



# CHCPC

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## THE COLLEGE OF HEALTH CARE PROFESSIONS

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### **Houston North Loop (HNL)**

**ABHES Main Campus**  
240 Northwest Mall  
Houston, TX 77092  
(713) 425-3100

### **Houston Southwest (HSW)**

**ABHES Non-Main Campus of HNL**  
8313 Southwest Freeway, Suite 300  
Houston, Texas 77074  
713) 470-2427

### **Austin Campus (AUS)**

**ABHES Main Campus**  
6505 Airport Boulevard, Suite 102  
Austin, Texas 78752  
(512) 892-2835

### **San Antonio (SA)**

**ABHES Non-Main Campus of HNL**  
4738 N. W. Loop 410  
San Antonio, Texas 78229  
(210) 298-3600

## **School Catalog Volume II**

### **February 2012**

Accredited by Accrediting Bureau of Health Education Schools  
Approved and regulated by Texas Workforce Commission, Career Schools and Colleges, Austin, Texas; and the  
Texas Higher Education Coordinating Board, Austin, Texas

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## STATEMENT OF INSTITUTIONAL MISSION, PHILOSOPHY AND PURPOSE

The College of Health Care Professions is dedicated to providing quality training to individuals interested in the allied health care fields. Knowledge and proficiency are attained through demonstration; actual operation of equipment; and practice of learned techniques. It is our aim to provide students with the knowledge and technical proficiency that will make them employable for entry level positions in the allied health care field.

### Mission Objectives

- To provide a faculty qualified by education, experience, continuing education and on-going professional development in the field(s) for which they are assigned to teach.
- To prepare students fully for entry-level employment in the student's selected field.
- To ensure student acquisition of knowledge through lecture, examinations and evaluations.
- To ensure student acquisition of competency-based skills through laboratory training within the institution and clinical training utilizing externship facilities.
- To prepare students to take the appropriate certification/licensure examinations for their selected program.
- To assist students to gain professionalism skills, study techniques, test taking techniques; and further, how to utilize the student resource center(s).
- To prepare students for their job search by providing opportunities to learn interviewing techniques, develop electronic communications, and prepare a professional resume.

## SCHOOL HISTORY/STATEMENT OF OWNERSHIP

### Statement of Ownership

The College of Health Care Professions, formerly known as The Academy of Health Care Professions is a private educational institution owned by two separate entities. Houston-North Loop, Houston-Southwest, and the San Antonio campuses are owned by Empowerment Schools Healthcare, Limited. The Austin campus is owned by Texas Medical Careers, Limited. Both entities have the same Owners and Board of Directors.

### School History

#### Houston North Loop Campus (Main Campus)

Select members of the Macgregor Medical Association founded Holly Hall Holding, Inc. doing business as The Academy of Health Care Professions in 1988. On October 21, 1990, the Academy was approved by the Texas Workforce Commission to begin classes. In June of 2002, the institution was purchased by Empowerment Schools - Healthcare, Limited and doing business as The Academy of Health Care Professions. In September 2011, the Houston North Loop Campus was approved to expand into online education.

The Academy moved to the current campus location at 240 Northwest Mall, Houston, Texas in September 2006 from 1900 North Loop West, Houston where it was located from September 1999 until September 2006. Prior to that time the Academy was located at 1919 North Loop West and 8080 North Stadium Drive, Houston, Texas.

#### Southwest Houston Campus (Branch of Houston North Loop Campus)

In 2003 the Academy expanded to include a second, non-main campus and on December 17, 2003 the Academy of Health Care Professions Southwest Freeway Campus was approved by the Texas Workforce Commission to begin classes.

#### Austin Campus (Main Campus)

In April, 2002, Texas Medical Careers Limited purchased Career Advancement Center in Austin, Texas. Career Advancement Center was established in 1995 and received ABHES accreditation in 1998. In October 2004, Career Advancement Center changed the name to The Academy of Health Care Professions and re-located to 6505 Airport Blvd., Suite 102, Austin, Texas 78752.

#### San Antonio Campus (Branch of Houston North Loop Campus)

In October 2005, Empowerment Schools Healthcare Limited opened its San Antonio Campus located at 4738 Northwest Loop 410 in San Antonio, Texas.

On December 1, 2011 The Academy of Health Care Professions changed it's name to The College of Health Care Professions.

## **APPROVALS/ACCREDITATION**

- The College of Health Care Professions is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges Department, 101 East 15<sup>th</sup> Street, Austin, Texas, 512-936-3100 for degree and non-degree programs.
- The College of Health Care Professions is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) for both degree and non-degree programs, 7777 Leesburg Pike, Suite 314 N., Falls Church, VA. 22046, 703-917-9503. This accreditation demonstrates that The College of Health Care Professions has been inspected by a peer group and meets the expectations of that agency.
- The Texas Department of State Health Services 1100 West 49<sup>th</sup> Street, Austin, Texas, 512-834-4565 and the Texas Workforce Commission, Career Schools and Colleges Department jointly regulate the Limited Medical X-ray Technologist program.
- The College of Health Care Professions has qualified for an exemption as defined in Chapter 7.3 of The Texas Higher Education Coordinating Board (THECB) rules, 1200 Anderson Lane, Austin, Texas. 512-427-6240 and is legally authorized to grant degrees and credit towards degrees in the State of Texas. Authority for this exemption is based on the College's accreditation with the Accrediting Bureau of Health Education Schools (ABHES).
- The College of Health Care Professions is an approved vendor of the Texas Department of Assistive and Rehabilitative Services (DARS), 4900 North Lamar Blvd., Austin, Texas, 512-424-4289. The College provides these services to eligible students who avail themselves of the Commission's assistance and wish to attend the College.
- The College periodically provides educational training services for the Workforce Investment Act (WIA). This training, provided to persons qualified to receive educational services under WIA, is dependent upon local and regional job markets, as determined by the regional WIA boards. The contact information for the Gulf Coast Worksource Investment Office is 3555 Timmons Lane, Houston, Texas, 713-627-3000.
- The College of Health Care Professions is approved to train veterans eligible under Title 38, by the Texas Veterans Commission, Stephen F. Austin Building, Suite 620, PO Box 12277, Austin, Texas 512-463-6564
- The College of Health Care Professions Surgical Technologist Program has programmatic accreditation by the following: Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208, 312-553-93585 (HNL ONLY).
- The College of Health Care Professions has formed an articulation agreement with The University of Phoenix. Students completing courses approved by The University of Phoenix for one of their programs have transferability of those course credits and may apply the credits toward a Bachelors Degree program offered by their institution.
- The College of Health Care Professions has entered into an agreement with the United States Department of Education to participate in the following Title IV, HEA federal student assistance programs.

Federal Pell Grant

Federal Direct Student and Parent Loans

For more information regarding the Title IV financial assistance programs listed above, please pick up your copy of "Financial Aid Student Guide", a United States Department of Education booklet, from the College's Financial Services Department or visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

## **DESCRIPTION OF FACILITIES**

College of Health Care Profession campuses are private, modern technical/career institutes designed so that they are small enough to be concerned with individual student progress, yet large enough to provide needed resources. Campuses provide students with a student lounge area and a computer lab with Internet connectivity. The students work with equipment and instruments relative to their field of study. Classrooms are unique and are conducted under the supervision of approved faculty. Class enrollment is limited to ensure that students receive personal attention in classroom and laboratory courses.

## **PROFESSIONAL ADVISORY BOARD**

The College has an Advisory Board composed of qualified individuals working in the allied health care field, institutional staff, faculty, and graduates of the College. The board addresses such topics as the institution's mission, objectives, and curriculum, as well as student, graduate, and employer comments. The advisory board listing is available to students upon request.

# ADMISSIONS INFORMATION

## ENTRANCE REQUIREMENTS

The College is open to eligible persons with a genuine desire to be trained for a career in the allied health care field. Prerequisites for each program are listed at the beginning of each course outline and at the end of each individual subject within each course outline. A high school diploma or GED is required prior to enrollment for all programs. All prospective students must be at least 17 years of age and must be 18 years of age by the time they are scheduled to enter the externship/clinical portion of their program for entrance into the College. The College makes every effort to determine in advance, the prospective student's likelihood of being successful in the allied health care field. Therefore, a personal interview with an admissions representative is necessary before enrollment. An interview with an admissions representative may be scheduled during the College's business hours.

In addition, the following items are required of all applicants in order to determine eligibility for acceptance:

- A completed Confidential Student Information Sheet
- A personal visit to tour the school (not required for on-line programs).
- Submit proof of one of the following:
  - a. secondary education (successful completion of public, private, or home schooling at a high school level or a GED).**Note: All diplomas and documents issued outside of the United States must be translated, evaluated for U.S. equivalency and notarized prior to enrollment.**
- Payment of the registration fee
- All applicants must take and pass the Scholastic Level Examination with a minimum score designed for each program with the exception of completion programs:

Medical Assistant, Dental Assistant, Nurse Assistant	minimum score: 13
Medical Coding and Billing Specialist,	minimum score: 15
Health Information Technology Certificate	minimum score: 17
Health Information Technology Management – AAS	minimum score: 19
Personal Fitness Trainer	minimum score: 16
Limited Medical Radiologic Technologist, Surgical Technologist,	minimum score: 19
Diagnostic Medical Ultrasound Certificate	minimum score: 24

If a prospective student should fail to meet the minimum required score the first time, the student may retest immediately with an alternative version of the Scholastic Level Exam. If the prospective student should fail to meet the minimum required score for the alternate version of the test, he/she may retest immediately with a second alternate version of the test or must wait five (5) calendar days before re-testing a third time with the original version.

If the prospective student fails to meet the required score of the test the third time, he/she must wait one year before re-testing.

- A personal interview with an College staff member.
- Completion of an enrollment agreement.  
**Note: Students under the age of 18 are required to have their parent or guardian sign the enrollment agreement.**
- Statement of General Health completed by the student.
- Submission of two character references to the College.
- Completion of the "Drug and Alcohol Policy" document.
- Student Orientation (Mandatory before entering the classroom). Online students must actively participate and complete their virtual orientation prior to logging into the student portal and posting attendance in their online classroom.
- Online Minimum Technology Requirements: students enrolling with the Online Campus must have access to a computer, Microsoft Windows XP, - Internet Explorer 7.x or newer, -512 megabytes (MB) of RAM minimum, 1024 megabytes (MB) of RAM or higher recommended, Microsoft 2010, keyboard and mouse or compatible pointing device, - 56 Kbps or higher-speed modem minimum, broadband network connection recommended.

**Note:** The state, employers, and various other agencies may require criminal background checks before a student can be placed in an externship or take professional licensing, certification, or registration exams. Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams, or may be denied a license or certification to practice in some states even if the exam is taken and successfully completed. Prospective students are responsible for inquiring with the appropriate agencies about current requirements *prior* to enrolling in the program of their choice.

## **APPLICANTS WITH DISABILITIES**

Applicants with mental or physical disabilities are welcome to apply for enrollment at the College. The institution is structured to meet the needs of the handicapped with ramps, elevators, easy classroom access, restroom facilities, and parking. Disabled applicants are subject to the same entrance requirements as all applicants. Prerequisites for each program are listed at the beginning of each program outline and the end of each subject within the program outline. CHCP's objective is to stay in compliance with The American Disabilities Act and Section 504 of The Rehabilitation Act of 1973. It is the schools' objective to provide equal opportunity to all students regardless of race, color, religion, sex, age, national origin, disability or veteran status.

## **ACCEPTANCE BY THE COLLEGE**

Once the applicant has successfully met the entrance requirements the application is forwarded to College administration personnel for review. The applicant is informed of their decision, by telephone, followed by a letter or email of acceptance. If an applicant is denied admission to the College, all monies paid to the College will be fully refunded.

## **CREDIT FOR PREVIOUS EDUCATION**

The College will consider credits from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) and grant academic credit for prior education, if the courses are comparable in length and content and were successfully completed during the last seven (7) years. Students must provide a written *official* transcript from an accredited institution on a post secondary level *prior* to signing an enrollment agreement and may be required to test-out to ensure compatibility of courses. Granting of credit for previous education is at the discretion of the Vice President of Academic Affairs/School Director. Financial credit will be granted upon submission of an *official* academic transcript *prior* to enrollment and the program length and cost adjusted.

- **Note: Credit for previous education must be completed and approved prior to signing the enrollment agreement. Once the enrollment agreement is signed the institution will not be able to offer credit.**
- **All students applying for Veterans benefits must submit official transcripts from all post-secondary institutions previously attended prior to being enrolled and certified by the College. VA students who will receive VA educational benefits while attending school cannot retake any courses that were previously taken successfully.**
- **The institution does not grant credit for non-punitive grades or remedial courses, non-credit courses, advanced placement credit or experiential learning.**
- **Note: Texas Department of Health approved courses (The Limited Medical Radiologic Technologist Programs) does not allow for credit to be given for prior education, training, or experience.**
- **The Diagnostic Medical Ultrasound program limits the transfer of credits to general education courses (college algebra, English composition and college physics) obtained from a college of university.**

## **STATEMENT OF NON-DISCRIMINATION**

No person shall be excluded from participation; denied any benefits or services; or subjected to any discrimination because of age, sex, race, color, creed, religion, disability, national or ethnic origin.

## Student Rights under the Family and Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford you, the student, certain rights with respect to your education records. These rights include:

(1) The right to inspect and review your education records within 45 days of the day CHCP receives your request for access.

If you should wish to review your education records you should submit to the Education Coordinator, Registrar, or Campus Director a written request that identifies the record(s) you wish to inspect. The CHCP official, or designee, will make arrangements for access and notify you of the time and place where the records may be inspected.

(2) You have the right to **request** the amendment of your education records you believe are inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA.

If you wish to amend a record or records, you must write the Education Coordinator, Campus Director, or Registrar at your campus and clearly identify the part(s) of the record(s) you wish to change. You **MUST** specify why any records should be changed, and provide any documentation you have that supports the change(s) you are requesting. In order to make the change(s) requested by you, the change(s) must be approved by an authorized CHCP senior administrative staff member.

If CHCP decides not to amend the record as requested, you will be notified in writing of the decision and your right to a hearing regarding your request for amendment. Additional information regarding the hearing procedures will be provided to you when you are notified of the right to a hearing.

(3) The right to provide written consent before CHCP can disclose personally identifiable information from your education records, except to the extent that FERPA authorizes disclosure without your consent. CHCP will request a student sign an **all inclusive release** for records and other information to such parties as prospective employers or an **individual release for each separate release of information**. If you have granted power of attorney to an individual (or a power of attorney has otherwise been legally granted to an individual), CHCP will provide the person having power of attorney with the requested records. Before providing the records to such an individual, the individual must present the **original** power of attorney to CHCP for inspection and a **copy** of the original power of attorney will be maintained in the student's file. Requested records will be provided to the individual holding the POA within 30 days of CHCP receiving a verified copy of the original power of attorney AND a written request of the specific information requested by the individual having the POA.

In addition, if you receive financial assistance from local and/or state organization(s), they may require that you grant them written permission for CHCP to disclose your educational and placement records to them.

CHCP discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by CHCP in an administrative, supervisory, academic, research, or support staff position; a person or company with whom CHCP may contract as its agent to provide a service instead of using its employees or officials (such as an attorney, auditor, or collection agent/agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities to/for CHCP.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by CHCP to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

The "U.S.A. Patriot Act", effective October 26, 2001, established the following exceptions relative to the release of information from institutional files:

Ex Parte Orders – The College can disclose, without the consent or knowledge of a student or parent, personally identifiable information from a student's records to representatives of the Attorney General of the United States in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. An ex parte order is an order issued by a court without notice to an adverse party. When CHCP makes a disclosure pursuant to an ex parte order it is not required to record that disclosure of information in the student's file.

Lawfully Issued Subpoenas and Court Orders – In the following three contexts, CHCP can disclose, without consent, information from a student’s education records in order to comply with a lawfully issued subpoena or court order:

1. Grand Jury Subpoenas
2. Law Enforcement Subpoenas – For these subpoenas, the court may order the

College not to disclose to anyone the existence or contents of the subpoena or our response. If the court so orders, neither the prior notification requirements nor the recording requirements would apply.

Health or Safety Emergency – CHCP is permitted to disclose personally identifiable information from a student’s education record without the written consent of the student in the case of an immediate threat to the health or safety of students or other individuals. This is limited to a situation that presents imminent danger or to a situation that required the immediate need for disclosure to avert or diffuse serious threats to the safety of health of a student or other individuals.

Disclosures to the Bureau of Citizenship and Immigration (BCIS) – The College may release personally identifiable information of a student who has signed a Form I-20 and any student attending on an M-1 or J-1 visa to the BCIS.

NOTE: CHCP does not maintain student directory information for any type of public distribution other than the Graduation Programs that are handed out at CHCP’s biannual graduation ceremonies and posted notices on school bulletin boards which inform students of school business they need to attend to and/or the recipients of academic/attendance awards. The student information contained in the graduation programs and notices on school bulletin boards is limited to the students’ names, the program attending/graduated from, and the type of academic/attendance honors/awards given. Other than the graduation programs and bulletin board notices, CHCP only provides educational records with personally identifiable information as described in Number 3 and under the provisions established by the “U.S.A. Patriot Act”.

## **STUDENT MEDICAL COVERAGE**

Students are expected to supply their own medical coverage while attending the College. In the event while attending class or during externship a situation arises that requires medical attention or follow-up, it will be the responsibility of the student to seek medical services from their personal physician or medical provider.

## **FINANCIAL AID INFORMATION**

The College of Health Care Professions administers several types of financial aid assistance to students that qualify. Most aid is based on individual student financial need. Students wanting or needing financial assistance to attend school are encouraged to inquire about and apply for assistance through the school's financial aid office. Students wanting or needing financial assistance to attend school are encouraged to apply for financial aid at the same time they apply for admission to school. The financial aid office has application packets available for those that wish to apply.

## **FINANCIAL ASSISTANCE APPLICATION PROCESS**

After interviewing with the admissions department, applicants wishing to apply for Title IV student financial assistance must provide personal income information (and parent income if applicable) in order to determine eligibility for the various programs. Applicants who will be receiving Worksource or other sources of alternate funding for school must present the agency's written authorization for such funding before starting school. Students who do not wish to apply for Title IV student financial assistance or who do not qualify for an alternate source of external funding must make monthly payment arrangements with the business office of the College which will commence on the first day of class. Additionally, applicants who are not eligible or do not wish to have all direct program costs covered by federal student assistance or other source of funding will have monthly payments to the College beginning on the first day of class. Methods of payment of all direct program costs will be outlined in the finance plan section of the enrollment agreement.

## **YEARLY REAPPLICATION**

The financial aid year begins July 1 each year and continues through June 30 of the following year. Continuing students wanting or needing financial assistance to attend school must reapply for financial aid each year as soon as possible after January 1<sup>st</sup>. Failure to reapply for financial aid may result in a delay/denial of any financial assistance award(s) resulting in students having to pay out-of-pocket for tuition, fees and books while attending school.

## **SCHOLARSHIPS**

The Institution does not currently offer scholarships.

## **STUDENT ENROLLMENT STATUS**

Students enrolled in a semester credit hour program (all programs except the Limited Medical Radiologic Technologist Certificate and Degree, Vocational Nursing, and the Massage Therapy Programs) that carry an academic workload of at least 12 semester hours/credits per term or payment period are considered full-time. For clock hour programs (Limited Medical Radiologic Technologist Certificate and Degree, Vocational Nursing, and Massage Therapy Programs), full time status is defined as scheduled hours of attendance of at least 24 hours per week.

## **TUITION INSTALLMENT AGREEMENT**

Students who sign contracts which include payments to the College of Health Care Professions are expected to make the entire payment, due on or before the due date each month. Failure to make payments will result in the following:

1. \$25.00 late fee assessed
2. Dismissal from the program
3. Denied assignment to a externship/clinical site

If you are unable to make payments by the due date, please notify the financial aid department before the due date to avoid a late fee. Postponement of the payment is at the full discretion of the Financial Services Department and will only be granted under certain circumstances.

## **CANCELLATION AND REFUND POLICIES – Ground Campuses**

### **Texas Workforce Commission Cancellation and Refund Policy**

#### **Cancellation Policy**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed and a tour of the facilities and inspection of the equipment is made by the prospective student. The signature and date of the school official on the enrollment agreement designate acceptance by the College.

## REFUND POLICY

Refunds calculations and any resulting refunds will be performed for withdrawn students in accordance with the following State of Texas statutory guidelines:

1. Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) The last day of attendance, if the student is terminated by the school;
  - (b) The date of receipt of written notice from the student; or
  - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the semester and/or payment or program for which the student has been charged after the effective date of termination bears to the total number of hours in the semester and/or payment period or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the semester and/or payment period or program for which the student has been charged on the effective date of termination. More simply, the refund is based on the precise number of clock hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark of the semester/payment period or program, after which no refund is due.

For programs of one academic year (900 clock hours) or less, the pro rata portion of full program tuition for the hours scheduled through the last day of attendance shall be retained by the school. Any funds collected that exceed the pro-rata portion of tuition earned at or below the 75% mark shall be refunded.

For programs greater than an academic year (900 clock hours), the pro rata portion of tuition for the hours scheduled through the last day of attendance for the semester and/or payment period from which the student withdrew shall be retained by the school, as well as the full amount of tuition earned for any previous semester(s) and/or payment period(s) attempted by the student for that program. No refunds shall be made for the term or payment period from which the student withdrew if the student completed more than 75% of the term or payment period.
5. Refunds for books, tools, or other supplies (if these costs, if applicable, are not included in the tuition cost) shall be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools (unless these costs are included in the tuition cost) until such time as these materials are required. Once these materials are required and distributed to the student, no refund will be made.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark of the semester and/or payment period or program and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the program during the 12-month period following the date the student withdrew without payment of additional tuition (except any previously unpaid balance) for that program or semester/payment period from which the student withdrew.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - (a) An enrollee is not accepted by the school;
  - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

## 8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program, semester, or payment period from which the student withdrew and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the semester, payment period, or program the student does not complete following withdrawal;
- (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
  - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

## CANCELLATION AND REFUND POLICIES – Online Campus (Asynchronous Distance Education Courses) Texas Workforce Commission Cancellation and Refund Policy

### Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed.

### REFUND POLICY

1. Refund computations will be based on the number of lessons in the program
2. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) the date of notification to the student if the student is terminated;
  - (b) the date of receipt of written notice from the student; or
  - (c) the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled
3. If tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$50 shall be retained by the school.
4. If the student terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$50 of the tuition and fees and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition, fees, and other charges that the number of lessons completed and serviced by the school or college bears to the total number of lessons in the program.
5. A full refund of all tuition and fees is due in each of the following cases:
  - (a) an enrollee is not accepted by the school
  - (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
  - (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

## REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - (A) satisfactorily completed at least 90 percent of the required coursework for the program; and
  - (B) demonstrated sufficient mastery of the program material to receive credit for completing the program.

6. Refunds will be totally consummated within 60 days after the effective date of termination.

### **TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS**

Federal law specifies how the College must determine the amount of Title IV program assistance you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants and Federal Direct Student and Parent Loans.

Under the Return of Title IV requirements, a statutory schedule is used to determine the amount of Title IV funds a student has earned on a payment period or semester basis, as of the student's last day of attendance. Percentages of Title IV assistance is earned for the semester hour program (all programs except the x-ray technologist, Vocational Nursing, and Massage Therapy programs) are based on the percentage of calendar days completed (and scheduled) in the payment period or semester from which the student withdrew through the student's last day of attendance (LDA). For clock hour programs (X-ray Technologist, Massage Therapy, and Vocational Nursing programs), the percentage of Title IV earned is based on the scheduled hours of attendance through the student's last day of attendance (LDA) in semester or payment period from which the student withdrew. For example, if you completed 30% of the calendar days or scheduled clock hours in your payment period or semester, you earned 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or semester from which you withdrew, you earn all the assistance that you were scheduled to receive for that period.

For Pell recipients enrolled in modular/term/credit hour based programs, Pell grants must be recalculated based upon any reduced enrollment status due to withdrawal or non-attendance in a class, prior to performing return of Title IV calculations. That is to say, if a student did not begin/attend all of the classes scheduled in the semester or payment period from which he/she withdrew, then only the reduced amount of Pell based on the new enrollment status at withdrawal/dismissal will be used in the return calculations. The amount of Pell overpaid based on the enrollment status anticipated at the beginning of the semester or payment period will be automatically returned.

If you received (or the College or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds directly and/or cover part or all of any balance due to the College upon withdrawal. If you received more assistance than you earned, the excess funds must be returned by the College and/or you.

If you did not receive all the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline the loan funds so that you don't incur additional debt. The College may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition and fees, as contracted with the school. It may be in your best interest to allow the College to keep the Direct Loan funds to reduce your debt to us. If you are due a post-withdrawal disbursement of Pell grant funds not needed to cover tuition and fees, the College will forward those funds directly to you.

There are some types of Title IV funds that you were scheduled to receive that you cannot earn once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program or achieved at least a half time enrollment status (for all students enrolled in modular based, credit hour or term based, credit hour programs) before you withdraw, you will not earn any Direct Loan Funds that you would have received had you remained enrolled past the 30<sup>th</sup> day and achieved a minimum enrollment status of half-time. Also, when you withdraw from school, you cannot earn any portion of a second or subsequent disbursement of a Direct Loan.

If you, the College, or your parent receives on your behalf excess Title IV program funds that must be returned, The College must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The College must return this amount even if it didn't keep this amount of your Title IV program funds.

All Title IV funds required to be returned by the College under the return of Title IV requirements will be returned to the United States Department of Education within 45 days of the date of determination (effective date) that the student withdrew.

If the College is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the Direct Loan promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of the grant overpayment that you must repay is half of the unearned amount. You must pay the overpayment in full to the College or make arrangements with the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from the Texas Workforce Commission Refund Policy the College follows (see "Texas Workforce Commission Refund Policy and Methodology"). Therefore, in some cases, you will have a balance due to the College to cover unpaid institutional charges. The College will charge you for any Title IV program funds the school was required to return that would have covered direct educational costs contracted with the school (tuition, fees, etc.), had you not withdrawn or been withdrawn from school. The requirements and procedures for officially withdrawing from the College can be found in this catalog.

### **Return/Refund Priorities:**

Any refunds/returns due to or on behalf of the student will be refunded to the following programs/sources in the following order:

1. Unsubsidized Federal Direct Student Loan
2. Subsidized Federal Direct Student Loan
3. Federal Direct Plus Loan
4. Federal Pell Grant
5. Other Student Financial Aid Programs
6. Other federal, state, private, or institutional sources of aid
7. The student

Examples of common refund situations/comparisons are available through the financial aid office.

If you have any questions about your Title IV program funds, you may call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### **Refund Policy and Information for Students Receiving Veterans Education Benefits**

It is understood and agreed that the following refund policy will be applied to veterans and other eligible persons:

In the event the veteran or other eligible person fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the approved program length for VA students, the amount charged to the student for tuition, fees, and other charges for the completed portion of the course shall not exceed \$10.00 (only if a registration fee is charged) plus the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The completed portion is the total number of days the student was scheduled to attend (from first to last date of attendance) multiplied by the scheduled hours of attendance per day.

# ACADEMIC INFORMATION

## METHODS OF DELIVERY

The institution offers residential, distance and blended (hybrid) delivery of instructional programs. See individual programs for the available method(s) of delivery.

## ACADEMIC PROGRAM

A student must complete and pass all required courses with a grade of C or better, for completion of a program. Externship weeks are *approximate* and depend on the placement site schedule as well as individual program requirements.

## MULTIPLE INSTRUCTORS

The College employs professional and qualified instructors for all programs. All instructors must meet the requirements as set forth by Texas Workforce Commission, Career Schools and Colleges Department, the College's state licensing agency. Students may have multiple instructors during the classroom and externship/clinical courses.

## TRANSFER ABILITY OF ACADEMIC CREDIT

As a general rule, credits earned at the College are not transferable to other institutions. Some institutions may accept credits from College courses; however this is at the receiving institution's discretion. Therefore, it should be assumed that College courses have no transferability.

## TEXTBOOK POLICY

Textbooks are included in the student's tuition charge and become their permanent possessions. All textbooks are issued to students, as they are needed each module/semester. Students are responsible for keeping their textbooks in their possession and in good condition. Students who lose or damage textbooks must purchase replacements through the College or another vendor.

## GRADING SYSTEM

Grade		Grade Point	Description
A	=	4.0	Outstanding effort and work performance
B	=	3.0	Extra effort reflecting better-than-average
C	=	2.0	Mastery of a subject area with an acceptable standard of work
D	=	1.0	Below average performance; fails to meet minimum standards
F	=	0.0	Non-acceptable; fails to meet minimum standards
I	=	INCOMPLETE - Course over, but all course work not yet complete (Student must make up all assignments/tests by the specified deadline)	
W	=	WITHDREW - Student withdrew from school before the end of the course	
WM	=	WITHDREW, MILITARY - Student withdrew from school mid-course, called to active military duty	
TC	=	TRANSFER CREDIT – Student met the course requirement by previous education	

**The institution does not award credit for non-punitive grades or remedial courses.**

The class syllabus for each course will explain the grading scale and course weighting used for each course. Students must obtain a minimum score of 70% (2.0 GPA) to successfully complete the course.

