

STATE BOARD OF COMMUNITY COLLEGES
CURRICULUM PROGRAM APPLICATION [FTFA*]
(Existing Program)

The State Board of Community Colleges is asked to approve the curriculum programs at the listed colleges on the condition that equipment funds are available to the college and operating funds generated by the budget formula will permit the offering of these programs without any special allocation of funds.

Brunswick Community College
Healthcare Business Informatics [A25510]

Randolph Community College
Medical Assisting [A45400]

Contact Person:

Jennifer Frazelle, Director
Academic Programs
919.807.7120
frazellej@nccommunitycolleges.edu

**Fast Track for Action*

**PROGRAM APPLICATION
SUMMARY EVALUATION REPORT**

**Brunswick Community College
Healthcare Business Informatics (A25510)**

I. Program Planning

Brunswick Community College (BCC) is seeking approval for the Healthcare Business Informatics (A25510) program, to begin Fall 2011. The planning area is defined as the college's service area of Brunswick County.

All colleges were notified of the planning process for this program, and a planning meeting was held. The college conducted an employment availability survey within the planning area:

Currently:	6	employment positions available
1st graduating class:	14	employment positions available
2nd graduating class:	13	employment positions available

The entry-level salary range is \$25,000-32,000 per year.

II. Impact of the Proposed Program on Other Programs

Two colleges are currently approved to offer the Healthcare Business Informatics (A25510) program, and ten community colleges are approved to offer the Health Information Technology (A45360) program which is similar to this program. An impact assessment was sent to each college. No negative impact responses were received.

III. Feasibility Plan

Brunswick Community College surveyed current BCC students. The results indicated the following:

Full-time:	41	potential students
Part-time:	17	potential students

Projected enrollment for the first two classes:

1st class:	15 full-time	5 part-time
2nd class:	15 full-time	5 part-time

The college has adequate space for classrooms. The approximate start-up costs include \$6,000 for hardware and software and \$10,000 for instructor costs. The ongoing costs include \$1,500 for hardware and software and \$53,000 for instructor's costs. The funds necessary to operate the program will come from regular budget FTE.

IV. Implementation of Collaborative Plan

Not Applicable

V. Curriculum Design

The advisory committee participated in the development of the program competencies and skills. The proposed program of study is in compliance with the State Board approved curriculum standard.

Coordinator: Dr. Hilmi Lahoud

CURRICULUM STANDARD

Effective Term
Fall 2010
[2010*03]

Curriculum Program Title

Healthcare Business Informatics

Code

A25510

Concentration

(not applicable)

Curriculum Description

The Healthcare Business Informatics curriculum prepares individuals for employment as specialists in installation, data management, data archiving/retrieval, system design and support, and computer training for medical information systems.

Students learn about the field through multidisciplinary coursework including the study of terminology relating to informatics, systems analysis, networking technology, computer/network security, data warehousing, archiving and retrieval of information, and healthcare computer infrastructure support.

Graduates should qualify for employment as database/data warehouse analysts, technical support professionals, informatics technology professionals, systems analysts, networking and security technicians, and computer maintenance professionals in the healthcare field.

*Curriculum Requirements**

[for associate degree, diploma, and certificate programs in accordance with 23 NCAC 02E.0204 (3)]

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit in Program	64-76	36-48	12-18

**Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

Major Hours

[ref. 23 NCAC 02E.0204 (3)]

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (if applicable). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Healthcare Business Informatics A25510

