FALL 2024

MEDICAL ASSISTING DIPLOMA

Application Period

Feb 1, 2024 - June 4, 2024
or until filled

**HEALTH &
HUMAN
SERVICES**
CFCC

Minimum requirements are subject
to change each academic year.

MEDICAL ASSISTING DIPLOMA
(Program offers an AAS option upon completion)
Selective Admission Process: this program requires a separate, program specific application in addition to admission to the college; all application deadlines are firm

Application Period: February 1, 2024 through June 4, 2024 (or until filled)
Early Admission Notification: March 1, 2024

MINIMUM REQUIREMENTS ARE SUBJECT TO CHANGE EACH ACADEMIC YEAR

The fall 2024 selection process is subject to change when extenuating circumstances arise. If any changes arise involving CFCC's ability to adhere to the information below, CFCC will reserve the right to make adjustments and will make every effort to communicate these to the applicants in a timely manner.

The Medical Assisting curriculum prepares graduates to compete as multi-skilled health care professionals, qualified to perform administrative, clinical, and laboratory procedures. CFCC is committed to the following goal: to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations, assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration, and ethical/legal issues associated with patient care.

Graduates of a Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited medical assisting program may be eligible to sit for the American Association of Medical Assistants' Certification Examination (AAMA) to become Certified Medical Assistants (CMA). Employment opportunities include physicians' offices, health maintenance organizations, podiatrists, chiropractors, health departments, outpatient clinics, and other health practitioners. Duties will vary with the location, specialty, and size of the practice.

Medical Assisting Program Mission
The mission of the Medical Assisting program is to provide excellent outcomes-based education in an effective training program that promotes competitiveness in the healthcare job market. This comprehensive program offers the opportunity to learn medical, clinical, and administrative skills while earning a diploma/degree in Medical Assisting. This program prepares its graduates for the national certification exam, as well as a rewarding career in Medical Assisting.

APPLICATION PROCESS

It is the Medical Assisting applicants' responsibility to ensure that all requirements are met by the established deadlines. Medical Assisting deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions.

The Medical Assisting faculty conduct detailed information sessions that are held during the fall of 2023 and spring of 2024 (please refer to the Medical Assisting website for specifics).
Note: attendance is beneficial but does not provide points for the fall 2024 application period.

Admission to all educational programs offered by Cape Fear Community College is made without regard to race, color, sex, national origin, gender identity, sexual orientation, disability, veteran status or other irrelevant factors.

> **The Medical Assisting program at CFCC requires a separate, program specific application as it is selective admission. Students must meet minimum requirements and complete an "Intent to Apply" during the application period. This is done electronically and can be accessed at the program website: www.cfcc.edu/medical-assisting.**

Prior to completing the "Intent to Apply", prospective students must first complete the steps to be accepted for general admission to Cape Fear Community College. Below are the steps for acceptance to CFCC.

Note: if you are interested in this program but are not sure about meeting all requirements, you are encouraged to contact the staff of the HSEC: healthsciences@cfcc.edu or complete the form on the application website for further support.

Students Must:

1. Complete the CFCC General Admissions Application, which includes the Residency Determination Application. For students that have applied to or have taken classes at CFCC previously, the application has to be active. If the prospective student has not attended classes at CFCC for one year (12 months) or longer, they must reapply and be accepted prior to filing an "Intent".

2. Request official transcripts from a regionally accredited High School/High School Equivalency agency. High School/High School Equivalency transcripts must indicate the date graduated. Official transcripts are those received either electronically, by mail, or by hand delivery to CFCC in the original, sealed envelope from the awarding institution or agency. If the prospective student graduated from a North Carolina public high school within the past three years, they may request that an official high school transcript be sent electronically to the Admissions Office via the College Foundation of North Carolina (CFNC) website at www.cfnc.org. The official school administrator for homeschooled students must submit a copy of the home school's approved registration from the state in which they are registered (if applicable), and a home school transcript with graduation date. All students selected to the program must have graduated from high school at the start of the program or have earned the equivalent credentials.

