



## NORTH CENTRAL TEXAS COLLEGE

### *Curricula – Health Sciences*

North Central Texas College's Division of Health Sciences includes the following courses of study:

- **Associate Degree Nursing (ADN)** - for students wishing to qualify for licensure as Registered Nurses (RNs).
- **Cosmetology**
  - **Cosmetology Stylist/Operator (OP)** - for students wishing to qualify for licensure as Cosmetology Operator.
  - **Esthetician (FA)** - for students wishing to qualify for licensure as Facialist.
  - **Nail Tech (MA)** - for students wishing to qualify for licensure as Manicurist.
- **Emergency Medical Services (EMS)** - for students wishing to qualify for certification as Paramedics and EMTs.
- **Law Enforcement** - for students wishing to obtain an Associate of Applied Science in Law Enforcement.
- **Radiological Technology** - for students wishing to qualify for registry as Radiological Technologists.
- **Surgical Technology** - for students wishing to qualify for certification as Surgical Technologists.
- **Vocational Nursing (LVN)** - for students wishing to qualify for licensure as Licensed Vocational Nurses (LVNs).

#### **NOTE: Admission to Health Science/Nursing Programs**

Admission to a Health Science or Nursing program is contingent upon admission to North Central Texas College; however, granting of admission to the College does not guarantee admission to a Health Science or Nursing program. A more detailed description of the general admissions process for Health Science/Nursing programs is on page 23. Refer also to specific programs on the following pages for any additional admission requirements.

#### **ASSOCIATE DEGREE NURSING (ADN) PROGRAM** *(Gainesville Campus)*

North Central Texas College's ADN program is approved by the Texas Board of Nursing and has full accreditation from the National League for Nursing Accrediting Commission (NLNAC: 61 Broadway, New York, NY 10006, Telephone: 1-800-669-9656, ext. 153).

#### **Educational Outcomes**

By the end of this program of study, the student will be able to master the objectives in the following areas:

#### ***Act As A Provider of Care To:***

- Determine the health status and health needs of clients based upon interpretation of health data and preventive health practices in collaboration with clients and interdisciplinary health care team members.
- Formulate goals/outcomes and plan of care based on nursing diagnoses in collaboration with clients and interdisciplinary health care team members.
- Implement plan of care within legal and ethical parameters, including scope of practice, in collaboration with the client and interdisciplinary health care team to assist client in meeting health care needs.
- Develop and implement teaching plans for clients concerning, promotion, maintenance, and restoration of health.
- Evaluate clients' responses and outcomes to therapeutic interventions.
- Provide for the care of multiple clients either through direct care or assignment and/or delegation of care to other members of the health care team.
- Use critical thinking approach to analyze clinical data and current literature as a basis for decision making in nursing practice.

### **Act As A Coordinator of Care To:**

- Coordinate human and material resources for the provision of care for clients.
- Collaborate with clients and the interdisciplinary health care team for the planning and delivery of care.
- Refer clients to resources that facilitate continuity of care.
- Function within the organizational framework of various health care settings.

### **Act As A Member of a Profession:**

- Assume accountability and responsibility for the quality of nursing care provided to clients.
- Act as an advocate to promote the provision of quality health care for clients.
- Participate in activities that promote the development and practice of professional nursing.

## **Gaining Admission**

Being admitted\* to North Central Texas College does NOT mean you are automatically admitted to the ADN program. (Refer to the note on the previous page and to more detailed information about admission on page 23.) To be officially admitted to the ADN program at NCTC, students must meet additional qualification requirements and carefully follow the step-by-step process described in Phase One and Phase Two below.

*\*North Central Texas College does not discriminate against or exclude from participation in any of its programs or activities, either in the student body or the staff, any person on the grounds of sex, race, color, religion, age, handicap, national origin or veteran status. Special emphasis will continue to be placed on correcting conditions which may inadvertently discriminate against any individual with a disability.*

## **PHASE ONE**

The following steps must be completed by ALL applicants before they will be considered for admission to the ADN program:

**Step One:** Complete (either by mail, online or in person) and submit PRIOR TO REGISTRATION an Application for Admission to NCTC and official transcripts from all educational institutions you have attended. Furnish official THEA scores OR proof of exemption based on TAAS, SAT or ACT scores. Students who have earned an associate's

or bachelor's degree or higher are exempt from THEA testing. The latest Schedule of Classes will provide the most up-to-date information regarding college preadmission testing. Fill out and submit a ***Degree Audit/Transcript Evaluation*** form to the NCTC Admissions Office. This should be done a minimum of two months prior to applying to the nursing program.

**Step Two:** Attend a ***pre-nursing advisement/information session***. Times and locations of information sessions are updated and posted as changes occur on the **Information Session** link of the college's nursing web page at: [www.nctc.edu](http://www.nctc.edu) (go to Quick Links: Nursing and Health Sciences; Associate Degree Nursing). This web site has additional information regarding the nursing program. **Applying for the Next Class** has more detailed information regarding testing, immunizations, and a checklist of things to be gathered before entering the program.

**Step Three:** Once all admission requirements are met, you will be notified by the Registrar's Office of your acceptance to the College and will be ready to begin the process of registering for the prerequisite and support courses. Contact the nursing office to obtain your pin number so that you may register on-line during early registration.

## **PHASE TWO**

The following procedure is to be followed by applicants who have met all the requirements of Phase One and are asking for clearance to enroll in the ADN program. Please take time to read this section very carefully — particularly those references to earning "priority points".

**Step One:** Once you have completed ALL items under PHASE ONE, you are ready to seek official admission to the ADN Program. First, you must complete and submit to the ADN Program Office at the Gainesville Campus a Declaration of Intent Form — a formal statement of your intention to enroll in the next ADN clinical class scheduled to begin at NCTC. A degree audit and copies of transcripts of all courses must be provided at the time the Declaration of Intent is completed. A degree audit and copies of transcripts of all courses must be provided at the time the Declaration of Intent is done. It must be completed between:

**PRIORITY POINTS**

***Non-Nursing Curriculum Coursework  
Grade Point Average***

4.0.....	3 priority points
3.5.....	2 priority points
3.0.....	1 priority point

***Non-Nursing Coursework Completed  
With a “C” or Better:***

24 hours.....	3 priority points
15 hours.....	2 priority points
7 hours.....	1 priority point

***BIOL2401 Anatomy &  
Physiology I Grade:***

A.....	3 priority points
B.....	2 priority points
C.....	1 priority point

***BIOL2402 Anatomy &  
Physiology II Grade:***

A.....	3 priority points
B.....	2 priority points
C.....	1 priority point

*NOTE: Chemistry (one year of High School OR one semester of College Chemistry) and Computer Literacy (one year of High School BCIS, one semester College Computers [BCIS1305] or successful completion of the Computer Department Exam) are prerequisites to the Nursing Program and are not included in the actual Nursing Curriculum; therefore, these courses are not counted in figuring Nursing Curriculum Coursework hours or Grade Point Average. Non-nursing coursework includes: Anatomy & Physiology I & II, Elementary Statistics (or College Algebra), Microbiology, Developmental Psychology, Composition I, Composition II, a 3-hour Humanities or Fine Arts Elective, and Speech. All coursework must be completed with a “C” or better.*

- **May 1 – June 1 for Fall Semester admission to the ADN Program OR:**
- **Sept. 15 – Oct. 1 for Spring Semester admission.**

These declaration forms do NOT “carry over.” If for any reason you are not admitted to the ADN Program after submitting your first declaration form, you must submit a new form in order to be considered again for admission.

**Step Two:** After you have completed Step One above, your transcript will then be evaluated to determine “priority points.” (refer to the Priority Point Chart above). Applicants will be ranked according to the priority points.

**Step Three:** All applicants who have submitted a Declaration of Intent form will be notified of their enrollment status BY MAIL — **no later than June 21 preceding each Fall Semester or October 21 preceding each Spring Semester.** Only a limited number of applicants with the highest Priority Point scores will receive letters stating that they are candidates to take a pre-admission exam.

Candidates with the highest pre-admission exam scores will be considered for admission to the Associate Degree Nursing Program. Candidates with the next highest pre-admission exam scores will be listed as alternates. If any of those who have been admitted are not able to begin the program for that particular semester, the next highest scoring alternate will be admitted. Any applicant (including alternates who did not get in) wishing to re-apply the following semester must go through this admission procedure again in order to be considered for the upcoming semester. (The pre-admission exam may only be taken twice—one time in any given semester). Those students accepted for admission to the ADN Program will be registered in the first semester nursing courses.

