HUMAN SERVICES TECHNOLOGY
2019-2020
Entry Fall 2019

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions. Qualified students (A.A.S. students who have completed all program requirements) will be eligible to take the Human Services – Board Certified Practitioner Credentialing Exam during the second semester of Internship.

Applications are accepted beginning October 22, 2018 for admission into the Fall 2018 class. An applicant must have a completed file by May 31, 2019 to be considered for the acceptance process. Major courses (HSE prefix) must be completed in sequence, however related course may be taken in any semester offered.

GENERAL INFORMATION


ADMISSIONS REQUIREMENTS

1. **Application:** All new students apply to, “Health Science: Therapeutic & Diagnostic Services (Nurse Aide Diploma). If currently enrolled at CCC, skip this step.

   Complete a “CFNC Online Application for Carteret Community College” for admission.

2. **Interest Form:** Complete an electronic “Health Sciences Interest Form” for program of study.

3. **Checklist:** Submit a “Health Sciences Program Packet Checklist” to the Health Science Advisor in Student Services. This form is available in Student Services, or on the program webpage.

4. **Placement Tests:** Take the placement test in English. There is a 5 year time limit on placement test scores.

   Placement testing may be waived for the Human Services Technology Program based upon completion of required college-prep or college-level course work.
with a grade of “C” or better or with certain scores on the SAT or ACT test. Click on Placement Testing for additional information on placement testing.

5. **Academic Readiness:** Placement test scores must reflect academic readiness. For English, you must test out of DRE 098.

If an applicant scores less than the minimum required scores on the placement test, he or she will be required to complete the essential sequence of college-prep courses before qualifying for the program.

6. **Information Session:** Applicants will have the opportunity to be scheduled for an information session with the program’s chairperson. The Human Services Technology Program information session will be scheduled by the chairperson. Applicants will receive written notification of entry status into the program.

7. **Medical Reports:** All applicants must possess physical, mental, and emotional health compatible with the ability to provide safe patient care. The Medical History/Physical form will be provided during the information session, it must be completed by a physician/physician’s assistant/nurse practitioner. These forms must be completed not more than six months prior to admission into the program.

8. **Computer Access:** Coursework requires ready access to a reliable computer with Word, PowerPoint, Excel, and internet access.

**HUMAN SERVICES TECHNOLOGY CURRICULUM MISSION STATEMENT**

It is the mission of the Human Services Technology Curriculum to provide a program in compliance with the Curriculum Standard established by the North Carolina Community College System to ensure a quality education to students who meet program requirements and to meet the job needs of the area. Graduates will be encouraged to apply for credentialing as a Human Services Board Certified Practitioner (HS-BCP). Faculty will stay current with the changes in their profession by demonstrating evidence of continuing education annually and will ensure that their program competencies are constantly updated to current requirements and standards of care.

**TECHNICAL STANDARDS OF HUMAN SERVICES**

Technical Standards for Human Services requires that a student must have:

1. Sufficient verbal and written skills to communicate needs promptly and effectively in English.
2. Satisfactory intellectual, mental, and emotional functions to exercise independent judgment and discretion and the ability to respond appropriately in emergency and high stress client care situations, sufficient interpersonal skills to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds and be able to establish a rapport with clients, families, and other health care providers.
3. Travel: Requires the ability to travel to and from the College campus, clinical/internship facilities, and other assigned locations off campus.

**GOALS, OUTCOMES, AND ASSESSMENTS**

**PROGRAM GOAL:**
Human Services Technology Admission Requirements Fall 2019

To prepare graduates who demonstrate competence in the cognitive (knowledge) and affective (behavior) learning domains of human services practices as performed by a board certified human services practitioner (HS-BCP).

OBJECTIVE 1 FOR THIS GOAL:
Upon completion of the program, the graduate will demonstrate competence in knowledge relevant to that role.

ASSESSMENT TOOLS AND OUTCOME:
1. Human Services Board Certified Practitioner Exam
   Cut Score: 70 - "Acceptable"
   VALIDITY: Established by the Center of Credentialing Education Accreditation for Human Services Programs of Study
   RELIABILITY: Correlation with HS-BCP Exam

OBJECTIVE 2 FOR THIS GOAL:
Upon completion of the program, the graduate will demonstrate competence in behavior relevant to that role.

ASSESSMENT TOOLS AND OUTCOME:
2. Clinical/Internship Evaluations on procedures performed in 4th and 5th semesters
   Cut Score: Pass
   VALIDITY AND RELIABILITY: Direct measurement of skill desired by expert witness

GRADING SYSTEM
Part of any learning outcome-based educational program is the establishment of minimum levels of achievement. The course materials distributed for each HSE course will include a list of learning outcomes. The lowest acceptable level of achievement in any such course is 70%. Certain learning outcomes are expected to be mastered to the 100% level (these would be on a pass/fail basis). The program faculty want to assure that the minimum competence of the students be "satisfactory."