3. Request official transcripts from **all** colleges and/or universities attended (if applicable; must come from institution where classes are taken) to be mailed or electronically sent to the Admissions and/or Records Office. These will be reviewed for possible transfer credit. Note: transcripts from Masters or Ph.D. programs are not required. Transcripts from colleges that are not regionally accredited may be evaluated on a case-by-case basis.

   Once accepted to CFCC, students must meet the minimum requirements listed below and then complete/file an "Intent to Apply" electronically during the application period:

1. **Applicants must meet minimum English and Math requirements.** Any parts of the criteria below can be combined to meet the requirements. ***Official transcripts and/or test scores are required.***

- An Associate's Degree or higher **OR**

- An unweighted U.S. High School GPA of 2.8 or higher regardless of graduation year or NC Community College Adult High School (AHS) unweighted GPA of 2.8 or higher **OR**
  - High School Career and College Ready Graduate (CCRG) Enhanced English IV score of 80 or higher on Tiers I and II **AND**
  - High School CCRG Math score of 80 or higher on Tiers I and II OR Math 3 End of Course (EOC) score of 4 or higher **OR**

- Completion of **English Composition I or higher** (or its equivalent; i.e., ENG-111 in the North Carolina Community College common course library) **and Quantitative Literacy or higher** (or its equivalent; i.e., MAT-143 in the North Carolina Community College common course library) with a grade of **"C"** or better at a regionally accredited college. (Note: if both requirements are met via CFCC transfer credit, then skip to bullet no. 2) **OR**

- Successful completion of developmental or transitional English and Math classes at a North Carolina Community College (only) that would allow direct placement into ENG-111 and MAT-143 **without pre- or co-requisites** (if taken at a four-year college/university or out of state, please contact the CFCC Health Science Enrollment Center at *healthsciences@cfcc.edu* if you have questions) **OR**

- Completion of an NCDAP, Accuplacer (Classic, not Next Gen.), RISE, or COMPASS Placement Test with English and Math placement into ENG-111 and MAT-143 **without pre- or co-requisites**, regardless of completion date. Please contact the CFCC Health Science Enrollment Center at *healthsciences@cfcc.edu* if you have questions about the use of test scores to meet Math and English requirements.

2. **Students must have an overall <u>GPA of 2.0 or higher in all post-secondary coursework completed at Cape Fear Community College</u>** (if the applicant has never attended CFCC this requirement may be disregarded). After an "Intent to Apply" has been filed, the student must consistently maintain a minimum GPA of 2.0 for each semester enrolled at CFCC to enter the program in the fall. If the student's CFCC cumulative GPA is below 2.0 at the time of filing an "Intent to Apply" and they have not been enrolled in CFCC for one year (12 months) or longer, they may be eligible for *Academic Forgiveness* (see 2023 – 2024 catalog for more information).

3. **Filing an "Intent to Apply"**
An "Intent to Apply" for the Medical Assisting program may be completed **ONLINE** during the application period of February 1, 2024 through June 4, 2024 or until filled (Early Admissions notification: March 1, 2024). Students must visit the programs' website (www.cfcc.edu/medical-assisting), study the instructions, and click on the "File My Intent" button to proceed. Students must make sure to complete all required fields/areas all the way to the end and then submit the form. If the "Intent" is approved, i.e., all eligibility requirements are met, the student will receive information in their CFCC e-mail account explaining the next steps. Students who file an "Intent to Apply" and do not meet the minimum requirements will receive an e-mail addressing the missing items. Once eligible, they may re-file their "Intent" as long as it is prior to the end of the application period. Note: If technical difficulties are encountered, students may contact the CFCC Helpdesk at 910-362-4357. All interested applicants must file the "Intent to Apply" prior to the end of the application period.

