THE COLLEGE OF HEALTH CARE PROFESSIONS

Houston Northwest (HNW)
ABHES Main Campus
12230 Northwest Freeway
Houston, TX 77092
(713) 425-3100

Houston Southwest (HSW)
ABHES Non-Main Campus of HNL
7322 Southwest Freeway, Suite 110
Houston, Texas 77074
(713) 470-2427

Houston Med Center (HMC)
ABHES Non-Main Campus of HNW
2616 South Loop West, Suite 201
Houston, Texas 77054
(713) 664-5300

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

South San Antonio (SSA)
ABHES Non-Main Campus of HNW
1964 SW Military Drive
San Antonio, Texas 78221
(210) 957-3826

Fort Worth (FW)
ABHES Non-Main Campus of HNW
4248 North Freeway
Fort Worth, Texas 76137
(817) 632-5900

McAllen Campus (MCA)
ABHES Non-Main Campus of HNW
1917 Nolana Avenue, Suite 100
McAllen, Texas 78504
(956) 800-1500

Austin Campus (AUS)
ABHES Main Campus
6330 East Highway 290, Suite 180
Austin, Texas 78723
(512) 617-5700

Dallas Campus (DAL)
ABHES Non-Main Campus of AUS
8585 North Stemmons Freeway, Suite N-300
Dallas, Texas 75247
(214) 420-3400

School Catalog Volume XXIX
January 2024

Effective April 17, 2024
Website: www.chcp.edu
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

TABLE OF CONTENTS

STATEMENT OF INSTITUTIONAL MISSION, PHILOSOPHY, AND PURPOSE 5
SCHOOL HISTORY/STATEMENT OF OWNERSHIP 5
APPROVALS/ACCREDITATION 6
DESCRIPTION OF FACILITY 7
PROFESSIONAL ADVISORY BOARD 7

ADMISSIONS INFORMATION 8
ENTRANCE REQUIREMENTS 8
OUT OF STATE ENROLLMENT POLICY 10
CRIMINAL BACKGROUND CHECKS 10
ADMISSIONS APPLICANT RANKING 11
APPLICANTS WITH DISABILITIES 11
ACCEPTANCE BY THE COLLEGE 12
CREDIT FOR PREVIOUS EDUCATION 12
STATEMENT OF NON-DISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES POLICY 12
STUDENT RIGHTS UNDER THE FAMILY AND EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) 13
STUDENT DIRECTORY INFORMATION 14
STUDENT MEDICAL COVERAGE 14
BASIC COMPUTER SPECIFICATIONS AND REQUIREMENTS FOR ONLINE COURSES AND PROGRAMS 14

FINANCIAL AID INFORMATION 16
FINANCIAL ASSISTANCE APPLICATION PROCESS 16
YEARLY REAPPLICATION 16
DIFFERENT TYPES OF FINANCIAL AID PROGRAMS 16
CHCP TUITION GRANT PROGRAMS 17
STUDENT ENROLLMENT STATUS 19
TUITION INSTALLMENT AGREEMENT 19
LAST DAY OF ATTENDANCE (LDA) 19
DETERMINED DATE OF WITHDRAWAL 20
CANCELLATION AND REFUND POLICIES – GROUND AND ONLINE PROGRAMS 20
GENERAL CANCELLATION AND REFUND POLICIES – ALL CAMPUS 21

ACADEMIC INFORMATION 24
METHODS OF DELIVERY 24
ACADEMIC PROGRAMS 24
MULTIPLE INSTRUCTORS 24
TRANSFER ABILITY OF ACADEMIC CREDIT 24
TEXTBOOK / EBOOK POLICY 24
GRADING SYSTEM 24
Academic Credit 25
Quality Grade Points 25
Cumulative Grade Point Average (CGPA) 25
Grading Period 25
Grade and Attendance Appeals 25
Progress Reports 25
Tutoring and Remedial Work 25
Student Awards 25
Repeating Failed Courses 25
Make-Up Work/Exams 25
Online Student Late Work Policy 26

Incomplete Grade....26
Externship Incomplete Grade....26
PROGRAM TRANSFERS....26
COURSE ADD/DROP POLICIES....26
WITHDRAWALS....27
RE-ENTRY POLICIES....28
CHCP INTERNAL CONSORTIUM AGREEMENT....28

ATTENDANCE INFORMATION....29
CLASSROOM ATTENDANCE....29
ACADEMIC ENGAGEMENT....29
TARDINESS....29
ACADEMIC LEAVE POLICY....30
ONLINE CLASSROOM....30
ONLINE STUDENT ACADEMIC ADVISING....30
ONLINE STUDENT PERSONAL ASSISTANCE AND REFERRALS....30

EXTERNSHIP / CLINICAL POLICIES....31
EXTERNSHIP/CLINICAL ELIGIBILITY....31
EXTERNSHIP/CLINICAL ATTENDANCE....31
TIME SHEETS....32
EXTERNSHIP SCHEDULES....32
TERMINATION /WITHDRAWAL FROM EXTERNSHIP....32
PREGNANCY POLICY RADIOLOGY STUDENTS (DA, LMRT WITH MAS, AND RT COMPLETION)....32

ACADEMIC COMPLIANCE....34
ACADEMICS - SATISFACTORY ACADEMIC PROGRESS POLICY (IN ACCORDANCE WITH TEXAS RULES)....34
FINANCIAL AID - STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)....34

CONDUCT POLICIES....40
CODE OF CONDUCT....40
DRESS CODE AND UNIFORMS....40
DRUG AND ALCOHOL POLICY....41
PLAGIARISM....41
ONLINE ETIQUETTE....42
FOOD AND DRINK....42
CELL PHONES AND ELECTRONIC ITEMS....42
UNAUTHORIZED RECORDINGS POLICY....42
DISMISSALS....42
COPYRIGHT POLICY....43
SAFETY....43

GENERAL INFORMATION....44
PLACEMENT ASSISTANCE PROGRAM....44
LIBRARY SERVICES....44
TRANSCRIPTS....44
NAME CHANGE....44
GRADUATION....44
INCLEMENT WEATHER POLICY....44
GRIEVANCE POLICY....45
CLASS AND PROGRAM SCHEDULES....46

RESIDENTIAL, BLENDED, AND HYBRID PROGRAMS....47

CARDIAC SONOGRAPHY ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM 47
CARDIOVASCULAR SONOGRAPHY ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM 52
DENTAL ASSISTANT CERTIFICATE PROGRAM 57
DIAGNOSTIC MEDICAL SONOGRAPHY - AAS DEGREE PROGRAM 61
ECHOCARDIOGRAPHY CERTIFICATE PROGRAM 66
EMERGENCY MEDICAL TECHNICIAN 70
LIMITED MEDICAL RADIOLOGIC TECHNOLOGIST WITH MEDICAL ASSISTING SKILLS 72
MEDICAL ASSISTANT CERTIFICATE PROGRAM 76
MEDICAL CODING AND BILLING CERTIFICATE PROGRAM 79
NURSING ASSOCIATE OF APPLIED SCIENCE PROGRAM (LVN TO ADN) 83
OPHTHALMIC ASSISTANT CERTIFICATE PROGRAM 89
PATIENT CARE MULTI-SKILLED TECHNICIAN CERTIFICATE PROGRAM 91
PHARMACY TECHNICIAN CERTIFICATE PROGRAM 93
PHLEBOTOMY TECHNICIAN CERTIFICATE PROGRAM 96
PHYSICAL THERAPY TECHNICIAN CERTIFICATE PROGRAM 97
REHABILITATION THERAPY TECHNICIAN CERTIFICATE PROGRAM 100
SURGICAL TECHNOLOGY – ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM 103
VOCATIONAL NURSING CERTIFICATE PROGRAM 108

ONLINE PROGRAMS 113
ADDICTION STUDIES AND MENTAL HEALTH TECHNICIAN CERTIFICATE PROGRAM 113
CODING AND REVENUE CYCLE MANAGEMENT A A S DEGREE PROGRAM 116
DENTAL ASSISTING CERTIFICATE PROGRAM 120
HEALTH AND MEDICAL ADMINISTRATIVE SERVICES A A S DEGREE COMPLETION PROGRAM 124
HEALTH CARE MANAGEMENT AAS DEGREE PROGRAM 127
HEALTHCARE ADMINISTRATION BACHELOR OF SCIENCE DEGREE 130
HEALTH CARE OFFICE ADMINISTRATION CERTIFICATE PROGRAM 136
HEALTH CARE OFFICE ADMINISTRATION CERTIFICATE PROGRAM 139
MEDICAL ASSISTING CERTIFICATE PROGRAM 141
MEDICAL ASSISTING CERTIFICATE PROGRAM 144
MEDICAL BILLING AND CODING CERTIFICATE PROGRAM 147
PHARMACY TECHNICIAN CERTIFICATE PROGRAM 150
RADIOLOGIC SCIENCE MANAGEMENT BACHELOR OF SCIENCE DEGREE 154
RADIOLOGIC TECHNOLOGY COMPLETION PROGRAM 159

SEMINARS 164
IV/STERILE COMPOUNDING CERTIFICATION COURSE 164
EKG TECHNICIAN COURSE 165

BOARD OF DIRECTORS 166

COLLEGE STATEMENT 166

CATALOG ADDENDA

Addendum A - HOLIDAY SCHEDULE / HOURS OF OPERATION
Addendum B – TUITION and FEE SCHEDULE
Addendum C – STAFF and FACULTY
Addendum D – CAMPUS PROGRAMMATIC START SCHEDULE
Addendum E – STATE SPECIFIC CREDENTIALING DISCLOSURE

STATEMENT OF INSTITUTIONAL MISSION, PHILOSOPHY, AND PURPOSE

The College of Health Care Professions (CHCP) 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 meet market needs.
- 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. Fort Worth, Houston-North Loop, Houston-Southwest, Houston-Med Center, McAllen, and the San Antonio campuses are owned by Empowerment Schools-Healthcare, Limited. The Austin and Dallas campuses are owned by Texas Medical Careers, Limited. Both entities have the same board of directors.

SCHOOL HISTORY

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

Houston Northwest Campus (ABHES 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 2002, the institution was purchased by Empowerment Schools - Healthcare, Limited and doing business as The Academy of Health Care Professions. In September 2011, the Campus was approved to expand into online education.

The college moved to the current campus location at 12230 Northwest Freeway in March of 2022 from 240 Northwest Mall, where it had been located since September 2006. Previously the school was located at 1900 North Loop West, Houston from September 1999 until September 2006. Prior to that time, the school was located at 1919 North Loop West and 8080 North Stadium Drive, Houston, Texas.

Southwest Houston Campus (ABHES Non-Main Campus of Houston Northwest)

In 2003, the college 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. On June 1, 2013, the campus moved to One Arena Place, 7322 Southwest Freeway, Suite 110, Houston, Texas 77074.

Houston Med Center Campus (ABHES Non-Main Campus of Houston Northwest)

In January 2020, Empowerment Schools - Healthcare, Limited purchased Astrodome Career Centers in Houston, Texas. Astrodome Dental Career Centers was initially founded in 1986 and incorporated in 1987. Astrodome briefly operated under the name Pinnacle Career Centers in order to offer additional courses in the medical field. In August 2008, Astrodome Educational Services Limited purchased Pinnacle Career Centers and changed the name to Astrodome Career Centers. In September 2020, the Campus relocated to the current address at 2616 South Loop West, Suite 201, Houston, Texas 77054.

Austin Campus (ABHES 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. In May 2017, the campus moved to the current location at 6330 East Highway 290, Suite 180, Austin, Texas 78723.

North San Antonio Campus (ABHES Non-Main Campus of Houston Northwest)
In October 2005, The College of Health Care Professions opened its San Antonio Campus located at 4738 Northwest Loop 410, San Antonio, Texas.

Dallas Campus (ABHES Non-Main Campus of Austin)
In July 2012, The College of Health Care Professions opened its Dallas Campus located at 8390 LBJ Freeway, Dallas, Texas. In May 2018, the campus relocated to 8585 North Stemmons Freeway, Suite N-300, Dallas, Texas 75247.

Fort Worth Campus (ABHES Non-Main Campus of Houston Northwest)
In July 2012, The College of Health Care Professions opened its Fort Worth Campus located at 4248 North Freeway, Fort Worth, Texas.

McAllen Campus (ABHES Non-Main Campus of Houston Northwest)
In October 2015, The College of Health Care Professions opened its McAllen Campus located at 1917 Nolana Ave, Suite 100, McAllen, Texas.

South San Antonio Campus (ABHES Non-Main Campus of Houston Northwest)
In December 2017, The College of Health Care Professions opened its South San Antonio Campus, 1964 SW Military Drive, San Antonio, Texas

APPROVALS/ACCREDITATION

The College of Health Care Professions believes in accreditation as a means of ensuring continuous academic improvement at a programmatic and institutional level.

- The College of Health Care Professions is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges Department, 101 East 15th Street, Austin, Texas, 78778 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, 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852. (301) 291-7550. This accreditation demonstrates that The College of Health Care Professions has been inspected by a peer group and meets the expectations of that agency. In addition, the Surgical Technology Programs at the Houston-Northwest, San Antonio, and Austin Campuses are programmatically accredited by ABHES.
- The Texas Medical Board, 333 Guadalupe, Tower 3, Suite 610, Austin, Texas 78701, and the Texas Workforce Commission, Career Schools, and Colleges Department jointly regulate the Limited Medical Radiologic Technology program.
- The College of Health Care Professions – Houston Northwest campus Nursing (LVN to ADN) and Vocational Nurse Programs are approved by the Texas Board of Nursing, 333 Guadalupe Street, Suite 3-460, Austin, Texas 78701 (512) 305-7401.
- 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 ABHES.
- The college periodically provides educational training services for the Workforce Innovation and Opportunity Act (WIOA). This training, provided to persons qualified to receive educational services under WIOA, is dependent upon local and regional job markets, as determined by the regional workforce development boards.
- 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 78701 512-463-6564.
- The Surgical Technology – Associate of Applied Science program at The College of Health Care Professions at the Houston Northwest campus is programmatically accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). CAAHEP, 9355 – 113th St. N, #7709, Seminole, FL 33775. (727) 210-2350, Email: mail@caahep.org, Web: www.caahep.org. ARC/STSA, 6W Dry Creek Cir #110, Littleton, CO 80120. (303) 694-9262, Email: info@arcstsa.org, Web: www.arcstsa.org

- The Diagnostic Medical Sonography - Associate of Applied Science program at The College of Health Care Professions, Austin and Fort Worth campuses are programmatically accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). CAAHEP, 9355 – 113th St. N, #7709, Seminole, FL 33775. (727) 210-2350, Email: mail@caahep.org, Web: www.caahep.org. JRC-DMS, 6021 University Boulevard, Suite 500, Elliott City MD 21043 (443) 973-3251, Email: mail@jrcdms.org, Web: www.jrcdms.org

- The Texas Department of State Health Service has approved the Emergency Medical Technician program.
  Program Level: Basic Initial Education Program. Program Approval Number: 600247.

- 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

DESCRIPTION OF FACILITY

The campuses of the College of Health Care Professions were built and are maintained as private, modernized locations for a technical/career institute. The campuses are designed to foster close contact between instructors and students, encourage individualized attention to student progress, and create opportunities for cooperation and interaction among the student body. At the same time, they include the necessary classroom and laboratory space to ensure students receive proper academic instruction and practical training opportunities. In both classroom and laboratory space, enrolled students work with equipment and instruments related to their academic program and field of study. Classes conducted are unique and supervised by approved faculty members. The college limits enrollment to help ensure students receive personal attention in both the classroom and laboratory. Each campus also includes a student lounge area and a computer lab with internet connectivity.

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 works to assist the institution in its mission to continuously improve its academic programs to ensure students receive appropriate training aimed at preparing them to enter their field of study upon graduation. 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 train 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 for all programs. All prospective students must be at least 18 years of age by their program start date. 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. *Unless indicated otherwise in the program description, all programs are taught in the English language*.

The following items are required of all applicants to determine eligibility for acceptance:

- An interview with an admissions advisor.
- Admissions application for full distance education programs.
- An invitation to tour the school. You will be asked to sign and date a receipt on the day you receive your tour. (not required for full distance education programs).
- Submit proof of one of the following:
    - Secondary education completion (high school diploma, successful completion of public, private, or homeschooling at a high school level or a GED).

Note: All diplomas and documents issued outside the United States must be translated and formally evaluated for U.S. equivalency and must be equivalent to a U.S. high school diploma.

- Payment of the registration fee.
- All applicants must take and pass an entrance exam. For all of the programs listed in the chart below, the following minimum score on the Wonderlic Scholastic Level Examination (SLE) is required. The nursing and degree completion programs have separate entrance exam requirements which can be found on the program pages ***Note: A Minimum CASAS Assessment score of 4 on the Math portion and 5 on the Reading portion is an acceptable equivalent to the SLE for the programs listed below with an asterisk (*).***

Program	Minimum Score
Medical Assistant Certificate*, Dental Assistant*, Ophthalmic Assistant	10
Medical Coding and Billing*, Physical Therapy Technician*, Rehabilitation Therapy Technician*, Phlebotomy Technician, Patient Multi-skilled Technician	12
Dental Assisting (Full Online)*, Emergency Medical Technician, Medical Assisting (Full Online)*, Health Care Office Administration (Full Online).	13
Pharmacy Technician*	14
Full Online Distance Education Programs (except DA and MA)	17
Surgical Technology-AAS, Limited Medical Radiologic Technologist with MA Skills	19
Diagnostic Medical Sonography-AAS, Cardiovascular Sonography-AAS, Cardiac Sonography-AAS	21

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 (SLE). 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 six months before re- testing.

Any CHCP graduate may enroll in any CHCP program without retaking the SLE if the required entrance score for the program was met with the prior enrollment. If the graduate must retake the exam and does not achieve the required score, the graduate may appeal to an appeals committee, which includes, at least, the Program Director and Director of Education overseeing the desired program.

- For blended and hybrid delivery programs, the completion of a Computer Literacy Assessment to determine that the applicant has the skills and competencies to succeed in distance education. Remediation with an academic staff member may be required to ensure competency prior to acceptance.
- Completion of an enrollment agreement and enrollment documentation packet.
- Online students must actively participate in their virtual orientation prior to logging into the Learning Management System (LMS) and posting attendance in their online classroom. Unless they met one of the following exceptions:
    - The prospective student took the orientation within 4 months of the anticipated date.
    - The prospective student attended a CHCP online or blended program within the last 6 months, completing with a passing grade (Note: Students whose cumulative grade point was below a 2.0, C, 70%, are required to take orientation, as to ensure proper preparedness.)
    - Prospective student was a previous CHCP graduate, of a blended or online program, and the start date is within 3 years of graduation from the prior program.
- Additional program specific admissions requirements, laboratory skill requirements, registration/licensure requirements and pre-clinical requirements are located and detailed on the program pages in this catalog.

OUT OF STATE ENROLLMENT POLICY

HNW – Online Only

The College of Health Care Professions – Northwest Campus is a member of NC-SARA (National Council for State Authorization Reciprocity Agreement, http://nc-sara.org/) and is authorized to enroll students in member states (identified below).

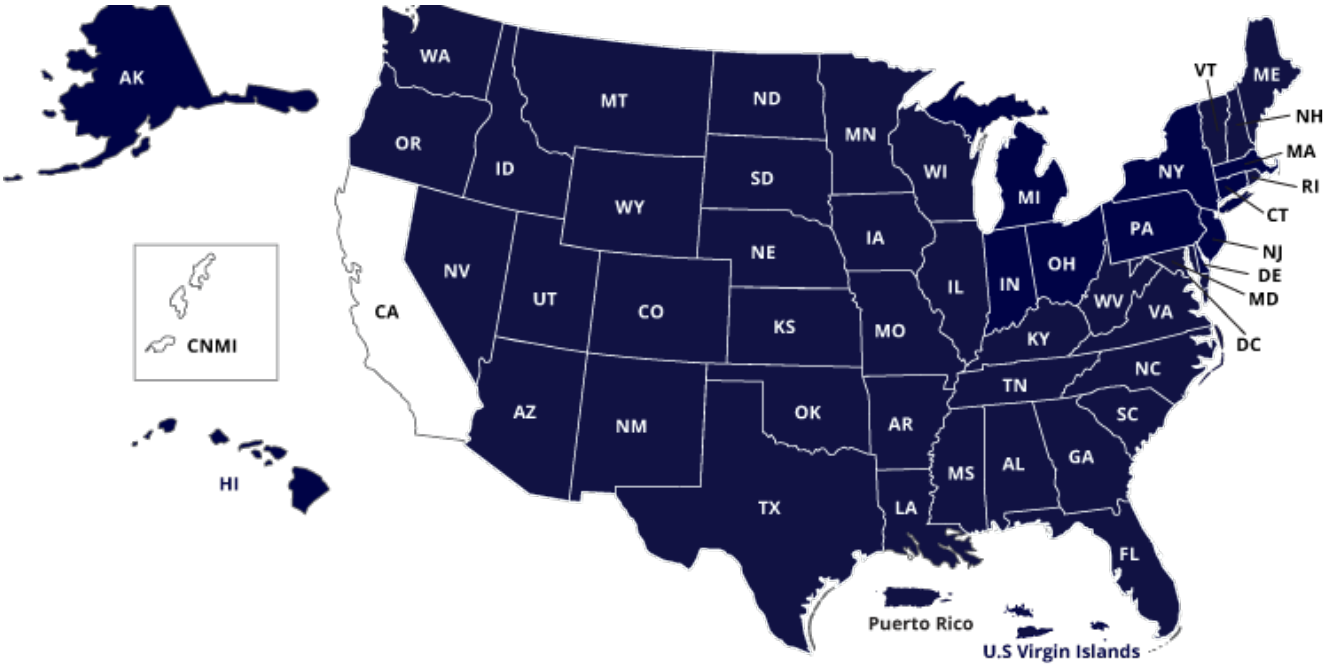
- At the time of enrollment, students are required to supply their physical address for their enrollment record. The mailing address given to the college for the delivery of books and resource materials necessary to complete their program will determine the student's physical location, city, and state.

- All online students, both in state and out of state, are required to notify the college immediately by contacting their student services advisor should they change their address (physical location) after enrollment. Relocating to a state in which the institution does not have approval to operate prior to program completion may adversely impact the student's ability to complete the program, gain in-field employment, and may result in termination from the program.

- Students will be responsible for the replacement cost of all books and materials sent to the address of record should they fail to notify the college of an address change.

NOTE: * CHCP does not enroll residents from Massachusetts and California

SARA States



CRIMINAL BACKGROUND CHECKS

The college, as part of the admissions process and in preparation for clinical/externship rotations, requires background checks for programs where criminal histories may interfere with the student's ability to participate in clinical/externship training and/or to obtain professional licensure, registration, or certification. Applicants in programs requiring background checks must consent to, and satisfactorily complete, a criminal background check prior to final acceptance into the program. Enrollment will not be final until the completion of the criminal background check with results deemed acceptable to the applicable college program. Students who do not consent to the required background check, refuse to provide information necessary to conduct the background check, fail to disclose, or provide false or misleading information in regard to the background check will be subject to disciplinary action up to, and including denial of admission, revocation of an offer of admission, or dismissal from the program.

When the results of the background check indicate information that may be problematic for the placement of the student in clinical/externship sites or for the acquisition of professional licensure, registration, or certification, the college may require, prior to program admission, that the applicant submit an application for background review to the state licensing or credentialing organizations to ensure that the background information will not restrict the applicant from receiving a license, or be ineligible to sit for the credentialing examination required to work in the field. Failure to provide an acceptable clearance notice will result in a refusal of admission to the program.

It must be noted that state licensing and national credentialing organizations have the ability to perform a more comprehensive background investigation which may include the discovery of background information not available to the college. The discovery of this additional information may negatively impact one's ability for licensure and employment. Prospective students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program.

Student accepts full responsibility for any/all consequences of any background findings

ADMISSIONS APPLICANT RANKING

Many programs at CHCP have limited enrollment capacity. In addition to the general entrance requirements listed above, these programs require that qualified candidates be scored on an academic, readiness, and program fit assessment and interview. Acceptance of students will be based on the highest rankings to match the available program positions for the current admission cycle.

APPLICANTS WITH DISABILITIES

Applicants with mental or physical disabilities are welcome to apply for enrollment at the college. The college 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. 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 colleges' objective to provide equal opportunity to all students regardless of race, color, religion, sex, age, national origin, disability, or veteran status.

AMERICANS WITH DISABILITY ACT OF 1990
The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA) of 1990 state that qualified students with disabilities who meet the technical and academic standards at the College of Health Care Professions may be entitled to reasonable accommodations. Under these laws, a disability is defined as any physical or mental impairment which substantially limits a major life activity. The law does not require that students with a disability be given "special" advantage that places them in a better position to succeed than their classmates. Reasonable adjustments/ accommodations are made to put students with a disability in the same starting position as their nondisabled classmates. Nevertheless, an academic unit is not required to fundamentally alter the nature of its academic program in order to accommodate students.

The College of Health Care Professions is committed to providing access to all of its programs, activities, and services whenever possible and will make reasonable accommodations to either remove physical barriers or enhance access in other ways to enable qualified students to participate in such endeavors. CHCP strives to ensure that all disabled students have full access to the benefits of the College. As such, CHCP will engage in a good-faith interactive process with all disabled students to attempt to identify reasonable accommodations. Reasonable accommodations do not include measures which fundamentally alter the academic programs of the College, or which place an undue financial burden on the school, or which may endanger the student or others at the College. CHCP encourages the timely request of accommodations prior to the start of a school term because the documentation and determination process may take some time. However, accommodation requests can be made and will be accepted and considered at any time. Do note, though, that granted accommodations are not effective retroactively so that students will not be able to re-do assignments or re-take exams with accommodations that they originally took before they asked for and received accommodations.

Procedure:
In order to enjoy the protections of Section 504 and the ADA, the student has an obligation to self-identify a disability that needs accommodation. Any student requesting accommodations is required to provide appropriate documentation at student expense in order to establish the existence of the disability and the need for accommodation. Students must submit the following documentation for consideration of accommodations at CHCP:

(1) Completed College of Health Care Professions 504/ ADA Fact Sheet and Accommodations Request Form
(2) Signed, specific identification of qualifying disability from at least one authoritative third party. (e.g., physician, accredited educational institution, etc.) with specific identification of qualifying disability to support the requested accommodation that has been verified/confirmed within the last 12 months.

Timeframes:
Submit, at a minimum, 10 days before accommodations can begin.

ACCEPTANCE BY THE COLLEGE

Once the applicant has successfully met the entrance requirements and completed the enrollment documentation, the file is forwarded to college administration personnel for review and signature. At that time, the applicant is informed of the acceptance decision. 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, unless earned as part of a completed certificate or degree program. Credits earned as a graduation requirement for a conferred degree or certificate have no expiration date. *Students must provide a written **official transcript** from an accredited institution on a postsecondary level by the end of the add/drop period of the first grading period prior to receiving official credit* and may be required to test-out to ensure compatibility of courses. To evaluate transcripts from some institutions, students applying for credit may be required to submit a copy of the institution's course catalog with course descriptions and/or other supporting documents before a determination can be made.
Credit for Prior Learning Assessments (PLA) may be awarded based on achieving a required score on one of the CHCP PLA exams. PLA credit may also be accepted from authoritative third party, postsecondary equivalents such as CLEP (College Level Examination Program), ACE (American Council on Education), and others. *Official documentation from the authoritative organization must be submitted to substantiate the credit prior to receiving official credit.* Granting of credit for previous education is at the discretion of the Director of Education/Campus President. Financial credit will be granted upon *submission of an official academic transcript* and the program length and cost will be adjusted accordingly.

- No more than 75% of the program may be accomplished with transfer credits from another institution and students transferring into degree programs shall complete at least 20 academic semester credit hours at CHCP.
- 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 college does not grant credit for non-punitive grades or remedial courses, non-credit courses, advanced placement credit, or experiential learning.

STATEMENT OF NON-DISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES POLICY

The College intends to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act, as amended. You can find a comprehensive statement of the related policies and procedures in the Consumer Information area of the College's website at: https://www.chcp.edu/tuition-financial-aid/consumer-information

The College of Health Care Professions ("CHCP") does not discriminate on the basis of sex in the education programs or activities that it operates. CHCP is aware that it is not to discriminate in such a manner as required by Title IX of the Education Act and the Regulations of the Department of Education ("Department") (34 C.F.R. § 106, *et. seq.*). The requirement not to discriminate in any educational program or activity extends to CHCP's admissions and placement processes.

Pursuant to this Policy and the related procedures, CHCP must respond to alleged incidents of sexual harassment occurring against a person in the United States, as defined below, with respect to any CHCP educational program or activity.

Inquiries about the application of the Department's Title IX the Regulations may be referred to CHCP's Title IX Coordinator or the Assistant Secretary of the Department, or both. CHCP's Title IX Coordinator and contact information are:

Title IX/ADA 504 Coordinator
2550 North Loop West, Suite 300
Houston, Texas 77092
(832) 333-9043
TitleIXCoordinator@chcp.edu

The Assistant Secretary of the Department of Education can be contacted at:

U.S. Department of Education
Assistant Secretary for Civil Rights
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
1-800-421-3481
OCR@ed.gov

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 (POA) to an individual (or a power of attorney has otherwise been legally granted to an individual), CHCP will provide the person having POA with the requested records. Before providing the records to such an individual, the individual must present the ***original*** POA to CHCP for inspection, and a ***copy*** of the original POA 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.

STUDENT DIRECTORY INFORMATION

The College of Health Care Professions may release certain directory information to the public on a routine basis. A student wanting to withhold directory information can submit a request through the student portal at https://sisportal-100662.campusnexus.cloud/CMCPortal/secure/student/loginstu.aspx Any request to withhold directory information will remain in effect until a student provides permission through the student portal.
The directory information items subject to be released are:

1. Full name
2. Electronic mail (e-mail) addresses
3. Full mailing address
4. Dates of attendance at CHCP
5. Program/major field(s) of study
6. Degrees and certificates received, including award dates

After a directory block request is established, the following should be noted by the requestor:

1. The National Student Clearinghouse will continue to report the student's enrollment status to loan holders.
2. Any third party requests for information, such as requests from prospective employers, will need to be accompanied by the student's written authorization prior to CHCP releasing or verifying any information.
3. The student's name may still continue to appear in posted academic achievement lists and graduation programs. The student information contained in the graduation programs and academic achievement lists is limited to the students' names, the program attending/graduated from, and the type of academic/attendance honors/awards given.

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.

BASIC COMPUTER SPECIFICATIONS AND REQUIREMENTS FOR ONLINE COURSES AND PROGRAMS

Canvas and its hosting infrastructure are designed for maximum compatibility and minimal requirements.
For the most up to date information on computer specifications and browser requirements, visit the Canvas Help Center at http://guides.instructure.com/ and search "computer specifications and browser requirements."

Computer Specifications.

This is a list of basic computer system requirements to use Canvas. It is always recommended to use the most up-to-date versions and better connections. Canvas will still run with the minimum specifications, but you may experience slower loading times.

<table>
<tr><td colspan="2">Screen Size
Canvas is best viewed at a minimum resolution of 800x600. If you want to view Canvas on a device with a smaller screen, we recommend using the Canvas mobile app.</td></tr>
<tr><td>Operating Systems
Windows 8.1 and newer
Mac OSX 10.6 and newer
Linux - ChromeOS</td><td>Mobile Operating System Native App Support
iOS 13 and newer (versions vary by device)
Android 6.0 and newer</td></tr>
<tr><td colspan="2">Internet Speed
Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments.</td></tr>
</table>

<table>
<tr><td colspan="2">

- Minimum of 1.5 Mbps

</td></tr>
<tr><td>

Computer Speed and Processor

- Use a computer 5 years old or newer when possible
- 2GB of RAM
- 2GHz processor

</td><td>

Screen Readers

- JAWS (latest version for Chrome/Firefox on Windows)
- NVDA (latest version for Chrome/Firefox on Windows)
- VoiceOver (latest version for Safari on Macintosh and iOS mobile)
- Talkback (latest version for Android mobile)

</td></tr>
</table>

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 needs. 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 the 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 Work Source 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 1st. 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 and fees while attending school.

DIFFERENT TYPES OF FINANCIAL AID PROGRAMS

Students may apply for various need and non-need based programs to assist in paying for the expenses related to attending school. Financial Aid generally consists of a combination of grants and loans which supplement the student's (and possibly parent's) contribution toward the Cost of Attendance. Students should visit the Federal Student Aid website at https://studentaid.gov/ for additional information.

Federal Student Aid

Federal Pell Grant – The Pell Grant is gift assistance which generally does not have to be repaid. Pell is awarded to students who have a financial need as determined by the U.S. Department of Education standards. Annually, the U.S. Department of Education determines student eligibility and amounts for this grant. For more information, please contact the financial aid office or the U.S. Department of Education website https://studentaid.gov/understand-aid/types/grants/pell. To apply, students must complete the Free Application for Federal Student Aid at the following site: https://studentaid.gov/h/apply-for-aid/fafsa.
Students who receive a Pell Grant are subject to a life-time aggregate that they cannot exceed. The Federal Pell Grant has an aggregate limit of 600% of the student's total Pell Grant eligibility; students can monitor their aggregate balance on the NSLDS website at https://nsldsfap.ed.gov/login

Federal Supplementary Education Opportunity Grant (FSEOG) - The FSEOG is gift assistance which does not have to be repaid. FSEOG is awarded to Pell eligible students demonstrating exceptional financial need as determined by the U.S. Department of Education standards. The average award amount varies from school to school. FSEOG is based on the annual allocation of funds provided to the school by the U.S. Department of Education. FSEOG is awarded to all students until the funds are depleted. The school cannot guarantee every eligible student will receive an FSEOG award.

Federal Work Study - The Federal Work Study program is an award made by the school (Campus-Based Aid) provided by the federal government. The award is given to eligible students that are employed under the Federal Work Study program by the school in which the student is enrolled (on campus). Federal Work Study recipients may also be employed off campus by federal, state, or local public agencies or certain private nonprofit or for-profit organizations.

Veteran's Benefits (VA) – The College of Health Care Professions locations with programs that have been approved to accept Veteran Education Benefits will work with the Department of Veteran's Affairs to process benefits for students. Eligibility is determined by the Department of Veteran's Affairs. Certification of Eligibility (COE) from Veteran Affairs is required to be certified for VA benefits. For more information, please visit the VA website https://www.va.gov/education/.

Federal Stafford Loan Program

Effective July 1, 2013, interest rates will be established each year for Direct Subsidized, Direct Unsubsidized, and Direct PLUS loans for which the first disbursement is on or after July 1 through the following June 30. The rate will be the sum of a uniform "index rate" plus an "add-on" that varies depending on the type of loan (Subsidized/Unsubsidized or PLUS) and the borrower's grade level (undergraduate

or graduate/professional). Thus, interest rates will be the same for Direct Subsidized Loans and Direct Unsubsidized Loans taken out by an undergraduate student. The interest rate for a loan, once established, will apply for the life of the loan – that is, the loan will be a fixed-rate loan. To check the current interest rate, please visit https://studentaid.gov/understand-aid/types/loans/interest-rates

Borrowers with other outstanding loans may be eligible to consolidate eligible loans into one consolidated payment. Students should refer to their Loan Entrance counseling package for additional information.

Direct Subsidized Stafford Loan - The Subsidized Stafford Loan is a need-based Federal Loan; this program provides low-interest loans through the U.S. Department of Education's Direct Loan Program. The maximum annual loan amount for the first academic year is $3,500 for undergraduate students, $4,500 for second academic year undergraduate students, and $5,500 for third academic year undergraduates and beyond. The federal government pays the interest while the borrower is in school. Interest does not begin to accrue until the student leaves school or drops below a halftime enrollment status and after the grace period has ended. Subsidized Federal Stafford loans provide many flexible repayment plans as outlined in the loan counseling materials. Payments are based on the repayment plan selected by the student.

Direct Unsubsidized Stafford Loan –The Unsubsidized Stafford Loan is a non-need based Federal Loan. The federal government does not pay the interest on unsubsidized loans while you are in school. Student loan borrowers are responsible for all interest that accrues on the loan while enrolled, during your grace period, and any deferment periods. Students may elect to make interest payments while in school to avoid the capitalization of interest and lower the overall repayment debt. Loan repayment begins six months after leaving school or six months after you elect to attend less than half time. Independent students can borrow up to $9,500 (Subsidized and Unsubsidized combined) for the first academic year. Dependent students can borrow up to $5,500 (Subsidized and Unsubsidized combined) for the first academic year. Payments are based on the repayment plan selected by the student.

For more information regarding Subsidized and Unsubsidized Stafford Loans, please refer to https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized.

Direct PLUS Loan (For Parents) - The Federal PLUS loan is available to parents who wish to apply for additional assistance for their dependent child's education. The amount of the PLUS loan cannot exceed the student's cost of attendance less other student aid awarded. Interest accrues on the loan while the dependent is enrolled in school and credit checks are required. Loan repayment begins 60 days after the final loan disbursement; however, parents may apply for a deferment. Payments will include both principal and the interest that accumulates. To find out more information regarding the current interest rate for DirectPLUS loans, please visit https://studentaid.gov/understand-aid/types/loans/plus/parent#what-is-the-current-interest-rate.

Aggregate Limits for Subsidized/Unsubsidized Loans

Type of Loan	Subsidized Limit	Aggregate Limits (Subsidized and Unsubsidized)
Dependent Undergraduate *(Excludes students whose parents cannot borrow PLUS)*	$23,000	$31,000
Independent Undergraduate *(Includes dependent students whose parents cannot borrow PLUS)*	$23,000	$57,500
Direct Plus Loan – Eligibility based on approved credit check, cost of attendance, and other financial aid awarded.	Cost of Attendance less other financial aid awarded.	

Private Educational Loans

Private Educational Loans – Students have a variety of options if they choose to apply for private loans. The College of Health Care Professions does not use a preferred lender list. Students should select a private lender of their choice. Students and parents should first apply for Federal Student Aid before resorting to private educational loans.

CHCP TUITION GRANT PROGRAMS

CHCP Grant Eligibility

CHCP has several institutional grants available to our prospective students. In order for students to qualify for any of these, they must first meet the following criteria:

- Application, if applicable, must be submitted by the last day of the enrollment period (3rd day after each class start).
- Complete CHCP Financial Aid Process.
- Maintain at least half time enrollment status.

- Maintain satisfactory academic and attendance progress as identified in the catalog.
- Total funding (TIV and institutional grant) cannot exceed institutional cost.
- Student must be a U.S. Citizen or permanent resident. (DACA students are not eligible for any CHCP Internal Grants).
- CHCP grants cannot be combined, are nontransferable, non-negotiable, and have no cash value.
- CHCP grants are all need-based and up to direct costs only, and therefore not refundable

In addition, each institutional grant has its own unique qualifying criteria. CHCP reserves the right to update, modify, or eliminate any grant program without notice.

Students are eligible to apply for multiple institutional grants but will receive the one that is most beneficial as determined by the student and FA Administrator, based on student's individual Estimated FA Worksheet.

If a student had a change in Title IV eligibility and/or outside funding sources, then any CHCP Grants may be revised based on the newly calculated gap as to not exceed direct costs.

CHCP Institutional Grant

The CHCP Institutional Grant is a need-based grant program based on consideration of student financial needs. The grant amount is the equivalent to 25% of the shortfall between the program costs less the total amount of financial aid funding sources (excluding Parent Plus and cash payments) available/awarded in each academic year, up to $2,000 maximum for the program.

Eligibility:

- Applies to 1st time CHCP enrollee beginning 1/1/2020;
- Demonstrate a shortfall between available financial aid (Direct Loans and Pell) and the direct costs of their program;
- Student must have a minimum of $1000 cash balance;
- Maintain timely monthly payments while attending school;
- Grant award will be applied in the last week before the term/payment period ends. Students that do not complete the term/payment period will forfeit the grant; and
- In order to be eligible for the second disbursement of grants, student must be current on all financial obligations.
- Grant should be calculated on each Payment Period Gap and total grant cannot exceed $2,000.

CHCP Texas High School Senior Grant

Available to graduating high school seniors intending to continue their education at The College of Health Care Professions. The grant is $1000 per student.

Eligibility:

- To be eligible to apply, a student must be a graduating high school senior who resides in Texas and has maintained a minimum grade point average of 2.5 or higher during their senior year of high school.
- Must be enrolled within 6 months after graduation.
- Grant award will be applied in last week before the term/payment period ends. Students that do not complete the term/payment period will forfeit the grant

Submission Requirements:

- A completed High School Senior Grant Application.
- Submission of an essay. Essay theme is: *Why I love health care and how I plan to use my health care education from CHCP to make the world a better place.*
- Submission of a letter of recommendation from a current or past teacher or counselor - familiar with applicant's passion for health care.
- A copy of a current, official high school transcript.

Additional Information:

- A copy of the High School Senior grant application and requirements may be obtained at any CHCP campus or by downloading from the CHCP website at www.chcp.edu/tuition-financial-aid/financial-aid/scholarships-grants/
- Students are responsible for payment of their tuition and fees not covered by the CHCP High School Senior Grant.

CHCP Military Grant

For all active-duty service members, spouses, veterans, and their dependents who qualify and enroll in a program of study at CHCP and who are utilizing VA benefits towards their tuition. The grant amount is the equivalent up to 20% of tuition less credit given for transfer

courses. The grant amount may not cause total financial aid funding sources to exceed direct costs. Parent Plus is not considered for this calculation.

Eligibility:

- Is applied to veterans who qualify for less than 100% VA benefits and are utilizing VA benefits at CHCP to pay towards tuition;
- Complete the application for **VA Benefits (22-1990 or 22-5490);**
- Student must be honorably discharged or a dependent or spouse of an honorably discharged service member;
- Student must fill out the ***CHCP Military Grant Application*** in full and turn it in to the Financial Aid Advisor, along with a copy of the student's DD-214 or NGB22.
- Students are responsible for payment of their tuition and fees not covered by the military or other government agencies
- Grant award will be applied in last week before the term/payment period ends. Students that do not complete the term/payment period will forfeit the grant.
- Student's utilizing Chapter 35 do not qualify for the CHCP Military Grant

CHCP Alumni Grant

For graduates of The College of Health Care Professions that are in good standing and who qualify to enroll in another program of study.

Eligibility:

- 10% tuition grant for each additional program of study.
- 30% tuition grant for subsequent programs, third and beyond.
- Grant will be applied in last week before the term/payment period ends. Students that do not complete the term/payment period will forfeit the grant.
- Student must be in good standing with CHCP and current on outstanding payments, if applicable.
- Employer required certificate programs may be eligible

STUDENT ENROLLMENT STATUS

Students enrolled in a semester credit hour program (all programs except the Vocational Nursing Program) that carry an academic workload of at least 12 semester hours/credits per term or payment period are considered full-time. For the clock hour Vocational Nursing program, 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. If you are unable to make payments by the due date, please notify the financial aid department before the due date to make alternate payment arrangements. Alternate payment arrangements or postponement of the payment is at the full discretion of the Financial Services Department and will only be granted under certain circumstances.

- At the time of Externship/Clinical assignments, students who are not current on their payment and have not made an approved alternate payment arrangement will be denied an externship/clinical site assignment which may result in dismissal from their program.
- Students who fail to make payments and fail to meet with their the financial services department advisor to make acceptable alternate payment arrangements will be dismissed from their program.

LAST DAY OF ATTENDANCE (LDA)

This is the last day a student had academically related activity, which may include classroom/lab work, projects, clinical experience, or examinations.

DETERMINED DATE OF WITHDRAWAL

This is the date that the college determined that a student is no longer in school. The date will be the earliest of the following;

- The fourteenth calendar day following the last day of attendance, excluding breaks.
- The date of receipt of notice from the student;
- For certificate-level students, the day the student's absences exceeds 20% of the total program hours;
- For degree-level students, the day the student's absences exceeds 20% of the total scheduled hours in an attendance probationary grading period;
- The last day of the grading period in which a student fails to meet academic or financial aid progress standards in accordance with the college's academic and financial aid satisfactory academic progress policy;
- For a student on an approved leave of absence, the day the student was scheduled to return if the student fails to return as scheduled; or
- The student's last day of attendance if the student is being dismissed due to violating the code of conduct.

CANCELLATION AND REFUND POLICIES – GROUND AND ONLINE PROGRAMS

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 or within the student's first three scheduled class days, except that the school may retain no more than $100 in administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement. (Does not apply to Seminars).

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 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 after the cancellation period, the 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 portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course 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 portion of the 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 college, 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.

Refund Policy for Students Called to Active Military Service

A student of the college who withdraws from the 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.

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.

GENERAL CANCELLATION AND REFUND POLICIES – ALL CAMPUS

CHCP Cancellation Policy

A full refund will be made to any student who is canceled after the student's first three scheduled class days. (Does not apply to Seminars).

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, Federal Supplemental Educational Opportunity Grant (FSEOG), 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 earned for the semester hour program (all programs except the Vocational Nursing program) are based on the percentage of calendar days completed

(including weekends and short breaks less than 5 days) in the payment period or semester from which the student withdrew through the students last day of attendance (LDA). For the clock-hour Vocational Nursing program, the percentage of Title IV earned is based on the scheduled hours of attendance through the student's LDA in a 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 all students enrolled in a term-based program with modules, a Return of Title IV calculation will follow the 49% rule. Under this rule, a Federal Return of Title IV calculation does not take place for students determined to have attended at least 49% of their scheduled classes within a Payment Period and successfully completed (a passing grade) at least one module within the term. In addition, the student successfully completed hours equal to or exceeding the ½ time requirement, and students who have graduated are also exempt from this calculation. CHCP Return of Title IV calculation freeze date is two weeks into the start of the payment period. A student is not considered to have withdrawn if the institution obtains a written confirmation from the student at the time of withdrawal that he/she will attend a later module in the same pay period or term within the following timeframes.

Standard Term & Non-Standard Term Programs:

- Module begins no later than 45 calendar days after the end of the module the student ceased attending.
- If more than 45 calendar days, the student is not exempt from withdrawal.

Non-Term Programs:

- The date the student will resume attendance is no later than 60 calendar days after the student ceased attendance.
- If more than 60 calendar days, the student is not exempt from withdrawal.
- Prior to the scheduled return date, a student can change the date of return to later in the same payment period provided:
- Standard Term & Non-Standard Term Programs: the later module that the student will attend must begin within 45 calendar days after the module the student ceased attending.
- Non-Term Programs: the later return date is within 60 calendar days of the date the student ceased attending.

For Pell recipients enrolled in a term-based credit hour program, 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 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 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 eligible to receive those additional funds as a post-withdrawal disbursement to cover part or all of any balance due to the college upon withdrawal or as a refund to you if your account is paid in full. If you received more assistance than you earned, the excess funds must be returned by the college and/or you to the appropriate federal program.

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, the college must obtain your permission to disburse these funds. The college will send the notice of availability of the post-withdrawal loan funds within 30 days of the date of determination of withdrawal, and you have 14 days to respond to the notice. The college may automatically use all or a portion of your post-withdrawal Pell Grant disbursement, and loan funds, if you accept them, for tuition and fees, as contracted with the college. 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, they are applied first to your outstanding balance, and the college will forward the remaining funds directly to you. All post-withdrawal funds applied to your account will be disbursed within 180 days of the date of determination of withdrawal. All post-withdrawal disbursements due to you will be paid within 45 days of the date of the determination of withdrawal.

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 30th day and achieved a minimum enrollment status of half-time. Also, when you withdraw from school, you cannot earn any portion of a disbursement for a subsequent term or payment period.

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, and this is called an overpayment. 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 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 college will notify you in writing within 30 days of making the determination that an overpayment is due. You have 45 days to take positive action to resolve the overpayment by either paying it in full or making satisfactory payment arrangements. If you do not take positive action to resolve the overpayment in this timeframe, the college must report the unresolved overpayment to the U.S. Department of Education who will continue the collection efforts, and restrict your ability to receive further Title IV funding until the overpayment is resolved, unless the overpayment is under $50.

If you have a Title IV credit balance on your account at the time of withdrawal, the college will perform the required calculation first to determine if the Title IV funds included in the credit balance were earned. The college will release any earned Title IV credit balance within 14 days of performing the calculation to determine whether it is eligible.

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 that Title IV originally paid. The college will charge you for any Title IV program funds the college was required to return that would have covered direct educational costs contracted with the college (tuition, fees, etc.) had you not withdrawn or been withdrawn from the college. 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. FSEOG
6. Other Student Financial Aid Programs.
7. Other federal, state, private, or institutional sources of aid.
8. 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 https://studentaid.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 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 $100.00 (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 PROGRAMS

A student must complete and pass all required courses with a grade of C or better. 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 andthe Accrediting Bureau of Health Education Schools (ABHES), the College's institutional accreditor.

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 CHCP courses; however, this is at the receiving institution's discretion. Therefore, it should be assumed that the college courses have no transferability.

TEXTBOOK / EBOOK POLICY

Textbooks and eBooks are included in the student's tuition charge. All textbooks and eBooks 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 are responsible for purchasing replacements through the college or another vendor. Pursuant to Federal regulations, every student at the time of enrollment has the ability to opt-out (or decline) the College's inclusive textbook plan (as described above) by which the College supplies the student with textbooks and course materials. If a student opts out, he or she then has the sole responsibility to locate and arrange for the purchase of textbooks and/or course materials in a timely fashion and as necessary. Textbooks for online students are mailed to the student supplied address of record. Students who fail to notify the college of an address change will be responsible for the replacement cost of all books and materials sent to the address of record.