## EXAMPLE

### *Formula for Determining Individual Course Grades*

Type of Evaluation	% of Final Course Grades
Quizzes	10%
Assignments	10%
Exams	80%

*\*Quizzes are given randomly without prior notice to students. Final exams are scheduled for the end of each course (subject).*

## **Academic Credit**

Students earn 1 semester credit for each 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of externship successfully completed. Successful completion of a credit(s) is defined as passing each semester/course with a minimum grade of 2.0. Students must maintain a cumulative grade point average (GPA) of 2.0 in order to maintain satisfactory academic progress. The minimum satisfactory rate of progress is completion of 67% of the credits attempted for each grading period.

## **Quality Grade Points**

The number of quality points earned for each course can be determined by multiplying the grade points for the letter grade received for the course, by the credit value of that course. For example, a grade of "A" (4.0 grade points) for a 3.0 credit course would earn (4.00 X 3.00) 12 quality points.

## **Cumulative Grade Point Average**

The cumulative grade point average (GPA) is calculated by dividing the total quality points earned by the number of credits attempted.

## **GRADING PERIOD**

A grading period for modular based programs consists of one module, except in the case of the LMRT programs where the externship portion of this program is considered to be a one grading period. A grading period for semester based programs consists of a complete semester.

## **GRADE APPEALS**

Instructor/Faculty member assign student grades. Therefore, students who do not agree with their assigned final grade will need to contact their Instructor/Faculty to address grade concerns. Grade feedback from Instructor/Faculty members will be supplied to the student within 48 hours. Grade discussions between the Instructor/Faculty and the student will take place via the school portal or in person to ensure confidentiality.

After speaking with the Instructor/Faculty, if the student still feels there is justification to appeal the grade, the student may submit a written Grade Appeal Form. Grade corrections can only be made with the approval of the Instructor/Faculty member and the Vice President of Academic Affairs or the Education Director.

## **PROGRESS REPORTS**

All students are informed of their grade point averages in writing or through the student portal. Modular program students receive progress reports at the end of each module, which informs them of their grade point average for that module as well as their cumulative weighted GPA. Semester program students will receive mid-point progress reports and a final report at the end of each semester. Students attending externship/clinical courses will receive a mid-point and final evaluation grades.

## **TUTORING AND REMEDIAL WORK**

For students needing or wanting additional assistance regarding classroom or laboratory instruction, College faculty members are available after daytime class hours when scheduled in advance. Tutoring schedules are posted in all classrooms. Additionally, tutoring schedules may be obtained from individual instructors.

## **STUDENT AWARDS**

### **President's Honor Roll**

Module/Semester GPA of 4.0 and perfect attendance (no absences or tardiness)

### **Honor Roll**

Module/Semester GPA of 3.0 or above in academics, and one absence or one tardy (no combination of two attendance violations)

### **Perfect Attendance (residential programs only)**

Perfect attendance, no absences or tardiness

## **REPEATING FAILED COURSES**

Students repeating course(s) due to academic failure will be responsible for the cost of those repeat course(s).

## **MAKE-UP WORK/EXAMS**

Students who are absent on scheduled exam days will have the opportunity to make up the exam. However, in such cases, the individual instructor has discretionary grading authority and may choose to deduct points off the exam for the student's absence on the scheduled exam day. A student making up an exam may be given an alternate version of the exam that was originally given in class.

All makeup work/exams must be completed by the completion of the same module/semester for which the work was required. Students will receive a grade of "0" for any work/exams that are not completed within the time frame specified above. It is each individual student's responsibility to obtain missed assignments from either the instructor or fellow classmates.

## **ONLINE LATE WORK POLICY**

Work that is submitted 1-2 calendar days AFTER its due date will be graded down 5%. Work that is submitted 3-6 calendar days AFTER its due date will be graded down 10%. Work submitted more than 6 days past its due date, may or may not be accepted at the discretion of the instructor and if accepted will be graded down 20%. Final course projects and end-of-term papers must be turned in no later than the last day of class UNLESS an "Incomplete" grade has been arranged in advance of the final course date

## **INCOMPLETE GRADE**

Students who fail to complete the required course work, assignments or exams at the completion of a course will be given a grade of Incomplete ("I"). Residential students have one week and online students have two weeks to complete the work required to finish the course. Failure to do so will result in a zero for the incomplete assignments or exams which will be used to determine the final grade for the course. Extenuating circumstances may allow for an extension of time to complete the course work with the approval of the School Director, Education Coordinator, or Vice President of Academic Affairs.

## **PROGRAM TRANSFERS**

The College encourages all students considering a program or schedule change meet with the Education Coordinator or School Director prior to making any decisions. Program and schedule changes may negatively affect financial aid eligibility and may also increase indebtedness to the school. Students wishing to change from one program of study to another are not generally given credit for education or program cost from the original program. Credit can only be given if the different program contains identical subjects (both in content and length) and the student had successfully completed the same subject or subjects while attending the original program. In cases where the programs share common subjects and the student, successfully completed shared subject(s), the student will be given academic credit as well as credit for the cost of the subjects already taken. Students need to meet the minimum SLE score for any program they wish to transfer into and will be required to complete a new enrollment packet including, among other documents, an enrollment agreement and finance plan that reflect the program change.

## **WITHDRAWALS**

A student wishing to officially withdraw from school must do so in person with their program director or a school official and document and sign the withdrawal on the proper status change form. Students that discontinue attending class who fail to follow this procedure will be withdrawn in accordance with attendance policies of the institution.

Students withdrawing from school after a course has been completely taught, who have not completed all necessary course assignments, will be assigned a grade of incomplete (I) provided the deadline for completing make-up work has not passed at the time of withdrawal. If a student withdraws while a course is in progress, he/she will receive a grade of W (Withdraw) at the time of withdrawal. Classes withdrawn from are not used in calculating the student's final grade point average but will be reflected on the student's permanent transcript.

Students withdrawing from school during a semester who later wish to re-enter school should be aware of the following:

- They will need to petition to and be accepted by the re-entry committee..
- They will have to wait until the courses needed are offered.
- They must repeat any courses not completed prior to withdrawing.
- They must repeat any courses taken and not successfully completed prior to withdrawing.
- Their financial aid and program cost may be affected.
- For attendance purposes, the new program length upon re-entry becomes the scheduled amount of time from the point of re-entry to completion of the program.
- A non-refundable re-entry fee of \$100.00 will be charged.
- They must satisfy all past due financial obligations.

## **RE-ENTRY POLICIES**

### **Re-entry Eligibility**

- Students who wish to re-enter after being terminated for unsatisfactory progress cannot be readmitted until a minimum of one grading period has passed.
- Students whose enrollments are terminated for violation of the attendance policy may not re-enter before the start of the next grading period.
- Students who wish to re-enter after withdrawing or being terminated for financial or personal reasons are eligible to re-enter as early as the next grading period.

### **Residential and Hybrid Program Procedure**

Students wishing to re-enter school are required to follow the re-entry procedure :

- Prior to petitioning for re-entry the student must satisfy all past due financial obligations.
- Submit a justification in writing for re-entry into the program to the Education Coordinator or Program Director with a request to meet with the re-entry committee.
- Meet with the re-entry committee
- If allowed to re-enter the student must make an appointment with the Program Director to develop education plan and schedule for the remainder of the program. Complete TWC credit for previous education form.
- Meet with financial aid to determine new finance plan.
- Students will complete a NEW enrollment agreement and required documents with assigned admissions representative.
- A non-refundable re-entry fee of \$100.00 is payable at the time of re-enrollment.
- Students must re-enter at the beginning of a module/semester or the next available class.

### **Online Program Procedure**

- Prior to petitioning for re-entry the student must satisfy all past due financial obligations.
- Submit a justification in writing for re-entry into the program including what happened and what was corrected to ensure academic success.
- The request is submitted to the Program Director who will forward the appeal to the committee for review
- If allowed to re-enter the student must make an appointment with the Program Director to develop education plan and schedule for the remainder of the program. Complete TWC credit for previous education form.
- Meet with financial aid to determine new finance plan.
- Students will complete a NEW enrollment agreement and required documents with assigned admissions representative.
- A non-refundable re-entry fee of \$100.00 is payable at the time of re-enrollment.
- Students must re-enter at the beginning of a module/semester or the next available class.

**\*\*Students that have been dropped from their program may petition the re-entry committee for re-entry into the program one time (1) only. Students that re-enter the program and drop for the second (2<sup>nd</sup>) time are not eligible for re-entry.**

# ATTENDANCE INFORMATION

## Classroom Attendance

Because of the nature and scope of the training, the College does not differentiate between an excused and non-excused absence in computing the maximum number of allowable absences. A student will be terminated when he/she is absent more than ten (10) consecutive school days or misses more than 15% of the total program hours. In addition, students enrolled in the Diagnostic Medical Ultrasound program will be withdrawn from an individual course if their absences exceed 20% of the total scheduled hours of that course. In accordance with the Texas Workforce Commission, Career Schools and Colleges policy, the College is not required to, but may withdraw a student from school with cause if the student violates the attendance policy on or after the point at which the students' tuition is fully earned.

It is the responsibility of the student to obtain missed class work or assignments from his/her instructor. Students should call the school as soon as possible in order to notify the instructor they will be absent. **Absences cannot be made up.**

Attendance will be monitored and recorded daily and totaled at the end of each grading period. Students must call the school office if they will be absent.

### NOTE:

**College Personnel reserve the right to contact the student at the telephone numbers of record, on school days that the student is not present.**

## Tardiness

Part of the College's role in providing quality education and training is to impact or strengthen the need for punctuality and dependability to the workplace. The College stresses this need by the following tardiness policy:

- Students who are absent at the start of class will be counted tardy
- Tardiness will be accrued in 15-minute increments and is recorded in the daily attendance as time absent. Tardiness is defined as coming to class late or leaving class early. Tardiness is accrued as stated below:
  - Each 15 minute tardy = one quarter hour of classroom absence
- In addition, all accrued tardies are counted towards the total amount of time absent as stated in the Classroom Attendance section above.
- Please note that at each individual instructor's discretion, he/she may issue a written advisory or warning to any student who displays habitual or excessive tardiness.

## Online Classroom

Students must actively participate in academic learning assignments by completing a minimum of two postings a week. In order for students to be successful in their online classroom, they are required to familiarize themselves with the online classroom setting, including the elements of the classroom as well as their instructor's course syllabus outlining course expectations. Students are responsible for missed assignments, quizzes, exams, postings and deadline dates and should emergencies arise, they need to contact their instructors for assistance. All assignments must be completed and turned in by the deadline date outlined on the course syllabus to receive credit.

Active course contact learning clock hours will be recorded as the Last Day of Attendance (LDA) and recorded in the student system for each consecutive student sign in. In order to receive attendance/participation points for contact learning assignments, students must make substantive posting; simply signing into the portal will not give credit for attendance/participation points. Leaves of Absence, Suspensions, and School holidays will not be counted as part of the scheduled class attendance. The Last Day of Attendance will be used as the beginning point for determining when a student is to be withdrawn from school for violation of the school's attendance policy.

All new and re-entry students must post attendance the first week of schedule classes by close of business Friday to remain an active student.

## **LMRT Make-Up Hours**

The LMRT program requires that classroom absence time be made up before a student is allowed to begin the LMRT externship. Students needing to make up time at the end of a module are expected to complete the make-up hours by the end of the following module. Students who do not complete all make-up time prior to externship within the time frame allowed will be terminated from the College.

### **LMRT Make-up Hour Policy**

1. Make-up hours completed *do not* erase previous classroom absences for purposes of calculating maximum allowable absences.
2. Make-up hours are based on full quarter hour (15 minute) increments. Minutes will be rounded down to the nearest 15 minute increment (15, 30, 45, or 60) and will be recorded in the time record as 0.25, 0.50, 0.75 and 1.0 hrs, respectively.
3. The hours available for make-up time will be posted in the LMRT classroom. Additional make-up time may be scheduled through the department Director.

## **Online Student Academic Advising**

The College's primary objective is to help our students reach their goals and achieve academic success. Academic Advisors offer academic guidance by helping the student track their academic goals as well as assisting in coaching for success. In addition, Student's progress is monitored by The College's Academic Advising Team and they offer guidance on Academic Policies and Procedures. There are a variety of services available to the CHCP student and we are here to help you complete your program.

## **Online Student Personal Assistance and Referrals**

Some students may experience anxiety, medical problems and personal challenges while attending school. The Student Affairs office supports students experiencing difficult life challenges. Although we are not licensed counselors, we can provide referral information to help our students.

## EXTERNSHIP POLICIES

The College of Health Care Professions believes that externship is an integral part of every program and makes every effort to ensure students begin externship in a timely fashion. It is our aim to provide students with knowledge, technical proficiency, and job readiness to make them employable for entry-level positions in the allied health care field. Good attendance is very important employment trait which will not only help the student obtain employment, but maintain employment as well.

- THERE ARE ABSOLUTELY NO NIGHT SITES FOR EXTERNSHIP.
- STUDENTS ARE NOT ALLOWED TO RECEIVE COMPENSATIONS FOR HOURS WORKED DURING EXTERNSHIP.
- STUDENTS DO NOT HAVE THE OPTION OF CHOOSING THEIR CLINICAL SITES. Clinical sites are assigned by availability of the sites as well as the skills/procedures required to meet the course objectives. The College offers clinical sites located in the metropolitan area and many of the surrounding areas. Some students may be assigned to facilities that require traveling to and from the facility or possible relocation. Students are also responsible for the cost of parking and travel expenses while attending externship/clinical courses.
- Students who are pregnant at the time of their X-ray externship rotation for the LMRT and Dental Assistant programs should (are recommended to) sign a Declaration of Pregnancy form before being assigned a site.

**\*\*NOTE: Students are required to attend a mandatory externship orientation prior to completing classroom instruction. This orientation provides the necessary information in regard to their externship placement, attendance/grading policies and expected professional standards of conduct. Students will be notified approximately three (3) weeks in advance of the scheduled date (DMU 2 Weeks). Orientation is a group presentation and students are expected to make the necessary arrangements to attend the scheduled orientation. Individuals arriving late or not attending orientation may have to wait until the next orientation is offered.**

### Externship Eligibility

Students must have successfully completed (grade of C or better) all scheduled courses and be current on their monthly tuition payments before being allowed to begin clinical courses/externship. Students who are not current on their monthly payments to the College must become current on their accounts or make alternative payment arrangements with the Director of Financial Services prior to expiration of the ten (10) business days following classroom completion.

Students who do not begin externship/clinical practice on the date they are assigned may be terminated from the program.

### Externship Attendance

The Career Services Department will monitor externship attendance closely. Students must attend their extern site as scheduled. Students failing to attend the required minimum hours assigned each week may be terminated from the program or dropped from the clinical course.

All externship/clinical hours must be completed and any time missed during the externship portion of any program must be made up. A student will not be allowed to graduate from the College unless they have performed all externship/clinical hours prescribed for their respective program. Additionally, students are expected to begin externship immediately following classroom training, (externship is an extension of classroom training and an approved portion of the curriculum), and must begin externship within ten (10) business days following assignment to an extern site or the students may be terminated. In addition, students who begin an externship and miss ten (10) consecutive scheduled days from that site may be terminated from the College. Assignments to clinical sites are made by the clinical coordinators. Students are assigned to sites pending availability of sites (i.e., waiting for current students to complete clinical hours thus making the site available for new students). The College makes every effort to assign sites in a timely manner. There are circumstances beyond the institution's control that may hinder this process, such as student's unprofessional behavior, attendance or attitudes causing students to be dismissed from the site leading to a loss of the site. Diagnostic Medical Ultrasound students and Surgical Technologist students must begin clinical courses as assigned per semester.

## Time Sheets

All students on externship/clinical assignments are required to submit weekly attendance records via fax\*, email \*or in person. Students that fail to submit weekly attendance information by fax will be required to report to the school in person to meet with an externship/clinical coordinator.

FAILURE to submit time sheets and meet with the externship department in a timely manner may result in repeating any hours submitted after the deadline before a student will be given credit.

\*Original signed time sheets must be submitted at the completion of externship/clinical course to receive credit for the hours and be eligible for program completion.

## Externship Schedules

In order for students to complete their programs on schedule it is necessary for them to attend externship for a set number of hours per week. The chart below indicates the minimum number of hours that must be scheduled and attended by program for on time completion..

<b>Program</b>	<b>Length of Externship (in clock hours)</b>	<b>Minimum Required Scheduled Hours Per Week</b>
Dental Assistant -Day	180 hours	36 Hours/Week
Dental Assistant – Afternoon, Evening	180 hours	23 Hours/Week
LMRT*– Day	600 hours	40 Hours/Week
LMRT* - Afternoon, Evening	600 hours	26 Hours/Week
Medical Assistant - Day	180 hours	36 Hours/Week
Medical Assistant – Afternoon, Evening	180 hours	23 Hours/Week
Medical Coding and Billing Specialist - Day	150 hours	30 Hours/Week
Medical Coding and Billing Specialist – Afternoon, Evening	150 hours	19 Hours/Week
Personal Fitness Trainer - Day	160 hours	27 Hours/Week
Personal Fitness Trainer - Evening	160 hours	20 Hours/Week

**\* Students in the LMRT program have a maximum time frame of 180 days to complete the externship portion of their program. Students who fail to complete the externship within 180 days will be required by Texas Department of State Health Services regulation to repeat the entire program to be eligible for licensure.**

## Termination /Withdrawal from Externship

Any student displaying unprofessional behavior while performing externship/clinical duties which causes externship supervisors to request they be moved to other externship sites more than one time will be terminated by the College.

Students displaying unprofessional behavior while performing externship/clinical duties which causes the institution to lose the site will be terminated by the College and will not be considered eligible for re-entry to the College.

Additionally, students must complete the externship portion of their program within a maximum allowable time frame. Students whose externship progress becomes impeded to such a degree that they cannot complete the externship portion of their program within the maximum allowable time frame will be terminated from the College. Students terminated from the College for externship attendance violations who wish to seek re-entry into the College must petition the re-entry committee. Students withdrawn from clinical/practicum courses (DMU, Surgical Technology and Vocational Nurse programs) will be required to repeat the entire course.

# ACADEMIC COMPLIANCE

## SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

Students must make satisfactory grades in order to maintain satisfactory academic progress and to remain eligible for federal student financial assistance, if applicable. Satisfactory Academic Progress (SAP) is evaluated at the end of each grading period to determine whether the qualitative, quantitative and maximum time frame requirements for each grading period have been met.

### **Grade Point Average Requirement: (Qualitative)**

Students must maintain a Grade Point Average (GPA) of 2.0 (C) or higher to maintain good academic standing. If a student's GPA falls below 2.0 at the end of a grading period, the student will be placed on SAP probation for the following grading period.

### **Completion Rate Requirement: (Quantitative)**

Students must successfully complete 67% of coursework attempted each grading period. Failure to successfully complete this minimum percentage will result in the student being placed on probation for the following grading period.

### **Maximum Time Frame**

All program requirements must be completed within a maximum allowable time frame. In no case will the maximum allowable time frame for program completion exceed one and a half times (150%) the normal length of the program in which they enrolled. This means that a student must complete the program within one and a half times the program length in weeks. In order to complete the program within the maximum allowable time frame, students must maintain a satisfactory rate of progress. The rate of progress will be reviewed at the end of each grading period and students who are determined to be unable to complete the program within the maximum time frame will be terminated.

The College weights grades in proper proportion to the number of credit hours earned. The weighted grade point averages are used in calculating the GPA and determining satisfactory academic progress. Grade Point averages (GPA) and cumulative grade point averages are determined at the end of each grading period. If a student fails to successfully complete 67% of the credits attempted in a given grading period or attain a GPA of 2.0 or above, the student will be placed on SAP probation for the following grading period. Students placed on Satisfactory Academic Progress (SAP) Probation in any semester based program (Diagnostic Medical Ultrasound, Surgical Technologist, and the Limited Medical Radiologic Technologist AAS programs) are also considered to be in a Financial Aid Warning period that precisely coincides with the time frame for the SAP Probation. A student on SAP probation (also known as Financial Aid Warning for students in the semester based programs) remains eligible for Title IV Federal Student Financial Assistance during the probationary grading period. Students placed on academic probation are notified in writing and given a copy of the probationary form. The SAP probation form will outline what is required of the student in terms of academic progress for the probationary period in order to be removed from SAP probation (also known as Financial Aid Warning for students enrolled in semester based programs). Students also receive a copy of their grade report, and a schedule of course availability for repeat courses is discussed with the student. A student must repeat all prerequisite courses before advancing.

If at the end of this initial probationary period, the student has passed with a 2.0 or better the probationary period, brought his/her cumulative GPA to 2.0 or above and has successfully completed 67% of all credits attempted in the probationary period, the student will be removed from SAP probation.

If a student's probationary period GPA or cumulative GPA at the completion of the probationary grading period is below 2.0, *or* the student fails to successfully complete 67% of all the credits attempted in the probationary period, he/she will be terminated from the College.

### **Academic Probation during Externship**

A student who fails a midpoint externship evaluation will be placed on academic probation and will be scheduled to complete refresher work at the campus until the failed areas are corrected. Once a student has successfully completed his/her refresher, he/she will be placed back on an appropriate extern site to resume externship. The length of academic probation covers the remaining portion of the externship.

If after the midpoint and final externship evaluation grades are averaged together to reach an overall externship grade the student has an externship grade of 2.0 or above that student will be considered to have successfully completed the externship portion of the program. If the overall grade is less than 2.0, he/she will be terminated from the College for a minimum of one grading period. The student may be accepted for re-entry by petitioning the Career Services Coordinator. Students re-entering to repeat a failed externship/clinical course are required to repeat the entire externship/clinical course and are responsible for the cost of the repeated externship/clinical course.

A student on probation while on externship will be considered to be making satisfactory academic progress and will maintain any eligibility for Title IV Federal Student Financial Assistance.

### **Notification of Termination to Student Not Making Satisfactory Academic Progress**

If it is determined that a student is not making satisfactory academic progress and must be terminated, the student will be notified by his/her instructor, Program Director, Education Coordinator, or Career Services personnel (if the student was on externship when the determination of unsatisfactory academic progress was made).

### **Student Right to Appeal the Determination of Unsatisfactory Academic Progress**

If a student wishes to appeal the determination of unsatisfactory academic progress, he/she must petition the Education Coordinator or program director in writing within five (5) days of the school's notification to the student of unsatisfactory academic progress. The written request for appeal must state the reason for the appeal and must be well documented. Such documentation might include such items as a doctor's statement, accident report, police report, or death certificate.

Once the request for appeal and supporting documentation have been received, they will be reviewed by the Education Coordinator or program director, the student's instructor, and Career Services personnel (if applicable). The student will be informed of their decision within five (5) days of receipt of the request for appeal. The decision arrived at by the above mentioned school personnel is final.

### **Re-Entering Students**

Any student re-entering the College after being terminated for unsatisfactory academic progress, or having unsatisfactory academic progress at termination/withdrawal from school, will be placed on academic probation for the initial re-entry grading period. The student will not be eligible for Title IV Federal Student Financial Assistance during the initial probationary grading period. If the student maintains satisfactory academic progress throughout the initial grading period, he/she will be removed from academic probation and will become eligible to apply for Title IV Federal Student Financial Assistance. If however the student does not maintain satisfactory attendance OR academic progress throughout the initial re-entry grading period, he/she will be terminated by the College.

### **Incomplete grade**

An incomplete grade will not be counted in determining satisfactory academic progress. However, residential students have one week and online students have two weeks from the end of the respective course to complete the work required to finish the course. Failure to do so will result in a grade of "F" which will be averaged into the GPA and require that the course to be repeated. Extenuating circumstances may allow for an extension of time to complete the course work with the approval of the School Director, Education Coordinator, or Vice President of Academic Affairs.

### **Withdrawal**

In addition, a student will be given a grade of "W" (withdrew) who withdraws from a course(s) once he/she has become obligated for the full program cost, provided the student withdraws for an appropriate reason unrelated to his/her academic status and the student requests the grade at the time of withdrawal. A student, who receives a grade of W under these circumstances, may re-enroll in the program during the 12-month period following the date of withdrawal and repeat those incomplete courses at no cost.

### **Repeated Course Grades**

A student must complete and pass all required **course** work with a grade of C or better, for completion of a program. Students will be required to repeat each unsuccessfully completed course (grade of D or F) within the program prior to beginning externship. Diagnostic Medical Ultrasound and Surgical Technologist students must pass all courses within the semester prior to advancing to the next semester. A student may repeat a failed course only once. ***Students are responsible for the cost of all repeat courses.*** The failing grades for the course as well as the repeat grade will be recorded in the permanent student record. The higher grade will replace the lower grade when calculating the student's cumulative GPA.

# CONDUCT POLICIES

## CODE OF CONDUCT

Students must maintain high standards of academics and conduct. A student's conduct must not interfere with the learning process of any other student, the instructor or the progress of the class. Violation of conduct standards include, but are not limited to: cheating, verbal or physical confrontation, dishonesty, unprofessional conduct, use of profanity, insubordination, non-compliance with safety rules, use of alcohol or drugs on campus, Internet abuse, vandalism of school property or equipment. A student found in violation of the conduct policy may be subject to a written warning, suspension from class (one - three school days in length), or termination, depending upon the seriousness of the offense. Students returning to school after suspension will be placed on a 30-day conduct probation period. Students on conduct probation must adhere to the terms set forth for their probation. Any violation of College policies/procedures during the probationary period will result in immediate termination.

A student may receive a written advisement from their instructor regarding a conduct violation. If the instructor deems it necessary after advising the student, he/she will send the student to the Program Director or Education Coordinator for further action. The Education Coordinator or Program Director may suspend, place on probation, or recommend termination of that student. This policy applies to all students, even those completing the required number of externship hours. If a site supervisor notifies the Career Services Department with a complaint of conduct violation(s), the Director of Career Services may issue a written warning, suspend the student for 1 – 3 days, place the student on conduct probation, or recommend termination. If a recommendation of termination is made the student will meet with a review committee. After the committee has examined all data, a decision as to whether the student will be terminated will be made and the student notified. If a student who receives a written warning for breach of the conduct policy and is placed on conduct probation, carries out another conduct violation while he/she is in attendance at the College, that student will be terminated.

*When a student's conduct/behavior causes the loss of an externship/clinical site, the student will be terminated and is not eligible for re-entry to the College.*

**\*NOTE: A student terminated by the College for conduct violations is not eligible for re-entry.**

## DRESS CODE AND UNIFORMS

College students are preparing to enter the allied health care field. The College's dress code emulates the dress code of major hospitals. Given the College's commitment to its students, it has adopted the following dress code that aids our students in becoming *professional* allied health care providers.

**\*NOTE: The College dress code is strictly enforced. Students failing to comply with the dress code will be asked to leave the classroom and will be counted absent until which time the student returns in full dress code compliance.**

<b>Apparel:</b>	Scrubs with a white full-length laboratory jacket are to be worn. Students may wear white tee shirts underneath scrubs. White turtlenecks may be worn during cold weather. Any and all undergarments worn under scrubs must not be visible beneath the scrub sleeve hems, pants legs, tail of scrub top, etc. Students are not allowed to wear sweaters, overcoats, headwear, earmuffs, gloves etc. over their uniforms while attending scheduled classes. <b>Please see admissions representative for program designated color.</b> <b>Personal Fitness Trainer Program students are required to wear appropriate fitness attire.</b>
<b>Footwear:</b>	White clinical nursing shoes with white soles or predominantly white <i>leather</i> tennis shoes. Shoes must have closed toes and heels to comply with OSHA regulations. Personal Fitness Trainer student may include common fitness industry footwear but are confined to the PFT classroom and campus common areas only.
<b>Hair:</b>	Hair should be clean, combed, and neatly trimmed or arranged and appropriate for the allied health field (Please see your admissions representative for additional information). Hair below shoulder length is to be pulled back or put up. Shaggy, unkempt hair is not permissible regardless of length. Sideburns, mustaches, and beards should be neatly trimmed. <b><i>Eccentric styles and colors of hair will not be permitted.</i></b> Hair accessories will be limited to barrettes, plain headbands, or rubber bands and will be conservative in color. Head garments such, as caps, bandannas, hats, etc. are not allowed, unless the headgear is required for religious reasons.
<b>Nails:</b>	Nails are to be kept a reasonable length. "Long nails" are difficult to keep clean and might cause injury to the patients. A conservative color of polish may be worn. Acrylic nails are not allowed because of health regulations.
<b>Jewelry:</b>	Conservative watches may be worn. The clock face cannot be any larger than the size of a silver half-dollar. Rings are to be limited to a wedding ring and/or class ring. More than one ring on each hand will not be allowed. Only stud earrings will be allowed. Hoop, wire, or dangling earrings <b><i>are not allowed.</i></b> <b><i>Only one earring in each ear is allowed.</i></b> Male students <b><i>are not</i></b> allowed to wear earrings. <b><i>Body piercing ornaments are not allowed,</i></b> which includes tongue-piercing ornamentation.
<b>ID Badges:</b>	<b><i>ID badges are to be worn at all times.</i></b>
<b>Tattoos:</b>	When possible tattoos should be covered by articles of clothing, Band-Aids, etc.