	AAS	Diploma	Certificate																																																																								
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC																																																																								
A. CORE <i>Courses required for the diploma are designated with *</i> Required Courses: <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">CIS 115</td> <td style="width: 55%;">Intro to Prog & Logic</td> <td style="width: 15%; text-align: right;">3 SHC</td> <td></td> </tr> <tr> <td>CTS 120</td> <td>Hardware/Software Support</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> <tr> <td>*HBI 110</td> <td>Issues and Trends in HBI</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> <tr> <td>*HBI 113</td> <td>Survey of Med Insurance</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> <tr> <td>*HBI 250</td> <td>Data Mgmt and Utilization</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> <tr> <td>*HBI 289</td> <td>HBI Project</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> </table> Require Subject Areas: Basic Computer Skills. Select one: <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">CIS 110</td> <td style="width: 55%;">Introduction to Computers</td> <td style="width: 15%; text-align: right;">3 SHC</td> <td></td> </tr> <tr> <td>CIS 111</td> <td>Basic PC Literacy</td> <td style="text-align: right;">2 SHC</td> <td></td> </tr> </table> Operating Systems. Select one: <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">CTI 130</td> <td style="width: 55%;">OS and Device Foundation</td> <td style="width: 15%; text-align: right;">6 SHC</td> <td></td> </tr> <tr> <td>NOS 110</td> <td>Operating System Concepts</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> </table> Information Security. Select one: <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">CTI 120</td> <td style="width: 55%;">Network & Sec Foundation</td> <td style="width: 15%; text-align: right;">3 SHC</td> <td></td> </tr> <tr> <td>SEC 110</td> <td>Security Concepts</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> </table> Network Systems. Select one: <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">NET 110</td> <td style="width: 55%;">Networking Concepts</td> <td style="width: 15%; text-align: right;">3 SHC</td> <td></td> </tr> <tr> <td>NET 125</td> <td>Networking Basics</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> <tr> <td>TNE 111</td> <td>Campus Networks I</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> </table> Database. Select one: <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">DBA 110</td> <td style="width: 55%;">Database Concepts</td> <td style="width: 15%; text-align: right;">3 SHC</td> <td></td> </tr> <tr> <td>DBA 120</td> <td>Database Programming I</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> <tr> <td>DBA 210</td> <td>Database Administration</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> </table> <div style="text-align: right;"><i>Continued on next page</i></div>	CIS 115	Intro to Prog & Logic	3 SHC		CTS 120	Hardware/Software Support	3 SHC		*HBI 110	Issues and Trends in HBI	3 SHC		*HBI 113	Survey of Med Insurance	3 SHC		*HBI 250	Data Mgmt and Utilization	3 SHC		*HBI 289	HBI Project	3 SHC		CIS 110	Introduction to Computers	3 SHC		CIS 111	Basic PC Literacy	2 SHC		CTI 130	OS and Device Foundation	6 SHC		NOS 110	Operating System Concepts	3 SHC		CTI 120	Network & Sec Foundation	3 SHC		SEC 110	Security Concepts	3 SHC		NET 110	Networking Concepts	3 SHC		NET 125	Networking Basics	3 SHC		TNE 111	Campus Networks I	3 SHC		DBA 110	Database Concepts	3 SHC		DBA 120	Database Programming I	3 SHC		DBA 210	Database Administration	3 SHC		39-48 SHC		
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Healthcare Business Informatics A25510 (Continued)

<p>Medical Terminology. Select one set: MED 120 Survey of Med Terminology 2 SHC <i>or</i> MED 121 Medical Terminology I 3 SHC <i>and</i> MED 122 Medical Terminology II 3 SHC <i>or</i> OST 141 Med Terms I-Med Office 3 SHC <i>and</i> OST 142 Med Terms II-Med Office 3 SHC</p> <p>Medical Legal and Regulatory Issues. Select one: MED 118 Medical Law and Ethics 2 SHC OST 149 Medical Legal Issues 3 SHC</p> <p>Business Management. Select one: BUS 110 Introduction to Business 3 SHC ETR 210 Introduction to Entrepreneurship 3 SHC HMT 110 Intro to Healthcare Mgt 3 SHC LOG 210 Introduction to Logistics 3 SHC</p>			
<p>B. CONCENTRATION</p>			
<p>C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i></p> <p>ACA, ACC, BUS, CCT, CET, CIS, CIT, CJC, COE, CSC, CTI, CTS, DBA, ECM, ECO, EGR, ETR, HBI, HMT, LOG, MED, MKT, NET, NOS, OST, SEC, SGD, TNE, WEB.</p> <p><i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i></p>			

**PROGRAM APPLICATION
SUMMARY EVALUATION REPORT**

**Randolph Community College
Medical Assisting (A45400)**

I. Program Planning

Randolph Community College is seeking approval for the Medical Assisting (A45400) program to begin Fall 2011. The planning area is defined as the college's service area of Randolph County.

All colleges were notified of the planning process for this program, and a planning meeting was held. The college conducted an employment availability survey within the planning area:

Currently:	22 full-time employment positions available
1st graduating class:	29 full-time employment positions available
*2nd graduating class:	14 full-time employment positions available

*Please note- Randolph Community College reported employers experienced difficulty in attempting to predict job vacancies in 2014 due to the poor economic times their county is experiencing.

The average entry-level salary is \$11.60 per hour.

II. Impact of the Proposed Program on Other Programs

There are thirty-six community colleges approved to offer the Medical Assisting program. An impact assessment was sent to each college. A negative response was received initially from Central Carolina Community College, Davidson County Community College, and Guilford Technical Community College. The negative impacts have been resolved. The other colleges did not object to the program.

III. Feasibility Plan

Randolph Community College surveyed potential students enrolled in the two local high schools in Randolph County and local employers. The results indicated the following:

Full-time:	115 potential students
Part-time:	235 potential students

Projected enrollment for the first two classes:

1st class:	24 full-time
2nd class:	24 full-time

This program will be located at the Archdale Center, an off-campus facility of Randolph Community College. The college has adequate space for the classroom and lab. The start-up cost is estimated at \$60,000 for equipment and supplies. The start-up cost for a full-time and part-time instructor is \$62,000. The ongoing estimated annual cost is \$20,000 for equipment and supplies and \$62,000 for faculty. The funds necessary to operate the program will come from regular budget FTE and Allied Health Funding.