"Intent to Apply" Checklist for the Medical Assisting Program:

- Admission to CFCC (via general college admissions) or active application status
- Official high school transcript on file at CFCC
- Official college/university transcripts (if applicable) on file at CFCC
- English and Math eligibility (see pages 2-3)
- Overall GPA at CFCC of 2.0 or higher (if the applicant has never attended CFCC this requirement may be disregarded. After an "Intent to Apply" has been filed, the student must consistently maintain a minimum GPA of 2.0 for each semester enrolled at CFCC to enter the program in the fall)

Note I: Having relevant medical experience is not part of meeting minimum requirements to apply; it does count for points (see page 6 for details).

Note II: Completion of general education courses prior to the start of the program does not decrease the number of semesters required to graduate. The program duration is three semesters.

Qualified applicants will be invited to review their Point Count electronically **after the application deadline (or Early Admission) and after all point counts are completed.** A copy of their point count will be emailed by the HSEC-including instructions on how to agree or recheck the point count total. Program decision notifications will be emailed as early as March for Early Admission or in early July.

Note: Depending of the Health Science program neither federal law nor North Carolina law permits undocumented individuals or those with DACA (Deferred Action for Childhood Arrivals) classification to receive professional licenses. See 8 U.S.C. § 1621(a) and (c)(1)(A). This does not prevent a DACA student from enrolling in a Health Science program, but may prohibit the student from receiving a professional license. If students have any questions about eligibility for professional licensure please contact the professional organization's website.

MEDICAL ASSISTING SELECTION PROCESS

The point system was implemented as an objective means for evaluating Medical Assisting applicants. **ALL documents (including official, up to date transcripts) needed for points must be on file at CFCC prior to the application deadline (June 4, 2024 or until filled).** Eligible courses need to be completed prior to the application deadline to receive points. No points will be awarded for documentation received after the application deadline. If students are currently, or were previously enrolled in another college, it is their responsibility to ensure that the final transcript is received by CFCC prior to the application deadline.

Twenty-Four (24) students will be admitted to the Medical Assisting Diploma program for the fall 2024 semester. Please refer to the Medical Assisting Point Count Worksheet for point values.

Section A: Non- Coursework (Note: not a minimum requirement – only used for point count):

Points For Documented Medical Experience
Points will be awarded for previous health professional training (college coursework) or proof of current certifications from a regionally accredited institution. Official documentation must be on file

with the Health Science Enrollment Center by the end of the application period. **No points will be awarded for documentation received after application deadline.**

Section B: Coursework (Note: not a minimum requirement- used for point count and to satisfy program General Education coursework)

Points For High School GPA
Current high school senior with an unweighted GPA of 3.5 or higher will earn points. Note: A student will not get points for both a 3.5 (unweighted) high school GPA and college courses. Points will be awarded for one or the other, whichever is highest. (For point distribution, refer to the program point count worksheet).

Points for College Coursework
College courses completed prior to the application deadline with a grade of "C" or better will earn the applicant points. Points will also be awarded for credit earned based on AP (Advanced Placement) and/or CLEP examinations. (For point distribution, refer to the attached point count worksheet).

Note: To receive points for courses listed on the point count, the courses must be completed before the application deadline.

<u>For the Diploma:</u>
ENG 111 (3), MAT 110 or higher (3), MED 121 (3), MED 122 (3)
Note: for Math, the courses MAT-110 or 171 are recommended

<u>For the AAS Degree (optional):</u>
PSY 118 (3) <u>or</u> PSY 150 (3), CIS 110 (3) <u>or</u> CIS 111(3), Humanities/Fine Arts Elective (3), SPA 120 (3), COM 120 (3) <u>or</u> COM 231 (3)

SPECIAL NOTES:

Starting fall 2023 BIO-163 (or 168 and 169) will no longer be a part of the general education core; in its place, the course MED-116, that is part of the program, will cover the content (Semester 1). See page 12 for possible course substitutions.

Students who have questions or concerns regarding transfer credits from other colleges and/or universities must address and resolve their concerns prior to the end of the application period (please contact a staff member at the CFCC Health Science Enrollment Center).