## DRUG AND ALCOHOL POLICY

It is unlawful to manufacture, distribute, dispense, have in one's possession, or use a controlled substance. The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens or any other controlled substance not prescribed to the user by a physician, and any alcoholic beverage is prohibited on the College campus including parking facilities. Your enrollment and attendance implies consent that automobiles, backpacks, purses, briefcases and the like may be searched when reasonable suspicion exists that a violation of the law regarding this policy exists. Therefore, because of the Federal mandate and the College's commitment to provide a drug and alcohol free environment, the following policy has been adopted:

1. All students, upon entering the College, complete a document entitled "Drug and Alcohol Policy". Among other items, **this document contains a permission statement that allows the College to perform random drug testing throughout the student body, as it deems necessary.** In addition, when students complete this form they are stating that they understand and agree to adhere to the Drug and Alcohol Policy. This document is retained in the students' permanent records.
2. If a student is involved in an accident, injured during school hours or exhibits behavior indicative of being under the influence of drugs or alcohol, he or she may be requested to have a drug test. If a needle sticks a student, he/she may be asked to take HIV and Hepatitis B tests, with rules of confidentiality. Test results will be given to the student.
3. The dangers of drug and alcohol abuse on the campus and in the work place are covered in lectures.
4. All staff and faculty members of the College are committed to a drug and alcohol free environment and campus.
5. Any student involved in any way with drugs and their abuse, shall be terminated or required to participate satisfactorily (at the student's expense) in a abuse assistance or rehabilitation program approved for such purposes by Federal, state, local health law, or other appropriate agency.
6. It is necessary that all students know that as a condition of enrollment, the College of Health Care Professions and the grant agency require (if applicable) that they must:
  - a. Abide by the terms of the above and;
  - b. Notify the school and grant agency (if applicable) within five (5) days of any conviction for a criminal drug incident.
7. The College will notify every grant officer/agency on whose grant a convicted student is attending the College of any conviction as stated above in number 6.b. The notice shall include the identification number(s) of each grant.
8. One of the following actions will take place within thirty (30) calendar days of the College receiving notice under subparagraph 6.b. regarding a student who has been convicted:
  - a. The College will take appropriate action against such a student, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended; or
  - b. The College will require such a student to participate satisfactorily (at the student's expense) in a drug assistance or rehabilitation program approved for such purposes by Federal, state, local health law, or other appropriate agency.
9. The College shall continually monitor its Drug and Alcohol Free program to ensure that it is in compliance with the above policy.

## Plagiarism

Plagiarism is the attempt to take credit for someone else's work. Students must make sure they are not taking credit for someone else's work and follow APA guidelines when using quotations. Examples of plagiarism include, but not limited to: Referring to information or materials not approved by the author, instructor, or institution; Purchasing or selling a copy of any course information, classmates' work, or instructional material. Non- Intentional and/or Intentional plagiarism can result in dismissal from The College. Therefore, if questions arise about quoting another author's work refer to your class instructor for clarification or the on-line librarian.

## Online Etiquette

Online courses are a different learning environment than the traditional face to face classroom.. Therefore, non-verbal communication is the primary means of communication in the forms of discussion board threads, live chat sessions as well as an occasion virtual conference call. It is important to be aware of acceptable and non acceptable forms of non verbal communication when interacting in your online classroom.

1. Misunderstandings can easily occur when using non verbal communication. Take the time to re-read statements and comments before posting on the boards and use caution when placing an emphasis on words or statements. Avoid using sarcasm and jokes when posting statements as sarcasm and jokes can be misinterpreted or become offensive to other readers.
2. Keep responses topic appropriate and always make sure you are focused on the topic being presented.
3. Take time to read responses prior to responding as it will assist you in avoiding repeat responses.
4. Once you post a statement, it is permanently on the board and captured in time. Make sure you have re-read your work and spell checked prior to posting.
5. Online classrooms are academic forums and appropriate communications are expected. The use of slang, emoticons or texting language are not appropriate for the classroom so refrain from and disregard their usage.
6. Only class related material is acceptable within the learning environment. Refrain from sending inappropriate pictures, jokes, chain letters, etc.

## FOOD AND DRINK

**Absolutely no food or drink** is allowed in College classrooms, laboratories or any common areas of the building such as hallways, elevators or lobbies. All drinking and eating at school should be done in the student lounge or designated areas. Students who do not adhere to this regulation can be subject to disciplinary action.

## CELL PHONES AND ELECTRONIC ITEMS

Electronic items such as cell phones are to be turned off while in the classroom, computer lab, student resource center and hallways. The use Blue Tooth and wired earpiece devices are not allowed and must be removed while on the campus. The use of cell phones shall be for emergencies only and restricted to the inside and outside student break areas. Students failing to comply will be subject to disciplinary actions.

## DISMISSALS

The College holds the right to dismiss a student for any of the following conditions:

- Nonconformity with the rules and regulations of the College
- Conduct unbecoming to the College or its students
- Unsatisfactory academic progress
- Excessive absenteeism and/or tardiness
- Failure to pay charges when due
- Cheating or academic misconduct
- Falsifying educational records, including externship time sheets
- Breach of College contract
- Demonstrating poor judgment or inability to function properly which compromises students'/patients' safety
- Failure to abide by the rules and regulations of all clinical sites
- Attending school while under the influence of alcohol, drugs, or narcotics
- Carrying a concealed or potentially dangerous weapon while in attendance at the College
- Forgery
- Tampering with fire protection equipment or causing a false alarm
- Improper use of E-mail and Internet access
- Smoking in any areas of the building including stair wells that are not designated as a smoking area
- Theft
- Conduct or action that results in the loss of an externship/clinical site
- HIPAA or OSHA violation while on clinical/externship assignment

## Copyright Policy

The making of an electronic or paper copy of copyrighted work by any means (photocopying, electronic reproduction, scanning, digitizing, etc.) constitutes reproduction that is governed by copyright law. The copyright principles that apply to the use of copyright works in electronic environments are the same as those that apply to such use in paper environments. The unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities. The use of the institutions information systems for unauthorized peer-to-peer file sharing, illegally downloading or the unauthorized distribution of copyrighted materials is prohibited and will result in disciplinary action by the institution, including conduct probation, suspension and termination.

### **Summary of Civil and Criminal Penalties for violation of Federal Copyright Laws:**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details see Title 17, United States Code, Sections 504 and 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially the FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## GENERAL INFORMATION

### PLACEMENT ASSISTANCE PROGRAM

#### **The College does not guarantee placement.**

The College assists graduates by helping them obtain entry-level positions in their chosen career fields and providing guidance on self-directed job searches. This is accomplished through regular marketing via externship sites and contacts from employer referrals. Job placement sites are recruited from the classified ads in local newspapers, publications and the Internet. From these ad sources seeking allied health care workers, the Placement Coordinator assesses the market needs of the community and markets College graduates accordingly. Further, the College has an employer base comprised of companies that have either hired our graduates in the past or are looking to hire our graduates. The College also seeks employment opportunities for its graduates by making initial contact to companies, doctors, etc. and informing them of the skills our graduates possess. Lastly, the College periodically asks prospective employers to visit the College and speak with our graduates regarding employment opportunities. Upon successful completion of the program, we will assist the graduates in obtaining entry-level positions in the allied health care field by referring them to and presenting their resumes to prospective employers in their chosen career path.

### LEAVE OF ABSENCE

#### **A Leave of Absence (LOA) is for the student during a time of dire need.**

Leave of absence, including military leaves, shall be reasonable in duration, a student may have no more than two leaves of absence in a twelve month period not to exceed a total of sixty (60) calendar days, and must be for specific and *extreme circumstances*. A student who requests a leave of absence for a reason not determined to be an extreme circumstance *will not* be granted that leave of absence. A written request for leave of absence, properly completed, dated, and signed by the student and approved by the School Director must be received on or before the beginning of such leave. Therefore, students may not be allowed to take the maximum leave of absence, depending upon the current class schedule. A student who fails to return from an approved leave of absence on or before the scheduled return date will be immediately terminated from the College, making the last scheduled date of the leave of absence the effective date of termination for refund purposes.

Students must be aware that it is highly probable that taking a leave of absence will reduce their financial aid eligibility and in most cases increase indebtedness to the school due to the reduced financial aid eligibility. The financial aid eligibility will not only be affected for the semester in which the leave is taken but in most cases for subsequent semesters also.

In most instances students who take a leave of absence will not complete their program as scheduled.

The student will receive a grade of W (Withdraw) for courses in progress where a final course grade has not been issued at time of the LOA. Upon their return students are required to repeat any partially completed courses, as well as courses missed during the leave. All academic class work and externship hours must be completed before a student is considered to have completed their program. Students taking a leave of absence must be aware that they can only obtain the missed class work or lecture material at the next occasion the course is taught. Tuition payments must continue to be made during this period.

Students on leave of absence may be allowed to audit classes (for no credit), for preparation to be re-admitted. This is on a space-available basis and with the approval of the Director of Education or Program Director. Requests to audit any class must be made in writing and approved by the Director of Education, Education Coordinator, or Program Director.

### LIBRARY SERVICES

We offer our students a vast variety of Peer Related Journals and academic resources on the student portal by clicking on the Jones E-Global Library link for all of our active students.

### TRANSCRIPTS

Permanent transcripts of the student's progress are maintained by the school and are available upon written request by the student. There is no charge for the first transcript; however, *additional transcripts are \$5.00 each*.

**Note: Students' original transcripts and certificates of completion are withheld until all obligations to the College have been fulfilled. These obligations included but are not limited to: Financial, Academic, Attendance and Externship/Clinical documentation. Students not meeting their obligations will be considered as completed and entered into the system as complete. Students considered being a complete are not eligible to participate in the graduation ceremony.**

### NAME CHANGE

All name change requests must be submitted in writing and include supporting legal documentation, such as: marriage license, driver's license, social security card, passport, divorce degree or court order.

## GRADUATION

In order to be graduated, a student must successfully complete all classroom, laboratory, and externship portions of their program with a minimum course and cumulative GPA of 2.0. Two graduation ceremonies are scheduled annually and are held in the months of May and October. Upon satisfactory completion of course work, externship, and fulfillment of all financial obligations to the College, the student is awarded a certificate of completion.

**\*NOTE: Students successfully completing the program that have not met their financial obligations to the institution will not be considered a graduate and will be entered into the system as a complete. However, students recorded as complete will not receive a transcript or certificate of completion until all financial obligations have been met, but remain eligible to participate in the graduation ceremony if they are current with tuition payments. Students that are behind in making tuitions payments will not be eligible to participate in the graduation ceremony until all past due obligations to the institution have been met.**

## INCLEMENT WEATHER POLICY

The College may be closed to students during periods of inclement weather. Information about school closures will be relayed to the local TV and/or radio station for broadcast. (See your campus information board for the local station(s) that are used.) Inclement weather days must be made up by students as soon as possible after the inclement weather date and could possibly fall on a weekend. If there should be an inclement weather day, the Education Department will inform students of when that make-up day will be. In addition, notices of when the make-up day will be held will be posted in prominent areas and bulletin boards at the school. Any students who do not attend the scheduled make-up day will be counted as absent for the day, which will be counted towards their cumulative absences for attendance purposes.

## GRIEVANCE POLICY

Each grievance should be submitted in writing. Students grieve initially to their instructor. If they are not satisfied with the decision, they may appeal to the Program Director, Education Coordinator/Vice President of Academic Affairs, and/or the School Director.

By following the proper steps during the grievance and appeals process your concerns will be heard and will be handled in a systematic way. This approach opens the lines of communication between the student and interested parties. Decisions will be made as quickly as possible and the student notified immediately.

As a final recourse, the student may address their grievance to either the:

**Texas Workforce Commission, Career Schools and Colleges Department**  
101 E. 15th Street, Austin, Texas 78778-0001, (512) 936-3100.

**Accrediting Bureau of Health Education Schools**  
7777 Leesburg Pike, Suite 314 N., Falls Church, Virginia 22046 (703) 917-9503 ([www.abhes.org](http://www.abhes.org))

**The Higher Education Coordinating Board**  
1200 East Anderson Lane, Austin, Texas 78752  
(512) 427-6250, (AAS Degree Programs)

**Commission on Accreditation of Allied Health Education Programs**  
(Surgical Technologist Program)  
35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208  
(312) 553-9355. ([www.caahep.org](http://www.caahep.org))

## Arbitration

Arbitration, all allegations, claims, disputes and other matters in controversy between students and institution arising out of or relating to this agreement or the breach hereof, whether arising in contract, tort or otherwise, and however phrased, including questions of arbitrability, shall be decided by arbitration in accordance with the commercial arbitration rules promulgated by the American Arbitration Association, as in effect on the date of any demand for arbitration hereunder. The foregoing agreement to arbitrate shall be governed by the prevailing Texas Arbitration Law, and the parties agree, that said arbitration shall be held in Austin, Texas. The award rendered by judgment may be entered upon it in accordance with the applicable law in any court having jurisdiction thereof, all fees and expenses of such arbitrator, proceedings, including, both of the arbitrator(s) and reasonable attorneys' fees of counsel for the respective parties in arbitration, shall be paid, by the party or parties, against whom the decision or award is rendered or as may otherwise be determined to be equitable by the arbitrators.

**No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this contract. All modifications to the contract must be in writing by the Contracting Officer or an authorized representative.**

## CLASS and PROGRAM SCHEDULES

**\*\*NOTE\*\*** Holidays that are observed on a scheduled class day will require a mandatory make-up day on a Friday. (See Addendum A for scheduled make-up days)

**Modular Programs:** Dental Assistant, Health Information Technology, Limited Medical X-Ray Technologist, Medical Assistant, Medical Coding and Billing Specialist, Personal Fitness Trainer.

<u>Schedule</u>	<u>Days</u>	<u>Hours</u>
Day	Monday through Thursday	*8:00 a.m. to 2:30 p.m.
Afternoon	Monday through Thursday	*1:00 p.m. to 5:00 p.m.
Evening	Monday through Thursday	*6:00 p.m. to 10:00 p.m.

**Semester Programs:** Diagnostic Medical Ultrasound, Surgical Technology, Limited Medical Radiologic Technologist-AAS, and Vocational Nursing

<u>Schedule</u>	<u>Days</u>	<u>Hours</u>
Day	Monday through Friday	*8:00 a.m. to 5:00 p.m.

*Lecture courses are normally scheduled between 8:00am and 3:30pm Monday through Friday. Clinical hours and laboratory courses may be scheduled 8:00am - 5:00pm Monday through Friday. Surgical Technology Clinical hours are typically 6:30am – 3:00pm Monday through Friday.*

**Students attending the Diagnostic Medical Ultrasound, Surgical Technology Limited Medical Radiologic Technologist-AAS, and Vocational Nursing programs will be scheduled for classes between the hours of 8:00am and 5:00pm Monday through Friday. Students will receive a semester schedule with days and time of classes at the beginning of each semester.**

### CLASS BREAKS

A clock hour of classroom time consists of 50 minutes of lecture and/or lab within a 60-minute period.

*Modular Daytime programs have a 30 minute lunch break. Lunch times may vary (schedule A or B) due to rotating schedules.*

<u>Break Schedule A</u>	<u>Break Schedule B</u>
8:50 – 9:00 AM	8:50 – 9:00 AM
9:50 – 10:00 AM	9:50 – 10:00 AM
10:50 – 11:30 AM Lunch	10:50 – 11:00 AM
12:20 – 12:30 PM	11:50 – 12:30 PM Lunch
1:20 – 1:30 PM	1:20 – 1:30 PM
2:20 PM - Dismissed	2:20 PM - Dismissed

**Dental Assistant, Limited Medical X-Ray Technologist, Medical Assistant, Medical Coding and Billing Specialist, and Personal Fitness Trainer.**

<u>Afternoon Schedule</u>	<u>Evening Schedule A</u>	<u>Evening Schedule B</u>
<i>1:50 – 2:00 PM</i>	<i>6:50 – 7:00 PM</i>	<i>6:50 – 7:00 PM</i>
<i>2:50 – 3:00 PM</i>	<i>7:50 – 8:00 PM</i>	<i>7:50 – 8:10 PM</i>
<i>3:50 – 4:00 PM</i>	<i>8:50 – 9:00 PM</i>	<i>9:50 - Dismissed</i>
<i>4:50 PM - Dismissed</i>	<i>9:50 - Dismissed</i>	

# DENTAL ASSISTANT CERTIFICATE PROGRAM

## Offered at HNL, HSW, AUS and SA Campuses

**Objective:** The Dental Assistant program is designed to prepare students for entry-level employment as a Dental Assistant via classroom and clinical hands-on training, as well as professional development. Graduates will demonstrate skills in personal oral hygiene, emergency treatment, taking/recording blood pressure, cleaning infectious spills, preparation and recalculation of instruments, exposing adult radiography, obtaining patient histories, recording dental exams, and assisting dentists in private dental offices, group dental practices and out-patient dental surgery centers.

**Program Requirements:** Each participant must possess a high school diploma or GED and be able to read and write English. Participants must have good coordination and health, be neat, professional, and must pass the Scholastic Level Exam with a minimum score of 13.

**Program Length:** The length of time normally required to complete the morning program is approximately 30 weeks. The length of time normally required for completing the afternoon or evening program is approximately 46 weeks.

**State Registration Requirement:** Effective 09/01/06, to apply to become a registered dental assistant, a student must successfully complete a mandatory short course approved by The Texas State Board of Dental Examiners (TSBDE).

An approved provider list can be found on the TSBDE website: <http://www.tsbde.state.tx.us>.

By law a dental assistant must be registered with TSBDE in order to take x-rays at a dentist's office.

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
<b>MODULE I</b>						
MSS 100	Master Student / Study Skills	30			30	2.0
PRO 100	Professionalism	15			15	1.0
HIP 100	HIPAA / OSHA / Infection Control	15			15	1.0
MED 100	Medical Terminology	30			30	2.0
APM 100	Overview of Anatomy & Physiology	30			30	2.0
<b>MODULE II</b>						
DA 210	Introduction to Dental Assisting	10			10	0.5
DA 211	Ethics/Law and Texas Jurisprudence	30			30	2.0
DA 212	Preventative Dentistry/Nutrition	20			20	1.0
DA 213	Special Populations/Pedodontics/Orthodontics	20			20	1.0
DA 214	Tooth Morphology and Dental Charting	15	25		40	1.5
<b>MODULE III</b>						
DA 215	Anatomy and Physiology (Head and Neck)	20			20	1.0
DA 216	Overview of Radiology	20	80		100	3.5
<b>MODULE IV</b>						
DA 217	Disease Transmission/Infectious Diseases and Prevention	15	15		30	1.5
DA 218	Medical Emergencies and CPR	10	10		20	0.5
DA 219	Dental Skills and Procedures	15	30		45	2.0
DA 220	Office Procedures and Resumes	10	15		25	1.0
<b>MODULE V</b>						
DA 222	Restorative/Periodontics/Endodontics and Oral Surgery/Prosthodontics	40	50		90	4.0
DA 221	Treatment Areas and Instruments/Accessories	10	20		30	1.0
<b>MODULE VI</b>						
DAX 201	Dental Externship			180	180	4.0
<b>Total Hours/Credits</b>		355	245	180	780	32.5

**Total Program Hours = 780/ 32.5 Semester Credits**

**Note:** If one does not pass a course(s) necessary for completion of the program, he or she must retake the failed courses before beginning externship. Upon successful completion of all course work, externship, and fulfillment of all financial obligations to the school, the student is awarded a certificate of completion. Successful completion of course work is defined as completing the program with a minimum cumulative GPA of 2.0.

# COURSE DESCRIPTIONS

Course descriptions include the course number, title, and synopsis, a listing of lecture, laboratory, externship hours, total clock hours and academic credits. For example, the listing "15/30/0/45/2.0" indicates that the course consists of 15 hours of lecture, 30 hours of laboratory, 0 externship hours, 45 total clock hours and 2.0 academic credits.

Students are required to successfully complete all prerequisite courses in sequence before advancing. Other courses may not be offered in the sequence listed below.

Effective 09/01/06, to apply to become a registered dental assistant, a student must successfully complete a mandatory short course approved by The Texas State Board of Dental Examiners.

An approved provider list can be found on the TSBDE website: <http://www.tsbde.state.tx.us>.

By law a dental assistant must be registered with TSBDE in order to take x-rays at a dentist's office.

- MSS 100 MASTER STUDENT/STUDY SKILLS** **30/0/0/30/2.0**  
Students will become familiar with basic study and learning skills to include learning styles, goal setting, memorization techniques, reading comprehension, note taking, test taking, critical thinking, effective communication diversity, and technology. **No Prerequisite.**
- PRO 100 PROFESSIONALISM** **15/0/0/15/1.0**  
Students will learn and become familiar with the soft skills and habits that are necessary to be a successful employee in the allied healthcare field. This course is designed to help students identify the attributes of an employee that are sought-after in the professional setting and to develop a personal plan to expand their talents to meet the expectations of the educational institution and workplace. **No Prerequisite.**
- HIP 100 HIPAA/OSHA/INFECTION CONTROL** **15/0/0/15/1.0**  
Students will learn about the Health Information Portability and Privacy Act (HIPAA). This course will identify rights for individuals and the processes that health care providers must implement to support individual rights. Students must demonstrate knowledge of the rules for the use and disclosure of information. Students will learn about transmission of disease, hand washing techniques and gloving. This course will ensure that students are aware of biohazards and airborne pathogens, including infection control procedures and laboratory safety. Students must demonstrate infection control procedures and laboratory safety. **No Prerequisite.**
- APO 100 OVERVIEW OF ANATOMY & PHYSIOLOGY** **30/0/0/30/2.0**  
Students will learn and identify basic structures, functions and dysfunctions of the body. This course covers a general treatment of the sensory, muscular, nervous, endocrine, digestive, respiratory, circulatory, urinary, reproductive, integumentary, and skeletal system. **No Prerequisite.**
- MED 100 MEDICAL TERMINOLOGY** **30/0/0/30/2.0**  
Students will learn the study of the word roots, prefixes, suffixes as well as abbreviations and symbols that are necessary tools for building a medical vocabulary. **No Prerequisite.**
- DA 210 INTRODUCTION TO DENTAL ASSISTING** **10/0/0/10/0.5**  
Students will be able to describe the history of dentistry, and discuss the dental health team, assistant responsibilities, office management, inventories, and employment, as well as types of dental practices is covered and related terminology, dental charting/documentation, vital signs and infection control procedures. **Prerequisite MOD I**
- DA 215 ANATOMY AND PHYSIOLOGY (Head and Neck)** **20/0/0/20/1.0**  
Students will be able to identify and explain head, neck, muscular, and skeletal anatomy and physiology of the skull. Students will be able to describe oral embryology, tooth life cycle, and oral histology and related terminology, dental charting/documentation, vital signs, and infection control procedures. **Prerequisite MOD I**
- DA 211 ETHICS/LAW AND TEXAS JURISPRUDENCE** **30/0/0/30/2.0**  
Students will be able to relate ethical and legal aspects of dentistry, responsibilities of the dentist, patients and the dental teams are addressed. Students will complete a summarization of the State Dental Practice Act & Board of Dental Examiners responsibilities, discuss clinical record ownership, and understand purpose and appropriate uses. Student will be able to discuss the State Regulations and Codes of law as they pertain to the dental assistant and in preparation for the State Registration examination. Related terminology, dental charting/documentation, vital signs, and infection control procedures. **Prerequisite MOD I**
- DA 217 DISEASE TRANSMISSION/ INFECTIOUS DISEASES AND PREVENTION** **15/15/0/30/1.5**  
Students will be adept in interpreting Hazard communication management, and the handling of hazardous materials and blood-borne pathogens, knowledge of transmissible diseases through the dental settings and prevention procedures for the patient and dental team members. Related terminology, dental charting/documentation, vital signs, and infection control procedures. **Prerequisite MOD I**
- DA 214 TOOTH MORPHOLOGY AND DENTAL CHARTING** **15/25/0/40/1.5**  
Students will be able to outline the types of teeth, dental arches, and surfaces of the tooth. Students will identify anatomic features of the teeth, occlusion and malocclusion, primary dentition, as well as permanent dentition and tooth numbering systems. Students will also be able to identify inflammation, healing, oral lesions, jaw disturbances, dental pulp disease, periodontal and oral soft tissue diseases. Distinguishing between conditions of the tongue, bruxism, temporomandibular disorders, neurological involvement, and

oral cancers are covered. Students will apply the tooth surfaces and conditions and related acronyms into charting of existing conditions and restorative measures. Related terminology, documentation, vital signs, and infection control procedures.

**Prerequisite MOD I**

- DA 212 PREVENTATIVE DENTISTRY/NUTRITION** *20/0/0/20/1.0*  
Students will summarize rules of team members in prevention of decay in relationship to nutrition, including dietary evaluations and oral manifestations of nutritional deficiencies. Students will be able to gauge the appropriate use of fluorides in detail, as well as plaque control and patient education. Related terminology, dental charting/documentation, vital signs, and infection control procedures. **Prerequisite MOD I**
- DA 219 DENTAL SKILLS AND PROCEDURES** *15/30/0/45/2.0*  
Students will be able to explain the need for effective communication as taught from a psychological perspective and practical viewpoint, as well as analyze letters to insurance carriers, patients, and professional colleagues. Stress causes and reduction recommendations are also covered. Students will be trained in sterilization, treatment room cleaning, and instrument recalculation practiced to mastery, detailing basic evacuation and instrument transfer, as well as dental assistant morning/evening routines. Related terminology, dental charting/documentation, vital signs, and infection control procedures **Prerequisite MOD I**
- DA 218 MEDICAL EMERGENCIES AND CPR** *10/10/0/20/0.5*  
Students will institute protocols for managing medical emergencies, a review of emergency supplies and use of oxygen. Students will also review procedure for life threatening emergencies, including convulsions, chest pain, hemorrhage, diabetes, and CPR. Related terminology, dental charting/documentation, vital signs, and infection control procedures. **Prerequisite MOD I**
- DA 221 TREATMENT AREAS AND INSTRUMENTS /ACCESSORIES** *10/20/0/30/1.0*  
Student will be trained in the successful design of treatment rooms, equipment, chairs, stools, sinks, lighting, oral evacuation systems, central air compressor, and dental laboratory setup. Students will identify and use hand instruments, basic setup, hand-cutting instrumentation for restorative procedures, preset trays, cassettes and tubs, and rotary instruments. Students will be trained in the use of dental hand pieces and laboratory types, including ultrasonic and sonic hand pieces. Related terminology, dental charting/documentation, vital signs and infection control procedures. **Prerequisite MOD I**
- DA 222 RESTORATIVE/PERIODONTICS/ENDODONTICS AND ORAL SURGERY/PROSTHODONTICS** *40/50/0/90/4.0*  
This subject introduces and provides students practice in preparing patients for restorative procedures (amalgam & composite, direct bonded composite veneers and bleaching), as well as appropriate use in instruments such as probes, explorers, scalers, curettes, periodontal knives, pocket markers, and ultrasonic scalers in periodontics. Students will enter detailed discussion of endodontics and practice involved endodontic diagnosis and treatment, as well as anesthesia used for pain control and canal cleaning/shaping and filing. Related terminology, dental charting/documentation, vital signs, and infection control procedures. **Prerequisite MOD I**
- DA 216 OVERVIEW OF RADIOGRAPHY** *20/80/0/100/3.5*  
Students will be able to identify the properties of radiation physics and X-ray properties, including health and safety, as well as infection control. Course includes intraoral dental X-ray and image characteristics as well as basic principles of radiography, with lecture geared toward the State Registration Examination. . Students will be taught to produce a full mouth radiography survey, with troubleshooting and error processing techniques reviewed until mastered. Related terminology, dental charting/documentation, vital signs, and infection control procedures. **Prerequisite MOD I**
- DA 213 SPECIAL POPULATIONS / PEDODONTICS / ORTHODONTICS** *20/0/0/20/1.0*  
Students will recognize postnatal dental development, as well as special conditions that exist for the pregnant patient, the child, the older patient, the abused patient, those with disabilities and handicaps, and dentistry of the confined patient. Students will discuss the child patient and the special care/behavioral training needed in this area of practice, also the disturbances and classifications of malocclusions pertaining to the movement of the dentition in orthodontics. Related terminology, dental charting/documentation, vital signs, and infection control procedures. **Prerequisite MOD I**
- DA 220 OFFICE PROCEDURES AND RESUMES** *10/15/0/25/1.0*  
Students will identify key terms for office procedures, explain the function of dental business office, and describe effective uses of the answering machine and service. The student will also know effective reception room technique, be able to control the appointment book, explain the function of dental insurance as well as describe the components of an insurance claim form and the importance of supplies and inventory control. Construction of personal resume, and the practice of interview questions. Related terminology, dental charting/documentation, vital signs, and infection control procedures. **Prerequisite MOD I**
- DAX 201 DENTAL EXTERNSHIP** *0/0//180/180/4.0*  
Students will integrate practice of all dental assistant responsibilities carried out in a dental office, hospital, or group practice setting under the supervision of a dentist or supervising dental assistant. Use of related terminology, dental charting/documentation, vital signs, and infection control procedures. **Prerequisite: Completion of all dental assistant classes, current on financial obligations to the school, and recommendation of the instructor and externship coordinator.**

# DIAGNOSTIC MEDICAL ULTRASOUND CERTIFICATE PROGRAM

Offered At HNL, AUS, and SA Campuses

**Objective:** The program is designed to train the student for an entry-level position as a diagnostic ultrasonographer via classroom and clinical hands-on training, as well as professional development. They will have theoretical knowledge of medical terminology, human anatomy and physiology, ultrasound physics and instrumentation, normal and pathologic sonography of the abdomen, superficial structures and obstetrics and gynecology, as well as college algebra, college physics and English-composition. They will learn and perform the scanning techniques and protocols of abdomen, superficial structures and obstetric/gynecology in the laboratory and clinical settings, integrating the lectures with clinical education. Ultrasonographers perform ultrasound procedures in clinics, hospitals, acute or long-term care facilities.