**Step Four:** Those students selected for admission must submit the following documents to the Nursing office at least one week prior to the first class day:

- Physical Examination form signed by a physician certifying that the applicant has been examined thoroughly.
- Proof of current CPR certification and required immunizations of Tetanus-diphtheria toxoid (TD) (within 10 years); Measles/mumps/rubella (MMR) plus second dose of measles; Tuberculin Test (TB) (within 1 year) or Chest X-Ray (within 2 years); Varicella (chicken pox) (positive IgG titer or 2 doses as an adult; and Hepatitis B (series of 3 doses administered over a 6 months period. The first dose must be obtained no later than February 15 for Fall admission or July 6 for Spring admission in order to have the series complete prior to beginning the program). Hepatitis A is strongly recommended.
- Proof of major medical insurance coverage.
- Students must also purchase malpractice insurance (costing approximately \$18). This is added to the tuition/fees bill at registration.

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Malpractice insurance must be renewed each fall semester.

- A Drug Test and a Criminal Background Check will be required of all students.

**NOTE:** Any student who has a history of mental illness or substance abuse or who has been convicted of a felony must file paperwork with the Board of Nursing BEFORE entering the ADN Program. BON regulations stipulate that a person convicted of a felony may not be permitted to take the state licensing exam. Don't spend two years in school and then discover that you cannot take the exam. Check it out BEFOREHAND. Any student who has ever been arrested for anything other than a minor traffic violation will need to submit a Petition for a Declaratory Order to the Board of Nursing. Contact the ADN Program Coordinator for more details.

Criminal background checks will be completed on all applicants to the program. The following histories will disqualify an individual from consideration for clinical rotations: 1) felony convictions, 2) misdemeanor convictions or felony deferred adjudications involving crimes against persons (personal or sexual), 3) felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances, and 4) registered sex offenders.

**To Earn Your Associate Degree**

To successfully complete the ADN program, earn an Associate of Applied Science Degree and apply to take the state licensing exam for Registered Nurses, students at NCTC must complete a total of 71 semester credit hours — 41 in Nursing courses and 30 in prerequisites and required support courses.

Remember that nursing courses are grouped in progressive levels of complexity, and students must successfully complete all course work in one level before progressing to the next. If students remain on the prescribed track, completing all coursework and clinicals required to graduate normally takes two years from the time they enroll in the first clinical course.

**Graduation:** An External Exit Exam must be passed within two attempts in order to graduate from the program. ADN students completing requirements for their Associate of Applied Science Degree are required, as are all graduates, to participate in the College's formal commencement ceremonies.

Students must also complete a state mandated jurisprudence exam with a score of 75 in order to apply to take the NCLEX - RN. Graduates may apply to write the National Council Licensure Examination administered by the Texas Board of Nursing. After passing this exam, they are ready to begin their careers as Registered Nurses.

**About Clinicals**

Applicants to the ADN Program should understand that clinical courses require students to travel to sites off the College campus. Clinical sites include, but are not limited to, hospitals and other health care facilities in Gainesville, Denton, Lewisville, Grapevine, Carrollton, Bowie and Decatur. Students must be prepared to drive to ANY of these locations for clinicals; sites close to your home are not always available.

**ASSOCIATE DEGREE NURSING**

**Course of Study:**

<b>Prerequisite Courses</b>	<b>Credit Hours</b>
Chemistry: One year of High School or one semester of College Chemistry	
Computer Literacy: One year of High School BCIS, one semester College Computers (BCIS1305) or successful completion of the Computer Department Exam	

BIOL2401 Anatomy and Physiology I .....	4
MATH1342 Elementary Statistics OR	
MATH1314 College Algebra .....	3
BIOL2402 Anatomy & Physiology II .....	4
<b>Total Hours 11</b>	

**FIRST YEAR**

<b>First Semester</b>	<b>Credit Hours</b>
*BIOL2420 Microbiology .....	4
RNSG1219 Integrated Nursing Skills I.....	2
RNSG1213 Intro to the Profession of Nursing..	2
RNSG1300 Health Assessment Across the Lifespan.....	3
RNSG1361 Clinical Nursing I .....	3
<b>Total Hours 14</b>	

<b>Second Semester</b>	<b>Credit Hours</b>
*PSYC2314 Developmental Psychology .....	3
*ENGL1301 Composition I.....	3
RNSG2504 Integrated Care of Client with Common Health Care Needs .....	5
RNSG1562 Clinical Nursing II .....	5
<b>Total Hours 16</b>	

*\*Courses marked with a single asterisk may be taken prior to the semester indicated but no later than the semester in which they are listed. All coursework must be completed with a "C" or better. Failure to successfully complete the Clinical Math Exams will result in a clinical failure and dismissal from the nursing program. An External Exit Exam must be passed in order to graduate from the program.*

<b>May-'Mester</b>	<b>Credit Hours</b>
RNSG1163 Clinical – Psychiatric Nursing.....	1
	<b>Total Hours 1</b>

**SECOND YEAR**

<b>First Semester</b>	<b>Credit Hours</b>
*ENGL1302 Composition II .....	3
*Humanities or Fine Arts Elective .....	3
RNSG2514 Integrated Care of Client with Complex Health Care Needs .....	5
RNSG2561 Clinical III .....	5
	<b>Total Hours 16</b>

<b>Second Semester</b>	<b>Credit Hours</b>
*SPCH1315 Public Speaking OR	
SPCH1321 Business & Professional Speech .....	3
RNSG2535 Integrated Client Care Management .....	5
RNSG2562 Clinical Nursing IV .....	5
	<b>Total Hours 13</b>

**GRAND TOTAL HOURS 70**

**TRANSITION FROM VOCATIONAL TO PROFESSIONAL NURSING**

<b>Prerequisite Courses</b>	<b>Credit Hours</b>
Chemistry: One year of High School or one semester of College Chemistry	
Computer Literacy: One year of High School BCIS, one semester College Computers (BCIS1305) or successful completion of the Computer Department Exam	

BIOL2401 Anatomy and Physiology I .....	4
MATH1342 Elementary Statistics OR	
MATH1314 College Algebra .....	3
BIOL2402 Anatomy & Physiology II .....	4
	<b>Total Hours 11</b>

<b>First Long Semester</b>	<b>Credit Hours</b>
BIOL2420 Microbiology .....	4
PSYC2314 Developmental Psychology .....	3
ENGL1301 Composition I .....	3
RNSG1300 Health Assessment Across the Lifespan .....	3
RNSG1227 Transition from Vocational to Professional Nursing .....	2
RNSG1262 Clinical Nursing for Transition Students .....	2
RNSG2504 Integrated Care of Client with Common Health Care Needs .....	5
	<b>Total Hours 22</b>

<b>May-'Mester</b>	<b>Credit Hours</b>
RNSG1163 Clinical - Psychiatric Nursing .....	1
	<b>Total Hours 1</b>

<b>Second Long Semester</b>	<b>Cred. Hrs.</b>
ENGL1302 Composition II .....	3
*Humanities OR Fine Arts Elective .....	3
RNSG2514 Integrated Care of Client with Complex Health Care Needs .....	5
RNSG2561 Clinical III .....	5
	<b>Total Hours 16</b>

<b>Third Long Semester</b>	<b>Credit Hours</b>
SPCH1315 Public Speaking OR	
SPCH1321 Business & Professional Speech .....	3
RNSG2535 Integrated Client Care Management .....	5
RNSG2562 Clinical Nursing IV .....	5
	<b>Total Hours 13</b>

**GRAND TOTAL HOURS 63**

**Graduation & NCLEX for Licensure**

*NOTE: You can tell easily how many hours of credit a particular course is worth by looking at the course identification number. The second digit in this four-digit number gives the semester-credit-hour value of the course. For example, the English course ENGL1301 is worth three (3) hours credit, and the Microbiology course BIOL2420 is worth four (4) hours of credit. One lecture hour is equivalent to one credit hour. A 2:1 ratio is used in determining lab hours to credit hours and a 3:1 ratio is used in determining clinical hours. Each credit hour of lecture equals 50 contact minutes per week. A five (5) credit hour clinical course of 256 fifty-minute contact hours (240 sixty-minute clock hours) generally results in a clinical course that meets for two consecutive eight-hour days each week for 15 weeks during both the fall and spring semesters. See catalog course descriptions for the number of hours of lecture, laboratory, and clinical hours required for each course.*

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### Transition — Vocational to Professional Nursing

Students with prior vocational nursing experience and training may apply for admission to RNSG1227: Transition from Vocational to Professional Nursing. Students will also take RNSG1300 Health Assessment Across the Lifespan, RNSG1262 Clinical Nursing for Transition Students and RNSG2504 Integrated Care of the Client with Common Health Care Needs during their first semester. All Students seeking admission to the transition course are expected to be competent in basic nursing skills.