Calculation of Total Points

The applicant's total points are calculated using approved work experience and academics (completed course work). Qualified applicants will be invited to review their point count electronically **after the application deadline and after all point counts are completed.** A copy of their point count will be emailed in June 2024 (in March if accepted via Early Admission) including instructions on how to agree or recheck the total point count. APPLICANTS WHO FAIL TO RESPOND TO THE REQUEST TO REVIEW THEIR POINT COUNT WILL WAIVE THEIR RIGHT TO CONTEST THEIR POINT TOTAL. *Applicant's point counts are **confidential; to protect students' privacy, point count totals can only be discussed with the applicant.***

Acceptance into the program is for fall 2024. Students who decide to decline their seat will need to reapply for future admission.

Applying to Multiple Programs: If accepted into multiple health sciences programs at CFCC, students are required to commit to the program of choice by the deadline stated in the program decision email sent by the Health Science Enrollment Center. Failure to do so in writing (i.e., via response form) will result in the loss of the seat. Once a student accepts their seat and attends the orientation, they finalize their commitment to the Medical Assisting program and will no longer be considered for seats in other programs, unless granted prior approval by the staff of the HSEC. For any questions or concerns please reach out to the staff members of the HSEC: healthsciences@cfcc.edu.

NOTIFICATION PROCEDURE

Twenty-Four (24) students will be admitted to the Medical Assisting Diploma program for the fall 2024 semester. Students whose status is "alternate" are admitted to the program only when an originally accepted student declines an offer of admission, or once accepted, becomes disqualified (refer to disqualifying factors).

Medical Assisting applicants will be conditionally accepted into the program pending submission and review of a favorable health form, negative drug screening and criminal background check, and CPR certification. The required forms will be provided by Cape Fear Community College.

The 24 selected students will be notified when to complete the following information:

1. Mandatory Orientation/Registration
The selected **Twenty-Four (24)** students will be required to attend a mandatory orientation with the Medical Assisting Program Director. **Failure to attend will result in forfeiture of the student's Medical Assisting seat. Information on obtaining a drug screen and criminal background check will be provided at program orientation.**

2. Medical Reports
All completed health/medical reports must be received by the specified date noted during orientation. At that time, students will be given further information and instructions on how to access the medical forms necessary for completing the clinical portion of the program. This includes the COVID-19 vaccination.

3. Criminal Background Check and Drug Screening
All Medical Assisting clinical sites require both criminal background checks and drug screenings prior to allowing students to participate in a clinical rotation (associated fees are the responsibility of the student). The drug screening will include a twelve (12) panel urine drug screen (methadone will be included). Positive test results on the drug screening, and/or evidence of specimen tampering, will disqualify a student from participation in clinical rotations and will be grounds for immediate program dismissal. Furthermore, criminal activity reported on the background checks may disqualify a student from participating in clinical rotations. The criminal background check and drug screening are mandatory, as such refusal to complete these forms will be cause for immediate program dismissal. Information and instructions on obtaining and submitting all necessary forms will be given during the Medical Assisting Orientation. For more detailed policy

information, students should see the "Drug and Alcohol Policy" in the 2023-2024 CFCC Student Handbook.

4. **CPR**

Students must submit documentation of current CPR* certification from the American Heart Association. The certification must be the Basic Life Support (BLS) for Healthcare Providers course, which includes Rescuer CPR and AED usage for adults, children and infants. The BLS certification must include skills practice and skills testing and require that students complete and pass a written examination. Details will be provided at program orientation. ***Please note that online CPR certification courses will not be accepted!**

5. **Transportation**

Students must provide their own reliable transportation to clinical rotation sites. Applicants should be aware that travel in areas outside of New Hanover and Pender Counties may be required for clinical placement.

PROGRESSION POLICY

Students admitted to the Medical Assisting Program must achieve or have achieved a "C" in each course in the curriculum in order to progress semester by semester.