**Program Requirements:** Each participant must possess a high school diploma or GED, and be able to read and write English. Students entering the program must first pass the Scholastic Level Exam with a minimum score of 24. Participants must have good vision, coordination and health, be neat, professional, and able to lift 40 pounds.

**Program Length:** The length of the program is 96 weeks for the morning, afternoon and evening schedule.

			LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTALS HOURS	SEMESTER CREDITS
<b>SEMESTER I</b>							
MATH	1314	College Algebra	48	0	0	48	3.0
PHYS	1401	College Physics	48	32	0	80	4.0
ENGL	1301	English Composition	48	0	0	48	3.0
HITT	1205	Medical Terminology	32	0	0	32	2.0
BIOL	1000	Human Anatomy and Physiology	64	0	0	64	4.0
<b>SEMESTER II</b>							
DMUC	1001	Introduction to Ultrasound and Patient Care	48	0	0	48	3.0
DMUC	1002	Law and Ethics in Diagnostic Medical Imaging	32	0	0	32	2.0
DMUC	1003	General Pathophysiology	48	0	0	48	3.0
DMUC	1004	Basic Ultrasound Physics and Instrumentation	64	0	0	64	4.0
<b>SEMESTER III</b>							
DMUC	1005	Advanced Acoustic Physics	64	0	0	64	4.0
DMUC	1006	Abdomen Sonography I	48	48	0	96	4.5
DMUC	1007	Female Reproductive System Sonography	48	48	0	96	4.5
<b>SEMESTER IV</b>							
DMUC	1008	Adult Superficial Structures and Pediatric Abdomen Sonography	48	48	0	96	4.5
DMUC	1009	Obstetrics Sonography	48	48	0	96	4.5
DMUC	1010	Special Topics in Sonography	16	0	0	16	1.0
DMUC	1011	Clinical Practice I	0	0	304	304	6.5
<b>SEMESTER V</b>							
DMUC	1012	Risk Obstetrics Sonography	48	48	0	96	4.5
DMUC	1013	Clinical Practice II	0	0	384	384	8.5
<b>SEMESTER VI</b>							
DMUC	1014	Advanced Sonography Practices	48	0	0	48	3.0
DMUC	1015	Clinical Practice III	0	0	384	384	8.5
<b>Totals Hours/Credits</b>			<b>800</b>	<b>272</b>	<b>1072</b>	<b>2144</b>	<b>82</b>

**Total Program Hours = 800/272/1072/2144/ Semester Credits 82**

**Note:** If the student does not pass a semester/course necessary for completion of the program, he or she must retake the failed courses prior to beginning the following semester. Upon successful completion of all course work, externship, and fulfillment of all financial obligations to the school, the student is awarded a certificate of completion. Successful completion of course work is defined as successfully completing all courses with a minimum GPA 2.0 and a program cumulative GPA 2.0.

## COURSE DESCRIPTIONS

*Course descriptions include the course number, title, synopsis, a listing of lecture, laboratory, clinical hours, total clock hours and academic credits. For example the listing “15/30/45/90/3.0” indicates that the course consists of 15 hours of lecture, 30 hours of laboratory, 45 clinical hours, 90 total clock hours and 3.0 academic credits.*

Students are required to successfully complete all prerequisite courses in sequence before advancing to the next semester. Other courses may not be offered in the sequence listed below.

The instructor/student ratio is as follows: lectures 30:1, laboratory 20:1, clinical practice 1:1

- ENGL 1301 ENGLISH COMPOSITION** **48/0/0/48/3.0**  
Students will learn the principles of effective writing. By completing this course the students will acquire the ability to write effective sentences, paragraphs, and themes and the ability to read with understanding of rhetorical forms and devices with critical awareness. **Prerequisite:** High School Diploma/GED and Acceptance into the Program.
- MATH 1314 COLLEGE ALGEBRA** **48/0/0/48/3.0**  
Students will identify and operate with absolute value equations and inequalities, will acquire graphing skills, inverse functions, logarithmic and exponential functions, polynomial and rational functions, piece-wise defined functions, theory of equation and matrices. **Prerequisite:** High School Diploma/GED and Acceptance into the Program.
- PHYS 1401 COLLEGE PHYSICS** **48/32/0/80/4.0**  
The students will learn about mechanics, heat and thermodynamics, including velocity, acceleration, force, energy, wave motion, sound and light. **Prerequisite:** High School Diploma/GED and Acceptance into the Program.
- HITT 1205 MEDICAL TERMINOLOGY** **32/0/0/32/2.0**  
This is a course designed to teach the students to build medical terminology. The students will study the word origin and structure through the introduction of prefixes, suffixes and root words. Students will learn to pronounce and spell medical terms pertaining to every body system and will be able to use abbreviations and symbols. The students will identify medical specialties, diagnostic procedures, medical and surgical procedures as well as characteristics of disease will have knowledge of pharmacology. **Prerequisite:** High School Diploma/GED and Acceptance into the Program.
- BIOL 1000 HUMAN ANATOMY AND PHYSIOLOGY** **64/0/0/64/4.0**  
This course covers anatomy and physiology as it applies to the field of ultrasound. The students will have an in-depth coverage of body organizations from the cellular level, tissue level, visceral level and the body systems. The student will learn the principles of support and movement and the control systems of the human body, metabolism and homeostasis. They will learn the structure and functions of the cardiovascular, digestive, urogenital systems and endocrine system and will discuss human development and inheritance. **Prerequisite:** High School Diploma/GED and Acceptance into the Program.
- DMUC 1001 INTRODUCTION TO ULTRASOUND AND PATIENT CARE** **48/0/0/48/3.0**  
This course will introduce the students to the foundation and origins of Diagnostic Medical Ultrasound. The student will receive an orientation to sonography learning dynamics, testing, and educational curricula. The students will learn patient-sonographer interaction, communication skills, problem solving and ethics and professionalism. Basic medical techniques and, patient care will help the student to be prepared for future clinical activity. **Prerequisite:** All previous courses passed with “C” or better.
- DMUC 1002 LAW AND ETHICS IN DIAGNOSTIC MEDICAL IMAGING** **32/0/0/32/2.0**  
This course is a study of ethics and law that gives the student the possibility to understand the meaning of ethics as well as ethical theories and principles. The student will learn professional ethics, individual behavior and interaction among individuals within society. They will learn how the society’s legal system affects the medical practitioner. The students will learn risk management, documentation and record keeping, standards of care, patient rights and informed consent. **Prerequisite:** All previous courses passed with “C” or better.

- DMUC 1003 GENERAL PATHOPHYSIOLOGY** *48/0/0/48/3.0*  
 The student will be introduced the fundamentals of pathophysiology, and pathogenesis. They will focus on essential concepts of disease processes such as infections and tumors, including major disorders. The students will apply that working knowledge to the disorders that will be encountered in subsequent courses in applied pathophysiology and clinical practice. **Prerequisite:** All previous courses passed with “C” or better.
- DMUC 1004 BASIC ULTRASOUND PHYSICS AND INSTRUMENTATION** *64/0/0/64/4.0*  
 With this course, the student will be provided with fundamental working knowledge of ultrasound physics, principles, and electronics instrumentation used in diagnostic medical ultrasound to improve the quality of medical care. The students will learn how diagnostic ultrasound works, how to properly handle artifacts and scan safely, and evaluate instrument performance. It will prepare the student to understand more advanced principles of ultrasound physics; will be able to manipulate the instrumentation correctly, to create accurate pictures in laboratory and clinics. The course will assist the students in preparation for registry exam. **Prerequisite:** All previous courses passed with “C” or better.
- DMUC 1005 ADVANCED ACOUSTIC PHYSICS** *64/0/0/64/4.0*  
 With this course the students will prepare with more advanced ultrasound physics principles and will learn Doppler principles, artifact production and correction. The course will present the students the Doppler Effect, Doppler Shift and Doppler Angle as well as different types of Doppler, and will learn how to obtain accurate pictures of anatomy to reflect the physiology and to detect existing pathology. The students will learn how to perform correctly and safely advanced ultrasound scanning and will be provided a practice for the registry examination. **Prerequisite:** All previous courses passed with “C” or better.
- DMUC 1006 ABDOMEN SONOGRAPHY I** *48/48/0/96/4.5*  
 The course will enable the students to review the cross-sectional anatomy and the physiology of the abdominal cavity, medical terminology and general pathophysiology and will provide a study of the abdominal pathology. The students will learn the requirements for correct scanning techniques of the abdomen from patient preparation and positioning, transducer selection, instrumentation manipulation history, laboratory, clinical data interpretations, as well as scanning techniques and protocols for accurate reflection of the anatomy, physiology and existing pathology. The student will combine the theory learned in lecture with laboratory hands-on training that will simulate the clinical ultrasound practice. **Prerequisite:** All previous courses passed with “C” or better.
- DMUC 1007 FEMALE REPRODUCTIVE SYSTEM SONOGRAPHY** *48/48/0/96/4.5*  
 The students will review the medical terminology, anatomy, physiology and general pathology. They focus on pathology of the female reproductive system such as congenital anomalies present at different stages of life, pelvic inflammatory disease, and endometriosis as well as benign and malignant neoplasm. The students will learn the importance of early assessment and recognition of the ectopic pregnancy. They will evaluate the patient history, clinical data, laboratory data, sonographic images and other diagnostic procedures and will discuss gynecology related studies. The student will correlate the theory acquired in lectures with hands-on training in a laboratory simulating the clinical practice. **Prerequisite:** All previous courses passed with “C” or better.
- DMUC 1008 ADULT SUPERFICIAL STRUCTURES AND PEDIATRIC ABDOMEN SONOGRAPHY** *48/48/0/96/4.5*  
 This course reviews the medical terminology, cross-sectional anatomy, physiology and pathophysiology pertaining to the adult superficial structures and pediatric abdomen. The students will recognize the pathology of the thyroid, parathyroid glands, breast, and scrotum, musculo/skeletal system in adult as well as pathology of the liver, pancreas, spleen, urogenital system and hip dysplasia in children. Renal transplant and rejection will be discussed in detail. The student will demonstrate working knowledge in history interpretation, will analyze clinical and laboratory data and will learn patient preparation and positioning, transducers selection, instrumentation manipulation, scanning techniques and protocols, image labeling and storage, reflecting the anatomy and/or existing pathology with accuracy. The students will integrate the theory with hands-on training in the laboratory similar to clinical practice. **Prerequisite:** All previous courses passed with “C” or better.
- DMUC 1009 OBSTETRICS SONOGRAPHY** *48/48/0/96/4.5*  
 This course is a detailed study of the normal pregnancy, which explains the role of ultrasound in each of the three trimesters of the pregnancy. The student will learn the embryogenesis and each developmental period. The students will also identify ethical and legal issues in Obstetric Sonography. Patient history, clinical, laboratory data, patient preparation and positioning, transducer selection and instrumentation manipulation, scanning techniques and protocols as well as image annotation, storage and interpretation will be detailed theoretically and applied in laboratory simulating the clinical practice. **Prerequisite:** All previous courses passed with “C” or better.

- DMUC 1010 SPECIAL TOPICS IN SONOGRAPHY** **16/0/0/16/1.0**  
 The students will learn the importance of networking in sonography; will identify events, skills, knowledge, and attitude and behaviors pertinent to the sonography and relevant to their professional development. The students will discuss membership application and importance to SDMS and AIUM will review HIPPA regulations in Diagnostic Imaging Programs, as well as the importance of continuing medical education and ARDMS registration. Resume building and interview skills preparation together with employment opportunity resources presentation will prepare the students for a future career in Ultrasound. **Prerequisite:** All previous courses passed with “C” or better.
- DMUC 1011 CLINICAL PRACTICE I** **0/0/304/304/6.5**  
 The students are applying theory, concepts, and skills involving materials, tools, equipment, procedures, regulations, laws and interactions associated with the occupation and receive basic type health professions work experience under the supervision of a clinical instructor in a clinical setting. The students will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written, computer and verbal skills using the terminology of the occupation and the business/industry. The students will receive demonstration and hands-on training and will have case discussion with clinical instructors and physicians on normal and pathologic aspects of abdomen, superficial structures, and obstetrics-gynecology. **Prerequisite:** All previous courses passed with “C” or better.
- DMUC 1012 RISK OBSTETRICS SONOGRAPHY** **48/48/0/96/4.5**  
 This course emphasizes fetal pathology as related to ultrasound. The students will make an assessment of the fetal head, neck, spine, thorax, abdomen, pelvis and limbs, learning the pathology of these areas. They will identify fetal heart abnormalities. Placental and umbilical cord pathology will also be discussed. The students will recognize intrauterine growth retardation, premature delivery and pregnancy failures and will identify the influence of maternal disease on pregnancy. Multiple gestations, chromosomal abnormalities, infertility detection, prevention, treatment will be detailed. The students will be able to correlate history, laboratory, and clinical data as well as learning patient preparation and positioning, transducer selection, equipment manipulation, scanning techniques and protocols for the fetal pathology identification. **Prerequisite:** All previous courses passed with “C” or better.
- DMUC 1013 CLINICAL PRACTICE II** **0/0/384/384/8.5**  
 This is a more advanced work-based instruction that helps the students to apply previous working knowledge and skills and gain experience managing the workflow. The students will receive practical experience under the supervision of a clinical instructor in a clinical setting. The students will complete assigned Proficiencies and clinical challenges and will assist in patient’s management and evaluation of sonography procedures and will discuss clinical cases with the clinical instructor and physician. **Prerequisite:** All previous courses with a “C” or better.
- DMUC 1014 ADVANCED SONOGRAPHY PRACTICES** **48/0/0/48/3.0**  
 The students will review the previously covered material, will study and analyze cases, film critique and discussion and describe various advanced sonography practices and procedures, identify and describe methods of vascular imaging, testing and will perform mock registry exams.  
**Prerequisite:** All previous courses passed with “C” or better.
- DMUC 1015 CLINICAL PRACTICE III** **0/0/384/384/8.5**  
 This is an advanced work-based instruction helping the students to apply previous working knowledge, and gain experience managing the workflow. The students will discuss clinical cases with the clinical instructor and physician in clinical settings and will demonstrate skills required to work in sonography with little or no supervision.  
**Prerequisite:** All previous courses passed with “C” or better.

*\*Students must attend all Clinical I (304 hrs), Clinical II (384 hrs), and Clinical III (384hrs) hours. Students must make-up any absences within the semester the course was taken to successfully complete the course. Failure to meet the requirements for clinical courses will result in repeating the course before advancing. (Please see prerequisites for clinical courses)*

*\*Students attending courses consisting of lecture and laboratory hours are required to pass both lecture and lab to successfully complete the course.*

# MEDICAL ASSISTANT CERTIFICATE PROGRAM

## Offered At HNL, HSW, AUS and San Antonio Campuses

**Objective:** The Medical Assistant program prepares students to become entry-level employees in a variety of medical facilities. This is achieved via classroom and clinical hands-on training, as well as professional development. Graduates possess clinical and administrative skills, i.e. EKG's Injections, Examinations, Patient Histories, Vital Signs, Insurance, Billing, which enable them to perform both front and back office procedures in a physician's private practice, group medical practice, or long-term medical care facilities.. A career as a medical assistant will enable one to have a stepping stone to possible future careers in medicine.

**Program Requirements:** Applicants to the Medical Assistant Program are required to have a High School Diploma or GED. Students will take the Scholastic Level Exam and be required to pass with a minimum score of 13. The participant should also be able to read and write English, have good coordination and be neat and professional at all times.

**Program Length:** The length of the morning program is 35 weeks. The length of time normally required for completing the afternoon or evening program is 54 weeks.

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
<b>MODULE I</b>						
MSS 100	Master Student/Study Skills	30			30	2.0
PRO 100	Professionalism	15			15	1.0
HIP 100	HIPAA / OSHA / Infection Control	15			15	1.0
MED 100	Medical Terminology	30			30	2.0
APM 100	Overview of Anatomy & Physiology	30			30	2.0
<b>MODULE II</b>						
APM 101	A&P 1 (Nervous System, Special Senses)	15			15	1.0
MAT 116	Medical Law and Ethics	30			30	2.0
MA 120	Psychology/ Human Relations	30			30	2.0
OM 111	Keyboarding/Computer Applications		45		45	1.5
<b>MODULE III</b>						
APM 102	A&P 2 (Muscular, Respiratory)	15			15	1.0
MA 118	Pharmacology	75	30		105	6.0
<b>MODULE IV</b>						
APM 103	A&P 3 (Cardiovascular, Circulatory, Integumentary and Skeletal)	15			15	1.0
OM 114	Medical Office Procedures/Management	45			45	3.0
MA 216	Medical Clinical Procedures 1	30	30		60	3.0
<b>MODULE V</b>						
APM 104	A&P 4 (Digestive, Reproductive)	15			15	1.0
MA 226	Medical Clinical Procedures II	45	60		105	5.0
<b>MODULE VI</b>						
APM 105	A&P 5 (Lymphatic/Immune, Endocrine, Urinary)	15			15	1.0
MA 217	Medical Laboratory Procedures	45	60		105	5.0
<b>MODULE VII</b>						
MAX 100	Externship			180	180	4.0
<b>Total Hours/Credits</b>		<b>495</b>	<b>225</b>	<b>180</b>	<b>900</b>	<b>44.5</b>

**Total Program Hours = 900/ 44.5 Semester Credits**

**Note:** If one does not pass a course(s) necessary for completion of the program, he or she must retake the failed courses before beginning externship. All students must type a minimum of 35 net wpm in order to graduate from the program. Upon successful completion of all course work, typing requirements, externship, and fulfillment of all financial obligations to the school, the student is awarded a certificate of completion. Successful completion of course work is defined as completing the program with a minimum cumulative GPA of 2.0.

## COURSE DESCRIPTIONS

Course descriptions include the course number, title, and synopsis, a listing of lecture, laboratory, externship hours, total clock hours and academic credits. For example, the listing "15/30/0/45/2.0" indicates that the course consists of 15 hours of lecture, 30 hours of laboratory, 0 externship hours, 45 total clock hours and 2.0 academic credits.

**NOTE:** Students must successfully complete all prerequisite courses in sequence before advancing. Other courses may not be offered in the sequence listed below.

- MSS 100 MASTER STUDENT/STUDY SKILLS** 30/0/0/30/2.0  
Students will become familiar with basic study and learning skills to include learning styles, goal setting, memorization techniques, reading comprehension, note taking, test taking, critical thinking, effective communication diversity, and technology. **No Prerequisite.**
- PRO 100 PROFESSIONALISM** 15/0/0/15/1.0  
Students will learn and become familiar with the soft skills and habits that are necessary to be a successful employee in the allied healthcare field. This course is designed to help students identify the attributes of an employee that are sought-after in the professional setting and to develop a personal plan to expand their talents to meet the expectations of the educational institution and workplace. **No Prerequisite.**
- HIP 100 HIPAA/OSHA/INFECTION CONTROL** 15/0/0/15/1.0  
Students will learn about the Health Information Portability and Privacy Act (HIPAA). This course will identify rights for individuals and the processes that health care providers must implement to support individual rights. Students must demonstrate knowledge of the rules for the use and disclosure of information. Students will learn about transmission of disease, hand washing techniques and gloving. This course will ensure that students are aware of biohazards and airborne pathogens, including infection control procedures and laboratory safety. Students must demonstrate infection control procedures and laboratory safety. **No Prerequisite.**
- APM 100 OVERVIEW OF ANATOMY & PHYSIOLOGY** 30/0/0/30/2.0  
Students will learn and identify basic structures, functions and dysfunctions of the body. This course covers a general treatment of the sensory, muscular, nervous, endocrine, digestive, respiratory, circulatory, urinary, reproductive, integumentary, and skeletal system. **No Prerequisite.**
- MED 100 MEDICAL TERMINOLOGY** 30/0/0/30/2.0  
Students will learn the study of the word roots, prefixes, suffixes as well as abbreviations and symbols that are necessary tools for building a medical vocabulary. **No Prerequisite.**
- APM 101 A&P 1 (Nervous System, Special Senses)** 15/0/0/15/1.0  
Students will learn the specific terminology and learn and identify basic structures, functions and dysfunctions of the body as they pertain to the Nervous System and Special Senses. **Prerequisite MOD I**
- APM 102 A&P 2 (Muscular, Respiratory)** 15/0/0/15/1.0  
Students will learn the specific terminology and learn and identify basic structures, functions and dysfunctions of the body as they pertain to the Muscular and Respiratory systems. **Prerequisite MOD I**
- APM 103 A&P 3 (Cardiovascular, Circulatory, Integumentary, Skeletal)** 15/0/0/15/1.0  
Students will learn the specific terminology and learn and identify basic structures, functions and dysfunctions of the body as they pertain to the Cardiovascular, Circulatory, Integumentary and Skeletal systems. **Prerequisite MOD I**
- APM 104 A&P 4 (Digestive & Reproductive)** 15/0/0/15/1.0  
Students will learn the specific terminology and learn and identify basic structures, functions and dysfunctions of the body as they pertain to the Digestive & Reproductive systems. **Prerequisite MOD I**
- APM 105 A&P 5 (Lymphatic/Immune, Endocrine, Urinary)** 15/0/0/15/1.0  
Students will learn the specific terminology and learn and identify basic structures, functions and dysfunctions of the body as they pertain to the Lymphatic/Immune, Endocrine, and Urinary systems. **Prerequisite MOD I**

- MA 116 MEDICAL LAW AND ETHICS** *30/0/0/30/2.0*  
 Students learn how ethical codes and the governing of the medical practice, how licenser is granted and/or revoked, patient confidentiality and medical liability and negligence. **Prerequisite MOD I**
- MA 120 PSYCHOLOGY/HUMAN RELATIONS** *30/0/0/30/2.0*  
 Students learn how to deal with difficult patients, abnormal behavior and terminal illness and specific needs of patients and emotional family crisis as well as interaction with employers/co-workers. **Prerequisite MOD I**
- OM 111 KEYBOARDING/COMPUTER APPLICATIONS** *0/45/0/45/1.5*  
 Students will learn and apply practices of typing tutorials of this self paced course. Students must type a minimum of 35 wpm upon completion of the program. **Prerequisite MOD I**
- MA 118 PHARMACOLOGY** *75/30/0/105/6.0*  
 Students will identify the classification of drugs and their effects, and regulation on prescribing narcotics. Students learn how to write prescriptions, calculate drug dosages and administer intramuscular, sublingual and ID injections. **Prerequisite MOD I**
- OM 114 MEDICAL OFFICE PROCEDURES/MANAGEMENT** *45/0/0/45/3.0*  
 Students will learn manual and computerized records management, how to take patient histories, filing, appointments and scheduling, basic bookkeeping, billing/collections, banking/payroll, telephone techniques, safety of the medical office and professional conduct. **Prerequisite MOD I**
- MA 216 MEDICAL CLINICAL I** *30/30/0/60/3.0*  
 Students will learn and perform procedures for emergency situations and first aid and certify for cardiopulmonary resuscitation. Students will learn about and perform electrocardiograms. **Prerequisite MOD I**
- MA 226 MEDICAL CLINICAL PROCEDURES II** *45/60/0/105/5.0*  
 Students will discuss concepts of microbiology and disease transmission. Students will learn charting, vital signs, measurement, visual acuity, patient positioning and draping. Students will learn to identify instruments, perform sterile procedures to include suture removal, assist physicians in minor office surgery. Concepts of physical therapy, pediatric and geriatric care and medical office safety are discussed and performed. **Prerequisite MOD I**
- MA 217 MEDICAL LABORATORY PROCEDURES** *45/60/0/105/5.0*  
 Aseptic technique is practiced, along with patient instruction and collection such as venipuncture and capillary puncture. Urinalysis and gram stain is also performed. Students learn parts of the microscope, hematology, microbiology and chemistry procedures. Students differentiate various laboratory departments and personnel, complete laboratory requisitions and practice laboratory safety. Students will also learn the basic principles of IV therapy. **Prerequisite MOD I**
- MAX 100 EXTERNSHIP** *0/0/180/180/4.0*  
 This course will allow the student to gain hands-on experience in an appropriate medical facility.  
**Prerequisites: Completion of all medical assistant classes, current on financial obligations to the school, and recommendation of the instructor and externship coordinator.**

# MEDICAL CODING AND BILLING SPECIALIST CERTIFICATE PROGRAM

Offered at HNL, HSW, AUS and San Antonio Campuses

**Objective:** The Medical Coding and Billing Specialist program is designed to equip students with the skills and knowledge required to comprehend and complete medical billing forms. Students learn to file medical insurance claim forms manually and by automation. In addition, students gain a general knowledge of anatomy, physiology and medical terminology. Students will also learn to use a computer with medical management software to transfer information and process claims. Lastly, students learn the practical application of CPT-4, ICD-9, and HCPCS codes on coding forms and insurance claim forms. Upon completion of the program, students will have the necessary job skills to be employed as a Medical Coding and Billing professional in Insurance Companies/Offices, Physicians Offices, Hospitals, Out-Patient Medical Facilities, and Long Term Care Medical Facilities.

**Program Requirements:** Each participant must have a high school diploma or GED and should be able to read and write English. Diplomas issued outside of the United States must be translated and notarized prior to enrollment. All entrants to the Medical Coding and Billing Specialist Program must also pass the Scholastic Level Exam (admissions test) with a minimum score of 15.

**Program Length:** The length of the morning program is 30 weeks. The length of the afternoon or evening program is 46 weeks

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
<b>MODULE I</b>						
MSS 100	Master Student / Study Skills	30			30	2.0
PRO 100	Professionalism	15			15	1.0
HIP 100	HIPAA / OSHA / Infection Control	15			15	1.0
MED 100	Medical Terminology	30			30	2.0
APM 100	Overview of Anatomy & Physiology	30			30	2.0
<b>MODULE II</b>						
APM 111	Anatomy & Physiology / Medical Terminology I	15			15	1.0
CD 111	Coding I	15	30		45	2.0
IN 111	Principles of Insurance I	20	20		40	1.5
HR 111	Human Relations	10			10	0.5
BC 111	Medical Records	10			10	0.5
<b>MODULE III</b>						
APM 112	Anatomy & Physiology / Medical Terminology II	15			15	1.0
CD 112	Coding II	15	30		45	2.0
IN 112	Principles of Insurance II	20	20		40	1.5
BC 112	Law & Ethics	20			20	1.0
<b>MODULE IV</b>						
APM 113	Anatomy & Physiology / Medical Terminology III	15			15	1.0
CD 113	Coding III	15	30		45	2.0
IN 113	Principles of Insurance III	20	20		40	1.5
BC 113	Basic Accounting	10	10		20	0.5
<b>MODULE V</b>						
APM 114	Anatomy & Physiology / Medical Terminology IV	15			15	1.0
CD 114	Coding IV	15	30		45	2.0
CD 224	Medical Software	15	30		45	2.0
WP 114	Word Processing		15		15	0.5
<b>MODULE VI</b>						
MCX 200	Externship			150	150	3.0
<b>Total Hours/Credits</b>		365	235	150	750	32.5

**Total Program Hours = 750 / 32.5 Semester Credits**

**Note:** The length of time that is normally required to complete the morning program is 30 weeks and 46 weeks for the afternoon or evening program. If one does not pass a course(s) necessary for completion of the program, the student must retake the failed course(s) the next time it is offered provided that space is available. Upon satisfactory completion of all course work, externship, and payment of all monies due, the student is awarded a certificate of completion. Successful completion of course work is defined as completing the program with a minimum cumulative GPA of 2.0.

# COURSE DESCRIPTIONS

Course descriptions include the course number, title, and synopsis, a listing of lecture, laboratory, externship hours, total clock hours and academic credits. For example, the listing "15/30/0/45/2.0" indicates that the course consists of 15 hours of lecture, 30 hours of laboratory, 0 externship hours, 45 total clock hours and 2.0 academic credits.