Students should also understand that they must complete all academic courses required of other ADN students. Completing the majority of all non-nursing courses prior to entrance will be to the student's advantage for acceptance into the program.

After successful completion of this first semester, transition students would then take the Min- imester Psychiatric clinical and the Second Year courses as listed on the previous page. Traditional transition students should be able to complete the program in one and a half years.

**Admission Process:** Transition students must follow the same admission process as beginning students. Documentation of current licensure as a vocational/practical nurse is required.

**NOTE:** See the Transition link on the nursing web site for additional options: [http://www.nctc.edu/What\\_We\\_Teach/AppSci/ADN/adn.html](http://www.nctc.edu/What_We_Teach/AppSci/ADN/adn.html)

### About Transfer Credit

Admission by Transfer is considered on a space available basis. Applicants must meet all requirements of the nursing program in addition to those of North Central Texas College. All college credits from other institutions will be evaluated on an individual basis to determine their possible application to the nursing curriculum requirements. A letter grade of "C" (75) or better is required for transfer for all previous nursing courses and academic support courses. Students who have not been academically successful in other nursing programs will not be considered for transfer. Previous nursing courses must be from an accredited program of nursing. A transfer will not be considered if the student has missed a full semester of enrollment in a nursing program. The student must submit:

1. A letter stating the reason for transfer.
2. Course descriptions and/or course syllabi for previous nursing courses.
3. Resume of previous clinical experience to include documentation of skills provided by the faculty of the transferring school.
4. Letter of recommendation from the Department Head of the school from which the applicant is transferring.

Students will be evaluated on an individual basis by the Program Coordinator to determine their level of entry.

### Succeeding In The ADN Program

**Progression Criteria:** To remain in good standing and progress within the ADN curriculum, students must:

- Make a grade of "C" or higher in all required courses and maintain an overall grade point average of 2.0;
- Have already taken the support courses required in the degree plan for that level or be enrolled concurrently;
- Maintain current CPR certification and immunization status.

Any student not satisfying these criteria will not be allowed to continue enrolling in ADN courses. However, when deficiencies are corrected, the student may be readmitted to the appropriate courses but ONLY on a space-available basis.

### Readmission

Students who have an interruption in the normal progression of their nursing studies—whether by withdrawal from a nursing course or earning a grade lower than a "C" in a nursing course - will no longer be enrolled in the Associate Degree Nursing Program. The ADN Admission, Progression, Advisement Committee considers grievances and appeals for readmission on an individual basis. Refer to the NCTC Associate Degree Nursing Student Handbook for more detailed information about this procedure.

## Grading Policy

Grades in classroom (non-clinical) work are based on numerical average with corresponding letter grades. A grade of “C” or higher is required in ALL courses in the ADN curriculum.

91-100 = A • 82-90 = B • 75-81 = C  
66-74 = D • 65 or lower = F

Grades for clinical courses are based on performance in the clinical area. Failure to successfully complete the Clinical Math Exams will result in clinical failure and dismissal from the nursing program.

## Cost Considerations For ADN Students

**Summary of Costs:** The total per-semester cost of enrolling in the ADN Program at North Central Texas College is the sum of: (1) tuition; (2) “combined” student fees; (3) laboratory fees; (4) textbooks; (5) supplies & incidentals; and (6) nursing kits. Except for items 5 and 6, charges are figured just as they are for all other students. However, ADN students should be aware that, due to the special nature of the program, expenses in categories 3-6 will probably be considerably higher than those paid by students in most other majors. Estimated cost for the entire Associate Degree Nursing program is approximately \$8,000 - \$9,000.

**Laboratory Fees:** These are extra fees charged for all courses requiring a lab (in addition to the classroom lecture). For ADN students, a lab fee of \$24 will also be charged for each clinical course. Lab fees for other non-nursing science courses are normally \$24.

**Textbooks:** Nursing textbooks are highly specialized medical books and can be expensive — as much as \$900 or more the first semester of clinicals. Keep in mind that the ADN program is an integrated course of study, meaning you’ll buy most of your nursing books during the first semester of clinicals. Therefore, book costs will be considerably less in later semesters. For students not yet officially admitted to the ADN Program and who will be taking general education and Level I non-clinical courses, textbook costs will vary according to which particular courses are taken, but on average plan to spend a minimum of about \$35 per semester hour for books.

**Supplies and Incidentals:** Once admitted to clinicals, ADN students will need to buy uniforms,

patches, a lab coat, shoes, stethoscope, lab kit and bandage scissors. A good wristwatch with second hand is essential. Also, the student will need normal school supplies, and other costs will include such items as major medical insurance, physical examination (including immunizations), Hepatitis B vaccine, CPR training, assessment test fees, graduation fees, state board fees and school pin. Additional fees for Malpractice Insurance and Drug Screening will be added to the tuition/fees bill. Additional costs may include Criminal Background Testing and a State Board Review Course. Some of these expenses will not be incurred until the latter part of the program. A computer with internet access, printer, ink and computer paper are a necessity during the nursing program.

*NOTE: All tuition rates, fees and other elements of expense for attending North Central Texas College are subject to change by the NCTC Board of Regents.*

## COSMETOLOGY, ESTHETICS AND NAIL TECHNOLOGY PROGRAMS (Certificate)

### Gainesville Campus

Prior to enrolling in one of these programs, the requirements are:

- Take a departmental aptitude test which consists of questions regarding basic skills and knowledge. The test is free of charge and is given any school day between the hours of 9am and 2pm or by appointment.
- Apply to the Texas Dept. of Licensing and Regulations, which requires a \$25 permit fee.
- Applicant must be 17 years of age or older.
- Have obtained a high school diploma, or its’ equivalent.
- Interview with the Department’s Program Coordinator.
- Applicants transferring from another Cosmetology, Esthetics or Nail Technology school or college, in addition to the above requirements, must provide at least two (2) references from the instructors of the previous school, transcripts and practical application totals.
- Apply to NCTC and complete the required orientation.

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**COSMETOLOGY (Certificate)**  
**Gainesville Campus**

The NCTC Cosmetology program's curriculum is mandated by the Texas Department of Licensing and Regulations and prepares students for licensure by this commission as either a stylist/operator, esthetician/facialist, nail technician or through continued study, an instructor.

Fifteen of the semester hours required for completion of the degree/certification must be taken at North Central Texas College.