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)
EI	=	Externship Incomplete	Grading period has ended, but all externship hours have not been completed. (Student will have the following grading period to complete the remaining externship hours)
L	=	Leave of Absence	Student requested and was approved for a Leave of absence before the end of the course
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
WC	=	Withdrew Cancel	Student withdrew from the course during the designated add/drop period
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 2.0 GPA score to successfully complete core courses.

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 1.0 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 course with a minimum grade of a C (2.0 Grade PointStudents must maintain a cumulative grade point average (CGPA) of 2.0 in order to maintain satisfactory academic progress. The minimum satisfactory rate of progress is completion of two thirds (2/3) 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 (CGPA)

The CGPA 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 one grading period. A grading period for semester based programs consists of a complete semester.

GRADE AND ATTENDANCE APPEALS

For a grading period that has ended, a student who wants to appeal an attendance entry, a grade for an assignment, or the final overall grade for the course must first communicate with the faculty member within 7 calendar days of the end date of the grading period. It is the responsibility of the student to provide documentation or other evidence in support of the appeal.

If a resolution is reached between the faculty member and the student, the faculty member either corrects the attendance/grade posting or the posting stands. If a resolution is not reached between the faculty member and student, the student will request the Academic Appeal Form from the Director of Education within 3 business days of the decision by the faculty member. The student must complete the appeal form within 3 business days of being received from the Director of Education. The Director of Education will forward the completed appeal form to the faculty member, the Program Director of the program in which the student is enrolled, and the Academic Appeals Committee. A determination will be made within 3 business days of the form being completed.

If the student disagrees with the determination made by the Academic Appeals Committee, the student must send a written appeal letter to the Campus President's office within 3 business days of the Committee's decision. The Campus President will make a final ruling within 3 business days of the letter being received from the student.

PROGRESS REPORTS

All students have access to their attendance and grade point averages (GPA) through the student portal. 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 progress report and final evaluation and grade.

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). The repeat fees for courses are as follows:

Term Programs: Cost per Credit

Non-Term Programs: $100 / Course

MAKE-UP WORK/EXAMS

Students who are absent due to extenuating circumstances on scheduled exam days may have the opportunity to make up the exam. However, if approved, 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 end 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 STUDENT LATE WORK POLICY

When the instructor allows an assignment to be submitted late, 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%. All Final course work (projects, tests, quizzes, homework, 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 may be given a grade of Incomplete ("I"). 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 Campus President or Director of Education.

EXTERNSHIP INCOMPLETE GRADE

Students who have started their externship and fail to complete the required externship hours within the scheduled module will be given a grade of Externship Incomplete ("EI"). The student will be scheduled for the next module and allowed to complete the remaining externship hours. There will be no additional charge for completing these hours and the EI grade will not count towards rate of progress. Students will only have this one additional module to complete the hours required to finish the externship course. Failure to do so will result in a course failure.

PROGRAM TRANSFERS

The college encourages all students considering a program or schedule change meet with the Director of Education or Campus President prior to making any decisions. Program and schedule changes may negatively affect financial aid eligibility and may also increase indebtedness to the college. Students wishing to change from one program of study to another are not 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. New students who wish to transfer programs with a common first module may do so only during the two week add/drop period.

COURSE ADD/DROP POLICIES

The college has designated the first two weeks of the semester/module as the add/drop period. In most instances, the course schedule is pre-determined by the college and student initiated course changes during the add/drop period are limited. However, failed course repeat requirements, extenuating life circumstances, or other reasons may require a student to request a reduced course load or add a course during the add/drop period. Students who are approved to adjust their course load and withdraw from a course during the add/drop period will receive a grade of "WC" Withdrawn/Cancel. When done during the add/drop period of a semester, there will be no academic or financial responsibility for the course withdrawn from that grading period. Students who are approved to adjust their course load and withdraw from a course past the add/drop period of a semester for a schedule change caused by having to repeat a course will receive a grade of "WC" Withdrawn/Cancel. There will be no impact on academic progress for the course withdrawn from that grading period and the student will be financially responsible. Students who are approved to withdraw from a course past theadd/drop period and before the mid-point of the grading period will receive a grade of "W," Withdrawn, for that course. The student will be financially responsible for the cost of the course, and the course will be counted as credits attempted toward their quantitative academic progress. Students may not withdraw from a course beyond the mid-point of the grading period and will earn a grade based on the work performed for that entire course.

WITHDRAWALS

Official Withdrawal Process

Residential/Blended Students (i.e., those attending in-person at a campus location):

Should a residential student want to withdraw from his/her program of study, the best practice is for the student to officially withdraw from the program by visiting the office of his/her Program Director, Director of Education, or Campus President. Each of these individuals can provide assistance and information regarding the official withdrawal process. A student who intends to officially withdraw must complete and sign a Student Status Change Form which states his/her intent to withdraw and certain other details (e.g., program of study, date he/she wishes to withdraw, etc.). The completed and signed Student Status Change Form should be submitted to the Registrar. CHCP will withdraw the student as of the date the student indicated on the Student Status Change Form.

Alternately, a student may officially withdraw by notifying his/her Program Director, Director of Education, or Campus President and informing that staff member verbally (or via email) of the student's intent to withdraw. The staff member (or his/her designee) should confirm the student's intent by contacting the student in writing. That staff member will also complete a Student Status Change Form on behalf of the student who has provided verbal notice of intent to withdraw. A student who contacts a school official, staff or faculty member by phone or through email and requests to be withdrawn will be withdrawn as of the date the notice is received (unless the student indicates his/her intent to withdraw at a later date).

Online Students (i.e., those attending via distance education):

An online student pursuing his/her studies through distance education and who seeks to withdraw should notify his/her Program Director, Student Services Advisor, or Director of Education via telephone or email. The student's communication should identify the date he/she intends to withdraw. The staff member who receives the communication will then complete a Student Status Change Form on behalf of the student. A student who contacts a school official, staff or faculty member by phone or through email and requests to be withdrawn will be withdrawn as of the date notice is received (unless the student indicates his/her intent to withdraw at a later date).

Unofficial Withdrawal Process

Students who cease attending classes and fail to follow the procedure described above will be withdrawn in accordance with the attendance policies of the college noted in the Attendance Information section of the CHCP school catalog. The effective date of withdrawal will be determined in accordance with the date of determination policies of the college noted in the Determined Date of Withdrawal section of the CHCP school catalog A student who is withdrawn based upon failure to attend class will be classified as an unofficial withdrawal.

Additional Withdrawal-Related Policies

Students withdrawing from the college while a course is in progress will receive a grade of W (Withdrew) 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 the college 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.
- 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.

Re-entry 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 Director of Education or Program Director noting the reason for the student's previous withdrawal from the program along with the actions that the student has taken to assure program completion.
- Meet with the re-entry committee if requested to do so by the Program Director or Director of Education.
- If allowed to re-enter, the student must make an appointment with the Program Director to develop an education plan and schedule for the remainder of the program. The student will also complete the Texas Workforce Commission credit for previous education form.
- Meet with financial aid to determine a new finance plan.
- Students will complete a NEW enrollment agreement and required documents with assigned admissions representative.
- Students must re-enter at the beginning of a module/semester or the next available class.

****Students that have been terminated or withdrawn from their program may petition the re-entry committee for re-entry into the program one time. Students who re-enter a program and are terminated or withdrawn after the first time, who wish to be considered for re-entry, must file a formal written appeal to their Campus President or Director of Education for re-entry. The written appeal must include the extenuating circumstances that resulted in each of the previous exits from the program and the corrective measures that have been instituted that will allow the student to complete the program without further interruption.**

CHCP INTERNAL CONSORTIUM AGREEMENT

The CHCP ground campuses (Home) have entered into an agreement with the Houston-NW Online Division (Host) to allow the delivery of general education and a other courses in the Associate of Applied Science (AAS) degree programs at the ground campuses to be taught full-distance by the Houston-NW Online Division. There is no impact to the student as all courses are taught by CHCP faculty. Home Campuses include; Austin, Dallas, Fort Worth, Houston-Med Center, Houston-SW, McAllen, North San Antonio and South San Antonio. The following courses are included in the consortium agreement.

ENGL101 - English Composition	CRT100 - Critical Thinking
POFM114 - College Mathematics	MATH1314 - College Algebra
PSYT101 - Introduction to Psychology	PHYS100 - General Physics
LTCA105 - Principles of Management and Leadership	APS101 - Anatomy & Physiology
HRPO106 - Human Resources Management	HPRS101 - Medical Terminology
POFT201 - Business Communications and Report Writing	LES100 - Law and Ethics in Allied Health
APST101A - Anatomy & Physiology A	

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.
The college will terminate the enrollment of a student who accumulates the lesser of the following amounts of absences:

1) More than 14 consecutive calendar days;
2) More than 20% of the total course time hours in a program; or
3) Any number of days if the student fails to return as scheduled from an approved leave of absence.

In addition, students enrolled in degree programs that are absent for more than 20% of the scheduled hours within a module or semester will be placed on attendance probation for the following module or semester. If the student exceeds 20% absence of the total scheduled hours during the probationary module or semester the student will be terminated from the program. A student who is absent less than 20% of the scheduled hours during the probationary module or semester will be removed from attendance probation.

Students scheduled for class only 1 or 2 days per week may be dismissed for attendance purposes when they are absent and fail to contact the college for 3 consecutive weeks.
Additionally, a blended delivery program student who may have online attendance during a 2 week period but fails to attend their scheduled residential classes for 2 consecutive weeks may be dismissed for attendance purposes.

Lastly, in accordance with the Texas Workforce Commission, Career Schools and Colleges policy, the college is not required to, but may withdraw a student from the college with cause, if the student violates the attendance policy on or after the point at which the student's 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 college 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. It is recommended that students call the college 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.

ACADEMIC ENGAGEMENT

Academic engagement is defined as active participation by a student in an instructional activity related to the student's course of study. These include:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction; and
- Participating in a study group, group project, or an online discussion that is assigned by the institution.

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 tardy hours 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.

ACADEMIC LEAVE POLICY

A student who must interrupt his/her studies for a legitimate reason may be granted an academic leave for a set period. Requesting an academic leave allows the student to return to the institution within a specified timeframe without reapplying for admission and without paying the applicable re-entry fee.

A student on academic leave will be reported to the National Student Clearinghouse as being no longer enrolled with an effective date as of the student's last day of attendance before the academic leave began. The student will enter the federal student loan grace period as of the date reported to the Clearinghouse. If the student has previously used up the entire student loan grace period, the student will immediately enter into loan repayment.

IMPORTANT: This academic leave policy does not meet certain Federal Title IV requirements; therefore, a CHCP student on academic leave will be treated as a federal withdrawal and be subject to Title IV return-of-funds calculation and the institution's withdrawal grade policy. For more information, please review the refund policies section of the school catalog.

Valid reasons for an academic leave include but are not limited to:

- Medical emergencies
- Severe health issues
- Severe personal or family problems
- Financial hardships
- Course availability

Requirements for Academic Leave

1) The student must meet with the Director of Education (DOE) or his/her designee to complete the academic leave request form. The DOE/designee will review the request and make an initial determination based on the remaining criteria as well as future course availability.
2) As of the start date of the academic leave, the student must be in good academic standing status defined by the student's cGPA meeting the minimum requirement based on the number of grading periods attended by the student. The minimum cGPA requirement is noted in the Academics – SAP Policy section of the school catalog.
3) A student may have no more than one academic leave in a 12-month period not to exceed a total of 16 academic weeks in length.
4) If the student violates any of the institution's attendance policies prior to the start of the leave, the request will be denied.
5) Failure to return as-scheduled from academic leave will result in the student having to re-apply for admission should s/he choose to return to the institution at a later date.
6) Upon returning from academic leave, if the program's tuition has increased, the difference between the new tuition amount and the original tuition amount will be charged to the student.

ONLINE CLASSROOM

Students must actively participate in academic learning assignments by completing a minimum of one posting each week to meet minimum attendance. 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. Should an emergency arise that impacts their course work, it is recommended that they contact their instructors for assistance. All assignments must be completed and turned in by the deadline date outlined on the course syllabus to receive full credit.

The active course attendance (as defined above) date will be recorded as the last day of attendance (LDA) and recorded in the student system for each consecutive student posting. In order to receive attendance/participation credit for contact learning assignments, students must make substantive posting; simply signing into the portal will not give credit for attendance/participation points. LOA, suspensions, and school holidays will not be counted as part of the scheduled class attendance. The LDA will be used as the beginning point for determining when a student is to be withdrawn from the college for violation of the college's attendance policy.

All new and re-entry students must post attendance the first week before midnight Sunday night, at the end of the first week of class to remain an active student.

If a student who is scheduled for multiple courses does not officially withdraw from, or attend one of those courses during the entire grading period, the student will earn a score of zero (0) and a grade of "F" (Failure) for that course.

ONLINE STUDENT ACADEMIC ADVISING

The college's primary objective is to help our students reach their goals and achieve academic success. Student Services Advisors offer academic guidance by helping the student track their academic goals as well as assisting in coaching for success. In addition, students' progress is monitored by the college's Student Services Advisors 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 / CLINICAL POLICIES

Externship - Is the practical course that is taken immediately after the successful completion of the didactic portion of the program.

Clinical - Is the practical course scheduled within the program. Clinical courses must be completed within the designated module or semesters they are scheduled in. Most programs with clinical courses will have multiple clinical courses throughout the program.

CHCP believes that externship/clinicals are an integral part of every program and makes every effort to ensure students begin 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 a 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 DO NOT HAVE THE OPTION OF CHOOSING THEIR SITES. Sites are assigned by availability as well as the skills/procedures required to meet the course objectives. The College offers 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 externship rotation for the Radiologic Technologist, LMRT, Dental Assistant, or any program with exposure to ionizing radiation should (are recommended to) sign a Declaration of Pregnancy before being assigned to a site or any time during their externship as applicable.
- DISTANCE EDUCATION STUDENTS - All externship or laboratory training sites are selected based on an evaluation of site personnel, geographic location, availability, and type of learning experience provided. CHCP utilizes sites that can be accessed within the states where we operate. The college maintains affiliation agreements with many clinical facilities. Due to the locations of our externship sites, if a student relocates to a state in which CHCP is not licensed to operate, they may have their enrollment at CHCP terminated. Our current state of licensed operation is Texas.

*****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. 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/CLINICAL ELIGIBILITY

Students must have successfully completed (grade of C or better) all scheduled core 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 their financial aid representative.

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

EXTERNSHIP/CLINICAL ATTENDANCE

The Education Department will monitor 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 14 calendar days following assignment to an extern site or the students may be terminated. In addition, students who begin an externship and miss 14 consecutive calendar days from that site may be terminated from the college. Assignments to clinical sites are made by the Externship/Clinical Coordinator or Program Director. 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 college'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. Students must begin clinical courses as assigned per module/semester.

TIME SHEETS

All students on externship/clinical assignments are required to submit weekly attendance records via fax, email, electronically through Canvas or course Key, or in person. Students that fail to submit weekly attendance information may be required to report to the school in person to meet with an Externship/Clinical Coordinator or Program Director.

FAILURE to submit time sheets and meet with the Academic 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. In most instances, externships are scheduled during normal business hours, Monday through Friday, between the hours of 8:00 am and 6:00 pm. Students entering externship need to be prepared to be available during these times. At the mandatory externship orientation, students will be given their externship assignments and schedules.

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 in most cases 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 courses may be required to repeat the entire course.

PREGNANCY POLICY RADIOLOGY STUDENTS (DA, LMRT WITH MAS, AND RT COMPLETION)

Radiation Dosimetry and Safety

Radiation presents possible hazards to human tissue. It is the responsibility of each student to follow directions carefully and to utilize all acceptable means of radiation protection for patients, instructors, peers, and themselves at all times. The DA, LMRT with MAS, and RT Programs as well as our externship and clinical affiliates, operate under the ALARA concept (As Low As Reasonably Achievable) and adhere strictly to this policy. All faculty and students are required to exercise appropriate radiation protection at all times.

Students are advised that a number of studies have suggested that the human fetus may be more sensitive to ionizing radiation than an adult, especially during the first three months of gestation. The National Council on Radiation Protection (NCRP) has recommended that special precautions be taken to limit exposure when an occupationally exposed woman could be pregnant. It is strongly recommended that all female students become familiar with the Regulatory Guide 8.13 published by the Nuclear Regulatory Commission (NRC) which explains risk to the unborn child from radiation received as a result of occupational exposure.

Once pregnancy is confirmed, the student has the option of whether or not to inform program officials of the pregnancy. **While it is entirely voluntary**, the student may notify the Program Director/Clinical Coordinator and declare the pregnancy in writing, the student will not be permitted to continue without a physician's review of the student's condition and approval to continue in the program. The student must sign a Pregnancy Liability Release Form which can be obtained from the Program Director.

Following a physician's consultation and written permission to continue in the program,
the student has two options:

1. **Academic Leave**
    a. Academic Leave with readmission after the pregnancy at the point where the student left the program.
    b. The program faculty reserves the right to require a student to audit required program courses already successfully completed prior to reentry. This decision will be made on an individual basis.
    c. Reentry will be based on space availability

2. Continuation in the program under the following conditions:

a. Physician's approval

b. The student will be provided a fetal radiation monitor to be worn at waist level under a lead apron at all times during clinical and laboratory practice.

c. The recorded radiation exposure on a fetal badge will not exceed 500 mR (gestational) and 50 mR (monthly) or that indicated by the physician.

d. For the student's protection as well as the safety of the fetus, the following guidelines must be adhered to:
   - Do not hold patients during exposures.
   - Use all protective devices available.
   - Remain completely inside the control booth when exposures are made, as it applies to required participation in mobile radiographic, general fluoroscopy, or C-Arm fluoroscopy, follow all appropriate radiation safety practices.

e. The student must sign the Pregnancy Liability Release Form

f. If the pregnant student chooses to continue with the regular clinical schedule, she is expected to follow the regular clinical schedule for each term.

g. The student may choose to revoke her declaration of pregnancy at any time, regardless of actual pregnancy status. The lower dose limit for the embryo/fetus no longer applies, if the student revokes her declaration.

ACADEMIC COMPLIANCE

ACADEMICS - SATISFACTORY ACADEMIC PROGRESS POLICY (IN ACCORDANCE WITH TEXAS RULES)

All students must maintain Satisfactory Academic Progress (SAP) in order to remain enrolled at CHCP. To maintain SAP, a student must maintain the minimum cumulative grade point average (CGPA) as outlined in the chart below, or they will be placed on probation. This requirement is evaluated at the end of each grading period and must be met in order to be considered to be making satisfactory academic progress.

End of Grading Period	CGPA Minimum Requirement (Qualitative)
#1	1.5
#2	2.0
#3 through Program Completion	2.0

Academic Probation

A student who has not achieved a satisfactory cumulative grade point average (CGPA) at the end of a grading period will be placed on academic probation. When a student is placed on academic probation, the student will be counseled prior to returning to class. The date, action taken, and terms of the probation will be documented and maintained in the student's file.

If the student on probation achieves satisfactory progress (2.0) for the probationary grading period but fails to achieve a CGPA of 2.0 at the end of the probationary grading period, the student may continue on probation for one additional grading period.

If the student on probation does not achieve satisfactory progress (2.0) for the probationary grading period, the student will be terminated from the program.

The enrollment of a student who fails to achieve satisfactory progress for two consecutive grading periods shall be terminated.

Re-Entry

A student terminated for unsatisfactory progress must wait a minimum of one grading period before being eligible to apply for re-entry. A student who is approved to re-enter will be placed on academic probation for the first returning grading period. The student will be advised of this action and documented in the student's file accordingly. A student who fails to achieve satisfactory progress at the end of the probationary grading period will be terminated from the program.

FINANCIAL AID - STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

PURPOSE: The purpose of this policy is to establish an academic progress policy that meets institutional requirements and is also compliant under federal regulations for purposes of assessing and determining individual students' eligibility for federal student aid. Any student who requires additional information regarding CHCP's Satisfactory Academic Progress ("SAP") policy (including any of the information discussed below) should contact the Financial Aid Department for assistance.

POLICY: All enrolled students must make SAP in order to both remain enrolled at CHCP and maintain continued eligibility to receive federal financial aid assistance. CHCP determines whether a student is making SAP by reviewing two academic components – a qualitative and a quantitative factor – at specific evaluation points.

I. Evaluation of SAP

CHCP evaluates each student to determine if he/she is making SAP at the end of each payment period. Each of CHCP's payment periods generally corresponds to a semester for term-based programs for federal financial aid purposes. For non-term based programs, a payment period is one-half (50%) of an academic year. Thus, the end of each payment period (and semester, for term-based programs) is a SAP evaluation point.

II. SAP Factors (Qualitative, Quantitative and Maximum Timeframe)

The first SAP component, referred to as the qualitative factor, is measured by the student's cumulative grade point average ("CGPA"). The second, referred to as the quantitative factor, is the student's rate of academic progress toward successful completion of the credit hours they have attempted (i.e., the ratio of credit hours earned to credit hours attempted). The third is maximum timeframe (MTF), which means the student must complete the program of study within 150% of the program credits. A student must meet the qualitative factor (CPGPA), the quantitative factor (rate of progress), and the MTF requirements to be considered by CHCP to have made SAP. Each factor is discussed in more detail below.

For non-term programs, student must successfully complete both the credits and the weeks of instructional time required for the payment period for a SAP evaluation. *See* SAP Table (below).

A. CGPA Requirement (Qualitative Factor):

When CHCP reviews the student's academic file at each evaluation point, that student must maintain a minimum CGPA in order to meet this factor and be considered in good academic standing. As detailed in the SAP Table (*see* below), the CGPA a student must attain varies based upon how many payment periods (or semesters) the student has completed. For example, a student in a term-based program who has reached the evaluation point after her first payment period (which corresponds to her first semester) must have a CGPA of 1.5 to meet the qualitative SAP factor. Alternately, a student who has just completed his fourth payment period in a term-based program (which again corresponds to his fourth semester) must have a CGPA of 2.0 to meet the qualitative SAP factor. Please consult that SAP Table (*see below*) to confirm what CGPA you must attain in a given payment period (and/or semester).

CHCP maintains each student's academic file and it is available for review upon request. Grades are calculated pursuant to the general academic policies of CHCP. A student may appeal a grade assigned by an instructor/faculty member as provided for in the Course Catalog. *See* "Grade Appeals" section of the Course Catalog.

In addition, at the end of the two academic years of enrollment, students in programs longer than two (2) academic years (i.e., more than four semesters or payment periods) must have CGPA of at least 2.0 or the equivalent needed to graduate within the Maximum Time Frame. *See below,* Definition of Maximum Time Frame.

B. Rate of Academic Progress (Quantitative Factor):

When conducting a SAP review, CHCP also checks to find out if the student has earned (i.e., successfully completed) at least a certain percentage of those credit hours he/she has attempted. The formula used to complete the evaluation is:

$$\frac{\text{Total Credit Hours Earned}}{\text{Total Credit Hours Attempted}}$$

Total Credit Hours Earned are defined as those credit hours the student attempted (including transfer credits accepted by CHCP towards completion of the student's current program) less those credit hours for which the student received a non-passing grade, a grade of incomplete, or a withdrawal. Total Credit Hours Attempted are defined as those credit hours that are contained in the student's academic history at CHCP, including, as may be applicable, transfer credits. *See* CHCP's Catalog for more information about the transfer credit policy. Please see CHCP's Course Catalog for detail regarding how non-punitive grades and repeated coursework impact SAP. *See, e.g.,* Course Catalog at p. 28. Please note that CHCP does not grant credit for remedial courses, non-credit courses, advanced placement courses, or experiential learning.

SAP TABLE (TERM-BASED PROGRAMS)

Evaluation Period*	Minimum CGPA (Qualitative)	Minimum Rate of Academic Progress (Quantitative)
Payment Period 1	1.5	50%
Payment Period 2	2.0	50%
Payment Period 3 (Through program completion)	2.0	66.67%

***For term-based programs, the payment period corresponds with CHCP's semesters found in the academic semester.**

For example, if a student attempts 12 credit hours during his first semester, he would be expected to have earned (i.e., successfully completed) at least six (6) of these credits (because 6/12 = 50%) in order to comply with the minimum quantitative standards. In order to meet SAP, that same student would also need a CGPA of 1.5.

As another example, consider a student who has just finished her third semester. She has attempted 36 total credit hours. That student would need to have earned (i.e., successfully completed) at least 24 credits (because 24/36 = 66.67%) to satisfy the quantitative component. She would also need to have a CGPA of at least 2.0 in order to meet SAP.

SAP TABLE (NON-TERM-BASED PROGRAMS)

Evaluation Period**	Minimum CGPA (Qualitative)	Minimum Rate of Academic Progress (Quantitative)
Payment Period 1	1.5	66.67%
Payment Period 2	2.0	66.67%
Payment Period 3 (Through program completion)	2.0	66.67%

****For non-term-based programs, the payment period is the equivalent of one-half (50%) of an academic year.**

For example, if a student is enrolled in the non-term Medical Assisting program, the full program length is 35 weeks and 24 semester credit hours; the student's first payment period ends at the 50% point of the academic year (which occurs at 18 weeks (and 12 credits). To meet SAP, the student must have successfully completed 9 credits (9/12 = 66.67) and have a CGPA of 1.5.

C. Maximum Time Frame

In addition to the qualitative and quantitative SAP requirements, students must also remain on track to complete their programs within the maximum timeframe ("MTF"). MTF is 1.5 times the normal time frame required to complete the program pursuant to CHCP's Catalog. This means that a student can only attempt 150% of the program length in credits. Official leaves of absence and other official interruptions of educational training are not computed as part of the student's progress for the purpose of the MTF calculation. Failure to complete the academic requirements necessary to graduate within the MTF will result in losing Title IV funds and the student's academic dismissal. For example, if the normal timeframe within which students complete a program is 24 credits and 35 weeks, the MTF for that program is 36 credits (1.5 x 24 credits) and 52.5 weeks (1.5 x 35 weeks). If at any point, the student cannot mathematically complete the program within 150% MTF, the student will lose Title IV eligibility

III. Failure to Make SAP

When a student satisfies the qualitative, quantitative, and MTF factors when CHCP conducts an SAP review at an evaluation point, CHCP considers that student to have met SAP. If a student does not meet the qualitative or quantitative factors when CHCP completes its SAP review at an evaluation point, CHCP considers that student to have failed to make SAP. CHCP will notify a student in writing that he/she has failed to make SAP, including any resulting consequences (e.g., being placed on Financial Aid Warning, the need to file a SAP Appeal to remain eligible for additional federal financial aid, etc.). If the student does not meet MTF, the student loses eligibility for Title IV from that point forward, unless the student successfully appeals.

A. Students Not Receiving Federal Financial Aid

If a student is not receiving federal financial aid but fails to make SAP at an evaluation point, he or she will be placed on Academic Warning status (this is similar to the Financial Aid Warning status detailed below). This occurs automatically, though the student will be notified by CHCP. CHCP will counsel the student regarding ways to improve academic success as well as the potential problems and negative consequences associated with reaching the MTF without having completed the program requirements.

If a student fails to make SAP at the next evaluation point following the payment period during which he/she was on Academic Warning, the student will be dismissed from CHCP. However, a student may file a SAP Appeal by following the procedures outlined below. If the student files a complete and timely SAP Appeal and CHCP approves the appeal, the student will be placed on Academic Probation. Failure to make SAP (or have complied with the individual academic plan developed in cooperation between CHCP and the student) at the following evaluation point will result in dismissal from CHCP.

B. Students Receiving Federal Financial Aid

If a student receives federal financial aid (i.e., Title IV funds such as a Pell Grant or Direct Loan (whether subsidized or unsubsidized), failure to make SAP can or will impact his/her ability to continue receiving financial aid disbursements. The potential consequences for such students are explained in more detail below. The student will be notified in writing of any changes to their SAP status.

i. Financial Aid Warning

If a student fails to make SAP after an evaluation point, he/she will be placed on Financial Aid Warning for the following payment period. This occurs automatically, though the student will be notified by CHCP. A student may be on Financial Aid Warning for no longer than that following a single payment period (which is also a semester in a term-based program). A student on Financial Aid Warning will also receive academic advisement to assist them to improve in their studies.

While the student is on Financial Aid Warning status, he/she may continue to receive federal financial aid. If, at the following evaluation point, the student is making SAP, he/she will be considered to be in good academic standing and will be able to receive additional disbursements of federal financial aid. However, if the student fails to make SAP for a second consecutive semester, he/she may only continue to receive federal financial aid if he/she files a SAP Appeal, CHCP approves that appeal, and the student is placed on Financial Aid Probation status.

ii. SAP Appeal

Students on Financial Aid Warning and who do not meet SAP or Maximum Timeframe at the next evaluation point (i.e., the end of the current payment period) may file a SAP Appeal. In a SAP Appeal, the student explains the extenuating circumstances that prevented him/her from meeting SAP requirements and what corrective action he/she has taken (or will take) to meet SAP at the next evaluation point.

.

Students may file a SAP Appeal at any time, including prior to the end of the current semester or payment period. That is, a student may begin the appeal process prior to the date when CHCP determines the student, who would be on FA Warning, has not met SAP for a second semester or payment period. In some cases, this may allow the student to avoid any potential disruption to their enrollment status.

1. Filing a SAP Appeal

In order to file a SAP Appeal, a student must complete the SAP Appeal Form in writing. The SAP Appeal Form is available from CHCP's Financial Aid Department. The written appeal should explain the extenuating circumstances which contributed to the student's failure to meet SAP. Typical circumstances might include the death of a relative, an injury or illness suffered by the student (or a close family member), or some other special circumstances which negatively impacted the student's ability to succeed academically. Supporting document is also needed to substantiate the basis for the SAP Appeal. This might include a doctor's note, an obituary for a deceased family member, or other relevant information which objectively documents the particular circumstances. The SAP Appeal should also include an explanation addressing what corrective action the student has taken (and/or will take) to ensure he/she can (and will) meet SAP requirements if the appeal is granted.

2. Evaluating a SAP Appeal

Upon submission of a SAP Appeal, CHCP's Director of Education will review the student's SAP Appeal to determine if it is complete and supports approval of the appeal. A determination will be made within 2 weeks of receiving the appeal. If the SAP Appeal is denied, the student will be dismissed from CHCP. If the SAP Appeal is accepted, CHCP will move the student into Financial Aid Probation status and assist the student as discussed below.

In addition, staff members will assess the student's academic file to determine if it is mathematically possible for the student to (i) meet SAP within the necessary timeframe (typically by the time the student reaches the next evaluation point) and thus be back in good academic standing and (ii) complete all remaining coursework within the maximum time frame.

In addition, CHCP's Director of Education will determine ways to counsel the student and provide suggested strategies and/or identify resources to help the student succeed academically. This process may also include the development, in cooperation with the student, of a customized academic plan which, if followed, should allow the student to meet SAP within the required timeframe (i.e., by the next evaluation point).

iii. Financial Aid Probation

If a student fails to make SAP during the semester following the semester during which he/she was on Financial Aid Warning, he/she may only continue to receive federal financial aid by filing a SAP Appeal, having the appeal approved, and being placed on Financial Aid Probation. A student may receive federal financial aid during that semester or payment period upon (i) the approval of the student's appeal; (ii) CHCP's determination that the student should be able to meet SAP by end of the semester (or payment period); and (iii) CHCP providing the student with an academic plan that, if followed, will allow the student to meet SAP by a specific point in time (likely, though not necessarily, the end of that semester). A student may receive federal financial for the semester following the FA Probation period only if, as of the following evaluation point, the student is meeting SAP or has met the requirements imposed by the CHCP academic plan.

Failure to meet SAP or meet the requirements imposed by the CHCP academic plan at the next evaluation point while on Financial Aid Probation will preclude the student from receiving any additional federal financial aid. It will also result in the student's dismissal from CHCP.

.

iv. Re-Establishing Federal Financial Aid Eligibility

As indicated above, establishing eligibility to receive continued disbursements of federal financial aid (i.e., Title IV funds) varies based upon the student's status. A student on Financial Aid Warning for failure to make SAP may continue to receive additional disbursements of funds during the semester (or payment period) during which he/she is on Warning status. If a student meets SAP at the next evaluation point, he/she will be placed back on good standing and able to receive additional disbursements of federal financial aid. If a student on Financial Aid Warning fails to meet SAP for a second consecutive semester, he/she cannot receive any additional disbursements of Title IV funds without (i) filing a SAP Appeal, (ii) having that Appeal approved by CHCP, and (iii) being moved onto Financial Aid Probation status.

A student placed on Financial Aid Probation may receive disbursements of federal financial aid during the semester in which he/she is on Probation status. Such a student may only receive additional disbursements of federal financial aid in the next semester if the student has (i) met SAP at the next evaluation point (i.e., the one at the end of the semester during which the student was on Probation status) in a subsequent payment period or (ii) is determined by CHCP to have satisfied the requirements of the academic plan developed by the student and CHCP.

IV. Obtaining Readmission Upon Dismissal

Students who seek to return to CHCP upon dismissal for failing to meet SAP must file a written statement explaining why they were not previously making SAP and what conditions in their lives have changed which will now allow them to succeed academically. The written statement must be filed with the Director of Education. If the student is allowed to return, he/she will be placed on Financial Aid Probation for the next evaluation period. This is because the student must previously have not met SAP to have been dismissed. *See above* (details related to students on Financial Aid Probation status). A readmitted who did not cease attendance due to SAP student may be allowed to receive federal financial aid while he/she is on Financial Aid Probation status.

V. Changes in Major/Program of Study

If a student chooses to withdraw from his/her current program of study and enroll in a new program, only those credits which CHCP counts towards the new program will be included in the SAP determination.

VI. Additional Degrees

If a student enrolls in an additional (i.e., second or more) degree program, only those credits which CHCP counts towards the new program will be included in the SAP determination.

VII. Program Classification

CHCP classifies its academic programs as either term or non-term. Each program is measured in credit hour. The charts below identify each program's (i) classification (i.e., as term or non-term based), measurement (i.e. credit hours), and (iii) length of each payment period (which also corresponds to a semester). The chart further identifies the maximum time frame ("MTF") per payment period and length of the full program.

Term Program credits hours/weeks.

Program(s)	Measurement (Clock / Credit Hour)	Length of Payment Periods	Full Program Length
CRCM-AAS, DMS-AAS, HMAS-AAS, HCM-AAS, HCA-BS, RTCP-AAS, RSM-BS, ADN-AAS, ST-AAS, CVS-AAS, CS-AAS, DA-Cert (online), MA-Cert (online), MBC-Cert, HCOA-Cert, VN-Cert	Credit Hours	Each payment period is 16 weeks (i.e., 50% of an academic year)	*See* Course Catalog for the length of each individual program.

Non Term Program credits hours/weeks.

Program(s)	Measurement (Clock / Credit Hour)	Length of Payment Periods (PP) (PP 1 / PP 2)	Full Program Length
Blended Delivery Medical Assistant, Dental Assistant, Ophthalmic Assistant, Physical Therapy Technician, Pharmacy Technician., Rehabilitation Therapy Technician	Credit Hours	20 / 16 weeks	36 weeks
Blended Delivery Medical Coding and Billing	Credit Hours	20 / 18 weeks	38 weeks
Blended Delivery LMRT with Medical Assisting Skills 59 SC	Credit Hours	PP 1-2 are 16/16 weeks PP 3-4 are 16/10 weeks]	58 weeks

RE-ENTERING STUDENTS

Any student re-entering the college after being terminated for unsatisfactory academic progress (SAP Dismissal), or having unsatisfactory academic progress at termination/withdrawal from the college, will be placed on SAP re-entry probation for the initial re-entry grading period. The student will not be eligible for Title IV Federal Student Financial Assistance during this probationary grading period. If the student attains satisfactory academic progress or meets the requirements imposed by the CHCP academic plan, by the end of 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 attain SAP or meet the requirements imposed by the CHCP academic plan, at the end of 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 SAP. However, 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 Campus President or Director of Education. If a student is given an "F" for any incomplete grade (either because they did not earn a grade in the time frame allotted for completing incomplete grades or earned an "F" for the course(s) when completing the coursework), the "F" will be calculated into the students CGPA (qualitative measure) and the student's rate of progress (quantitative measure).

WITHDRAWAL

All "W" grades will not count in the student's qualitative progress, but will be counted in the quantitative measure. In addition, a student who withdraws from a course(s) will be given a grade of "W" (withdrew). When a student 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 core course work** with a grade of "C" or better and a "D" or better for some degree program general education courses, for completion of a program. Students will be required to repeat each unsuccessfully completed course (grade of I, W, D (core), and F) within the program prior to beginning externship. Online students failing a class for the first time may be rescheduled back into that class during the first week of the new module. ***Students are responsible for the cost of all repeat courses***, except as otherwise indicated by school policy. Students will be allowed a maximum of three (3) attempts to earn a passing grade in an individual course, unless otherwise indicated by program policy. Failure to pass a course after three (3) unsuccessful attempts will result in dismissal from the college.- The failing grades for the course, as well as the repeat grades, will be recorded in the permanent student record. The higher grade will replace the lower grade when calculating the student's CGPA. However, all course attempts will count toward a student's quantitative measure of academic progress.

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, and 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 the 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 Director of Education for further action. The Director of Education 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 college with a complaint of conduct violation(s), the Director of Education 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 in most cases is not eligible for re-entry to the college.

****NOTE: A student terminated by the college for conduct violations is not eligible for standard 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 medical facilities and 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.

Apparel:	Scrubs, neat and clean are to be worn when attending class on the campus. If conditions warrant, students may wear sweaters or overcoats over their uniforms while attending scheduled classes as long as school ID is visible.
Footwear:	Conservative closed toe and heel, non-cloth shoes are to be worn in classrooms and labs. No croc style, slide, sandal, slippers, or heels are permitted.
Hair:	Hair, including facial hair, should be neat and clean, with natural occurring hues and appropriate for the allied health field (Please see your program director for additional information). Hair below shoulder length is to be pulled back or put up. Head garments such as caps, bandannas, hats, etc., are not allowed, unless the headgear is required for religious reasons.
Nails:	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.
Jewelry:	Only stud earrings will be allowed. Hoop, wire, or dangling earrings are not allowed as they are safety hazards. ***Body piercing ornaments are not allowed,*** which includes tongue-piercing ornamentation.
ID Badges:	***ID badges are to be worn at all times.***
Tattoos:	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 workplace are covered in lectures and are available on the CHCP website in consumer information at https://www.chcp.edu/tuition-financial-aid/consumer-information

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 an 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, CHCP 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 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 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, re-submitting materials that you had previously submitted in another course (Self-Plagiarism). 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.

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. Keep responses topic appropriate and always make sure you are focused on the topic being presented. Take time to read responses prior to responding, as it will assist you in avoiding repeat responses. 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.

Online classrooms are academic forums and appropriate communications are expected. The use of slang, emoticons, or texting language is not appropriate for the classroom, so refrain from and disregard their usage. Only class related material is acceptable within the learning environment. Refrain from sending inappropriate pictures, jokes, chain letters, etc.

FOOD AND DRINK

No food or drink is allowed in the college 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 may be subject to disciplinary action.

CELL PHONES AND ELECTRONIC ITEMS

Electronic items such as cell phones are to be turned off or muted while in the classroom, computer lab, student resource center, and hallways. The use of bluetooth 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. With instructor approval, tablets and laptops may be used in the classroom for note-taking and educational purposes only. Any other use will result in a request to turn off the device. Students failing to comply will be subject to disciplinary actions.

UNAUTHORIZED RECORDINGS POLICY

CHCP prohibits students from the unauthorized or secret audio and/or video recording of, but not limited to, a conversation, phone calls, or meetings with any faculty or staff of CHCP. While some states permit audio recording by one party to a conversation, this policy prohibits such recordings without the consent of all parties to the conversation, regardless of the location of each party. Students found in violation of this policy may be dismissed from CHCP.

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 the college contract;
- Demonstrating poor judgment or inability to function properly which compromises students'/patients' safety;
- Failure to abide by the rules and regulations of 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 stairwells that are not designated as a smoking area;
- Theft;
- Conduct or action that results in the loss of an externship/clinical site; and
- 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 institution's 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, especially the FAQs at www.copyright.gov/help/faq.

SAFETY

Students, staff, and visitors are required to follow all safety policies of the college. The following rules are in place to ensure that a safe and secure learning environment exists for maximum productivity.

- Firearms are prohibited at all times on the CHCP campus.
- Dental Assistant students must read and comply with all regulations and requirements in the Radiation Control Manual.
- LMRT and Dental Assistant students are required to wear a radiation monitoring badge while on externship and when operating energized radiologic instrumentation. The badge will be supplied by the Program Director or Externship Coordinator.
- Students are required to complete OSHA safety, blood-borne pathogen, and infectious disease training during their initial module/semester.
- Students need to become familiar with the location and use of Material Safety Data Sheet (MSDS) binder in medical and dental laboratories.
- If a student is involved in an accidental needle stick. The student may be asked to take HIV and Hepatitis B tests, with rules of confidentiality. Test results will be given to the student.
- All incidents on campus must be reported to an Instructor, Program Director, Director of Education, or Campus President.

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 qualified from publications and the Internet. From these ad sources seeking allied health care workers, the Career Advisor assesses the market needs of the community and markets the college graduates accordingly. Further, the college has an employer base comprised of companies that either have 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.

LIBRARY SERVICES

We offer our students a vast variety of peer related journals and academic resources on the student portal by clicking on the Library link for all of our active students.

TRANSCRIPTS

CHCP has partnered with Parchment Digital Credential Services to fulfill all official transcript requests for all CHCP campuses. Whether you need a transcript delivered electronically, by mail, overnight, or internationally, Parchment will process your request within 1-2 business days of the request being received. Please click this link or type the link noted below into any web browser to setup your Parchment account and order your official transcript. A nominal fee applies to all official transcript requests.
https://www.parchment.com/u/registration/40720686/institution

NAME CHANGE

Students wishing to officially change their name within CHCP records, must submit a request in writing and provide a copy of their government issued Social Security Card reflecting the new name being requested. CHCP has developed a web form process that will allow the student to complete their requests electronically; including an upload of the required Social Security Card. Type the following address into any internet browser to complete the Student Name Change Request form. https://fbrenderer-100662.campusnexus.cloud/#/renderer/InfoChangeRequest.

GRADUATION

In order to be graduated, a student must successfully complete all classroom, laboratory, and externship portions of their program with a minimum CGPA of 2.0. Two graduation ceremonies are scheduled annually and are held in the Spring and Fall. Upon satisfactory completion of course work and externship the student is awarded the appropriate degree or certificate of completion.

****NOTE: Students successfully completing the program that have not met their financial obligations, are not current with tuition payments or have not made alternate payment arrangements with their financial aid will not be eligible to participate in the graduation ceremony until all past due obligations have been met or alternate financial arrangements have been made.***

INCLEMENT WEATHER POLICY

The college may be closed to students during periods of inclement weather. Information about the college's closures will be posted on the college website and on official college social media pages and may 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, Director of Education, and/or the Campus President.

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.

The student may also address their grievance to the following:

The College of Health Care Professions – Corporate Offices
2550 North Loop West, Suite 300, Houston, Texas 77092
studentambassador@chcp.edu

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)

Commission on Accreditation of Allied Health Education Programs
(Surgical Technologist Program – Houston North Loop, DMS Program –Austin and Fort Worth))
35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208
(312) 553-9355. (www.caahep.org)

The Texas Higher Education Coordinating Board (Degree programs)
1200 East Anderson Lane, Austin, Texas 78752
(512) 427-6250, www.thecb.state.tx.us, refer to the College Readiness and Success tab – Student Complaints

No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the enrollment 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 may require a mandatory make-up day on a Friday for modular programs. (See Addendum A for scheduled make-up days)***

Blended - 4 Week, Day and Evening Modular Programs

Dates and times vary for the 4-week modular schedules. Day classes are normally scheduled between the hours of 8:00 am and 6:00 pm Monday through Friday. Evening classes are normally scheduled between the hours of 4:30 pm and 11:00 pm Monday through Friday. In most instances, there is a 10-minute break within each 60-minute block of time.

Residential and Hybrid Semester Programs

Schedule	Days	Hours
Day	Monday through Friday	8:00 am to 5:00 pm

Lecture courses are normally scheduled between 8:00 am and 5:00 pm Monday through Friday. Clinical hours and laboratory courses may be scheduled 7:00 am – 6:00 pm Monday through Friday.

Surgical Technology Clinical hours are typically 6:30 am – 3:00 pm 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.

RESIDENTIAL, BLENDED, AND HYBRID PROGRAMS

CARDIAC SONOGRAPHY ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

Offered at the HNW

Program Description:
The Cardiac Sonography program is designed to prepare the graduate to perform adult echocardiographic examinations under the direction of a physician. This program integrates classroom theory and laboratory with the practical clinical experience necessary to graduate competent entry-level cardiovascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains in the field of adult echocardiography. Students will gain specialized knowledge in cardiovascular anatomy and physiology, cardiac pathology, electrocardiogram interpretation, and ultrasound physics. Students will acquire proficiency in two-dimensional echocardiography, M-mode and Doppler modalities, and learn to implement the critical thinking skills necessary to recognize and evaluate the sonographic appearance of adult cardiac diseases. Graduates will have the skills to seek entry-level employment as cardiac sonographers in hospitals, clinics, doctor's offices, and outpatient 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 21. Participants must be in excellent health, have excellent vision, hearing, manual dexterity, and demonstrate professional attributes. Applicants must complete a criminal background check. Students who have criminal histories must have already completed the Declaratory Order of Eligibility (DOE) for licensure through the American Registry of Diagnostic Medical Sonographers (ARDMS) and Cardiovascular Credentialing International (CCI) and provide a copy of the eligibility letter prior to acceptance into the program.

Program Admission Selection Process:
The college uses an applicant ranking system to select the most qualified candidates for admission into the program. The competitive selection process is designed to give all qualified applicants an opportunity to be a member of the class while ranking the individuals that have the best potential for success. An admissions representative interviews each applicant. The representative provides detailed information about the program and confirms the student meets the Cardiac Sonography program requirements.

Once the applicant completes all the Cardiac Sonography program requirements, the applicant must interview with a panel of members comprised of Cardiac Sonography team members and/or other faculty members. In addition, the applicant must submit one letter of recommendation to the Cardiac Sonography program director. The letter of recommendation must be from an adult, non-family member who can comment on the applicant's character. The final ranking score is based on a weighted point system that includes aspects of the applicant's prior education, GPA, and interview.

Applicants will be offered a seat in the class based on the Cardiac Sonography ranking score and class space availability. Applicants wishing to re-enter the program, after a previous drop, are required to follow the re-entry process outlined in the school catalog. Cardiac Sonography re-enters are admitted on a space availability basis and are placed at the bottom of the waiting list if the class is already filled.

Once admitted into the Cardiac Sonography program, it is important to note:

1. All Cardiac Sonography students are required to submit a physical examination and proof of vaccination for: measles; mumps; rubella; hepatitis B; varicella; tetanus; influenza (seasonal); tuberculosis skin test (or chest x-ray & questionnaire if history of positive test); hepatitis A and/or hepatitis C (depending on clinical facility); proof of health insurance and a pre-employment physical.

2. All Cardiac Sonography students are required to pass urine drug screenings. If at any point the result is positive, the applicant is removed from the program, and deferred from reapplying for one year at which time they may re-apply and repeat the entire admission process.

3. Each graduate is expected to sit for his or her registry within 90 days of graduation.

Program Length: The length of time normally required to complete the program is ninety-six (96) weeks.

Delivery Method: Hybrid Program. May be delivered by residential, blended or full distance education.

CARDIAC SONOGRAPHY PROGRAM OUTLINE

COURSE #	COURSE NAME	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	TOTAL HOURS	SEMESTER CREDITS
SEMESTER I						
MATH 1314	*College Algebra*	48	0	0	48	3.0
ENGL 101	*English Composition*	48	0	0	48	3.0
HPRS 101	*Medical Terminology*	48	0	0	48	3.0
PHYS 100	*General Physics*	48	0	0	48	3.0
APS 101	Anatomy & Physiology	48	32	0	80	4.0
LES 100	*Law and Ethics in Allied Health*	30	0	0	30	2.0
	Total	**270**	**32**	**0**	**302**	**18.0**
SEMESTER II						
DBS 201	Patient Care and Professionalism	30	15	0	45	2.5
CSG 200	Cardiovascular Principles	30	0	0	30	2.0
CSG 210	Cardiovascular Pharmacology	30	0	0	30	2.0
CSG 220	Cardiovascular Pathology	45	0	0	45	3.0
CSG 230	Electrocardiography	30	30	0	60	3.0
	Total	**165**	**45**	**0**	**210**	**12.5**
SEMESTER III						
PSYT 101	*Introduction to Psychology*	48	0	0	48	3.0
CSG 340	Introduction to Echocardiography	45	60	0	105	5.0
DBS 290	Ultrasound Physics and Instrumentation	90	15	0	105	6.5
	Total	**183**	**75**	**0**	**258**	**14.5**
SEMESTER IV						
CSG 450	Echocardiography I	45	60	0	105	5.0
CSGC 1	Echocardiography Clinical Practicum I	0	0	240	240	5.0
DBS 560	Introduction to Vascular Sonography	45	45	0	90	4.5
	Total	**90**	**105**	**240**	**435**	**14.5**
SEMESTER V						
CSG 560	Echocardiography II	45	60	0	105	5.0
CSGC 2	Echocardiography Clinical Practicum II	0	0	360	360	8.0
DBS 390	Ultrasound Physics Prep	15	0	0	15	1.0
	Total	**60**	**60**	**360**	**480**	**14.0**
SEMESTER VI						
CSG 670	Echocardiography III	15	30	0	45	2.0
CSGC 3	Echocardiography Clinical Practicum III	0	0	360	360	8.0
CSG 600	Echocardiography Registry Review	30	0	0	30	2.0
	Total	**45**	**30**	**360**	**435**	**12.0**
	Program Total	**813**	**347**	**960**	**2120**	**85.5**

NOTE: **Students are required to successfully pass all courses with a minimum GPA with a minimum of 2.0 within the maximum allowable time frame.** The student will be awarded an Associate of Applied Science Degree (AAS) upon successful completion of all course work, clinical hours, and payment of all monies due.

