafts are used for assessment and observation as well as treatment planning. Students are introduced to Uniform Terminology for Occupational Therapy. Pre or corequisites: OTA 101, BIO 210. 2 hours theory, 3 hours lab. Credit 3 hours.

OTA 112 - Fundamentals of Occupations/Activity (ADLs, Work, Play/Leisure). In this course, students gain an understanding of the theoretical basis of occupational therapy and analysis of "occupations". Current frames of reference and models of practice are explored with emphasis placed on therapeutic application in treatment methods in the areas of ADLs, work and play/leisure. Students will have practical application in class/lab and will learn and demonstrate application of therapeutic techniques. Students fabricate static splints and demonstrate a piece of adaptive/assistive equipment. Properties of thermoplastic material versus the use of commercial prefabricated material will be explored. Prerequisites or corequisites: OTA 101, OTA 102, OTA 114, BIO 220, 2 hours theory, 3 hours lab. Credit: 3 hours.

OTA 114 - Physical Dysfunction. This course is designed to prepare the student for the following semester's Level II fieldwork experience in a physical dysfunction setting. Focus is on major diagnostic categories seen in physical disability practice. Theoretical models, assessment and treatment techniques, treatment interventions and documentation relative to neurological, biomedical, developmental and rehabilitative approaches in OT practice will be explored. The course will explore neurological, developmental and orthopedic diagnostic categories and approaches. Level I fieldwork experience provides a total of 30 hours in a specialty, pediatric, psychosocial or geriatric setting. Prerequisites: OTA 101 & 102. Pre or corequisites: OTA 112, BIO 220. 6 hours theory, 3 hours lab. Credit: 7 hours.

OTA 116 - Kinesiology This course is designed to explore planes, axes, movement of the body, analysis of functional tasks, classification of joints and gross muscle function. Upper and lower extremities are covered. A strong emphasis on the upper body covering original insertions, action, test positions for manual muscle testing, innervations as well as proprioceptive and kinesthetic systems for static and dynamic functional balance. Prerequisites: OTA 112 and OTA 114. Pre or corequisites: PSY 101, BIO 210 3 hours theory. Credit: 3 hours.

OTA 201 - Therapeutic Group Applications. The student will acquire the theoretical framework and clinical reasoning skills required for planning, implementing and facilitating groups appropriate for age, diagnosis and setting for psychosocial, behavioral and physical disability based populations. Resume writing, interview skills and current state licensure requirements are also emphasized. Prerequisites: OTA 118. Pre or corequisites: OTA 202, OTA 203, OTA 204. 2 hours theory, 1 hours lab. Credit: 3 hours.

OTA 202 - Psychosocial Dysfunction. Theoretical principles used in psychiatric practice, DSM IV diagnostic classification system, current psychosocial treatment methods, appropriate patient treatment interventions and documentation are emphasized in this course. A Level I fieldwork experience provides a total of 30 hours in a specialty, pediatric, geriatric, psychosocial or physical disability setting. Prerequisites: OTA 118. Pre or corequisites: OTA 201, OTA 203 & OTA 204. 2 hours theory, 3 hours lab. Credit: 3 hours.

OTA 203- Assessment/Treatment Planning. In this course, the student learns to perform various standardized assessment/tests, which are allowed under the supervision of an OTR, as well as assessment and intervention skills related to sensory, movement, perceptual/cognitive, and ADL/IADL skills. Students will also relate patient performance to therapeutic treatment goals for necessary changes or updates to the treatment plan. Students will gain a knowledge of professional ethics, behavior and OTR/COTA role delineation. Prerequisites or corequisites: OTA 201, OTA 202, OTA 204 and SOC 101. 1 hour theory, 3 hours lab. Credit: 2 hours.

OTA 206 - Level II Fieldwork #1. This is a full-time, eight-week Level II clinical experience. Students are required to complete one Level II fieldwork experience in a psychosocial, pediatric or physical disability setting. The students are supervised by an OTR or COTA. Students will be required to complete 40 hours weekly for the 8 week session to fulfill objectives of Level II fieldwork. Prerequisites: Completion of all required OTA major courses, Level I fieldwork, general education courses and electives. Current health records completed as requested by the college and facility of placement. Credit: 6 hours.

OTA 208 - Level II Fieldwork #2. This is a full-time, eight-week Level II clinical experience. Students are required to complete one Level II fieldwork experience in a psychosocial, pediatric or physical disability setting (#1 and #2). The students are supervised by an OTR/COTA. Students will be required to complete 40 hours weekly for the 8 week session to fulfill objectives of Level II fieldwork. Prerequisites: Completion of all required OTA major courses, Level I fieldwork, general education courses and electives. Current health records completed as requested by the college and facility of placement. Corequisites: OTA 206. Credit: 6 hours.

