

CCTC Course: AHS 102 (Medical Terminology)**SECTION I** (For the student)

Please read this form completely, including Section III (Policies and Disclosure Information). Please note that a grade of 70% or higher is required for successful completion of the proficiency test.

Please complete this section of the form and give it to your teacher.

Your Name: (PLEASE PRINT) _____ SSN: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Primary Phone Number: _____

High School: _____ Career Center: _____

Date of (or anticipated) Graduation from High School: _____

SECTION II (For the teacher)

I verify that this student has mastered the major competencies listed below, and therefore, I recommend this student take the AHS 102 proficiency test. **(Please initial each competency.)**

- _____ 1. Word Building: Divide medical words into their component parts to include word roots, prefixes, suffixes, compound words, and combining forms to formulate a general meaning of medical terms; Define the meaning of basic combining forms, prefixes and suffixes of the medical language; Use combining forms, prefixes and suffixes to build medical words.
- _____ 2. Prefixes and Suffixes: Define basic prefixes and suffixes used in medical terminology; Use prefixes and suffixes with combining forms to build and define medical terms.
- _____ 3. Body Terminology: Define terms that apply to the structure of the human body; Identify terms that describe position, directions, and planes of the human body.
- _____ 4. Body Systems (Skeletal, Muscular, Nervous, Eye and Ear, Integumentary, Endocrine, Cardiovascular, Lymphatic/Immune, Respiratory, Digestive, Urinary and Reproductive): Describe the basic structures and major functions of the body systems; Explain the meaning of major medical terms to include word roots, compound words, combining forms, prefixes and suffixes of the body systems; Explain basic disorders, laboratory tests, and clinical procedures and approved medical abbreviations common to the body systems.
- _____ 5. Oral and Written Communications: Spell basic medical terms and demonstrate accurate use of reference materials to include but not limited to a medical dictionary; Demonstrate accurate pronunciation of medical terms and disorders related to the major body systems and related specialties.

Teacher (or high school official) Name (PLEASE PRINT): _____

Signature: _____ Date: _____

Name of high school/career center course(s) in which this student gained the required competencies for possible exemption credit: _____

Date of course completion, or expected completion: _____

Comments (if applicable): _____

Please contact Mary Johnson, Medical Record Coding Program Manager, to schedule the AHS 102 proficiency test and for questions regarding articulation for AHS 102. Phone: (803) 778-6677; Email: johnsonma@cctech.edu.

SECTION III

Secondary School Articulation Exemption Credit Procedures & Disclosure Information

1. Students should contact their guidance counselor or teacher at the high school or career center or the Registrar at Central Carolina Technical College to determine whether specific secondary course work is eligible for articulation and to obtain information on requirements and procedures for requesting exemption credit.
2. Students requesting exemption credit should complete Section 1 of the Secondary School Articulation Form for each course in which s/he is interested in receiving exemption credit.
3. The high school or career center teacher will determine if the student has mastered the major course competencies and is eligible to take the proficiency test. If so, the teacher should complete Section 2 of the Secondary School Articulation Form for each course the student is requesting exemption credit.
4. The high school teacher/official should contact the CCTC program manager (at the email/phone number listed on the Secondary School Articulation Form) to schedule the proficiency test and should submit completed forms to the CCTC program manager/instructor administering the test.
5. The CCTC program manager/instructor should administer the proficiency test and complete a Proficiency Test Form for each student taking the test, indicating whether the student passed or failed the test.
6. The CCTC program manager/instructor should submit the completed Secondary School Articulation Forms, Proficiency Test Forms, and graded proficiency tests to the CCTC Registrar.
7. The CCTC Registrar should provide students with results of the proficiency test and instructions for obtaining exemption credit.
8. Students must meet all admissions requirements at CCTC and should inform the admissions counselor of pending exemption credit when being admitted to the college.
9. After the student is admitted to the College, Student Records will post the exemption credit as a grade of "E" on the student's official CCTC transcript. ("E" grades do not count in a student's grade point average.)
10. Exemption credit may apply to a required course in the articulated program or an elective course depending on whether or not the course is listed as required for a specific curriculum in the College catalog. If a student enters a program at CCTC for which the course is not required, the student may use the course as elective credit if permission is granted by the program department chair/program manager.
11. Students will have no more than two years following high school graduation to complete the secondary articulation procedures and request exemption credit.
12. A high school student who takes a proficiency test will have his/her Secondary School Articulation Form and Proficiency Test Form (indicating if the student passed) kept on file in the Student Records Office for two years following high school graduation. The graded proficiency test will remain on file in the appropriate department office or Student Records Office for two years following the test date.
13. Exemption credit earned at CCTC does not imply or guarantee that such credit will be honored by other institutions of higher education.
14. All proficiency exams will be developed, administered, and scored by Central Carolina Technical College faculty and/or staff.