**NOTE: Students must successfully complete all prerequisite courses in sequence before advancing. Other courses may not be offered in the sequence listed below.**

- MSS 100 MASTER STUDENT/STUDY SKILLS** **30/0/0/30/2.0**  
Students will become familiar with basic study and learning skills to include learning styles, goal setting, memorization techniques, reading comprehension, note taking, test taking, critical thinking, effective communication diversity, and technology.  
**No Prerequisite.**
- PRO 100 PROFESSIONALISM** **15/0/0/15/1.0**  
Students will learn and become familiar with the soft skills and habits that are necessary to be a successful employee in the allied healthcare field. This course is designed to help students identify the attributes of an employee that are sought-after in the professional setting and to develop a personal plan to expand their talents to meet the expectations of the educational institution and workplace. **No Prerequisite.**
- HIP 100 HIPAA/OSHA/INFECTION CONTROL** **15/0/0/15/1.0**  
Students will learn about the Health Information Portability and Privacy Act (HIPAA). This course will identify rights for individuals and the processes that health care providers must implement to support individual rights. Students must demonstrate knowledge of the rules for the use and disclosure of information. Students will learn about transmission of disease, hand washing techniques and gloving. This course will ensure that students are aware of biohazards and airborne pathogens, including infection control procedures and laboratory safety. Students must demonstrate infection control procedures and laboratory safety. **No Prerequisite.**
- APO 100 OVERVIEW OF ANATOMY & PHYSIOLOGY** **30/0/0/30/2.0**  
Students will learn and identify basic structures, functions and dysfunctions of the body. This course covers a general treatment of the sensory, muscular, nervous, endocrine, digestive, respiratory, circulatory, urinary, reproductive, integumentary, and skeletal system.  
**No Prerequisite.**
- MED 100 MEDICAL TERMINOLOGY** **30/0/0/30/2.0**  
Students will learn the study of the word roots, prefixes, suffixes as well as abbreviations and symbols that are necessary tools for building a medical vocabulary. **No Prerequisite.**
- APM 111 ANATOMY AND PHYSIOLOGY / MEDICAL TERMINOLOGY I** **15/0/0/15/1.0**  
Students will learn the structures and functions of the Endocrine System, Lymphatic System, and Immune System. Students will learn to recognize and form medical terms using prefixes, suffixes, root word, and combining forms with emphasis on building a medical vocabulary related to the Endocrine System, Lymphatic System, and Immune System.  
**Prerequisite: MODULE I.**
- CD 111 CODING I** **15/30/0/45/2.0**  
Students will learn converting descriptions of procedures into numerical codes to provide a uniform language to identify medical, surgical, and diagnostic services related to the Evaluation and Management (E/M) Section of the CPT, the Lymphatic System, the Immune System, the Endocrine System, the Medicine Section and Level II National Codes. Students will learn converting descriptions of diagnosis into numerical 3, 4, or 5-digit codes to provide a uniform language to identify etiology, site or manifestation of disease. **Prerequisite: MODULE I.**
- IN 113 PRINCIPLES OF INSURANCE I** **20/20/0/40/1.5**  
Students will learn elements of an insurance claim form, electronic data interchange, and concepts of the Blue Plans, Private Insurance, and Managed Care Plans as well as converting descriptions of procedures into numerical codes are learned and demonstrated. **Prerequisite: MODULE I.**
- HR 111 HUMAN RELATIONS** **10/0/0/10/0.5**  
Students will learn how to get along with others, what is social learning, the basic needs of all individuals, the grief response, and how to effectively communicate and solve a problem. **Prerequisite: MODULE I.**
- BC 111 MEDICAL RECORDS** **10/0/0/10/0.5**  
Students will learn reasons for and content of the medical record, as well as style and form of records, including SOAP and POMR forms. Students will learn and demonstrate correcting, transferring and keeping records, current, filing systems, supplies and indexing of files and numeric and color-coded methods of filing. **Prerequisite: MODULE I.**
- APM 112 ANATOMY & PHYSIOLOGY / MEDICAL TERMINOLOGY II** **15/0/0/15/1.0**  
Students will learn the structures and functions of the Integumentary System, Skeletal System, Muscular System, and Circulatory System. Students will learn to recognize and form medical terms using prefixes, suffixes, root words, and combine forms with emphasis on building a medical vocabulary related to the Integumentary System, Skeletal System, Muscular System, and Cardiovascular System. **Prerequisite: MODULE I**

<b>CD 112</b>	<b>CODING II</b> Students will learn converting descriptions of procedures into numerical codes to provide a uniform language to identify medical, surgical, and diagnostic services related to the Surgery Section, Integumentary System, Musculoskeletal System, Cardiovascular System, and the Radiology Section. Students will learn converting descriptions of diagnosis into numerical 3, 4, or 5-digit codes to provide a uniform language to Identify etiology, site or manifestation of disease. <b>Prerequisite: MODULE I.</b>	<b>15/30/0/45/2.0</b>
<b>IN 112</b>	<b>PRINCIPLES OF INSURANCE II</b> Students will learn elements of an insurance claim form, electronic data interchange, and concepts of Medicare, Medicaid, TRICARE and CHAMPVA plans as well as converting descriptions of procedures into numerical codes are learned and demonstrated. <b>Prerequisite: MODULE I.</b>	<b>20/20/0/40/1.5</b>
<b>BC 112</b>	<b>LAW AND ETHICS</b> Students will learn ethical codes both past and present, and the laws governing medical practice are discussed as well as the ways licensure is granted or revoked. Medical professional liability and negligence are discussed including damages. Students will learn and explain the Good Samaritan Act and the Uniform Donor Gift Act as well as informed consent and confidentiality. <b>Prerequisite: MODULE I.</b>	<b>20/0/0/20/1.0</b>
<b>APM 113</b>	<b>ANATOMY &amp; PHYSIOLOGY / MEDICAL TERMINOLOGY III</b> Students will learn the structures and functions of the Respiratory System, Digestive System, Urinary/Excretory System, and Reproductive System. Students will learn to recognize and form medical terms using prefixes, suffixes, root words, and combining forms with emphasis on building a medical vocabulary related to the Respiratory System, Digestive System, Urinary System, and Reproductive System. <b>Prerequisite: MODULE I.</b>	<b>15/0/0/15/1.0</b>
<b>CD 113</b>	<b>CODING III</b> Students will learn converting descriptions of procedures into numerical codes to provide a uniform language to identify medical, surgical, and diagnostic services related to the Respiratory System, Female Genital System and Maternity Care and Delivery, Male Genital System, Intersex Surgery, Urinary System, Digestive System, Mediastinum, and Diaphragm. Students will learn converting descriptions of diagnosis into numerical 3, 4, or 5-digit codes to provide a uniform language to identify etiology, site or manifestation of disease. <b>Prerequisite: MODULE I.</b>	<b>15/30/0/45/2.0</b>
<b>IN 113</b>	<b>PRINCIPLES OF INSURANCE III</b> Students will learn elements of an insurance claim form, electronic data interchange, and concepts of Workers' Compensation, disability income insurance and disability benefit programs, and hospital billing as well as converting descriptions of procedures into numerical codes are learned and demonstrated. <b>Prerequisite: MODULE I.</b>	<b>20/20/0/40/1.5</b>
<b>BC 113</b>	<b>BASIC ACCOUNTING</b> Students will learn and demonstrate recording, classifying, and summarizing financial transactions including credits, debits, and adjustments. Students will also learn how reimbursement is determined for inpatient and outpatient claims. <b>Prerequisite: MODULE I.</b>	<b>10/10/0/20/1.0</b>
<b>APM 114</b>	<b>ANATOMY &amp; PHYSIOLOGY / MEDICAL TERMINOLOGY IV</b> Students will learn the structures and functions of the Central Nervous System, Peripheral and Autonomic Nervous System, and Special Senses. Students will learn to recognize and form medical terms using prefixes, suffixes, root word, and combining forms with emphasis on building a medical vocabulary related to the Nervous System and Special Senses. <b>Prerequisite: MODULE I.</b>	<b>15/0/0/15/1.0</b>
<b>CD 114</b>	<b>CODING IV</b> Students will learn converting descriptions of procedures into numerical codes to provide a uniform language to identify medical, surgical, and diagnostic services related to Anesthesia, the Nervous System, Special Senses, Eye & Ocular Adnexa, Auditory System, and the Pathology/Laboratory Section. Students will learn converting descriptions of diagnosis into 3, 4, or 5-digit codes to provide a uniform language to Identify etiology, site or manifestation of disease. <b>Prerequisite: MODULE I.</b>	<b>15/30/0/45/2.0</b>
<b>CD 224</b>	<b>MEDICAL SOFTWARE</b> Students will use a computerized software program to set up and manage a medical practice including a database, posting transactions, and production analysis. <b>Prerequisite: MODULE I.</b>	<b>15/30/0/45/2.0</b>
<b>WP 114</b>	<b>WORD PROCESSING</b> Students will learn basic word processing. Student is taught to save and retrieve work in how to center, underline, bold, change fonts, format and print. <b>Prerequisite: MODULE I.</b>	<b>0/15/0/15/0.5</b>
<b>MCX 200</b>	<b>EXTERNSHIP</b> Clinical practice in a supervised medical environment where the student learns practical application of CPT-4, ICD-9, and HCPCS codes on coding forms and insurance claim forms. <b>Prerequisite: Completion of all classes, current on financial obligations to the school and recommendation of the instructor and externship coordinator.</b>	<b>0/0/150/150/3.0</b>

# LIMITED MEDICAL RADIOLOGIC TECHNOLOGIST CERTIFICATE PROGRAM

Offered at HNL, HSW, AUS and San Antonio Campuses

**Objective:** Limited medical radiologic technologists are trained to perform routine diagnostic X-ray exams of the skull, extremities and vertebral column. The emphasis of training is on the anatomy of the human body and the proper positioning of the patient to achieve a quality radiograph. Training also includes the history, theory and application of diagnostic X-rays and their effect upon the human body. Students learn the theory of radiation production and the proper procedures and techniques to reduce radiation exposure to the patient and themselves. Students will also learn the operation, maintenance and quality control of the radiology equipment. Skills on medical terminology, professionalism and patient care prepare the student to become an effective member of the health care team and provide quality care to their patients. Graduates will have obtained the knowledge and skills necessary to pass the state licensing exam and find employment in a variety of medical clinics and physicians offices. The program objectives are achieved through classroom and clinical hands on training as well as professional development.

**Program Requirements:** Each program participant must have a high school diploma or GED and should be able to read and write English. All entrants must pass the Scholastic Level Exam with a minimum score of 19. The participant should also have good coordination, be neat, professional, and be able to lift 40 pounds.

**\*NOTE:** *Any person convicted of a misdemeanor or felony offense under various titles of the Texas Penal Code will be denied a license in X-ray, and should therefore not enroll in this program.*

**Program Length:** The length of the day program is approximately 45 weeks. The length of the afternoon or evening program is approximately 69 weeks. The program is comprised of two components: X-ray instruction, and X-ray externship, totaling 1,320 hours.

		Lecture Hours	Lab Hours	Extern Hours	Total Hours	Semester Credits
<b>Module I</b>						
RA 125	Introduction to Radiology /Law and Ethics	20	0	0	20	1.0
RAP 101	Introduction to Medical Terminology and Radiographic Terminology	30	0	0	30	2.0
RA 112A	Anatomy and Physiology (The Human Body Thorax, Respiratory and Muscular Systems)	30	0	0	30	2.0
RAP 112A	Radiographic Positioning of the Chest, Bony Thorax and Sternum	0	40	0	40	1.0
<b>Module II</b>						
RA 118	Radiographic Physics	30	0	0	30	2.0
RA 113A	Anatomy and Physiology (Vertebral Column, Integumentary and Cardiovascular Systems)	40	0	0	40	2.5
RAP 113	Radiographic Positioning of the Vertebral Column	0	50	0	50	1.5
<b>Module III</b>						
RA 120	Radiographic Biology	30	0	0	30	2.0
RA 114A	Anatomy and Physiology (Upper Extremity, Endocrine, Urinary, Reproductive Systems)	40	0	0	40	2.5
RAP 114	Radiographic Positioning of the Upper Extremity	0	50	0	50	1.5
<b>Module IV</b>						
RA 124	Radiation Production and Exposure	30	0	0	30	2.0
RA 115A	Anatomy and Physiology (Skull, Facial Bones, Nervous System, Special Senses)	40	0	0	40	2.5
RAP 115	Radiographic Positioning of the Skull and Facial Bones	0	50	0	50	1.5
<b>Module V</b>						
RA 122	Radiation Protection And Safety	30	0	0	30	2.0
RA 116A	Anatomy and Physiology (Lower Extremity and Digestive System)	40	0	0	40	2.5
RAP 116	Radiographic Positioning of the Lower Extremity	0	50	0	50	1.5

		Lecture Hours	Lab Hours	Extern Hours	Total Hours	Semester Credit
<b>Module VI</b>						
RA 121A	Professionalism	30	0	0	30	2.0
RA 117	Imaging Equipment and Maintenance	20	0	0	20	1.0
RA 119A	Film Processing and Quality Control	30	0	0	30	2.0
RA 123A	Patient Care and CPR	40	0	0	40	2.5
<b>Module VII through IX</b>						
RAX 100	X-ray Externship*	0	0	600	600	13.0
<b>Totals Hours/Credits</b>		<b>480</b>	<b>240</b>	<b>600</b>	<b>1320</b>	<b>50.5</b>

**Total Program Hours = 1320/50.5 Semester Credits**

*\* Note: Students have a maximum time frame of 180 days to complete the externship portion of the program. Students who fail to complete the externship within 180 days will be required by Texas Department of State Health Services regulation to repeat the entire program to be eligible for licensure.*

*\*Students are required to take and pass a comprehensive Final Examination prior to attending externship. Students that do not pass the Final Examination will not be placed in a clinical facility until a satisfactory competency is achieved.*

**The Texas Department of State Health Services and the Texas Workforce Commission, Career Schools and Colleges jointly regulate this program.**

## COURSE DESCRIPTIONS

*Course descriptions include the course number, title, and synopsis, a listing of lecture, laboratory, externship hours, total clock hours and academic credits. For example, the listing "15/30/0/45/2.0" indicates that the course consists of 15 hours of lecture, 30 hours of laboratory, 0 externship hours, 45 total clock hours and 2.0 academic credits.*

**NOTE: Students must successfully complete all courses before entering externship. Courses may not be offered in the sequence list below.**

<b>RA 112A</b>	<b>ANATOMY AND PHYSIOLOGY (The Human Body, Thorax, Respiratory and Muscular Systems)</b>	<b>30/0/0/30/2.0</b>
	<i>This course is an introduction to the human body. Students will learn the basic organization and structure of the human body with emphasis on identifying the structures and describing the function of the thorax and respiratory system. Students will also learn to identify the anatomical landmarks associated with these regions. <b>Co-requisite:</b> RAP 112/A</i>	
<b>RA 113A</b>	<b>ANATOMY AND PHYSIOLOGY (Vertebral Column, Integumentary and Cardiovascular Systems)</b>	<b>40/0/0/40/2.5</b>
	<i>Students will learn and identify the structures and describe the function of the vertebral column as well as the major components of the Integumentary and cardiovascular systems. Students will also learn to identify the anatomical landmarks associated with these regions. <b>Co-requisite:</b> RAP 113</i>	
<b>RA 114A</b>	<b>ANATOMY AND PHYSIOLOGY (Upper Extremity, Endocrine, Urinary and Reproductive Systems)</b>	<b>40/0/0/40/2.5</b>
	<i>Students will learn and identify the structures and describe the function of the lower extremity as well as the major components of the endocrine, urinary, and reproductive systems. Students will also learn to identify the anatomical landmarks associated with these regions. <b>Co-requisite:</b> RAP 114</i>	

- RA 115A ANATOMY AND PHYSIOLOGY** *40/0/0/40/2.5*  
**(Skull, Facial Bones, Nervous System, and Special Senses)**  
 Students will learn and identify the structures and describe the function of the skull, facial bones and sinuses as well as the structure and function of the central nervous system and the special senses. Students will also learn to identify the anatomical landmarks associated with these regions. **Co-requisite:** RAP 115
- RA 116A ANATOMY AND PHYSIOLOGY** *40/0/0/40/2.5*  
**(Lower Extremity and Digestive System)**  
 Students will learn to identify the structures and describe the function of the lower extremity and the digestive system. Students will also learn to identify the anatomical landmarks associated with these regions. **Co-requisite:** RAP 116
- RAP 101 INTRODUCTION TO MEDICAL AND RADIOGRAPHIC TERMINOLOGY** *30/0/0/30/2.0*  
 The student will learn to recognize, pronounce and form medical terms using prefixes, suffixes, root words, and combining forms with emphasis on building a medical vocabulary. **No Prerequisite**
- RA 118 RADIOGRAPHIC PHYSICS** *30/0/0/30/2.0*  
 Students will be introduced to the ionization of matter and its various interactions. Students will list and identify SI versus English units of radioactivity. Students will explain the electromagnetic spectrum and its makeup. They will learn and explain the radiographic tube, tables, generators and their purposes. **No Prerequisite**
- RA 120 RADIOGRAPHIC BIOLOGY** *30/0/0/30/2.0*  
 Students will learn the types and effects of the various ionizing radiations detail the various interactions in tissue and the threshold to non-threshold theory and explain cosmic vs. natural vs. man-made radiation and their sources. **No Prerequisite**
- RA 122 RADIATION PROTECTION AND SAFETY** *30/0/0/30/2.0*  
 Students will learn and use collimation shielding and other protective devices. Students will differentiate between a radiation survey meter and a radiation monitoring device. They will describe and discuss the various monitoring devices and their differences, explain and define inverse square law and explain and compare M.P.D. (Maximum Permissible Dose) for occupational workers versus the general public, including during pregnancy. **No Prerequisite**
- RA 117 IMAGING EQUIPMENT AND MAINTENANCE** *20/0/0/20/1.0*  
 Students will learn the chemical make-up of intensifying screens and importance to the manifest image. They will compare image receptors and their uses in radiology (grids vs. screen), outline areas of a film processor and various chemicals used in each (manual vs. automatic) and explain the H&D curve and how it can be utilized to quality control the film processor. **No Prerequisite**
- RA 124 RADIATION PRODUCTION AND EXPOSURE** *30/0/0/30/2.0*  
 Students will draw and label the parts of an X-ray tube. They will explain production of X-rays in the tube (Bremsstrahlung vs. Characteristic); distinguish between density, contrast, and factors that control them. They will define total filtration (inherent and added) and its effect upon the primary beam, compare factors in technique (MA time, KVP distance) and their related effects upon density and contrast. They will learn and explain construction of intensifying screens and how they interact with X-rays as well as discuss construction of grids and their effect upon density and contrast. **No Prerequisite**
- RA 119A FILM PROCESSING AND QUALITY CONTROL** *30/0/0/30/2.0*  
 Students will learn the complete make-up of an X-ray film, and understand and explain the difference between cord film identification and daylight identification. Students will demonstrate the use of markers and recommended placement on the image receptor. They will describe the proper storage areas for X-ray films and conditions in which these films are to be stored and identify and describe artifacts on the manifest image. Students will explain causes of poor radiographic quality and how to correct them (processor vs. technique). **No Prerequisite**
- RA 121A PROFESSIONALISM** *30/0/0/30/2.0*  
 Students will learn the types of communication and reasons of importance regarding patients, co-workers, and other employees. They will recognize appearance as the first key to interaction with a patient or potential employer. They will construct a resume by selecting and identifying parts of an effective resume. **No Prerequisite**

- RA 123A PATIENT CARE AND CPR** *40/0/0/40/2.5*  
 Students will learn to take vitals signs and accurately record the results. They will learn the importance of vital signs as a diagnostic tool and what are considered normal ranges. Students will learn infection control techniques and their use in the clinic/hospital setting as well as phlebotomy techniques. Students will learn and demonstrate transfer techniques (wheelchair vs. gurney) and why communication is vital. Students will learn and explain procedures for medical emergencies as well as demonstrate CPR techniques. **No Prerequisite**
- RA 125 INTRODUCTION TO RADIOLOGY/Law and Ethics** *20/0/0/20/1.0*  
 Students will study the history of radiology and professional organizations that are a part of it. They will learn the Code of Ethics and how it applies in today's workplace, explain laws that impact the LMRT, learn, explain and discuss the makeup of a modern radiology department and its functions (U.S., Nuclear Medicine, X-ray, CT, etc.). **No Prerequisite**
- RAP 112A RADIOGRAPHIC POSITIONING OF THE CHEST, BONY THORAX AND STERNUM** *0/40/0/40/1.0*  
 Students will learn anatomical positions, radiographic lines, body planes, body habitus and common/normal positions used in radiography. **Co-requisite:** RA 112/A
- RAP 113 RADIOGRAPHIC POSITIONING OF THE VERTEBRAL COLUMN** *0/50/50/50/1.5*  
 Students will learn and demonstrate skills in placing the proper anatomy on the cassette to obtain a diagnostic radiograph. **Co-requisite:** RA 113/A
- RAP 114 RADIOGRAPHIC POSITIONING OF THE UPPER EXTREMITY** *0/50/50/50/1.5*  
 Students will learn and demonstrate skills in placing the proper anatomy on the cassette to obtain a diagnostic radiograph. **Co-requisite:** RA 114/A
- RAP 115 RADIOGRAPHIC POSITIONING OF THE SKULL AND FACIAL BONES** *0/50/0/50/1.5*  
 Students will learn and demonstrate skills in placing the proper anatomy on the cassette to obtain a diagnostic radiograph. **Co-requisite:** RA 115/A
- RAP 116 RADIOGRAPHIC POSITIONING OF THE LOWER EXTREMITY** *0/50/0/50/1.5*  
 Students will learn and demonstrate skills in placing the proper anatomy on the cassette to obtain a diagnostic radiograph. **Co-requisite:** RA 116/A
- RAX 100 X-RAY EXTERNSHIP** *0/0/600/600/13.0*  
 This course provides placement of the student in a clinical setting in which the student will have the opportunity to gain hands-on experience as a clinical X-ray technologist. Students will utilize the knowledge and demonstrate skills learned in the classroom and laboratory. **Prerequisites: Completion of all limited medical radiologic technologist classes, current on financial obligations to the school, and recommendation of the instructor and externship coordinator.**

**LMRT Externship must be completed within 180 days.**

# SURGICAL TECHNOLOGIST PROGRAM

Offered at HNL Only

## Program Description:

The program is designed to prepare students for entry-level employment as a competent Surgical Technologist: Level I, in the cognitive, psychomotor, and affective learning domains, via classroom and clinical hands-on training, as well as professional development. Graduates will demonstrate skills in Cardiopulmonary Resuscitation, Surgical Techniques, Surgical Procedures, disinfecting and decontamination, sterilization, gowning and gloving, instrument categories and usage, specialty equipment usage, homeostasis, instrument counts, skin preparation and patient positioning, surgery preparation, and assisting of surgeons. Students will utilize these work place skills in clinics that perform in house surgery, out-patient surgery centers and hospital operating theaters.

The Surgical Technology Program provides education for entry-level competency into the profession of surgical technology. At the time of completion, a student should have approximately 800 hours in an operating room setting with a minimum of 125 cases of experience. The surgical technology student will demonstrate the following:

- 1) Knowledge and practice of basic patient-care concepts.
- 2) Application of the principles of asepsis in a knowledgeable manner that provides for optimal patient care in the operating room.
- 3) Basic surgical case preparation skills.
- 4) Ability to perform the role of first scrub on all basic surgical procedures.
- 5) Responsible behavior as a health care professional.

## Program Requirements:

Each participant must possess a high school diploma or GED and be able to read and write English. Participants must have good coordination and health, be emotionally stable, neat, professional, and must pass the Scholastic Level Exam with a minimum score of 19.

**Program Length:** The length of time normally required to complete the program is sixty-four (64) weeks.

COURSE CODE	COURSE TITLE	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	TOTAL HOURS	SEMESTER CREDITS
<b>SEMESTER I</b>						
SRGT 1405A	Introduction to Surgical Technology	96			96	6.0
SRGT 1409B	Fundamentals of Aseptic Techniques	96	80		176	8.5
SRGT 1301A	Medical Terminology	64			64	4.0
BIOL 2401A	Anatomy and Physiology I	96			96	6.0
SRGT 1470	Law, Ethics and Professionalism	32			32	2.0
<b>Total Semester I</b>		<b>384</b>	<b>80</b>	<b>0</b>	<b>464</b>	<b>26.5</b>
<b>SEMESTER II</b>						
BIOL 2420A	Microbiology	96			96	6.0
BIOL 2402A	Anatomy and Physiology II	96			96	6.0
HRPS 2300	Pharmacology	64			64	4.0
SRGT 1441B	Surgical Procedures I	96	80		176	8.5
SRGT 1480	Technological Sciences	48			48	3.0
<b>Total Semester II</b>		<b>400</b>	<b>80</b>	<b>0</b>	<b>480</b>	<b>27.5</b>
<b>SEMESTER III</b>						
SRGT 1442B	Surgical Procedures II	48	48		96	4.5
SRGT 1460B	Clinical I			384	384	8.5
<b>Total Semester III</b>		<b>48</b>	<b>48</b>	<b>384</b>	<b>480</b>	<b>13.0</b>
<b>SEMESTER IV</b>						
SRGT 2460B	Clinical II			448		9.5
<b>Total Semester IV</b>		<b>0</b>	<b>0</b>	<b>448</b>	<b>448</b>	<b>9.5</b>
<b>Program Totals</b>		<b>832</b>	<b>208</b>	<b>832</b>	<b>1872</b>	<b>76.5</b>

$$\text{Total Hours} = 1872 / \text{Total Semester Credits} = 76.5$$

NOTE: Students are required to successfully pass all courses with a minimum GPA of 2.0 within the maximum allowable time frame. Upon successful completion of all course work, externship, and payment of all monies due, the student is awarded a certificate of completion.

## COURSE DESCRIPTIONS

Course descriptions include the course number, title, and synopsis, a listing of lecture, laboratory, externship hours, total clock hours and academic credits. For example, the listing “15/30/0/45/2.0” indicates that the course consists of 15 hours of lecture, 30 hours of laboratory, 0 externship hours, 45 total clock hours and 2.0 academic credit.

*Note: Students must successfully complete all prerequisite courses in sequence. Other courses may not be offered in the sequence listed below.*

- SRGT 1405 INTRODUCTION TO SURGICAL TECHNOLOGY 96/0/0/96/6.0**  
Students will explain the history and development of surgical technologists, surgical team members and their roles, administrative personnel in the operating room, surgical conscience and aseptic techniques and the types and uses of laser surgery. Students will learn the orientation to surgical technology theory, and patient care concepts. **No prerequisite.**
- SRGT 1301 MEDICAL TERMINOLOGY 64/0/0/64/4.0**  
Students will learn to interpret the language of medicine by combining prefixes, suffixes, and root words into medical terms. Students will learn the study of the basic structure of medical words including prefixes, suffixes, roots, combining forms, plurals, pronunciation, spelling and the definitions of medical terms. Emphasis is on building a professional vocabulary required for employment within the allied health care field. **No prerequisite.**
- SRGT 1409A FUNDAMENTALS OF ASEPTIC TECHNIQUE 96/80/0/176/8.5**  
Students will learn in-depth coverage of aseptic technique principles and practices, infectious processes, wound healing and creation and maintenance of the sterile field. **No prerequisite.**
- SRGT 1460 CLINICAL I 0/0/384/384/8.5**  
Clinical I: This entry-level course will introduce the student to the surgical technologist’s role in the operating room setting. It will provide a foundation to scrubbing skills and instrumentation processing in the perioperative area.  
**Prerequisites:** SGRT 1301, SRGT 1405, SRGT 1409A, BIOL 2401, BIOL 2420, BIOL 2402, HRPS 2300, SRGT 1441A, SRGT 1470, SRGT 1480.
- SRGT 1441A SURGICAL PROCEDURES I 96/80/0/176/8.5**  
Students will learn the introduction to surgical pathology and its relationship to surgical procedures; emphasis on surgical procedures related to the general, OB/GYN, genitourinary and orthopedic surgical specialties incorporating instruments, equipment and supplies required for safe patient care. **Prerequisites:** SGRT 1405, SRGT 1301, SRGT 1409A, BIOL 2401, SRGT 1470
- SRGT 2460 CLINICALII 0/0/448/448/9.5**  
Clinical II: This course provides the opportunity to identify specialty instruments used in general and orthopedic cases. The student will be able to demonstrate correct case set-up, anticipation of the surgeon’s needs, perform draping with minimal assistance, and communicate knowledge of operative procedures assigned to. **Prerequisites:** SGRT 1301, SRGT 1405, SRGT 1409A, BIOL 2401, BIOL 2420, BIOL 2402, HRPS 2300, SRGT 1441A, SRGT 1470, SRGT 1480, SRGT 1442A, SRGT 1460.
- SRGT 1442A SURGICAL PROCEDURES II 48/48/0/96/4.5**  
Students will learn the introduction to surgical pathology and its relationship to surgical procedures; emphasis on surgical procedures related to the thoracic, peripheral vascular, plastic/reconstructive, EENT, cardiac and neurological surgical specialties incorporating instruments, equipment and supplies required for safe patient care.  
**Prerequisites:** SRGT 1405, SRGT 1409A, SRGT 1301, BIOL 2401, SRGT 1470, BIOL 2420, BIOL 2402, HRPS 2300, SRGT 1441A, SRGT 1480.
- BIOL 2401 ANATOMY AND PHYSIOLOGY I 96/0/0/96/6.0**  
Students will identify the following systems of the human body: Cells, Tissues and Membranes, Integumentary, Skeletal, Muscular, and Nervous. The student will be able to identify the organs of each system and describe their function, as well as define the disorders of each system. **No prerequisites**

<b>BIOL 2402</b>	<b>ANATOMY AND PHYSIOLOGY II</b> Students will identify the following systems of the human body: Endocrine, Blood, Heart, Circulatory, Lymphatic, Respiratory, Gastrointestinal, Genitourinary and Special Senses. The student will be able to identify the organs of each system and describe their function, as well as define the disorders of each system. <b>Prerequisites:</b> SGRT 1301, SRGT 1405, SRGT 1409A, BIOL 2401, SRGT 1470	<b>96/0/0/96/6.0</b>
<b>SRGT 1480</b>	<b>TECHNOLOGICAL SCIENCES</b> Student will learn to identify the basic terms and principles of electricity, physics, and robotics as they relate to safe patient care practices in the surgical environment. <b>Prerequisites:</b> SRGT 1405, SRGT 1409A, SRGT 1301, BIOL 2401, SRGT 1470.	<b>48/0/0/48/3.0</b>
<b>SRGT 1470</b>	<b>LAW, ETHICS AND PROFESSIONALISM</b> Student will learn the ethical and legal aspects of surgical technology as it relates to patients and the surgical team. Students will learn about patient confidentiality, medical liability and negligence. Students will learn the types of communication and it's importance regarding patients, co-workers and potential employers. Students will construct a professionally effective resume and learn interviewing styles. <b>No prerequisite.</b>	<b>32/0/0/328/2.0</b>
<b>BIOL 2420</b>	<b>MICROBIOLOGY</b> Student will learn to identify disease-producing microorganisms and how to prevent the spread of disease. Students will demonstrate good hand-washing techniques as well as other universal precautions. <b>Prerequisites:</b> SGRT 1301, SRGT 1405, SRGT 1409A, BIOL 2401, SRGT 1470	<b>96/0/0/96/6.0</b>
<b>HRPS 2300</b>	<b>PHARMACOLOGY</b> Students will learn to classify drugs and group into categories of use. Students will explain and demonstrate the use of a Physicians Desk Reference and how to calculate drug dosages. Students will demonstrate drug-handling techniques and transfer of medication to a sterile field. <b>Prerequisites:</b> SGRT 1301, SRGT 1405, SRGT 1409A, BIOL 2401, SRGT 1470	<b>64/0/0/64/4.0</b>

## PERSONAL FITNESS TRAINER CERTIFICATE PROGRAM

**Offered at AUS and HNL Only**

**Objective:** To provide the graduates with the knowledge, practical skills and abilities needed to perform as a fitness trainer in multiple settings, including but not limited to gyms, fitness centers, private studios, corporate wellness programs, sports conditioning programs or within their own fitness training establishment. In this program, students will receive extensive training in movement analysis and observation, exercise programming, interpersonal communication and marketing that is required in various fitness training environments throughout the fitness training industry. Graduates will be able to perform a variety of exercise-related assessments in order to design and implement individualized, progressive, systematic, evidence-based fitness training programs with a working knowledge of business related skills necessary to perform effectively in multiple professional settings.