The following are required for certification:

<b>First Semester</b>	<b>Credit Hours</b>
CSME1401 Orientation to Cosmetology.....	4
CSME1405 Fundamentals of Cosmetology.....	4
CSME1410 Intro to Haircutting & Related Theory .....	4
CSME1453 Chemical Reformation & Related Theory .....	4
<b>Total Hours 16</b>	

<b>Second Semester</b>	<b>Credit Hours</b>
CSME2401 Principles of Hair Coloring & Related .....	4
CSME2410 Intermediate Haircutting & Related .....	4
CSME1451 Artistry of Hair, Theory, & Practice .....	4
CSME2443 Salon Development.....	4
<b>Total Hours 16</b>	

<b>Third Semester</b>	<b>Credit Hours</b>
CSME2237 Advanced Cosmetology Techniques .....	2
CSME2439 Advanced Hair Design .....	4
CSME2441* Prep for Texas Dept. of Licensing and Regulations .....	4
<b>Total Hours 10</b>	
<b>GRAND TOTAL HOURS 42</b>	

*\*CSME2441 will constitute the capstone experience.*

**ESTHETICIAN (Certificate)**

The following are required for certification:

<b>First Semester</b>	<b>Credit Hours</b>
CSME1520 Orientation to Facial Specialist.....	5
CSME1348 Principles of Skin Care .....	3
CSME1521* Principles of Facial/Esthetics Technology.....	5
<b>Total Hours 13</b>	

<b>Second Semester</b>	<b>Credit Hours</b>
CSME1547 Principles of Skin Care/Facials & Related Theory .....	5
CSME1545 Principles of Facial/Esthetics Technology II .....	5
CSME2531* Principles of Facial/Esthetics Technology III .....	5
<b>Total Hours 15</b>	
<b>GRAND TOTAL HOURS 28</b>	

*\*CSME2531 will constitute the capstone experience.*

**NAIL TECHNICIAN (Certificate)**

The following are required for certification:

<b>First Semester</b>	<b>Credit Hours</b>
CSME1430 Orientation to Nail Technology.....	4
CSME1431 Principles of Nail Technology I.....	4
CSME1443 Manicuring and Related Theory .....	4
<b>Total Hours 12</b>	

<b>Second Semester</b>	<b>Credit Hours</b>
CSME2530 Nail Enhancement .....	5
CSME1541 Principles of Nail Technology.....	5
<b>Total Hours 10</b>	
<b>GRAND TOTAL HOURS 22</b>	

**Cosmetology, Esthetics and Nail Technology Student Instructor Course**

Prior to enrolling in the Student Instructor course applicant requirements are:

- Hold a valid Texas Cosmetology Operator, Esthetics or Nail Technology License.
- Have a minimum of 2 years of documented salon experience.
- Take the departmental aptitude test
- Have obtained a high school diploma or its' equivalent.
- Interview with the Department's Program Coordinator
- Provide copy of license, two (2) personal references and a resume.
- Apply to NCTC and complete the required orientation.
- Apply to the Texas Dept. of Licensing and Regulations, which requires a \$25 permit fee.

Uniforms are required for each of these programs. Kits and books are available in campus bookstore.

**COSMETOLOGY INSTRUCTOR (Certificate)**

The following are required for certification:

<b>First Semester</b>	<b>Credit Hours</b>
CSME1534 Cosmetology Instructor I.....	5
CSME1535 Orientation to the Instruction of Cosmetology.....	5
<b>Total Hours 10</b>	

<b>Second Semester</b>	<b>Credit Hours</b>
CSME2514 Cosmetology Instructor II.....	5
CSME2545 Instructional Theory & Clinic Oper. ....	5
<b>Total Hours 10</b>	

<b>Third Semester</b>	<b>Credit Hours</b>
CSME2415* Cosmetology Instructor III .....	4
<b>GRAND TOTAL HOURS 24</b>	

\*CSME2415 will constitute the capstone experience.

**EMERGENCY MEDICAL SERVICES PROGRAM**

**Corinth Campus**

The Emergency Medical Services Program is designed to give the student a well-rounded education for a professional career in emergency medicine. The Department of State Health Services has approved the program. There is one certificate and one-degree track offered to meet the student's desire for certification or licensure. Levels of EMS certification are:

1. Emergency Medical Technician
2. Emergency Medical Technician Paramedic
3. RN to Emergency Medical Technician Paramedic

Courses are taught through lecture, case study skills, written assignments, skills demonstrations, and hands-on training. Clinical experiences and Internships are completed through area hospitals and EMS/fire departments.

Following successful completion of the program, the graduate will be able to:

1. Describe the scope of paramedic practice within local, state and national parameters.
2. Demonstrate the desirable qualities of an EMS provider that contribute to high professional and ethical standards.
3. Recognize, assess and manage medical and traumatic emergencies while establishing priorities under the appropriate medical control. Procedures will include physical assessment, extrication, basic life support, airway control and ventilation, fluid resuscitation, drug therapy, emergency delivery, cardiac monitoring and electrical intervention, psychological support and other forms of basic and advanced life support.
4. Coordinate scene management, patient care, and transportation with other agencies.
5. Establish rapport with first responders, agencies, patient's family members, and staff of receiving hospitals.
6. Concisely document through written and oral communications, events relative to the provision of emergency care.
7. In the event of contingencies, exercise

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personal judgment that is sound and appropriate for the situation.

### Admission Procedure

**Qualifications:** To be eligible to enroll in the EMS Program, the applicant **must show proof of the following at the time of registration:**

1. Be at least 18 years of age to sit for certification.
2. Be a high school graduate or have passed the GED test;
3. Be physically able to handle patients and equipment normally used in EMS;

**To Apply:** Prospective students should obtain a program information packet from the EMS Program and follow the instructions in the packet for securing admission to the EMS Program or on the NCTC EMS website. The following will be submitted to the EMS Program:

1. Application for Admission to NCTC
2. Application to the EMS Program
3. High school transcripts
4. College transcripts
5. Current state or national EMS certifications and current medically related certificates of completion
6. Complete physical which includes a drug screen and immunizations
7. Carry a current Health Care Provider CPR card or equivalent.
8. Must have current medical insurance

### Program Acceptance

At the EMT level, students are accepted on a first come, first serve basis. Due to the large volume of students for limited positions within the EMS Program, a priority acceptance ranking is based upon (1) current enrollment in the EMT program and (2) all other applicants.

### Progression

To progress through the EMS Program, the student must maintain a "C" average or above. Any student who has an interruption in the normal progression of his/her EMS training may reapply for readmission to the EMS Program through the department program coordinator. Time limitations are determined by department policy and are available by request. Readmission application does not guarantee applicant will receive acceptance into the program.

### Advanced Standing Courses & Transfer Credit

Nationally registered EMTs must petition the Department of State Health Services, EMS Division to transfer their certification to the State of Texas.

### Paramedics Seeking an Associate Degree

Texas or nationally certified paramedics trained at a school other than North Central Texas College may apply for the Associate of Applied Science degree. Application procedures, entrance requirements, credit for certifications, and other requirements are available upon request.

### RN to Emergency Medical Technician

#### Paramedic (EMSP 2553 and EMSP 2563)

**Qualifications:** To be eligible to enroll in the RN to Paramedic program, the applicant **must show proof of the following at the time of registration.**

1. Candidate must have a least 36 months of experience in ICU, CCU, or ER.
2. Must have a current ACLS card.
3. Hold a License to practice in the state of Texas (RRT, RN, PA).
4. Completed an Associates or Bachelors Degree.
5. Have a complete physical which includes: drug screen and immunizations.
6. Must have current medical insurance

Students must successfully complete the following by the end of the course to be eligible to test with National Registry on the Paramedic level.

1. Complete an Internship
2. Successfully complete the National Registry EMT exam

During the course, the student will test with the National Registry at the EMT level. This exam must be completed by midterm. At the completion of the course, the student is eligible to test with National Registry at the Paramedic level, provided the student has completed and passed their EMT testing. It is highly recommended for the student to complete an EMT-Basic course before taking the RN Bridge course.

### Grading Policy

Grades in the EMS Program are determined by theory, writing assignments, skills performance, Internet assignments, written exams and clinical

practice. At the completion of each EMSP course, the student must have a department average and Final Exam Grade of 75% or above to complete course work. Letter grades are assigned based on the following scale:

- A = 91-100 • B = 82-90% • C = 75-81%  
 D = 66-74% • F = 0-65%

**Cost Considerations for EMS Students**

**Summary of Costs:** The total per-semester cost of enrolling in the EMS Program at North Central Texas College is the sum of: (1) tuition; (2) “combined student fees”; (3) laboratory fees; (4) textbooks; and (5) supplies and incidentals. Except for item 5, charges are figured just as they are for all other students. However, EMS students should be aware that due to the special nature of the program, expenses in categories 3-5 will probably be considerably higher than those paid by students in most other majors.

**Laboratory Fees:** These are extra fees charged for all courses requiring a lab (in addition to the classroom lecture). For EMS students, a lab fee of \$24 will be charged for each clinical course and courses with a skills component. Lab fees for other non-EMS science courses are normally \$24.

**Textbooks:** EMS textbooks are highly specialized and can be expensive, as much as \$300 or more in the first semester of Paramedicine. Keep in mind that the EMS program is an integrated course of study, meaning you will buy most of your EMS books the first semester. Therefore, book costs will be considerably less in the later semesters.