Grading Policy

A	Excellent	92-100
B	Good	84-91
C	Average	76-83
D	Poor	68-75

PHYSICAL AND COGNITIVE EXPECTATIONS OF A MEDICAL ASSISTING STUDENT

Medical Assisting is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. For purposes of medical assisting program compliance with the 1990 Americans with Disability Act, a qualified individual with a disability is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the Medical Assisting program.

If a student believes that they cannot meet practical Medical Assisting program requirements without accommodations, the Student Accessibility Services Office will determine on an individual basis, whether or not the necessary accommodations or modifications can be reasonably made. Further information regarding the physical and cognitive experiences of a Medical Assistant student and the relevant Technical Standards may be found in the student policy below.

CFCC provides reasonable accommodations to otherwise qualified students with disabilities, as long as such disabilities, determined on a case-by-case basis, do not preclude the student from meeting the qualifications considered essential to the program. The essential functions (Technical Standards) are listed below.

REQUIRED TECHNICAL STANDARDS

Criteria	Essential Function	Examples of Necessary Activities (Not all Inclusive)
Critical Thinking	Critical thinking ability sufficient for sound clinical judgment	-Identifies cause-effect relationships in clinical situations, develop patient plans
Interpersonal	Interpersonal skills to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds	-Establish rapport with patients/clients and colleagues -Conduct that adheres to the ethical standard of practice
Communication	Communication abilities sufficient for interaction with others in verbal and written form	-Explain treatment procedures, initiate health teaching, document and interpret patient actions and patient/client responses
Mobility	Physical abilities sufficient to move from room to room and maneuver in small places **Physical Essential Standards including but not limited to:** Walking and Running • Twisting, Stooping, Squatting, and Bending • Climbing stairs, lifting and supporting the weight of patients and objects, and endure prolonged standing	-Moves around in patient's rooms, work spaces, and treatment areas, administers cardiopulmonary procedures, suture removal, etc. -Professionals/students must walk from room to room to aid in patient care and under certain emergency circumstances, be able to run to perform specific required functions in the medical office -Twist their bodies, stoop, squat and/or bend during procedures which aid in patient care -Professionals/students may be required to climb stairs, lift and support the weight of patients and objects as well as endure prolonged standing during procedures which aid in patient care
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective patient care	-Calibrate and use equipment; position patients/clients
Hearing	Auditory ability sufficient to monitor and assess health needs	-Detects monitor alarm, emergency signals, abnormal breathing sounds, cries for help, and ability to respond to patient in need
Visual	Visual ability sufficient for observation and assessment necessary in-patient care	-Observes patient/client responses, such as skin color changes -Perform accurate EKG's/ECG's
Tactile	Tactile ability sufficient for physical assessment	-Perform palpation, functions of physical examination and/or those related to therapeutic intervention

Students who feel they need accommodations should contact the staff of the Student Accessibility Services Office in the Union Station Building (Room U-218) on the Downtown Campus or call 910-362-7800.

DISQUALIFYING FACTORS

Students may be denied admission to or continuation in the Medical Assisting program for any of the following reasons:

1. Physical or emotional health, which indicate impairment in the ability to provide safe medical care to the public.
2. Conduct not in accordance with the standards of a Medical Assistant:
   i. Has given false information or has withheld material information
   ii. Has been convicted, pleaded guilty or *nolo contendere* to any crime which indicated that the individual is unfit or incompetent to work as a Medical Assistant, or that the individual has deceived or defrauded the public;
   iii. Has used any drug to a degree that interferes with his or her fitness to practice Medical Assisting
   iv. Has engaged in conduct that deceives or defrauds the public or which endangers the public's health
3. A felony conviction may affect students' ability to be placed into clinical rotation. Students will be denied entrance into Medical Clinical Practicum if they have a felony conviction.