SOCIAL/BEHAVIORAL SCIENCES

PHL 310 - Ethics in Healthcare. An introduction to the principles of ethics and ethical decision making in healthcare. Credit: 3 hours

PSY 101 - General Psychology. An introduction to the scientific study of the behavior of humans and other animals. The student will learn, understand and apply basic principles to experience personal growth. This is accomplished through a self-modification project. Emphasis is also placed on increasing the understanding of the science of human behavior, learning theory, personality development, abnormal behavior, and social behavior. 3 hours theory. Credit: 3 hours.

PSY 150 - Human Growth and Development – Prenatal Through Aging. Principles of growth and development, prenatal development, birth process, infancy through aging process. Emphasis on intellectual, physical, social and religious dimensions; transitional life tasks; and faulty biologic, psychological and sociological development. 3 hours theory. Credit: 3 hours.

PSY 210 - Abnormal Psychology. A comprehensive study of the major conceptualizations in psychopathology. This includes an examination of the theories of psychopathology, classification and interdisciplinary assessment techniques and various treatment approaches. The course also looks at the social, legal and ethical issues of abnormal behavior. Prerequisite: PSY 101. 3 hours theory. Credit: 3 hours.

SOC 101 - Introduction to Sociology. Presents the nature, concepts and principles of sociology including culture, socialization, social institutions, and topics such as the class system, race and ethnicity, gender, education and religion, and social change. 3 hours theory. Credit: 3 hours.

SOC 203 - Marriage and Family. This course examines the social institutions of marriage and family. Topics will include aspects of the family from mate selection, marriage, parenthood, family conflict and change, diverse lifestyles, divorce and remarriage. 3 hours theory. Credit 3 hours.

SOC 313 - Issues in Diversity. A comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students will be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. 3 hours theory. Credit: 3 hours.

SURGICAL TECHNOLOGY

SRG 101 - Introduction to Surgery. This course is designed to offer students an opportunity to develop an understanding of the principles of operating room techniques and acquire fundamental skills essential in the operating room. This includes orientation to the surgical environment, legal/ethical issues and basic duties of the surgical technologist. There is also the study of suture, needles, aseptic technique, wound healing, preparation of supplies, sterilization, gowning and gloving and instrumentation in the operating room. Basic principles of electricity and physics are included. Pre or corequisites: SRG 102, BIO 190, ENG 101, HSC 101. 4 hours theory, 9 hours lab Credit: 6 hours.

SRG 102 - Anatomy and Physiology. Upon completion of this course, diploma students of the Surgical Technology program should understand the basic concepts of biological organization, cell morphology and physiology, body organization and planes. This course encompasses all the body systems. This course does not meet the Anatomy and Physiology requirements for the associate degree program. Pre or corequisites: SRG 101. 3 hours theory. Credit: 3 hours.

SRG 110 - Surgical Procedures and Clinical I. This course is a continuation of the study of the care of the surgical patient. General and specific operative procedures include areas from abdominal to gynecological and thoracic surgeries. Also included is anesthesia, care of specimens and emergency procedures. This course provides operating room experiences in the affiliating medical center under the supervision of the instructor and operating room nurse educator. Prerequisites: SRG 101, 4 hours theory, 15 hours lab. Credit: 9 hours.

SRG 120 - Surgical Procedures and Clinical II. This course offers students an opportunity to study specific operative procedures in areas including: pediatric, neurological, orthopedic, cardiac and plastic surgeries. Areas such as ear, nose and throat, labor and delivery, burns, radiation therapy robotics and diagnostic procedures during surgery are covered as well as the care of the surgical patient in the recovery room. This course provides operating room experience in the affiliating medical center under the supervision of the instructor and operating room nurse educator in both the main operating room and ambulatory surgery center. Prerequisite: SRG 110. 3 hours theory, 9 hours lab. Credit: 6 hours.

SRG 230 - Surgical Internship. This course is designed to give the associate degree level surgical technologist an opportunity to complete an internship in a specialty area of surgical practice. This is primarily a clinical course with classroom seminars. Pre or corequisite: All other courses in the associate degree in surgical technology program. 1 hour theory, 6 hours lab. Credit: 3 hours.

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Cabarrus College of Health Sciences Graduation
May 2005