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.

Course Code	Course Title and Description	Hours and Semester Credits
MATH 1314	**COLLEGE ALGEBRA**	**48/0/0/48/3.0**
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. **PREREQUISITE: NONE**		
ENGL 101	**ENGLISH COMPOSITION**	**48/0/0/48/3.0**
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 an understanding of rhetorical forms and devices with critical awareness. **PREREQUISITE: NONE**		
HPRS 101	**MEDICAL TERMINOLOGY**	**48/0/0/48/3.0**
This course is an introduction to medical terminology and covers terminology associated with the structure of the body, the integumentary, muscular and skeletal systems, the lymphatic, immune, and cardiovascular systems, the urinary, respiratory, digestive, and nervous systems, the eyes and ears, the reproductive and endocrine systems, diagnostic and imaging procedures, and pharmacology. **PREREQUISITE: NONE**		
PHYS 100	**GENERAL PHYSICS**	**48/0/0/48/3.0**
In this course, the student will gain a general understanding of physics. Topics that will be introduced in this course are related to mechanics, thermal physics, light and optics, to conclude with a review of modern physics. **PREREQUISITE: COLLEGE ALGEBRA**		
APS 101	**ANATOMY & PHYSIOLOGY**	**48/32/0/80/4.0**
This course provides students with the fundamental knowledge of human anatomy and physiology. Topics include structure and function of cells, tissues, organs, and systems. Systems being studied in this class include the skeletal and muscular systems, integumentary system, nervous system, endocrine system, lymphatic system, respiratory system, digestive system, urinary system, reproductive system, and cardiovascular system. **PREREQUISITE: NONE**		
LES 100	**LAW AND ETHICS IN ALLIED HEALTH**	**30/0/0/30/2.0**
This course is a detailed study of law and ethics and how the legal system affects the medical professional. Students will discuss current issues and concepts to help prepare for many common ethical issues related to the allied health field. **PREREQUISITE: NONE**		
DBS 201	**PATIENT CARE AND PROFESSIONALISM**	**30/15/0/45/2.5**
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 as well as work place behaviors including communication skills, problem solving, ethics, and professionalism. This course will also teach students goal setting, conflict management, building resumes, and interview techniques. **PREREQUISITE: SEMESTER I**		
CSG 200	**CARDIOVASCULAR PRINCIPLES**	**30/0/0/30/2.0**
This course will cover various cardiac related principles necessary to build a comprehensive understanding of the cardiovascular system. Detailed topics taught in this course include cardiovascular anatomy, cardiac physiology, basic embryology, and cardiac hemodynamics. Cardiac evaluation methods and types of diagnostic tests will also be covered. **PREREQUISITE: SEMESTER I**		

CSG 210	**CARDIOVASCULAR PHARMACOLOGY**	**30/0/0/30/2.0**
This course covers drug classification, indications, contraindications, mechanism of action, normal dosages, side effects, and patient considerations of drugs used in the treatment of cardiovascular related diseases. This course will also explain the use of emergency cardiac medications. **PREREQUISITE: SEMESTER I**		
CSG 220	**CARDIOVASCULAR PATHOLOGY**	**45/0/0/45/3.0**
This course will cover the pathological mechanisms, clinical manifestations and appropriate therapeutic measures of various diseases that affect the cardiovascular system. Cardiovascular topics taught in this course include fluid and hemodynamic disorders, atherosclerosis, rheumatic heart disease, hypertension, heart failure, aneurysms, cardiomyopathies, congenital defects seen in adults, arterial diseases, and diseases of the veins. **PREREQUISITE: SEMESTER I**		
CSG 230	**ELECTROCARDIOGRAPHY**	**30/30/0/60/3.0**
This course will focus on identification and analysis of cardiac arrhythmias, identification of abnormal ECG changes characteristic of myocardial ischemia, injury, infarction, bundle branch blocks, chamber enlargement, hypertrophy, and electrolyte imbalances. Exercise stress testing will also be covered. **PREREQUISITE: SEMESTER I**		
PSYT 101	**INTRODUCTION TO PSYCHOLOGY**	**48/0/0/48/3.0**
This course covers the interrelationship between biology and human behavior. Included in the course are theories involved in sensation and perception, consciousness, learning, memory, thought language, mental abilities, motivation and emotion, effect of stress, personality traits, social psychology, and psychological disorders and their treatments. **PREREQUISITE: NONE**		
CSG 340	**INTRODUCTION TO ECHOCARDIOGRAPHY**	**45/60/0/105/5.0**
This course covers fundamental theoretical principles and basic scan techniques of two-dimensional echocardiography, M-mode, and Doppler modalities. The normal sonographic appearance of standard two-dimensional transthoracic views, M-mode tracings, Doppler tracings, and routine measurements related to these modalities are the focus of this course. Sonographer responsibilities before and after examinations, patient positioning, and orientation to the ultrasound equipment will also be covered. **PREREQUISITE: SEMESTER II**		
DBS 290	**ULTRASOUND PHYSICS AND INSTRUMENTATION**	**90/15/0/105/6.5**
This course provides fundamental knowledge of theory based acoustic physics, ultrasound principles, and instrumentation. The students will learn how diagnostic ultrasound works and optimize image acquisition. Students will learn to recognize and compensate for acoustical artifacts. Understand acoustic energy and bio effects while applying the ALARA principle. Students will be able to apply basic concepts of acoustic physics including sound production and propagation, interaction of sound and matter, Doppler physics and principles, various Doppler methods, operator control options, methods of recording, as well as emerging technologies. This course will also teach students about patient privacy and confidentiality, professional conduct and ethics, as well as Quality control procedures. **PREREQUISITE: SEMESTER II**		
CSG 450	**ECHOCARDIOGRAPHY I**	**45/60/0/105/5.0**
This course covers the clinical presentation of various cardiac diseases. Clinical assessment and physiological changes associated with cardiac diseases will be taught. The application of two-dimensional echocardiography, M-mode, and Doppler modalities to identify and assess abnormal sonographic changes characteristic of cardiac diseases will be discussed. Cardiac diseases taught in this course include valvular stenosis, valvular regurgitation, endocarditis, ischemic cardiac disease, hypertensive and pulmonary heart disease, and diseases of the great vessels. **PREREQUISITE: SEMESTER III**		
CSGC 1	**ECHOCARDIOGRAPHY CLINICAL PRACTICUM I**	**0/0/240/240/5.0**
This course allows students to observe, participate, and train in those tasks required of a Cardiovascular Sonographer. The focus will be on the acclimation to the clinical environment and clinical site procedures in a supervised clinical setting. Hands-on clinical experience will be gained by performing basic limited studies on technically average patients per facility protocol. Students will complete competencies as directed by the clinical education plan. **PREREQUISITE: SEMESTER III**		
DBS560	**INTRODUCTION TO VASCULAR SONOGRAPHY**	**45/45/0/90/4.5**
This course is an introduction to non-invasive vascular technology. Students will learn the anatomy, physiology, pathology, pathophysiology, and hemodynamics of the extra cranial vessels as well as the peripheral arterial and veins in the upper and lower extremities Students will learn to perform duplex exams of the extra cranial vessels and the lower extremities. **PREREQUISITE: SEMESTER III**		

CSG 560	**ECHOCARDIOGRAPHY II**	**45/60/0/105/5.0**
This course is a continuation of Echocardiography I and covers the clinical presentation of various cardiac diseases. Clinical assessment, and physiological changes associated with cardiac diseases will be discussed. The application of two-dimensional echocardiography, M-mode, and Doppler modalities to identify and assess abnormal sonographic changes characteristic of cardiac diseases will be discussed. Cardiac diseases taught in this course include cardiomyopathies, pericardial diseases, prosthetic valves, cardiac masses and congenital heart disease in the adult. **PREREQUISITE: SEMESTER IV**		
CSGC 2	**ECHOCARDIOGRAPHY CLINICAL PRACTICUM II**	**0/0/360/360/8.0**
This course is a continuation of Echocardiography Clinical Practicum I. Students will continue to observe, participate and train in those tasks required of a Cardiovascular Sonographer Students will continue to gain hands-on practical experience in a clinical setting and focus on scanning patients, producing high quality images, practicing routine measurements, and learning to document relevant clinical information. Students will complete competencies as directed by the clinical education plan. **PREREQUISITE: SEMESTER IV**		
DBS 390	**ULTRASOUND PHYSICS PREP**	**15/0/0/15/1.0**
This course provides students with a review of the fundamental concepts learned in Ultrasound Physics and Instrumentation to prepare students for the physics registry exam **PREREQUISITE: DBS 290**		
CSG 670	**ECHOCARDIOGRAPHY III**	**15/30/0/45/2.0**
This course provides an overview of advanced echocardiographic modalities utilized in the field of echocardiography. Topics include Stress Echocardiography, Transesophageal Echocardiography, Contrast Echocardiography, Three-Dimensional Echocardiography, and Strain Rate Imaging. **PREREQUISITE: SEMESTER V**		
CSGC 3	**ECHOCARDIOGRAPHY CLINICAL PRACTICUM III**	**0/0/360/360/8.0**
This course is a continuation of Echocardiography Clinical Practicum II. Students will observe, participate and train in those tasks required of a Cardiovascular Sonographer. Students will focus on scanning patients in a timely manner, producing high quality images, acquiring accurate measurements, and documenting relevant clinical information. Students will complete competencies as directed by the clinical education plan. **PREREQUISITE: SEMESTER V**		
CSG 600	**ECHOCARDIOGRAPHY REGISTRY REVIEW**	**30/0/0/30/2.0**
This course prepares students for the Adult Echocardiography Registry Exam. Concepts and principles learned in the core echocardiography courses will be reviewed. **PREREQUISITE: SEMESTER V**		

CARDIOVASCULAR SONOGRAPHY ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

Offered at the FW Campus

Program Description: The Cardiovascular Sonography program is designed to prepare the graduate to perform adult echocardiographic and vascular sonographic examinations under the direction of a physician. This program integrates classroom theory, and laboratory with the practical clinical experience necessary to graduate competent entry-level cardiovascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains in the field of adult echocardiography and vascular sonography. Students will gain specialized knowledge in cardiovascular anatomy and physiology, cardiac and vascular pathology, electrocardiogram interpretation, and ultrasound physics. Students will acquire proficiency in two-dimensional echocardiograph and vascular sonography, M-mode and Doppler modalities, and learn to implement the critical thinking skills necessary to recognize and evaluate the sonographic appearance of adult cardiovascular diseases. Graduates will have the skills to seek entry-level employment as cardiovascular sonographers in hospitals, clinics, doctor's offices, and outpatient 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 21. Participants must be in excellent health, have excellent vision, hearing, manual dexterity, and demonstrate professional attributes. Applicants must complete a criminal background check. Students who have criminal histories must have already completed the Declaratory Order of Eligibility (DOE) for licensure through the American Registry of Diagnostic Medical Sonographers (ARDMS) and Cardiovascular Credentialing International (CCI) and provide a copy of the eligibility letter prior to acceptance into the program.

Program Admission Selection Process: The College uses an applicant ranking system to select the most qualified candidates for admission into the program. The competitive selection process is designed to give all qualified applicants an opportunity to be a member of the class while ranking the individuals that have the best potential for success. An admissions representative interviews each applicant. The representative provides detailed information about the program and confirms the student meets the Cardiovascular Sonography program requirements.

Once the applicant completes all the Cardiovascular Sonography program requirements, the applicant must interview with a panel of members comprised of Cardiovascular Sonography team members and/or other faculty members. In addition, the applicant must submit a one-page resume to the Cardiovascular Sonography program director. The final ranking score is based on a weighted point system that includes aspects of the applicant's prior education, GPA, and interview.

Applicants will be offered a seat in the class based on the Cardiovascular Sonography ranking score and class space availability. Applicants wishing to re-enter the program, after a previous drop, are required to follow the re-entry process outlined in the school catalog. Cardiovascular Sonography re-enters are admitted on a space availability basis, and are placed at the bottom of the waiting list if the class is already filled.

Once admitted into the Cardiovascular Sonography program, it is important to note:

1. All Cardiovascular Sonography students are required to submit proof of health insurance and a pre-employment physical, proof of vaccination for: measles; mumps; rubella; hepatitis B; varicella; tetanus; influenza (seasonal); tuberculosis skin test (or chest x-ray & questionnaire if history of positive test); hepatitis A (depending on clinical facility).

2. All Cardiovascular Sonography students are required to pass urine drug screenings. If at any point the result is positive, the applicant is removed from the program, and deferred from reapplying for one year at which time they may re-apply and repeat the entire admission process.

3. All Cardiovascular Sonography students must sit for the SPI exam prior to the end of Semester III after completion of the Ultrasound Physics Prep course.

4. Each graduate is expected to sit for his or her registry within 90 days of graduation.

Program Length: The length of time normally required to complete the program is ninety-six (96) weeks.

Delivery Method: Hybrid Program. May be delivered by residential, blended or full distance education.

COURSE #	COURSE NAME	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	TOTAL HOURS	SEMESTER CREDITS
SEMESTER I						
MATH 1314	*College Algebra*	48	0	0	48	3.0
ENGL 101	*English Composition*	48	0	0	48	3.0
HPRS 101	*Medical Terminology*	48	0	0	48	3.0
PHYS 100	*General Physics*	48	0	0	48	3.0
APS 101	*Anatomy & Physiology*	48	32	0	80	4.0
LES 100	*Law and Ethics in Allied Health*	30	0	0	30	2.0
	Total	**270**	**32**	**0**	**302**	**18.0**
SEMESTER II						
DBS 201	Patient Care and Professionalism	30	15	0	45	2.5
CVS 240	Cardiovascular Principles & Pathology	45	0	0	45	3.0
DBS 290	Ultrasound Physics and Instrumentation	90	15	0	105	6.5
CVS 250	Introduction to Cardiovascular Sonography	30	30	0	60	3.0
	Total	**195**	**60**	**0**	**255**	**15.0**
SEMESTER III						
CVS 300	Electrocardiography	30	15	0	45	2.5
CVS 310	Echocardiography I	45	60	0	105	5.0
DBS 560	Introduction to Vascular Sonography	45	45	0	90	4.5
DBS 390	Ultrasound Physics Prep	15	0	0	15	1.0
	Total	**135**	**120**	**0**	**255**	**13.0**
SEMESTER IV						
CVS 420	Echocardiography II	45	60	0	105	5.0
CVSC 400	Clinical Practicum I	0	0	240	240	5.0
CVS 570	Advanced Vascular Sonography	45	30	0	75	4.0
	Total	**90**	**90**	**240**	**420**	**14.0**
SEMESTER V						
CVS 530	Echocardiography III	15	30	0	45	2.0
CVSC 500	Clinical Practicum II	0	0	360	360	8.0
PSYT 101	*Introduction to Psychology**	48	0	0	48	3.0
	Total	**63**	**30**	**360**	**453**	**13.0**
SEMESTER VI						
CVSC 600	Clinical Practicum III	0	0	360	360	8.0
CVS 650	Cardiovascular Review and Exam Prep	45	30	0	75	4.0
	Total	**45**	**30**	**360**	**435**	**12.0**
	Program Total	**798**	**362**	**960**	**2120**	**85.0**

NOTE: Students are required to successfully pass all courses, including general education courses, with a minimum GPA of 2.0 within the maximum allowable timeframe. The student will be awarded an Associate of Applied Science Degree (AAS) upon successful completion of all course work, clinical hours, and payment of all monies due.

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.

Course Code	Course Title and Description	Hours and Semester Credits
MATH 1314	**COLLEGE ALGEBRA**	**48/0/0/48/3.0**
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. **Prerequisite: None**		
ENGL 101	**ENGLISH COMPOSITION**	**48/0/0/48/3.0**
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 an understanding of rhetorical forms and devices with critical awareness. **Prerequisite: None**		
HPRS 101	**MEDICAL TERMINOLOGY**	**48/0/0/48/3.0**
This course is an introduction to medical terminology and covers terminology associated with the structure of the body, the integumentary, muscular and skeletal systems, the lymphatic, immune, and cardiovascular systems, the urinary, respiratory, digestive, and nervous systems, the eyes and ears, the reproductive and endocrine systems, diagnostic and imaging procedures, and pharmacology. **Prerequisite: None**		
PHYS 100	**GENERAL PHYSICS**	**48/0/0/48/3.0**
In this course, the student will gain a general understanding of physics. Topics that will be introduced in this course are related to mechanics, thermal physics, light and optics, to conclude with a review of modern physics. **Prerequisite: College Algebra**		
APS 101	**ANATOMY & PHYSIOLOGY**	**48/32/0/80/4.0**
This course provides students with the fundamental knowledge of human anatomy and physiology. Topics include structure and function of cells, tissues, organs, and systems. Systems being studied in this class include the skeletal and muscular systems, integumentary system, nervous system, endocrine system, lymphatic system, respiratory system, digestive system, urinary system, reproductive system, and cardiovascular system. **Prerequisite: None**		
LES 100	**LAW AND ETHICS IN ALLIED HEALTH**	**30/0/0/30/2.0**
This course is a detailed study of law and ethics and how the legal system affects the medical professional. Students will discuss current issues and concepts to help prepare for many common ethical issues related to the allied health field. **Prerequisite: None**		
DBS 201	**PATIENT CARE AND PROFESSIONALISM**	**30/15/0/45/2.5**
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 as well as work place behaviors including communication skills, problem solving, ethics, and professionalism. This course will also teach students goal setting, conflict management, building resumes, and interview techniques. **Prerequisite: Semester I**		
CVS 240	**CARDIOVASCULAR PRINCIPLES & PATHOLOGY**	**45/0/0/45/3.0**
This course will cover various cardiac and vascular related principles necessary to build a comprehensive understanding of the cardiovascular systems anatomy and physiology, pathology and pathophysiology. Detailed topics to include cardiac and vascular structural anatomy and their relationships, electrical innervation, embryology and fetal cardiac development, hemodynamic disorders, atherosclerosis, rheumatic heart disease, hypertension, heart failure, aneurysms, cardiomyopathies and congenital defects seen in adults. Cardiovascular history and physical exam along with indications for cardiovascular disease and evaluation methods including alternative cardiovascular procedures, testing, and treatments will also be covered. This course covers pharmacological principles and considerations in the treatment of cardiovascular diseases and emergencies as well as potential effects of medications on echocardiographic findings. **Prerequisite: Semester I**		
DBS 290	**ULTRASOUND PHYSICS AND INSTRUMENTATION**	**90/15/0/105/6.5**

This course provides fundamental knowledge of theory based acoustic physics, ultrasound principles, and instrumentation. The students will learn how diagnostic ultrasound works and optimize image acquisition. Students will learn to recognize and compensate for acoustical artifacts. Understand acoustic energy and bio effects while applying the ALARA principle. Students will be able to apply basic concepts of acoustic physics including sound production and propagation, interaction of sound and matter, Doppler physics and principles, various Doppler methods, operator control options, methods of recording, as well as emerging technologies. This course will also teach students about patient privacy and confidentiality, professional conduct and ethics, as well as Quality control procedures. **Prerequisite: Semester I**

CVS 250	**INTRODUCTION TO CARDIOVASCULAR SONOGRAPHY**	**30/30/0/60/3.0**

This course will focus on sonography image orientation, including cross sectional anatomy, screen image orientation and transducer orientation. There will also be an emphasis on sonographer responsibilities before and after examinations, patient preparation and positioning, orientation to equipment, and directional terminology. This course covers fundamental theoretical principles and basic scan techniques of echocardiography and abdominal vasculature including two-dimensional and Doppler modalities. The normal sonographic appearance of standard two-dimensional transabdominal and transthoracic views and routine measurements related to these modalities will be covered. The student will also learn techniques to prevent musculoskeletal injury. **Prerequisite: Semester I**

CVS 300	**ELECTROCARDIOGRAPHY**	**30/15/0/45/2.5**

This course will focus on identification and analysis of cardiac arrhythmias, identification of abnormal ECG changes characteristic of myocardial ischemia, infarction, bundle branch blocks and hypertrophy. Will discuss other abnormalities associated with electrolyte imbalances and chamber enlargement. Course will cover treatment options for each pathology including procedural and pharmacological. Exercise and pharmacological stress testing will be covered along with commonly used provocative stress testing drugs. Students will also learn indications and applications of holter and event monitors.
Prerequisite: Semester II

CVS 310	**ECHOCARDIOGRAPHY I**	**45/60/0/105/5.0**

This course covers the clinical presentation of various cardiac pathologies. Clinical assessment and physiological changes associated with cardiac diseases will be taught as well as treatment options including surgical and pharmacological. The application of two-dimensional echocardiography, M-mode, and Doppler modalities to identify and assess abnormal sonographic changes characteristic of cardiac diseases will be discussed. Cardiac pathology taught in this course include valvular stenosis, valvular regurgitation, endocarditis, ischemic cardiac disease, hypertensive and pulmonary heart disease, and diseases of the great vessels. **Prerequisite: Semester II**

DBS 560	**INTRODUCTION TO VASCULAR SONOGRAPHY**	**45/45/0/90/4.5**

This course is an introduction to non-invasive vascular technology. Students will learn the anatomy, physiology, pathology, pathophysiology, and hemodynamics of the extra cranial vessels as well as the peripheral arterial and veins in the upper and lower extremities. Students will learn to perform duplex exams of the extra cranial vessels and the lower extremities.
Prerequisite: Semester II

DBS 390	**ULTRASOUND PHYSICS PREP**	**15/0/0/15/1.0**

This course provides students with a review of the fundamental concepts learned in Ultrasound Physics and Instrumentation to prepare students for the physics registry exam.
Prerequisites: DBS 290

CVS 420	**ECHOCARDIOGRAPHY II**	**45/60/0/105/5.0**

This course is a continuation of Echocardiography I and covers the clinical presentation of various cardiac pathologies as well as treatment options including surgical and pharmacological. Clinical assessment, and physiological changes associated with cardiac diseases will be discussed. The application of two-dimensional echocardiography, M-mode, and Doppler modalities to identify and assess abnormal sonographic changes characteristic of cardiac diseases will be discussed. Cardiac diseases taught in this course include cardiomyopathies, pericardial diseases, prosthetic valves, cardiac masses and congenital heart disease in the adult. This course additionally covers Cardiac Trauma to include gunshot wounds, stabbing, myocardial contusion & cardiac tamponade. **Prerequisite: Semester III**

CVSC 400	**CLINICAL PRACTICUM I**	**0/0/240/240/5.0**
This course allows students to observe, participate, and train in those tasks required of a Cardiovascular Sonographer. The focus will be on the acclimation to the clinical environment and clinical site procedures in a supervised clinical setting. Hands-on clinical experience will be gained by performing basic limited studies on technically average patients per facility protocol. Students will complete competencies as directed by the clinical education plan. **Prerequisite: Semester III**		
CVS 570	**ADVANCED VASCULAR SONOGRAPHY**	**30/30/0/60/3.0**
This course offers a more in-depth study of vascular technology and concepts related to color Doppler, spectral Doppler, scanning techniques, image orientation of the abdominal vessels, extra cranial vessels, peripheral arteries and veins, graft surveillances, and surgical intervention. There will be an emphasis on patient history, signs and symptoms, image documentation, technical reporting and preliminary interpretation. **Prerequisite: Semester III**		
CVS 530	**ECHOCARDIOGRAPHY III**	**15/30/0/45/2.0**
This course provides an overview of advanced echocardiographic modalities utilized in the field of echocardiography. Topics include Stress Echocardiography, Pharmacological Stress Echocardiograms, Transesophageal Echocardiography, Contrast Echocardiography, Three-Dimensional Echocardiography, and Strain Rate Imaging. This course will also cover the pharmacology principles and use of provocative stress agents as well as contrast in echocardiography. **Prerequisite: Semester IV**		
CVSC 500	**CLINICAL PRACTICUM II**	**0/0/360/360/8.0**
This course is a continuation of Cardiovascular Clinical Practicum I. Students will continue to observe, participate and train in those tasks required of a Cardiovascular Sonographer. Students will continue to gain hands-on practical experience in a clinical setting and focus on scanning technically average patients, producing high quality images, practicing routine measurements, and learning to document relevant clinical information. Students will complete competencies as directed by the clinical education plan. **Prerequisite: Semester IV**		
PSYT 101	**INTRODUCTION TO PSYCHOLOGY**	**48/0/0/48/3.0**
This course covers the interrelationship between biology and human behavior. Included in the course are theories involved in sensation and perception, consciousness, learning, memory, thought language, mental abilities, motivation and emotion, effect of stress, personality traits, social psychology, and psychological disorders and their treatments. **Prerequisite: None**		
CVSC 600	**CLINICAL PRACTICUM III**	**0/0/360/360/8.0**
This course is a continuation of Cardiovascular Clinical Practicum II. Students will observe, participate and train in those tasks required of a Cardiovascular Sonographer. Students will focus on scanning patients in a timely manner, producing high quality images, acquiring accurate measurements, and documenting relevant clinical information. Students will complete competencies as directed by the clinical education plan. **Prerequisite: Semester V**		
CVS 650	**CARDIOVASCULAR REVIEW AND EXAM PREP**	**45/30/0/75/4.0**
This course prepares students for the Adult Echocardiography Registry Exam as well as the Vascular Registry Exam. Concepts and principles learned in the core echocardiography and vascular courses will be reviewed. **Prerequisite: Semester V**		

DENTAL ASSISTANT CERTIFICATE PROGRAM

Blended Delivery - Offered at AUS, DAL FW, HMC, HNW, HSW, MCA, and SSA 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 outpatient 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 10.

Program Length: The total length of this program is 900 clock hours and 36 weeks.

Method of Delivery: Blended.

State Registration Requirement: 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
MODULE I						
MSS130	Master Student/Study Skills	8	0	0	8	0.5
HIP130	HIPAA / OSHA / Infection Control	10	0	0	10	0.5
OAPT130	Overview of Anatomy, Physiology and Medical Terminology	48	0	0	48	3.0
	Total Module I	**66**	**0**	**0**	**66**	**4.0**
MODULE II						
DA110	Introduction to Dental Assisting	10	8	0	18	0.5
DA111	Tooth Morphology and Dental Charting	18	30	0	48	2.0
DA112	Preventative Dentistry/Nutrition	15	15	0	30	1.5
	Total Module II	**43**	**53**	**0**	**96**	**4.0**
MODULE III						
DA113	Anatomy and Physiology (Head and Neck)	20	0	0	20	1.0
DA114	Overview of Radiology	16	60	0	76	3.0
	Total Module III	**36**	**60**	**0**	**96**	**4.0**
MODULE IV						
DA115	Office Procedures	18	30	0	48	2.0
DA116	Disease Transmission/Infectious Diseases and Prevention	18	30	0	48	2.0
	Total Module IV	**36**	**60**	**0**	**96**	**4.0**
MODULE V						
DA117	Dental Materials	18	30	0	48	2.0
DA118	Dental Skills and Procedures	18	30	0	48	2.0
	Total Module V	**36**	**60**	**0**	**96**	**4.0**
MODULE VI						
DA119	Treatment Areas and Instruments/Accessories	18	30	0	48	2.0
DA120	Restorative/Prosthodontics and Oral Surgery	18	30	0	48	2.0
	Total Module VI	**36**	**60**	**0**	**96**	**4.0**
MODULE VII						
DA121	Special Populations/Pedodontics/ Orthodontics/Periodontics/Endodontics	18	30	0	48	2.0
DA122	Ethics/Law and Texas Jurisprudence	18	0	0	18	1.0
DA123	Medical Emergencies and CPR	15	15	0	30	1.5
	Total Module VII	**51**	**45**	**0**	**96**	**4.5**

MODULE VIII						
CSP201	Customer Service/Professionalism and Career Preparation	30	18	0	48	2.5
DCP300	Dental Assistant Cert Prep	15	15	0	30	1.5
DX301	Dental Assistant Externship	0	0	180	180	4.0
Total Module VIII		**45**	**33**	**180**	**258**	**8.0**
Total Hours/Credits		**349**	**371**	**180**	**900**	**36.5**

Total Program Hours = 900/36.5 Semester Credits

Note: 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. Module 1 is a prerequisite for all other modules.

MSS130	**MASTER STUDENT/STUDY SKILLS**	**8/0/0/8/0.5**
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. **Prerequisite: None**		
HIP130	**HIPAA/OSHA/INFECTION CONTROL**	**10/0/0/10/0.5**
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. **Prerequisite**: **None**		
OAPT 130	**OVERVIEW OF ANATOMY, PHYSIOLOGY AND MEDICAL TERMINOLOGY**	**48/0/0/48/3.0**
Students will learn and Identify basic structures, functions and dysfunctions of the body, as well as medical terminology, abbreviations and symbols that are necessary tools for building a medical vocabulary. This course covers general treatment of the sensory, skeletal and muscular, nervous, endocrine, digestive, respiratory, circulatory, urinary, reproductive, and integumentary systems. **Prerequisite: None**		
DA110	**INTRODUCTION TO DENTAL ASSISTING**	**10/8/0/18/0.5**
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. Related terminology, dental charting/documentation, vital signs and infection control procedures. *Research Assignment #1 – Career Services Project*. **Prerequisite: MOD I**		
DA111	**TOOTH MORPHOLOGY AND DENTAL CHARTING**	**18/30/0/48/2.0**
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, and 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**		

DA112	PREVENTATIVE DENTISTRY/NUTRITION	15/15/0/30/1.5
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**		
DA113	**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. Related terminology, dental charting/documentation, vital signs, and infection control procedures. **Prerequisite: MOD I**		
DA114	**OVERVIEW OF RADIOLOGY**	**16/60/0/76/3.0**
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. *Research Assignment #2 – Career Services Project*. **Prerequisite: MOD I**		
DA115	**OFFICE PROCEDURES**	**18/30/0/48/2.0**
Students will identify key terms for office procedure; explain the function of dental business office both front and back areas. The student will also know effective reception room techniques, 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. Related terminology, dental charting/documentation, vital signs, and infection control procedures. *Research Assignment #3 – Career Services Project.* **Prerequisite: MOD I**		
DA116	**DISEASE TRANSMISSION/INFECTIOUS DISEASES AND PREVENTION**	**18/30/0/48/2.0**
Students will be skillful in the responsibility for insuring that the dental office is in compliance with a wide variety of federal, state, and local regulations concerning handling of hazardous chemicals, employee safety, and waste management. Students will learn the roles and responsibilities of the various agencies and how they affect the dental office. Related terminology, dental charting/documentation, vital signs, and infection control procedures. **Prerequisite: MOD I**		
DA117	**DENTAL MATERIALS**	**18/30/0/48/2.0**
Students will be taught identification, properties and proper uses of dental materials. Emphasis is placed on mixing materials, taking impressions, pouring and trimming study models, fabricating custom trays and temporary crowns. Related terminology, dental charting/documentation, vital signs, and infection control procedures. *Research Assignment #4 – Career Services Project*. **Prerequisite: MOD I**		
DA118	**DENTAL SKILLS AND PROCEDURES**	**18/30/0/48/2.0**
The student will become acquainted with the preparation for patient treatment, concepts of team dentistry, instrument exchange, and working as an operator in expanded functions also, opportunity to learn about oral, evacuation systems, rinsing the oral cavity, isolation of teeth, placing and removing the dental dam, as well as dental assistant morning/evening routines, Related terminology, dental charting/documentation, vital signs, and infection control procedures. **Prerequisite: MOD I**		
DA119	**TREATMENT AREAS AND INSTRUMENTS/ACCESSORIES**	**18/30/0/48/2.0**
Students will have the opportunity to learn about the different elements of the dental office, including the design of the dental treatment office, the clinical equipment most commonly found in the dental office, and the basic functions of the dental unit. Students will be shown how to identify hand instruments and instrument classification and sequencing. The students will become acquainted with dental hand pieces, hand piece maintenance, rotary cutting instruments and dental burs. Related terminology, dental charting/documentation, vital signs and infection control procedures. *Research Assignment #5 – Career Services Project*. **Prerequisite: MOD I**		

DA120	**RESTORATIVE/PROSTHODONTICS AND ORAL SURGERY**	**18/30/0/48/2.0**
Students will learn direct restorations using amalgam/composites and indirect restorations using gold noble metals alloys and ceramic castings. They will understand the procedures of an oral surgery, which results in extractions, and the possible complications resulting from surgery, including the need to replace with the use of dentures, partials or dental implants. **Prerequisite: MOD I**		
DA121	**SPECIAL POPULATIONS /PEDODONTICS /ORTHODONTICS /PERIODONTICS /ENDODONTICS**	**18/30/0/48/2.0**
Students will have the opportunity to understand the special needs of the medically and physically compromised patient as well as the specialty of pediatric dentistry including the stages of childhood and behavioral management. The students will be taught about the disturbances and classifications of malocclusions pertaining to the movement of the dentition in orthodontics. Students will also learn direct restorations using amalgam/composites and indirect restorations using gold noble metals alloys and ceramic castings. The student will learn procedural steps in assisting with a dental prophylaxis; gingivectomy, gingivoplasty and the preparation placement and removal of periodontal dressings. Students will enter detailed discussion of endodontic and practice involved endodontic diagnosis and treatment, as well as anesthesia used for pain control and canal cleaning/shaping and filing. The students will understand the procedures of an oral surgery which results in extractions (loss of teeth) and the need to replace them with the use of dentures, partials or dental implants. Related terminology, dental charting/documentation, vital signs, and infection control procedures. **Prerequisite: MOD I**		
DA122	**ETHICS/LAW AND TEXAS JURISPRUDENCE**	**18/0/0/18/1.0**
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**		
DA123	**MEDICAL EMERGENCIES AND CPR**	**15/15/0/30/1.5**
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**		
CSP201	**CUSTOMER SERVICE/PROFESSIONALISM AND CAREER PREPARATION**	**30/18/0/48/2.5**
This course will teach the student about professionalism, including work-place behaviors that result in positive business relationships. Students will learn goal-setting, stress-management, time-management, professional dress, etiquette, diversity in the work place relationships, excellent customer service, communication at work, conflict management, job search skills, building resumes, and interview techniques. **Prerequisite: Modules I-VII**		
DCP300	**DENTAL ASSISTANT CERT PREP**	**15/15/0/30/1.5**
This course will provide a review of dental assisting courses taught throughout the program, as well as provide preparation for the Dental Assistant Registry Certification. P**rerequisite: Modules I-VII.**		
DX301	**DENTAL ASSISTANT EXTERNSHIP**	**0/0/180/180/4.0**
Students will integrate practice of all dental assistant responsibilities carried out in a dental office, hospital, 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: All Previous Courses**		

DIAGNOSTIC MEDICAL SONOGRAPHY - AAS DEGREE PROGRAM

Offered at AUS, FW, HNW, MCA, and NSA

Program Description:

The program is designed to prepare students for entry-level employment as a competent Diagnostic Medical Sonographer via online and residential classroom and clinical hands-on training, as well as through professional development. The Graduates will have theoretical pathologic sonography of the abdomen, superficial structures and obstetrics and gynecology, as well as general education courses. Graduates will learn and demonstrate scanning techniques and protocols of the abdomen, superficial structures and obstetrics/gynecology in the laboratory and clinical settings, integrating the lectures with clinical education. Sonographers perform ultrasound procedures in clinics, hospitals, and acute or long-term care facilities.

Program Goals:

To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the abdominal-extended and obstetrics and gynecology sonography concentrations.

Program Requirements:

Each participant must possess a high school diploma or GED and can read and write English. Students entering the program must first pass the Scholastic Level Exam with a minimum score of 21. Participants must have good vision, coordination, health, be neat, and professional. Applicants must complete a criminal background check. Students, who have criminal histories, must have already completed the Declaratory Order of Eligibility (DOE) for licensure through the ARDMS and ARRT and provide a copy of the eligibility letter prior to acceptance into the program.

The college uses an applicant ranking system to select the most qualified candidates for program openings; please see the DMS Admissions Selection process below.

Program Length: The length of time normally required to complete the program is ninety - six (96) weeks.

Delivery Method: Hybrid Program delivered by residential, blended and distance education.

COURSE #	COURSE NAME	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	TOTAL HOURS	SEMESTER CREDITS
SEMESTER I						
MATH 1314	*College Algebra*	48	0	0	48	3.0
ENGL 101	*English Composition*	48	0	0	48	3.0
HPRS 101	*Medical Terminology*	48	0	0	48	3.0
PHYS 100	*General Physics*	48	0	0	48	3.0
APS 101	*Anatomy & Physiology*	48	32	0	80	4.0
LES 100	*Law and Ethics in Allied Health*	30	0	0	30	2.0
	Total	**270**	**32**	**0**	**302**	**18.0**
SEMESTER II						
DBS 201	Patient Care and Professionalism	30	15	0	45	2.5
DBS 202	Introduction to Sonography	30	30	0	60	3.0
DBS 290	Ultrasound Physics and Instrumentation	90	15	0	105	6.5
	Total	**150**	**60**	**0**	**210**	**12**
SEMESTER III						
DBS 390	Ultrasound Physics Prep	15	0	0	15	1.0
DMS 340	Abdominal Sonography	45	45	0	90	4.5
DMS 350	Gynecological Sonography	45	45	0	90	4.5
DMS 360	Abdominal Vascular Sonography	30	30	0	60	3.0
	Total	**135**	**120**	**0**	**255**	**13.0**
SEMESTER IV						
DMS 470	Small Parts Sonography	30	15	0	45	2.5
DMS 480	Obstetrical Sonography	75	45	0	120	6.5
DMSC 1	Clinical Practicum I	0	0	240	240	5.0
	Total	**105**	**60**	**240**	**405**	**14.0**
SEMESTER V						
DBS 560	Introduction to Vascular Sonography	45	45	0	90	4.5
DMSC 2	Clinical Practicum II	0	0	360	360	8.0
	Total	**45**	**45**	**360**	**450**	**12.5**
SEMESTER VI						
PSYT 101	*Introduction to Psychology**	48	0	0	48	3.0
DMS 600	Ultrasound Review and Exam Prep	30	15	0	45	2.5
DMSC 3	Clinical Practicum III	0	0	360	360	8.0
	Total	**78**	**15**	**360**	**453**	**13.5**
	Program Total	**783**	**332**	**960**	**2075**	**83.0**

NOTE: **Students are required to successfully pass all courses, including general education courses, with a minimum GPA of 2.0 within the maximum allowable time frame.** Upon successful completion of all course work, clinical hours, and payment of all monies due, the student is awarded an Associate of Applied Science Degree (AAS)

COURSE DESCRIPTIONS

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

MATH 1314	**COLLEGE ALGEBRA**	**48/0/0/48/3.0**
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. **PREREQUISITE: NONE**		
ENGL 101	**ENGLISH COMPOSITION**	**48/0/0/48/3.0**
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. **PREREQUISITE: NONE**		
HPRS 101	**MEDICAL TERMINOLOGY**	**48/0/0/48/3.0**
This course is an introduction to medical terminology and covers terminology associated with the structure of the body, the integumentary, muscular and skeletal systems, the lymphatic, immune, and cardiovascular systems, the urinary, respiratory, digestive, and nervous systems, the eyes and ears, the reproductive and endocrine systems, diagnostic and imaging procedures, and pharmacology. **PREREQUISITE: NONE**		
PHYS 100	**GENERAL PHYSICS**	**48/0/0/48/3.0**
In this course, the student will gain a general understanding of physics. Topics that will be introduced in this course are related to mechanics, thermal physics, light and optics, to conclude with a review of modern physics. **PREREQUISITE: COLLEGE ALGEBRA**		
APS 101	**ANATOMY & PHYSIOLOGY**	**48/32/0/80/4.0**
This course provides students with the fundamental knowledge of human anatomy and physiology. Topics include structure and function of cells, tissues, organs and systems. Systems being studied in this course include the skeletal and muscular systems, integumentary system, nervous system, endocrine system, lymphatic system, respiratory system, digestive system, urinary system, reproductive system, and cardiovascular system. **PREREQUISITE: NONE**		
LES 100	**LAW AND ETHICS IN ALLIED HEALTH**	**30/0/0/30/2.0**
This course is a detailed study of law and ethics and how the legal system affects the medical professional. Students will discuss current issues and concepts to help prepare for many common ethical issues related to the allied health field. **PREREQUISITE: NONE**		
DBS 201	**PATIENT CARE AND PROFESSIONALISM**	**30/15/0/45/2.5**
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 as well as work place behaviors including: communication skills, problem solving, ethics, and professionalism. This course will also teach students about goal-setting, conflict management, building resumes, and interview techniques. **PREREQUISITE: SEMESTER I**		
DBS 202	**INTRODUCTION TO SONOGRAPHY**	**30/30/0/60/3.0**
This course will focus on sonographer responsibilities before and after examinations, including general patient care. There will be emphasis on image orientation, patient positioning, and transducer selection. The student will learn techniques to prevent musculoskeletal injury and technical interpretation skills correlating sonography terminology. This course includes orientation to equipment, cross sectional anatomy, sectional planes and directional terminology and some abdominal scanning in the lab. **PREREQUISITE: SEMESTER I**		

DBS 290	ULTRASOUND PHYSICS AND INSTRUMENTATION	90/15/0/105/6.5
This course provides fundamental knowledge of theory based acoustic physics, ultrasound principles, and instrumentation. The students will learn how diagnostic ultrasound works and optimize image acquisition. Students will learn to recognize and compensate for acoustical artifacts. Understand acoustic energy and bio effects while applying the ALARA principle. Students will be able to apply basic concepts of acoustic physics including sound production and propagation, interaction of sound and matter, Doppler physics and principles, various Doppler methods, operator control options, methods of recording, as well as emerging technologies. This course will also teach students about patient privacy and confidentiality, professional conduct and ethics, as well as Quality control procedures. **PREREQUISITE: SEMESTER I**		

DBS 390	ULTRASOUND PHYSICS PREP	15/0/0/15/1.0
This course provides students with a review of the fundamental concepts learned in Ultrasound Physics and Instrumentation to prepare students for the physics registry exam. **PREREQUISITE:, DBS 290**		

DMS 340	ABDOMINAL SONOGRAPHY	45/45/0/90/4.5
This course will provide student with knowledge of abdominal anatomy and physiology. Students will learn the normal and abnormal sonographic appearance of abdominal structures. This course will provide the students with knowledge of abdominal pathology, pathophysiology and include disease processes while identifying common and major pathologies of the abdomen. The students will also learn to correlate patient history, lab values, along with other imaging modalities. Students will learn proper scanning techniques of the abdomen to include patient preparation, positioning, and transducer selection. At the conclusion of this course the student will be prepared to complete a full abdominal sonogram. **PREREQUISITE: SEMESTER II**		

DMS 350	GYNECOLOGICAL SONOGRAPHY	45/45/0/90/4.5
This course will provide student with knowledge of the anatomy and physiology of the female reproductive system. Students will learn the normal and abnormal sonographic appearance of the female pelvis. This course will provide the students with knowledge of pathology, pathophysiology and include disease processes while identifying common and major pathologies of the female reproductive system. The students will also learn to correlate patient history, lab values, along with other imaging modalities. Students will learn proper scanning techniques of the pelvis to include patient preparation, positioning, and transducer selection. At the conclusion of this course the student will be prepared to complete a full trans-abdominal pelvic sonogram. **PREREQUISITE: SEMESTER II**		

DMS 360	ABDOMINAL VASCULAR SONOGRAPHY	30/30/0/60/3.0
This course will focus on the anatomy, physiology, pathology, and pathophysiology of the vascular system within the abdominal cavity. The students will learn how to perform duplex exams of the aorta, inferior vena cava, iliac, hepatic, and portal veins. Students will learn to evaluate and correlate patient history, laboratory data, sonographic images, and other imaging modalities. **PREREQUISITE: MATH 1314, ENG 101, HPRS 101, PHYS 100, APS 101, LES 100, DBS 201, DBS 202, DBS 290**		

DMS 470	SMALL PARTS SONOGRAPHY	30/15/0/45/2.5
This course is a detailed study of small parts including: Thyroid, Parathyroid, Breast, Scrotum, Prostate Gland, and other superficial structures. Students will learn the superficial anatomy and physiology, the use of interventional procedures, and optimization of technical parameter to maximize image quality in relation to the various small parts. This course will provide the students with knowledge of pathology, pathophysiology and include disease processes while identifying common and major pathologies of the various superficial structures. At the conclusion of this course the student will be prepared to perform a thyroid sonogram. **PREREQUISITE: SEMESTER III**		

DMS 480	**OBSTETRICAL SONOGRAPHY**	**75/45/0/120/6.5**
This course is a detailed evaluation of the gravid pelvis including normal and abnormal fetal development in the first, second, and third trimesters. This course will provide students will knowledge of fetal anomalies, genetic disorders, and other disease processes that occur during pregnancy. The students will also learn to correlate patient history, lab values, along with other imaging modalities. Students will learn proper scanning techniques of the pelvis to include patient preparation, positioning, and transducer selection. This course will introduce students to the role of ultrasound in infertility, intervention, fetal testing, and 3D/4D. At the conclusion of this course student will be prepared to recognize, identify, and appropriately document sonographic appearances of obstetric abnormalities, disease, pathology, and pathophysiology. In addition, students will be prepared to perform a sonogram determining gestation age and viability. **PREREQUISITE: SEMESTER III**		
DMSC 1	**CLINICAL PRACTICUM I**	**0/0/240/240/5.0**
This course is a supervised off-campus experience allowing the student practice in the multidisciplinary areas of diagnostic medical sonography that occurs in hospitals, clinics, and private offices. Students will be introduced to equipment operation, multiple sonographic examinations, and related clinical correlation. **PREREQUISITE: SEMESTER III**		
DBS 560	**INTRODUCTION TO VASCULAR SONOGRAPHY**	**45/45/0/90/4.5**
This course is an introduction to non-invasive vascular technology. Students will learn the anatomy, physiology, pathology, Pathophysiology, and hemodynamics of the extra cranial vessels as well as the peripheral arterial and veins in the upper and lower extremities. Students will learn to perform duplex exams of the extra cranial vessels and the lower extremities. **PREREQUISITE: SEMESTER III**		
DMSC 2	**CLINICAL PRACTICUM II**	**0/0/360/360/8.0**
This course is a supervised off-campus experience allowing the student practice in the multidisciplinary areas of diagnostic medical sonography that occurs in hospitals, clinics, and private offices. Students will be introduced to equipment operation, multiple sonographic examinations, and related clinical correlation. **PREREQUISITE: SEMESTER IV**		
PSYT 101	**INTRODUCTION TO PSYCHOLOGY**	**48/0/0/48/3.0**
This course covers the interrelationship between biology and human behavior. Included in the course are theories involved in sensation and perception, consciousness, learning, memory, thought language, mental abilities, motivation and emotion, effects of stress, personality traits, social psychology, and psychological disorders and their treatments. **PREREQUISITE: NONE**		
DMS 600	**ULTRASOUND REVIEW AND EXAM PREP**	**30/15/0/45/2.5**
This course provides students with a review of the ultrasound courses learned in Abdomen, Gynecology, Obstetrics, and Small Parts to prepare them for DMS registry examinations. Students will be participating in mock registry examinations including: Abdomen, Gynecology, Obstetrics, Small Parts and Ultrasound Physics. **PREREQUISITE: SEMESTER V**		
DMSC 3	**CLINICAL PRACTICUM III**	**0/0/360/360/8.0**
This course is a supervised off-campus experience allowing the student practice in the multidisciplinary areas of diagnostic medical sonography to develop the optimal skills necessary to become competent in performing sonographic examinations. All procedures covered in the curriculum will be evaluated for competency during this last clinical course. **PREREQUISITE: SEMESTER V**		

Diagnostic Medical Sonography – *Admission Selection Process*

The competitive selection process is designed to give all qualified applicants an opportunity to be a member of the class while ranking the individuals that have the best potential for success. Each applicant is interviewed by an admissions representative. The representative provides detailed information about the program and confirms student meets the DMS Program Requirements.

Once the applicant completes all the DMS Program Requirements, they must complete a panel interview with the Sonography program acceptance committee.

Applicants will be offered a position in the class based on the DMS selection ranking score and class space availability. Applicants who apply to re-enter school after a previous drop are required to follow the re-entry process outlined in the school catalog. Sonography re-enters are admitted on a space available basis and are placed at the bottom of the waiting list if the class is already filled.