**Supplies and Incidentals:** Once admitted to the EMS Program, students will need to buy classroom uniforms, clinical uniforms, patches, stethoscope, pen light and trauma shears. A good wristwatch with a second hand is essential. Also, the student will need normal school supplies, and other costs that will include such items as major medical insurance, physical examination (including immunizations), Hepatitis B vaccine, CPR training, Drug Testing, Graduation fees and National Registry Examination fee as well as, the Department of State Health Services State Examination fee. An additional fee for malpractice insurance and National Registry Site fee will be added to the tuition/fees bill. Additional costs may include meals while attending clinicals and Internship. Some of these expenses will not be incurred until

the latter part of the program.

*NOTE: All tuition rates, fees and other elements of expense for attending North Central Texas College are subject to change by the NCTC Board of Regents.*

**Graduation**

Students are granted an Associate of Applied Science degree or Certificate in Paramedicine after successful completion of the prescribed curriculum within the EMS Program.

Eligible students completing certification or degree coursework will receive a Certificate of Course Completion necessary to take the Texas Department of State Health Services State Examination and the National Registry Examination. EMTs and EMT–Ps will be required to take both examinations to become a certified EMT or a certified / licensed Paramedic in the state of Texas.

**Certificate of Completion / Associate of Applied Science Degree**

All course work to be applied toward certification or the Associate of Applied Science degree must be completed with a grade of “C” or above. Students should consult a department representative to file a certificate or degree plan.

*Students must be a current certified EMT to begin the EMT-P Certificate Program.*

VNSG1420	Anatomy & Physiology for Allied Health .....	4
EMSP1160	Clinical – Emergency Medical Technology .....	1
EMSP1501	Emergency Medical Technician .....	5
	<b>Total Hours</b>	<b>10</b>

**PARAMEDICINE (Certificate)**

<b>First Semester</b>	<b>Credit Hours</b>
EMSP1338 Intro to Advanced Practice .....	3
EMSP2261 Clinical I – Emergency Medical Technology/Paramedic.....	2
EMSP2544 Cardiology.....	5
EMSP2135 Advanced Cardiac Life Support .....	1
PHED Physical Education .....	1
	<b>Total Hours 12</b>

*Continued On Next Page*

**NORTH CENTRAL TEXAS COLLEGE**

<b>Second Semester</b>	<b>Credit Hours</b>
EMSP2262 Clinical II - Emergency Medical Technology / Paramedic.....	2
EMSP1356 Patient Assessment and Airway Management .....	3
EMSP1355 Trauma Management .....	3
EMSP2434 Medical Emergencies.....	4
<b>Total Hours</b>	<b>12</b>

<b>Third Semester</b>	<b>Credit Hrs.</b>
EMSP2563 *Clinical - EMT-P Internship .....	5
EMSP2352 EMS Research .....	3
EMSP2332 Mass Disaster Response.....	3
PHED Physical Education .....	1
<b>Total Hours</b>	<b>12</b>
<b>TOTAL CERTIFICATE HOURS</b>	<b>36</b>
<i>*Capstone experience</i>	

**PARAMEDICINE (Degree)**

<b>First Semester</b>	<b>Credit Hours</b>
GOVT2305 American National Government ...	3
ENGL1301 Composition I .....	3
EMSP1160 Clinical – Emergency Medical Technology .....	1
EMSP1501 Emergency Medical Technician .....	5
VNSG1420 Anatomy & Physiology for Allied Health .....	4
<b>Total Hours</b>	<b>16</b>

<b>Second Semester</b>	<b>Credit Hours</b>
ENGL1302 Composition II.....	3
EMSP2261 Clinical - Emergency Medical Technology/Technician .....	2
EMSP1338 Intro to Advanced Practice .....	3
EMSP2544 Cardiology .....	5
EMSP2135 Advanced Cardiac Life Support .....	1
<b>Total Hours</b>	<b>14</b>

<b>Third Semester</b>	<b>Credit Hours</b>
EMSP2262 Clinical - Emergency Medical Technology/Technician.....	2
EMSP1355 Trauma Management.....	3
EMSP1356 Patient Assessment & Airway Management.....	3
EMSP2434 Medical Emergencies.....	4
HUMA/ ARTS Any Humanities/Visual OR Performing Arts Elective .....	3
PHED Physical Education .....	1
<b>Total Hours</b>	<b>16</b>

<b>Fourth Semester</b>	<b>Credit Hours</b>
MATH1314 College Algebra OR MATH1342 Elementary Statistics ...	3
SPCH 1315 Public Speaking .....	3
EMSP2563 *Clinical – EMT-P Internship .....	5
EMSP2352 EMS Research .....	3
EMSP2332 Mass Disaster Response .....	3
<b>Total Hours</b>	<b>17</b>
<b>TOTAL DEGREE HOURS</b>	<b>63</b>

*\*Capstone experience*

**PARAMEDICINE (Fast Track)**

*The EMS Department at North Central Texas College offers a Fast-Track EMT-P course. These classes meet Monday through Friday from 8 am – 5 pm. The course is approximately 6 months in length. This class is offered in the Spring semester only. Students must be a certified EMT by the state of Texas or National Registry to register for this course. Priority is given to local Fire Department employees.*

**Regular Entry Classes**

<b>First Semester</b>	<b>Credit Hours</b>
EMSP1338 Introduction to Advanced .....	3
EMSP2544 Cardiac .....	5
EMSP2261 Clinical-Emergency Medical Technology/Technician.....	2
<b>Total Hours</b>	<b>10</b>

**Late Entry Classes**

<b>First Semester</b>	<b>Credit Hours</b>
EMSP2135 Advanced Cardiac Life Support .....	1
EMSP1356 Patient Assessment and Airway Management .....	3
EMSP1355 Trauma Management.....	3
EMSP2434 Medical Emergencies.....	4
EMSP2262 Clinical II - Emergency Medical Technology / Paramedic.....	2
EMSP2352 EMS Research .....	3
EMSP2332 Mass Disaster Response.....	3
<b>Total Hours</b>	<b>19</b>

**Mini-Mester**

	<b>Credit Hours</b>
EMSP2563* Clinical - EMT-P Intership	5
<b>Total Hours</b>	<b>5</b>
<b>GRAND TOTAL HOURS</b>	<b>34</b>

*\*Capstone experience*

**LAW ENFORCEMENT (Degree)**

**Graduation Requirements:** A minimum of 63 semester hours is required for graduation with an Associate of Applied Science Degree.

Law Enforcement is an enjoyable and rewarding career with a variety of job opportunities. Students seeking a degree in this area will receive exceptional preparation for employment in the fields of **law enforcement, corrections, probation/parole, forensics and investigation.**

**NOTE:** NCTC will allow law enforcement students who meet the following requirements an opportunity to take and successfully pass with a minimum score of 70, a departmental exam to receive credit for (4) four law enforcement classes totaling 12 hours: complete a Texas Certified Police Academy and pass the State Licensing Exam for Texas Peace Officers. The (4) classes that a student may test out of are: CRIJ1301 Introduction to Criminal Justice, CRIJ2328 Police Systems and Practices, CJSA1342 Criminal Investigation, and CRIJ1310 Fundamentals of Criminal Law. Please see page 32 for more information on departmental testing.