**Program Requirements:** Each program participant must have a high school diploma or GED and should be able to read and write English. All entrants must pass the Scholastic Level Exam with a minimum score of 16. The participant should also be physically fit, have good coordination, be neat, professional, and be able to lift 40 pounds.

**Program Length:** The length of the day program is 38 weeks. The program consists of six, five week modules and an eight week externship. The length of the evening program is 54 weeks. The evening program consists of six, seven and a half week modules and an eight week externship.

Course		Lecture Hours	Lab Hours	Extern Hours	Total Hours	Semester Credits
<b>Module 1</b>						
NUT 201	Sports Nutrition	60	20	0	80	4.5
AP 201	Anatomy & Physiology I	30	10	0	40	2.0
<b>Module 2</b>						
KN 201	Functional Kinesiology	60	20	0	80	4.5
AP 202	Anatomy & Physiology II	30	10	0	40	2.0
<b>Module 3</b>						
EP 202	Physiology of Exercise	40	40	0	80	4.0
AP 203	Anatomy & Physiology III	30	10	0	40	2.0
<b>Module 4</b>						
EP 201	Psychology of Sport	60	20	0	80	4.5
AP 204	Anatomy & Physiology IV	30	10	0	40	2.0
<b>Module 5</b>						
PT 201	Practical Training Lab I	40	40	0	80	4.0
BUS 201	Business of Fitness I	30	10	0	40	2.0
<b>Module 6</b>						
PT 202	Practical Training Lab II	40	40	0	80	4.0
BUS 202	Business of Fitness II	30	10	0	40	2.0
<b>Module 7</b>						
PT 203	PFT Externship	0	0	160	160	3.5
<b>TOTAL</b>		<b>480</b>	<b>240</b>	<b>160</b>	<b>880</b>	<b>41.0</b>

## COURSE DESCRIPTIONS

*Course descriptions include the course number, title, and synopsis, a listing of lecture, laboratory, externship hours, total clock hours and academic credits. For example, the listing “15/30/0/45/2.0” indicates that the course consists of 15 hours of lecture, 30 hours of laboratory, 0 externship hours, 45 total clock hours and 2.0 academic credits*

### **AP 201: Anatomy & Physiology I**

**30/10/0/40/2.0**

The course is designed to provide the student with an overall understanding of the levels of organization of the human body. This course introduces the student to human anatomy and physiology while providing comprehension of the chemical basis of life, cells, cellular metabolism and tissues. *Prerequisites: None*

### **AP 202: Anatomy & Physiology II**

**30/10/0/40/2.0**

The course is designed to provide the student with an overall understanding of the support and movement systems found within the human body. Students will gain an understanding of the basic structures of the human body that produce movement and function for everyday life, through the introduction of the integumentary, skeletal and muscular systems. *Prerequisites: None*

### **AP 203: Anatomy & Physiology III**

**30/10/0/40/2.0**

The course is designed to provide the student with an overall understanding of integration and coordination within the human body. Students will gain an understanding of the nervous system, the senses and the endocrine system. *Prerequisites: None*

### **AP 204: Anatomy & Physiology IV**

**30/10/0/40/2.0**

The course is designed to provide the student with an overall understanding of the body's absorption and secretion mechanisms, including the digestive system, the respiratory system, the urinary system and how they act upon nutrients, water, electrolytes and affect the acid-base balance. *Prerequisites: None*

### **BUS 201: Business of Fitness I**

**30/10/0/40/2.0**

This course is designed to provide the student with a comprehensive approach to business in the fitness industry. The course focuses on key elements within the business structure, including marketing facility management, and interpersonal communication through use of motivational interviewing and fitness consultation. *Prerequisites: None*

### **BUS 202: Business of Fitness II**

**30/10/0/40/2.0**

This course is designed to provide the student with a comprehensive discussion involving an approach to conducting business in the fitness industry. The course focuses on key elements within the creation of profit centers, accounting, budgeting, and legal aspects involved in fitness. *Prerequisites: None*

### **EP 201: Psychology of Sport**

**60/20/0/80/4.5**

This course is designed to cover diverse concepts associated with formal recreational or sport activity. These include, but are not limited to, motor skill learning, coaching characteristics and techniques, how the nervous system correlates to athletic activity, research on relaxation, imagery and cognitive techniques, and peak athletic performance. *Prerequisites: None*

### **EP 202: Physiology of Exercise**

**40/40/0/80/4.0**

The course covers the scientific theories and principles underlying strength, muscular endurance, cardiovascular endurance, flexibility, training and conditioning in human movement. *Prerequisites: None*

### **KN 201: Functional Kinesiology**

**60/20/0/80/4.5**

This course emphasizes the biomechanics of motor performance. Students are prepared to analyze movement in order to teach, correct or improve human performance. *Prerequisites: None*

### **NUT 201: Sports Nutrition**

**60/20/0/80/4.5**

This course covers nutrition and its applications to health and sports and is designed to provide the student with a sound nutritional background so that sound decisions may be made concerning all aspects of nutrition. Additionally, specific nutritional techniques used to improve athletic performance are addressed. *Prerequisites: None*

**PT 201: Practical Training Lab I****40/40/0/80/4.0**

This course will provide the student with comprehension of exercise sciences, functional nomenclature, movement assessment and the ability to effectively apply learned knowledge within multiple fitness training settings. *Prerequisites: None*

**PT 202: Practical Training Lab II****40/40/0/80/4.0**

This course is designed to give students a thorough and comprehensive practical experience in the areas of motivational interviewing, exercise technique and program design. The student will obtain the necessary skills and resources to effectively assess and evaluate clients in order to design safe and effective fitness programs for a variety of fitness goals. A strong emphasis in this course will entail students actively simulating the Personal Fitness Training working experience in terms of professionalism and application of sound exercise principals. This course will include certification in CPR. *Prerequisites: None*

**PT 203: PFT Externship****0/0/160/160/3.5**

Students develop the knowledge and skills required to lead and work as independent professionals. Emphasis is placed on skill competency demonstrations at approved externship locations. Students are required to submit weekly narratives in association with the weekly evaluations submitted by on-site supervisors. Students learn to assess movement, be innovative and combine multi-joint, multi-planar movements to increase functional movement capacities.

*Prerequisites: Successful completion of AP201, AP202, AP203, AP204, BUS201, BUS202, NUT201, KN201, EP201, EP202, PT201, PT202, current on all financial obligations to the school and recommendation of the instructor and externship coordinator*

## Nurse Assistant – Basic Course Offered at HNL Only

**Objective:** The program is designed to train for entry level employment as a Nurse Aide/ Assistant and is based on the Department of Aging and Disability Services, Texas Curriculum for Nurse Aides in Long term Care Facilities.

Upon completion, students are eligible to take the State Nurses Aide exam and upon successful passage qualify for registry with the Texas Department of Aging and Disability Services as a Certified Nurses Aide. Graduates acquire skills necessary to work in a nursing home/ long-term care facility.

**Program Requirements:** Each participant must possess a high school diploma or GED and be able to read and write English. All students entering this program must first pass the Scholastic Level Exam with a minimum score of 13. Participants must have good coordination and health, be neat, professional, and able to lift 40 pounds.

**Program Length:** The length of the program is 4 weeks

	<b>COURSE</b>	<b>LECTURE HOURS</b>	<b>LAB HOURS</b>	<b>EXTERN HOURS</b>	<b>TOTAL HOURS</b>	<b>SEMESTER CREDITS</b>
NABC 201	Nursing Assistant I	16	4	0	20	1.0
NABC 202	Nursing Assistant II	17	3	0	20	1.0
NABC 203	Nursing Assistant III	18	2	0	20	1.0
NABC 204	Externship	0	0	24	24	0.5
<b>PROGRAM TOTALS</b>		<b>51</b>	<b>9</b>	<b>24</b>	<b>84</b>	<b>3.5</b>

**Total Program Hours =84 hours/3.5 semester credits**

**Note:** Students must complete the total 84 total program hours. If a student does not pass a course, he/she must retake the failed courses prior to beginning externship. Upon successful completion of all courses, externship and payment of all monies due, students are awarded a CPR certification and program completion certificate. Successful completion of coursework is defined as completing all coursework with a minimum GPA of 2.0.

### COURSE DESCRIPTIONS

*Course descriptions include the course number, title, and synopsis, a listing of lecture, laboratory, externship hours, total clock hours and academic credits. For example, the listing "15/30/0/45/2.0" indicates that the course consists of 15 hours of lecture, 30 hours of laboratory, 0 externship hours, 45 total clock hours and 2.0 academic credits.*

**NABC 201 NURSING ASSISTANT I**

**16/4/0/20/1.0**

This class will cover section I of the content provided by the Department of Aging and Disability services. It will cover an introduction to the course, role of the nurse aide in LTC, safety measures, emergency measures, infection, resident rights and independence, communication and interpersonal skills, and self care. This class will also consist of procedural guidelines {1 through 10} **Prerequisite:** None

**NABC 202 NURSING ASSISTANT II**

**17/3/0/20/1.0**

This class will cover section II of the content provided by the Department of Aging and Disability services. It will cover personal care skills, body mechanics, positioning, and moving residents, care of the resident environment, assisting residents with bathing, toileting and perineal care, skin care, hygiene and grooming, nutrition, hydration, and elimination. This class will also consist of procedural guidelines {11 through 43} **Prerequisite:** NABC201

**NABC 203 NURSING ASSISTANT III**

**18/2/0/20/1.0**

This class will cover section III, IV, V of the content provided by the Department of Aging and Disability services. It will cover promoting a restraint proper environment, vital signs, height & weight, observing, reporting, and charting, admission transfer and discharge, coping with death, introduction to restoration, the role of the nurse aid in restoration, psychosocial need of the resident, specific behavior problems, cognitive impairment. This class will also consist of procedural guidelines {44 through 54} **Prerequisite:** NABC201, NABC202

**NABC 204 NURSING ASSISTANT IV**

**0//0/24/24/0.5 24**

hour of clinical practice under licensed supervision guides student through hands on practice in a nursing facility or other appropriate medical setting. **Prerequisite:** NABC201, NABC202, NABCS203

# LIMITED MEDICAL RADIOLOGIC TECHNOLOGIST ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

**Offered at HNL, AUS and SA Campuses**

**Objective:** Limited medical radiologic AAS degree technologists are trained to perform routine diagnostic X-ray exams of the skull, extremities and vertebral column. The emphasis of training is on the anatomy of the human body and the proper positioning of the patient to achieve a quality radiograph. Training also includes the history, theory and application of diagnostic X-rays and their effect upon the human body. Students learn the theory of radiation production and the proper procedures and techniques to reduce radiation exposure to the patient and themselves. Students will also learn the operation, maintenance and quality control of the radiology equipment. Skills on medical terminology, professionalism and patient care prepare the student to become an effective member of the health care team and provide quality care to their patients. Graduates will have obtained the knowledge and skills necessary to pass the state licensing exam and find employment in a variety of medical clinics and physicians offices. The program objectives are achieved through classroom and clinical hands on training as well as professional development.

**Program Requirements:** Each program participant must have a high school diploma or GED and should be able to read and write English. All entrants must pass the Scholastic Level Exam with a minimum score of 19. The participant should also have good coordination, be neat, professional, and be able to lift 40 pounds.

**\*NOTE:** *Any person convicted of a misdemeanor or felony offense under various titles of the Texas Penal Code will be denied a license in X-ray, and should therefore not enroll in this program.*

**Program Length:** The length of the program is approximately 63 weeks. The program is comprised of two components: X-ray instruction, and X-ray externship, totaling 1,515 hours.

		Lecture Hours	Lab Hours	Extern Hours	Total Hours	Semester Credits
<b>SEMESTER I</b>						
MATH 1314	College Algebra	45	0	0	45	3.0
PHYS 1401	College Physics	45	30	0	75	4.0
ENGL 1301	English Composition	45	0	0	45	3.0
IPCO 1000	Interpersonal Communication	45	0	0	45	3.0
PHCP 1000	Psychology of Health Care Professions	30	0	0	30	2.0
<b>SEMESTER II</b>						
LRAD 1001	Introduction to Radiology/Law & Ethics and Intro to Medical Terminology and Radiographic Terminology	15	0	0	15	1.0
LRAD 1002	Radiographic Physics	30	0	0	30	2.0
LRAD 1003	A&P (Human Body, Thorax, Respiratory and Muscular Systems)	30	0	0	30	2.0
LRAD 1004	Radiographic Positioning of the Chest, Bony Thorax and Sternum	0	60	0	60	2.0
LRAD 1005	A&P (Vertebral Column, Integumentary and Cardiovascular Systems)	30	0	0	30	2.0
LRAD 1006	Radiographic Positioning of the Vertebral Column	0	60	0	60	2.0
LRAD 1007	A&P (Upper Extremity, Endocrine, Urinary and Reproductive Systems)	30	0	0	30	2.0
LRAD 1008	Radiographic Positioning of the Upper Extremity	0	60	0	60	2.0

		Lecture Hours	Lab Hours	Extern Hours	Total Hours	Semester Credits
<b>SEMESTER III</b>						
LRAD 1009	Radiographic Biology	15	0	0	15	1.0
LRAD 1010	Radiation Protection and Safety	15	0	0	15	1.0
LRAD 1011	Radiation Production and Exposure	30	0	0	30	2.0
LRAD 1012	Imaging Equipment and Maintenance	15	0	0	15	1.0
LRAD 1013	Film Processing and Quality Control/Digital Imaging	15	0	0	15	1.0
LRAD 1014	A&P (Lower Extremity, Digestive System and Bone Density)	30	0	0	30	2.0
LRAD 1015	Radiographic Positioning of the Lower Extremity	0	60	0	60	2.0
LRAD 1016	Patient Care	15	0	0	15	1.0
LRAD 1017	A&P (Skull, Facial Bones, Nervous System, Special Senses)	30	0	0	30	2.0
LRAD 1018	Radiographic Positioning of the Skull and Facial Bones	0	60	0	60	2.0
<b>SEMESTER IV</b>						
LRAD 2000	Externship*	0	0	675	675	15.0
<b>TOTAL</b>		<b>510</b>	<b>330</b>	<b>675</b>	<b>1515</b>	<b>60.0</b>

*\*Note: Students have a maximum time frame of 180 days to complete the externship portion of the program.*

**The Texas Department of State Health Services and the Texas Workforce Commission, Career Schools and Colleges jointly regulate this program.**

## COURSE DESCRIPTIONS

Course descriptions include the course number, title, and synopsis, a listing of lecture, laboratory, externship hours, total clock hours and academic credits. For example, the listing "15/30/0/45/2.0" indicates that the course consists of 15 hours of lecture, 30 hours of laboratory, 0 externship hours, 45 total clock hours and 2.0 academic credits.

**NOTE: Students must successfully complete all courses before entering externship. Courses may not be offered in the sequence list below.**

- MATH 1314 COLLEGE ALGEBRA** **45/0/0/45/3.0**  
The students will identify and operate with absolute value equations and inequalities, will acquire graphing skills, inverse functions, logarithmic and exponential functions, polynomial and rational functions, piece-wise defined functions, theory of equations and matrices. **No Prerequisite**
- PHYS 1401 COLLEGE PHYSICS** **45/30/0/75/4.0**  
The students will identify and operate with absolute value equations and inequalities, will acquire graphing skills, inverse functions, logarithmic and exponential functions, polynomial and rational functions, piece-wise defined functions, theory of equations and matrices. **No Prerequisite**
- ENGL 1301 ENGLISH COMPOSITION** **45/0/0/45/3.0**  
This is a course in the principles of effective writing. The course is designed to develop the student's ability to write effective sentences, paragraphs and themes; and to develop the ability to read with understanding of rhetorical forms and devices with critical awareness. **No Prerequisite**
- IPCO 1000 INTERPERSONAL COMMUNICATION** **45/0/0/45/3.0**  
Students must be able to demonstrate interpersonal & communication skills, both verbal and written, that result in effective information exchange with patients, patients' families, peers, and other health professions colleagues.  
**No Prerequisite**
- PHCP 1000 PSYCHOLOGY OF HEALTH CARE PROFESSIONS** **30/0/0/30/2.0**  
This is a course in the principles of effective writing. The course is designed to develop the student's ability to write effective sentences, paragraphs and themes; and to develop the ability to read with understanding of rhetorical forms and devices with critical awareness. **No Prerequisite**
- LRAD 1003 ANATOMY AND PHYSIOLOGY** **30/0/0/30/2.0**  
**(The Human Body, Thorax, Respiratory and Muscular Systems)**  
This course is an introduction to the human body. Students will learn the basic organization and structure of the human body with emphasis on identifying the structures and describing the function of the thorax. **Co-requisite:** LRAD 1006
- LRAD 1005 ANATOMY AND PHYSIOLOGY** **30/0/0/30/2.0**  
**(Vertebral Column, Integumentary and Cardiovascular Systems)**  
Students will learn and identify the structures and describe the function of the vertebral column as well as the major components of the Integumentary and cardiovascular systems. Students will also learn to identify the anatomical landmarks associated with these regions. **Co-requisite:** LRAD 1006
- LRAD 1007 ANATOMY AND PHYSIOLOGY** **30/0/0/30/2.0**  
**(Upper Extremity, Endocrine, Urinary and Reproductive Systems)**  
Students will learn and identify the structures and describe the function of the lower extremity as well as the major components of the endocrine, urinary, and reproductive systems. Students will also learn to identify the anatomical landmarks associated with these regions. **Co-requisite:** LRAD 1008

- LRAD 1017 ANATOMY AND PHYSIOLOGY** **30/0/0/30/2.0**  
**(Skull, Facial Bones, Nervous System, and Special Senses)**  
 Students will learn to identify the structures and describe the function of skull, facial bones, and sinuses as well as the structure and function of the central nervous system and the special senses. Students will also learn to identify the anatomical landmarks and pathologies associated with these regions. **Co-requisite:** LRAD 1018
- LRAD 1014 ANATOMY AND PHYSIOLOGY** **30/0/0/30/2.0**  
**(Lower Extremity and Digestive System and Bone Density)**  
 Students will learn to identify the structures and describe the function of the lower extremity and the digestive. Students will also learn to identify the anatomic landmarks associated with these regions. **Co-requisite:** LRAD 1015
- LRAD 1001 INTRODUCTION TO RADIOLOGY/LAW & ETHICS AND INTRO TO MEDICAL TERMINOLOGY AND RADIOGRAPHIC TERMINOLOGY** **15/0/0/15/1.0**  
 The student will learn to recognize, pronounce and form medical terms using prefixes, suffixes, root words, and combining forms with emphasis on building a medical vocabulary. Students will study the history of radiology and professional organizations that are a part of radiology. They will learn the Code of Ethics and how it applies in today's workplace. Explain the laws that impact the LMRT and the makeup of a modern radiology department and its functions with an introduction to x-ray equipment and the technical aspects. **No Prerequisite**
- LRAD 1002 RADIOGRAPHIC PHYSICS** **30/0/0/30/2.0**  
 Students will be introduced to the ionization of matter and its various interactions. Students will list and identify SI versus English units of radioactivity. Students will explain the electromagnetic spectrum and its makeup. They will learn and explain the radiographic tube, tables, generators and their purposes. **No Prerequisite**
- LRAD 1009 RADIOGRAPHIC BIOLOGY** **30/0/0/30/2.0**  
 Students will learn the types and effects of the various ionizing radiations detail the various interactions in tissue and the threshold to non-threshold theory and explain natural vs. man-made radiation and their sources. Learn about radiation accidents in history. **No Prerequisite**
- LRAD 1010 RADIATION PROTECTION AND SAFETY** **15/0/0/15/1.0**  
 Students will learn and use collimation, shielding and other protective devices. Students will differentiate between radiation survey meters and personal radiation monitor. Students will become familiar with the statutes of the NRC & IRCP Discuss filtration and inverse square law as they relate to radiation safety and explain the radiation dose limits for occupational workers versus the general public, including during pregnancy. **No Prerequisite**
- LRAD 1012 IMAGING EQUIPMENT AND MAINTENANCE** **15/0/0/15/1.0**  
 Students will learn the chemical make-up of intensifying screens and importance to the manifest image. They will compare image receptors and their uses in radiology (grids vs. screen), outline areas of a film processor and various chemicals used in each (manual vs. automatic) and explain the H&D curve and how it can be utilized to quality control the film processor. **No Prerequisite**
- LRAD 1011 RADIATION PRODUCTION AND EXPOSURE** **30/0/0/30/2.0**  
 Students will draw and label the parts of an X-ray tube. They will explain production of X-rays in the tube (Bremsstrahlung vs. Characteristic); distinguish between density, contrast, and factors that control them. They will define total filtration (inherent and added) and its effect upon the primary beam, compare factors in technique (MA time, KVP distance) and their related effects upon density and contrast. They will learn and explain construction of intensifying screens and how they interact with X-rays as well as discuss construction of grids and their effect upon density and contrast. **No Prerequisite**

- LRAD 1013**     **FILM PROCESSING AND QUALITY CONTROL/DIGITAL IMAGING**     *15/0/0/15/1.0*  
 Students will learn the complete make-up of an X-ray film, and understand and explain the difference between cord film identification and daylight identification. Students will demonstrate the use of markers and recommended placement on the image receptor. They will describe the proper storage manifest image. Students will explain causes of poor radiographic quality and how to correct them (processor vs. technique). Students will learn the history of computers and be able to discuss analog vs. digital. They will understand the components of computers and how they operate. Students will be knowledgeable of image acquisition, CR vs. DR systems and PACS systems.     **No Prerequisite**
- LRAD 1016**     **PATIENT CARE**     *15/0/0/15/1.0*  
 Students will learn to take vitals signs and accurately record the results. They will learn the importance of vital signs as a diagnostic tool and what are considered normal ranges. Students will learn infection control techniques and their use in the clinic/hospital setting. Students will learn and demonstrate transfer techniques (wheelchair vs. gurney) and why communication is vital. Students will learn and explain procedures for medical emergencies.     **No Prerequisite**
- LRAD 1004**     **RADIOGRAPHIC POSITIONING OF THE CHEST BONY THORAX AND STERNUM**     *0/60/0/60/2.0*  
 Students will learn anatomical positions, radiographic lines, body planes, body habitus and common/normal positions used in radiography.     **Co-requisite:** LRAD 1003
- LRAD 1006**     **RADIOGRAPHIC POSITIONING OF THE VERTEBRAL COLUMN**     *0/60/0/60/2.0*  
 Students will learn and demonstrate skills in placing the proper anatomy on the cassette to obtain a diagnostic radiograph.     **Co-requisite:** LRAD 1005
- LRAD 1008**     **RADIOGRAPHIC POSITIONING OF THE UPPER EXTREMITY**     *0/60/0/60/2.0*  
 Students will learn and demonstrate skills in placing the proper anatomy on the cassette to obtain a diagnostic radiograph.     **Co-requisite:** LRAD 1007
- LRAD 1018**     **RADIOGRAPHIC POSITIONING OF THE SKULL AND FACIAL BONES**     *0/60/0/60/2.0*  
 Students will learn and demonstrate skills in placing the proper anatomy on the cassette to obtain a diagnostic radiograph.     **Co-requisite:** LRAD 1017
- LRAD 1015**     **RADIOGRAPHIC POSITIONING OF THE LOWER EXTREMITY**     *0/60/0/60/2.0*  
 Students will learn and demonstrate skills in placing the proper anatomy on the cassette to obtain a diagnostic radiograph.     **Co-requisite:** LRAD 1014
- LRAD 200**     **X-RAY EXTERNSHIP**     */0/675/675/15.0*  
 This course provides placement of the student in a clinical setting in which the student will have the opportunity to gain hands-on experience as a clinical X-ray technologist. Students will utilize the knowledge and demonstrate skills learned in the classroom and laboratory.  
**Prerequisites:** Completion of all AAS Limited Medical Radiologic Technologist degree program classes, current on all financial obligations to the school, and recommendation of the instructor and externship coordinator.

**AAS LMRT Degree Program Externship must be completed within 180 day**

## RADIOLOGIC TECHNOLOGY - ASSOCIATE OF APPLIED SCIENCE COMPLETION PROGRAM

### Offered at HNL-Online Campus

**Objective:** Radiologic Technologists are trained to perform all diagnostic radiography exams of the skull, extremities, bony thorax, abdomen, contrast studies and vertebral column. The main focus of this program is on anatomy of the human body, proper positioning of the patient, safe use of radiation and the proper technical factors to achieve a quality radiograph. Training also includes the history, theory and application of diagnostic X-rays and their effect upon the human body. Students learn the theory of radiation production and the proper procedures and techniques to reduce radiation exposure to the patient and themselves. Students will also learn the operation, maintenance and quality control of the radiography equipment along with skills on medical terminology, professionalism and patient care to prepare the student to become an effective member of the health care team and provide quality care to their patients. Graduates will have obtained the knowledge and skills necessary to pass the ARRT exam and find employment in the radiology field. The program objectives are achieved through classroom, online, and clinical hands on training as well as professional development.

**Program Entrance Requirements:** Each program participant must have a high school diploma or GED and should be able to read and write English. All entrants must have completed an LMRT program and hold a valid Texas LMRT Certificate. The participant should also have good coordination, be neat, professional, and be able to lift 40 pounds.

**Program Length:** The length of the program is approximately 56 weeks (Seven, 8 week modules)

The program is comprised of three components: General education instruction, X-ray instruction, and X-ray externship, totaling 1150 hours.

Module	Course	Lecture Hours	Lab Hours	Extern Hours	Total Hours	Semester Credit
<b>Module I</b>						
RADR1318	Anatomy and Physiology of Contrast Studies	30	30		60	3.0
RADR2301	Positioning Contrast Studies	30	30		60	3.0
	<b>Module I Total</b>	<b>60</b>	<b>60</b>		<b>120</b>	<b>6.0</b>
<b>Module II</b>						
ENG1302	English Composition and Grammar	60			60	4.0
RADR2336	Introduction to Surgery/Trauma/Mobile X-Ray	30			30	2.0
	<b>Module II Total</b>	<b>90</b>			<b>90</b>	<b>6.0</b>
<b>Module III</b>						
RADR2117	Radiology Pathology	30	30		60	3.0
MAT1314A	College Mathematics	60			60	4.0
	<b>Module III Total</b>	<b>90</b>	<b>30</b>		<b>120</b>	<b>7.0</b>
<b>Module IV</b>						
BSC100	Business Communication	45			45	3.0
PHCP1000	Psychology for Healthcare Professionals	64			64	4.0
	<b>Module IV Total</b>	<b>109</b>	<b>0</b>		<b>109</b>	<b>7.0</b>
<b>Module V</b>						
RADR2233	Subspecialty Modalities	30	30		60	3.0
RTX100	Clinical Externship I			192	192	4.0
	<b>Module V Total</b>	<b>30</b>	<b>30</b>	<b>192</b>	<b>252</b>	<b>7.0</b>
<b>Module VI</b>						
RT129	Principles of Digital/Film Imaging	30			30	2.0
RTX200	Clinical Externship II			192	192	4.0
	<b>Module VI Total</b>	<b>30</b>	<b>0</b>	<b>192</b>	<b>222</b>	<b>6.0</b>

Module VII						
RT117	ARRT Registry Review	45			45	3.0
RTX300	Clinical Externship III			192	192	4.0
	<b>Module VII Total</b>	<b>45</b>	<b>0</b>	<b>192</b>	<b>237</b>	<b>7.0</b>
	<b>Total Hours/Credits</b>	<b>454</b>	<b>120</b>	<b>576</b>	<b>1150</b>	<b>46.0</b>

**Total Program Hours = 1150/ 46.0 Semester Credits**

**Note:** Upon successful completion of all course work, clinical hours, and fulfilled all financial obligations to the school, the student is awarded a Radiologic Technology Associate of Applied Science Degree. Successful completion of course work is defined as completing the program with a minimum cumulative GPA of 2.0.