Once admitted, it is important to note:

1. All Sonography students are required to submit proof of vaccination for: measles; mumps; rubella; hepatitis B; varicella; proof of vaccination by paper for tetanus, influenza (seasonal) and tuberculosis skin test (or chest x-ray & questionnaire if history of positive test), hepatitis A (depending on clinical facility), proof of health insurance and a pre-employment physical.

2. All Sonography students are required to pass urine drug screenings. If at any point the result is positive, the applicant is removed from the program and deferred from reapplying for one year at which time they may re-apply and repeat the entire admission.

3. All Sonography students must sit for the SPI prior to the end of Semester III and after the completion of the Ultrasound Physics Prep course.

4. Each graduate is expected to sit for their registry within 90 days of graduation.

DMS Course Retake Policy

Students in the DMS program are limited to retake a maximum of one failed course during their enrollment. Should a student fail a second course they will be dismissed from the DMS program unless a retake appeal is filed and the student can show that there were extenuating circumstances that led to the course failure.

A Retake Appeal is the process of determining if a student is eligible for an additional retake due to extenuating circumstances. If granted, it may involve allowing the student an additional attempt to retake a course.

DMS Course Retake Appeal Process:

1. Student must email the DMS Program Director their appeal.

2. The appeal must describe the extenuating circumstance and provide official documentation of the circumstance.

3. The appeal must be received by the DMS Program Director within 3 business days of the last scheduled day of the course for which the student is appealing to re-take.

4. DMS Faculty Appeal Committee (Program Director, Clinical Coordinators, Instructors) will review and determine whether the appeal will be granted.

5. The DMS Program Director will notify the student whether or not the appeal is granted.

ECHOCARDIOGRAPHY CERTIFICATE PROGRAM

Offered at the Austin Campus

Program Description: The Echocardiography program prepares graduates to perform adult echocardiographic under the direct supervision of a physician. This program integrates classroom theory and laboratory with the practical clinical experience necessary to graduate competent entry-level echocardiographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains in the field of adult echocardiography. Students will gain specialized knowledge in cardiovascular anatomy and physiology, cardiac and vascular pathology, electrocardiogram interpretation, and ultrasound physics. Students will acquire proficiency in two-dimensional echocardiograph and vascular sonography, M-mode and Doppler modalities, and learn to implement the critical thinking skills necessary to recognize and evaluate the sonographic appearance of adult cardiac diseases. Graduates will have the skills to seek entry-level employment as cardiac sonographers in hospitals, clinics, doctor's offices, and outpatient facilities.

Program Requirements: Participants must be in excellent health, have excellent vision, hearing, manual dexterity, and demonstrate professional attributes. All applicants must be able to read and write English.

Applicants must complete a criminal background check. Students, who have criminal histories, must have already completed the Declaratory Order of Eligibility (DOE) for licensure through the ARDMS and Cardiovascular Credentialing International (CCI) and provide a copy of the eligibility letter prior to acceptance into the program.

Each participant must have completed the required prerequisite courses either as part of a completed degree or within the immediate 7 years prior to enrollment. Prerequisite courses include English, Anatomy and Physiology, College Algebra, and General Physics. All prerequisite courses must have a minimum of a "C" or higher.

Students entering the program must first pass the Scholastic Level Exam with a minimum score of 21.

Program Admission Selection Process: The college uses an applicant ranking system to select the most qualified candidates for admission into the program. The competitive selection process is designed to give all qualified applicants an opportunity to be a member of the enrolling class. Each applicant will be interviewed by an admissions representative. The representative provides detailed information about the program and confirms the student meets the Echocardiography Program requirements.

Once the applicant completes admission applicant packet by the appropriate deadline, they will be required to attend an Echocardiography Program Information Session. At the end of the session, the applicant will sign up for a date and time to attend an Echocardiography Panel Interview. The interview will consist of multiple parameters the applicant will be scored and tallied.

Applicants will then be offered a position in the program based on the highest selection ranking scores and class space availability.
Applicants who apply to reenter school after a previous drop are required to follow the re-entry process outlined in the school catalog. Reenters are admitted on a space availability basis, the decision of the re-entry committee's decision to approve, and are then placed at the bottom of the waiting list if the class is already filled.

Once admitted, it is important to note:

1) ALL sonography students are required to provide proof of vaccination within 30 days of admittance into the program for: measles; mumps; rubella; hepatitis B; varicella; proof of vaccination by paper for tetanus, influenza (seasonal) and tuberculosis skin test (or chest x-ray & questionnaire if history of positive test), hepatitis A (depending on the clinical facility), proof of health insurance and a pre-employment physical.
2) Some facilities may require a urine drug screen. If at any point the result is positive, the applicant is removed from the program and deferred from applying for one year at which they may request re-entry into the program through the re-entry process outlined above.
3) ALL sonography students not already holding RDMS SPI credentialing must sit for their SPI exam prior to the end of Semester II.
4) Each graduate is expected to sit for their registry within 90 days of graduation.

Program Length: The length of time normally required to complete the program is 64 weeks.

Delivery Method: Hybrid Program. May be delivered by residential, blended, or full distance education.

Echocardiography Course Retake Policy: Students in the Echocardiography Certificate program are limited to retake a maximum of one failed course during their enrollment. Should a student fail a second attempt or second course, they will be dismissed from the Echocardiography program unless a retake appeal is filed and the student can show that there were extenuating circumstances that led to the course failure.

A retake appeal is the process of determining if a student is eligible for an additional retake due to extenuating circumstances. If granted, it may involve allowing the student an additional attempt to retake a course.

Echocardiography Course Retake Appeal Process:

1) Student must email the Echocardiography Program Director their appeal.
2) The appeal must describe the extenuating circumstance and provide official documentation of the circumstance if applicable.
3) The appeal must be received by the Echo Program Director within 3 days of the last scheduled day of the course for which the student is appealing to take.
4) Echo Faculty Appeal Committee (Program Director, Clinical Coordinator, Instructors) will review and determine whether the appeal is granted.
5) The Echo Program Director will notify the student whether or not the appeal is granted.

COURSE #	COURSE NAME	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	TOTAL HOURS	SEMESTER CREDITS
SEMESTER I						
DBS 201	Patient Care and Professionalism	30	15	0	45	2.5
DBS 290	Ultrasound Physics and Instrumentation	90	15	0	105	6.5
CVS 240	Cardiovascular Principles & Pathology	45	0	0	45	3.0
CVS 250	Introduction into Cardiovascular Sonography	30	30	0	60	3.0
	TOTAL	**195**	**60**	**0**	**255**	**15.0**
SEMESTER II						
CVS 300	Electrocardiography	30	15	0	45	2.5
CVS 310	Echocardiography I	45	60	0	105	5.0
ECSC I	Echocardiography Clinical Practicum I	0	0	240	240	5.0
	TOTAL	**75**	**75**	**240**	**390**	**12.5**
SEMESTER III						
CVS 420	Echocardiography II	45	60	0	105	5.0
DBS 560	Introduction to Vascular Sonography	45	45	0	90	4.5
ECSC II	Echocardiography Clinical Practicum II	0	0	240	240	5.0
	TOTAL	**90**	**105**	**240**	**435**	**14.5**
SEMESTER IV						
CVS 530	Echocardiography III	15	30	0	45	2.0
ECS 600	Echocardiography Registry Review	30	0	0	30	2.0
ECSC III	Echocardiography Clinical Practicum III	0	0	360	360	8.0
	TOTAL	**45**	**30**	**360**	**435**	**12.0**
	PROGRAM TOTAL	**405**	**270**	**840**	**1515**	**54.0**

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, clinical hours, and payment of all monies due, the student is awarded an Echocardiography Certificate of Completion.

Additional Credit Information: Students having graduated from the CHCP DMS AAS program, will be awarded credit towards all prerequisite courses as well as DBS 201, DBS 290, and DBS 560.

COURSE DESCRIPTIONS

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

DBS 201	PATIENT CARE AND PROFESSIONALISM	30/15/0/45/2.5
This course will introduce 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 as well as work place behaviors including: communication skills, problem solving, ethics and professionalism. This course will also teach students about goal setting, conflict management, building resumes, and interview techniques. **Prerequisite: None**		

DBS 290	ULTRASOUND PHYSICS AND INSTRUMENTATION	90/15/0/105/6.5
This course provides fundamental knowledge of theory based acoustic physics, ultrasound principles, and instrumentation. The students will learn how diagnostic ultrasound works and optimize image acquisition. Students will learn to recognize and compensate for acoustical artifacts. Understand acoustic energy and bio effects while applying the ALARA principles. Students will be able to apply basic concepts of acoustic physics including sound production and propagation, interaction of sound and matter, Doppler physics and principles, various Doppler Methods, operator control options, methods of recording, as well as emerging technologies. This course will also teach students about patient privacy and confidentiality, professional conduct and ethics as well as Quality control procedures. **Prerequisites: None**		

CVS 240	CARDIOVASCULAR PRINCIPLES & PATHOLOGY	45/0/0/45/3.0
This course will cover various cardiac and vascular related principles necessary to build a comprehensive understanding of the cardiovascular systems anatomy and physiology, pathology and pathophysiology. Detailed topics to include cardiac and vascular structural anatomy and their relationships, electrical innervation, embryology and fetal cardiac development, hemodynamic disorders, atherosclerosis, rheumatic heart disease, hypertension, heart failure, aneurysms, cardiomyopathies and congenital defects seen in adults. Cardiovascular history and physical exam along with indications for cardiovascular disease and evaluation methods including alternative cardiovascular procedures, testing, and treatments will also be covered. This course covers pharmacological principles and considerations in the treatment of cardiovascular diseases and emergencies as well as potential effects of medications on echocardiographic findings. **Prerequisites: None**		

CVS 250	INTRODUCTION TO CARDIOVASCULAR SONOGRAPHY	30/30/0/60/3.0
This course will focus on sonography image orientation, including cross sectional anatomy, screen image orientation and transducer orientation. There will also be an emphasis on sonographer responsibilities before and after examinations, patient preparation and positioning, orientation to equipment, and directional terminology. This course covers fundamental theoretical principles and basic scan techniques of echocardiography and abdominal vasculature including two-dimensional and Doppler modalities. The normal sonographic appearance of standard two-dimensional transabdominal and transthoracic views and routine measurements related to these modalities will be covered. The student will also learn techniques to prevent musculoskeletal injury **Prerequisites: None**		

CVS 300	ELECTROCARDIOGRAPHY	30/15/0/45/2.5
This course will focus on identification and analysis of cardiac arrhythmias, identification of abnormal ECG changes characteristic of myocardial ischemia, infarction, bundle branch blocks and hypertrophy. Will discuss other abnormalities associated with electrolyte imbalances and chamber enlargement. Course will cover treatment options for each pathology including procedural and pharmacological. Exercise and pharmacological stress testing will be covered along with commonly used provocative stress testing drugs. Students will also learn indications and applications of holter and event monitors**Prerequisites: Semester I**		

CVS 310	ECHOCARDIOGRAPHY I	45/60/0/105/5.0
This course covers the clinical presentation of various cardiac pathologies. Clinical assessment and physiological changes associated with cardiac diseases will be taught as well as treatment options including surgical and pharmacological. The application of two-dimensional echocardiography, M-mode, and Doppler modalities to identify and assess abnormal sonographic changes characteristic of cardiac diseases will be discussed. Cardiac pathology taught in this course include valvular stenosis, valvular regurgitation, endocarditis, ischemic cardiac disease, hypertensive and pulmonary heart disease, and diseases of the great vessels. **Prerequisites: Semester I**		

ECSC I	ECHOCARDIOGRAPHY CLINICAL PRACTICUM I	0/0/240/240/5.0
This course allows students to observe, participate, and train in those tasks required of a Cardiovascular Sonographer. The focus will be on the acclimation to the clinical environment and clinical site procedures in a supervised clinical setting. Hands-on clinical experience will be gained by performing basic limited studies on technically average patients per facility protocol. Students will compete competencies as directed by the clinical education plan. **Prerequisites: Semester I**		

CVS 420	ECHOCARDIOGRAPHY II	45/60/0/105/5.0
This course is a continuation of Echocardiography I and covers the clinical presentation of various cardiac pathologies as well as treatment options including surgical and pharmacological. Clinical assessment, and physiological changes associated with cardiac diseases will be discussed. The application of two-dimensional echocardiography, M-mode, and Doppler modalities to identify and assess abnormal sonographic changes characteristics of cardiac diseases will be discussed. Cardiac diseases taught in this course include cardiomyopathies, pericardial diseases, prosthetic valves, cardiac masses and congenital heart disease in the adult. This course additionally covers Cardiac Trauma to include gunshot wounds, stabbing, myocardial contusion and cardiac tamponade. **Prerequisites: Semester II**		

DBS 560	**INTRODUCTION TO VASCULAR SONOGRAPHY**	**45/45/0/90/4.5**
This course is an introduction to non-invasive vascular technology. Students will learn the anatomy, physiology, pathology, pathophysiology, and hemodynamics of the extra cranial vessels as well as the peripheral arterial and veins in the upper and lower extremities. Students will learn to perform duplex exams of the extra cranial vessels and the lower extremities. **Prerequisites: Semester II**		
ECSC II	**ECHOCARDIOGRAPHY CLINICAL PRACTICUM II**	**0/0/240/240/5.0**
This course is a continuation of Cardiovascular Clinical Practicum I. Students will continue to observe, participate and train in those tasks required of a Cardiovascular Sonographer. Students will continue to gain hands-on practical experience in a clinical setting and focus on scanning patients, producing high quality images, practicing routine measurements, and learning to document relevant clinical information. Students will complete competencies as directed by the clinical education plan. **Prerequisites: Semester II**		
CVS 530	**ECHOCARDIOGRAPHY III**	**15/30/0/45/2.0**
This course provides an overview of advanced echocardiographic modalities utilized in the field of echocardiography. Topics include Stress Echocardiography, Pharmacological Stress Echocardiograms, Transesophageal Echocardiography, Contrast Echocardiography, Three-Dimensional Echocardiography, and Strain Rate Imaging. This course will also cover the pharmacology principles and use of provocative stress agents as well as contrast in echocardiography. **Prerequisites: Semester III**		
ECS 600	**ECHOCARDIOGRAPHY REGISTRY REVIEW**	**30/0/0/30/2.0**
This course prepares students for the Adult Echocardiography Registry Exam. Concepts and principles learned in the core echocardiography courses will be reviewed. **Prerequisites: Semester III**		
ECSC III	**ECHOCARDIOGRAPHY CLINICAL PRACTICUM III**	**0/0/360/360/8.0**
This course is a continuation of Echocardiography Clinical Practicum II. Students will observe, participate and train in those tasks required of a Cardiovascular Sonographer. Students will focus on scanning patients in a timely manner, producing high quality images, acquiring accurate measurements, and demonstrating relevant clinical information. Students will complete competencies as directed by the clinical education plan. **Prerequisites: Semester III**		

EMERGENCY MEDICAL TECHNICIAN

Offered at AUS, HMC, HSW, NSA Campus

Objective: The Emergency Medical Technician Certificate Program prepares students for entry-level employment as part of the healthcare team to provide care to emergency patients in an out-of-hospital setting. The program includes didactic, laboratory, and clinical components specifically designed to prepare students for entry into professional practice as Emergency Medical Technicians in the State of Texas.

The Emergency Medical Technician Certificate Program will prepare students to take the National Registry exam for EMT-B, as a basic program.

Program Requirements: Each program participant must have at least 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 13. Participants must consent to a background check, submit proof of vaccinations prior to the first day of class and should also have good coordination, be neat, professional, and have excellent customer service skills.

*All students must pass the **National Registry Exam** to become eligible for state certification, therefore, applicants must meet all requirements (such as application, fee, etc.) set forth by National Registry. Requirements: successful completion of state approved Emergency Medical Technician (EMT) course that meets National Emergency Medical Services Educational Standards for EMT. Candidates must have completed course within the last two years, and the Program Director must verify successful course completion on the National Registry Website. Candidates must have current CPR-BLS for "Healthcare Provider" or equivalent credential. Successful completion of the National Registry EMT cognitive (knowledge) examination and a state approved psychomotor (skills) examination. **https://www.nremt.org**

***To work in Texas, candidate must gain state certification by meeting the following requirements:** be at least 18 years old, high school diploma or GED, successful completion of DSHS approved EMS training course, submit a completed EMS Personnel Certification application and fee, pass the national registry exam, submit fingerprints for Texas/FBI criminal history check.

*Once you gain National Registry certification and meet all requirements for State certification, then you may apply for Texas Certification. *Additional information may be found at https://www.dshs.state.tx.us/emstraumasystems/CertInfo.shtm*

CHCP will pay for the background check, registration and fingerprinting.

Program Length: 16 weeks

Delivery: Residential

COURSE #	COURSE NAME	LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS
Module I					
EMT 100A	Introduction to EMT	24	24	0	48
	TOTAL	**24**	**24**	**0**	**48**
Module II					
EMT 200A	EMT Medical Emergencies	28	20	0	48
	TOTAL	**28**	**20**	**0**	**48**
Module III					
EMT 300A	EMT Trauma Emergencies	23	25	0	48
EMT 400A	Clinical Externship	0	0	60	60
EMT 500A	NREMT Exam Review	16	0	0	16
	TOTAL	**39**	**25**	**60**	**124**
	PROGRAM TOTAL	**91**	**69**	**60**	**220**

Total Program Hours =220

Note: The length of time that is normally required to complete the program is 16 weeks. 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, clinical 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 3.0.

COURSE DESCRIPTIONS

Course descriptions include the course number, title, and synopsis, a listing of lecture, laboratory, externship hours, and total clock hours. For example, the listing 10/20/30/60 indicates that the course consists of 10 hours of lecture, 20 hours of laboratory, 30 externship hours, 60 total clock hours.

EMT100A	**EMERGENCY MEDICAL TECHNICIAN**	**24/24/0/48**
Students are introduced to emergency medical services and learn basic cognitive knowledge in medical terminology, anatomy and physiology, and pharmacology. The course continues with information on EMS systems, crew resources, and legal issues and documentation. Patient assessment is covered and students begin to practice hands-on skills with Airway Adjuncts and CPR. Students complete a final written and skills exam with score of 80%. **Prerequisite: None.**		
EMT200A	**EMT – MEDICAL EMERGENCIES**	**28/20/0/48**
This course continues with cognitive learning in the areas of Medical Emergencies and patient assessment. Students practice the psychomotor skills required in the NREMT psychomotor examination. Students perform Patient medical assessment/management using skills learned in EMT 100. Students will focus on becoming Proficient in all patient assessment and medical treatment. Students will use skills learned in EMT 100 and 200 to complete patient assessment scenarios. Students complete a final written and skills exam with score of 80%. **Prerequisite**: **Module I.**		
EMT300A	**EMT – TRAUMA EMERGENCIES**	**23/25/0/48**
This course continues with cognitive learning in the areas of Trauma Emergencies, Special Populations, and EMS Operations. Students practice the psychomotor skills required in the NREMT psychomotor examination. Students perform Patient Trauma assessment/management, spinal immobilization, bleeding control/shock management, and joint and long bone immobilization. Students will focus on becoming Proficient in all trauma-related skills. Students will use skills learned in EMT 100 and 200 to complete patient trauma assessment scenarios. Students complete a final written and skills exam with score of 80%. **Prerequisite**: **Modules II.**		
EMT400A	**EMT – CLINICAL EXTERNSHIP**	**0/0/60/60**
The EMT Clinical allows students to practice the skills learned from both lecture and hands-on skill components of the Program. Students complete a minimum of 36 hours in an Ambulance based Field experience and an additional 24 hour in a Hospital Emergency Department. **Prerequisite**: **Modules II.**		
EMT500A	**NREMT EXAM REVIEW**	**16/0/0/16**
The NREMT Test Preparation allows the student to prepare for the National Registry of Emergency Medical Technicians certification exam. Students will complete static quizzes and adaptive exams to determine readiness for the NREMT exam. Students will complete an initial adaptive exam to determine an appropriate study plan. Weak subject area will be identified and remediated during weekly lecture/check in. At the completion of the course students will be prepared to it for the NREMT certification exam. **Prerequisite**: **Modules II.**		

Note: Students must successfully complete all prerequisite courses in sequence before advancing. Other courses may not be offered in the sequence listed below. Module 1 is a prerequisite for all other modules.

LIMITED MEDICAL RADIOLOGIC TECHNOLOGIST WITH MEDICAL ASSISTING SKILLS

Blended Delivery – AUS, DAL, FW, HNW, HSW, MCA, and NSA Campuses

Program Objective: **Limited Medical Radiologic Technologist with Medical Assisting Skills - Certificate Program** students 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. Students learn medical terminology, professionalism, medical office skills to include patient triage, patient care, assisting physicians, basic phlebotomy technique, and basic pharmacology. These skills will 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 physician's 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 may be denied a State LMRT license. Students are responsible for inquiring with the appropriate agencies about current requirements and their eligibility to sit for the state examination prior to enrolling.

Program Length: Overall program length is total 1505 clock hours 58 weeks in length.
Delivery Method: Blended Class delivery

COURSE CODE	COURSE TITLE	LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
Module Orange						
MS120	Master Student/Study Skills/HIPAA/OSHA/Overview of A&P	32	0	0	32	2.0
LRA110	Introduction to Radiologic Science/Ethics and Law/Radiographic Terminology	44	0	0	44	2.5
RMC110	Radiographic Math & Calculations	24	0	0	24	1.5
	Total Module Orange	**100**	**0**	**0**	**100**	**6.0**
Module Blue						
LRA211	Radiographic Image Production and Exposure	56	0	0	56	3.5
LRA212	Patient Care in Radiographic Science	44	0	0	44	2.5
	Total Module Blue	**100**	**0**	**0**	**100**	**6.0**
Module III						
LRA213A	A & P, Pathology and Medical Terminology of the Chest, Bony Thorax and Abdomen	44	0	0	44	2.5
LRA214A	Radiographic Positioning an Image Analysis of the Chest Bony Thorax and Abdomen Lab	0	56	0	56	1.5
	Total Module III	**44**	**56**	**0**	**100**	**4.0**
Module IV						
LRA215	Biological Effects of Radiation	36	0	0	36	2.0
LRA216	Radiation Protection	36	0	0	36	2.0
	Total Module IV	**72**	**0**	**0**	**72**	**4.0**
Module V						
LRA217	A & P, Pathology and Medical Terminology of the Upper Extremities and Shoulder Girdle	44	0	0	44	2.5
LRA218	Radiographic Positioning and Image Analysis of the Upper Extremities and Shoulder Girdle Lab	0	56	0	56	1.5
	Total Module V	**44**	**56**	**0**	**100**	**4.0**

Module VI						
LRA219	A & P, Pathology and Medical Terminology of the Lower Extremities/Pelvis	44	0	0	44	2.5
LRA220	Radiographic Positioning and Image Analysis of the Lower Extremities/Pelvis Lab	0	56	0	56	1.5
	Total Module VI	**44**	**56**	**0**	**100**	**4.0**
Module VII						
LRA221	Digital Imaging	30	14	0	44	2.0
LRA222	Imaging Equipment	36	0	0	36	2.0
	Total Module VII	**80**	**0**	**0**	**80**	**4.0**
Module VIII						
LRA223	A & P, Pathology and Medical Terminology of the Vertebral Column	44	0	0	44	2.5
LRA224	Radiographic Positioning and Image Analysis of the Vertebral Column Lab	0	56	0	56	1.5
	Total Module VIII	**44**	**56**	0	100	4.0
Module IX						
LRA225	A & P, Pathology and Medical Terminology of the Skull and Facial Bones	44	0	0	44	2.5
LRA226A	Radiographic Positioning and Image Analysis of the Skull and Facial Bones Lab	0	56	0	56	1.5
	Total Module IX	**44**	**56**	**0**	**100**	**4.0**
Module X						
CSP201	Customer Service/Professionalism and Career Preparation	30	18	0	48	2.5
MAS210A	Medical Assisting Skills	0	45	0	45	1.5
	Total Module X	**30**	**63**	**0**	**93**	**4.0**
Module XI						
CR320	Certification Review	60	0	0	60	4.0
	Total Module XI	**60**	**0**	**0**	**60**	**4.0**
Module XII						
LREX1	LMRT Externship	0	0	500	500	11.0
	Total Module XII	**0**	**0**	**500**	**500**	**11.0**
	Totals Hours/Credits	**648**	**357**	**500**	**1505**	**59.0**

Total Hours 1505 Total Semester Credits = 59.0

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, clinical 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 clinical hours, 45 total clock hours, and 2.0 academic credit.

MS120	**MASTER STUDENT/STUDY SKILL/HIPAA/OSHA/OVERVIEW OF A&P**	**32/0/0/32/2.0**
Students will become familiar with basic study skills and learning skills to include learning styles, goal setting, memorization techniques, reading comprehension, note taking, test taking, critical thinking, effective communication, diversity, and technology Students will learn about the Health Insurance Portability and Accountability 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. Overview of anatomy and physiology. **Prerequisite: None**		
LRA110	**INTRODUCTION TO RADIOLOGIC SCIENCE/ETHICS AND LAW/ RADIOGRAPHIC TERMINOLOGY**	**44/0/0/44/2.5**
Students will have an introduction to atomic structure. Understand basic electromagnetism and sine wave components. The student will learn the history of radiation and key people involved in the early days. Introduction to the Inverse Square Law. Basic tube construction will be covered. Students will learn the ARRT Code of Ethics and how it applies to today's workplace. Students will learn terminology associated with the Radiology field. Students will have an understanding of medical terminology, abbreviations and symbols of the body systems. **Prerequisite: None**		

RMC110	**RADIOGRAPHIC MATH & CALCULATIONS**	**24/0/0/24/1.5**
Content imparts knowledge to the students for performing functions with fractions and decimals. Students will learn to solve problems involving fractions (proper and improper), ratios and proportions. Students will learn basic algebraic formulas. Introduction to Inverse Square Law, Density Maintenance Formula and the 15% rule will be covered. **Prerequisite: None**		
LRA211	**RADIOGRAPHIC IMAGE PRODUCTION AND EXPOSURE**	**56/0/0/56/3.5**
Students will explain production of x-rays in the tube (Bremsstrahlung vs. Characteristic), distinguish between density and contrast and the factors that control them. They will understand the fundamentals of photon interactions with matter. The will define total filtration (inherent and added) and its effect on the primary beam, compare factors in technique, (mA, time, kVp, and distance) and their related effects on density and contrast. Apply conversion factors for changes with distance, grids, and image receptors. They will learn the Density Maintenance formula and the 15% rule. **Prerequisite: None**		
LRA212	**PATIENT CARE IN RADIOLOGIC SCIENCE**	**44/0/0/44/2.5**
Students will learn interpersonal communications. Content will cover informed consent, patient bill of rights, advanced directives, and discussion of legal doctrines. Professional ethics of the medical profession will be explored. Proper patient assistance and monitoring will be discussed. **Prerequisite: None**		
LRA213A	**A & P, PATHOLOGY AND MEDICAL TERMINOLOGY OF THE CHEST AND BONY THORAX/ABDOMEN**	**44/0/0/44/2.5**
The student will learn anatomy and physiology of the chest, bony thorax, and abdomen, along with structures associated with these regions. Medical terminology specific to this anatomical area will be discussed as well as provide a knowledge base necessary to define pathologic conditions. **Prerequisite: Modules Orange, Blue**		
LRA214A	**RADIOGRAPHIC POSITIONING AND IMAGE ANALYSIS OF THE CHEST AND BONY THORAX/ABDOMEN LAB**	**0/56/0/56/1.5**
This course will teach the student how to correctly position the anatomy of the chest, bony thorax, abdomen in order to produce quality diagnostic radiographic images. The course will also analyze the images for radiographic and diagnostic quality. **Prerequisite: Modules Orange, Blue**		
LRA215	**BIOLOGICAL EFFECTS OF RADIATION**	**36/0/36/2.0**
Students will become familiar with SI units of radiation based on NCRP Report #160. Cell radiosentivity will be taught. Radiation effects on people such as somatic, genetic will be understood. We will explore acute radiation syndrome and embryonic and fetal risk. Radiation dose limits will be explored. **Prerequisite: Modules Orange, Blue**		
LRA216	**RADIATION PROTECTION**	**36/0/0/36/2.0**
Content presents an overview of the principles of radiation protection, including the responsibility of the radiographer for patients, personnel and the general public Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. **Prerequisite: Modules Orange, Blue**		
LRA217	**A&P, PATHOLOGY AND MEDICAL TERMINOLOGY OF THE UPPER EXTREMITES AND SHOULDER GIRDLE**	**44/0/0/44/2.5**
The student will learn anatomy and physiology of the upper extremities and shoulder girdle, along with structures associated with these regions. Medical terminology specific to this anatomical area will be discussed as well as provide a knowledge base necessary to define pathologic conditions. **Prerequisite: Modules Orange, Blue**		
LRA218	**RADIOGRAPHIC POSITIONING AND IMAGE OF UPPER EXTREMITIES/SHOULDER GIRDLE LAB**	**0/56/0/56/1.5**
This course will teach the student how to correctly position the anatomy of the upper extremities and shoulder girdle in order to produce quality diagnostic radiographic images. The course will also analyze the images for radiographic and diagnostic quality. **Prerequisite: Modules Orange, Blue**		
LRA219	**A&P, PATHOLOGY AND MEDICAL TERMINOLOGY OF THE OF THE LOWER EXTREMITIES/PELVIS**	**44/0/0/44/2.5**
The student will learn anatomy and physiology of the lower extremities, along with structures associated with these regions. Medical terminology specific to this anatomical area will be discussed as well as provide a knowledge base necessary to define pathologic conditions. **Prerequisite: Modules Orange, Blue**		
LRA220	**RADIOGRAPHIC POSITIONING AND IMAGE ANALYSIS OF LOWER EXTREMITIES/PELVIS LAB**	**0/56/0/56/1.5**
This course will teach the student how to correctly position the anatomy of the lower extremities in order to produce quality diagnostic radiographic images. The course will also analyze the images for radiographic and diagnostic quality. **Prerequisite: Modules Orange, Blue**		

LRA221	**DIGITAL IMAGING**	**30/14/0/44/2.0**
Content imparts an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented. **Prerequisite: Modules Orange, Blue**		
LRA222	**IMAGING EQUIPMENT**	**36/0/0/36/2.0**
Students will be introduced to the ionization of matter and its various interactions. Identify the units of radiation as well as explain the electromagnetic spectrum and its makeup. They will learn and explain the radiographic tube construction, the x-ray table, circuitry, generators and their purposes. The will have a basic knowledge of Electricity. They will understand the factors that affect and control the recorded image. Students will learn how differences in IR's and grids interact with x-rays. Explain the basic construction of grids and their effect on density and contrast. **Prerequisite: Modules Orange, Blue**		
LRA223	**A&P, PATHOLOGY AND MEDICAL TERMINOLOGY OF THE OF THE VERTEBRAL COLUMN**	**44/0/0/44/2.5**
The student will learn anatomy and physiology of the vertebral column and structures associated with these regions. Medical terminology specific to this anatomical area will be discussed, as well as provide a knowledge base necessary to define pathologic conditions. **Prerequisite: Modules Orange, Blue**		
LRA224	**RADIOGRAPHIC POSITIONING AND IMAGE ANALYSIS OF THE VERTEBRAL COLUMN LAB**	**0/56/0/56/1.5**
This course will teach the student how to correctly position the anatomy of the vertebral column and sacrum and coccyx in order to produce quality diagnostic radiographic images. This course will also teach the student how to analyze the images for radiographic and diagnostic quality. **Prerequisite: Modules Orange, Blue**		
LRA225	**A&P, PATHOLOGY AND MEDICAL TERMINOLOGY OF THE OF THE SKULL AND FACIAL BONES**	**44/0/0/44/2.5**
The student will learn anatomy and physiology of the skull and facial bones, along with structures associated with these regions. Medical terminology specific to this anatomical area will be discussed as well as provide a knowledge base necessary to define pathologic conditions. **Prerequisite: Modules Orange, Blue**		
LRA226A	**RADIOGRAPHIC POSITIONING AND IMAGE ANALYSIS OF THE SKULL AND FACIAL BONES LAB**	**0/56/0/56/1.5**
This course will teach the student how to correctly position the anatomy of the skull and facial bones in order to produce quality diagnostic radiographic images. The course will also analyze the images for radiographic and diagnostic quality. **Prerequisite: Modules Orange, Blue**		
CSP201	**CUSTOMER SERVICE/PROFESSIONALISM AND CAREER PREPARATION**	**30/18/0/48/2.5**
This course will teach the student about professionalism, including work-place behaviors that result in positive business relationships. Students will learn goal-setting, stress-management, time-management, professional dress, etiquette, diversity in the work place relationships, excellent customer service, communication at work, conflict management, job search skills, building resumes, and interview techniques. **Prerequisite: Modules Orange, Blue**		
MAS210A	**MEDICAL ASSISTING SKILLS**	**0/45/0/45/1.5**
Students will learn basic patient care skills, phlebotomy, medication administration, basic pharmacology, vital signs, triage, and labs. CPR certification. **Prerequisite: Modules Orange, Blue**		
CR320	**CERTIFICATION REVIEW**	**60/0/0/60/4.0**
This course provides students the opportunity to review for the Texas Limited Examination in Medical Radiologic Technology so they may procure a permanent Texas LMRT license. This is done using review materials as well as utilizing practice exams in all areas of the test. **Prerequisite: Modules Orange, Blue, III-XI**		
LREX1	**LMRT EXTERNSHIP**	**0/0/500/500/11.0**
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 LMRT. Students will utilize the knowledge and demonstrate skills learned in the classroom and laboratory Prerequisite: Completion of all Limited Medical Radiologic Technologist classes, current on financial obligations to the school, and recommendation of the instructor and externship coordinator. **Prerequisite: Modules Orange, Blue, III-XI**		

MEDICAL ASSISTANT CERTIFICATE PROGRAM

Offered at AUS, DAL, FW, HMC, HNW, HSW, MCA, NSA, and SSA Campus

Objective: The Medical Assisting 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, Phlebotomy, 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 as well as a phlebotomist in a clinical laboratory, physician's office or hospital. A career in medical assisting 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. All entrants must take and pass the Scholastic Level Exam with a minimum score of 10. 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 total length of this program is 900 clock hours and 36 weeks.
Delivery Method: Blended Class Delivery

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
MODULE I						
MSS130	Master Student/Study Skills	8	0	0	8	0.5
HIP130	HIPAA / OSHA / Infection Control	10	0	0	10	0.5
OAPT130	Overview of Anatomy, Physiology and Medical Terminology	48	0	0	48	3.0
	Total Module I	**66**	**0**	**0**	**66**	**4.0**
MODULE II						
MA301	**A&P A** - Nervous System and Special Senses	24	0	0	24	1.5
MA313	Medical Psychology/Human Relations*	48	0	0	48	3.0
MA302	Medical Clinical Procedures A	8	16	0	24	1.0
	Total Module II	**80**	**16**	**0**	**96**	**5.5**
MODULE III						
MAAS213G	Medical Office Procedures/Management	48	0	0	48	3.0
MAAS211G	Medical Insurance and Managing Medical Records	48	0	0	48	3.0
	Total Module III	**96**	**0**	**0**	**96**	**6.0**
MODULE IV						
MA303	**A&P B** – Muscular, Skeletal and Digestive Systems	24	0	0	24	1.5
MA304	Medical Clinical Procedures B	20	28	0	48	1.5
MA305	Medical Law and Ethics	24	0	0	24	1.5
	Total Module IV	**68**	**28**	**0**	**96**	**4.5**
MODULE V						
MA306	**A&P C** - Cardiovascular, Lymphatic, Circulatory, and Respiratory Systems	32	0	0	32	2.0
MA307	Medical Clinical Procedures C	28	36	0	64	2.5
	Total Module V	**60**	**36**	**0**	**96**	**4.5**
MODULE VI						
MA308	**A&P D** – Integumentary and Endocrine Systems	32	0	0	32	2.0
MA309	Electronic Health Records	28	36	0	64	2.5
	Total Module VI	**60**	**36**	**0**	**96**	**4.5**
MODULE VII						
MA310	**A&P E** – Urinary and Reproductive System	32	0	0	32	2.0
MA311	Medical Clinical Procedures D	12	24	0	36	1.0
MA312	Medical Administrative Procedures	8	20	0	28	1.0
	Total Module VII	**52**	**44**	**0**	**96**	**4.0**
MODULE VIII						
CSP201	Customer Service/Professionalism and Career Preparation	30	18	0	48	2.5
MAC301	Cert Prep	15	15		30	1.5
MAX301	Externship			180	180	4.0
	Total Module VIII	**45**	**33**	**180**	**258**	**8.0**
	Total Hours/Credits	**527**	**193**	**180**	**900**	**41.0**

Total Program Hours = 900/ 41.0 Semester Credits

Note: 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. Module 1 is a prerequisite for all other modules.

MSS130	**MASTER STUDENT/STUDY SKILLS**	**8/0/0/8/0.5**
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. **Prerequisite: None**		
HIP130	**HIPAA/OSHA/INFECTION CONTROL**	**10/0/0/10/0.5**
Students will learn about the Health Insurance Portability and Accountability 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. **Prerequisite**: **None**		
OAPT 130	**OVERVIEW OF ANATOMY, PHYSIOLOGY AND MEDICAL TERMINOLOGY**	**48/0/0/48/3.0**
Students will learn and Identify basic structures, functions and dysfunctions of the body, as well as medical terminology, abbreviations and symbols that are necessary tools for building a medical vocabulary. This course covers general treatment of the sensory, skeletal and muscular, nervous, endocrine, digestive, respiratory, Circulatory, Urinary and reproductive, and integumentary systems. **Prerequisite: None**		
MA301	**A&P A – NERVOUS SYSTEM AND SPECIAL SYSTEMS**	**24/0/0/24/1.5**
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. **Research Assignment** 1 - Career Services Prep. **Prerequisite: Mod I**		
MA313	**MEDICAL PSYCHOLOGY / HUMAN RELATIONS**	**48/0/0/48/3.0**
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**		
MA302	**MEDICAL CLINICAL PROCEDURES A**	**8/16/0/24/1.0**
Students will learn skills with emphasis on patient assessments, physical examination, assist with eye and ear care and treatments as directed by physician: Includes vital signs, specimen collection and documentation of patient information, medical asepsis, office clinical procedures, and other treatments as appropriate for ambulatory settings. Student will complete skills competencies. **Prerequisite: Mod I**		
MAAS213G	**MEDICAL OFFICE PROCEDURES/MANAGEMENT**	**48/0/0/48/3.0**
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**		
MAAS211G	**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. **Prerequisite: Mod I**		
MA303	**A&P B – MUSCULAR, SKELETAL AND DIGESTIVE SYSTEMS**	**24/0/0/24/1.5**
Students will learn the specific terminology and learn and identify basic structures, functions and dysfunctions of the body as they pertain to the Muscular, Skeletal and Digestive systems. **Research Assignment 2** – Career Services Prep. P**rerequisite: Mod I**		
MA304	**MEDICAL CLINICAL PROCEDURES B**	**20/28/0/48/1.5**
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. Students will also learn the basic principles of IV therapy; review vital signs; patient education; Concepts of physical therapy, pediatric and geriatric care and medical office safety are discussed and performed. Students will complete skills competencies. **Prerequisite: Mod I**		

MA305	**MEDICAL LAW AND ETHICS**	**24/0/0/24/1.5**
The students will learn the legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. **Prerequisite: Mod I**		
MA306	**A&P C – CARDIOVASCULAR, LYMPHATIC, CIRCULATORY, AND RESPIRATORY SYSTEMS**	**32/0/0/32/2.0**
Students will learn the specific terminology and learn and identify basic structures, functions and dysfunctions of the body as they pertain to the Cardiovascular, Lymphatic, Circulatory, and Respiratory systems. **Research Assignment 3** – Career Services Prep. **Prerequisite: Mod I**		
MA307	**MEDICAL CLINICAL PROCEDURES C**	**28/36/0/64/2.5**
This course introduces phlebotomy; clinical laboratory procedures; EKG's; CPR Certification; Pulmonary Function Testing. Students will review vital signs, aseptic technique, and charting, patient education and medication administration. Students will identify parts of the microscope, as well as perform hematology, microbiology and chemistry procedures. Students differentiate various laboratory departments and personnel, complete laboratory requisitions and practice laboratory safety. Students as assisting with minor surgeries, medical emergencies and emergency readiness. Students will complete skills competencies. **Prerequisite: Mod I**		
MA308	**A&P D – INTEGUMENTARY AND ENDOCRINE SYSTEMS**	**32/0/0/32/2.0**
Students will learn the specific terminology and learn and identify basic structures, functions and dysfunctions of the body as they pertain to the Integumentary and Endocrine systems. **Research Assignment 4** – Career Services Prep. **Prerequisite: Mod I**		
MA309	**ELECTRONIC HEALTH RECORDS**	**28/36/0/64/2.5**
This course reviews the history of and current state of the electronic health record, trends, healthcare information applications such as clinical information systems, administrative information systems, and management support systems. Students will explore the transition from a paper based health record to an electronic health record and the associated issues. **Prerequisite: Mod I**		
MA310	**A&P E – URINARY AND REPRODUCTIVE SYSTEMS**	**32/0/0/32/2.0**
Students will learn the specific terminology and learn and identify basic structures, functions and dysfunctions of the body as they pertain to the Urinary and Reproductive systems. **Research Assignment 5** – Career Services Prep. **Prerequisite: Mod I**		
MA311	**MEDICAL CLINICAL PROCEDURES D**	**12/24/0/36/1.0**
Students will learn to perform Urinalysis (physical/chemical/microscopic); students will identify and assist with life span specialties and specialty exams, students will also review proper charting. Students will complete skills competencies. **Prerequisite: Mod I**		
MA312	**MEDICAL ADMINISTRATIVE PROCEDURES**	**8/20/0/28/1.0**
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. **Prerequisite: Mod I**		
CSP201	**CUSTOMER SERVICE/PROFESSIONALISM AND CAREER PREPARATION**	**30/18/0/48/2.5**
This course will teach the student about professionalism, including work-place behaviors that result in positive business relationships. Students will learn goal-setting, stress-management, time-management, professional dress, etiquette, diversity in the work place relationships, excellent customer service, communication at work, conflict management, job search skills, building resumes, and interview techniques. **Prerequisite: Mods I-VII**		
MAC301	**CERT PREP**	**15/15/0/30/1.5**
Certification Prep allows the student to review for a state or national registry. This is done by using review material and the use of practice exam that covers all areas of the exam. Student will complete exam application and take certification exam. **Prerequisite: Module I-VII**		
MAX301	**EXTERNSHIP**	**0/0/180/180/4.0**
Students will be able to apply in a practical setting the professional skills learned in the classroom, as a Medical Assistant. **Prerequisite: Module I-VII**		

MEDICAL CODING AND BILLING CERTIFICATE PROGRAM

Offered at AUS, DAL, FW, HMC, HNW, HSW, MCA, NSA and SSA Campus

Objective: The **Medical Coding and Billing Certification** program is designed to equip students with the skills and knowledge required to become entry-level employees in a variety of medical facilities. This is achieved through a comprehensive learning environment, geared toward training students to complete medical billing forms, filing medical insurance claims, both manually and by automation, practical application of CPT-4, ICD-10, and HCPCS codes. Student will also gain experience in record-keeping practices for both the hospital and physician offices, procedures in content and filing of patient medical records, use of a variety of filing systems, to include alpha and numeric. In addition, students gain a general knowledge of anatomy, physiology and medical terminology. Students will possess a basic knowledge of computers and medical management software. Essentially students will receive training to equip them to work 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 Program must also pass the Scholastic Level Assessment with a minimum score of 12.

Program Length: The total length of this program is 940 clock hours, 38 weeks.
Delivery Method: Blended Class Delivery

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
MODULE I						
MSS130	Master Student/Study Skills	8	0	0	8	.5
HIP130	HIPAA / OSHA / Infection Control	10	0	0	10	.5
OAPT130	Overview of Anatomy, Physiology and Medical Terminology	48	0	0	48	3.0
	Total Module I	**66**	**0**	**0**	**66**	**4.0**
MODULE II						
MA305	Medical Law and Ethics	24	0	0	24	1.5
MCB300	Principles of Insurance A	24	0	0	24	1.5
MCB301	Basics of Coding A: CPT/HCPCS	24	24	0	48	2.0
	Total Module II	**72**	**24**	**0**	**96**	**5.0**
MODULE III						
MAAS212G	Medical Office Procedures/Management	48	0	0	48	3.0
MCB302	Basics of Coding B: ICD	12	12	0	24	1.0
MCB303	Principles of Insurance B	24	0	0	24	1.5
	Total Module III	**84**	**12**	**0**	**96**	**5.5**
MODULE IV						
MCB304	Anatomy and Physiology/Medical Terminology A	24	0	0	24	1.5
MCB305	Coding A	12	12	0	24	1.0
MCB306	Principles of Insurance C	12	12	0	24	1.0
MCB307	Pathology A	24	0	0	24	1.5
	Total Module IV	**72**	**24**	**0**	**96**	**5.0**
MODULE V						
MCB308	Anatomy and Physiology/Medical Terminology B	24	0	0	24	1.5
MCB309	Coding B	12	36	0	48	2.0
MCB310	Pathology B	24	0	0	24	1.5
	Total Module V	**60**	**36**	**0**	**96**	**5.0**
MODULE VI						
MCB311	Anatomy and Physiology/Medical Terminology C	24	0	0	24	1.5
MCB312	Coding C	12	36	0	48	2.0
MCB313	Pathology C	24	0	0	24	1.5
	Total Module VI	**60**	**36**	**0**	**96**	**5.0**
MODULE VII						
MA 309	Electronic Health Records	28	36	0	64	3.0
MCB314	Computer Applications	12	20	0	32	1.0
	Total Module VII	**40**	**56**	**0**	**96**	**4.0**

MODULE VIII						
CSP201	Customer Service/Professionalism and Career Preparation	30	18	0	48	2.5
MCB315	MCB Cert Prep	30	15	0	45	2.5
MCB316	MCB Externship	0	0	205	205	4.5
	Total Module VIII	**60**	**33**	**205**	**298**	**9.5**
	Total Hours/Credits	**514**	**221**	**205**	**940**	**43.0**

Total Program Hours = 940.00/ 43.0 Semester Credits

Note: 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. Module 1 is a prerequisite for all other modules.