ADDITIONAL INFORMATION

The Clinical Medical Assisting Faculty emphasizes that attitudes and actions demonstrate a student's ethics. Therefore, according to CFCC policy a student will receive and "F" in a course for the following: cheating, plagiarizing, falsifying information, stealing, bringing weapons on campus, and/or use of profane language. An "F" in a Clinical Medical Assisting class may result in dismissal from the program.

RESOURCES/ASSISTANCE

If there are questions or concerns regarding the selective admissions process and other available resources, please contact a staff member of the Health Science Enrollment Center at the Wilmington Campus, in the Union Station Building (Room U-297); healthsciences@cfcc.edu; 910-362-7139.

FINANCIAL AID

The Financial Aid office monitors a policy that is based on federal regulations that establishes a maximum time frame for completion of a program of 150 percent of the published length of an educational program. This means that as a student majoring in Medical Assisting or another Pre-Health Science program, the student will need to pay careful attention to the number of hours attempted prior to actual admission into the program of choice. Depending on the number of hours attempted prior to admission into a Health Science program, a student may not be eligible for enough financial aid to complete the program after they have been admitted.

To make sure students understand this policy and plan ahead in order to use their financial benefits in a wise and timely manner, students are encouraged to consult with the staff of the CFCC Financial Aid office located in the Union Station Building (Room U-138) on the Wilmington Campus or in the McKeithan Center (Room NA-100) on the North Campus.

The Cape Fear Community College Foundation supports student education opportunities through program support and scholarships. All students are encouraged to apply to scholarships if eligible. Please be aware that there is a firm scholarship application deadline in place and students may not know their program acceptance status until after the deadline. For more information, please visit the Foundation website: https://cfcc.edu/foundation/.

CAPE FEAR COMMUNITY COLLEGE
TUITION & FEES

Payment methods: cash, check, money order, VISA, MasterCard, American Express, Discover, financial aid, payment plan, or third (3rd) party sponsorship. All forms of payment must be received by the Business Office to be officially registered.

Tuition is established by the North Carolina State Legislature and is subject to change without prior notification.

Credit Hours	In-State Tuition	Out-Of-State Tuition	Student Activity Fees	Parking & Security Fee	Technology Fees
1	76.00	268.00	35.00	40.00	3.00
2	152.00	536.00	35.00	40.00	6.00
3	228.00	804.00	35.00	40.00	9.00
4	304.00	1072.00	35.00	40.00	12.00
5	380.00	1340.00	35.00	40.00	15.00
6	456.00	1608.00	35.00	40.00	18.00
7	532.00	1876.00	35.00	75.00	21.00
8	608.00	2144.00	35.00	75.00	24.00
9	684.00	2412.00	35.00	75.00	27.00
10	760.00	2680.00	35.00	75.00	30.00
11	836.00	2948.00	35.00	75.00	33.00
12	912.00	3216.00	35.00	75.00	36.00
13	988.00	3484.00	35.00	75.00	39.00
14	1064.00	3752.00	35.00	75.00	42.00
15	1140.00	4020.00	35.00	75.00	45.00
16 or more	1216.00	4288.00	35.00	75.00	48.00

Professional liability insurance: $15.00 per school year (Nursing and health science students)

Full time: 12 credit hours
3/4 time: 9 credit hours
1/2 time: 6 credit hours

ONE YEAR MEDICAL ASSISTING DIPLOMA PROGRAM
(LEADING TO TWO YEAR AAS DEGREE PROGRAM)

CURRICULUM IN SEMESTERS FOR DIPLOMA

Fall Semester I

Course	Title	Class	Lab	Clinical	Credit
ENG 111	Writing and Inquiry	3	0	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 110	Orientation to Medical Assisting/ 4 week course	1	0	0	1
*MED 116	Intro to Anatomy & Physiology	3	2	0	4
MED 118	Medical law and Ethics	2	0	0	2
MED 130	Administrative Office Procedures I	1	2	0	2
MED 131	Administrative Office Procedures II	1	2	0	2
				Total	17