## COURSE DESCRIPTIONS

*Course descriptions include the course number, title, and synopsis, a listing of lecture, laboratory, externship hours, total clock hours and academic credits. For example, the listing "15/30/0/45/2.0" indicates that the course consists of 15 hours of lecture, 30 hours of laboratory, 0 externship hours, 45 total clock hours and 2.0 academic credits.*

**NOTE:** Students must successfully complete all courses to graduate. . Courses may not be offered in the sequence list below.

**RADR1318 ANATOMY AND PHYSIOLOGY OF CONTRAST STUDIES 30/30/0/60/3.0**  
Students will learn and identify basic structures, functions and dysfunctions of the body. This course covers sensory, muscular, nervous, endocrine, digestive, respiratory, circulatory, urinary, reproductive, integumentary and skeletal systems. **No Prerequisite.**

**RADR2301 POSITIONING CONTRAST STUDIES 30/30/0/60/3.0**  
Students will learn anatomical positions, radiographic lines, body habitus and common/normal positions used in Radiography during fluoroscopy, portable exams, and C-arm. **No Prerequisite**

**RADR2336 INTRODUCTION TO SURGERY/TRAUMA/MOBILE X-RAY 30/0/0/30/2.0**  
Students will learn how to react and adjust for trauma patients. They will also learn how to work in surgery demonstrating sterile technique and maneuvering a C-Arm. Students will understand and learn different positioning techniques for the use of mobile X-ray. **No Prerequisite**

**RADR2117 RADIOLOGY PATHOLOGY 30/30/0/60/3.0**  
Students will learn how to identify different types of pathology as seen on an image. They will be able to recognize different types of diseases and how to compensate the radiation does for a correct image.  
**No Prerequisite**

**RADR 2233 SUBSPECIALTY MODALITIES 30/30/0/60/3.0**  
Students will learn the different modalities in the radiology department other than diagnostic X-ray. These modalities will include CT, MRI, Mammography, Nuclear Medicine, Radiation Therapy, Bone Densitometry, and PET Scans. **No Prerequisite.**

**RTX100 CLINICAL EXTERNSHIP I 0/0/192/192/4.0**  
This course provides placement of the student in a clinical setting in which the student will have the opportunity to gain hands-on experience as a clinical X-ray technologist. Students will utilize the knowledge and demonstrate skills learned in the classroom and laboratory. **Prerequisite: RADR1318, RADR2301**

<b>RT129</b>	<b>PRINCIPLES OF DIGITAL/ FILM IMAGING</b> Students will learn the complete make-up of an X-ray film, and understand and explain the difference between cord film identification and daylight identification. Students will demonstrate the use of markers and recommended placement on the image receptor. They will describe the proper storage areas for X-ray films and conditions in which these films are to be stored and identify and describe artifacts on the manifest image. Students will explain causes of poor radiographic quality and how to correct them (processor vs. technique). Students will also learn how digital images are produced. They will learn the differences between Computed Radiography and Digital Radiography and understand the image receptors used for both. Students will also learn about PACS and RIS and how they are used in the radiology field.	<b>30/0/0/30/2.0</b>
<b>RTX200</b>	<b>CLINICAL EXTERNSHIP II</b> This course provides placement of the student in a clinical setting in which the student will have the opportunity to gain hands-on experience as a clinical X-ray technologist. Students will utilize the knowledge and demonstrate skills learned in the classroom and laboratory. <b>Prerequisite: RTX100</b>	<b>0/0/192/192/4.0</b>
<b>BSC100</b>	<b>BUSINESS COMMUNICATION</b> This course is designed to give students a comprehensive view of communication, its scope and importance in business, and the role of communication in establishing a favorable outside the firm environment, as well as an effective internal communications program. This course also covers an awareness of the importance of verbal and written expression in the modern workplace. <b>No Prerequisite</b>	<b>45/0/0/45/3.0</b>
<b>ENG1302</b>	<b>ENGLISH COMPOSITION AND GRAMMAR</b> This is a course in the principles of effective writing. The course is designed to develop the student's ability to write effective sentences, paragraphs and themes; and to develop the ability to read with understanding of rhetorical forms and devices with critical awareness. <b>No Prerequisite</b>	<b>30/30/0/60/4.0</b>
<b>MAT1314A</b>	<b>COLLEGE MATHEMATICS</b> The students will identify and operate with absolute value equations and inequalities, will acquire graphing skills, inverse functions, logarithmic and exponential functions, polynomial and rational functions, piece-wise defined functions, theory of equations and matrices. <b>No Prerequisite</b>	<b>60/0/0/60/4.0</b>
<b>PHCP1000</b>	<b>PSYCHOLOGY FOR HEALTHCARE PROFESSIONALS</b> Students will explore psychology, in the context of health care delivery, with an emphasis on cognitive development, perception, behavior, emotion, attitudes and prejudices. <b>No Prerequisites</b>	<b>64/0/0/64/4.0</b>
<b>RT117</b>	<b>ARRT REGISTRY REVIEW</b> Students will learn the chemical make-up of intensifying screens and importance to the manifest image. They will compare image receptors and their uses in radiology (grids vs. screen), outline areas of a film processor and various chemicals used in each (manual vs. automatic) and explain the H&D curve and how it can be utilized to quality control the film processor. <b>Prerequisite: All Core Coursework.</b>	<b>45/0/0/45/3.0</b>
<b>RTX300</b>	<b>CLINICAL EXTERNSHIP III</b> This course provides placement of the student in a clinical setting in which the student will have the opportunity to gain hands-on experience as a clinical X-ray technologist. Students will utilize the knowledge and demonstrate skills learned in the classroom and laboratory. <b>Prerequisite: Completed Core Courses</b>	<b>0/0/192/192/4.0</b>

## Vocational Nurse Program

Offered at HNL Campus only

**Program Objective:** The Vocational Nursing Program provides students with theory, laboratory and clinical experiences that will serve as preparation for an entry-level position in Vocational Nursing. Graduates of The College of Health Care Profession's Vocational Nurse program will be prepared to successfully pass the NCLEX-PN®, and provide competent nursing care for patients of any age in a variety of work settings und the direction of the registered nurse or physician. Graduates of the program will be able to find entry-level employment as vocational nurses after graduation in long-term care facilities, hospitals, skilled nursing facilities, schools, medical offices, and research clinics.

**Program Requirements:** Applicants are required to provide supporting documents or evidence of high school graduation or General Education Diploma (GED); provide evidence of immunizations/vaccinations and a current certificate of good health (physical examination); CPR/First Aid Certification; a satisfactory criminal background check; and a negative drug screen within the previous six months. All applicants will be required to take the HESI A2 entrance examination. The applicants must score a minimum composite score of 80%. **Please refer to the VN program student handbook for a detailed list of requirements and policies.**

**Program Length:** The Vocational Nursing Program is comprised of three, 16 week terms and is a 12 month, 57.0 semester credit hour curriculum: one semester credit is equal to 15 hours of lecture; 30 hours of lab or 45 hours of work based activity (clinical).

COURSE	TITLE	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	TOTAL HOURS	SEMESTER CREDITS
<b>Semester I</b>						
VNSG 1222	Vocational Nursing Concepts	16	0	0	16	1.0
VNSG 1420	Anatomy & Physiology for Allied Health	64	32	0	96	5.0
MATH 1227	Dosage Calculations	16	32	0	48	2.0
VNSG 1323	Basic Nursing Skills	48	92	0	140	6.0
VNSG 1216	Nutrition	48	0	0	48	3.0
HPRS 1106	Essentials of Medical Terminology	16	0	0	16	1.0
VNSG 1231	Pharmacology	48	0	0	48	3.0
VNSG 2331	Advanced Nursing Skills	0	64	0	64	2.0
Semester I Total		256	220	0	476	23.0
<b>Semester II</b>						
VNSG 1429	Medical Surgical Nursing I	48	0	0	48	3.0
VNSG 1361	Clinical Practical Nursing I	0	0	192	192	4.0
VNSG 1432	Medical Surgical Nursing II	48	0	0	48	3.0
VNSG 1362	Clinical Practical Nursing II	0	0	192	192	4.0
Semester II Total		96	0	384	480	14.0
<b>Semester III</b>						
VNSG 1133	Growth & Development	32	0	0	32	2.0
VNSG 1226	Geriatrics	32	0	0	32	2.0
VNSG 1237	Mental Health	48	0	0	48	3.0
VNSG 1238	Mental Health Clinical	0	0	48	48	1.0
VNSG 1119	Professionalism/Leadership	48	0	0	48	3.0
VNSG 1330	Maternal-neonatal Nursing	32	0	0	32	2.0
VNSG 2161	Maternal Newborn Clinical	0	0	92	92	2.0
VNSG 1334	Pediatrics	48	0	0	48	3.0
VNSG 1163	Pediatric Clinical	0	0	100	100	2.0
Semester III Total		240	0	240	480	20.0
<b>Program Total</b>		<b>592</b>	<b>220</b>	<b>624</b>	<b>1436</b>	<b>57.0</b>

## COURSE DESCRIPTIONS

Course descriptors include the course number, title, and synopsis, a listing of lecture, laboratory, clinical hours, total clock hours and academic credits. For example, the listing " 15/30/45/2.0 indicates that the course consist of 15 hours of lecture, 30 hours of laboratory,0 clinical hours and 2.0 academic credits.

**VNSG 1222 Vocational Nursing Concepts** 16/0/0/1.0

This course is an introduction to the nursing profession and its responsibilities and the legal and ethical issues in practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. No prerequisite

**VNSG 1420 Anatomy and Physiology for Allied Health** 64/32/0/5.0

This course provides an introduction to the normal structure and function of the body including an understanding of the relationship of body systems and maintaining homeostasis. No prerequisite

**MATH 1227 Dosage Calculations for Medication Administration** 16/32/0/2.0

This course provides an introduction Reading, interpreting, and solving calculation problems encountered in the preparation of medications. Includes conversion of measurements within the apothecary, avoirdupois, and metric system. This course lends itself to either a blocked or integrated approach. No prerequisite

**VNSG 1323 Basic Nursing Skills** 48/92/0/6.0

This course provides instruction toward the mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. No prerequisite

**VNSG 1216 Nutrition** 48/0/0/3.0

This course is an introduction to nutrients and the role of diet therapy in growth and development and in the maintenance of health. No prerequisite

**HPRS 1106 Essentials of Medical Terminology** 16/0/0/1.0

This course introduces the student to medical terminology, word origin, structure, and application. No prerequisite

**VNSG 1429 Medical-Surgical Nursing I** 48/0/0/3.0

Application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.

(Prerequisites: VNSG 1222, VNSG 1420, VNSG 1227, VNSG 1216; VNSG 1323, HPRS 1106)

**VNSG 1231 Pharmacology** 48/0/0/3.0

This course provides instruction in fundamentals of medications and their diagnostic, therapeutic and curative effects. It includes the fundamentals of medication dosage and administration. The course further addresses the effects of medications in the context of core body systems and diseases. This course incorporates nursing interventions utilizing the nursing process.

(Prerequisites: VNSG 1222, VNSG 1420, VNSG 1227, VNSG 1216; VNSG 1323, HPRS 1106).

**VNSG 2331 Advanced Nursing Skills** 0/64/0/2.0

Mastery of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool. (Prerequisites: VNSG 1222, VNSG 1420, VNSG 1227, VNSG 1216; VNSG 1323, HPRS 1106)

**VNSG 1133 Growth and Development** 32/0/0/2.0

This course is the study of the basic aspects of growth and development throughout the life span. Focus on growth and development of the individual's body, mind, and personality as influenced by the environment.

(Prerequisites: VNSG 1222, VNSG 1420, VNSG 1227, VNSG 1216; VNSG 1323, HPRS 1106)

**VNSG 1260 Clinical Practical Nursing I** 0/0/192/4.0

A work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty). Clinical education is an unpaid learning experience.

(Prerequisites: VNSG 1222, VNSG 1420, VNSG 1227, VNSG 1216; VNSG 1323, HPRS 1106)

**VNSG 1432 Medical-Surgical Nursing II** 48/0/0/3.0

Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.

(Prerequisites: VNSG 1429; VNSG 1231; VNSG 1133; VNSG 2331; VNSG 1260)

**VNSG 1362 Clinical Practical Nursing II** 0/0/192/4.0

Instruction providing detailed education, training and experience in direct patient care at a clinical site. Clinical experiences are unpaid external learning experiences. This course provides instruction towards mastery of nursing skills and competencies related to common problems of the adult requiring medical and surgical interventions.

(Prerequisites: VNSG 1429; VNSG 1231; VNSG 1133; VNSG 2331; VNSG 1260)

**VNSG 1226 Geriatrics** 32/0/0/2.0

Overview of the normal physical, psychosocial, and cultural aspects of the aging process. Addresses common disease processes of aging. Exploration of attitudes toward care of the older adult.

(Prerequisites: VNSG 1429; VNSG 1231; VNSG 1133; VNSG 2331; VNSG 1260)

**VNSG 1237 Mental Health** 48/0/0/3.0

A study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment to include the basis for psychotherapy as well as the pharmacological aspect of such utilizing the nursing process.

(Prerequisites: VNSG 1429; VNSG 1231; VNSG 1133; VNSG 2331; VNSG 1260)

**VNSG 1238 Mental Health Clinical** 0/0/48/1.0

Instruction providing detailed education, training and experience in direct patient care at a clinical site. Clinical experiences are unpaid external learning experiences. This course provides instruction towards mastery of nursing skills and competencies related to common problems of the mental health patient (This class will be taken concurrently with VNSG 1237).

**VNSG 1119 Leadership and Professional Development** 48/0/0/3.0

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.

(Prerequisites: VNSG 1226; VNSG 1232; VNSG 1362; VNSG 1432)

**VNSG 1330 Maternal-Newborn Nursing** 32/0/0/2.0

Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions. (Prerequisites: VNSG 1226; VNSG 1232; VNSG 1362; VNSG 1432)

**VNSG 2161 Maternal- Newborn Clinical** 0/0/92/2.0

A method of instruction providing detailed education, training, work based experience and direct patient care at a clinical site. Clinical experiences are unpaid external learning experiences. A study of the biological, psychological, sociological concepts applicable to the basic needs of the family including childbearing and neonatal care in the clinical setting. Topics include physiological changes related to pregnancy, fetal development and nursing care of the family during labor, delivery and puerperium. (Prerequisites: VNSG 1226; VNSG 1232; VNSG 1362; VNSG 1432)

**VNSG 1334 Pediatrics**

*48/0/0/3.0*

Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process. (Prerequisites: VNSG 1226; VNSG 1232; VNSG 1362; VNSG 1432)

**VNSG 1163 Pediatric Clinical**

*0/0/100/2.0*

A method of instruction providing detailed education, training and experience in direct patient care at a clinical site. Clinical experiences are unpaid external learning experiences. Focus is on the care of the well and ill child utilizing principles of growth and development and the nursing process (Prerequisites: VNSG 1226; VNSG 1232; VNSG 1362; VNSG 1432).

## Health Information Technology Certificate Program Offered at the HNL and HNL Online Campus

**Objective:** The Health Information Technology Certificate program is an intensive program designed to equip students with the skills and knowledge required to comprehend and complete forms within the Health Information Technology field. Students learn to categorize, organize, and file medical insurance claim forms manually and by automation. In addition, students gain a general knowledge of anatomy, physiology and medical terminology in addition to working with technology based medical management software which is utilized to transfer information and process claims. Lastly, students learn the practical application of CPT-4, ICD-9/10, and HCPCS codes on coding forms and insurance claim forms as required in the industry. Upon completion of the program, students will have the necessary job skills to be employed as a Health Information Technology professional in Insurance Companies/Offices, Physicians Offices, Hospitals, Out-Patient Medical Facilities, and Long Term Care Medical Facilities.

**Program Requirements:** Each participant must have a high school diploma or GED and should be able to read and write English. Diplomas issued outside of the United States must be translated and notarized prior to enrollment. All entrants to the Health Information Technology Program must also pass the Scholastic Level Exam (admissions test) with a minimum score of 17.

**Program Length:** Distance Education Program: 64 weeks  
Ground Campus Program : 32 weeks days or 64 weeks evenings

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
<b>MODULE I</b>						
SST 100	Student Success Strategies	16	16		32	1.5
DSKAP 114	Desktop Applications	18			18	1.0
HITT 1205	Medical Terminology	48	16		64	3.5
<b>MODULE II</b>						
SCIT 1307	Anatomy and Physiology I	48	16		64	3.5
HITT 1009	Introduction to Health Care Information Management	48			48	3.0
<b>MODULE III</b>						
PATH 114	Pathophysiology	48			48	3.0
HITT 1253	Health Care Delivery Systems	48	16		64	3.5
<b>MODULE IV</b>						
HITT 1049	Introduction to Pharmacology	48			48	3.0
HITT 1053	Health Care Law and Ethics	48	16		64	3.5
<b>MODULE V</b>						
HITT 1013A	Insurance Coding (ICD 9/10)	32	32		64	3.0
HITM 114	Reimbursement / Revenue Cycle Management	48			48	3.0
<b>MODULE VI</b>						
HITT 1341A	Coding and Classification Systems (CPT)	32	32		64	3.0
HITT 1011	Computers in Health Care	16	32		48	2.0
<b>MODULE VII</b>						
HITT 2335A	Coding and Reimbursement Methodologies	32	32		64	3.0
HITT 200A	Management and Operations / Professional Development	32			32	2.0
<b>MODULE VIII</b>						
HITT 2246A	Advance Medical Coding	32	32		64	3.0
HITX 200	Practicum/Externship		26	40	66	1.5
<b>Total Hours/Credits</b>		<b>594</b>	<b>266</b>	<b>40</b>	<b>900</b>	<b>46.0</b>

**Total Program Hours = 900 / 46.0 Semester Credits**

## COURSE DESCRIPTIONS

Course descriptions include the course number, title, and synopsis, a listing of lecture, laboratory, externship hours, total clock hours and academic credits. For example, the listing "15/30/0/48/2.0" indicates that the course consists of 15 hours of lecture, 30 hours of laboratory, 0 externship hours, 48 total clock hours and 2.0 academic credits.

**NOTE: Students must successfully complete all prerequisite courses in sequence before advancing. Other courses may not be offered in the sequence listed below.**

<b>SST 100</b>	<b>STUDENT SUCCESS STRATEGIES</b> Students will become familiar with basic study and learning skills to include learning styles, goal setting, memorization techniques, and reading comprehension. Additionally, students will learn skills sets such as effective note taking, test taking, critical thinking, effective communication, diversity, and technology. <b>No Prerequisite.</b>	<b>16/16/0/32/1.5</b>
<b>DSKAP 114</b>	<b>DESKTOP APPLICATIONS</b> Students will learn basic word processing, keyboarding skills, concepts related to hardware and software applications. Student is taught to save and retrieve work, how to center, underline, bold, change fonts, format and print using the Microsoft Office Suite applications. <b>No Prerequisite</b>	<b>18/0/0/18/1.0</b>
<b>HITT 1205</b>	<b>MEDICAL TERMINOLOGY</b> Students will learn the study of the word roots, prefixes, suffixes as well as abbreviations and symbols that are necessary tools for building a medical vocabulary. Students will learn to interpret the language of medicine combining prefixes, suffixes, and root words, combining forms, plurals, pronunciation, spelling, and the definitions of medical terms. Emphasis is on building a professional vocabulary required for employment within the allied health care field. <b>No prerequisite.</b>	<b>48/16/0/64/3.5</b>
<b>SCIT 1307</b>	<b>ANATOMY AND PHYSIOLOGY I</b> Students will learn the structures and functions of the human body: to identify the organs of each system and describe their function, as well as define disorders of each system. To include anatomical plate work. <b>No Prerequisite</b>	<b>48/16/0/64/3.5</b>
<b>HITT 1009</b>	<b>INTRODUCTION TO HEALTH CARE INFORMATION MANAGEMENT</b> This course covers the study of record keeping practices in the hospital and physician's office. Emphasis is placed on hospital and medical staff organization's patient record content; procedures in filing, numbering and retention of patient records; quantitative analysis; release of patient information, HIPAA, forms control and design; indexes and registers; and regulatory and accrediting agencies. <b>No Prerequisite</b>	<b>48/0/0/48/3.0</b>
<b>PATH 114</b>	<b>PATHOPHYSIOLOGY</b> Students will be introduced to the fundamentals of pathophysiology and pathogenesis. The focus will be on essential concepts of disease processes, causes, diagnosis, and treatment. <b>No Prerequisite</b>	<b>48/0/0/48/3.0</b>
<b>HITT 1253</b>	<b>HEALTH CARE DELIVERY SYSTEMS</b> This course includes a study of accreditation and regulatory agencies for health care facilities and medico-legal aspects of health information management (the medical record as a legal document, confidential communications, state and federal court structure, legal proceedings and patient consents for treatment). The study of quality management is accomplished through practical application of quality, utilization, risk and case management, critical pathways, and physician credentialing. Emphasis is placed on the acute care setting. <b>No Prerequisite</b>	<b>48/16/0/64/3.5</b>
<b>HITT 1049</b>	<b>INTRODUCTION TO PHARMACOLOGY</b> Students will learn classification of drugs, their actions, side effects and/or adverse reactions. This course introduces sources and forms of drugs, drug classifications, drug effects on the body systems, and basic concept of administration and calculation of dosages. <b>No Prerequisite</b>	<b>48/0/0/48/3.0</b>
<b>HITT 1053</b>	<b>HEALTH CARE LAW AND ETHICS</b> Students will be introduced to the legal principles and ethical issues affecting all health care professionals in the United States. The role of the healthcare professional will be emphasized throughout the course. Students will learn the importance of law & ethics vis-à-vis healthcare providers, about the history of codes of ethics and the importance of those codes today. Students will define and determine the differences between moral values, law, ethics, bioethics, etiquette, and protocol. Students will identify four areas for which standards are mandated by OSHA for work done in a clinical setting. <b>No Prerequisite</b>	<b>48/16/0/64/3.5</b>
<b>HITT 1013A</b>	<b>INSURANCE CODING (ICD 9/10)</b> Students will learn the categories and utilization of the ICD-9 manual. Additionally, student will learn how to convert descriptions of procedures into numerical codes to provide a uniform language to identify medical, surgical, and diagnostic	<b>32/32/0/64/3.0</b>

services related to the Evaluation and Management (E/M) Section of the CPT, the Lymphatic System, the Immune System, the Endocrine System, the Medicine Section and Level II National Codes. Students will also learn the health information field for the ICD-9 and converting descriptions of diagnosis into numerical 3, 4, or 5-digit codes to provide a uniform language to identify etiology, site or manifestation of disease. **No Prerequisite.**

- HITM 114 REIMBURSEMENT / REVENUE CYCLE MANAGEMENT 48/0/0/48/3.0**  
Students will learn elements of Electronic Data Interchange (EDI), Data Accuracy, Data Validity and Data Quality. Students will be tested on the basic Allied health Statistics and Analysis for EDI. Students will receive an introduction to Prospective Payment Systems-APC-OPPS, DRG-PPS, Claim Rejections-LMRP, OCE, and NCCI. Students will learn about Medicare parts A, B, C, D and do computation case studies involving RBRVS and DRGs. Students will research cases on the CMS web site along with the RW for each APC, each payment rate, national unadjusted co-payment, and minimum unadjusted copayment. **No Prerequisite**
- HITT 1341A CODING AND CLASSIFICATION SYSTEMS (CPT) 32/32/0/48/3.0**  
Students will learn the basic coding rules, conventions, and guidelines for utilizing a clinical classification system. Specific attention is detailed to identify medical, surgical, and diagnostic services related to the Surgery Section, Integumentary System, Musculoskeletal System, Cardiovascular System, and the Radiology Section. Upon completion of course, student should be able to apply nomenclatures and classification systems and assign codes.  
**No Prerequisite**
- HITT1011 COMPUTERS IN HEALTH CARE 16/32/0/48/2.0**  
Students will use a computerized software program to set up and manage a medical practice including a database, posting transactions, and production analysis. **No Prerequisites.**
- HITT2335A CODING AND REIMBURSEMENT METHODOLOGIES 32/32/0/64/3.0**  
Students will learn converting descriptions of procedures into numerical codes to provide advanced coding techniques with an emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. Students will learn sequence codes according to established guidelines and standards while applying reimbursement methodologies. **No Prerequisite**
- HITT200A MANAGEMENT AND OPERATIONS / PROFESSIONAL DEVELOPMENT 32/0/32/2.0**  
Students will learn and become familiar with the soft skills and habits that are necessary to be a successful employee in the allied healthcare field. This course is designed to help students identify the attributes of an employee that are sought-after in the professional setting and to develop a personal plan to expand their talents to meet the expectations of the educational institution and workplace. **No prerequisite.**
- HITT 2246A ADVANCED MEDICAL CODING 32/32/0/64/3.0**  
Students will learn utilize their previous skills in ICD and CPT coding rules and guidelines to organize and resolve complex case studies. Additional review and coursework will be utilized so students are capable of analyzing health records to assigning principle/secondary diagnoses and procedures, and assign reimbursement methodologies.  
**Prerequisite: HITT 1013A, HITT 1341A, HITT 2335A**
- HITX 200 PRACTICUM/EXTERNSHIP 0/26/40/66/1.5**  
Clinical practice in a supervised medical environment where the student learns practical application of CPT-4, ICD-9, and HCPCS codes on coding forms and insurance claim forms. **Prerequisite: Successful Completion of all classes, current on all financial obligations to the school and recommendation of the instructor and externship coordinator.**

## Health Information Technology and Management AAS Degree Program Offered at the HNL Online Campus

**Objective:** Health Information Technology and Management AAS degree program is designed to equip students with the skills and knowledge required to comprehend and complete forms within the Health Information Technology field. Students learn to categorize, organize, and file medical insurance claim forms manually and by automation. In addition, students gain a general knowledge of anatomy, physiology and medical terminology in addition to working with technology based medical management software which is utilized to transfer information and process claims. Lastly, students learn the practical application of CPT-4, ICD-9/10, and HCPCS codes on coding forms and insurance claim forms as required in the industry. Upon completion of the program, students will earn the AAS Health Information Technology and Management AAS degree and have the necessary entry level job skills to work in medical clinics, critical access hospitals and acute care hospitals.

**Program Requirements:** Each participant must have a high school diploma or GED and should be able to read and write English. Diplomas issued outside of the United States must be translated, evaluated and notarized prior to enrollment. All entrants to the Health Information Technology and Management AAS degree program must also pass the Scholastic Level Exam (admissions test) with a minimum score of 19.

**Program Length:** The length of the distance education program is 96 weeks.

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
<b>SEMESTER I (Session I)</b>						
SST 100	Student Success Strategies	16	16		32	1.5
DSKAP 114	Desktop Applications	18			18	1.0
HITT 1205	Medical Terminology	48	16		64	3.5
<b>SEMESTER I (Session II)</b>						
ENGL1301	English Composition	48			48	3.0
HITT 1253	Health Care Delivery Systems	48	16		64	3.5
<b>SEMESTER I (Session III)</b>						
CRT 1000	Critical Thinking	64			64	4.0
HITT 1009	Introduction to Healthcare Information Management	48			48	3.0
<b>SEMESTER I (Session IV)</b>						
HITT1055	Health Care Statistics	32	16		48	2.5
HITT1053	Health Care Law and Ethics	48	16		64	3.5
<b>SEMESTER I TOTAL</b>		<b>370</b>	<b>80</b>	<b>0</b>	<b>450</b>	<b>25.5</b>
<b>SEMESTER II (Session I)</b>						
SCIT1307	Anatomy and Physiology I	48	16		64	3.5
HITM 114	Reimbursement / Revenue Cycle Management	48			48	3.0
<b>SEMESTER II (Session II)</b>						
SCIT 1407	Anatomy and Physiology II	48	18		66	3.5
PHCP1000	Psychology for Health Care Professionals	64			64	4.0
<b>SEMESTER II (Session III)</b>						
PATH 114	Pathophysiology	48			48	3.0
MATH 1314	College Algebra	64			64	4.0
<b>SEMESTER II (Session IV)</b>						
HITT 1049	Introduction to Pharmacology	48			48	3.0
HITT2000	Management and Operations / Professional Development	48			48	3.0
<b>SEMESTER II TOTAL</b>		<b>416</b>	<b>34</b>	<b>0</b>	<b>450</b>	<b>27.0</b>
<b>SEMESTER III (Session I)</b>						
HITT1013	Insurance Coding I (ICD 9/10)	32	16		48	2.5
HITT2239	Organizational Improvement	48			48	3.0
<b>SEMESTER III (Session II)</b>						
HITT1341	Coding and Classification Systems (CPT)	32	16		48	2.5
HITT 1011	Computers in Health Care	16	32		48	2.0
<b>SEMESTER III (Session III)</b>						
HITT2335	Coding and Reimbursement Methodologies	32	16		48	2.5
HITT2149	RHIT Competency Review	16			16	1.0
<b>SEMESTER III (Session IV)</b>						
HITT2246	Advance Medical Coding	32	16		48	2.5
MCX200	Practicum		66	80	146	3.5
<b>SEMESTER III TOTAL</b>		<b>208</b>	<b>162</b>	<b>80</b>	<b>450</b>	<b>19.5</b>
<b>PROGRAM TOTAL</b>		<b>994</b>	<b>276</b>	<b>80</b>	<b>1350</b>	<b>72.0</b>

## COURSE DESCRIPTIONS

Course descriptions include the course number, title, and synopsis, a listing of lecture, laboratory, externship hours, total clock hours and academic credits. For example, the listing "15/30/0/48/2.0" indicates that the course consists of 15 hours of lecture, 30 hours of laboratory, 0 externship hours, 48 total clock hours and 2.0 academic credits.