**FIRST YEAR**

<b>First Semester</b>	<b>Credit Hours</b>
ENGL1301 Composition I .....	3
BCIS1305 Business Computer Application .....	3
CRIJ1301 Intro to Criminal Justice .....	3
CJSA1348 Ethics in Criminal Justice .....	3
CJSA1317 Juvenile Justice System .....	3
<b>Total Hours 15</b>	

<b>Second Semester</b>	<b>Credit Hours</b>
ENGL1302 Composition II .....	3
MATH1314 College Algebra OR	
MATH1342 Elementary Statistics .....	3
CJSA1342 Criminal Investigation .....	3
CRIJ1306 Court System and Practices .....	3
Any Criminal Justice elective.....	3
<b>Total Hours 15</b>	

**SECOND YEAR**

<b>First Semester</b>	<b>Credit Hours</b>
SPCH1315 Public Speaking .....	3
SOCI1301 Intro to Sociology .....	3
CRIJ2313 Correctional System & Practices.....	3
CRIJ2328 Police Systems & Practices .....	3
ENGL2311 Technical Writing.....	3
<b>Total Hours 15</b>	

<b>Second Semester</b>	<b>Credit Hours</b>
GOVT2305 American National Government ...	3
PSYC2301 Intro to Gen. Psychology.....	3
CRIJ1310 Fundamentals of Criminal Law .....	3
CJSA2334 Contemporary Issues in Criminal Justice .....	3
CJSA1325 Criminology .....	3
Any Criminal Justice elective.....	3

**Total Hours 18**  
**GRAND TOTAL HOURS 63**

*\*CJSA2334 will constitute the capstone experience.*

**LAW ENFORCEMENT ELECTIVES**

*Select from list below:*

CJLE1327	Interviewing & Report Writing
CJSA2300	Legal Aspect of Law Enforcement
CJSA1308	Criminalistics
CJCR1304	Probation and Parole
CJSA1393	Introduction to Forensics

**RADIOLOGICAL TECHNOLOGY PROGRAM**

*Gainesville Campus*

The Radiological Technology Program is a two-year, 72 credit hour curriculum leading to the Associate of Applied Science Degree that prepares students to assume the role of a radiological technologist, sometimes called rad techs or x-ray techs. Radiological technologists use x-ray equipment to create images of the internal body to diagnose injury and disease. Their services are performed at the request and under the supervision of a physician.

North Central Texas College is accredited by the Southern Association of Colleges and Schools (SACS), 1866 Southern Lane, Decatur, GA 30033, (404)679-4500. Graduates of the Radiological Technologist Program qualify for registry exams through NCTC accreditation of SACS. Upon completion of the program, a graduate will be eligible to take the national registry examination administered by the American Registry of Radiologic Technologists (ARRT). If successful on the registry exam, the graduate is eligible to be licensed by the Texas Department of State Health Services as a Medical Radiologic Technologist.

The Radiological Technology Program will accept students every fall semester. The clinical

*Continued On Next Page*

training begins during the second half of the first semester and the hours will be set by the clinical institution in which the student is working. This may include days, evenings, nights and/or weekend shifts. The student will attend clinical 16 hours a week for five weeks at the end of the first semester. The clinical experience remains 16 hours a week during the entire spring semester and increases to 24 hours a week during the summer and during the last year (fall and spring) of the curriculum.

Students are encouraged to take **all** the academic support courses prior to entering the program. The program is rigorous and completing the support courses enables the student to complete the program successfully while maintaining personal responsibilities such as work and family commitments.

The Radiological Technology student will employ cognitive, psychomotor, and affective skills in acquisition of their degree. They will be expected to perform as radiographic technologists who must lift and move patients as well as push, pull, lift, and carry heavy equipment. Additionally, students will be required to stoop, bend, and stand for long periods of time and will be required to move quickly in emergency situations. Interpersonal skills are an integral part of the profession and require that the student be able to function appropriately in highly stressful situations.

A physical examination and proof of immunization must be submitted prior to beginning the program. Students must be certified in cardiopulmonary resuscitation (CPR) at the Health Care Provider level as designated by the American Heart Association. A copy of a current CPR card must be submitted to the student's instructor prior to attending clinical.

Students are required to undergo a criminal background check prior to enrolling in the program and to a drug screen prior to beginning clinical experiences. The criminal background check is conducted once the student has been deemed eligible to enter the program but prior to admission. Therefore, if a student does not pass the criminal background check, the student will not be admitted to the program and will not have incurred the expenses associated with enrollment. The drug screen will be conducted after the student has been accepted to the program. Results of this

screen will be reviewed and verification to determine that a student is eligible to attend clinical rotations. The student is responsible for all charges incurred for these screenings and will pay this fee upon registration for the program. Students are responsible for their own transportation arrangements to campus and to their assigned health care facilities for clinical experiences.

Acceptance into the Radiological Technology Program is accomplished by way of a competitive selection process based on a points system composed of:

- grade point average of academic support courses in the curriculum
- number of academic support courses completed
- grades in Anatomy and Physiology I and II.

Students will be admitted to the program during the fall semester of each year.

### **Admission Requirements to the Radiological Technology Program**

#### **Steps:**

1. Apply and gain admission to North Central Texas College. Applicant must have earned either a high school diploma or a General Education Development (GED) certificate in addition to complying with the Texas Success Initiative requirements.
2. Attend a Radiological Technology advisory session. Please contact the Radiology Department for a schedule of these information sessions.
3. Complete the four prerequisite courses. These courses include:
  - a. BIOL2401 Anatomy and Physiology I
  - b. BIOL2402 Anatomy and Physiology II
  - c. MATH1314 College Algebra or MATH1342 Statistics
  - d. ENGL1301 Composition I

**It is strongly advised that students complete as many co-requisite courses as possible before applying for admission into the Radiological Technology program.**

These courses include:

- e. SPCH1315 Public Speaking
- f. PSYC2301 General Psychology
- g. Humanities/Visual & Performing Arts Elective

**Admission Points will be awarded as follows:**

Points	For GPA in academic support courses in the curriculum:
3	4.0
2	3.5
1	3.0

4. Early completion of all academic support courses enhances progression in the radiology program. The academic support courses can be taken at any time prior to admission into the program but must be completed in the semester in which they are listed in the curriculum. Course work completed with a “C” or better prior to admission will result in:

**Admission Points as follows:**

Points	For completion of:
3	23 hours
2	17 hours
1	8 hours

It is strongly advised that students complete as many non-radiology courses as possible before beginning the Radiological Technology Program.

5. **Admission Points** are awarded for performance in the two biology prerequisite courses.

- a. For BIOL2401 Anatomy and Physiology I, admission points are awarded as follows:

Points	For a grade of:
3	A
2	B
1	C

- b. For BIOL2402 Anatomy and Physiology II, admission points are awarded as follows:

Points	For a grade of:
3	A
2	B
1	C

6. Complete and submit to the Radiological Technology Program Office at the Gainesville Campus a Declaration of Intent to Enroll form — a formal statement of your intention to enroll in the upcoming fall class scheduled to begin at NCTC. A degree audit and copies of transcripts of all courses must be provided at the time the Declaration of Intent is completed.

**It must be completed and submitted between: May 1 — June 1**

These declaration forms do NOT “carry over”. If for any reason you are not admitted to the Radiological Technology Program after submitting your first declaration form, you must submit a new form in order to be considered again for admission.

**Selection Process:**

Applicants are selected for acceptance according to the following ranking process: Total admission points are used to rank applicants from highest to lowest.

- When two or more applicants have the same GPA in academic support courses, the highest total of credit hours in academic support courses is used to break the tie.
- When two or more applicants have the same GPA in academic support courses and the same total credit hours of academic support courses, an entrance exam will be administered to break a tie.

All applications who have submitted a Declaration of Intent form will be notified of their enrollment status BY MAIL — **no later than July 21 preceding each fall semester**. Only a limited number of applicants with the highest Priority Point scores will receive letters stating that they are candidates to take a pre-admission exam. Candidates with the highest pre-admission exam scores will be considered for admission to the Radiological Technology Program. Candidates with the next highest pre-admission exam scores will be listed as alternates. If any of those who have been admitted are not able to begin the program for that particular semester, the next highest scoring alternate will be admitted. (Including alternates who did not get in) anyone wishing to re-apply the following year must go through this admission procedure again in order to be considered for the upcoming semester. (The pre-admission exam may only be taken twice). Those students accepted for admission to the Radiological Technology Program will be registered in the first semester courses.