MSS130	**MASTER STUDENT/STUDY SKILLS**	**8/0/0/8/0.5**
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. **Prerequisite: None**		
HIP130	**HIPAA/OSHA/INFECTION CONTROL**	**10/0/0/10/0.5**
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. **Prerequisite: None**		
OAPT 130	**OVERVIEW OF ANATOMY, PHYSIOLOGY AND MEDICAL TERMINOLOGY**	**48/0/0/48/3.0**
Students will learn and Identify basic structures, functions and dysfunctions of the body, as well as medical terminology, abbreviations and symbols that are necessary tools for building a medical vocabulary. This course covers general treatment of the sensory, skeletal and muscular, nervous, endocrine, digestive, respiratory, Circulatory, Urinary and reproductive, and integumentary systems. **Prerequisite: None**		
MA305	**MEDICAL LAW AND ETHICS**	**24/0/0/24/1.5**
The students will learn the legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. **Prerequisite: Mod I**		
MCB300	**PRINCIPLES OF INSURANCE A**	**24/0/0/24/1.5**
Students will learn the life cycle of health insurance claim to include terminology, policies and procedures and revenue cycle management. Students will also learn Medicare and Medicaid basics including terminology, eligibility, and claims and billing processes. HIPAA Compliance and Regulatory Laws will also be reviewed. **Research Project 1** – Career Services Project. **Prerequisite: Mod I**		
MCB301	**BASICS OF CODING A: CPT/HCPCS**	**24/24/0/48/2.0**
Students will learn the basics of converting descriptions of procedures into numerical codes (CPT/HCPCS) to provide uniform language to identify medical, surgical and diagnostic services. **Prerequisite: Mod I**		
MAAS212G	**MEDICAL OFFICE PROCEDURE/MANAGEMENT**	**48/0/0/48/3.0**
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**		

MCB302	BASICS OF CODING B: ICD	12/12/0/24/1.0
The students will learn procedural coding guidelines for use with the ICD-10 classifications (3, 4, or 5-7 codes) to provide etiology, site, or manifestation of disease. They will also learn the process of converting procedure descriptions into numerical codes related to the Evaluation and Management section of the CPT, and review facility coding (ICD-10 PCS). **Prerequisite: Mod I**		
MCB303	**PRINCIPLES OF INSURANCE B**	**24/0/0/24/1.5**
Students will learn health insurance terminology and policies, Revenue Cycle Management, along with eligibility policies and procedures. Students will also learn concepts of Blue Plans, Private Health Insurance, Managed Care Plans, TRICARE, CHAMPVA, Workers' Compensation, disability income insurance and disability benefit programs. **Research Project 2** – Career Services Project. **Prerequisite: Mod I**		
MCB304	**ANATOMY AND PHYSIOLOGY/MEDICAL TERMINOLOGY A**	**24/0/0/24/1.5**
Students will learn the structure and function of the Urinary System, Reproductive System, Digestive System, and Mental Health. **Prerequisite: Mod I**		
MCB305	**CODING A**	**12/12/0/24/1.0**
This course is a review of the official ICD-10 guidelines for coding and reporting. The course reviews the history of classification systems with emphasis on the basic rules and guidelines. Students will learn how to maneuver in different computerized encoding systems by assigning codes and using various references available. The students will learn procedural coding guidelines for use with the ICD-10 classifications (3, 4, or 5-7 codes) to provide etiology, site, or manifestation of disease. Additionally, students will learn CPT Surgical subsection codes for Female Genital system, including maternity care and delivery, Male Genital System, Intersex Surgery, Urinary System, digestive system, Mental Health, Pathology and Laboratory, selected Radiology and Medicine Sections. **Research Project 3** –Career Services Project. **Prerequisite: Mod I**		
MCB306	**PRINCIPLES OF INSURANCE C**	**12/12/0/24/1.0**
Student will learn concepts of collection strategies, medical documentation, Medical office problem solving and how to complete paper and electronic claims, and sequence codes according to established guidelines and standards while applying reimbursement methodologies. Hospital billing, payment and claims based on hospital stay and settings are also taught. **Prerequisite: Mod I**		
MCB307	**PATHOLOGY A**	**24/0/0/24/1.5**
Students will learn the diseases and procedures of the Urinary System, Reproductive System, Digestive System and Mental Health. **Prerequisite: Mod I**		
MCB308	**ANATOMY AND PHYSIOLOGY/MEDICAL TERMINOLOGY B**	**24/0/0/24/1.5**
Students will learn the structure and function of Blood and Blood-Forming Organs, and Immune Mechanism, Circulatory System, Respiratory System. **Prerequisite: Mod I**		
MCB309	**CODING B**	**12/36/0/48/2.0**
This course is a review of the official ICD-10 guidelines for coding and reporting. Students will learn CPT Surgical subsection codes for Cardiovascular System, Lymphatic System, Immune system, Respiratory System, selected Radiology and selected Medicine Sections. Students will also learn procedural coding guidelines for use with the ICD-10 classifications (3, 4, or 5-7 codes) to provide etiology, site, or manifestation of disease. **Research Project 4** - Career Services Project. **Prerequisite: Mod I**		
MCB310	**PATHOLOGY B**	**24/0/0/24/1.5**
Students will learn the diseases and procedures of Blood and Blood-Forming Organs, and Immune Mechanism, Circulatory System, Respiratory System. **Prerequisite: Mod I**		
MCB311	**ANATOMY AND PHYSIOLOGY/MEDICAL TERMINOLOGY C**	**24/0/0/24/1.5**
Students will learn the structure and function of the Integumentary System, Musculoskeletal System, Nervous System, Endocrine System, and Special Senses (Eyes and Ears). **Prerequisite: Mod I**		

MCB312	**CODING C**	**12/36/0/48/2.0**
This course is a review of the official ICD-10 classifications (3, 4, or 5-7 codes) to provide etiology, site, or manifestation of disease. This course will also review UHDDS Coding guidelines and their application, and learn how to maneuver in different computerized encoding systems by assigning codes and using various references available. Additionally, students will learn CPT Surgical subsection codes for Integumentary System, Musculoskeletal System, Nervous System, Endocrine System, and Special Sense (Eyes and Ears), Anesthesia, selected Radiology and Medicines sections, and Level II National Codes. **Research Project 5** – Career Services Project. **Prerequisite: Mod I**		
MCB313	**PATHOLOGY C**	**24/0/0/24/1.5**
Students will learn the diseases and procedures of the Integumentary System, Musculoskeletal System, Nervous System, Endocrine System, and Special Senses (Eyes and Ears). **Prerequisite: Mod I**		
MA309	**ELECTRONIC HEALTH RECORDS**	**28/36/0/64/3.0**
This course reviews the history of and current state of the electronic health record, trends, healthcare information applications such as clinical information systems, administrative information systems, and management support systems. Students will explore the transition from a paper based health record to an electronic health record and the associated issues, such as electronic billing. **Prerequisite: Mod I**		
MCB314	**COMPUTER APPLICATIONS**	**12/20/32/1.0**
Student will learn basic word processing, keyboarding skills, concepts related to hardware and software applications. Students will learn Microsoft Office Suite Applications. **Prerequisite: Mod I**		
CSP201	**CUSTOMER SERVICE/PROFESSIONALISM AND CAREER PREPARATION**	**30/18/0/48/2.5**
This course will teach the student about professionalism, including work-place behaviors that result in positive business relationships. Students will learn goal-setting, stress-management, time-management, professional dress, etiquette, diversity in the work place relationships, excellent customer service, communication at work, conflict management, job search skills, building resumes, and interview techniques. **Prerequisite: Mods I-VII**		
MCB315	**MCB CERT PREP**	**30/15/0/45/2.5**
Certification Prep allows the student to review for a state or national registry. This is done by using review material and the use of practice exam that covers all areas of the exam. Student will complete exam application and take certification exam. **Prerequisite: Mods I-VII**		
MCB316	**MCB EXTERNSHIP**	**0/0/205/205/4.5**
Students will be able to apply in a practical setting the professional skills learned in the classroom, as a Medical Coding and Billing Specialist. **Prerequisite: Mods I-VII**		

NURSING ASSOCIATE OF APPLIED SCIENCE PROGRAM (LVN TO ADN)

(Offered at Houston HNW Only)

Objective: The College of Health Care Professions (CHCP) offers a pre-licensure Associate of Applied Science Nursing Degree Program that leads to eligibility to apply and to take the NCLEX – RN examination for licensure as a Registered Nurse in the State of Texas. Students of the program will be conferred the Associate of Applied Science Degree in Nursing, upon graduation. This program is specifically designed as an LVN to RN Transition program using a concept-based curriculum. Once accepted, the student is enrolled in a full-time course of study. The program is comprised of ten, eight-week modules. Graduates of this program may find employment in areas such as hospitals, clinics, home health-care agencies, and physician offices.

Program Requirements: See Admissions Section below for Specific Nursing Requirements.

Program Length: The entire program including general education courses is 61 semester credit hours with a total of 1504 contact hours. The student can complete the program in 20 months of full-time study; length of the program is 80 weeks. Classroom, simulation laboratory and skills laboratory instruction is scheduled during daytime hours, while patient care clinical instruction will occur on a flexible schedule between day and evening shifts as coordinated with each clinical agency.
Delivery Method: Blended Program delivered by both residential and distance education. Courses with a (*) are delivered via distance education.

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
MODULE I						
*BIOL2401**	*Anatomy and Physiology I*	48	32	0	80	4.0
*ENGL1301**	*Composition I*	48	0	0	48	3.0
MODULE II						
*POFM114**	*College Mathematics*	48	0	0	48	3.0
RNSGl205	Nursing Skills	4	64	0	68	2.0
MODULE III						
*PSYC2314**	*Lifespan Growth and Development*	48	0	0	48	3.0
RNSGl300	Health Assessment Across the Lifespan	16	64	0	80	3.0
MODULE IV						
*BIOL2402**	*Anatomy and Physiology II*	48	32	0	80	4.0
*IPCO1000**	*Interpersonal Communication*	48	0	0	48	3.0
MODULE V						
RNSG1327	Transition to Professional Nursing	48	0	0	48	3.0
RNSG1360	Transition to Professional Nursing Clinical	0	32	96	128	3.0
MODULE VI						
RNSG1240	Professional Nursing Skills for Articulating Students	4	64	0	68	2.0
*BIOL2420**	*Microbiology*	48	32	0	80	4.0
RNSG2206	Nursing Informatics	0	32	0	32	1.0
MODULE VII						
RNSGl517	Concepts of Professional Nursing Practice I for Articulating Students	64	0	0	64	4.0
RNSG1361	Professional Nursing Practice I Clinical	0	32	96	128	3.0
MODULE VIII						
RNSGl542	Concepts of Professional Nursing Practice II for Articulating Students	64	0	0	64	4.0
RNSG1362	Professional Nursing Practice II Clinical	0	32	96	128	3.0
MODULE IX						
RNSG2502	Concepts of Professional Nursing Practice III for Articulating Students	64	0	0	64	4.0
RNSG2360	Professional Nursing Practice III Clinical	0	32	96	128	3.0
MODULE X						
RNSG2231	Comprehensive Nursing Review and Licensure Preparation	8	64	0	72	2.5
	Total Hours/Credits	**608**	**512**	**384**	**1504**	**61.5**

Total Program Hours = 1504 / 61.5 Semester Credits

Course Descriptions: Course descriptions include the course number, title, and synopsis, a listing of lecture, laboratoy, 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 laboratoy, 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.

BIOL2401	**ANATOMY AND PHYSIOLOGY I**	**48/32/0/80/4.0**
This course focuses on structure and function of the human body emphasizing blood, growth, development, genetics, special Senses and the endocrine, digestive, respiratory, cardiovascular, lymphatic, immune, urogenital and reproductive systems. **Prerequisites: None, Co-requisites: None**		
ENGL1301	**COMPOSITION I**	**48/0/0/48/3.0**
This course provides the student with instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity and coherence of central idea and supporting material. **Prerequisites: None, Co-requisites: None**		
POFM114	**COLLEGE MATHEMATICS**	**48/0/0/48/3.0**
College Math instructs the student in several fundamental areas of mathematics using analytical and critical thinking skills. Topics include logic, graphs, ratios, rates, geometry, set theory, measurements, algebra, probability and statistics. **Prerequisites: None, Co-requisites: None**		
RNSG1205	**NURSING SKILLS**	**4/64/0/68/2.0**
This course focuses on the concepts and principles necessary to perform basic nursing skills for the adult patient and demonstrate competence in the performance of nursing procedures related to the concepts of caring interventions, clinical decision making, communication, care coordinator, professional behavior, and safety. **Prerequisites: BIOL2401, ENGL 1301, Co-requisites: POFM114**		
PSYC2314	**LIFESPAN GROWTH AND DEVELOPMENT**	**48/0/0/48/3.0**
This course is intended to be an introduction to the field of study that examines patterns of growth, change, and stability in behavior that occur throughout the entire lifespan. **Prerequisites: Eng1301, BIOL2401, POFM114, RNSG1205**		
RNSG1300	**HEALTH ASSESSMENT ACROSS THE LIFESPAN**	**16/64/0/80/3.0**
This course focuses on the development of skills and techniques required for a comprehensive nursing health assessment of patients across the lifespan: newborn, pediatric, adult, and geriatric. Includes assessment of patients' health promotion and maintenance, illness and injury prevention and restoration, and application of the nursing process within a legal/ethical framework. The following concepts will be explored in this course: evidenced-based practice, clinical decision making, communication, care coordinator, professional behavior, and safety. **Prerequisites: BIOL2401, ENGL1301, POFM114, RNSG1205** **Co-Requisites: PSYC2314**		
BIOL2402	**ANATOMY AND PHYSIOLOGY II**	**48/32/0/80/4.0**
This course focuses on structure and function of the human body emphasizing blood, growth, development, genetics, special senses and the endocrine, digestive, respiratory, cardiovascular, lymphatic, immune, urogenital and reproductive systems. **Prerequisites: Eng1301, BIOL2401** **Co-requisites: None**		
IPCO1000	**INTERPERSONAL COMMUNICATION**	**48/0/0/48/3.0**
This course focuses on the theories and practice of communication in interpersonal, small-group and public speech. **Prerequisites: None, Co-requisites: None**		
RNSG1327	**TRANSITION TO PROFESSIONAL NURSING**	**48/0/0/48/3.0**
This course focuses on key concepts related to transitioning from the LVN role to the RN role, to include: professional behaviors; communication; evidence-based practice; clinical decision making; caring interventions; teaching and learning; managing care; collaboration; leadership and safety. **Prerequisites: BIOL2401, ENGL1301, BIOL2402, IPC01000, PSYC2314, RNSG1300, POFM114, RNSG1205** **Co-requisites: RNSG1360**		

RNSG1360	**TRANSITION TO PROFESSIONAL NURSING CLINICAL**	**0/32/96/128/3.0**
This course provides practical application of theoretical content in RNSG1327 Transition to Professional Nursing, RNSG1205 Nursing Skills I, and RNSG1300 Health Assessment Across the Lifespan. Students will provide nursing care on simulated patients in the lab setting and live patients in a variety of community-based settings to demonstrate competence in clinical judgment and patient safety. **Prerequisites: BIOL2401, ENGL1301, BIOL2402, IPC01000, PSYC2314, RNSG1300, POFM114, RNSG1205** **Co-requisites: RNSG1327**		
RNSG1240	**PROFESSIONAL NURSING SKILLS FOR ARTICULATING STUDENTS**	**4/64/0/68/2.0**
This course focuses on the concepts and principles necessary to perform professional nursing skills for the adult patient and demonstrate competency in the performance of intermediate and advanced nursing procedures while utilizing critical thinking skills in a systematic problem-solving process. The following concepts will be explored in this course: evidenced-based practice, clinical decision-making, communication, care coordinator, professional behavior, and safety. **Prerequisites: BIOL2401, ENGL1301, BIOL2402, IPC01000, PSYC2314, RNSG1300, POFM114, RNSG1205, RNSG1327, RNSG1360** **Co-Requisites: BIOL2420, RNSG2206**		
BIOL2420	**MICROBIOLOGY**	**48/32/0/80/4.0**
This course is an introduction to microorganisms with emphasis on those of importance in patient care. Principles of disinfection, sterilization, immunity. **Prerequisites: None**		
RNSG2206	**NURSING INFORMATICS**	**0/32/0/32/1.0**
This course provides practical application of theory, skills and concepts content in information systems and documentation tools utilized in professional nursing practice. **Prerequisites: BIOL2401, ENGL1301, BIOL2402, IPC01000, PSYC2314, RNSG1300, POFM114, RNSG1205, RNSG1327, RNSG1360** **Co-Requisites: RNSG2420, RNSG1240**		
RNSG1517	**CONCEPTS OF PROFESSIONAL NURSING PRACTICE I FOR ARTICULATING STUDENTS**	**64/0/0/64/4.0**
This course focuses on concepts of nursing practice related to patient-centered care across the lifespan including: quality improvement, advocacy, legal issues, health policy, health care systems, ethics, culture, diversity, and grief and loss. Additionally, health and illness concepts related to fluids and electrolytes, acid- base balance, comfort, and tissue integrity will be emphasized utilizing common disease exemplars across the lifespan. **Prerequisites: BIOL2401, ENGL1301, BIOL2402, IPC01000, PSYC2314, RNSG1300, POFM114, RNSG1205, RNSG1327, RNSG1360, RNSG1240, BIOL2420, RNSG2206** **Co-Requisites: RNSG1361**		
RNSG1361	**PROFESSIONAL NURSING PRACTICE I CLINICAL**	**0/32/96/128/3.0**
This course provides practical application of theory, skills and concepts content in RNSG1517 and RNSG1240. Simulated and on site clinical instruction in acute care hospitals, supervision and evaluation are provided. **Prerequisites: BIOL2401, ENGL1301, BIOL2402, IPC01000, PSYC2314, RNSG1300, POFM114, RNSG1205, RNSG1327, RNSG1360, RNSG1240, BIOL2420, RNSG2206** **Co-Requisites: RNSG1517**		
RNSG1542	**CONCEPTS OF PROFESSIONAL NURSING PRACTICE II FOR ARTICULATING STUDENTS**	**64/0/064/4.0**
This course focuses on concepts of nursing practice related to patient-centered care across the lifespan including: developmental; spiritual; health/wellness/illness; reproduction; sexuality; family; stress and coping; mood and affect; addiction; cognition; and violence. Concepts are illustrated utilizing common disease/condition exemplars across the lifespan. **Prerequisites: BIOL2401, ENGL1301, BIOL2402, IPC01000, PSYC2314, RNSG1300, POFM114, RNSG1205, RNSG1327, RNSG1360, RNSG1240, BIOL2420, RNSG2206, RNSG1517, RNSG1361** **Co-Requisites: RNSG1362**		
RNSG1362	**PROFESSIONAL NURSING PRACTICE II CLINICAL**	**0/32/96/128/3.0**
This course provides practical application of theory, skills and concepts content in RNSG1542 and RNSG1240. Simulated and on site clinical instruction in acute care hospitals, supervision and evaluation are provided. **Prerequisites: BIOL2401, ENGL1301, BIOL2402, IPC01000, PSYC2314, RNSG1300, POFM114, RNSG1205, RNSG1327, RNSG1360, RNSG1240, BIOL2420, RNSG2206, RNSG1517, RNSG1361** **Co-Requisites: RNSG1542**		

RNSG2502	CONCEPTS OF PROFESSIONAL NURSING PRACTICE III FOR ARTICULATING STUDENTS	64/0/64/4.0
This course focuses on concepts of nursing practice related to patient-centered care across the lifespan including: oxygenation; perfusion; elimination; metabolism; intracranial regulation; thermoregulation; cellular regulation; inflammation; infection; immunity; mobility; and sensory perception. Concepts are illustrated utilizing common disease/condition exemplars across the lifespan. **Prerequisites: BIOL2401, ENGL1301, BIOL2402, IPC01000, PSYC2314, RNSG1300, POFM114, RNSG1205, RNSG1327, RNSG1360, RNSG1240, BIOL2420, RNSG2206, RNSG1517, RNSG1361, RNSG1362, RNSG1542** **Co-Requisites: RNSG2360**		
RNSG2360	**PROFESSIONAL NURSING PRACTICE III CLINICAL**	**0/32/96/128/3.0**
This course provides practical application of theory, skills and concepts content in RNSG2502 and RNSG1240. Simulated and on site clinical instruction in acute care hospitals, supervision and evaluation are provided. **Prerequisites: BIOL2401, ENGL 1301, BIOL2402, IPC01000, PSYC2314, RNSG1300, POFM114, RNSG1205, RNSG1327, RNSG1360, RNSG1240, BIOL2420, RNSG2206, RNSG1517, RNSG1361, RNSG1542, RNSG1362** **Co-Requisites: RNSG2502**		
RNSG2231	**COMPREHENSIVE NURSING REVIEW AND LICENSURE PREPARATION**	**8/64/0/72/2.5**
This course focuses on review of concepts required for licensure examination and entry into the practice of professional nursing. Includes application of National Council Licensure Examination for Registered Nurses (NCLEX-RN) test plan, assessment of knowledge deficits, and remediation. **Prerequisites: BIOL2401, ENGL 1301, BIOL2402, IPC01000, PSYC2314, RNSG1300, POFM114, RNSG1205, RNSG1327, RNSG1360, RNSG1240, BIOL2420, RNSG2206, RNSG1517, RNSG1361, RNSG1362, RNSG1542, RNSG2502, RNSG2360** **Co-Requisites: None**		

Associate Degree Nursing Program – LVN-RN Transition

Admission criteria and the selection process for admission of students.

The competitive selection process is designed to give all qualified applicants an opportunity to be a member of the class while ranking the individuals that have the best potential for success. Each applicant is interviewed by an admissions representative, provided detailed information about the program and screened regarding their qualifications for the nursing program. Once the applicant completes all the admission steps, they are ranked according to the following criteria:

You must score a minimum cumulative score of 65% on the ATI TEAS. The TEAS may be only taken twice a year with a minimum of two weeks remediation time between test dates.

Information about the Admissions Testing (ATI TEAS)

TEAS Evaluates basic knowledge in:

- Reading (53 questions)
- English and Language usage (28 questions)
- Math (36 questions)
- Science (53 questions)

TEAS includes:

- 209-minute timed assessment
- 170 multiple-choice questions with 20 unscored pre-test questions

HOW IT WORKS

- Students will register through ATI's online registration system for TEAS at ATI. The remote proctored and in-person versions of the exam consist of the same content.
- Our Institution ID is 13684 (use this ID to send results to "**The College of Health Care Professions ADN TEAS.**"
- ATI offers TEAS at ATI exams multiple times a day, nearly every day of the week.
- Following registration, TEAS at ATI test takers will receive testing information and details from ATI Communications.

- On test day, students will follow proper instructions to access their secure exam.
- Dedicated support is available to assist students with questions prior to, during and following the exam.
- The TEAS at ATI is monitored by dedicated and trained ATI proctors, who are supported by the Proctorio secure proctoring platform.
- Several resources to help you prepare for success on the TEAS are available on the ATI website: www.atitesting.com/solutions

Consideration will also be given if the qualified applicant (based on the above criteria) was a former graduate of CHCP vocational nursing program. Applicants with the highest-ranking scores will be scheduled for panel interview with the nursing program acceptance committee who will determine admission consideration. Applicants who apply to re-enter school after a previous drop for whatever reason, must submit a "Plan for Success" and may be admitted on a space available basis and are placed at the bottom of the waiting list if the class is already filled with new students. During the first three days of a new nursing class start, students may be added to the class if previously accepted students either do not show for classes or decide to drop the program. No new students from the waiting list will be added to the class after the third day of school.

Students applying to the nursing program must complete the following admissions steps:

A. Show evidence of standard high school graduation or general education development certificate.

B. Complete the required admissions documents and application and submit the necessary fee(s) stated on the tuition and fee schedule.

C. Complete an informational interview with an admissions representative and tour the school's facilities.

D. Provide official transcripts for their vocational nursing program with a minimum cumulative GPA of 2.5.

E. Provide proof of current, active, unencumbered Texas LVN license.

F. May provide official transcripts for the required general education courses on the AAS in Nursing degree plan which may have been previously taken. Only courses with a grade of "C" or higher are accepted for credit and science courses cannot be greater than five years old.

G. Complete the nursing program entrance exam,

H. The applicant may bring letters of recommendation for the program from current or former nursing supervisors. Contact information should be listed if the panel desires to communicate with the supervisor.

I. Consent to a criminal background check. Applicants with criminal backgrounds including misdemeanors or deferred adjudication will be instructed to submit the declaratory order of license eligibility petition to the Texas Board of Nursing (TBON) prior to acceptance. A Petition for Declaratory Order (DO) is a formal disclosure to the Board of an eligibility issue that may prevent an applicant from taking the NCLEX and receiving initial licensure. **The DO permits the Board to make a decision regarding a petitioner's eligibility for licensure prior to entering or completing a nursing program.**

   You should submit the Declaratory Order (DO) if:

- You submitted fingerprints as part of the New/Accepted Student Roster process & you received an outcome letter from the Board requesting the submission of the DO & $150.
- You submitted fingerprints as part of the New/Accepted Student Roster process & received a Blue Card, **BUT** have to disclose a non-CBC related eligibility issue (i.e., questions 2-5 on the DO).

You will need to contact the Board for specific instructions on submitting the DO without the $150 payment. Please send an email with your name, DOB, and last 4 of your SSN to webmaster@bon.texas.gov. The subject line should be DO – Payment Bypass.

NOTE: As of June 15, 2020, the DO must be submitted electronically via the Nurse Portal (https://www.bon.texas.gov/texasnurseportal/).

Students will not be allowed to start clinical or progress in the program if they do not have a blue card, operations outcome letter, enforcement outcome letter, or eligibility order prior to clinical rotations beginning.

J. The student will be placed on the waiting list for the class until the response from the TBON is determined. A copy of the TBON's letter indicating the final decision will be placed in the academic record as evidence of approval to take the licensure exam. The applicant will then be admitted to the next available class if they have met all other admission criteria.

K. Provide a urine drug screen result that is negative. The drug screen will be completed by module III, Applicants are allowed to test only once. If the result is positive, the applicant is removed from the program and deferred from reapplying for one year at which time they may re-apply and repeat the entire admission process.

L. The nursing acceptance committee will meet periodically to review and make selections for the class from the applicant files of all qualified individuals that have completed steps A-J of the process. The committee will be comprised of no less than three academic representatives and at least two members of campus/college administration: the AAS in Nursing Director of Nursing, a nursing faculty member, Director of Education or their designee, Director of Admissions, and Campus President or their designee.

M. Submit, within 30 days of the class start, proof of a physical exam not greater than 90-days old. Exam must be signed by a Medical Doctor, Physician Assistant, or Nurse Practitioner. The physical exam/health history must be submitted on the CHCP supplied form.

N. Submit, within 30 days of the class start, proof of vaccination by titer for: measles; mumps; rubella; hepatitis B; varicella; proof of vaccination by paper for tetanus, influenza (seasonal) and tuberculosis skin test (or chest x-ray & questionnaire if history of positive test), & hepatitis A (depending on facility).

O. Submit, within 30 days of the class start, proof of American Heart Association Health Care Provider CPR certification.

P. Complete the required forms and information for the financial aid officer (if the applicant is seeking assistance).

CLINICAL ROTATION INFORMATION

Clinical hours and scheduled days will vary. Clinical hours are scheduled between 5:00 am – 11:30 pm. Clinical days may be scheduled Monday through Sunday and shifts will be based on availability by the clinical agency

OPHTHALMIC ASSISTANT CERTIFICATE PROGRAM

Offered at Fort Worth and Houston Med Center Campuses

Objective: Students will be trained and prepared to sit for the Certified Ophthalmic Assistant Exam. Students will develop the skills necessary to become competent entry-level professionals and receive instruction in patient evaluation, assisting with interventions and procedures, corrective lenses, imaging, and office and clinical skills.

Graduates of this program will receive a certificate.

Program Requirements: Applicants to the Ophthalmic Assistant Certificate Program are required to have a High School Diploma or GED. All entrants must take and pass the Scholastic Level Exam with a minimum score of 10. 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 total length of this program is **946 clock hours and 36 weeks**.

Delivery Method: Blended Delivery

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
MODULE I						
COA100	Introduction to Ophthalmic Assisting	48	0	0	48	3.0
COA110	Ocular Anatomy, Physiology and Terminology	48	0	0	48	3.0
	Total Module I	**96**	**0**	**0**	**96**	**6.0**
MODULE II						
COA200	Comprehensive Medical Exam	48	32	0	80	4.0
	Total Module II	**48**	**32**	**0**	**80**	**4.0**
MODULE III						
COA210	Refractive States of the Eye(s)	36	0	0	36	2.0
COA220	Clinical Optics and Refraction	36	24	0	60	3.0
	Total Module III	**72**	**24**	**0**	**96**	**5.0**
MODULE IV						
COA230	Patient Interaction, Emergencies and Triage	32	16	0	48	2.5
COA240	Ocular Pharmacology and Infection Control	32	16	0	48	2.5
	Total Module IV	**64**	**32**	**0**	**96**	**5.0**
MODULE V						
COA250	Refractive and Minor Surgical Concepts	32	16	0	48	2.5
CSP201	Customer Service/Professionalism and Career Preparation	30	18	0	48	2.5
	Total Module V	**62**	**34**	**0**	**96**	**5.0**
MODULE VI						
COAC300	COA Certification Preparation	32	0	0	32	2.0
COAX310	COA Clinical Externship	0	0	450	450	10.0
	Total Module VI	**32**	**0**	**450**	**482**	**12.0**
Total Hours/Credits		**374**	**122**	**450**	**946**	**37.0**

Total Program Hours =946/37.0 Semester Credits

Note: 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. Module 1 is a prerequisite for all other modules.

COA100	**INTRODUCTION TO OPHTHALMIC ASSISTING**	**48/0/0/48/3.0**
	In this course students will learn the roles of the Ophthalmic Assistant and other associated roles of the ophthalmic care team. Students will discuss the medical ethics, legal issues, and regulatory issues associated with their position. Students will learn appropriate communication skills, patient education and ophthalmic counseling practices. Students will learn the importance of community health eye care and safety. Finally, students will discuss certification and the requirements to move from assistant to technician as their career progresses. **Prerequisite**: **None.**	
COA110	**OCULAR ANATOMY, PHYSIOLOGY and TERMINOLOGY**	**48/0/0/48/3.0**
	This course introduces students to the eye's function, anatomy, and physiology. Students will be introduced to common ocular conditions, diseases, disorders, and terminology including ophthalmic acronyms and abbreviations. In addition, students will discuss the eye as an optical system and identify its components. Finally, students will be introduced to systemic diseases coupled with ocular manifestations and the necessary testing used determine diagnoses. **Prerequisite**: **None.**	
COA200	**COMPREHENSIVE MEDICAL EXAM**	**48/32/0/80/4.0**
	This course will introduce students to the fundamentals of a comprehensive medical eye examination and patient work up, including; History taking/scribing, visual assessment, visual fields, pupillary assessment, lensometry, keratometry, tonometry, biometry and supplementary tests. Students will learn how to perform an exam of the eyes and face including checking angles. The students will practice their skills in a comprehensive clinical lab setting. **Prerequisite: Module I**	
COA210	**REFRACTIVE STATES OF THE EYE(S)**	**36/0/0/36/2.0**
	In this course students will learn the refractive states of the eye(s) which include emmetropia and the various ametropias such as myopia, hyperopia, regular astigmatism and how each one affects the vision. In addition, they will learn the cause(s) and treatment(s) for each one. **Prerequisite: Module I**	
COA220	**CLINICAL OPTICS and REFRACTION**	**36/24/0/60/3.0**
	This course introduces students to clinical optics, and refractometry basics. Students will explore contact lenses, auto/manual lensometry, transposition and measuring the patient's prescription. Additionally, students will discuss the various types and uses of spectacles and contact lenses. Finally, students will examine common ophthalmic equipment and learn the basics of refractometry to determine a patient's prescription. **Prerequisite: Module I**	
COA230	**PATIENT INTERACTION, EMERGENCIES and TRIAGE**	**32/16/0/48/2.5**
	This course will discuss the importance of patient-assistant interaction including; Emotional Intelligence, greeting, screening, triage and appointments. The student will also learn about HIPPA, disruptive patients, and patients with various special concerns as well as emergencies. The students will learn the fundamentals of CPR, Vitals and First Aid. **Prerequisite: Module I**	
COA240	**OCULAR PHARMACOLOGY AND INFECTION CONTROL**	**32/16/0/48/2.5**
	This course will introduce the components of microbiology, infection control and the basics of ophth pharmacology. They will learn the types of microorganisms, transmission types of infectious diseases, univ precaution and infection control. They will also learn the delivery systems of different drugs, how to des the indications, contraindications and potential side effects. **Prerequisite: Module I**	
COA250	**REFRACTIVE AND MINOR SURGICAL CONCEPTS**	**32/16/0/48/2.5**
	In this course students will learn the key concepts of minor surgical assisting in the office. They will learn to clean, sterilize and prepare instruments for in office procedures as well as the disposal of materials. They learn the common types of procedures, medications and instruments used. **Prerequisite: Module I**	
COAC 300	**COA CERTIFICATION PREPARATION**	**32/0/0/32/2.0**
	Students will apply knowledge and skills acquired in the classroom and laboratory in preparation for the certification exam. **Prerequisite: Modules I-V**	
COAX 310	**COA CLINICAL EXTERNSHIP**	**0/0/450/450/10.0**
	Students will apply knowledge and skills acquired in the classroom and laboratory in a clinical setting. **Prerequisite: Modules I-V**	
CSP201	**CUSTOMER SERVICE/PROFESSIONALISM and CAREER PREPARATION**	**30/18/0/48/2.5**
	This course will teach the student about professionalism, including work-place behaviors that result in positive business relationships. Students will learn goal-setting, stress-management, time-management, professional dress, etiquette, diversity in the work place relationships, excellent customer service, communication at work, conflict management, job search skills, building resumes, and interview techniques. **Prerequisite: Module I**	

PATIENT CARE MULTI-SKILLED TECHNICIAN CERTIFICATE PROGRAM

Offered at AU, DAL, FW, HMC, HNW, HSW, MCA, NSA, SSA Campuses

Objective:

The Patient Care Multi-skilled Technician Certificate Program will prepare students to take the following exam through the National Healthcareer Association: Certified Patient Care Technician (CPCT).

Program Requirements: Each program participant must have at least 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 12. Participants should also have good coordination, be neat, professional, and have excellent customer service skills.

Program Length: The length of this program is 20 weeks.

Method of Delivery - Residential

MODULE I		**LECTURE HOURS**	**LAB HOURS**	**EXTERN HOURS**	**TOTAL HOURS**	**SEMESTER CREDITS**
MDP100	Introduction to Healthcare	48	0	0	48	0
	Total Module I	**48**	**0**	**0**	**48**	**0**
MODULE II						
PLB101	Phlebotomy Technician	24	24	0	48	0
	Total Module II	**24**	**24**	**0**	**48**	**0**
MODULE III						
EKG100	EKG Technician	24	24	0	48	0
	Total Module III	**24**	**24**	**0**	**48**	**0**
MODULE IV						
PCMT101	Patient Care Multi-skilled Technician	24	24	0	48	0
	Total Module IV	**24**	**24**	**0**	**48**	**0**
MODULE V						
PCMT102	Patient Care Multi-skilled Technician Clinical	0	0	40	40	0
	Total Module V	**0**	**0**	**40**	**40**	**0**
	Total Program Hours	**120**	**72**	**40**	**232**	**0**

Total Program Hours = 232

Note: The length of time that is normally required to complete the program is 20 weeks. 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, clinical 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. Module 1 is a prerequisite for all other modules.

MDP010	**Introduction to Healthcare**	**48/0/0/48/0**
Students will learn basic medical terminology and anatomy and physiology to prepare for healthcare certification programs. Students will identify basic structures, functions and dysfunctions of the body, as well as medical terminology, abbreviations and symbols necessary for building a medical vocabulary. Students will learn about transmission of disease, hand washing techniques and gloving. This course will ensure students are aware of biohazards and airborne pathogens, including infection control procedures and laboratory safety. Finally, this course covers the Health Information Portability and Accountability Act (HIPAA) and CPR certification. **Prerequisite: None.**		

PLB101	**Phlebotomy Technician**	**24/24/0/48/0**
Students will learn the role of the phlebotomy technician, including safety and compliance specific to the role. This course includes information on patient preparation and routine blood collections. Students will learn about special collections and how to process specimens. Students will take assessments preparing for the Certified Phlebotomy Technician exam, including practice NHA certification tests. **Prerequisite: MED010 or prior healthcare diploma.**		

EKG100	**EKG Technician**	**24/24/0/48/0**
Students will learn the role of the EKG technician, including safety and compliance specific to the role. This course includes information on patient preparation and EKG acquisition. Students will learn about analysis and interpretation of EKG results. Students will take assessments preparing for the Certified EKG Technician exam, including practice NHA certification tests. Students must successfully complete 10 EKGs on live individuals in order to pass this course and be eligible for the CET exam through NHA. **Prerequisite: MED010 or prior healthcare diploma.**		

PCMT101	**Patient Care Multi-skilled Technician**	**24/24/0/48/0**
Students will learn the role of the patient care technician, including safety and compliance specific to the role. This course includes information on proper body mechanics, bathing techniques, oral care, perineal care, foley catheter care, and operating patient beds. Students will review phlebotomy and EKG information. Students will take assessments preparing for the Certified Patient Care Technician exam, including practice NHA certification tests. **Prerequisite: MED010.**		

PCMT102	**Patient Care Multi-skilled Technician Clinical**	**0/0/40/40/0**
Students will practice skills in a clinical setting. Students who want to sit for phlebotomy and EKG certifications in addition to the CPCT exam must successfully complete 10 EKGs on live individuals, 30 venipuncture, and 10 capillary or finger sticks in order to pass this course and be eligible for the CPT and CET exams through NHA. **Prerequisite: PCT010.**		

PHARMACY TECHNICIAN CERTIFICATE PROGRAM

Offered only at DAL, HSW, SSA, FW, MCA

Program Objective:
The Pharmacy Technician program provides students with the technical and practical training necessary for work as an assistant to a licensed pharmacist in a variety of health system settings, including pharmacy chains, hospitals, and skilled-care facilities. Some employment opportunities may require the employee to obtain additional registration or certification; this program should prepare students to sit for a National Pharmacy Technician Certification Exam. Students will perform a variety of pharmaceutical mathematics, and demonstrate an understanding of the concepts of pharmacology within each course. Students will also demonstrate aseptic technique, medication preparation, sterile and non-sterile compounding, the handling and preparation of hazardous products, inventory and billing procedures, and quality customer service. Students will have the opportunity to practice experiential activities in different types of contemporary pharmacy settings.

Program Requirements: Applicants to the Pharmacy Technician Program are required to have a High School Diploma or GED. All entrants must take and pass the Scholastic Level Exam with a minimum score of 14. The participant should also be able to read and write English, have good coordination and be neat and professional at all times.

• CHCP will run a 3rd party criminal background check, prior to enrollment. A Student must be fingerprinted prior to entering externship. If fingerprints are not submitted, the student is subject to be terminated from the program.

• All students must register with the Texas State Board of Pharmacy as a pharmacy technician trainee. Registration will be completed under the supervision of the Pharmacy Technician Program Chair prior to entering externship. If any unpaid fines or background issues arise from this registration, student may be withdrawn from school. Links to online registration applications for pharmacy technician trainees, as well as important information including answers to common questions, can be found at www.texaspharmacyboard.org

Please note: Registrants must register as a pharmacy technician within two years of registering as a trainee.

CHCP will pay for the background check, registration and fingerprinting.

Certification Requirements:

• Take and pass a National Pharmacy Technician Certification Examination in order to register as a certified pharmacy technician.

** Fees for the exam and registration are not controlled by CHCP and are subject to change without notice to the school.*

• The state of Texas requires pharmacy technicians to be registered in order to practice in the state. Passage of a national certification exam is required for state licensure (Green Card). State licensure/registration and/or national certification may be required to practice in other states. CHCP does not control state licensure/registration requirements, and cannot guarantee that graduates will be eligible to work as pharmacy technicians in Texas or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.

Program Length: The total length of this program is 900 clock hours and 36 weeks.

Method of Delivery: Blended Classroom Delivery

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
MODULE I						
MSS130	Master Student/Study Skills	8	0	0	8	0.5
HIP130	HIPAA / OSHA / Infection Control	10	0	0	10	0.5
OAPT130	Overview of Anatomy, Physiology and Medical Terminology	48	0	0	48	3.0
	Total Module I	**66**	**0**	**0**	**66**	**4.0**
MODULE II						
PHM101	Intro to Pharmacy, Ethics & Patient Safety	88	8	0	96	5.5
	Total Module II	**88**	**8**	**0**	**96**	**5.5**
MODULE III						
PHM102	Institutional Pharmacy	48	48	0	96	4.5
	Total Module III	**48**	**48**	**0**	**96**	**4.5**
MODULE IV						
PHM103	Community Pharmacy	48	48	0	96	4.5
	Total Module IV	**48**	**48**	**0**	**96**	**4.5**
MODULE V						
PHM104	Pharmacy Calculations	64	32	0	96	5.0
	Total Module V	**64**	**32**	**0**	**96**	**5.0**

MODULE VI						
PHM105	Pharmacy Techniques and Practice	72	24	0	96	5.0
	Total Module VI	**72**	**24**	**0**	**96**	**5.0**
MODULE VII						
PHM106	Sterile Compounds, Parenteral and IV Admixtures	72	24	0	96	5.0
	Total Module VII	**72**	**24**	**0**	**96**	**5.0**
MODULE VIII						
CSP201	Customer Service/Professionalism and Career Preparation	30	18	0	48	2.5
CPT313	Cert Prep for Pharmacy Technicians	15	15	0	30	1.5
PHX300	Pharmacy Technician Externship	0	0	180	180	4.0
	Total Module VIII	**45**	**33**	**180**	**258**	**8.0**
Total Hours/Credits		**503**	**217**	**180**	**900**	**41.5**

Total Program Hours = 900/ 41.5 Semester Credits

Note: 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. Module I is a prerequisite for all other modules.

MSS130 MASTER STUDENT/STUDY SKILLS 8/0/0/8/0.5

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. **Prerequisite: None**

HIP130 HIPAA/OSHA/INFECTION CONTROL 10//0/0/10/0.5

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. **Prerequisite**: **None**

OAPT 130 OVERVIEW OF ANATOMY, PHYSIOLOGY AND MEDICAL TERMINOLOGY 48/0/0/48/3.0

Students will learn and Identify basic structures, functions and dysfunctions of the body, as well as medical terminology, abbreviations and symbols that are necessary tools for building a medical vocabulary. This course covers general treatment of the sensory, skeletal and muscular, nervous, endocrine, digestive, respiratory, Circulatory, Urinary and reproductive, and integumentary systems. **Prerequisite: None**

PHM101 INTRO TO PHARMACY, ETHICS & PATIENT SAFETY 88/8/0/96/5.5

This course focuses on essential skills and responsibilities of the pharmacy technician, as they assist the pharmacist in direct patient care and retail pharmacy operations. Student will also learn about other pharmacy settings. Students will examine regulatory laws and agencies, as well as ethical issues for the pharmacy technician, patient safety, pharmacological terminology, and licensing and career requirements. This course will also focus on basic mathematics.
Prerequisite: Module I

PHM102	**INSTITUTIONAL PHARMACY**	**48/48/0/96/4.5**
This course focuses on the role of the pharmacy technician in institutional and other pharmacy practice settings. Students will learn pharmacy technician duties, including aseptic technique, sterile compounding, parenteral medications, IV admixtures, with a focus on general and specific IV procedures and the role of the pharm technician. Chemotherapeutic therapy will also be discussed. Students will also learn computerized medication information databases, along with the patients' rights to the concept of proprietary business. **Prerequisite: Module I**		
PHM103	**COMMUNITY PHARMACY**	**48/48/0/96/4.5**
This course focuses on retail pharmacy operations. The student will be oriented in the everyday workplace dynamics of the pharmacy, with a focus on medication preparation, prescription interpretation and filling, data entry, billing and collection practices, student will utilize pharmacy software, patient education will also be reviewed. Students will also become familiar with over-the-counter drugs. **Prerequisite: Module I**		
PHM104	**PHARMACY CALCULATIONS**	**64/32/0/96/5.0**
The course examines dosage calculations, medication administration, and systems of measurement and conversion used in the pharmacy setting. General mathematics and common and specialized medication preparations are reviewed, such as apothecary, household, and metric systems. Students will develop accuracy and skill in reading and transcribing prescriptions and drug labels. **Prerequisite: Module I**		
PHM105	**PHARMACY TECHNIQUES AND PRACTICE**	**72/24/0/96/5.0**
This course focuses on procedures related to assisting the pharmacist in screening, authenticating and processing the physician's medication orders. Students will also focus on techniques used to assist the pharmacist and prepare sterile and non-sterile compounds. Students will examine various aspects of pharmacy equipment, microbiology, pharmacology, and communication. Students will demonstrate knowledge and skills in the following areas of anatomy/physiology and pharmacology: Integumentary, ophthalmic, optic, nervous, the digestive, respiratory, reproductive, skeletal, and endocrine and muscular systems. Drug classifications, medications, drug actions, including responding to the emergency situations, and medication preparation for these systems are covered. **Prerequisite: Module I**		
PHM106	**STERILE COMPOUNDS, PARENTERAL AND IV ADMIXTURES**	**72/24/0/96/5.0**
This course explores the preparation and use of sterile compounds, parenteral medications, and intravenous admixtures, with a focus on general and specific IV procedures and the role of the pharmacy technician. Chemotherapeutic therapy and experimental drug trials are discussed. Students will demonstrate knowledge and skills in the following areas of anatomy/physiology and pharmacology: cancer and chemotherapy, fluids and electrolytes, anesthetics, nutrition. **Prerequisite: Module I**		
CSP201	**CUSTOMER SERVICE/PROFESSIONALISM AND CAREER PREPARATION**	**30/18/0/48/2.5**
This course will teach the student about professionalism, including work-place behaviors that result in positive business relationships. Students will learn goal-setting, stress-management, time-management, professional dress, etiquette, diversity in the work place relationships, excellent customer service, communication at work, conflict management, job search skills, building resumes, and interview techniques. **Prerequisite: Modules I-VII**		
CPT313	**CERT PREP FOR PHARMACY TECHNICIANS**	**15/15/0/30/1.5**
This course provides a review of clinical skills and content learned throughout the program. Students will also prepare for certification examination. P**rerequisite: Modules I-VII**		
PHX300	**PHARMACY TECHNICIAN EXTERNSHIP**	**0/0/180/180/4.0**
This course provides students with work experience in a professional pharmacy setting. Students are required to complete the externship under the direct supervision of qualified pharmacy personnel. **Prerequisite: All previous course work**		

PHLEBOTOMY TECHNICIAN CERTIFICATE PROGRAM

Offered at AUS, DAL, FW, HMC, HNW, HSW, MCA, NSA and SSA Campuses

Objective: The Phlebotomy Technician Certificate Program will prepare students to take the following exam through the National Healthcareer Association: Phlebotomy Technician (CPT).

Program Requirements: Each program participant must have at least 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 12. Participants should also have good coordination, be neat, professional, and have excellent customer service skills.

Method of Delivery: Residential.

Program Length: The length of this program is 12 weeks.

MODULE I		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
MDP100	Introduction to Healthcare	48	0	0	48	0
	Total Module I	**48**	**0**	**0**	**48**	**0**
MODULE II						
PLB101	Phlebotomy Technician	24	24	0	48	0
	Total Module II	**24**	**24**	**0**	**48**	**0**
MODULE III						
PLB102	Phlebotomy Clinical	0	0	40	40	0
	Total Module III	**0**	**0**	**40**	**40**	**0**
	Total Program Hours	**72**	**24**	**40**	**136**	**0**

Total Program Hours = 136

Note: The length of time that is normally required to complete the program is 12 weeks. 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, clinical 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.

MPD100	**Introduction to Healthcare**	**48/0/0/48/0**
Students will learn basic medical terminology and anatomy and physiology to prepare for healthcare certification programs. Students will identify basic structures, functions and dysfunctions of the body, as well as medical terminology, abbreviations and symbols necessary for building a medical vocabulary. Students will learn about transmission of disease, hand washing techniques and gloving. This course will ensure students are aware of biohazards and airborne pathogens, including infection control procedures and laboratory safety. Finally, this course covers the Health Information Portability and Accountability Act (HIPAA) and CPR certification. **Prerequisite: None.**		
PLB101	**Phlebotomy Technician**	**24/24/0/48/0**
Students will learn the role of the phlebotomy technician, including safety and compliance specific to the role. This course includes information on patient preparation and routine blood collections. Students will learn about special collections and how to process specimens. Students will take assessments preparing for the Certified Phlebotomy Technician exam, including practice NHA certification tests. **Prerequisite: MED010.**		
PLB102	**Phlebotomy Clinical**	**0/0/40/40/0**
Students will practice phlebotomy skills in a clinical setting. Students must successfully complete 30 venipunctures and 10 capillary or finger sticks in order to pass this course and be eligible for the CPT exam through NHA. **Prerequisite: PLB010.**		

PHYSICAL THERAPY TECHNICIAN CERTIFICATE PROGRAM

Offered at NSA and MCA

Program Objective: Students in the **Physical Therapy Technician Certificate Program** learn anatomy and physiology, medical terminology, pathology, modality applications that include ultrasound, massage, therapeutic exercises, electrical stimulation, hydrotherapy, and other modality applications. The program includes lecture, laboratory exercise and practice, as well as externship. The PTT will work under the direct supervision of a Physical Therapist in a variety of settings providing support, training and treatment for patients who are recovering from an injury or adapting to trauma or disability. Graduates will be prepared for entry-level positions in a variety of settings, such as private clinics, chiropractic offices, inpatient and outpatient hospital settings, as well as settings like fitness facilities.

Program Requirements: Applicants to the Physical Therapy Technician Certificate Program are required to have a High School Diploma or GED. Diplomas issued outside of the United States must be translated and notarized prior to enrollment, should be able to read and write English. All entrants must take and pass the Scholastic Level Exam with a minimum score of 12. The participants should have good coordination, be neat, professional, and be able to lift 40 pounds.

Program Length: The total length of this program is 900 clock hours, 36 weeks.
Delivery Method: Blended Class Delivery

	COURSE TITLE	LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
MODULE I						
MSS130	Master Student/Study Skills	8	0	0	8	0.5
HIP 130	HIPAA/ OSHA /Infection Control	10	0	0	10	0.5
OAPT130	Overview of Anatomy, Physiology and Medical Terminology	48	0	0	48	3.0
		66	**0**	**0**	**66**	**4.0**
MODULE II						
PTT 301	Anatomy and Physiology for Physical Therapy Technologist	48	32	0	80	4.0
PTT 302	Pharmacology	16	0	0	16	1.0
		64	**32**	**0**	**96**	**5.0**
MODULE III						
PTT 303	Introduction to Physical Therapy Technology	32	0	0	32	2.0
PTT 304	Physical Therapy Theory and Lab	16	48	0	64	2.5
		48	**48**	**0**	**96**	**4.5**
MODULE IV						
PTT 305	Psychology of Behavior Change and Life Span Development	32	32	0	64	3.0
PTT 306	Nutrition Overall Wellness	24	8	0	32	1.5
		56	**40**	**0**	**96**	**4.5**
MODULE V						
PTT 307	Therapeutic Standards	16	48	0	64	2.5
PTT 308	CPR, First Aid and Vital Signs	8	24	0	32	1.0
		24	**72**	**0**	**96**	**3.5**
MODULE VI						
PTT 309	Medical Law & Ethics for Physical Therapy Technology	16	8	0	24	1.0
PTT 310	Pathophysiology for Physical Therapy Technologist	48	24	0	72	3.5
		64	**32**	**0**	**96**	**4.5**
MODULE VII						
PTT 311	Sports Injury Management	16	40	0	56	2.0
PTT 312	Prosthetics and Orthotics and Physical Therapy	16	24	0	40	1.5
		32	**64**	**0**	**96**	**3.5**
MODULE VIII						
CSP201	Customer Service/Professionalism and Career Preparation	30	18	0	48	2.5
PTT 313	Cert Prep for Physical Therapy Technician	15	15	0	30	1.5
PTX300	Physical Therapy Technician Externship	**0**	**0**	180	180	4.0
		45	**33**	**180**	**258**	**8.0**
TOTAL HOURS /CREDITS		**399**	**321**	**180**	**900**	**37.5**

Total Program Hours = 900 /37.5 Semester Credits

Note: 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. Module 1 is a prerequisite for all other modules.