Spring Semester I

Course	Title	Class	Lab	Clinical	Credit
MED 140	Examining Room Procedure I	3	4	0	5
MED 150	Laboratory Procedure I	3	4	0	5
MAT 110	Math Measurement & Literacy	2	2	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 272	Drug Therapy	3	0	0	3
				Total	19

Summer Semester I

Course	Title	Class	Lab	Clinical	Credit
MED 274	Diet Therapy/Nutrition	3	0	0	3
MED 260	Medical Clinical Practicum	0	0	15	5
MED 264	Medical Assisting Overview	2	0	0	2
				Totals	10

Graduation Requirements: 46 Semester Hours

<p style="text-align:center">**MEDICAL ASSISTING AAS OPTION**</p>

This one-year diploma can lead to a two year Associate in Applied Science degree with an additional year of coursework. For details, please contact the Program Director, Ms. Laura Muldowney, at lamuldowney027@mail.cfcc.edu.

<p style="text-align:center">**CURRICULUM IN SEMESTERS FOR AAS DEGREE**</p>

Fall Semester II

Course	Title	Class	Lab	Clinical	Credit
*CIS 111	Basic PC Literacy	2	2	0	2
MED 270	Symptomatology	2	2	0	3
*PSY 150	General Psychology	3	0	0	3
*COM 120	Interpersonal Communications	3	0	0	3
				Total	11

Spring Semester II

Course	Title	Class	Lab	Clinical	Credit
SPA 120	Spanish for the Workplace	3	0	0	3
MED 276	Patient Education	1	2	0	2
MED 136	Preventative Health	2	0	0	2
HUM/Fine Arts	Select one course from the following: HUM 115*	3	0	0	3
				Total	10

Graduation Requirements: 68 Semester Hours

*Possible Course Substitutions

- CIS 111: Basic PC Literacy **OR** CIS 110: Introduction to Computers

- PSY 150: General Psychology **OR** PSY 118: Interpersonal Psychology

- HUM 115: Critical Thinking **OR**
  Humanities/Fine Arts Elective: This requirement may be met by taking an approved Humanities or Fine Arts course. For approved courses, please refer to the program evaluation (course substitutions may be an option).

- COM 120: Introduction to Interpersonal Communications **OR**
  COM 231: Public Speaking
  Note: Effective for program start of Fall 2023, COM 110 will no longer be accepted.

- BIO 163: Basic Anatomy & Physiology **OR**
  BIO 168: Anatomy & Physiology I **and** BIO 169 Anatomy & Physiology II for MED-116

Note: the General Education courses may be taken prior to the acceptance to the program **(if used for substitution: BIO-163 or BIO-168 and BIO-169 expire after five years from the program start).** The other General Education courses do not expire.

ESTIMATED EXPENSES

MEDICAL ASSISTING DIPLOMA

Fall Semester I
*Tuition/Fees (In-State)	$	1374.00
*Tuition/Fees (Out-of-State)		4446.00
Books/Supplies		500.00
Uniforms		100.00
Transportation parking for clinical education		15.00
Physical		100.00
CPR certification		45.00
Drug Screen, Criminal Background & Immunization Tracker		92.00
Name tag		5.00
TOTAL (In-State)	**$**	**2231.00**
TOTAL (Out-of-State)	***$***	***5303.00***

Spring Semester I
*Tuition/Fees (In-State)	$	1374.00
*Tuition/Fees (Out-of-State)		4446.00
Books/Supplies		300.00
TOTAL (In-State)	**$**	**1674.00**
TOTAL (Out-of-State)	***$***	***4746.00***

Summer Semester
*Tuition/Fees (In-State)	$	900.00
*Tuition/Fees (Out-of-State)		2820.00
Books/Supplies		200.00
TOTAL (In-State)	**$**	**1100.00**
TOTAL (Out-of-State)	***$***	***3020.00***

MEDICAL ASSISTING AAS DEGREE (Year II; Optional)

Fall Semester II
*Tuition/Fees (In-State)	$	979.00
*Tuition/Fees (Out-of-State)		3091.00
Books/Supplies		100.00
TOTAL (In-State)	**$**	**1079.00**
TOTAL (Out-of-State)	***$***	***3191.00***

Spring Semester II
*Tuition/Fees (In-State)	$	900.00
*Tuition/Fees (Out-of-State)		2820.00
Books/Supplies		200.00
TOTAL (In-State)	**$**	**1100.00**
TOTAL (Out-of-State)	***$***	***3020.00***

*Based on 2021-2022 tuition rate (subject to change).