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**RADIOLOGICAL TECHNOLOGY**

**(Degree)**

**Gainesville Campus**

<b>Prerequisites</b>	<b>Credit Hours</b>
BIOL2401 Anatomy & Physiology I .....	4
BIOL2402 Anatomy & Physiology II .....	4
ENGL1301 Composition I.....	3
MATH1314 College Algebra .....	3
<b>Total Hours</b>	<b>14</b>

**FIRST YEAR**

<b>First Semester</b>	<b>Credit Hours</b>
SPCH1315 Public Speaking .....	3
RADR1301 Intro to Radiography .....	3
RADR1311 Basic Radiographic Procedures.....	3
RADR1303 Patient Care.....	3
RADR1160 Clinical I.....	1
<b>Total Hours</b>	<b>13</b>

<b>Second Semester</b>	<b>Credit Hours</b>
RADR1213 Principles of Radiology .....	2
RADR2401 Intermediate Radiography Procedures .....	4
RADR2313 Radiation Biology and Protection...	3
RADR1361 Clinical II .....	3
<b>Total Hours</b>	<b>12</b>

<b>Summer III Semester</b>	<b>Credit Hours</b>
RADR1362 Clinical III .....	3
RADR2309 Radiographic Imaging Equipment..	3
<b>Total Hours</b>	<b>6</b>

**SECOND YEAR**

<b>First Semester</b>	<b>Credit Hours</b>
RADR2305 Principles of Radiology II .....	3
RADR2217 Radiographic Pathology .....	2
RADR2236 Special Patient Applications.....	2
RADR2461 Clinical IV .....	4
PSYC2301 General Psychology.....	3
<b>Total Hours</b>	<b>14</b>

<b>Second Semester</b>	<b>Credit Hours</b>
RADR2333 Advanced Medical Imaging .....	3
RADR2335 Radiographic Tech Seminar .....	3
RADR2452 Clinical V .....	4
Humanities/Visual & Performing Arts Elective ..	3
<b>Total Hours</b>	<b>13</b>

**GRAND TOTAL HOURS 72**

**SURGICAL TECHNOLOGY PROGRAM**

**Corinth Campus**

The Surgical Technology program is a one-year certificate program that prepares the student to assume the responsibilities of a Surgical Technologist. Surgical Technologists participate in all aspects of preparing and monitoring instruments and procedures in the sterile operating room environment. The courses are taught in the classroom, the Surgical Technology lab, and at clinical sites throughout the NCTC service area.

The program is nationally accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 East Wacker Drive, Suite 1970, Chicago, IL 60601, oversight of which is by the Accreditation Review Committee on Education in Surgical Technology, 7108-C South Alton Way, Englewood, CO 80112-2106, phone (303)694-9262.

Surgical Technologists may obtain voluntary professional certification from the National Board of Surgical Technology and Surgical Assisting (NBSTSA) by graduating from a CAAHEP-accredited program and passing a national certification examination. They may then use the designation Certified Surgical Technologist, or CST.

The NCTC Surgical Technology program runs August to August and can only take 24 students a year. There are no prerequisites. As a certificate type program, taking the THEA is not required.

There are only 2 courses that may be taken in advance. One of them is Medical Terminology (SRGT 1201) which is on-line only and only offered in the summer (in a 10-week session) and in the fall (in a 16-week session). The other course that may be taken in advance is Anatomy and Physiology. There are two types and the Surgical Technology Program will accept either one. Anatomy and Physiology (A & P) for Allied Health (VNSG 1420) is a one semester course and is not transferable for college credit as a science. It is only good for Surgical Technology, LVN and EMS programs. Since it is for certificate programs, regular college entrance tests are not required to take it. The other A & P (BIOL 2401 and 2402) must be taken in order and both semesters are required if one chooses that A & P. It does count as college credit for those who pursue a college degree but requires that one take and pass the THEA college entrance test or have previously attended college before registering for

it. Whichever A & P course one chooses, it must be completed by the end of the first semester with a passing grade of at least a “C” or the student will not be allowed to continue in the program.

Criminal background checks and drug screens will be conducted on all students and may disqualify individuals from the program. Documentation of immunizations and Hepatitis B vaccines according to CDC guidelines is required. Healthcare Provider CPR certification is required. A physical exam by private physician is required. Documentation of personal health insurance is required. Attendance at class and clinicals is required. NCTC Allied Health programs have a non-tobacco policy.

**Program Costs:**

Cost of the Surgical Technology program is figured the same as degree seeking students. However, the Surgical Technology student can expect to pay additional costs for being in a Health Science Program, such as uniform costs, laboratory fees, physical, immunizations, health insurance, background checks, drug screening and CPR training. Textbooks for the course are purchased in the first semester of study for the entire program, and they are estimated at \$500.00. Estimated costs for the program is \$3800.00.

**Admission Process:**

1. Register for and attend a Surgical Technology Program advisement session. These are held in the spring at a variety of times on the NCTC Corinth Campus. The schedule is on the NCTC website: [http://www.nctc.edu/What\\_We\\_Teach/AppSci/Surg-Tech/surgtech.html](http://www.nctc.edu/What_We_Teach/AppSci/Surg-Tech/surgtech.html) and registration can be done via e-mail or phone.

2. At the advisement session, apply to the Surgical Technology program and receive permission to take the LVN Nurse Entrance Test (NET). Pay for the test at the NCTC Business Office and take the receipt to the test site on the test date.

3. Complete the admission process into North Central Texas College. The applicant must have earned either a high school diploma or a GED (General Equivalency Diploma). If one has attended college before, official transcripts from each college attended are required. If one has not attended college before, high school transcripts or GED scores are required. Other requirements may apply to international students.

4. Contact the Financial Aid Department and

fill out a FAFSA form if needed.

5. Site for the Nurse Entrance Test (NET) on the designated date.

6. Admission is offered in rank order of the NET composite scores. The program attempts to start with 24 students, but no alternates are admitted after the course begins.

**SURGICAL TECHNOLOGY (Certificate)**

<b>First Semester</b>	<b>Credit Hours</b>
SRGT1201 Medical Terminology .....	2
VNSG1420 Anatomy & Physiology for Allied Health.....	4
SRGT1505 Intro to Surgical Technology .....	5
SRGT1509 Fundamentals of Perioperative Concepts and Techniques.....	5
SRGT1261 Clinical – Surgical/Operating Room Technician (Introductory)....	2
<b>Total Hours 18</b>	

<b>Second Semester</b>	<b>Credit Hours</b>
SRGT1441 Surgical Procedures I.....	4
SRGT 1442 Surgical Procedures II.....	4
SRGT 1661 Clinical – Surgical/Operating Room Technician (Intermediate)....	6
<b>Total Hours 14</b>	

<b>Third Semester</b>	<b>Credit Hours</b>
SRGT1662* Clinical – Surgical/Operating Room Technician (Advanced).....	6
<b>Total Hours 6</b>	
<b>GRAND TOTAL HOURS 38</b>	

*\*SRGT1662 Will constitute the capstone experience.*

**VOCATIONAL (LVN)  
NURSING PROGRAM**

The Vocational Nursing program is fully approved by the Texas Board of Nursing (BON) and is a certificate program. This program is designed to prepare entry-level practitioners to provide direct care to patients of all age groups under the supervision of a registered nurse or licensed physician. Emphasis is placed upon the ability to make sound judgements based on the knowledge of scientific principles and the ability to utilize technical skills in a variety of settings.

Classes are admitted in the fall semester on the Gainesville, Corinth, Bowie and Graham campuses

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and in the spring semester on Gainesville Campus. The program is 12 months in length. Upon successful completion of the program, the student will be awarded a certificate of completion and is eligible to make application to write the National Council Licensing Examination - Practical Nurse (NCLEX-PN).

Students admitted to the online e-campus are enrolled in the spring semester. The online curriculum is identical to the one taken by students in the traditional classroom; however, e-campus students will have clinical experiences assigned on weekends. The students accepted to the e-campus will complete the curriculum in 12 months, will be awarded a certificate of completion, and will be eligible to make application to write the NCLEX-PN.

Classroom and online instruction is correlated with clinical practice where students apply the theory and skills of nursing in giving direct care to patients. Clinical experiences are offered in a variety of settings such as day care centers, hospitals, physician's office and nursing homes. Graduates successfully completing the program demonstrate the following program learning outcomes:

### **Act As A Provider of Care To:**

- Assist in determining health status needs
- Assist in formulating goals/outcomes
- Implement plan of care within parameters of scope of education and collaboration
- Implement teaching plans for clients with common health problems
- Assist in evaluating clients responses and outcomes
- Provide direct care to clients in structured settings
- Use problem solving approach for decision making

### **Act As A Coordinator of Care To:**

- Assist in coordinating resources for provision of care
- Collaborate with clients and health care team members
- Participate in identification of need for community resources
- Participate in support of structured health care settings

### **Act As A Member of A Profession To:**

- Demonstrate accountability for own nursing practice
- Participate as an advocate for improving the health care team
- Demonstrate behaviors that promote vocational nursing

### **Licensure of Persons With Mental Illness, Substance Abuse, or Criminal Background Histories**

Any student who has a history of mental illness or substance abuse or who has been convicted of a felony must file paperwork with the Board of Nursing (BON) **BEFORE** entering the Vocational Nursing Program. BNE regulations stipulate that a person convicted of a felony may not be permitted to take the state licensing exam. *Don't spend your time and money in school and then discover you cannot take the exam.* Check it out *beforehand*. Any student who has ever been arrested for anything other than a minor traffic violation will need to submit a Petition for Declaratory Order of Eligibility (DOE) to the BNE and pay the required \$189 fee. The DOE process takes a minimum of three to six months to complete. Contact the program coordinator for more information.