MSS130	**MASTER STUDENT/STUDY SKILLS**	**8/0/0/8/0.5**
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. **Prerequisite: None**		
HIP130	**HIPAA/OSHA/INFECTION CONTROL**	**10/0/0/10/0.5**
Students will learn about the Health Insurance Portability and Accountability 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. **Prerequisite**: **None**		
OAPT 130	**OVERVIEW OF ANATOMY, PHYSIOLOGY AND MEDICAL TERMINOLOGY**	**48/0/0/48/3.0**
Students will learn and Identify basic structures, functions and dysfunctions of the body, as well as medical terminology, abbreviations and symbols that are necessary tools for building a medical vocabulary. This course covers general treatment of the sensory, skeletal and muscular, nervous, endocrine, digestive, respiratory, Circulatory, Urinary and reproductive, and integumentary systems. **Prerequisite: None**		
PTT301	**ANATOMY AND PHYSIOLOGY FOR PHYSICAL THERAPY TECHNOLOGIST**	**48/32/0/80/4.0**
Students will learn the structure and function of the human body with an emphasis on the musculoskeletal system, muscle origins, insertions, actions as they relate in the kinematic chain. Axial/Appendicular Skeleton are reviewed. **Research Assignment** 1 – Career Services Prep. **Prerequisite: Module I**		
PTT302	**PHARMACOLOGY**	**16/0/0/16/1.0**
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. **Prerequisite: Module I**		
PTT303	**INTRODUCTION TO PHYSICAL THERAPY TECHNOLOGY**	**32/0/0/32/2.0**
Students will learn the history of physical therapy; define members of healthcare team, job duties and responsibilities, as well as professional conduct. Medical abbreviations and the structure of the components of words are also studied. **Prerequisite: Module I**		
PTT304	**PHYSICAL THERAPY THEORY AND LAB**	**16/48/0/64/2.5**
Students will learn the rational and physiological interventions of modalities applied to soft tissue injuries in their various stages of repair. Ultrasound, electrical stimulations, various massage and therapeutic techniques, weight training, heat and cold applications accompanied by Range of Motion and Set ups are presented in lecture as well as hands on experience. **Research Assignment 2** – Career Service Prep. **Prerequisite: Module I**		
PTT305	**PSYCHOLOGY OF BEHAVIOR CHANGE AND LIFE SPAN DEVELOPMENT**	**32/32/0/64/3.0**
This course is designed to cover diverse concepts associated with being a Physical Therapy Technician. These include but not limited to personality, behavior change, exercise adherence, motivational strategies, lifespan development and effective communication**. Prerequisite: Module I**		

PTT306	**NUTRITION OVERALL WELLNESS**	**24/8/0/32/1.5**
This course covers the wellness and nutrition aspects to health and fitness. It is designed to provide the student with a sound wellness background so that their decisions may be made concerning all aspects of health and fitness. Additionally, specific wellness and nutritional techniques used to improve health and fitness performance are addressed. **Prerequisite: Module I**		
PTT307	**THERAPEUTIC STANDARDS**	**16/48/0/64/2.5**
Students will learn body mechanics, transfers, ambulation with assistive devices. Students will also learn draping techniques are discussed. **Research Assignment 3** – Career Services Prep. **Prerequisite: Module I**		
PTT308	**CPR, FIRST AID AND VITAL SIGNS**	**8/24/0/32/1.0**
Students will learn how to administer first aid in non-life threatening emergencies; students will also learn procedures for activating the emergency medical system and providing CPR. Students will also learn the measurements of basic vital signs; students will have the opportunity to obtain vital sign in a lab setting. **Prerequisite: Module I**		
PTT309	**MEDICAL LAW AND ETHICS FOR PHYSICAL THERAPY TECHNOLOGY**	**16/8/0/24/1.0**
Students learn how ethical codes and the governing of the medical practice, how certification/licensure is granted and/or revoked, patient confidentiality and medical liability and negligence**. Prerequisite: Module I**		
PTT310	**PATHOPHYSIOLOGY FOR PHYSICAL THERAPY TECHNOLOGIST**	**48/24/0/72/3.5**
Students will learn diseases, disorders and deformities that are related to Physical Therapy, with an emphasis on neurological and musculoskeletal disorders. Treatment and Therapeutic procedures performed are also discussed. **Research Assignment 4** – Career Services Prep. **Prerequisite: Module I**		
PTT311	**SPORTS INJURY MANAGEMENT**	**16/40/0/56/2.0**
Students will learn various mechanisms associated with specific athletic injuries and the considerations for prevention. Assessment and rehabilitation are presented in particular body areas with consideration to soft tissue, neurological and bony complications. This course will also introduce students to understand the basic principles of kinesio-taping, ace wrapping and splinting. **Research Assignment 5** – Career Services Prep. **Prerequisite: Module I**		
PTT312	**PROSTHETICS AND ORTHOTICS IN PHYSICAL THERAPY**	**16/24/0/40/1.5**
This course is an introduction for the student to understand basic principles of prosthetic-orthotics. As a member of the rehabilitation care team students will learn how individuals with disabilities increase their functional abilities by using prosthetic (replacement) or orthotics (support) devices. Students will also learn proper body mechanics, transfers and the different types of ambulation with assistive devices. **Prerequisite: Module I**		
CSP201	**CUSTOMER SERVICE/PROFESSIONALISM AND CAREER PREPERATION**	**30/18/0/48/2.5**
This course will teach the student about professionalism, including work-place behaviors that result in positive business relationships. Students will learn goal-setting, stress-management, time-management, professional dress, etiquette, diversity in the work place relationships, excellent customer service, communication at work, conflict management, job search skills, building resumes, and interview techniques. **Prerequisite: Modules I-VII**		
PTT313	**CERT PREP FOR PHYSICAL THERAPY TECHNICIAN**	**15/15/0/30/1.5**
Certification Prep allows the student to review for a national registry exam. This is done by using review material and the use of practice exam that covers all areas of the exam. Student will complete exam application and take certification exam. **Prerequisite: Modules I-VII**		
PTX300	**PHYSICAL THERAPY TECHNICIAN EXTERNSHIP**	**0/0/180/180/4.0**
Students will be able to apply in a practical setting the professional skills learned in the classroom, as a Physical Therapy Technician. **Prerequisite: All Previous Courses**		

REHABILITATION THERAPY TECHNICIAN CERTIFICATE PROGRAM

Offered at HSW

Program Objective: Students in the **Rehabilitation Therapy Technician Certificate Program** learn anatomy and physiology, medical terminology, pathology, modality applications that include but are not limited to ultrasound, massage, therapeutic exercises, electrical stimulation, and hydrotherapy. The program includes lecture, laboratory exercise and practice, as well as externship. The RTT will work under the direct supervision of a Physical Therapist, Occupational Therapist, Speech Pathologist, Physician, Chiropractor, Athletic Trainer or the Rehabilitation Supervisor. A variety of settings providing support, training and treatment for patients who are recovering from an injury or adapting to trauma or disability. Graduates will be prepared for entry-level positions in a variety of settings, such as private clinics, chiropractic offices, inpatient and outpatient hospital settings, skilled nursing facilities, as well as wellness and fitness facilities.

Program Requirements: Applicants to the Rehabilitation Therapy Technician Certificate Program are required to have a High School Diploma or GED. Diplomas issued outside of the United States must be translated and notarized prior to enrollment, should be able to read and write English. All entrants must take and pass the Scholastic Level Exam with a minimum score of 12. The participants should have good coordination, be neat, professional, and be able to lift 40 pounds.

Program Length: The total length of this program is 900 clock hours, 36 weeks.
Delivery Method: Blended Class Delivery

	COURSE TITLE	LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
MODULE I						
MSS130	Master Student/Study Skills	8	0	0	8	.5
HIP 130	HIPAA/ OSHA /Infection Control	10	0	0	10	.5
OAPT130	Overview of Anatomy, Physiology and Medical Terminology	48	0	0	48	3.0
	Total	**66**	**0**	**0**	**66**	**4.0**
MODULE II						
RTT 301	Anatomy and Physiology for Rehabilitation Therapy Technicians	48	32	0	80	4.0
RTT 302	Pharmacology	16	0	0	16	1.0
	Total	**64**	**32**	**0**	**96**	**5.0**
MODULE III						
RTT 303	Introduction to Rehabilitation Services and Dynamics	32	0	0	32	2.0
RTT 304	Theory and Lab for Rehabilitation Therapy Technicians	16	48	0	64	2.5
	Total	**48**	**48**	**0**	**96**	**4.5**
MODULE IV						
RTT 305	Psychology of Behavior Change and Life Span Development	32	32	0	64	3.0
RTT 306	Nutrition Overall Wellness	24	8	0	32	1.5
	Total	**56**	**40**	**0**	**96**	**4.5**
MODULE V						
RTT 307	Therapeutic Standards	16	48	0	64	2.5
RTT 308	CPR, First Aid and Vital Signs	8	24	0	32	1.0
	Total	**24**	**72**	**0**	**96**	**3.5**
MODULE VI						
RTT 309	Medical Law & Ethics for Rehabilitation Therapy Technicians	16	8	0	24	1.0
RTT 310	Pathophysiology for Rehabilitation Therapy Technician	48	24	0	72	3.5
	Total	**64**	**32**	**0**	**96**	**4.5**
MODULE VII						
RTT 311	Sports Injury Management	16	40	0	56	2.0
RTT 312	Prosthetics and Orthotics in Rehabilitation	16	24	0	40	1.5
	TOTAL	**32**	**64**	**0**	**96**	**3.5**
MODULE VIII						
CSP201	Customer Service/Professionalism and Career Preparation	30	18	0	48	2.5
RTT 313	Cert Prep for Rehabilitation therapy technician	15	15	0	30	1.5
RTX300	Rehabilitation therapy technician Externship	**0**	**0**	180	180	4.0
	TOTAL	**45**	**33**	**180**	**258**	**8.0**
	TOTAL HOURS /CREDITS	**399**	**321**	**180**	**900**	**37.5**

Total Program Hours = 900 /37.5 Semester Credits

Note: 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. Module 1 is a prerequisite for all other modules.

MSS130	**MASTER STUDENT/STUDY SKILLS**	**8/0/0/8/.5**
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. **Prerequisite: None**		
HIP130	**HIPAA/OSHA/INFECTION CONTROL**	**10/0/0/10/.5**
Students will learn about the Health Insurance Portability and Accountability 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. **Prerequisite**: **None**		
OAPT130	**OVERVIEW OF ANATOMY, PHYSIOLOGY AND MEDICAL TERMINOLOGY**	**48/0/0/48/3.0**
Students will learn and Identify basic structures, functions and dysfunctions of the body, as well as medical terminology, abbreviations and symbols that are necessary tools for building a medical vocabulary. This course covers general treatment of the sensory, skeletal and muscular, nervous, endocrine, digestive, respiratory, Circulatory, Urinary and reproductive, and integumentary systems. **Prerequisite: None**		
RTT301	**ANATOMY AND PHYSIOLOGY FOR REHABILITATION THERAPY TECHNICIAN**	**48/32/0/80/4.0**
Students will learn the structure and function of the human body with an emphasis on the musculoskeletal system, muscle origins, insertions, actions as they relate in the kinematic chain. Axial/Appendicular Skeleton are reviewed. **Research Assignment 1** – Career Service Project. **Prerequisite: Module I**		
RTT302	**PHARMACOLOGY**	**16/0/0/16/1.0**
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. **Prerequisite: Module I**		
RTT303	**INTRODUCTION TO REHABILITATION SERVICES AND DYNAMICS**	**32/0/0/32/2.0**
Students will learn to define members of healthcare team, job duties and responsibilities, that pertain to all disciplines (PT, OT, & SLP) as well as professional conduct. Medical abbreviations and the structure of the components of words are also studied. **Prerequisite: Module I**		
RTT304	**THEORY AND LAB FOR REHABILITATION THERAPY TECHNICIANS**	**16/48/0/64/2.5**
Students will learn the rational and physiological interventions of modalities applied to soft tissue injuries in their various stages of repair along with indications and contraindications. Ultrasound, electrical stimulations, various massage and therapeutic techniques, therapeutic exercises, heat and cold applications accompanied by Range of Motion and Set ups are presented in lecture as well as hands on application. **Research Assignment 2** – Career Services Project. **Prerequisite: Module I**		
RTT305	**PSYCHOLOGY OF BEHAVIOR CHANGE AND LIFE SPAN DEVELOPMENT**	**32/32/0/64/3.0**
This course is designed to cover diverse concepts associated with being a Rehabilitation Therapy Technician. These include but not limited to personality, behavior change, exercise adherence, motivational strategies, lifespan development and effective communication**. Prerequisite: Module I**		

RTT306	**NUTRITION OVERALL WELLNESS**	**24/8/0/32/1.5**
This course covers the wellness and nutrition aspects to health and fitness. It is designed to provide the student with a sound wellness background so that their decisions may be made concerning all aspects of health and fitness. In addition, students will learn how nutrition can preclude certain diseases and ailments. Specific wellness and nutritional techniques used to improve health and fitness performance are addressed. **Prerequisite: Module I**		
RTT307	**THERAPEUTIC STANDARDS**	**16/48/0/64/2.5**
Students will learn body mechanics, transfers, ambulation with assistive devices. Students will also learn draping techniques are discussed. **Research Assignment 3** – Career Services Project. **Prerequisite: Module I**		
RTT308	**CPR, FIRST AID AND VITAL SIGNS**	**8/24/0/32/1.0**
Students will learn how to administer first aid in non-life threatening emergencies; students will also learn procedures for activating the emergency medical system and providing CPR. Students will also learn the measurements of basic vital signs; students will have the opportunity to obtain vital sign in a lab setting. **Prerequisite: Module I**		
RTT309	**MEDICAL LAW AND ETHICS FOR REHABILITATION THERAPY TECHNICIAN**	**16/8/0/24/1.0**
Students learn how ethical codes and the governing of the medical practice, how certification/licensure is granted and/or revoked, patient confidentiality and medical liability and negligence**. Prerequisite: Module I**		
RTT310	**PATHOPHYSIOLOGY FOR REHABILITATION THERAPY TECHNICIAN**	**48/24/0/72/3.5**
Students will learn diseases, disorders and deformities that are related to all disciplines (PT, OT SLP), with an emphasis on neurological and musculoskeletal disorders. Treatment and Therapeutic interventions are performed and also discussed. **Research Assignment 4** – Career Services Project. **Prerequisite: Module I**		
RTT311	**SPORTS INJURY MANAGEMENT**	**16/40/0/56/2.0**
Students will learn various mechanisms associated with specific athletic injuries and the considerations for prevention. Assessment and rehabilitation are presented in particular body areas with consideration to soft tissue, neurological and bony complications. This course will also introduce students to understand the basic principles of kinesio-taping, ace wrapping and splinting. **Research Assignment 5** – Career Services Project**. Prerequisite: Module I**		
RTT312	**PROSTHETICS AND ORTHOTICS IN REHABILITATION**	**16/24/0/40/1.5**
This course is an introduction for the student to understand basic principles of prosthetic-orthotics. As a member of the rehabilitation care team students will learn how individuals with disabilities increase their functional abilities by using prosthetic (replacement) or orthotics (support) devices. Students will also learn proper body mechanics, transfers, application of orthotics, and the different types of ambulation with assistive devices. **Prerequisite: Module I**		
CSP201	**CUSTOMER SERVICE/PROFESSIONALISM AND CAREER PREPERATION**	**30/18/0/48/2.5**
This course will teach the student about professionalism, including work-place behaviors that result in positive business relationships. Students will learn goal-setting, stress-management, time-management, professional dress, etiquette, diversity in the work place relationships, excellent customer service, communication at work, conflict management, job search skills, building resumes, and interview techniques. **Prerequisite: Modules I-VII**		
RTT313	**CERT PREP FOR REHABILITATION THERAPY TECHNICIAN**	**15/15/0/30/1.5**
Certification Prep allows the student to review for a national registry exam. This is done by using review material and the use of practice exam that covers all areas of the exam. Student will complete exam application and take certification exam. **Prerequisite: Modules I-VII**		
RTX300	**REHABILITATION THERAPY TECHNICIAN EXTERNSHIP**	**0/0/180/180/4.0**
Students will be able to apply in a practical setting the professional skills learned in the classroom, as a Rehabilitation Therapy Technician. **Prerequisite: All Previous Courses**		

SURGICAL TECHNOLOGY – ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

Offered at AUS, HNW, NSA and DAL

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 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 will have 896 hours in an operating room setting with a minimum of 120 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 in the role of first scrub, second scrub, and non-sterile surgical technologist
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. The college uses an applicant ranking system to select the most qualified candidates for program openings.

Program Length: The length of time normally required to complete the program is eighty (80) weeks.

Delivery Method: Blended Program, delivered by both residential and distance education. Courses with an asterisk (*) are delivered via distance education.

		LECTURE HOURS	LAB HOURS	CLINICAL HOURS	TOTAL HOURS	SEMESTER CREDITS
Module I						
APST 101A	Anatomy & Physiology A	48	0	0	48	3.0
STA 101	Law, Ethics, and Professionalism	32	0	0	32	2.0
STA 103	Microbiology	48	0	0	48	3.0
CRT 100	*Critical Thinking**	*48*	*0*	*0*	*48*	*3.0*
	Total Module I	**176**	**0**	**0**	**176**	**11.0**
Module II						
STA 100	Introduction to Surgical Technology	80	0	0	80	5.0
ENGL 101	*English Composition**	*48*	*0*	*0*	*48*	*3.0*
STA 102	Technological Sciences	24	0	0	24	1.5
PSYT 102	*Introduction to Psychology**	*48*	*0*	*0*	*48*	*3.0*
	Total Module II	**200**	**0**	**0**	**200**	**12.5**
Module III						
STA 104	Pharmacology	64	0	0	64	4.0
MTST 101A	Medical Terminology A	8	0	0	8	.5
POFM 102	*College Mathematics**	*48*	*0*	*0*	*48*	*3.0*
	Total Module III	**120**	**0**	**0**	**120**	**7.5**
Module IV						
STA 200	Fundamentals of Aseptic Technique	80	96	0	176	8.5**
	Total Module IV	**80**	**96**	**0**	**176**	**8.5****
Module V						
STA 201A	Surgical Procedures I	96	48	0	144	8.0
APST 101B	Anatomy & Physiology B	48	0	0	48	3.0
MTST 101B	Medical Terminology B	32	0	0	32	2.0
	Total Module V	**176**	**80**	**0**	**256**	**13.0**

Module VI						
STA 202A	Surgical Procedures II	96	32	0	128	7.0
APST 101C	Anatomy & Physiology C	48	0	0	48	3.0
MTST 101C	Medical Terminology C	32	0	0	32	2.0
	Total Module VI	**176**	**0**	**0**	**176**	**12.0**
Module VII						
STAC 301	Clinical I	0	0	192	192	4.0
STR 101A	Professional Readiness A	32	0	0	32	2.0
	Total Module VII	**32**	**0**	**192**	**224**	**6.0**
Module VIII						
STAC 302	Clinical II	0	0	192	192	4.0
STR 101B	Professional Readiness B	32	0	0	32	2.0
	Total Module VIII	**32**	**0**	**192**	**224**	**6.0**
Module IX						
STAC 303	Clinical III	0	0	256	256	5.5
STR 101C	Professional Readiness C	32	0	0	32	2.0
	Total Module IX	**32**	**0**	**256**	**288**	**7.5**
Module X						
STAC 304	Clinical IV	0	0	256	256	5.5
STR 101D	Professional Readiness D	32	0	0	32	2.0
	Total Module X	**32**	**0**	**256**	**288**	**7.5**
	Program Totals	1056	176	896	2128	91.5**

**Courses delivered via distance education*

***** NOTE: Based on the Texas Workforce Commission – Career Schools and Colleges (TWC) semester credit calculation formula, the total semester credits for STA 200 is 8.0 Semester Credits. The total semester credits for the program for TWC purposes is 91.0.***

Total Hours = 2128/Total Semester Credits = 91.5

***Note: Students are required to successfully pass all courses with a minimum cumulative GPA of 2.0 within the maximum allowable time frame. Upon successful completion of all course work and sitting for the NBSTSA-CST national exam the student is awarded an Associate of Applied Science Degree (AAS*)**

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 Modules I-IX before advancing into Module X. Modules IV-X must be taken in sequence.

APST 101A	**ANATOMY & PHYSIOLOGY A**	***48/0/0/48/3.0***
Students will identify the following: Introduction to the Structural Units, Chemistry of Living Things, Cells, Tissues, Membranes, and Nutrition. Students will identify the following systems of the human body to include identifying the organs of each, describing their function, and defining disorders: Integumentary and Blood. Students will discuss Infection Control and Standard Precautions and learn about Genetics and genetically linked Diseases. **Prerequisite: None**		

STA 101	**LAW, ETHICS, AND PROFESSIONALISM**	***32/0/0/32/2.0***
Students will learn the ethical and legal aspects of surgical technology as it relates to the patient and surgical team. Students will learn patient confidentiality, medical liability, and negligence. Students will learn the types of communication and the importance of communication with regards to patients, co-workers, and potential employers. Students will construct a professionally effective resume and will learn interviewing styles. **Prerequisite: None**		

STA 103	**MICROBIOLOGY**	***48/0/0/48/3.0***
Students will learn to identify disease-producing microorganisms and how to prevent the spread of disease. Students will learn Cells and Cell Structures, Genetics and Classification of Organisms, Microbial Life and Growth, Infectious Disease Process, Control of Microbial Growth and Aseptic Technique, Human-Microbe Relationships, and Immunology. Students will study Bacteriology, Virology, Parasitology, and Wound Healing. **Prerequisite: None**		

CRT 100	**CRITICAL THINKING**	***48/0/0/48/3.0***
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. **Prerequisite: None**		
STA 100	**INTRODUCTION TO SURGICAL TECHNOLOGY**	***80/0/0/80/5.0***
Students will explain the history and development of the field of surgical technology, surgical team members and their roles, administrative personnel in the operating room, surgical conscience and aseptic techniques. Students will learn surgical technology theory and patient care concepts. Students will learn the applications of patient safety, patient transport, and patient positioning. Students will learn the decontamination/sterilization process and will study Maslow's hierarchy of human needs, cultural competence, and special patient populations. **Prerequisite: None**		
ENGL 101	**ENGLISH COMPOSITION**	***48/0/0/48/3.0***
This course provides the student with instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity and coherence of central idea and supporting material. **Prerequisite: None**		
STA102	**TECHNOLOGICAL SCIENCES**	***24/0/0/24/1.5***
Students will learn basic computer and surgical applications and will learn basic terms and principles of electricity, physics, and robotics as they relate to safe patient care practices in the surgical environment. **Prerequisite: None**		
PSYT 102	**INTRODUCTION TO PSYCHOLOGY**	***48/0/0/48/3.0***
This course covers the interrelationship between biology and human behavior. Included in the course are theories involved in sensation and perception, consciousness, learning, memory, thought, language, mental abilities, motivation and emotion, effects of stress, personality traits, social psychology, and psychological disorders and their treatments. **Prerequisite: None**		
STA 104	**PHARMACOLOGY**	***64/0/0/64/4.0***
Students will learn basic pharmacology, medication development, regulation, resources, pharmacology math and medication administration. Students will learn the generic and brand names, their categories, purpose, action, administration routes, and proper handling in order to provide safe patient care. Students will learn: Antibiotics, Diagnostic Agents, Diuretics, Hormones, Medications that affect Coagulation, Ophthalmic Agents, Fluids and Irrigation Solutions, and Antineoplastic Chemotherapy Agents. Students will also learn names and classifications of anesthetic and supplemental agents, as well as their purpose. Students will learn: Preoperative Medications, Patient Monitoring and Local and Regional Anesthesia, General Anesthesia, and Emergency Situations. **Prerequisite: None**		
MTST 101A	**MEDICAL TERMINOLOGY A**	***8/0/0/8/0.5***
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 basic structures of medical words including prefixes, suffixes, roots, combining forms, plurals, pronunciation, spelling and the definitions of medical terms. Students will learn the body planes, body directions, and body cavities along with structures of the body such as cells, tissues, genetics, and glands. Students will learn types of diseases and associated transmission and outbreak. Students will also learn about congenital disorders. Emphasis is on building a professional vocabulary required for employment within the allied health care filed. **Prerequisite: None**		
POFM 102	**COLLEGE MATHEMATICS**	***48/0/0/48/3.0***
This course covers basic mathematics including addition, subtraction, multiplication, and division. Also covered is fraction notation and mixed numerals, decimals, ratios, rates and unit prices, proportions, solving various problems using percent equations and proportions, sales tax, commissions, and discounts, interest, data, graphs, and statistics, measurements, geometry, real numbers, algebra, and equations. **Prerequisite: None**		
STA 200	**FUNDAMENTALS OF ASEPTIC TECHNIQUE**	***80/96/0/176/8.5 (ABHES)*** ***80/96/0/176/8.0 (TWC)***
Students will learn in-depth coverage of aseptic technique principles and practices, case planning and intraoperative routines, surgical instruments, surgical skin prepping and draping, infectious process, wound healing, diagnostic and assessment procedures, disaster preparedness and response, and creation and maintenance of the sterile field. Students will learn traffic patterns within the surgical suite, surgical suite preparations, proper aseptic technique, surgical hand scrub, sterilization principles, surgical conscience, assembling and packaging, proper wrapping techniques, and proper body mechanics. **Prerequisite: APST 101A, STA 101, STA 103, STA 100, STA 102, STA 104, MTST 101A**		

STA 201	SURGICAL PROCEDURES I	*96/48/0/144/8.0*
Student will learn the introduction to surgical pathology and its relationship to surgical procedures; Emphasis on surgical procedures related to General Surgery, Gynecological and Obstetrical, Genitourinary, Ophthalmic, Ear, Nose, Pharynx, Larynx, Oral and Maxillofacial, Plastic/Reconstructive, and Emergency Trauma Surgery Students will learn the instruments, equipment and supplies required for safe patient care. Students will learn how to function in the role of a scrubbed surgical technologist. Students will learn how to properly prepare the surgical suite. Students will learn how to set up a back table and mayo-stand and will learn how to properly handle medications, catheters, drains, suture, blades and specimens. Students will learn how to properly perform transition followed by performing a "mock" surgery. Students will learn to perform in the circulator role to include proper transporting and positioning of the surgical patient and proper surgical prepping techniques. Students will learn how to take patient's vital signs and will perform an insertion of a foley catheter. Students will learn how to properly perform post procedural actions. **Prerequisite: APST 101A, STA 101, STA 103, STA 100, STA 102, STA 104, MTST 101A, STA 200**		

APST 101B	ANATOMY & PHYSIOLOGY B	*48/0/0/48/3.0*
Students will identify the following systems of the human body: Special Senses, Endocrine, Circulation and Blood Vessels, Lymphatic and Immunity, Digestive, Urinary/Excretory, and Reproductive. **Prerequisite: APST 101A, STA 101, STA 103, STA 100, STA 102, STA 104, MTST 101A, STA 200**		

MTST 101B	MEDICAL TERMINOLOGY B	*32/0/0/32/2.0*
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 basic structures of medical words including prefixes, suffixes, roots, combining forms, plurals, pronunciation, spelling and the definitions of medical terms for the following systems: Lymphatic and Immune, Digestive, Urinary, Eyes and Ears, Endocrine, and Reproductive. Students will learn the vocabulary related to Diagnostic Procedures, Nuclear Medicine, and Pharmacology. Emphasis is on building a professional vocabulary required for employment within the allied health care field. **Prerequisite: APST 101A, STA 101, STA 103, STA 100, STA 102, STA 104, MTST 101A, STA 200**		

STA 202	SURGICAL PROCEDURES II	*96/32/0/128/7.0*
Students will learn the introduction to surgical pathology and its relationship to surgical procedures; Emphasis on surgical procedures related to Minimally Invasive Endoscopic and Robotic-Assisted, Orthopedic, Peripheral Vascular, Thoracic and Pulmonary, Cardiac, Pediatric, and Neurosurgery. Students will learn the instruments, equipment, and supplies required for safe patient care. P**rerequisite: APST 101A, STA 101, STA 103, STA 100, STA 102, STA 104, MTST 101A, STA 200, STA 201, APST 101B, MTST 101B**		

APST 101C	ANATOMY & PHYSIOLOGY C	*48/0/0/48/3.0*
Students will identify the following systems of the human body: Skeletal, Muscular, Central Nervous System, Peripheral and Autonomic System, Heart, and Respiratory System. **Prerequisite: APST 101A, STA 101, STA 103, STA 100, STA 102, STA 104, MTST 101A, STA 200, STA 201, APST 101B, MTST 101B**		

MTST 101C	MEDICAL TERMINOLOGY C	*32/0/0/32/2.0*
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 definitions of medical terms for the following body systems: Skeletal, Muscular, Cardiovascular, Respiratory, Nervous, and Skin (Integumentary). Emphasis is on building a professional vocabulary required for employment within the allied health care field. **Prerequisite: APST 101A, STA 101, STA 103, STA 100, STA 102, STA 104, MTST 101A, STA 200, STA 201, APST 101B, MTST 101B**		

STAC 301	CLINICAL I	*0/0/192/192/4.0*
This course will provide actual hands on learning within an operating room and the central sterile processing department. Students will demonstrate correct case set-up, anticipation of surgeon's needs, draping, counts, knowledge of medications, and dressing supplies. Students will play an active role in the operative procedure. Students will demonstrate knowledge of instrumentation and the decontamination and sterilization process. Students will spend time in the role of non-sterile surgical technologist. **Prerequisite: APST 101A, STA 101, STA 103, STA 100, STA 102, STA 104, MTST 101A, STA 200, STA 201, APST 101B, MTST 101B, STA 202, APST 101C, MTST 101C. Co-requisite: STR 101A.**		

STR 101A	PROFESSIONAL READINESS A	*32/0/0/32/2.0*
This course is designed to provide the student a tool to evaluate their knowledge of the program's subject matter. Students are tested on a variety of subjects related to Anatomy & Physiology, Medical Terminology, Introduction to Surgical Technology, Fundamentals of Aseptic Technique, Professional Development, Pharmacology, Microbiology, Surgical Procedures and Technological Sciences. **Prerequisite: APST 101A, STA 101, STA 103, STA 100, STA 102, STA 104, MTST 101A, STA 200, STA 201, APST 101B, MTST 101B, STA 202, APST 101C, MTST 101C. Co-requisite: STAC 301.**		

STAC 302	**CLINICAL II**	***0/0/192/192/4.0***
This course will provide actual hands on learning within an operating room and the central sterile processing department. Students will demonstrate correct case set-up, anticipation of surgeon's needs, draping, counts, knowledge of medications, and dressing supplies. Students will play an active role in the operative procedure. Students will demonstrate knowledge of instrumentation and the decontamination and sterilization process. Students will spend time in the role of non-sterile surgical technologist. **Prerequisite: APST 101A, STA 101, STA 103, STA 100, STA 102, STA 104, MTST 101A, STA 200, STA 201, APST 101B, MTST 101B, STA 202, APST 101C, MTST 101C, STAC 301, STR 101A. Co-requisite: STR 101B.**		
STR 101B	**PROFESSIONAL READINESS B**	***32/0/0/32/2.0***
This course is designed to provide the student a tool to evaluate their knowledge of the program's subject matter. Students are tested on a variety of subjects related to Anatomy & Physiology, Medical Terminology, Introduction to Surgical Technology, Fundamentals of Aseptic Technique, Professional Development, Pharmacology, Microbiology, Surgical Procedures and Technological Sciences. **Prerequisite: APST 101A, STA 101, STA 103, STA 100, STA 102, STA 104, MTST 101A, STA 200, STA 201, APST 101B, MTST 101B, STA 202, APST 101C, MTST 101C, STAC 301, STR 101A. Co-requisites: STAC 302.**		
STAC 303	**CLINICAL III**	***0/0/256/256/5.5***
This course will provide actual hands on learning within an operating room and the central sterile processing department. Students will demonstrate correct case set-up, anticipation of surgeon's needs, draping, counts, knowledge of medications, and dressing supplies. Students will play an active role in the operative procedure. Students will demonstrate knowledge of instrumentation and the decontamination and sterilization process. Students will spend time in the role of non-sterile surgical technologist. **Prerequisite: APST 101A, STA 101, STA 103, STA 100, STA 102, STA 104, MTST 101A, STA 200, STA 201, APST 101B, MTST 101B, STA 202, APST 101C, MTST 101C, STAC 301, STR 101A, STAC 302, STR 101B. Co-requisites: STR 101C.**		
STR 101C	**PROFESSIONAL READINESS C**	***32/0/0/32/2.0***
This course is designed to provide the student a tool to evaluate their knowledge of the program's subject matter. Students are tested on a variety of subjects related to Anatomy & Physiology, Medical Terminology, Introduction to Surgical Technology, Fundamentals of Aseptic Technique, Professional Development, Pharmacology, Microbiology, Surgical Procedures and Technological Sciences. **Prerequisite: APST 101A, STA 101, STA 103, STA 100, STA 102, STA 104, MTST 101A, STA 200, STA 201, APST 101B, MTST 101B, STA 202, APST 101C, MTST 101C, STAC 301, STR 101A, STAC 302, STR 101B. Co-requisites: STAC 303.**		
STAC 304	**CLINICAL IV**	***0/0/256/256/5.5***
This course will provide actual hands on learning within an operating room and the central sterile processing department. Students will demonstrate correct case set-up, anticipation of surgeon's needs, draping, counts, knowledge of medications, and dressing supplies. Students will play an active role in the operative procedure. Students will demonstrate knowledge of instrumentation and the decontamination and sterilization process. Students will spend time in the role of non-sterile surgical technologist. **Prerequisite: CRT 100, ENGL 101, PSYT 102, POFM 102, APST 101A, STA 101, STA 103, STA 100, STA 102, STA 104, MTST 101A, STA 200, STA 201, APST 101B, MTST 101B, STA 202, APST 101C, MTST 101C, STAC 301, STR 101A, STAC 302, STR 101B, STAC 303, STR 101C. Co-requisites: STR 101D.**		
STR 101D	**PROFESSIONAL READINESS D**	***32/0/0/32/2.0***
This course is designed to provide the student a tool to evaluate their knowledge of the program's subject matter. Students are tested on a variety of subjects related to Anatomy & Physiology, Medical Terminology, Introduction to Surgical Technology, Fundamentals of Aseptic Technique, Professional Development, Pharmacology, Microbiology, Surgical Procedures and Technological Sciences. **Prerequisite: CRT 100, ENGL 101, PSYT 102, POFM 102, APST 101A, STA 101, STA 103, STA 100, STA 102, STA 104, MTST 101A, STA 200, STA 201, APST 101B, MTST 101B, STA 202, APST 101C, MTST 101C, STAC 301, STR 101A, STAC 302, STR 101B, STAC 303, STR 101C. Co-requisites: STAC 304.**		

VOCATIONAL NURSING CERTIFICATE PROGRAM

Offered at HNW

Program Mission Statement: The Mission of The College of Health Care Professions (CHCP) Vocational Nursing (VN) Program is to provide students with the opportunity to acquire the knowledge and skills necessary for academic, professional, personal growth in order to achieve the Texas Board of Nursing (BON) Differentiated Essential Competencies (DECs). We will also strive to foster creativity and establish critical thinking skills and competencies in nursing practice; to ensure student success by mentoring their progression through the program and assisting them through transition into the working world, so as to enrich both their families and their communities.

Program Objective: The VN Program provides students with theory, laboratory and clinical experiences to prepare the student with the knowledge and skills to successfully pass the National Council of State Boards of Nursing-Practical Nurse (NCLEX-PN®) Examination. Graduates will be prepared to provide competent nursing care for patients of any age in a variety of work settings under the direction of the registered nurse or physician, as well as able to find entry-level employment as vocational nurses in long-term care facilities, hospitals, skilled nursing facilities, schools, medical offices, and research clinics, after successfully passing NCLEX-PN® Examination and obtaining state licensure.

Program Requirements: See Admissions Section below for specific Nursing Requirements.

Program Length: The VN Program is comprised of three (3) sixteen (16) week semesters, with a total of 55.0 semester credits. One (1) semester credit hour is equal to fifteen (15) hours of lecture, thirty (30) hours of laboratory, and or forty- five (45) hours of clinical activity experience.

Delivery Method: Residential. Classes are scheduled Monday thru Friday between the hours of 8:00am and 5:00pm. Clinical courses are scheduled based on facility availability, and may require weekends. Clinical Courses may start as early as 5:30am and end as late as 11:30pm.

Semester I		LECTURE HOURS	LAB HOURS	CLINICAL HOURS	TOTAL HOURS	SEMESTER CREDITS
VNSG 1011	Basic Nursing Skills	48	32	80	160	6.0
VNSG 1031	Vocational Nursing Concepts	16	0	0	16	1.0
VNSG 1041	Medication Administration for LVN Practice	16	32	0	48	2.0
HPRS 1106	Essentials of Medical Terminology	16	0	0	16	1.0
HPRS 2300	Pharmacology for Health Professions	48	0	0	48	3.0
BIOL 2400	Anatomy and Physiology for Allied Health	48	0	0	48	3.0
	Semester I total	**192**	**64**	**80**	**336**	**16.0**
Semester II						
VNSG 2101	Mental Health Nursing	32	0	32	64	2.5
VNSG 2111	Advanced Nursing Skills	0	64	0	64	2.0
VNSG 2121	Medical-Surgical Nursing I	48	32	168	248	7.5
VNSG 2131	Nutrition	16	0	0	16	1.0
VNSG 2141	Growth & Development	32	0	0	32	2.0
VNSG 2151	Nursing Care of the Older Adult	32	0	0	32	2.0
	Semester II Total	**160**	**96**	**200**	**456**	**17.0**
Semester III						
VNSG 3111	Medical-Surgical Nursing II	48	0	168	216	6.5
VNSG 3112	Nursing Care of Women and Newborns	32	16	48	96	3.5
VNSG 3113	Nursing Care of Children	32	16	48	96	3.5
VNSG 3114	Issues and Leadership for the LPN/LVN	32	0	0	32	2.0
VNSG 3141	VN Senior Capstone	32	0	128	160	4.5
VNSG 3151	NCLEX Preparation for LVN Practice	30	0	0	30	2.0
	Semester III Total	**206**	**32**	**392**	**630**	**22.0**
	Total Program Hours/Credits	**558**	**192**	**672**	**1422**	**55.0**

Total Program Hours = 1,422/ 55.0 Semester Credits

Note: Upon successful completion of all course work, NCLEX-PN review, clinical, and fulfillment of all financial obligations to the school, the student is awarded a certificate of completion.

COURSE DESCRIPTIONS:

Course descriptions include the course number, title, and synopsis, a listing of lecture, laboratory, clinical hours, total clock hours, and academic credits. For example, the listing "15/30/0/45/1.0" indicates that the course consists of 15 lecture hours, 30 laboratory hours, 0 clinical hours, 45 total hours, and 1.0 semester credit.

Note: Students must successfully complete each semester of courses in sequence before advancing to the next semester.

SEMESTER I		
VNSG 1011	**BASIC NURSING SKILLS**	**48/32/80/160/6.0**
This course provides an introduction to nursing and roles of the nurse in micro- and macro-systems; as well as profession related and patient care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic assessment and nursing skills is presented, and the student is given an opportunity to demonstrate these skills in a laboratory setting and clinical setting. An introduction to the nursing process provides the student with a beginning framework for decision making. **No Prerequisite**		
VNSG 1031	**VOCATIONAL NURSING CONCEPTS**	**16/0/0/16/1.0**
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 1041	**MEDICATION ADMINISTRATION FOR LVN PRACTICE**	**16/32/0/48/2.0**
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. Student will have demonstrated competency in medication calculation through computer modules and class setting. **No Prerequisite**		
HPRS 1106	**ESSENTIALS OF MEDICAL TERMINOLOGY**	**16/0/0/16/1.0**
This course is 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. This course prepares the student to become familiar with medical terms throughout the remaining courses in the program. **No Prerequisite**		
HPRS 2300	**PHARMACOLOGY FOR HEALTH PROFESSIONS**	**48/0/0/48/3.0**
This course provides an introduction to the principles of pharmacology including: pharmacokinetics, pharmacodynamics, common adverse/side effects, and contraindications. Emphasis is placed on drug classifications and nursing care related to the safe administration of medications to patients across the life span. **No Prerequisite**		
BIOL2400	**ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH**	**48/0/0/48/3.0**
This course is an introduction to the human body and includes chemistry and the human body, the structure and function of membranes, cells, tissues, organs and organ systems. Additionally, mechanisms of disease, human development, inheritance, weights and measures, and normal physiological values are studied. **No Prerequisite**		
SEMESTER II		
VNSG 2101	**MENTAL HEALTH NURSING**	**32/0/32/64/2.5**
This course introduces the student to the mental health needs of individuals and families across the life span within a cultural context. The focus is on communication skills, mental health disorders and various treatment modalities. The changing professional, legal, and ethical issues of practical nursing in the mental health setting are also explored. The students will be given the opportunity to develop increased personal insights about their own view of self and the world. **Prerequisite: Semester I**		
VNSG 2111	**ADVANCED NURSING SKILLS**	**0/64/0/64/2.0**
This course builds on the basic concepts incorporating complex, multi-system disease processes requiring more developed critical thinking. Students continue to build their knowledge, skills and competencies to appropriately and effectively assess and manage clients/patients in a hospital/clinic environment. The students will provide safe, evidence-based professional, holistic nursing care related to the management of clients with advanced medical and surgical needs. **Prerequisite: Semester I**		
VNSG 2121	**MEDICAL-SURGICAL NURSING I**	**48/32/168/248/7.5**
This course is a study of human diseases and disorders, including symptoms of illness and methods of diagnosis, prevention, and treatment. The student is taught the care of adult persons with common medical-surgical disorders. The content is presented in sections according to bodily systems and taught through lecture, audiovisual aids, demonstration, and supervised clinical experience. Emphasis is placed on meeting needs of individual patients, as determined by the nursing process. **Prerequisites: Semester I**		

VNSG 2131	NUTRITION	16/0/0/16/1.0
This course is an introduction to nutrients and the role of diet therapy in growth and development and in the maintenance of health. **Prerequisites: All Semester I Courses**		
VNSG 2141	**GROWTH & DEVELOPMENT**	**32/0/0/32/2.0**
This course will study the stages of growth and development in a continuum across the entire lifespan and integrates concepts related to changes that normally occur in each stage of the life cycle**. Prerequisite: Semester I**		
VNSG 2151	**NURSING CARE OF THE OLDER ADULT**	**32/0/0/32/2.0**
This course begins with an overview of the aging population and age-related disorders and is integrated into fundamentals of nursing and social sciences. The adjustment of the older adult to degenerative changes, nursing home placement, and alternatives to placement in long-term care facilities are discussed. Concepts relevant to pathophysiology, nutrition, pharmacology, psychosocial development, and ethical/legal responsibilities are emphasized. The student practical nurse is taught to use the nursing process to respond to the biological, psychological, and sociological needs of the healthy older adult. **Prerequisites: Semester I**		
SEMESTER III		
VNSG 3111	**MEDICAL-SURGICAL NURSING II**	**48/0/168/216/6.5**
This course builds on the concepts from **VNSG 2121** and previous courses with a focus on health management, maintenance and prevention of illness; care for the individual as a whole; and deviations from the normal state of health. Administering patient care includes use of the nursing process while performing focused assessments, using sound judgment, and providing patient education as it relates to the LVN scope of practice. The systems included are immunology, sensory, neurology, digestive, endocrine, urinary, and reproductive, as well as oncology nursing. The concepts of patient care, treatments, pharmacology, and diet therapy are included within each system. **Prerequisites: Semester I and II**		
VNSG 3112	**NURSING CARE OF WOMEN AND NEWBORNS**	**32/16/48/96/3.5**
This course will give an overview of the health promotion and risk assessment of individuals and families during pregnancy and birth. Therapeutic communication and assessment skills for providing holistic care to culturally diverse childbearing families during the prenatal, intrapartum, and postpartum periods. Caring for mother and baby in utero and after birth. **Prerequisites: Semester I and II**		
VNSG 3113	**NURSING CARE OF CHILDREN**	**32/16/48/96/3.5**
This course is a study of the basic aspects of growth and development through the life span from infant to adolescent. Nursing care of children is also a study of childhood disease and child care from infancy through adolescence. This study will focus on the care of the well and the ill child and will utilize the nursing process. **Prerequisites: Semester I and II**		
VNSG 3114	**ISSUES AND LEADERSHIP FOR THE LPN/LVN**	**32/0/0/32/2.0**
This course facilitates the transition of the student to the role of an LPN/LVN. Emphasis is placed on issues related to nursing and health care as well as skills necessary to provide care to multiple patients and assign tasks to other LPNs/LVNs and unlicensed personnel. Concepts related to leadership and management are presented as well as career development options that enhance career mobility. Standards of practice and the importance of practicing according to state regulations and statutes are examined. **Prerequisites: Semester I and II**		
VNSG 3141	**VN SENIOR CAPSTONE**	**32/0/128/160/4.5**
This course explores the roles, responsibilities, leadership and management, cultural, ethical, and legal issues related to the Licensed Practical/Vocational Nurse (LP/VN). The course provides an opportunity for students in the final semester of the program to transition from the student to the graduate LPN role. Each student will have an opportunity to choose what area of practice he or she would like to practice in for the final capstone. Students will demonstrate critical thinking in the development and implementation of comprehensive plans of care. Students will integrate principles of advocacy, collaboration, coordination and evidence-based care to meet the complex needs of clients during clinical experiences. Student will be required to complete an estimated four week NCLEX review and achieve a specific percentage in order to fulfill the requirements of the course. **Prerequisites: Semester I and II**		
VNSG 3151	**NCLEX PREPARATION FOR THE LVN PRACTICE**	**30/0/0/30/2.0**
This is a required NCLEX-PN® preparation course designed to build confidence, review relevant content, and provide strategies to prepare candidates for the NCLEX-PN® exam. **Prerequisites: Semester I and II**		

Total Program Hours = 1,422/ 55.0 Semester Credits

Admission criteria and the selection process for admission of students.

The competitive selection process is designed to give all qualified applicants an opportunity to be a member of the class while ranking the individuals that have the best potential for success. Each applicant is interviewed by an admissions representative, provided detailed information about the program and screened regarding their qualifications for the VN Program.

Students applying to the Vocational Nursing Program must complete the following admissions steps:

- **Applicants are required to provide supporting documents or evidence of high school graduation or General Education Diploma (GED)**
- **Provide evidence of immunizations/vaccinations**
- **Current certificate of good health (physical examination)**
- **American Heart Association Health Care Provider CPR certification**
- **Possession of the Texas Board of Nursing Blue Card, Operations Outcome Letter, Enforcement Outcome Letter, or Eligibility Order**
- **Negative drug screen**
- **Assessment Technologies Inc. (ATI) Test of Essential Academic Skills (TEAS©) Entrance Examination (Score a minimum composite score of 61.7% overall or greater)**
- **Essay**
- **Interview with the Nursing Admissions Committee**

A. Show evidence of standard high school graduation or general education development certificate.
B. Complete the required admissions documents and application and submit the necessary fee(s) stated on the tuition and fee schedule.
C. Complete the ATI TEAS© Entrance Exam. This exam is developed by ATI and is administered online by certified testing proctors and it measures and assesses a person's ability to be academically prepared to enter and succeed in nursing school. **The applicant will be allowed two attempts in a 12-month period. Applicants who have previously taken the TEAS© Exam may provide their scores for consideration for admission as long as they are not greater than one-year-old and identical testing was completed.**
D. Complete a panel interview with the nursing program acceptance committee. The applicant may bring letters of recommendation for the program from current or former nursing supervisors. Contact information should be listed if the panel desires to communicate with the supervisor.
E. Consent to a criminal background check. Applicants with a felony conviction will be disqualified from admission. Applicants with misdemeanors or deferred adjudication will be instructed to submit the declaratory order of license eligibility petition to the Texas Board of Nursing (TBON) prior to acceptance. The student will be placed on the waiting list for the class until the response from the TBON is determined. A copy of the TBON's letter indicating the final decision will be placed in the academic record as evidence of approval to take the licensure exam. The applicant will then be admitted to the next available class if they have met all other admission criteria.
F. Provide a urine drug screen result that is negative. The drug screen will be completed by first day of class. **Applicants are allowed to test only once. If the result is positive, the applicant is removed from the program and deferred from reapplying for one year at which time they may re-apply and repeat the entire admission process.**
G. The nursing acceptance committee will meet approximately 6 weeks prior to the class start date to review and make selections for the class from the applicant files of all qualified individuals that have completed steps A-J of the process. The committee will be comprised of the Director of Nursing, Nursing Faculty, Director of Education or their designee.
H. Submit, within 30-days of the class start, proof of a physical exam not greater than 90-days old. Exam must be signed by a Medical Doctor, Physician Assistant, or Nurse Practitioner.
I. Submit, within 30-days of the class start, proof of vaccination by titer for: measles; mumps; rubella; hepatitis B; varicella; proof of vaccination by paper for tetanus, influenza (seasonal) and tuberculosis skin test (or chest x-ray & questionnaire if history of positive test), & hepatitis A (depending on facility).
J. Submit, within 30-days of the class start, proof of American Heart Association Health Care Provider CPR certification.
K. Complete the required forms and information for the financial aid officer (if the applicant is seeking assistance).