IV. Implementation of Collaborative Plan

Not Applicable

V. Curriculum Design

The advisory committee participated in the development of the program competencies and skills. The proposed program of study is in compliance with the State Board approved curriculum standard.

Coordinator: Ms. Renee Batts

CURRICULUM STANDARD

Effective Term
Fall 2011
[2011*03]

Curriculum Program Title

Medical Assisting

Code

A45400

Concentration

(not applicable)

Curriculum Description

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

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

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

*Curriculum Requirements**

[for associate degree, diploma, and certificate programs in accordance with 23 NCAC 02E.0204(3)]

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit (SHC)	64-76	36-48	12-18

**Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

Major Hours

[ref. 23 NCAC 02E.0204(3)]

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (if applicable). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Medical Assisting A45400

	AAS	Diploma	Certificate																																																									
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC																																																									
<p>A. CORE <i>A diploma offered under this AAS degree requires a minimum of 12 SHC extracted from the required subject/course core of the AAS degree.</i></p> <p>Required Courses:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">MED 110</td><td style="width: 70%;">Orientation to Medical Assisting</td><td style="width: 20%; text-align: right;">1 SHC</td></tr> <tr><td>MED 130</td><td>Administrative Office Procedures I</td><td style="text-align: right;">2 SHC</td></tr> <tr><td>MED 131</td><td>Administrative Office Procedures II</td><td style="text-align: right;">2 SHC</td></tr> <tr><td>MED 140</td><td>Exam Room Procedures I</td><td style="text-align: right;">5 SHC</td></tr> <tr><td>MED 150</td><td>Lab Procedures I</td><td style="text-align: right;">5 SHC</td></tr> <tr><td>MED 260</td><td>Medical Clinical Practicum</td><td style="text-align: right;">5 SHC</td></tr> </table> <p>Required Subject Areas:</p> <p>Anatomy & Physiology. Select one:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">BIO 160</td><td style="width: 70%;">Introductory Life Science</td><td style="width: 20%; text-align: right;">3 SHC</td></tr> <tr><td>BIO 161</td><td>Introduction to Human Biology</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>BIO 163</td><td>Basic Anatomy & Physiology</td><td style="text-align: right;">5 SHC</td></tr> <tr><td>BIO 166</td><td>Anatomy and Physiology II</td><td style="text-align: right;">4 SHC</td></tr> <tr><td>BIO 169</td><td>Anatomy and Physiology II</td><td style="text-align: right;">4 SHC</td></tr> <tr><td>MED 116</td><td>Introduction to Anatomy & Physiology</td><td style="text-align: right;">4 SHC</td></tr> </table> <p>Medical/Legal Issues. Select one:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">MED 118</td><td style="width: 70%;">Medical Law and Ethics</td><td style="width: 20%; text-align: right;">2 SHC</td></tr> <tr><td>OST 149</td><td>Med Legal Issues</td><td style="text-align: right;">3 SHC</td></tr> </table> <p>Terminology. Select one sequence:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">MED 121</td><td style="width: 70%;">Medical Terminology I</td><td style="width: 20%; text-align: right;">3 SHC &</td></tr> <tr><td>MED 122</td><td>Medical Terminology II</td><td style="text-align: right;">3 SHC</td></tr> <tr><td colspan="3" style="text-align: center;"><i>or</i></td></tr> <tr><td>OST 141</td><td>Medical Terminology I- Medical Office</td><td style="text-align: right;">3 SHC &</td></tr> <tr><td>OST 142</td><td>Medical Terminology II- Medical Office</td><td style="text-align: right;">3 SHC</td></tr> </table>	MED 110	Orientation to Medical Assisting	1 SHC	MED 130	Administrative Office Procedures I	2 SHC	MED 131	Administrative Office Procedures II	2 SHC	MED 140	Exam Room Procedures I	5 SHC	MED 150	Lab Procedures I	5 SHC	MED 260	Medical Clinical Practicum	5 SHC	BIO 160	Introductory Life Science	3 SHC	BIO 161	Introduction to Human Biology	3 SHC	BIO 163	Basic Anatomy & Physiology	5 SHC	BIO 166	Anatomy and Physiology II	4 SHC	BIO 169	Anatomy and Physiology II	4 SHC	MED 116	Introduction to Anatomy & Physiology	4 SHC	MED 118	Medical Law and Ethics	2 SHC	OST 149	Med Legal Issues	3 SHC	MED 121	Medical Terminology I	3 SHC &	MED 122	Medical Terminology II	3 SHC	<i>or</i>			OST 141	Medical Terminology I- Medical Office	3 SHC &	OST 142	Medical Terminology II- Medical Office	3 SHC	31-34 SHC	12 SHC	
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