Criminal background checks will be completed on all applicants accepted to the program. The following histories will **disqualify** an individual from consideration for clinical rotations:

- Felony convictions
- Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse, etc.)
- Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
- Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
- Registered sex offenders

### **Admission**

Students seeking admission to the Vocational Nursing program must first apply for and be accepted for admission to North Central Texas College. Faculty will advise students of special admission requirements for the Vocational Nursing program. The admissions process (see page 23 for additional information) requires that a student complete an

Admissions Packet which contains an Application for Admission to NCTC and an application to the Vocational Nursing program. In addition, the student must submit an official high school transcript, notarized home school academic record or documentary proof of GED certification. The completed Admissions Packet is submitted to the Admissions Office for processing and then forwarded to the Vocational Nursing Program Coordinator.

*Being granted admission to the College does not guarantee admission to the Vocational Nursing program.* Before admission to the program will be considered—on a space-available basis—applicants must attend an advisement session, take the Nurse Entrance Test (NET) and achieve satisfactory scores. The testing and advisement sessions are conducted on selected dates during the school year. To receive an Admissions Packet containing these dates and additional information on how to gain admission to the College and enroll in the program, contact the Vocational Nursing office at (940)668-4291.

Admission criteria have been established, and enrollment is limited. Acceptance is based upon the applicant's performance on pre-admission testing. All students completing the admissions process will be notified of their status by the Director of Admissions and the Vocational Nursing Program Coordinator. Students accepted into the program will be sent physical exam, immunization and recommendation forms. All students accepted to the Vocational Nursing Program will complete a drug screening and criminal background check.

### **Advanced Placement**

Students who have been enrolled in other nursing programs may be eligible for advanced placement into the second semester of the NCTC Vocational Nursing Program. Students seeking advanced placement must make a formal application to the Vocational Nursing Program, including copies of all transcripts from prior nursing programs, and make an appointment for an interview with the program director.

### **Progression Criteria**

Students must make a "C" or better in all classroom clinical courses to progress within the Vocational Nursing program. Students not meeting this standard will be unable to continue in the program; however, they may be readmitted one time, if qualified, on a space-available basis.

**Readmission:** Any student who has an interruption in the normal progression of his/her nursing studies, whether by failure or withdrawal, may apply for readmission to the Vocational Nursing Department Director. In order for an application for readmission to be considered, it must be reviewed by the Vocational Nursing program faculty; therefore, it should be submitted 2-3 months prior to the desired starting date.

A completed application for readmission must include: (1) a new application, (2) a current transcript and (3) a written request identifying the reason(s) the program was interrupted and actions taken to ensure success if readmission is granted. Readmission may include stipulations such as requiring that the student repeat and pass (C or higher) courses and clinicals they had previously taken and passed with a C or higher. When a course is repeated, the most recent grade will determine progression in the Program. Faculty might also require that applicants for readmission follow and complete the admission process in effect for first time applicants.

### **Grading Policy**

Grades in classroom work are based on numerical averages, with corresponding letter grades assigned, providing all required assignments have been satisfactorily completed. Students must make at least a "C" in each theory course, including Anatomy and Physiology courses, and in each clinical practicum in order to progress within the program. The point system used within the Vocational Nursing Program is:

A = 90–100% • B = 80–89% • C = 75–79%  
D = 66–74% • F = 0–65%

### **Program Cost**

Basic tuition and fees for nursing students are figured just as they are for all other students; however, due to the special nature of the program, students will have some additional costs that they should be aware of:

Laboratory fees will be charged for all courses requiring a lab (in addition to the classroom lecture). For VN students, a lab fee of \$24 will be charged for each course designed as a "clinical" and for the "skills" course.

Fees in addition to lab fees will be due at the time of course registration for such things as sup-

*Continued On Next Page*

plies, standardized tests, malpractice insurance, urine drug screening and criminal background check. These fees may vary from year to year but specific information can be obtained from the Vocational Nursing Office.

Nursing textbooks are highly specialized medical books and can be expensive-as much as \$500 for the program. You'll buy most of your nursing books during the first two semesters; therefore, book costs will be considerably less in later semesters. (Also, most of your nursing books you'll keep for reference from now on).

For students not yet officially admitted to the VN program and who may be taking general education courses, textbook costs will vary according to which particular courses are taken, but, on average, plan to spend about \$30 per semester hour for books. The approximate cost of the Vocational Nursing Program is \$5,500.

**Supplies and Incidentals**

Once admitted to the Program, VN students will need to buy school clinical uniforms (plus patches and name pin), a lab coat, shoes, and a stethoscope. A good wristwatch with a second hand is also needed. Also, the student will need normal school supplies, and other costs will include such items as state board fees and school pin. Some of these expenses will not be incurred until the latter part of the program.

**Health Insurance**

Students will need to show proof of Major Medical Insurance or Accidental Injury Medical Insurance before going to clinical agencies.

**VOCATIONAL NURSING (Certificate)**

**FALL ADMISSION - Fall Semester (16 weeks)**

Level I	Credit Hours
VNSG1420 Anatomy and Physiology for Allied Health*† .....	4
VNSG1323 Basic Nursing Skills .....	3
VNSG1400 Nursing in Health and Illness I .....	4
VNSG1227 Essential of Medication Admin. ....	2
VNSG1360 Clinical I.....	3
<b>Total Hours</b>	<b>16</b>

**Spring Semester (16 weeks)**

Level II	Credit Hours
VNSG1509 Nursing in Health and Illness II.....	5
VNSG1331 Pharmacology .....	3
VNSG1230 Maternal-Neonatal Nursing .....	2
VNSG1234 Pediatrics .....	2
VNSG1463 Clinical II – Fall Admission.....	4
<b>Total Hours</b>	<b>16</b>

**Summer Semester (10 weeks)**

Level III	Credit Hours
VNSG1510 Nursing in Health and Illness III ....	5
VNSG1219 Professional Development .....	2
*VNSG2360 Clinical III – Fall Admission .....	3
<b>Total Hours</b>	<b>10</b>
<b>GRAND TOTAL HOURS 42</b>	

*\*VNSG2360 will constitute the capstone experience.*

**SPRING ADMISSION**

**Spring Semester (16 weeks)**

Level I	Credit Hours
VNSG1420 Anatomy & Physiology for Allied Health*† .....	4
VNSG1323 Basic Nursing Skills .....	3
VNSG1400 Nursing in Health and Illness I.....	4
VNSG1227 Essentials of Medication Admin. ....	2
VNSG1360 Clinical I.....	3
<b>Total Hours</b>	<b>16</b>

**Summer Semester (10 weeks)**

Level II	Credit Hours
VNSG1509 Nursing in Health and Illness II.....	5
VNSG1331 Pharmacology .....	3
VNSG1363 Clinical II – Spring Admission .....	3
<b>Total Hours</b>	<b>11</b>

**Fall Semester (16 weeks)**

Level III	Credit Hours
VNSG1230 Maternal-Neonatal Nursing .....	2
VNSG1234 Pediatrics .....	2
VNSG1510 Nursing in Health and Illness III ....	5
VNSG1219 Professional Development .....	2
*VNSG2460 Clinical III – Spring Admission .....	4
<b>Total Hours</b>	<b>15</b>
<b>GRAND TOTAL HOURS 42</b>	

*\*VNSG2460 will constitute the capstone experience.*

*\*VNSG1420 may be taken before admission to the program, but no later than the first semester after admission.*

*†BIOL2401 and BIOL2402 (Anatomy and Physiology I and II) may be substituted for VNSG1420. Both semesters of Anatomy and Physiology must be taken for credit to be given.*