CRIMINAL BACKGROUND CHECK POLICY

During the Admissions and Selection Process students are notified of the regulations (Sections 213.27 - 213.30 of the Texas Administration Code) for nurses who have criminal histories. The following histories will disqualify an individual from entrance into the Vocational Nursing Program:
→ Felony convictions
→ Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse, etc.)
→ Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
→ Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
→ Registered sex offenders
Criminal background checks on all students are done prior to enrollment or prior to clinical rotation. Students, who have criminal histories, must have already completed the Declaratory Order of Eligibility (DOE) for licensure through the Texas Board of Nursing and provide a copy of the Texas Board of Nursing eligibility letter prior to acceptance into the program. The process takes a minimum of three to six months to complete. Fees are associated with the DOE process.

Students will not be allowed to start clinical or progress in the program of they do not have a blue card, operations outcome letter, enforcement outcome letter, or eligibility order prior to clinical rotations beginning.

Students will also not be allowed to start clinical or progress in the program of they do not have all required immunizations.

CLINICAL ROTATION INFORMATION
Clinical hours and scheduled days will vary. Clinical hours are scheduled between 5:00 am – 11:30 pm. Clinical days may be scheduled Monday through Sunday and shifts will be based on availability by the clinical agency.
All applicants will be ranked based on TEAS Entrance Examination scores, interview score and acceptance into the VN Program will be determined from the ranking and the submission of all required documents

During the first three days of a new nursing class start, students may be added to the class if previously accepted students either do not show for classes or decide to drop the program.
No new students from the waiting list will be added to the class after the third day of school.

ONLINE PROGRAMS

ADDICTION STUDIES AND MENTAL HEALTH TECHNICIAN CERTIFICATE PROGRAM

Offered at the HNL Online Campus

Objective: The Addictions Studies and Mental Health Technician Certificate Program is designed to provide students with the knowledge and skillsets to comprehend, navigate, and apply basic counseling skills and treatment modalities, behavior modification, and therapeutic interventions in an inpatient, outpatient, and/or clinical setting. Students will begin by learning the principles and issues of addictions and substance abuse, mental health conditions and issues, and the treatment modalities associated with each. In addition, students will also learn basic counseling skills, group counseling facilitation, and identification of substance abuse and mental health interventions that will be observed and demonstrated through a field work practicum at the end of the program. Upon completion of the program, students will have the necessary entry-level job skills to work as Mental Health Technicians, Behavioral Health Technicians, and Addiction Recovery Technicians.

Program Requirements: Each applicant to the Addictions Studies and Mental Health Technician Certificate Program are required to have a High School Diploma or GED (Diplomas issued outside of the United States must be translated, evaluated, and notarized before enrollment). All students admitted to the Addictions Studies and Mental Health Technician Certificate Program must also pass the Scholastic Level Exam (admissions test) with a minimum score of 13. Students in the Addictions Studies and Mental Health Technician Certificate Program are required to pass all courses, core, and general education, with a C or better.

Methods of Instruction
This course consists of learner-centered instructional methodologies implemented through online instructional technologies and a comprehensive practicum following completion of modules one through five. Strategies include individual and collaborative learning assignments that may incorporate threaded discussions, essays, homework activities such as exercises and practices, lectures, presentations, formative and summative assessments, textbook and content-related website readings, web-based learning systems, video clips, and other content-related authoritative sources, as needed.

Upon completion, the students are eligible to sit for certification as a **CMHT** (Certified Mental Health Technician) through NCCB or the **NCPT** (Nationally Certified Psychiatric Technician-Level 1) through the AAPT.

Method of Delivery: Full Distance Education

Program Length: The length of the program is 48 weeks.

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
MODULE I						
ASMC101	Principles of Substance Abuse and Issues in Addiction Prevention	48	0	0	48	3.0
ASMC102	Therapeutic Approaches to Mental Health Treatment	48	0	0	48	3.0
MODULE II						
ASMC103	History and Diversity in Substance Abuse Treatment	48	0	0	48	3.0
ASMC104	Becoming a Helper	48	0	0	48	3.0
MODULE III						
ASMC105	Theory and Practice of Mental Health Treatment	48	0	0	48	3.0
ASMC106	Treatment and Resources in Substance Abuse and Addiction Prevention	48	0	0	48	3.0
MODULE IV						
ASMC107	Methods for Identification and Intervention in Substance Abuse	48	0	0	48	3.0
ASMC108	Identification and Classification of Mental Health Disorders	48	0	0	48	3.0
MODULE V						
ASMC109	Basic Counseling Skills in Addiction Treatment	48	0	0	48	3.0
ASMC110	Dynamics of Groups and Group Counseling	48	0	0	48	3.0
MODULE VI						
ASMC111	Strategies for Maintaining Change	48	0	0	48	3.0
ASMC112	Field Work and Practicum	5	0	140	145	3.0
PROGRAM TOTAL		**533**	**0**	**140**	**673**	**36.0**

Total Program Hours = 673 / 36.0 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.

ASMC101	**PRINCIPLES OF SUBSTANCE ABUSE AND ISSUES IN ADDICTION PREVENTION**	**48/0/0/48/3.0**
This course provides an overview of the modern principles and nature of addiction and its prevention. Students will learn the psychological, sociological, and physiological components of addiction and be introduced to evidence-based practices in treatment. Students will learn characteristics of a substance abuse counselor. **Prerequisites: None**		
ASMC102	**THERAPEUTIC APPROACHES TO MENTAL HEALTH TREATMENT**	**48/0/0/48/3.0**
This course provides an overview of the pharmacology of drugs in substance use disorders. There is an emphasis on drug effects, how drug effects occur, how the body processes drugs, health consequences of drug use and addiction, and the physiological aspects of addiction and tolerance. The science of pharmacologic interventions is explored within a framework of other substance use disorder treatment modalities. **Prerequisites: None**		
ASMC103	**HISTORY AND DIVERSITY IN SUBSTANCE ABUSE TREATMENT**	**48/0/0/48/3.0**
Students will consider the social correlates and consequences of recreational use and misuse of alcohol, opiates, depressants, stimulants, hallucinogens, analgesics, inhalants, cannabis, and tobacco. They will explore current legal, correctional, and treatment approaches from historical and cross-cultural perspectives. **Prerequisites: None**		
ASMC104	**BECOMING A HELPER**	**48/0/0/48/3.0**
This course introduces the characteristics and skills of individuals who thrive in the helping professions. There will be a focus on ethical practices, theoretical approaches, and the steps with which counselors guide addicts in treatment and recovery. The course will also evaluate effective self-care practices among practitioners. **Prerequisites: None**		
ASMC105	**THEORY AND PRACTICE OF MENTAL HEALTH TREATMENT**	**48/0/0/48/3.0**
This course provides an overview of traditional and modern approaches to counseling and psychotherapy. It will focus on key concepts, techniques, and procedures of psychodynamic, humanistic, cognitive-behavioral, solution-based, and family systems therapies. Students will explore applications of different therapeutic approaches and multicultural perspectives. **Prerequisites: None**		
ASMC106	**TREATMENT AND RESOURCES IN SUBSTANCE ABUSE AND ADDICTION PREVENTION**	**48/0/0/48/3.0**
This course explores the identification of addiction and how its recovery is viewed through various treatment models. Students will examine the history and properties of substances and explore variables that impact addiction throughout the lifespan. The course will view intervention, treatment, and recovery, of addiction from an interdisciplinary perspective. **Prerequisites: None**		
ASMC107	**METHODS FOR IDENTIFICATION AND INTERVENTION IN SUBSTANCE ABUSE**	**48/0/0/48/3.0**
In this course, students will explore methods of intervention in substance abuse counseling – including motivational interviewing, treatment planning, group work, and family dynamics. The course also introduces the topics of public policy and social justice in relation to addiction treatment. **Prerequisites: None**		

ASMC108	**IDENTIFICATION AND CLASSIFICATION OF MENTAL HEALTH DISORDERS**	**48/0/0/48/3.0**
This course will focus on the necessary awareness, knowledge, and skills of the addiction counseling practitioner. Students will examine dynamics and techniques used in counseling clients with addiction, including those needed to influence behavior and elicit trust in the context of recovery and relapse. This course also introduces the most common comorbid mental disorders in substance addiction. Aiming to prepare students for working with clients who exhibit mental health problems in private and community settings, the course will also explore classifications and symptomatology of substance-related disorders, anxiety and mood disorders, psychotic disorders, conduct disorders, and issues related to sexual identification and substance abuse **Prerequisites: None**		
ASMC109	**BASIC COUNSELING SKILLS IN ADDICTION TREATMENT**	**48/0/0/48/3.0**
This course introduces the characteristics and skills of individuals who thrive in the helping professions. There will be a focus on ethical practices, theoretical approaches, and the steps with which counselors guide addicts in treatment and recovery. The course will also evaluate effective self-care practices among practitioners. **Prerequisites: None**		
ASMC110	**DYNAMICS OF GROUPS AND GROUP COUNSELING**	**48/0/0/48/3.0**
This course explores the study of group development, dynamics, and theories in counseling and therapy. Leadership styles, techniques, and roles are explored within the scope of the group therapy process. **Prerequisites: None**		
ASMC111	**STRATEGIES FOR MAINTAINING CHANGE**	**48/0/0/48/3.0**
Students will apply methodology and counseling skills in a supervised classroom setting. Students may engage in role play, analyze cases and interventions, perform demonstrations, cognitive behavior therapy, rational emotive therapy, and explore the 12-step model of recovery and family systems theory. There is an emphasis on relapse prevention theory and techniques. **Prerequisites: None**		
ASMC112	**FIELD WORK AND PRACTICUM**	**5/0/140/145/3.0**
This course offers observation and participation in the operations of human services agencies that specialized in addiction treatment and prevention. Students will attend field study experiences and interact with counselors live and/or via synchronous online media (zoom, teams, etc.). **Prerequisite(s): MOD I, II, III, IV, V**		

CODING AND REVENUE CYCLE MANAGEMENT AAS DEGREE PROGRAM

Offered at HNW Online

Objective: Coding and Revenue Cycle Management AAS degree program is designed to provide students with the knowledge and skill sets to comprehend, navigate, and apply in the comprehensive field of Coding and Revenue Cycle. Students will begin by learning the basic medical skills of anatomy, physiology and medical terminology, which they will be able to apply to the practical application of medical coding and billing using current CPT and ICD code sets. Students will gain a general knowledge of health care delivery systems, healthcare law, and the importance of quality and performance improvement and the practical application of health care statistics. In addition, students will also experience the uses of technology based medical management software including the electronic health record, electronic medical record, and coding encoder. Upon completion of the program, students will earn the Coding and Revenue Cycle Management AAS degree and have the necessary entry-level job skills to work in physician office, clinics, critical access hospitals and acute care hospitals.

Program Requirements: Each applicant to the Associate of Applied Science in Coding and Revenue Cycle are required to have a High School Diploma or GED (Diplomas issued outside of the United States must be translated, evaluated and notarized prior to enrollment). All students admitted to the Coding and Revenue Cycle Management AAS degree program must also pass the Scholastic Level Exam (admissions test) with a minimum score of 17 and meet the Medical Billing and Coding specific standards for admission. Students in the Coding and Revenue Cycle Management AAS degree program are required to pass all courses, core and general education, with a C or better and successfully complete an On-Site Externship in the final Module of the program.

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

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
MODULE I						
POFT103	Interpersonal and Communication Skills	48	0	0	48	3.0
ENGL101	English Composition	48	0	0	48	3.0
MODULE II						
POFT101	Computer Applications in Health Care	48	0	0	48	3.0
POFM114	College Mathematics	48	0	0	48	3.0
MODULE III						
PSYT101	Introduction to Psychology	48	0	0	48	3.0
HPRS101	Medical Terminology	48	0	0	48	3.0
MODULE IV						
SCIT103	Anatomy and Physiology	48	0	0	48	3.0
HITT205	Electronic Health Record Management	48	0	0	48	3.0
MODULE V						
PATH214	Pathopharmacology	48	0	0	48	3.0
HITT209	Health Care Law and Ethics	48	0	0	48	3.0
MODULE VI						
HITT201A	Coding I	48	0	0	48	3.0
HITT216	Health Care Delivery Systems and Organization	48	0	0	48	3.0
MODULE VII						
HITT211A	Coding II	48	0	0	48	3.0
MBCC290	Coding Professional Practice Experience I	48	33	0	81	4.0
MODULE VIII						
HITT221	Coding III	48	0	0	48	3.0
HITT385	Health Care Reimbursement Methodologies	48	0	0	48	3.0

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
MODULE IX						
HITT231	Coding IV	48	0	0	48	3.0
HITT220	Health Care Statistics	48	0	0	48	3.0
MODULE X						
MBCC270	Revenue Cycle Management	48	0	0	48	3.0
HITT122	Quality Assessment and Performance Improvement	48	0	0	48	3.0
MODULE XI						
MBCC345	Coding Compliance	48	0	0	48	3.0
MBCC200	Certification Review	48	0	0	48	3.0
MODULE XII						
MBCC300	Coding Professional Practice Experience II	0	0	90	90	2.0
PROGRAM TOTAL		**1056**	**33**	**90**	**1179**	**69**

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.

POFT103	**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, teachers and co- workers in an ambulatory care or hospital setting. **Prerequisites: None**		
ENGL101	**ENGLISH COMPOSITION**	**48/0/0/48/3.0**
This course provides the student with instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity and coherence of central idea and supporting material. **Prerequisites: None**		
POFT101	**COMPUTER APPLICATIONS IN HEALTH CARE**	**48/0/0/48/3.0**
Students will learn and become familiar with basic word processing and other programs within the Microsoft Office Suite. Student is taught to create, save, and retrieve work in Word, Excel, etc. in an effort to be able to demonstrate basic commands and functionality of the programs. This will be carried further into applications of these systems in the healthcare environment using real world examples and practice exercises. **Prerequisites: None**		
POFM114	**COLLEGE MATHEMATICS**	**48/0/0/48/3.0**
This course covers basic mathematics including addition, subtraction, multiplication, and division. Also covered is fraction notation and mixed numerals, decimals, ratios, rates and unit prices, proportions, solving various problems using percent equations and proportions, sales tax, commissions and discounts, interest, data, graphs, and statistics, measurements, geometry, real numbers, algebra, and equations. **Prerequisites: None**		
PSYT101	**INTRODUCTION TO PSYCHOLOGY**	**48/0/0/48/3.0**
This course covers the interrelationship between biology and human behavior. Included in the course are theories involved in sensation and perception, consciousness, learning, memory, thought, language, mental abilities, motivation and emotion, effects of stress, personality traits, social psychology, and psychological disorders and their treatments. **Prerequisites: None**		

HPRS101	**MEDICAL TERMINOLOGY**	**48/0/0/48/3.0**
This course is an introduction to medical terminology and covers terminology associated with the structure of the body, the integumentary, muscular and skeletal systems, the lymphatic, immune, and cardiovascular systems, the urinary, respiratory, digestive, and nervous systems, the eyes and ears, the reproductive and endocrine systems, diagnostic and imaging procedures, and pharmacology. **Prerequisites: None**		
SCIT103	**ANATOMY AND PHYSIOLOGY**	**48/0/0/48/3.0**
This Course is an introduction to the human body and includes chemistry and the human body, the structure and function of membranes, cells, tissues, organs and organ systems. Additionally, mechanisms of disease, human development, inheritance, weights and Measures, and normal physiological values are studied. **Prerequisites: HPRS101**		
HITT205	**ELECTRONIC HEALTH RECORD MANAGEMENT**	**48/0/0/48/3.0**
This course reviews the history of and current state of the electronic health record, trends, healthcare information applications such as clinical information systems, administrative information systems, and management support systems. Students will explore the transition from a paper-based health record to an electronic health record and the associated issues. **Prerequisites: None**		
PATH214	**PATHOPHARMACOLOGY**	**48/0/0/48/3.0**
This course is an introduction to the human body and its functions, diseases, etiology, and pathophysiologic nature. Medical complications and manifestations of disease states are explored along with pharmacological and non-pharmacological principles and interventions related to the treatment of diseases. **Prerequisite HPRS 101, SCIT103**		
HITT209	**HEALTH CARE LAW AND ETHICS**	**48/0/0/48/3.0**
This course includes a study of health care law and ethics including the study of confidentiality, privacy, security, ethics, and key health care legislation. Students will learn how to apply local, state and federal standards and regulations for the control and use of health information. **Prerequisites: None**		
HITT201A	**CODING I**	**48/0/0/48/3.0**
This covers the principles and guidelines for using ICD-10-CM to code diagnoses. This course covers the concept of clinical vocabularies and classifications systems. Students will gain an understanding of ICD-10-CM in relation to inpatient and outpatient settings, as well as use of cases and health record documentation. **Prerequisites: HPRS101, SCIT103, PATH214**		
HITT216	**HEALTH CARE DELIVERY SYSTEMS AND ORGANIZATION**	**48/0/0/48/3.0**
This course reviews health care delivery systems including organization, finance, accreditation agencies and regulatory agencies. Students will learn about settings, types of patients, types of caregivers, regulatory issues, unique documentation requirements, data sets and reimbursement structure by type of care. **Prerequisites: None**		
HITT211A	**CODING II**	**48/0/0/48/3.0**
This course is a comprehensive, system-based approach to learning CPT/HCPCS and includes an overview of coding guidelines and identifying information in the health record. Students will also learn about the relationship between the coding process and reimbursement. **Prerequisites: HITT201A**		
MBCC290	**CODING PROFESSIONAL PRACTICE EXPERIENCE I**	**48/33/0/81/4.0**
This course enables the student to learn the foundations of insurance, billing, coding, submission of claims to the insurance carrier, verifying patient benefits, submitting a secondary claim, posting payments, and appealing the insurance carrier's decision. This includes case studies, exploration, research, and hands-on use of the Electronic Medical Record. **Prerequisites: HITT216**		
HITT221	**CODING III**	**48/0/0/48/3.0**
This covers the principles and guidelines for using ICD-10-PCS to code procedures. This course covers the concept of clinical vocabularies and classification systems. Students will gain an understanding of ICD-10-PCS in relation to inpatient settings, as well as the use of cases and health record documentation. **Prerequisites: HITT 211A**		
HITT385	**HEALTH CARE REIMBURSEMENT METHODOLOGIES**	**48/0/0/48/3.0**
This course examines the complex financial systems within today's healthcare environment and provides an understanding of the basics of health insurance and public funding programs, managed care contracting, and how services are paid. The student will achieve an appreciation for the complexity of reimbursement systems and an understanding of the profound impact they have had on providers and payers, consumers, public policy makers, and the development of classification and information technology systems. **Prerequisites: HITT 216**		

HITT231	**CODING IV**	**48/0/0/48/3.0**
This course advances the student to the next level of coding, combining the previously learned code sets into an advanced class utilizing coding scenarios and exercises from a wide variety of healthcare settings. This will provide for an understanding of where to properly use the code sets and combination of code sets, and covers the principles and guidelines for using each set in their respective healthcare setting. Students will gain an understanding of the relationships of outpatient to inpatient settings, as well as use cases and health record documentation from each setting. **Prerequisites: HITT 221**		
HITT220	**HEALTH CARE STATISTICS**	**48/0/0/48/3.0**
This course introduces the student to basic allied health statistics and analysis. Students will learn how to collect data, calculate key healthcare statistics, and prepare reports, including analysis. Students will also compute common Health Information Department Management statistics. **Prerequisites: POFM114, HITT216**		
MBCC270	**REVENUE CYCLE MANAGEMENT**	**48/0/0/48/3.0**
This course focuses on how the foundation of the revenue cycle and the challenges and processes involved in management of a Revenue cycle. It will introduce the concepts of revenue cycle and explore how it is impacted by various departments within a facility or practice. Emphasis will be placed on how the revenue cycle impacts the overall fiscal stability of a facility, healthcare system, or medical practice. Areas of importance will include the relationships of patient access and registration, case management, quality review, health information management, and patient accounting as they apply to the revenue cycle. **Prerequisites: HITT209, HITT205, HITT216, HITT385**		
HITT122	**QUALITY ASSESSMENT AND PERFORMANCE IMPROVEMENT**	**48/0/0/48/3.0**
This course studies quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, medical staff data quality issues, approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems. **Prerequisites: HITT216, HITT220**		
MBCC345	**CODING COMPLIANCE**	**48/0/0/48/3.0**
This course covers the importance of coding compliance and the impacts of clinical documentation, medical necessity, and medical reimbursement regulations have on compliant coding. Auditing and prevention, along with basic management principles of identifying valid codes for coding accuracy will be explored. With the current advancements in health information field, students will learn how to utilize the emerging technologies that will enhance their ability to identify coding discrepancies. **Prerequisites: HITT209, HITT216, HITT385**		
MBCC200	**CERTIFICATION REVIEW**	**48/0/0/48/3.0**
This course provides a review of the skills necessary to prepare students for successful employment and certification/registration opportunities as a Medical Biller and Coder. **Prerequisites: ALL Prior Modules; May be taken in conjunction with HITT122, MBCC345 and/or MBCC 300**		
MBCC300	**CODING PROFESSIONAL PRACTICE EXPERIENCE II**	**0/0/90/90/2.0**
This course is an On-Site or Virtual Externship course. Students will apply the theory, concepts and skills learned throughout the program at a directed practice site and by any assigned course projects. **Prerequisites: ALL Prior Modules; May be taken in conjunction with HITT122, MBCC345 and/or MBCC 200**		

DENTAL ASSISTING CERTIFICATE PROGRAM

Offered at HNW Online

Objective: The Dental Assisting 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 outpatient dental surgery centers.

Program Entrance 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.

Applicants must not have been convicted of a felony, without restoration of his or her civil rights. Preapproval from the College is obtained by executing the Felony Disclosure Form prior to enrollment. See additional information below, "Criminal Background Check Requirements."

Prior to clinical practicum placement, each student is required to have:

- Current BLS American Heart Association for the Healthcare Provider CPR (provided by CHCP in the Skills Labs)
- Documentation of Tuberculin Skin Test, Gold/Titer Test, or Chest X-Ray within past 12 months. If record is over 12 months old, the test/titer must be repeated.
- Proof of Hepatitis B Vaccine Series or documentation of declination and release form. This series can take as long as six months to complete so if no documentation of previous vaccines are available, applicants should start this series immediately upon applying to the program. If last vaccine in series is over 10 years old, a booster is required. A titer with lab values of IMMUNITY is acceptable.
- Negative Drug Screening.

Criminal Background Check Requirements:

During the admission and selection process, students are notified of regulations for Dental Assistants who have criminal backgrounds. Dental Assistants in the State of Texas must be registered by the Texas State Board of Dental Examiners (TSBDE). The following could disqualify an individual from entrance into the Dental Assisting Program:

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

Program Length: The program length is 48 weeks.

Method of Delivery: Blended. **Courses with a residential component*

State Registration Requirement: 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.

Skills Lab Requirements:

- All students enrolled in the Dental Assisting Certificate Program are required to travel away from their place of residence to complete required skills lab requirements.
- Skills labs will be conducted at CHCP Campuses in Austin, Dallas, Fort Worth, Houston, McAllen, or San Antonio Campuses.
- All students enrolled must attend the mandatory skills lab required for the online Dental Assisting Certificate Program. The labs occur on separate weekends (Friday and Saturday) during the course of the program.
- All students will be responsible for travel, lodging, and expenses regarding travel, related to skills labs.

CHCP Internal Consortium Agreement

CHCP Houston Northwest Campus – Online Division (Home Campus) has entered into an agreement with each of the CHCP Ground Campuses (Host Campus), to allow students enrolled in the Dental Assisting blended certificate programs, to utilize the lab facilities to complete lab skills training. CHCP Houston Northwest Campus – Online Division would only be utilizing the laboratory, supplies, and equipment. The laboratory portion of the courses listed below would be taught by CHCP Houston Northwest Campus – Online Division faculty.

Host Campuses include; CHCP-Houston Southwest, CHCP-Fort Worth, CHCP-McAllen, CHCP-South San Antonio, CHCP-Houston Med Center, CHCP-Austin, and CHCP-Dallas

Courses with lab that will utilize the lab facilities at the Host Campus		
DAC114 Dental Procedures and Skills I	DAC115 Dental Procedures and Skills II	DAC116 Treatment Areas and Instruments/Accessories and Skills III

MODULE I		**LECTURE HOURS**	**LAB HOURS**	**EXTERN HOURS**	**TOTAL HOURS**	**SEMESTER CREDITS**
DAC110	Introduction to Dental Assisting, Dental Office Procedures, Law and Ethics	48	0	0	48	3.0
DAC111	Anatomy, Physiology, Tooth Morphology, Dental Charting	48	0	0	48	3.0
MODULE II						
DAC112	Infection Control	48	0	0	48	3.0
DAC114	Dental Materials and Skills I*	36	60	0	96	4.0
MODULE III						
DAC113	Dental Radiology	48	0	0	48	3.0
DAC115	Dental Procedures and Skills II*	36	60	0	96	4.0
MODULE IV						
DAC117	Preventive Dentistry and Nutrition	48	0	0	48	3.0
DAC118	Dental Specialties I (ORAL SURGERY, PROSTHODONTICS, COSMETIC DENTISTRY)	48	0	0	48	3.0
MODULE V						
DAC119	Dental Specialties II (PEDODONTICS, ENDODONTICS, ORTHODONTICS, PERIODONTICS)	48	0	0	48	3.0
DAC116	Treatment Areas and Instruments/Accessories and Skills III*	15	90	0	105	4.0
MODULE VI						
DAC300	Dental Assisting Cert Prep	30	0	0	30	2.0
DAC301	Dental Assisting Externship	0	0	160	160	3.5
	Program Totals	**453**	**210**	**160**	**823**	**38.5**

Total Program Hours = 823/38.5 Semester Credits

Note: 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. Module 1 is a prerequisite for all other modules.

DAC110	**INTRODUCTION TO DENTAL ASSISTING, DENTAL OFFICE PROCEDURES, LAW AND ETHICS**	**48/0/0/48/3.0**
Students will be able to describe key milestones in dental history and identify the dental specialties and the members of the dental team as well as discuss the skills used by the dental assistant, including communication, office management, infection control, and basic chairside assisting. Students will be able to describe the different elements of the dental office, including the design of the dental treatment office, the clinical equipment most commonly found in the dental office, and the basic functions of the dental unit. Students will also learn the functions of the dental business office and the fundamentals of front desk operations, use of dental office management software to schedule appointments, manage dental records, communicate with patients, and handle accounts including the components of an insurance claim form. In addition, the students will be able to summarize the federal and state laws governing dental assisting as well as the ethical principles established by professional dental associations. **Prerequisites: None**		
DAC111	**ANATOMY, PHYSIOLOGY, TOOTH MORPHOLOGY AND DENTAL CHARTING**	**48/0/0/48/3.0**
Students will be able to describe the functions of the body systems and identify the landmarks of the oral cavity and the anatomical features of the head and neck. Students will be able to identify the dental arches, the names of the teeth, tooth surfaces, and the structure of the gingiva. Students will identify anatomic features of the teeth, occlusion and malocclusion, and deciduous and permanent dentition. Students will be able to use tooth numbering systems and charting systems to chart existing conditions, restorative procedures, and decay as diagnosed by the dentist. **Prerequisite: None**		
DAC112	**INFECTION CONTROL**	**48/0/0/48/3.0**
Students will be able to identify the types of disease-causing organisms and routes of microbial transmission. Students will demonstrate mastery of infection control techniques and procedures, use of sterilizers, disinfectants, and sterilization monitors, and safe disposal of sharps. **Prerequisites: NONE**		
DAC114	**DENTAL MATERIALS AND SKILLS I**	**36/60/0/96/4.0**
A skill related clinical lab-based learning experience that enables the student to apply specialized occupational theory, knowledge, skills, and concepts the dental assistants must have to understand the identification, properties, and proper uses of dental materials. Students will learn the dental assistant's role in restorative procedures. Students will learn to, in a combination of simulations and residential laboratory sessions, to mix materials, take impressions, pour and trim study models, and fabricate custom trays and temporary crowns. Direct supervision is provided by the clinical professional and lectures will be geared toward the State Registration Examination. **Prerequisites: DAC110, DAC111**		
DAC113	**DENTAL RADIOLOGY**	**48/0/0/48/3.0**
This course focuses on the knowledge and skills dental assistants must have to properly and safely expose and process dental x-rays. Students will learn about the properties of radiation and the precautions dental assistants must take to protect patients' health. Students will master the steps of taking a full mouth radiography survey, including exposure and processing techniques. Lecture will be geared toward the State Registration Examination. Related terminology, dental charting/documentation, vital signs, and infection control procedures will also be covered. **Prerequisites: None**		
DAC115	**DENTAL PROCEDURES AND SKILLS II**	**36/60/0/96/4.0**
A skill-related clinical lab-based learning experience that enables the student to apply specialized occupational theory, knowledge, skills, and concepts the dental assistants must have to identify the drugs commonly used in dentistry and how to respond to dental emergencies, including administering CPR. Students will be able to, in a combination of simulations and residential laboratory sessions, demonstrate correct instrument exchange, maintenance of the oral cavity, placement and removal of the dental dam, and administration of anesthetics. Students will practice daily routines for opening and closing the dental office and seating and dismissing the patient. Direct supervision is provided by the clinical professional. **Prerequisites: DAC110, DAC111, DAC114**		

DAC117	**PREVENTIVE DENTISTRY AND NUTRITION**	**48/0/0/48/3.0**
Students will be able to describe how diet affects oral health. Students will learn about the dental team's role in the prevention of decay in relationship to nutrition, including dietary evaluations and oral manifestations of nutritional deficiencies. Students will learn the dental assistant's role in preventive techniques, including tooth brushing and flossing, fluoride application, dental sealants, and coronal polish. Related terminology, dental charting/documentation, vital signs, and infection control procedures will also be covered. **Prerequisites: None**		
DAC118	**DENTAL SPECIALTIES I (ORAL SURGERY, PROSTHODONTICS, COSMETIC DENTISTRY)**	**48/0/0/48/3.0**
Students will learn the dental assistant's role in oral surgery procedures, fixed and removable prosthodontic treatment, and cosmetic procedures, including how to place and remove a gingival retraction cord. **Prerequisites: None**		
DAC119	**DENTAL SPECIALTIES II (PEDODONTICS, ENDODONTICS, ORTHODONTICS, PERIODONTICS)**	**48/0/0/48/3.0**
Students will learn the materials, instruments, and special considerations of the dental specialties of pedodontics, endodontics, orthodontics, and periodontics. Students will demonstrate competency in the dental assistant's role in common procedures in these specialties. **Prerequisites: None**		
DAC116	**TREATMENT AREAS AND INSTRUMENTS/ACCESSORIES AND SKILLS III**	**15/90/0/105/4.0**
A skill related clinical lab-based learning experience that enables the student to apply specialized occupational theory, knowledge, skills, and concepts the dental assistants must have for basic patient care, including taking vital signs and assisting with oral evaluation. Students will learn to identify hand instruments, attachments, dental burs, abrasives, and rotary instruments, as well as instrument classification and sequencing. Students will learn to identify different types of oral lesions and oral cancer. Direct supervision is provided by the clinical professional. **Prerequisites: DAC115**		
DAC300	**DENTAL ASSISTING CERT PREP**	**30/0/0/30/2.0**
This course will provide a review of dental assisting courses taught throughout the program, as well as provide preparation for the Dental Assistant Registry Certification. P**rerequisite: Mod I – V**		
DAC301	**DENTAL ASSISTING EXTERNSHIP**	**0/0/160/160/3.5**
Students will integrate practice of all dental assistant responsibilities carried out in a dental office or group practice setting under the supervision of a dentist or supervising dental assistant. Use of related terminology, dental charting/documentation, and infection control procedures. **Prerequisite: Mod I – V**		

HEALTH AND MEDICAL ADMINISTRATIVE SERVICES A A S DEGREE COMPLETION PROGRAM

Offered at HNW Online, AUS, DAL, FW, HMC, HSW, MCA, NSA, and SSA

Program Description:

The Health and Medical Administrative Services Associate of Applied Science Degree Completion program at The College of Health Care Professions was created to provide the student with a broad overview of the administrative aspects of healthcare. The focus of the program is to prepare students with general education and didactic theory necessary to bridge the gap from an allied health diploma level to the Associate of Applied Science degree. Courses also provide the students with the opportunity to demonstrate effective communication, customer relations and organizational and administrative skills. The program includes a Core Bridge Credit, five general education courses and three core courses. Upon completion of the program students are prepared to take advantage of future advancement within their current allied health vocation, meet updated job requirements or entry-level administrative positions with a fast track to higher level positions requiring a degree.

Program length: 32 weeks.

Delivery Method: HNW-Full Distance Education,
DAL, HMC, HSW and SSA - Blended Education

Program Outline

General Education Requirements		Credits
POFT103	Interpersonal Communication Skills	3.0
ENGL101	English Composition	3.0
POFM114	College Mathematics	3.0
PSYT101	Introduction to Psychology	3.0
POFT201	Business Communication and Report Writing	3.0
	General Education Total	**15.0**
Core Requirements		
AHBC300	Allied Health Core Bridge Credit	36.0
BUSG101	Introduction to Business	3.0
HRPO106	Human Resource Management	3.0
LTCA105	Principles of Management and Leadership	3.0
	Core Total	**45.0**
Total Credits Required for Graduation		**60.0**

Health and Medical Administrative Services – AAS Degree Program

Each module consists of two courses and the course sequence and combination may vary by module.

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
MODULE I						
POFT 103	Interpersonal and Communication Skills*	48	0	0	48	3.0
ENGL 101	English Composition	48	0	0	48	3.0
MODULE II						
POFM114	College Mathematics	48	0	0	48	3.0
PSYT 101	Introduction to Psychology	48	0	0	48	3.0
MODULE III						
LTCA105	Principles of Management and Leadership*	48	0	0	48	3.0
BUSG101	Introduction to Business*	48	0	0	48	3.0
MODULE IV						
HRPO106	Human Resources Management*	48	0	0	48	3.0
POFT201	Business Communications and Report Writing*	48	0	0	48	3.0
	Allied Health Core Bridge Credit					**36.0**
	Total Hours/Credits	**384**	**0**	**0**	**384**	**60.0**

* - For Residential Campus these courses may be delivered via Full Distance or Blended education.

Allied Health Core Bridge Credit

The College of Health Care Professions will accept 36, semester credits from an applicant's approved Healthcare Diploma program with a cumulative grade point average of 2.00 (earned a "C" or better average). These credits will be assigned to the student's transcript as "AHBC300 - Allied Health Bridge Credit". No more than 75% of the program may be accomplished with transfer credits and students transferring shall complete at least 20 academic semester credit hours at CHCP.

Additional Admissions Requirements

Applicants to the Health and Medical Administrative Services Program are required to have a High School Diploma or GED. The student must have obtained a certificate or diploma in an Allied Health program from an institution of higher education accredited by the U.S. Department of Education. The student must have earned a cumulative GPA of 2.0 ("C" average) in the certificate or diploma program from which they have graduated. The participant should also be able to read and write English, have good coordination and be professional at all times. This program is provided in an entirely online format.

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.

POFT103	**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, teachers and co-workers. **Prerequisites: None**		
ENGL 101	**ENGLISH COMPOSITION**	***48/0/0/48/3.0***
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. **Prerequisites: None**		
POFM114	**COLLEGE MATHEMATICS**	***48/0/0/48/3.0***
This course covers basic mathematics including addition, subtraction, multiplication, and division. Also covered is fraction notation and mixed numerals, decimals, ratios, rates and unit prices, proportions, solving various problems using percent equations and proportions, sales tax, commissions and discounts, interest, data, graphs, and statistics, measurements, geometry, real numbers, algebra, and equations. **Prerequisites: None**		
PSYT101	**INTRODUCTION TO PSYCHOLOGY**	***48/0/0/48/3.0***
This course covers the interrelationship between biology and human behavior. Included in the course are theories involved in sensation and perception, consciousness, learning, memory, thought, language, mental abilities, motivation and emotion, effects of stress, personality traits, social psychology, and psychological disorders and their treatments. **Prerequisites: None**		
LTCA105	**PRINCIPLES OF MANAGEMENT AND LEADERSHIP**	***48/0/0/48/3.0***
This course is designed to provide the student with information required to work as a manager. Included in the course is strategic planning, managing decision making, entrepreneurship, new ventures, human resources, groups, and teams. Also covered is organizational structure and design, change and innovation, motivating employee performance, leadership processes, and communication in organizations. **Prerequisites: None**		
BUSG101	**INTRODUCTION TO BUSINESS**	***48/0/0/48/3.0***
Course includes delving into economic systems, competition, and legal, ethical, and financial issues found in business. Also covered are forms of business ownership, labor relations, organizational structure, marketing management, technology and information, and managing personal and business finances. **Prerequisites: None**		
HRPO106	**HUMAN RESOURCES MANAGEMENT**	***48/0/0/48/3.0***
This course covers the strategic, legal, and global human resources environment. Included in the course is human resource planning and job analysis, recruiting, performance management, training and development, career planning, compensation, payroll, incentives and rewards, employee benefits, and managing labor relations. **Prerequisites: None**		
POFT201	**BUSINESS COMMUNICATIONS AND REPORT WRITING**	***48/0/0/48/3.0***
Course includes those concepts and information required to develop business communications, including spelling, proofreading, sentence structure and the parts of speech. Also covered in this course is developing effective oral and written communications that are used in business. **Prerequisites: None**		

HEALTH CARE MANAGEMENT AAS DEGREE PROGRAM

Offered at HNW Online

Objective: The Online Health Care Management AAS program prepares students to become entry-level employees in a variety of medical facilities. This is achieved within a comprehensive online learning environment geared toward high-end professional development throughout their program. Graduates possess computer skills, managerial communication abilities, coding/billing proficiencies, project management training, and some fundamental clinical competencies, which enable them to perform a wide array of office procedures in a physician's private practice, group medical practice, or long-term medical care facilities. This program provides up-to-date preparation for entry-level medical office personnel who are on the fast track to become Health Care Office Managers.

Program Requirements: Applicants to the Health Care Management AAS 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 17. The participant should also be able to read and write English, have good coordination, and be professional at all times. This program is provided in an entirely online format.

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

COURSE CODE	COURSE NAME	LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
MODULE I						
POFT101	Computer Applications in Health Care	48	0	0	48	3.0
POFT103	Interpersonal and Communication Skills	48	0	0	48	3.0
MODULE II						
HPRS101	Medical Terminology	48	0	0	48	3.0
BUSG101	Introduction to Business	48	0	0	48	3.0
MODULE III						
LTCA105	Principles of Management and Leadership	48	0	0	48	3.0
SCIT103	Anatomy and Physiology	48	0	0	48	3.0
MODULE IV						
LTCA106	Medical Office Procedures/Management	48	0	0	48	3.0
PSYT101	Introduction to Psychology	48	0	0	48	3.0
MODULE V						
HRPO106	Human Resources Management	48	0	0	48	3.0
POFM114	College Mathematics	48	0	0	48	3.0
MODULE VI						
HITT208	Business Law and Legal Aspects in Health Care	48	0	0	48	3.0
ENGL101	English Composition	48	0	0	48	3.0
MODULE VII						
POFT201	Business Communications and Report Writing	48	0	0	48	3.0
POFM201	Medical Coding I	48	0	0	48	3.0
MODULE VIII						
LTCA205	Administrative Procedures and Customer Service Principles	48	0	0	48	3.0
POFM202	Medical Coding II	48	0	0	48	3.0
MODULE IX						
HITT205	Electronic Health Records Management	48	0	0	48	3.0
ACNT203	Principles of Accounting	48	0	0	48	3.0
MODULE X						
LTCA206	Health Care Delivery Systems, Organization and Administration	48	0	0	48	3.0
BMGT206	Project Management I	48	0	0	48	3.0
	Total Hours/Credits	**960**	**0**	**0**	**960**	**60.0**

Total Program Hours = 960 / 60.0 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 "15/30/0/45/2.0" 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.

POFT101	**COMPUTER APPLICATIONS IN HEALTH CARE**	**48/0/0/48/3.0**
This course introduces the student to the essential concepts necessary to make effective use of the computer for Web-based research and its application in health care. In addition to gaining an understanding of what a computer can do and how it works, students will learn how to prepare documents working with Windows and Microsoft Office applications, including Word, Excel, PowerPoint, and Access. **Prerequisites: None**		
POFT103	**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, teachers and co-workers. **Prerequisites: None**		
HPRS101	**MEDICAL TERMINOLOGY**	**48/0/0/48/3.0**
This course is an introduction to medical terminology and covers terminology associated with the structure of the body, the integumentary, muscular and skeletal systems, the lymphatic, immune, and cardiovascular systems, the urinary, respiratory, digestive, and nervous systems, the eyes and ears, the reproductive and endocrine systems, diagnostic and imaging procedures, and pharmacology. **Prerequisites: None**		
BUSG101	**INTRODUCTION TO BUSINESS**	**48/0/0/48/3.0**
Course includes delving into economic systems, competition, and legal, ethical, and financial issues found in business. Also covered are forms of business ownership, labor relations, organizational structure, marketing management, technology and information, and managing personal and business finances. **Prerequisites: None**		
LCTA105	**PRINCIPLES OF MANAGEMENT AND LEADERSHIP**	**48/0/0/48/3.0**
This course is designed to provide the student with information required to work as a manager. Included in the course is strategic planning, managing decision-making, entrepreneurship, new ventures, human resources, groups, and teams. Also covered is organizational structure and design, change and innovation, motivating employee performance, leadership processes, and communication in organizations. **Prerequisites: None**		
SCIT103	**ANATOMY AND PHYSIOLOGY**	**48/0/0/48/3.0**
This course is an introduction to the human body and includes chemistry and the human body, the structure and function of membranes, cells, tissues, organs and organ systems. Additionally, mechanisms of disease, human development, inheritance, weights and measures, and normal physiological values are studied. **Prerequisites: None**		
LTCA106	**MEDICAL OFFICE PROCEDURES/MANAGEMENT**	**48/0/0/48/3.0**
This course introduces the student to the workings of the medical office. Included in the course is medical ethics and liability, oral, written, and interpersonal communications, managing medical records, collecting fees, indexing and filing claims, finances, working with a database, and identifying and demonstrating an understanding of clinical duties, including lab and minor surgical procedures, diagnostic tests, and emergencies. **Prerequisites: None**		
PSYT101	**INTRODUCTION TO PSYCHOLOGY**	**48/0/0/48/3.0**
This course covers the interrelationship between biology and human behavior. Included in the course are theories involved in sensation and perception, consciousness, learning, memory, thought, language, mental abilities, motivation and emotion, effects of stress, personality traits, social psychology, and psychological disorders and their treatments. **Prerequisites: None**		
HRPO106	**HUMAN RESOURCES MANAGEMENT**	**48/0/0/48/3.0**
This course covers the strategic, legal, and global human resources environment. Included in the course is human resource planning and job analysis, recruiting, performance management, training and development, career planning, compensation, payroll, incentives and rewards, employee benefits, and managing labor relations. **Prerequisites: None**		
POFM114	**COLLEGE MATHEMATICS**	**48/0/0/48/3.0**
This course covers basic mathematics including addition, subtraction, multiplication, and division. Also covered is fraction notation and mixed numerals, decimals, ratios, rates and unit prices, proportions, solving various problems using percent equations and proportions, sales tax, commissions and discounts, interest, data, graphs, and statistics, measurements, geometry, real numbers, algebra, and equations. **Prerequisites: None**		

HITT208	**BUSINESS LAW AND LEGAL ASPECTS IN HEALTH CARE**	**48/0/0/48/3.0**
This course covers the legal system and legal environment of business today. It is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. Covered in the course is an overview of legal characteristics of a sole proprietorship, partnerships, and corporations, as well as those concepts related to the law and the health care industry, including patients' rights, negligence and malpractice, licensure, privacy and confidentiality, and decision making. **Prerequisites: None**		
ENGL101	**ENGLISH COMPOSITION**	**48/0/0/48/3.0**
This course provides the student with instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity and coherence of central idea and supporting material. **Prerequisites: None**		
POFT201	**BUSINESS COMMUNICATIONS AND REPORT WRITING**	**48/0/0/48/3.0**
Course includes those concepts and information required to develop business communications, including spelling, proofreading, sentence structure and the parts of speech. Also covered in this course is developing effective oral and written communications that are used in business. **Prerequisites: None**		
POFM201	**MEDICAL CODING I**	**48/0/0/48/3.0**
This course covers the role of the health insurance specialist and includes legal concerns, managed care, the life cycle of a health insurance claim, diagnosis coding procedures, the ICD-9-CM, CPT, and HCPCS coding systems, HCFA reimbursement, coding from various source documents, BC/BS, Medicare and Medicaid, TRICARE/CHAMPUS, and workers' compensation. **Prerequisites: None**		
LTCA205	**ADMINISTRATIVE PROCEDURES AND CUSTOMER SERVICE PRINCIPLES**	**48/0/0/48/3.0**
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. **Prerequisites: None**		
POFM202	**MEDICAL CODING II**	**48/0/0/48/3.0**
This course is a continuation of Medical Coding I and covers procedural coding guidelines for use with the ICD-9-CM classifications, CPT coding, evaluation and management, primary care, anesthesia/general surgery, integumentary system, orthopedics, cardiology, OB/GYN, radiology, pathology and laboratory, billing and collections, filing the claim form, handling reimbursement and auditing and appeals. **Prerequisites: Medical Coding I**		
HITT205	**ELECTRONIC HEALTH RECORDS MANAGEMENT**	**48/0/0/48/3.0**
This course covers the functions of the medical records clerk and the health information management department. Concepts covered include processing electronic medical records, assembly of medical records, analysis of the record, physician incomplete data, confidentiality issues and release of information. **Prerequisites: None**		
ACNT203	**PRINCIPLES OF ACCOUNTING**	**48/0/0/48/3.0**
This course covers the purposes and uses of accounting systems, including how to analyze accounting transactions, accounting equations, the framework of the double-entry system, journalizing and posting transactions, adjusting entries, updating the worksheet, and preparing financial statements, and the closing process. **Prerequisites: None**		
LTCA206	**HEALTH CARE DELIVERY SYSTEMS, ORGANIZATION AND ADMINISTRATION**	**48/0/0/48/3.0**
This course covers those concepts involved in health care delivery systems, organization and administration, planning and evaluation. Included in the course is a survey of the programs, services, and facilities in the continuum of health care, analysis of organizational patterns of various types of health care institutions, including roles and responsibilities, and models for planning and program evaluation in the health care setting, including methods for identifying, gathering, and utilizing data as information for decision making. **Prerequisites: None**		
BMGT206	**PROJECT MANAGEMENT I**	**48/0/0/48/3.0**
This course will assist students in preparation for the Project Management Professional (PMP) exam. Students will learn the terminology, tools, and techniques that are required to take a project from the initiating process to planning, executing, controlling, and closing. In addition to providing students with an overview of key concepts from PMI's *A Guide to the Project Management Body of Knowledge, Fourth Edition* (PMBOK), this course is designed to build confidence and raise the students' chances of passing the PMP Exam. **Prerequisites: Principles of Management and Leadership, or comparable**		

HEALTHCARE ADMINISTRATION BACHELOR OF SCIENCE DEGREE

Offered at HNW Online

(Previous known as: Health Care Management Bachelor of Science Degree Completion Program)

Objective: The Online Healthcare Administration Bachelor's Degree program prepares allied health personnel to become entry-level office managers in a variety of medical facilities. This is achieved within a comprehensive online learning environment geared toward high-end professional development throughout their program. Project management, personnel leadership, and change management are key focus areas for this management preparatory curriculum. Graduates from this program acquire managerial communication abilities, project management training and fundamental knowledge competencies, which enable them to perform a wide array of office procedures in a physician's private practice, group medical practice, or long-term medical care facilities. The program provides up-to-date preparation for medical office personnel who are on the fast track to become Health Care Office Managers.

Program Description: The Healthcare Administration Bachelor's Degree program at The College of Health Care Professions was created to provide the student with a broad overview of the managerial aspects of healthcare. The focus of the program is to prepare students with general education and didactic theory necessary to bridge the gap from an Associate of Applied Science degree to a Bachelor's degree. Courses also provide the students with the opportunity to demonstrate effective communication, customer relations and organizational and managerial skills. The program includes a Core Bridge Credit, nine (9) general education courses and fifteen (15) core courses. Upon completion of the program students are eligible for entry level managerial positions such as Medical office managers, Executive medical, managerial assistants, Medical record managers, and a variety of entry level managerial positions in hospitals, clinics, nursing homes, assisted living facilities, medical offices, insurance companies, rehabilitation facilities and surgery centers. This program is delivered 100% online.

Program Requirements: Applicants to the Healthcare Administration Bachelor's Degree Program are required to have an associate's degree from an accredited learning institution, which includes 60 semester credits or their equivalent. The 60 semester credits should include a minimum of 30 semester credits or equivalent in the concentration, and 15 semester credits or the equivalent in general education course work and must have earned a cumulative GPA of 2.0 ("C" average) or higher in the associate's degree from which they have graduated. The participant should also be able to read and write English, have good coordination and be professional at all times. This program is provided in an entirely online format.