Total tuition and fees depends on the number of credit hours you enroll in each semester. Please see chart on page 10. Students are responsible for the purchase of health insurance, hepatitis B immunization (optional), and drug screening for internships.

CERTIFICATION/LICENSURE

Upon successful completion of this program students may take the CMA (AAMA) National certification exam. Fees associated with the AAMA exam are currently $250. The CCMA (NHA) National certification exam can also be taken. Fees associated with the NHA exam are currently $155.

Revised 7/2022

MINIMUM REQUIREMENTS

- Admission to CFCC (by Admissions) or active application status
- Official high school transcript on file at CFCC
- Official college/university transcripts (if applicable) on file at CFCC
- English and Math eligibility
- Overall GPA at CFCC of 2.0 or higher (criteria waived if students do not have an established GPA at CFCC)

POINT COUNT WORKSHEET

SECTION A: NON-COURSEWORK

Relevant Work Experience
CNA I **OR** CNA II   (4pts)   _____
OR
EMT, Paramedic, LPN, Radiography, Technology,   (8pts)   _____
Military Medic, Surgical Technology, Phlebotomy

SECTION B: COLLEGE COURSEWORK (DIPLOMA AND AAS)

Current high school senior with an unweighted   (30pt)   _____
GPA of 3.5 or higher (Will not get points for both
High School GPA and college courses)

Courses required prior to or during the program as outlined in the college catalog. Points apply if taken prior to the application deadline.

MED 121 Medical Terminology I (3 sem hrs) College curriculum level course	A (15pts) _____ B (10pts) _____ C (5pts) _____	
MED 122 Medical Terminology II (3 sem hrs) College curriculum level course	A (15pts) _____ B (10pts) _____ C (5pts) _____	
ENG 111 Writing & Inquiry (Expository Writing) (3 sem hrs)	A (15pts) _____ B (10pts) _____ C (5pts) _____	
MAT 110 Math Measurement & Literacy **OR** higher (3 sem hrs)	A (15pts) _____ B (10pts) _____ C (5pts) _____	

Courses for the Associate Degree in Applied Science:

Humanities/Fine Arts Elective (3 sem hrs) **OR** PHI 240 Introduction to Ethics (3 sem hrs)	A (15pts) _____ B (10pts) _____ C (5pts) _____	
CIS 110 Introduction to Computers (3 sem hrs) **OR** CIS 111 Basic PC Literacy (2 sem hrs)	A (15pts) _____ B (10pts) _____ C (5pts) _____	
PSY 118 Interpersonal Psychology (3 sem hrs) **OR** PSY 150 General Psychology (3 sem hrs)	A (15pts) _____ B (10pts) _____ C (5pts) _____	
SPA 120 Spanish for the Workplace (3 sem hrs) College curriculum level course	A (15pts) _____ B (10pts) _____ C (5pts) _____	
COM 120 Intro to Interpersonal Comm. (3 sem hrs) (COM 231 also accepted)	A (15pts) _____ B (10pts) _____ C (5pts) _____	

Total Score _____

SUMMATION OF POINT TOTALS

Section A   _____
Section B   _____

Grand Total   _____

NOTE 1: If students have the same point count total, the date and time that the Intent to Apply was submitted will be the deciding factor.

NOTE 2: In order to receive points in any of the areas above, all documentation must be on file at CFCC as outlined in the information packet (by the deadline and in the required format).

CAPE FEAR COMMUNITY COLLEGE