**NOTE: Students must successfully complete all prerequisite courses in sequence before advancing. Other courses may not be offered in the sequence listed below.**

<b>SST 100</b>	<b>STUDENT STUDY STRATEGIES</b> Students will become familiar with basic study and learning skills to include learning styles, goal setting, memorization techniques, and reading comprehension. Additionally, students will learn skills sets such as effective note taking, test taking, critical thinking, effective communication, diversity, and technology. <b>No Prerequisite.</b>	<b>16/16/0/32/1.5</b>
<b>HITT2000</b>	<b>MANAGEMENT AND OPERATIONS / PROFESSIONAL DEVELOPMENT</b> Students will learn and become familiar with the soft skills and habits that are necessary to be a successful employee in the allied healthcare field. This course is designed to help students identify the attributes of an employee that are sought-after in the professional setting and to develop a personal plan to expand their talents to meet the expectations of the educational institution and workplace. <b>No Prerequisite.</b>	<b>48/0/48/3.0</b>
<b>HITT1055</b>	<b>HEALTH CARE STATISTICS</b> General concepts and principles of health care statistics within the healthcare system. Emphasis on skill sets will include hospital statistics, birth and death rate statistics, determining effective methods to use to test validity and reliability, skill development in computation and calculation of health data. Overview of guidelines for Texas Department of Health Vital Statistics and studies will be included.. <b>No Prerequisite.</b>	<b>32/16/0/48/2.5</b>
<b>ENGL 1301</b>	<b>ENGLISH COMPOSITION</b> This is a course in the principles of effective writing. The course is designed to develop the student's ability to write effective sentences, paragraphs and themes; and to develop the ability to read with understanding of rhetorical forms and devices with critical awareness. <b>No Prerequisites</b>	<b>48/0/0/48/3.0</b>
<b>MATH 1314</b>	<b>COLLEGE ALGEBRA</b> The students will identify and operate with absolute value equations and inequalities, will acquire graphing skills, inverse functions, logarithmic and exponential functions, polynomial and rational functions, piece-wise defined functions, theory of equations and matrices. <b>No Prerequisites</b>	<b>64/0/0/64/3.0</b>
<b>HITT1205</b>	<b>MEDICAL TERMINOLOGY</b> Students will learn the study of the word roots, prefixes, suffixes as well as abbreviations and symbols that are necessary tools for building a medical vocabulary. Students will learn to interpret the language of medicine combining prefixes, suffixes, and root words, combining forms, plurals, pronunciation, spelling, and the definitions of medical terms. Emphasis is on building a professional vocabulary required for employment within the allied health care field. <b>No Prerequisite.</b>	<b>48/16/0/64/3.5</b>
<b>SCIT 1307</b>	<b>ANATOMY AND PHYSIOLOGY I</b> Students will learn the structures and functions of the human body: to identify the organs of each system and describe their function, as well as define disorders of each system. To include anatomical plate work. <b>No Prerequisite</b>	<b>48/16/0/64/3.5</b>
<b>SCIT 1407</b>	<b>ANATOMY AND PHYSIOLOGY II</b> This course is a continuation of Anatomy and Physiology I and covers the blood, heart, and cardiovascular system, the lymphatic system and immunity, respiratory system, the digestive system and nutrition and metabolism, the urinary system and body fluids, the reproductive system and pregnancy, and development and inheritance, weights and measures, and nor physiological values. <b>Prerequisite: SCIT 1307</b>	<b>48/18/0/66/3.5</b>

<b>HITM 114</b>	<b>REIMBURSEMENT / REVENUE CYCLE MANAGEMENT</b> Students will learn elements of Electronic Data Interchange (EDI), Data Accuracy, Data Validity and Data Quality. Students will be tested on the basic Allied health Statistics and Analysis for EDI. Students will receive an introduction to Prospective Payment Systems-APC-OPPS, DRG-PPS, Claim Rejections-LMRP, OCE, and NCCI. Students will learn about Medicare parts A, B, C, D and do computation case studies involving RBRVS and DRGs. Students will research cases on the CMS web site along with the RW for each APC, each payment rate, national unadjusted co-payment, and minimum unadjusted copayment. <b>No Prerequisite</b>	<b>48/0/0/48/3.0</b>
<b>HITT 2149</b>	<b>RHIT COMPETENCY REVIEW</b> Students will verify the quality of medical records by ensuring they are complete, accurate and properly entered into the information system. Students will utilize computerized applications to analyze patient data to improve patient care and monitor costs. Students will specialize in coding procedure on patient files for research and reimbursement. <b>Prerequisite: Complete and pass all required coursework.</b>	<b>16/0/0/16/1.0</b>
<b>PATH 114</b>	<b>PATHOPHYSIOLOGY</b> Students will be introduced to the fundamentals of pathophysiology and pathogenesis. The focus will be on essential concepts of disease processes, causes, diagnosis, and treatment. <b>No Prerequisite</b>	<b>48/0/0/48/3.0</b>
<b>DSKAP 114</b>	<b>DESKTOP APPLICATIONS</b> Students will learn basic word processing, keyboarding skills, concepts related to hardware and software applications. Student is taught to save and retrieve work, how to center, underline, bold, change fonts, format and print using the Microsoft Office Suite applications. <b>No Prerequisite</b>	<b>18/0/0/18/1.0</b>
<b>HITT1049</b>	<b>INTRODUCTION TO PHARMACOLOGY</b> Students will learn classification of drugs, their actions, side effects and/or adverse reactions. This course introduces sources and forms of drugs, drug classifications, drug effects on the body systems, and basic concept of administration and calculation of dosages. <b>No Prerequisite</b>	<b>48/0/0/48/3.0</b>
<b>PHCP 1000</b>	<b>PSYCHOLOGY OF HEALTH CARE PROFESSIONS</b> Students will explore psychology, in the context of health care delivery, with an emphasis on cognitive development, perception, behavior, emotion, attitudes and prejudices. <b>No Prerequisites</b>	<b>64/0/0/64/4.0</b>
<b>HITT1009</b>	<b>INTRODUCTION TO HEALTH CARE INFORMATION MANAGEMENT</b> This course includes laboratory components, and covers the study of record keeping practices in the hospital and physician's office. Emphasis is placed on hospital and medical staff organization, patient record content; procedures in filing, numbering and retention of patient records; quantitative analysis; release of patient information, HIPAA, forms control and design; indexes and registers; and regulatory and accrediting agencies. <b>No Prerequisite</b>	<b>48/0/0/48/3.0</b>
<b>HITT1253</b>	<b>HEALTH CARE DELIVERY SYSTEMS</b> This course includes a study of accreditation and regulatory agencies for health care facilities and medico-legal aspects of health information management (the medical record as a legal document, confidential communications, state and federal court structure, legal proceedings and patient consents for treatment). The study of quality management is accomplished through practical application of quality, utilization, risk and case management, critical pathways, and physician credentialing. Emphasis is placed on the acute care setting. <b>No Prerequisite</b>	<b>48/16/0/64/3.5</b>
<b>CRT 1000</b>	<b>CRITICAL THINKING</b> This course introduces critical thinking skills. Students gain an introductory level experience in deductive/inductive reasoning skills. The student will discuss experiences of everyday life and the repercussions of decision-making at various levels. <b>No Prerequisite</b>	<b>64/0/0/64/4.0</b>

<b>HITT 2239</b>	<b>ORGANIZATIONAL IMPROVEMENT</b>	<b>48/0/0/48/3.0</b>
	This course is a study of the purpose and principles of improving organizational performance through quality assessment and utilization management. Topics include use of quality improvement tools; data collection, display, analysis, and reporting methods; resource and risk management techniques; clinical critical paths in case management; and application of accreditation and licensing standards. Student outcomes include demonstrated proficiency in the use of quality improvement techniques and application of accrediting agency standards. <b>No Prerequisite</b>	
<b>HITT1053</b>	<b>HEALTH CARE LAW AND ETHICS</b>	<b>48/16/0/64/3.5</b>
	Students will be introduced to the legal principles and ethical issues affecting all health care professionals in the United States. The role of the healthcare professional will be emphasized throughout the course. Students will learn the importance of law & ethics vis-à-vis healthcare providers, about the history of codes of ethics and the importance of those codes today. Students will define and determine the differences between moral values, law, ethics, bioethics, etiquette, and protocol. Students will identify four areas for which standards are mandated by OSHA for work done in a clinical setting. <b>No Prerequisite</b>	
<b>HITT1013</b>	<b>INSURANCE CODING (ICD 9/10)</b>	<b>32/16/0/48/2.5</b>
	Students will learn the categories and utilization of the ICD-9 manual. Additionally, student will learn how to convert descriptions of procedures into numerical codes to provide a uniform language to identify medical, surgical, and diagnostic services related to the Evaluation and Management (E/M) Section of the CPT, the Lymphatic System, the Immune System, the Endocrine System, the Medicine Section and Level II National Codes. Students will also learn the health information field for the ICD-9 and converting descriptions of diagnosis into numerical 3, 4, or 5-digit codes to provide a uniform language to identify etiology, site or manifestation of disease. <b>No Prerequisite.</b>	
<b>HITT1341</b>	<b>CODING AND CLASSIFICATION SYSTEMS (CPT)</b>	<b>32/16/0/48/2.5</b>
	Students will learn the basic coding rules, conventions, and guidelines for utilizing a clinical classification system. Specific attention is detailed to identify medical, surgical, and diagnostic services related to the Surgery Section, Integumentary System, Musculoskeletal System, Cardiovascular System, and the Radiology Section. Upon completion of course, student should be able to apply nomenclatures and classification systems and assign codes. <b>No Prerequisite</b>	
<b>HITT2335</b>	<b>CODING AND REIMBURSEMENT METHODOLOGIES</b>	<b>32/16/0/48/2.5</b>
	Students will learn converting descriptions of procedures into numerical codes to provide advanced coding techniques with an emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. Students will learn sequence codes according to established guidelines and standards while applying reimbursement methodologies. <b>No Prerequisite</b>	
<b>HITT2246</b>	<b>ADVANCE MEDICAL CODING</b>	<b>32/16/0/48/2.5</b>
	Students will learn utilize their previous skills in ICD and CPT coding rules and guidelines to organize and resolve complex case studies. Additional review and coursework will be utilized so students are capable of analyzing health records to assigning principle/secondary diagnoses and procedures, and assign reimbursement methodologies. <b>Prerequisite: HITT 1013, HITT 1341, HITT 2335</b>	
<b>HITT1011</b>	<b>COMPUTERS IN HEALTH CARE</b>	<b>16/32/0/48/2.0</b>
	Students will use a computerized software program to set up and manage a medical practice including a database, posting transactions, and production analysis. <b>No Prerequisites.</b>	
<b>MCX 200</b>	<b>EXTERNSHIP/PRACTICUM</b>	<b>0/66/80/146/3.5</b>
	Clinical practice in a supervised medical environment where the student learns practical application of CPT-4, ICD-9, and HCPCS codes on coding forms and insurance claim forms. <b>Prerequisite: Completion of all classes, current on all financial obligations to the school and recommendation of the instructor and externship coordinator.</b>	

# MEDICAL ASSISTANT ASSOCIATE OF APPLIED SCIENCE PROGRAM

## Offered At HNL Online

**Objective:** The Online Medical Assistant AAS program prepares students to become entry-level employees in a variety of medical facilities. This is achieved via the online classroom, clinical hands-on training, as well as professional development throughout their program. Graduates possess clinical and administrative skills, i.e. EKG's Injections, Examinations, Patient Histories, Vital Signs, Insurance, Billing, which enable them to perform both front and back office procedures in a physician's private practice, group medical practice, or long-term medical care facilities. Additionally, the students will also complete coursework in analytical and critical thinking that will assist them in supporting their clinical skills. A career as a medical assistant will enable one to have a stepping stone to a possibility of opportunities within the medical industry.

**Program Requirements:** Applicants to the Medical Assistant Program are required to have a High School Diploma or GED. Students will take the Scholastic Level Exam and be required to pass with a minimum score of 19. The participant should also be able to read and write English, have good coordination and be professional at all times. This program is online but has clinical requirements that will be practiced and completed at three face to face visits consisting of two days per visit are required in order to meet the residency and clinical competencies requirements. Travel and lodging will be provided by the student.

**Program Length:** The length of the program is 80 weeks.

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
<b>MODULE I</b>						
SST 100	Student Success Strategies	16	16	0	32	1.5
MDCA1213	Medical Terminology	32	0	0	32	2.0
HSC100	Introduction to Health Science	48	0	0	48	3.0
<b>MODULE II</b>						
MDCA1490	Anatomy and Physiology	64	0	0	64	4.0
OM1140	Medical Office Procedures/Management	32	16	0	48	2.5
<b>MODULE III</b>						
MDCA1448	Pharmacology	64	32	0	96	5.0
MDCA1160	Skills/Competencies Check-Off I	0	18	0	18	0.5
<b>MODULE IV</b>						
MDCA1310	Medical Assistant Interpersonal and Communication Skills	48	0	0	48	3.0
MATH1315	Math for Allied Healthcare Professions	64	0	0	64	4.0
<b>MODULE V</b>						
PCPH1000	Psychology for Healthcare Professionals	64	0	0	64	4.0
MDCA1043	Medical Insurance and Managing Medical Records	48	0	0	48	3.0
<b>MODULE VI</b>						
ENGL1301A	English Composition and Grammar	64	0	0	64	4.0
MDCA1321	Administrative Procedures and Customer Service Principles	32	16	0	48	2.5
<b>MODULE VII</b>						
MDCA1352	Medical Laboratory Procedures	32	32	0	64	3.0
MDCA1205	Medical Law and Ethics	48	0	0	48	3.0
<b>MODULE VIII</b>						
NUT1305	Nutrition	32	0	0	32	2.0
MDCA1317	Medical Clinic Procedures I	32	32	0	64	3.0
MDCA1260	Skills/Competencies Check-Off II	0	18	0	18	0.5
<b>MODULE IX</b>						
CRT200	Critical Thinking for Allied Health Professionals	32	0	0	32	2.0
MDCA1362	Medical Clinical Procedures II	32	32	0	64	3.0
MDCA1360	Skills/Competencies Check-Off III	0	18	0	18	0.5
<b>MODULE X</b>						
MAX1000	Externship	0	0	180	180	4.0
<b>Total Hours/Credits</b>		<b>784</b>	<b>230</b>	<b>180</b>	<b>1194</b>	<b>60.0</b>

**Total Program Hours = 1194 / 60.0 Semester Credits**

**Note:** If one does not pass a semester necessary for completion of the program, he or she must retake the failed courses before beginning externship. Upon successful completion of all course work, clinical competencies, externship, and having fulfilled all financial obligations to the school, the student is awarded a certificate of completion. Successful completion of course work is defined as completing the program with a minimum cumulative GPA of 2.0.

## COURSE DESCRIPTIONS

Course descriptions include the course number, title, and synopsis, a listing of lecture, laboratory, externship hours, total clock hours and academic credits. For example, the listing "16/32/0/48/2.0" indicates that the course consists of 16 hours of lecture, 32 hours of laboratory, 0 externship hours, 48 total clock hours and 2.0 academic credits.

**NOTE:** Students must successfully complete all prerequisite courses in sequence before advancing. Other courses may not be offered in the sequence listed below.

- SST 100 STUDENT SUCCESS STRATEGIES** **16/16/0/32/2.0**  
Students will become familiar with basic study and learning skills to include learning styles, goal setting, memorization techniques, reading comprehension, note taking, test taking, critical thinking, effective communication diversity, and technology.  
**No Prerequisite.**
- MDCA1490 ANATOMY & PHYSIOLOGY** **64/0/64/4.0**  
Students will learn and identify basic structures, functions and dysfunctions of the body. This course covers a general treatment of the sensory, muscular, nervous, endocrine, digestive, respiratory, circulatory, urinary, reproductive, integumentary, and skeletal system.  
**No Prerequisite.**
- MDCA1213 MEDICAL TERMINOLOGY** **32/0/0/32/2.0**  
A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms. **No Prerequisite.**
- MDCA1205 MEDICAL LAW AND ETHICS** **48/0/0/48/3.0**  
Students learn how ethical codes and the governing of the medical practice, how licenser is granted and/or revoked, patient confidentiality and medical liability and negligence. **Prerequisite MOD I**
- PCPH1000 PSYCHOLOGY FOR HEALTHCARE PROFESSIONALS** **64/0/0/64/4.0**  
Students will explore psychology, in the context of health care delivery, with an emphasis on cognitive development, perception, behavior, emotion, attitudes and prejudices. **No Prerequisites.**
- MDCA1043 MEDICAL INSURANCE AND MANAGING MEDICAL RECORDS** **48/0/0/48/3.0**  
This course introduces students to the subject of medical health records. Students consider inpatient and outpatient scenarios and the differences between paper and electronic files. The course explores the advantages and risks of electronic medical records with a focus on HIPAA compliance. **No Prerequisites.**
- CRT200 CRITICAL THINKING FOR ALLIED HEALTH PROFESSIONALS** **32/0/0/32/2.0**  
This course introduces critical thinking skills. Students gain an introductory level experience in deductive/inductive reasoning skills. The student will discuss experiences of everyday life and the repercussions of decision-making at various levels. **No Prerequisites.**
- MDCA1310 MEDICAL ASSISTANT INTERPERSONAL AND COMMUNICATION SKILLS** **48/0/0/48/3.0**  
Emphasis on the application of basic psychological principles and the study of behavior as they apply to special populations. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients and co-workers in an ambulatory care setting. **No Prerequisites.**
- MDCA1321 ADMINISTRATIVE PROCEDURES AND CUSTOMER SERVICE PRINCIPLES** **32/16/0/48/2.5**  
Medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office. Additionally, this course introduces students to the principles of customer service including determining customer expectations; provide quality customer service, as well as researching customer satisfaction. **No Prerequisites.**

**MDCA1448 PHARMACOLOGY****64/32/0/96/4.5**

Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant. **Prerequisite MOD I & II.**

**OM 1140 MEDICAL OFFICE PROCEDURES/MANAGEMENT****32/16/0/48/4.0**

Students will learn manual and computerized records management, how to take patient histories, filing, appointments and scheduling, basic bookkeeping, billing/collections, banking/payroll, telephone techniques, safety of the medical office and professional conduct. **Prerequisite MOD I**

**MDCA1317 MEDICAL CLINICAL PROCEDURES I****32/32/0/64/3.0**

Emphasis on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory settings. **Prerequisite MOD I, II, III.**

**MDCA1362 MEDICAL CLINICAL PROCEDURES II****32/32/0/64/3.0**

Students will discuss concepts of microbiology and disease transmission. Students will learn charting, vital signs, measurement, visual acuity, patient positioning and draping. Students will learn to identify instruments, perform sterile procedures to include suture removal, assist physicians in minor office surgery. Concepts of physical therapy, pediatric and geriatric care and medical office safety are discussed and performed. **Prerequisite MOD I, II, III, VII, & VIII.**

**MDCA1352 MEDICAL LABORATORY PROCEDURES****32/32/0/64/3.0**

Aseptic technique is practiced, along with patient instruction and collection such as venipuncture and capillary puncture. Urinalysis and gram stain is also performed. Students learn parts of the microscope, hematology, microbiology and chemistry procedures. Students differentiate various laboratory departments and personnel, complete laboratory requisitions and practice laboratory safety. Students will also learn the basic principles of IV therapy. **Prerequisite MOD I, II, III.**

**MAX 1000 EXTERNSHIP****0/0/180/180/4.0**

This course will allow the student to gain hands-on experience in an appropriate medical facility.

**Prerequisites: Completion of all medical assistant classes, current on all financial obligations, and recommendation of the instructor and externship coordinator. Passing grade in all coursework and clinical competencies.**

**NUT1305 NUTRITION****32/0/0/32/2.0**

A study of nutrients including functions, food sources, digestion, absorption and metabolism with application to normal and preventive nutrition needs. Includes nutrient intake analysis, energy expenditure evaluation, and diet planning. **No Prerequisite.**

**ENG1301A ENGLISH COMPOSITION AND GRAMMAR****64/0/0/64/4.0**

This is a course in the principles of effective writing. The course is designed to develop the student's ability to write Effective sentences, paragraphs and themes; and to develop the ability to read with understanding of rhetorical forms and devices with critical awareness. **No Prerequisite.**

**MAT1315 MATH FOR ALLIED HEALTH CARE PROFESSIONALS****64/0/0/64/4.0**

The students will identify and work to understand medications and their administration to patients. Additionally, student will solve ration and proportion problems, example and case problems to complete IV Flow Rates, as well as determining percentages for grams and calories. **No Prerequisite.**

**MDCA1160 SKILLS/COMPETENCIES CHECK-OFF I***0/18/0/18/0.5*

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Demonstrate competency in the clinical procedures such as sterile tray set up, use of autoclave, and taking and reporting vital signs. **Prerequisite MOD I & II.**

**MDCA1260 SKILLS/COMPETENCIES CHECK-OFF II***0/18/0/18/0.5*

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Demonstrate student competency in occupational math and metric conversion, use of PDR, and comprehension of common pharmacology. **Prerequisite MOD III & VII.**

**MDCA1360 SKILLS/COMPETENCIES CHECK-OFF III***0/18/0/18/0.5*

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical skills such as cleaning wounds, screen bloods, and use of various laboratory equipment. **Prerequisite MOD III & VIII.**

**HSC100 INTRODUCTION TO HEALTH SCIENCE***48/0/0/48/3.0*

The Health Science Education Course will cover a variety of health care standards to prepare students with the basic foundations necessary to become a health care worker. The course will involve academic and lab instruction. Students will learn Health Information Portability and Accountability Act (HIPAA). Students will learn and practice health and hygiene practices as related to OSHA regulations and procedures. Students will discuss the Bloodborne Pathogen Exposure Plan for healthcare facilities. Topics include permissible exposure limits, respiratory protection, engineering controls and biohazard communications. **No Prerequisite.**

## NCLEX Made Easy (Exam Preparatory Seminar)

<b>OBJECTIVE</b>	<p>To prepare Registered and Practical Nurses for the NCLEX Examination by using a series of tests and interviews to evaluate basic nursing knowledge to determine an individual focused plan of study and evaluation in preparation for taking the NCLEX exam.</p> <p>Course content will include the following areas; Fundamentals of Nursing, Wellness/Physical Assessment, Psychosocial Needs, OB/GYN Growth and Development, Medical/Surgical Nursing Skills, Pharmacology/Parenteral Therapy, Management/Professional Issues/Scope of Practice, Nursing Competency Skills(Medical, Surgical and Critical Care Practice), ACLS/Mock Code Blue, Medical Terminology-Hospital Specific, Delegation, Prioritization and Assignment of Nursing Care and Acculturation-Knowing the various patient populations in the US.</p>
<b>ADMISSIONS REQUIREMENTS:</b>	<p>Must be a graduate of an accredited institution with credentials of an Associate Degree Nurse (ADN), Licensed Vocational Nurse (LVN) or Bachelor of Sciences in Nursing (BSN) or a Foreign Graduate of Nursing, or a currently enrolled student in their final year of Nursing.</p>
<b>COST:</b>	<p>Students are able to select the weekly module(s) of study that they have determined best suit their needs to prepare for the NCLEX examination.</p> <p>4 Week Complete Course (160 hrs) \$800.00 (includes book and computer lab fees)  3 Selected Week Course (120 hrs) \$600.00 (includes book and computer lab fees)  2 Selected Week Course (80 hrs) \$500.00 (includes book and computer lab fees)  1 Selected Week Course (40 hrs) \$400.00 (includes book and computer lab fees)</p>
<b>OUTLINE OF TOPICS:</b>	<p><b><u>Week 1: Assessment and Overview of NCLEX (40 Hours)</u></b></p> <p>Day 1 Course Introduction 4.0 hrs  Assessment of Needs (Computerized Assessment) 4.0 hrs.</p> <p>Day 2 Review and Assessment (Group Dynamics) 4.0 hrs  NCLEX Content Outline (Lecture) 4.0 hrs</p> <p>Day 3 Test Taking Skills/Strategies 4.0 hrs  Acculturation 4.0 hrs</p> <p>Day 4 &amp; 5 Hospital Practice (Lecture/Videos) 16.0 hrs</p> <p><b><u>Week 2: Computer Assisted Training (40 Hours)</u></b></p> <p>Day 1 Module 1 – Psychosocial Needs 3.0 hrs  Module 2 – Growth and Development 2.0 hrs  Module 3 – Basic Calculations 2.0 hrs  Practice Skills 1.0 hr</p> <p>Day 2 Module 4 - Fundamentals of Nursing 2.0 hrs  Module 5 – Safety and Care of Environment 2.0 hrs  Module 6 – Infection Control 2.0 hrs  Module 7 – Arterial Blood Gasses 2.0 hrs</p> <p>Day 3 Module 8 - Client Needs: Medical / Surgical 3.0 hrs  Module 9 - Client Needs : Cardiovascular 3.0 hrs  Module 10 - Client Needs: Maternal Health 2.0 hrs</p> <p>Day 4 Module 11 – Client Needs: Child Health 2.0 hrs  Module 12 – Client Needs: Oncology 3.0 hrs  Module 13 – Immunology 2.0 hrs  Assessment Evaluation 1.5 hrs</p> <p>Day 5 Assessment/Review (Group Dynamics) 1.0 hr  Module 14 – Client Needs: Musculoskeletal 2.0 hrs  Module 15 – Client Needs: Psychiatric 4.0 hrs  Scope of Practice (Lecture) 1.0 hr</p> <p><b><u>Week 3: Competency Skills Training (40 Hours)</u></b></p> <p>Day 1 Mock Code Blue Skills ( CPR, Pharmacology Review) 8.0 hrs  Day 2 Intro to Delegation, Prioritization, Assignment (Lecture) 8.0 hrs  Day 3 Delegation Exercises (Group Dynamics) 8.0 hrs  Day 4 Prioritization Exercises (Group Dynamics) 8.0 hrs  Day 5 Assignment (Group Dynamics) 8.0 hrs</p> <p><b><u>Week 4: Final Preparation and Briefing (40 Hours)</u></b></p> <p>Day 1 Test Simulation/Review (Computer, 200 questions) 8.0 hrs  Day 2 Test Simulation/Review (Computer, 265 questions) 8.0 hrs  Day 3 DPA Exercises (Group Dynamics) 8.0 hrs  Day 4 Leadership and Motivation (Forum) 8.0 hrs  Day 5 Spiritual Needs/Final Briefing 8.0 hrs</p>

**Texas Workforce Commission Approved Programs that are not currently offered and are not approved  
by ABHES.**

**Austin Campus**

Dental Radiology for Dental Assistants Seminar  
Nurse Aide Program  
NCLEX Made Easy (Exam Preparatory Seminar)  
Phlebotomy Program

**Houston – North Loop Campus**

Cardiac Sonography Program  
Continuing Education, LRT Seminar  
CPT-4 Basic Coding Seminar  
ESL for Health Professions Program  
ICD-9 CM Basic Coding Seminar  
Medical Assistant Enrichment Seminar  
Medical Laboratory Assistant Program  
Medical Laboratory Technician Program  
Medical Transcription Program  
Nurse Aide Program  
Peripheral Vascular Ultrasound Program  
Phlebotomy Program  
Continuing Education, LMRT Seminar

**Houston – Southwest Campus**

Diagnostic Medical Ultrasound Program  
ESL for Health Professions Program  
Medical Laboratory Technician Program  
NCLEX Made Easy (Exam Preparatory Seminar)  
Phlebotomy Program  
Surgical Technology Program

**San Antonio Campus**

NCLEX Made Easy (Exam Preparatory Seminar)

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**COLLEGE STATEMENT**

The College of Health Care Professions reserves the right to amend this catalog, its rules and regulations at anytime, at the discretion of the College, the College Board, the Texas Workforce Commission, Career Schools and Colleges, and/or the Accrediting Body (ABHES) without prior notice.

**“The information contained in this catalog is true and correct to the best of my knowledge.”**



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Jon D. Emerald, CEO

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