Thus the grading scale for human services technology courses in this program is as follows:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = Below 60

REQUIREMENTS FOR GRADUATION
1. Successful completion of all curriculum courses.
2. Successful completion of all internship competencies for the two internship semesters.

3. Payment of all fees.

OTHER INFORMATION

Background Check: To ensure the public health and safety of all clients, some internship sites may require a criminal records check and fingerprinting as part of the initial application for placement. Drug screening and criminal background checks may be required of the internship facility for student experiences. Internship facilities can deny a student from caring for its clients based on the findings of these checks. Internship experiences must be completed satisfactorily. If a student in unable to attend and complete internship due to these reports/findings, the student would not be able to complete the internship component and would be required to withdraw from the Associates degree program, but the student could continue in the Certificate or Diploma degree program.

Personal Hygiene: Students will be expected to practice personal hygiene and grooming habits that do not interfere with the health and well-being of clients and staff at the internship facilities. Clients may not be able tolerate strong odors. The related policies and procedures are outlined in the Human Services Technology Program Student Manual.

Compliance with the policies and procedures of the college, the program, and the internship affiliates is necessary to develop clinical and professional skills and to successfully complete the program. Violation or non-compliance of policies occurring on internship affiliate property may lead to immediate dismissal.

Continued enrollment in the program is contingent upon the criminal background check, drug screen, medical information, and adherence to the policies and procedures described in the college catalog and the Human Services Technology Program Student Manual.

Carteret Community College Human Services Technology Program
Competitive Admissions Points Sheet

Applicants will be ranked based upon the points earned and will be selected in that order. The program has limited enrollment and therefore an alternate list of students will be developed each year. If a student slot opens prior to the beginning of the fall semester, the program chairperson will notify the next student and offer a seat in the program. The criteria point sheet is listed below in order for an applicant to review and be knowledgeable in the selection criteria. A competitive point system will be utilized to evaluate and select students to enter the Human Services Technology Program. Applicants will be ranked based upon the points earned and will be selected in that order. In order to obtain points for criteria, students are responsible for assuring all information has been submitted to the Admissions Office.

Applicant Name: ____________________________________________
Application completed: _______________________________________
Total Score: ____________________

Section 1: Advanced Education
Points will be given for advanced education as well as advanced education and certificates held in health care:

- Masters and higher ________ (10)
- Bachelors ________ (8)
- Associate ________ (6)
- Diploma ________ (2)
- Certificate ________ (1)

Health Care Education/experience:
- CNA I or II ________ (5)

**Total Section 1 ________**

**Section 2: Related Coursework**
Related course work completed (Earned “C” or better) (1 point each)
- Psychology 150 ________ (1)
- English 111 ________ (1)
- English 112/114 ________ (1)
- Humanities elective
- ACA 115 ________ (1)

**Total Section 2 ________**

**Section 3: High School performance**
High School/ Dual enrolled (earned “C” or better) (1 point each)
- Psychology 150 ________ (1)
- English 111 ________ (1)
- English 112/114 ________ (1)
- Humanities elective ________ (1)

**Other:**
- Human Services Career Pathway ________ (10)
- Health Sciences: Therapeutic & Diagnostic Services-Nurse Aide Diploma ________ (10)

**Total Section 3 ________**

**Total Section 1 ________**

**Total Section 2 ________**

**Total Section 3 ________**

**Total Score ________**

**ADDITIONAL EXPENSES BEYOND TUITION AND FEES**
*Amounts are estimates and subject to change*

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<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Medical Exam/Hepatitis</td>
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<tr>
<td>Books/ID Badge</td>
<td>$400.00</td>
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<tr>
<td>Drug Screening</td>
<td>$47.00</td>
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<tr>
<td>Criminal background check</td>
<td>$25.00</td>
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<tr>
<td>Additional Travel/Misc. Expenses</td>
<td>$200.00</td>
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Human Services Technology Admission Requirements Fall 2019

<table>
<thead>
<tr>
<th>SOHS Conference (optional)</th>
<th>$500.00</th>
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<tbody>
<tr>
<td>Testing Fee: HS-BCP</td>
<td>$155.00</td>
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</tbody>
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**HUMAN SERVICES TECHNOLOGY FACULTY**
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**HEALTH SCIENCES DEAN**
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Health Sciences Dean  
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**PROGRAM APPROVAL INFORMATION**
Carteret Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Carteret Community College.

For any admissions requirements questions, contact the Admissions Office at (252) 222-6154 or by e-mail at admissions@carteret.edu for assistance.