Program length: 96 additional weeks after the completion of an associate's degree program.

Program Requirements

Associate's Degree Core Bridge Credit. **(48 Semester Credits)** - The Associate Degree Core Bridge Credit includes 48 semester credits or their equivalent for an Associate's degree. The Associate's Degree should include a minimum of 30 semester credits or equivalent in the concentration, and 15 semester credits or the equivalent in general education course work.

General Education Requirements (27 Semester Credits)

IGOV341 American Government 3.0
ECNG301 Introduction to Economics 3.0
IGOV101 Western Civilization I 3.0
SCIT103 Anatomy and Physiology 3.0
POFM207 Introduction to Statistics 3.0
SCSC303 Introduction to Sociology 3.0
IGOV102 Western Civilization II 3.0
POFT328 Public Speaking and Presentations 3.0
HPRS101 Medical Terminology 3.0

Core Requirements (45 Semester Credits)

LTCA105 Principles of Management and Leadership 3.0
HITT205 Electronic Health Records Management 3.0
HITT 208 Business Law and Legal Aspects in Health Care 3.0
BMGT311 Organizational Change Management 3.0
ITSW400 Healthcare Data Validation and Workflow Analysis 3.0
OSHT437 Risk Management in Healthcare Settings 3.0
BMGT415 Strategic Planning and Implementation 3.0
BUSG101 Introduction to Business 3.0
ACNT203 Principles of Accounting 3.0
HRPO106 Human Resource Management 3.0
HITT355 Healthcare Statistics 3.0
BMGT310 Healthcare Financing 3.0
BMGT500 Project Management 3.0
LTCA489 HCM Capstone 3.0
LTCA206 Health Care Delivery Systems, Organization and Administration 3.0

Credits required for the Completion Program 72.0
Total Credits Required for Graduation 120.0 (includes the Associate Degree Core Bridge Credit)

COURSE CODE	COURSE NAME	LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
MODULE I						
HPRS101	Medical Terminology*	48	0	0	48	3.0
SCIT103	Anatomy and Physiology*	48	0	0	48	3.0
MODULE II						
LTCA206	Health Care Delivery Systems, Organization and Administration	48	0	0	48	3.0
POFM207	Introduction to Statistics*	48	0	0	48	3.0
MODULE III						
LTCA105	Principles of Management and Leadership	48	0	0	48	3.0
IGOV341	American Government*	48	0	0	48	3.0
MODULE IV						
ECNG301	Introduction to Economics*	48	0	0	48	3.0
BUSG101	Introduction to Business	48	0	0	48	3.0
MODULE V						
IGOV101	Western Civilization I*	48	0	0	48	3.0
ACNT203	Principals of Accounting	48	0	0	48	3.0
MODULE VI						
HRPO106	Human Resources Management	48	0	0	48	3.0
SCSC303	Introduction to Sociology*	48	0	0	48	3.0
MODULE VII						
HITT205	Electronic Health Records Management	48	0	0	48	3.0
IGOV102	Western Civilization II*	48	0	0	48	3.0
MODULE VIII						
HITT208	Business Law and Legal Aspects in Health Care	48	0	0	48	3.0
POFT328	Public Speaking and Presentations*	48	0	0	48	3.0
MODULE IX						
HITT355	Healthcare Statistics	48	0	0	48	3.0
BMGT311	Organizational Change Management	48	0	0	48	3.0
MODULE X						
BMGT310	Healthcare Financing	48	0	0	48	3.0
ITSW400	Healthcare Data Validation and Workflow Analysis	48	0	0	48	3.0
MODULE XI						
OSHT437	Risk Management in Healthcare Settings	48	0	0	48	3.0
BMGT415	Strategic Planning and Implementation	48	0	0	48	3.0
MODULE XII						
BMGT500	Project Management	48	0	0	48	3.0
LTCA489	HCM Capstone	18	0	90	108	3.0
	Completion Program Totals	**1122**	**0**	**90**	**1212**	**72**
ADBC100	Associate Degree Bridge Credit	**-**	-	**-**	-	**48**
	Program Total (with Bridge Credit)	**1122**	**0**	**90**	**1212**	**120**

* - Denotes General Education Courses

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 above.

HPRS101	**MEDICAL TERMINOLOGY**	***48/0/0/48/3.0***
This course is an introduction to medical terminology and covers terminology associated with the structure of the body, the integumentary, muscular and skeletal systems, the lymphatic, immune, and cardiovascular systems, the urinary, respiratory, digestive, and nervous systems, the eyes and ears, the reproductive and endocrine systems, diagnostic and imaging procedures, and pharmacology. **Prerequisites: None**		
SCIT103	**ANATOMY AND PHYSIOLOGY**	***48/0/0/48/3.0***
This course is an introduction to the human body and includes chemistry and the human body, the structure and function of membranes, cells, tissues, organs and organ systems. Additionally, mechanisms of disease, human development, inheritance, weights and measures, and normal physiological values are studied. **Prerequisites: None**		
LTCA206	**HEALTH CARE DELIVERY SYSTEMS, ORGANIZATION AND ADMINISTRATION**	***48/0/0/48/3.0***
This course covers those concepts involved in health care delivery systems, organization and administration, planning and evaluation. Included in the course is a survey of the programs, services, and facilities in the continuum of health care, analysis of organizational patterns of various types of health care institutions, including roles and responsibilities, and models for planning and program evaluation in the health care setting, including methods for identifying, gathering, and utilizing data as information for decision making. **Prerequisites: None**		
POFM207	**INTRODUCTION TO STATISTICS**	***48/0/0/48/3.0***
This course familiarizes students with the basic concepts of statistics and provides a comprehensive overview of its scope and limitations. Students perform statistical analyses of samples, compute the measures of location and dispersion, and interpret these measures for descriptive statistics. Other sections review linear regression, multiple regression, and correlation analysis, as well as model building, model diagnosis, and time series regression using various models. After a review of the basic concepts of probability, students apply discrete and continuous distributions of probability. Other topics include constructing a hypothesis on one and two samples, performing one-way and two-way analyses of variance, and applying nonparametric methods of statistical analysis. **Prerequisites: None**		
LCTA105	**PRINCIPLES OF MANAGEMENT AND LEADERSHIP**	***48/0/0/48/3.0***
This course is designed to provide the student with information required to work as a manager. Included in the course is strategic planning, managing decision making, entrepreneurship, new ventures, human resources, groups, and teams. Also covered is organizational structure and design, change and innovation, motivating employee performance, leadership processes, and communication in organizations. **Prerequisites: None**		
IGOV341	**AMERICAN GOVERNMENT**	***48/0/0/48/3.0***
In this course, the student will explore how the founders created a democracy based upon the ideals of liberty, equality, and self-government. The student discover how the government is structured and how it operates, and examine the three branches of the United States government that create a system of checks and balances. The learner will be able to carry out the following activities: distinguish between civil rights and civil liberties, and explain how these rights and liberties are achieved through politics; evaluate how citizens participate in public affairs during elections and through intermediaries such as political parties, interest groups, and the media; analyze the ways Americans think politically, and describe the effect their opinions have on government; differentiate the divisions of political power among the executive, legislative, and judicial branches of government; describe the various ways that the public interacts with the government; summarize how the policies of the United States reflect the nature of its political system and its people, and why they tend to be piecemeal and reactive; compare and contrast the structures of the federal, state, and local governments. **Prerequisites: None**		

ECNG301	**INTRODUCTION TO ECONOMICS**	***48/0/0/48/3.0***
This course provides the student with an overview of the basic principles of macro and micro economics. Topics include economic systems; markets and competition; money and banking; production, income, and employment; economic activities and policies; and international economics. The student will be able to define economics and explain its nature and scope; describe the process of economizing and the circular flow of economic activity; explain the American economic system; and contrast the perfect competitive model with the real world of imperfect competition. Explain the nature, functions, and creation of money and the role of monetary authorities; explain national income accounting and personal income distribution; outline business cycles and their economic/psychological implications; and specify the effects of fiscal policy on economic activity. **Prerequisites: None**		
BUSG101	**INTRODUCTION TO BUSINESS**	***48/0/0/48/3.0***
Course includes delving into economic systems, competition, and legal, ethical, and financial issues found in business. Also covered are forms of business ownership, labor relations, organizational structure, marketing management, technology and information, and managing personal and business finances. **Prerequisites: None**		
IGOV 101	**WESTERN CIVILIZATION I**	***48/0/0/48/3.0***
This course provides students with a comprehensive overview of the development of early civilizations from Neolithic times to 1715. Early and contemporary Western cultures are compared and contrasted, as are major religious, social, and political reforms. Other topics include the religious influence of Judaism and the Bible, the rise and fall of ancient Greece, and the transformation of Rome from a republic to an empire. The Crusades, the origins of feudalism, and the evolution of Christianity are examined, as is the evolution of the European economy during Westward expansion. The Scientific Revolution and Enlightenment period are also discussed. **Prerequisites: None**		
ACNT203	**PRINCIPLES OF ACCOUNTING**	
This course covers the purposes and uses of accounting systems, including how to analyze accounting transactions, accounting equations, the framework of the double-entry system, journalizing and posting transactions, adjusting entries, updating the worksheet, and preparing financial statements, and the closing process. **Prerequisites: College Math or comparable**		
POFM114	**HUMAN RESOURCES MANAGEMENT**	***48/0/0/48/3.0***
This course covers the strategic, legal, and global human resources environment. Included in the course is human resource planning and job analysis, recruiting, performance management, training and development, career planning, compensation, payroll, incentives and rewards, employee benefits, and managing labor relations. **Prerequisites: None**		
SCSC303	**INTRODUCTION TO SOCIOLOGY**	***48/0/0/48/3.0***
This course provides a broad overview of sociology and how it applies to everyday life. Major theoretical perspectives and concepts are presented, including sociological imagination, culture, deviance, inequality, social change, and social structure. Students also explore the influence of social class and social institutions, such as churches, education, healthcare, government, economy, and environment. The family as a social structure is also examined. **Prerequisites: None**		
HITT205	**ELECTRONIC HEALTH RECORDS MANAGEMENT**	***48/0/0/48/3.0***
This course covers the functions of the medical records clerk and the health information management department. Concepts covered include processing electronic medical records, assembly of medical records, analysis of the record, physician incomplete data, confidentiality issues and release of information. **Prerequisites: Medical Terminology and Anatomy & Physiology**		
IGOV102	**WESTERN CIVILIZATION II**	***48/0/0/48/3.0***
This course provides students with a comprehensive overview of concepts, people, and events that shaped Western culture from the eighteenth to the twenty-first centuries. Topics include: the rise of Eastern and Western Europe; the Enlightenment-era philosophies; the impact of the French Revolution on political, social, and economic world order; and the effects of the industrial revolution on Western society. Unification era politics; various methods of imperial indoctrination; and major political, economic, and social reforms are explored, along with the root causes and strategies that affected the outcomes of WWI and WWII. Social, economic, and political changes that occurred in the twentieth century are also examined. **Prerequisites: Western Civilization I**		
HITT208	**BUSINESS LAW AND LEGAL ASPECTS IN HEALTH CARE**	***48/0/0/48/3.0***
This course covers the legal system and legal environment of business today. It is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. Covered in the course is an overview of legal characteristics of a sole proprietorship, partnerships, and corporations, as well as those concepts related to the law and the health care industry, including patients' rights, negligence and malpractice, licensure, privacy and confidentiality, and decision making. **Prerequisites: None**		

POFT328	**PUBLIC SPEAKING AND PRESENTATIONS**	***48/0/0/48/3.0***
The Public Speaking and Presentations course requires the student to develop skills in speech composition, speech delivery and effective listening. The student will develop and refine presentation skills focusing on compiling, organizing and outlining the research material in preparation for the assignments. The ability to respond to questions and challenges during presentation situations will also be cultivated. The student will gain skills in the following proficiencies as part of successful completion of this course: clear and logical thinking; including the ability to analyze, synthesize, evaluate, and interpret information and ideas. **Prerequisites: None**		
HITT355	**HEALTHCARE STATISTICS**	***48/0/0/48/3.0***
This course introduces the student to basic allied health statistics and analysis. Students will learn how to collect data, calculate key healthcare statistics, and prepare reports, including analysis. Students will also compute common Health Information Management Department Statistics. **Prerequisites: Introduction to Statistics, or comparable**		
BMGT311	**ORGANIZATIONAL CHANGE MANAGEMENT**	***48/0/0/48/3.0***
The class provides the student knowledge, skills, and tools that enable a leader/organization to facilitate change in a participative style. This class examines the processes of two leaders in the evolving field of change management, John Kotter and William Bridges. Kotter identifies that change has both emotional and situational components. His methods for managing each are expressed in a 3-phase/8-step model. Bridges deals with change at a more granular, individual level. He suggests that change within a healthcare organization requires individuals to transition from one identity to a new identity when they are involved in a process of change. According to Bridges, transitions occur in three major steps. The major steps and important concepts within the models of each are addressed, and examples are provided to demonstrate how healthcare managers can actualize the models within their health care organizations. **Prerequisites: Human Resource Management or comparable**		
BMGT310	**HEALTHCARE FINANCING**	***48/0/0/48/3.0***
This course covers the unique structure and process of financial management in healthcare organizations. Students learn to examine and understand statements of profit and loss, balance sheets and cash flow statements in order to make administrative decisions regarding operations and resource allocation. This course provides a comprehensive overview of the financial structure, market forces, controls and techniques used in the healthcare financial management. The class also provides the student with a foundation in the use of financial tools and methods that will enable to better analyses within the healthcare system for administrative decision-making such as cost/benefit analysis, cost/effectiveness analysis, ratio analysis and others. This course will provide the student with both a macro overview of the principal financial mechanisms in place across the U. S. health care industry and specific insights into the critical issues the industry currently faces. **Prerequisites: Healthcare Statistics, Introduction to Economics and Principles of Accounting, or comparable**		
ITSW400	**HEALTHCARE DATA VALIDATION AND WORKFLOW ANALYSIS**	**48/0/0/48/3.0**
This course reviews healthcare data validation and collection techniques used to assist in patient/client management. Various research methods used to collect data, evaluate needs and develop strategies and programs will be evaluated. This course includes fundamentals of healthcare workflow process analysis and redesign as a necessary component of complete practice automation. The student will outline elements within a complex healthcare system and obtain knowledge of a process map for given clinical process workflows. Students will demonstrate decision-making skills for analyzing and optimizing healthcare workflow processes. Process validation and change management skills will be implemented in designing processes to improve quality reporting and develop a workflow plan that integrates meaningful use criteria. Students will learn to be astute consumers of healthcare research studies and understanding data impact on management decisions for patient care and healthcare systems and also understand the importance of contingency plans for EHR system failure. **Prerequisites: Introduction to Statistics, or comparable**		
OSHT437	**RISK MANAGEMENT IN HEALTHCARE SETTINGS**	***48/0/0/48/3.0***
In this course, we examine various risk factors and methods of managing risk in healthcare organizations. The course is designed to teach foundational concepts and help the student formulate a sound understanding of the six major content areas detailed in the Certified Professional in Healthcare Risk Management (CPHRM) Candidate Handbook. This course will prepare the student to comprehend and apply risk management fundamentals within the healthcare industry. **Prerequisites: Healthcare Statistics, or comparable**		

BMGT415	**STRATEGIC PLANNING AND IMPLEMENTATION**	***48/0/0/48/3.0***
This course introduces students to the strategic environment of the healthcare industry. The models for planning effective programs, implementing programs, and program evaluation in health care settings are examined. Special procedures and options available to healthcare organizations are introduced and methods for identifying, gathering, and utilizing data for decision making are presented. Students are provided with the theory of healthcare administration using a strategic management framework and study the integration of key business functions (finance, marketing, human resources, information technology, and law) as well as specific strategic options (merger/acquisition, reorganization, joint venture) and some of the popular tools for analyzing strategic situations (balanced scorecard, Six Sigma, SWOT). The goal is to apply the multistep processes of strategic and implementation plans to the upcoming capstone classes. A writing-intensive course. **Prerequisites: Organizational Change Management, or comparable**		
BMGT500	**PROJECT MANAGEMENT**	**48/0/0/48/3.0**
This course will assist students in preparation for the Certified Associate of Project Management (CAPM) exam and/or help prepare the student for the Project Management Professional (PMP) exam. Students will learn and gain an over view understanding of the terminology, tools, and techniques that are required to take a project from the initiating process to planning, executing, controlling, and closing. In addition to providing students with the key concepts from PMI's *A Guide to the Project Management Body of Knowledge, Fourth Edition* (PMBOK), the course is designed to raise the students' chances of passing PMP Exams. **Prerequisites: Human Resource Management and Organizational Change Management**		
LTCA489	**HCM CAPSTONE**	***18/0/90/108/3.0***
Methodical review of operations, including interviews of key management personnel. Create a written work plan containing an assessment of overall operations with institutional mentor. Mentor will assist/direct the identification of one possible opportunity for administrative improvement. The student will formulate recommendations for the creation, implementation and monitoring of workable solutions. **Prerequisites: All coursework in the program except General Education classes and Project Management**		

HEALTH CARE OFFICE ADMINISTRATION CERTIFICATE PROGRAM

Offered at HNW Online

Objective: The Online Health Care Office Administration Certificate program prepares students to become entry-level employees in a variety of medical facilities. This is achieved via the online classroom, an onsite externship, and professional development throughout their program. Graduates possess administrative skills, basic overview of coding, billing, and health care delivery principles that enable them to perform front office procedures in a physician's private practice, group medical practice, or other medical care facilities. Additionally, the students will complete coursework and an onsite externship focused on analytical and critical thinking skills that will assist them in supporting their administrative skills.

Program Requirements: Applicants to the Health Care Office Administration 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 professional at all times.

Method of Delivery: Blended

Program Length: The length of the program is 48 weeks.

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER HOURS
MODULE I						
HCOA 100	Anatomy and Physiology and Medical Terminology	48	0	0	48	3.0
MACT 210	Human Relations and Patient Interaction	48	0	0	48	3.0
MODULE II						
POFT 102	Computer Applications and Office Communication	48	0	0	48	3.0
HCOA 101	Introduction to Medical Office Management	48	0	0	48	3.0
MODULE III						
LTCA 205	Administrative Procedures and Customer Service Principles	48	0	0	48	3.0
HCMC 101	Basic Medical Coding Applications	48	0	0	48	3.0
MODULE IV						
HRPO 106	Human Resource Management	48	0	0	48	3.0
HITT 205	Electronic Health Record Management	48	0	0	48	3.0
MODULE V						
HITT 208	Business Law and Legal Aspects of Health Care	48	0	0	48	3.0
HITT216	Health Care Delivery Systems and Organization	48	0	0	48	3.0
MODULE VI						
HCOA 200	Office Administration Health Certification Review	48	0	0	48	3.0
HCOA 300	Externship	15	0	120	135	3.5
Total	**Hours/Credits**	**543**	**0**	**120**	**663**	**36.5**

Total Program Hours = 663/ 36.5 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 "48/0/0/48/3.0" indicates that the course consists of 48 hours of lecture, 0 hours of laboratory, 0 externship hours, 48 total clock hours, and 3.0academic credits.

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

HCOA100	**ANATOMY AND PHYSIOLOGY AND MEDICAL TERMINOLOGY**	**48/0/0/48/3.0**
This course is an introduction to medical terminology, anatomy, and physiology and covers the language of medical terminology alongside anatomy and physiology of the human body. Key concepts include construct, deconstruct and apply medical terms to accurately communicate in the field of healthcare and within medical specialties. Concepts related to the study of structures and functions of the human body (cells, tissues, organs, and systems) addressing diseases, disorders, and diagnostic and therapeutic procedures are also addressed. **Prerequisites: None**		
MACT210	**HUMAN RELATIONS AND PATIENT INTERACTION**	**48/0/0/48/3.0**
This course includes practical application of the principles and concepts of behavioral science to interpersonal relationships in the Healthcare setting. Key concepts include empathy, strong communication, shared decision-making, and open professional and compassionate dialogue. Students will learn about diversity, attitudes, self-esteem, and interpersonal skills, as well as relationships with coworkers, supervisors and managers. The special challenges in patient relations and interaction with patients in stressful environments and appropriate responses as well as assisting the patient in with issues and concerns that may arise in the course of treatment will be explored. **Prerequisite: None**		
POFT102	**COMPUTER APPLICATIONS AND OFFICE COMMUNICATIONS**	**48/0/0/48/3.0**
This course provides basic training in office computer applications such as word processing software and spreadsheets for computerized administrative tasks performed by front entry level personnel to manage standard medical office functions and concepts and information required to develop office communications. **Prerequisites: None**		
HCOA 101	**INTRODUCTION TO MEDICAL OFFICE MANAGEMENT**	**48/0/0/48/3.0**
This course is designed to prepare students for entry-level supervision of a medical office. Students can explore common business practices. Topics include basic office tasks and the revenue cycle. The concepts medical personal, records management, audits, compliance, and advertising and marketing are also discussed. **Prerequisites: None**		
LTCA205	**ADMINISTRATIVE PROCEDURES AND CUSTOMER SERVICE PRINCIPLES**	**48/0/0/48/3.0**
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. **Prerequisites: None**		
HCMC101	**BASIC MEDICAL CODING APPLICATION**	**48/0/0/48/3.0**
This course will cover the concept of medical coding as it involves extracting billable information from the medical record and clinical documentation. The course will include an overview of how coding and billing intersect to create claims which form the foundation of the healthcare revenue cycle. **Prerequisites: HPRS 101X and SCIT 103**		
HRPO 106	**HUMAN RESOURCE MANAGEMENT**	**48/0/0/48/3.0**
This course covers the strategic, legal, and global human resources environment. Included in the course is human resource planning and job analysis, recruiting, performance management, training and development, career planning, compensation, payroll, incentives and rewards, employee benefits, and managing labor relations. **Prerequisites: None**		
HITT205	**ELECTRONIC HEALTH RECORDS MANAGEMENT**	**48/0/0/48/3.0**
This course covers the functions of the medical records clerk and the health information management department. Concepts covered include processing electronic medical records, assembly of medical records, analysis of the record, physician incomplete data, confidentiality issues and release of information. **Prerequisites: None**		
HITT208	**BUSINESS LAW AND LEGAL ASPECTS OF HEALTH CARE**	**48/0/0/48/3.0**
This course covers the legal system and legal environment of business today. It is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. Covered in the course is an overview of legal characteristics of a sole proprietorship, partnerships, and corporations, as well as those concepts related to the law and the health care industry, including patients' rights, negligence and malpractice, licensure, privacy and confidentiality, and decision making. **Prerequisites: None**		
HITT216	**HEALTH CARE DELIVERY SYSTEMS AND ORGANIZATION**	**48/0/0/48/3.0**
This course covers those concepts involved in health care delivery systems, organization and administration, planning and evaluation. Included in the course is a survey of the programs, services, and facilities in the continuum of health care, analysis of organizational patterns of various types of health care institutions, including roles and responsibilities, and models for planning and program evaluation in the health care setting, including methods for identifying, gathering, and utilizing data as information for decision making. **Prerequisites: None**		

HCOA 200	OFFICE ADMINISTRATION HEALTH CERTIFICATION REVIEW	48/0/0/48/3.0
This course provides a review of the skills necessary to prepare students for successful employment and certification/registration opportunities as a Health Care Office Administrator. **Prerequisites: MOD I through V except for HITT 216**		
HCOA 300	**EXTERNSHIP**	**15/0/120/135/3.5**
This course provides an opportunity for the learner to acquire professional hands-on experience in the field at an approved externship site under supervision of a site coordinator. Key concepts include application of general and administrative knowledge to succeed in externship. **Prerequisites: MOD I through V**		

HEALTH CARE OFFICE ADMINISTRATION CERTIFICATE PROGRAM

Offered at HNW Online (not currently offered)

Objective: The Online Health Care Office Administration Certificate program prepares students to become entry-level employees in a variety of medical facilities. This is achieved via the online classroom and professional development throughout their program. Graduates possess Administrative Skills, basic overview of coding, billing, and health care delivery principles that enable them to perform front office procedures in a physician's private practice, group medical practice, or other medical care facilities. Additionally, the students will complete coursework in analytical and critical thinking skills that will assist them in supporting their administrative skills.

Program Requirements: Applicants to the Health Care Office Administration 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 professional at all times.

Method of Delivery: Full Distance

Program Length: The length of the program is 48 weeks.

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER HOURS
MODULE I						
HPRS 101X	Medical Terminology	48	0	0	48	3.0
MACT 210	Human Relations and Patient Interaction	48	0	0	48	3.0
MODULE II						
SCIT 103X	Anatomy and Physiology	48	0	0	48	3.0
POFT 102	Computer Applications and Office Communication	48	0	0	48	3.0
MODULE III						
HCOA 101	Introduction to Medical Office Management	48	0	0	48	3.0
LTCA 205	Administrative Procedures and Customer Service Principles	48	0	0	48	3.0
MODULE IV						
HCMC 101	Basic Medical Coding Applications	48	0	0	48	3.0
HRPO 106	Human Resource Management	48	0	0	48	3.0
MODULE V						
HITT 205	Electronic Health Record Management	48	0	0	48	3.0
HITT 208	Business Law and Legal Aspects of Health Care	48	0	0	48	3.0
MODULE VI						
HITT216	Health Care Delivery Systems and Organization	48	0	0	48	3.0
HCOA 200	Office Administration Health Certification Review	48	0	0	48	3.0
Total	**Hours/Credits**	**576**	**0**	**0**	**576**	**36**

Total Program Hours = 576/ 36.0 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 "48/0/0/48/3.0" indicates that the course consists of 48 hours of lecture, 0 hours of laboratory, 0 externship hours, 48 total clock hours, and 3.0academic credits.

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

HPRS101X	**MEDICAL TERMINOLOGY**	***48/0/0/48/3.0***
This course is an introduction to medical terminology and covers terminology associated with the structure of the body, the integumentary, muscular and skeletal systems, the lymphatic, immune, and cardiovascular systems, the urinary, respiratory, digestive, and nervous systems, the eyes and ears, the reproductive and endocrine systems, diagnostic and imaging procedures, and pharmacology. **Prerequisites: None**		
MACT210	**HUMAN RELATIONS AND PATIENT INTERACTION**	48***/0/0/48/3.0***

This course includes practical application of the principles and concepts of behavioral science to interpersonal relationships in the Healthcare setting. Key concepts include empathy, strong communication, shared decision-making, and open professional and compassionate dialogue. Students will learn about diversity, attitudes, self-esteem, and interpersonal skills, as well as relationships with coworkers, supervisors and managers. The special challenges in patient relations and interaction with patients in stressful environments and appropriate responses as well as assisting the patient in with issues and concerns that may arise in the course of treatment will be explored. **Prerequisite: None**

SCIT103X	**ANATOMY AND PHYSIOLOGY**	***48/0/0/48/3.0***

This course is an introduction to the human body and includes chemistry and the human body, the structure and function of membranes, cells, tissues, organs and organ systems. Additionally, mechanisms of disease, human development, inheritance, weights and measures, and normal physiological values are studied. **Prerequisites: None**

POFT102	**COMPUTER APPLICATIONS AND OFFICE COMMUNICATIONS**	***48/0/0/48/3.0***

This course provides basic training in office computer applications such as word processing software and spreadsheets for computerized administrative tasks performed by front entry level personnel to manage standard medical office functions and concepts and information required to develop office communications. **Prerequisites: None**

HCOA 101	**INTRODUCTION TO MEDICAL OFFICE MANAGEMENT**	**48/0/0/48/3.0**

This course is designed to prepare students for entry-level supervision of a medical office. Students can explore common business practices. Topics include basic office tasks and the revenue cycle. The concepts medical personal, records management, audits, compliance, and advertising and marketing are also discussed. **Prerequisites: None**

LTCA205	**ADMINISTRATIVE PROCEDURES AND CUSTOMER SERVICE PRINCIPLES**	**48/0/0/48/3.0**

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. **Prerequisites: None**

HCMC101	**BASIC MEDICAL CODING APPLICATION**	**48/0/0/48/3.0**

This course will cover the concept of medical coding as it involves extracting billable information from the medical record and clinical documentation. The course will include an overview of how coding and billing intersect to create claims which form the foundation of the healthcare revenue cycle. **Prerequisites: HPRS 101X and SCIT 103**

HRPO 106	**HUMAN RESOURCE MANAGEMENT**	**48/0/0/48/3.0**

This course covers the strategic, legal, and global human resources environment. Included in the course is human resource planning and job analysis, recruiting, performance management, training and development, career planning, compensation, payroll, incentives and rewards, employee benefits, and managing labor relations. **Prerequisites: None**

HITT205	**ELECTRONIC HEALTH RECORDS MANAGEMENT**	**48/0/0/48/3.0**

This course covers the functions of the medical records clerk and the health information management department. Concepts covered include processing electronic medical records, assembly of medical records, analysis of the record, physician incomplete data, confidentiality issues and release of information. **Prerequisites: None**

HITT208	**BUSINESS LAW AND LEGAL ASPECTS OF HEALTH CARE**	**48/0/0/48/3.0**

This course covers the legal system and legal environment of business today. It is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. Covered in the course is an overview of legal characteristics of a sole proprietorship, partnerships, and corporations, as well as those concepts related to the law and the health care industry, including patients' rights, negligence and malpractice, licensure, privacy and confidentiality, and decision making. **Prerequisites: None**

HITT216	**HEALTH CARE DELIVERY SYSTEMS AND ORGANIZATION**	**48/0/0/48/3.0**

This course covers those concepts involved in health care delivery systems, organization and administration, planning and evaluation. Included in the course is a survey of the programs, services, and facilities in the continuum of health care, analysis of organizational patterns of various types of health care institutions, including roles and responsibilities, and models for planning and program evaluation in the health care setting, including methods for identifying, gathering, and utilizing data as information for decision making. **Prerequisites: None**

HCOM 250	**OFFICE ADMINISTRATION HEALTH CERTIFICATION REVIEW**	**48/0/0/48/3.0**

This course provides a review of the skills necessary to prepare students for successful employment and certification/registration opportunities as a Health Care Office Administrator.
Prerequisites: MOD I through V except for HITT 216

MEDICAL ASSISTING CERTIFICATE PROGRAM

Offered at HNW Online

Objective: The Medical Assisting Certificate Program prepares graduates for entry-level employment in a wide variety of allied health professions. Graduates will be able to: 1) perform general, clinical and administrative medical assisting skills in diverse medical settings (adhering to federal, state and local laws and regulations); 2) interact professionally in the field using effective critical thinking and interpersonal skills; and 3) serve as patient-focused, multiskilled healthcare professionals guiding patients through the healthcare experience to advocate for themselves and follow provider orders. Students are provided learner-centered, technology-based mixed methods of instruction to stimulate meaningful interaction in online and on-campus learning environments. Participate in engaging learning experiences that utilize adaptive technology, innovative simulations, gamification, and instructor-guided, hands-on sessions to develop medical assisting skills.

Program Requirements: Applicants to the Medical Assisting Certification Program are required to have a High School Diploma or GED. All entrants must take and pass the Scholastic Level Exam 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.

Skills Lab Requirements:

- All students enrolled in the Medical Assisting Certificate Program are required to travel away from their place of residence to complete required skills lab requirements.
- Skills labs will be conducted at CHCP Campuses in Austin, Dallas, Fort Worth, Houston, McAllen, or San Antonio Campuses.
- All students enrolled must attend the mandatory skills lab required for the online Medical Assisting Certificate Program. The labs occur on separate weekends (Friday or Saturday) during the course of the program.
- All students will be responsible for travel, lodging, and expenses regarding travel, related to skills labs.

Program Length: The program length is 48 weeks.

Mode of Delivery: Blended

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
MODULE I						
MACP 113	Intro to Medical Assisting	45	0	0	45	3.0
MACP 214	A&P w/ Medical Terminology	45	0	0	45	3.0
	Total Module I	90	0	0	90	6.0
MODULE II						
MACP 303	MA General Practices	45	15	0	60	3.5
MACP 403	MA General Clinical Skills	15	60	0	75	3.0
	Total Module II	60	75	0	135	6.5
MODULE III						
MACP 223	MA Front Office & Insurance Procedures	45	15	0	60	3.5
MACP 413	Pharmacology, Med Admin, & Phlebotomy	30	30	0	60	3.0
	Total Module III	75	45	0	120	6.5
MODULE IV						
MACP 323	MA Advanced Practices	45	15	0	60	3.5
MACP 423	MA Advanced Clinical Skills	15	60	0	75	3.0
	Total Module IV	60	75	0	135	6.5
MODULE V						
MACP 333	MA Capstone Practices	45	0	30	75	3.5
MACP 433	MA Capstone Clinical Skills	15	60	0	75	3.0
	Total Module V	60	60	30	150	6.5
MODULE VI						
MACP 502	Cert Prep for Medical Assisting	30	0	0	30	2.0
MACP 503	MA Clinical Externship	5	0	150	155	3.0
	Total Module VI	35	0	150	185	5.0
	Program Totals	**380**	**255**	**180**	**815**	**37.0**

Total Program Hours =815/37.0 Semester Credits

Note: 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 in Medical Assisting and is eligible to sit for the NAHP.

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. Module I is a prerequisite for all other modules.

MACP 113	**Intro to Medical Assisting**	**45/0/0/45/3.0**
Prepare for the role of a medical assistant as an allied health professional in the field of healthcare. Develop interpersonal and interprofessional skills to effectively communicate in diverse settings (based on the fundamentals of human behavior). Establish a strong foundation for the laws and ethics that affect medical assisting responsibilities. **Prerequisite(s): None**		
MACP 214	**A&P w/ Medical Terminology**	**45/0/0/45/3.0**
Learn the language of medical terminology alongside anatomy and physiology of the human body. Acquire the skills to construct, deconstruct and apply medical terms to accurately communicate in the field of healthcare and within medical specialties. Study the structures and functions of the human body (cells, tissues, organs, and systems) addressing diseases, disorders, and diagnostic and therapeutic procedures. **Prerequisite(s): None**		
MACP 303	**MA General Practices**	**45/15/0/60/3.5**
Examine the clinical environment of general practice settings and related clinical procedures. Develop skills to assist with general physical examinations considering safety and proper operation and care of medical instruments. Explore education strategies to instruct patients on diet, nutrition, and specimen collection procedures. **Prerequisite(s): MACP 113, MACP 214**		
MACP 403	**MA General Clinical Skills***	**15/60/0/75/3.0**
Acclimate to the clinical environment found in general practice settings through a skills-based learning experience. Participate in simulated laboratory sessions to master general clinical skills and procedures. Demonstrate mastery of these skills and procedures under the supervision of a clinical professional in a hands-on laboratory session. **Prerequisite(s): MACP 113 & MACP 214, Prerequisite/Corequisite: MACP 303**		
MACP 223	**MA Front Office & Insurance Procedures**	**45/15/0/60/3.5**
Explore administrative functions of the front office in general practice settings. Perform procedures to ensure the office operates smoothly and efficiently on a daily basis. Practice effective interpersonal skills to support patients as they navigate the medical office with a spotlight on professionalism and related laws and regulations. **Prerequisite(s): MACP 113, Prerequisite/Corequisite: MACP 214**		
MACP 413	**Pharmacology, Med Admin, & Phlebotomy**	**30/30/0/60/3.0**
Analyze procedures related to pharmacology, medication administration, and phlebotomy. Study the principles of prescriptions, dosage calculations, and phlebotomy techniques including patient education. Perform phlebotomy and medication administration procedures in hands-on laboratory simulations. **Prerequisite(s): MACP 113, MACP 214**		
MACP 323	**MA Advanced Practices**	**45/15/0/60/3.5**
Strengthen concepts and fundamentals of the clinical environment in various settings pertaining to medical assisting procedures. Develop skills to assist in general and specialty settings considering safety and proper operation and care of medical instruments. Apply education techniques that address patient needs/concerns when performing general/specialty procedures. **Prerequisite(s): MACP 113, MACP 214, MACP 303, MACP 403**		
MACP 423	**MA Advanced Clinical Skills***	**15/60/0/75/3.0**
Acclimate to advanced clinical environments through a skills-based learning experience. Participate in simulated laboratory sessions to master advanced clinical skills and procedures. Demonstrate mastery of these skills and procedures under the supervision of a clinical professional in a hands-on laboratory session. **Prerequisite(s): MACP 113, MACP 214, MACP 303, MACP 403, Prerequisite/Corequisite: MACP 323, MACP 413**		

MACP 333	**MA Capstone Practices**	**45/0/30/75/3.5**
Build upon concepts and fundamentals of the clinical environment in various settings pertaining to medical assisting procedures. Develop skills to assist in advanced and emergency settings considering safety and proper operation and care of medical instruments. Execute high-level critical thinking applications in diverse patient scenarios utilizing real-life externship simulations. **Prerequisite(s): MOD I, II, III, IV**		
MACP 433	**MA Capstone Clinical Skills***	**15/60/0/75/3.0**
Acclimate to advanced and emergency clinical environments through a skills-based learning experience. Participate in simulated laboratory sessions to master advanced and emergency clinical skills and procedures. Demonstrate mastery of these skills and procedures under the supervision of a clinical professional in a hands-on laboratory session. **Prerequisite(s): MOD I, II, III, IV**		
MACP 502	**Cert Prep for Medical Assisting**	**30/0/0/30/2.0**
Prepare for certification, registration, and career opportunities in medical assisting. Apply general, administrative and clinical medical assisting knowledge to successfully pass your certification exam. **Prerequisite(s): MOD I, II, III, IV, V**		
MACP 503	**MA Clinical Externship**	**5/0/150/155/3.0**
Acquire professional hands-on experience in the field at an approved externship site under supervision of a site coordinator. Apply general, administrative and clinical medical assisting knowledge to succeed in your clinical externship. **Prerequisite(s): MOD I, II, III, IV, V**		

***CHCP Internal Consortium Agreement**

CHCP Houston Northwest Campus – Online Division (Home Campus) has entered into an agreement with each of the CHCP Ground Campuses (Host Campus), to allow students enrolled in the Medical Assisting programs, to utilize the lab facilities to complete lab skills training. CHCP Houston Northwest Campus – Online Division would only be utilizing the laboratory, supplies, and equipment. The laboratory portion of the courses listed below would be taught by CHCP Houston Northwest Campus – Online Division faculty.

Host Campuses Include; CHCP-Austin, CHCP-Dallas, CHCP-Fort Worth, CHCP-Houston-Southwest, CHCP- Houston Med Center, CHCP-McAllen, CHCP-North San Antonio, and CHCP-South San Antonio

Courses with lab that will utilize the lab facilities at the Host Campus		
MACP 403 MA General Clinical Skills	MACP 423 MA Advanced Clinical Skills	MACP 433 MA Capstone Clinical Skills

MEDICAL ASSISTING CERTIFICATE PROGRAM

Offered at HNW Online (not currently offered)

Objective: The Medical Assisting 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, Phlebotomy, Examinations, Patient Histories, and Vital Signs, Basics of Insurance, Billing, and office Management 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 in medical assisting will enable one to have a stepping stone to possible future careers in medicine.

Program Requirements: Applicants to the Medical Assisting Certification Program are required to have a High School Diploma or GED. All entrants must take and pass the Scholastic Level Exam 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.

Skills Lab Requirements:

- All students enrolled in the Medical Assisting Certificate Program are required to travel away from their place of residence to complete required skills lab requirements.
- Skills labs will be conducted at CHCP Campuses in Austin, Dallas, Fort Worth, Houston, McAllen, or San Antonio Campuses.
- All students enrolled must attend the mandatory skills lab required for the online Medical Assisting Certificate Program. The labs occur on separate weekends (Friday or Saturday) during the course of the program.
- All students will be responsible for travel, lodging, and expenses regarding travel, related to skills labs.

Program Length: The program length is 40 weeks

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
MODULE I						
MACT 200	Medical Assisting Anatomy and Physiology with Medical Terminology	60	0	0	60	4.0
MACT 215	Human Relations, Patient Interaction, and Office Administration	48	0	0	48	3.0
MODULE II						
MACT 135	Medical Clinical and Lab Procedures I	70	0	0	70	4.5
MACT 101	Skills/Competencies Check-Off I	25	60	0	85	3.5
MODULE III						
MACT 145	Medical Clinical and Lab Procedures II	70	0	0	70	4.5
MACT 111	Skills/Competencies Check-Off II	25	60	0	85	3.5
MODULE IV						
MACT 121	Skills/Competencies Check-Off III	25	60	0	85	3.5
MACT 216	Medical Insurance, Managing Medical Records and Basics of Medical Law and Ethics	48	0	0	48	3.0
MODULE V						
MACT 225	MA Certification Review	40	0	0	40	2.5
MACT 300	Externship	0	0	180	180	4.0
	Program Totals	**411**	**180**	**180**	**771**	**36.0**

Total Program Hours = 771/36.0 Semester Credits

Note: 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 in Medical Assisting and is eligible to sit for the NAHP National Registered Certified Medical Assistant Credential. 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 offeredin the sequence listed below. Module 1 is a prerequisite for all other modules.

MACT200	**MEDICAL ASSISTING ANATOMY AND PHYSIOLOGY WITH MEDICAL TERMINOLOGY**	**60/0/0/60/4.0**
This course is an introduction to medical terminology of the human body and the anatomy of the human body and includes chemistry, the structure and function of membranes, cells, tissues, organs and organ systems. Additionally, it covers the mechanisms of disease, human development, inheritance, normal physiological values, basic testing, diagnostic and imaging procedures, and pharmacology associated with the physiological function of the body. **Prerequisites: None**		
MACT215	**HUMAN RELATIONS, PATIENT INTERACTION, AND OFFICE ADMINISTRATION**	**48/0/0/48/3.0**
This course includes practical application of the principles and concepts of behavioral science to interpersonal relationships in the Healthcare setting. Key concepts include empathy, strong communication, shared decision-making, and open professional and compassionate dialogue. Students will learn about diversity, attitudes, self-esteem, and interpersonal skills, as well as relationships with coworkers, supervisors and managers. It explores practice management, professional conduct and special challenges in patient relations and interaction with patients in stressful environments and assisting the patient in with issues and concerns that may arise in the course of treatment will be explored. **Prerequisite: None**		

MACT135	**MEDICAL CLINICAL AND LAB PROCEDURES I**	**70/0/0/70/4.5**
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. In addition the corresponding lab processes such as Aseptic technique is explored, various laboratory departments and personnel, complete laboratory requisitions and practice laboratory safety. Students will also learn the basic principles of IV therapy. **Prerequisite: MACT200**		
MACT101	**SKILLS/COMPETENICES CHECK-OFF I***	**25/60/0/85/3.5**
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: MACT200**		
MACT145	**MEDICAL CLINICAL AND LAB PROCEDURES II**	**70/0/0/70/4.5**
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 along with patient instruction and lab procedure collection such as venipuncture and capillary puncture, urinalysis and gram stain testing, incorporating learning parts of the microscope, hematology, microbiology and chemistry procedures. **Prerequisite: MACT135**		
MACT111	**SKILLS/COMPETENCIES CHECK-OFF II***	**25/60/0/85/3.5**
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: MACT 100**		

MACT121	**SKILLS/COMPETENCIES CHECK-OFF III****	**25/60/0/85/3.5**
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: MACT 111**		
MACT216	**MEDICAL INSURANCE, MANAGING MEDICAL RECORDS AND BASICS OF MEDICAL LAW AND ETHICS**	**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, health care law and ethics including the study of confidentiality, privacy, security, professional ethics, and healthcare legislation. Students will learn how to apply local, state and federal standards and regulations for the control and use of health information and healthcare settings. **Prerequisite: None**		
MACT 225	**MA CERTIFICATION REVIEW**	**40/0/0/40/2.5**
This course provides a review of the clinical skills necessary to prepare students for successful employment and certification/registration opportunities as a medical assistant. **Prerequisite: MOD I through IV but may be taken in conjunction with MACT216**		
MAAS230	**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. **Prerequisite: MOD I through IV but may be takenin conjunction with MACT216**		

*CHCP Internal Consortium Agreement

CHCP Houston Northwest Campus – Online Division (Home Campus) has entered into an agreement with each of the CHCP Ground Campuses (Host Campus), to allow students enrolled in the Medical Assisting programs, to utilize the lab facilities to complete lab skills training. CHCP Houston Northwest Campus – Online Division would only be utilizing the laboratory, supplies, and equipment. The laboratory portion of the courses listed below would be taught by CHCP Houston Northwest Campus – Online Division faculty.

Host Campuses Include; CHCP-Austin, CHCP-Dallas, CHCP-Fort Worth, CHCP-Houston-Southwest, CHCP- Houston Med Center, CHCP-McAllen, CHCP-North San Antonio, and CHCP-South San Antonio

Courses with lab that will utilize the lab facilities at the Host Campus		
MACT101 Skills/Competencies Check-Off I	MACT111 Skills/Competencies Check-Off II	MACT121 Skills/Competencies Check-Off III

MEDICAL BILLING AND CODING CERTIFICATE PROGRAM

Offered at HNW Online

Objective: The Medical Billing and Coding program is designed to provide students with the knowledge and skill sets to comprehend, navigate, and apply current CPT, HCPCS, and ICD code sets for Medical Billing and Coding in a variety of medical settings. Students begin by learning the basic medical skills of anatomy, physiology, and medical terminology, will gain a general knowledge of health care delivery systems, healthcare law, and experience the uses of technology-based medical management software, including the electronic health record, electronic medical record, and coding encoder. This comprehensive learning environment will include training students to interpret medical documentation, apply proper codes, complete medical billing forms, and file medical insurance claims both manually and by automation. Practical experience will be learned in the on-line classroom environment and through an externship, which should, upon completion of the program, give the student the necessary qualifications to sit for a nationally recognized Coding Credential Examinations, and the opportunity to work in Physicians' Offices, Hospitals, Out-Patient Medical Facilities, Long Term, and Post-Acute Care Medical Facilities, and Insurance Companies.

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 Billing and Coding Program must also pass the Scholastic Level Exam (admissions test) with a minimum score of 17. Students in the Medical Billing and Coding Certificate program are required to pass all courses with a C or better and successfully complete an On-Site Externship in the final Module of the program.

Program Length: The length of the program is 48 weeks. Total Program Hours = 699/ 39.0 Semester Credits

		Lecture Hours	Lab Hours	Extern Hours	Total Hours	Semester Credits
Module I						
HPRS101X	Medical Terminology	48	0	0	48	3.0
HITT216	Health Care Delivery Systems and Organization	48	0	0	48	3.0
Module II						
SCIT103X	Anatomy and Physiology	48	0	0	48	3.0
HITT209	Healthcare Law and Ethics	48	0	0	48	3.0
Module III						
PATH214	Pathopharmacology	48	0	0	48	3.0
HITT201A	Coding I	48	0	0	48	3.0
Module IV						
HITT211A	Coding II	48	0	0	48	3.0
MBCC290	Coding Professional Practice Experience I	48	33	0	81	4.0
Module V						
HITT221	Coding III	48	0	0	48	3.0
HITT205	Electronic Health Record Management	48	0	0	48	3.0
Module VI						
HITT231	Coding IV	48	0	0	48	3.0
MBCC300	Coding Professional Practice Experience II	0	0	90	90	2.0
MBCC200	Certification Review	48	0	0	48	3.0
Total Hours/Credits		**576**	**33**	**90**	**699**	**39**

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.

HPRS101X	**MEDICAL TERMINOLOGY**	**48/0/0/48/3.0**
This course is an introduction to medical terminology and covers terminology associated with the structure of the body, the integumentary, muscular and skeletal systems, the lymphatic, immune, and cardiovascular systems, the urinary, respiratory, digestive, and nervous systems, the eyes and ears, the reproductive and endocrine systems, diagnostic and imaging procedures, and pharmacology. **Prerequisite: None**		
HITT216	**HEALTH CARE DELIVERY SYSTEMS AND ORGANIZATION**	**48/0/0/48/3.0**
This course reviews healthcare delivery systems including organization, finance, accreditation agencies and regulatory agencies. Students will learn about settings, types of patients, types of caregivers, regulatory issues, unique documentation requirements, data sets and reimbursement structure by type of care**. Prerequisite: None**		
SCIT103X	**ANATOMY AND PHYSIOLOGY**	**48/0/0/48/3.0**
This course is an introduction to the human body and includes chemistry and the human body, the structure and function of membranes, cells, tissues, organs, and organ systems. Additionally, mechanisms of disease, human development, inheritance, weights and measures, and normal physiological values are studied. **Prerequisite: HPRS101X**		
HITT209	**HEALTHCARE LAW AND ETHICS**	***48/0/0/48/3.0***
This course includes a study of healthcare law and ethics including the study of confidentiality, privacy, security, ethics, and key healthcare legislation. Students will learn how to apply local, state and federal standards and regulations for the control and use of health information. **Prerequisite: None**		
PATH214	**PATHOPHARMACOLOGY**	**48/0/0/48/3.0**
This course is an introduction to the human body and its functions, diseases, etiology, and pathophysiologic nature. Medical complications and manifestations of disease states are explored along with pharmacological and non-pharmacological principles and interventions related to the treatment of diseases. **Prerequisite HPRS 101, SCIT103**		
HITT201A	**CODING I**	**48/0/0/48/3.0**
This covers the principles and guidelines for using ICD-10-CM to code diagnoses. This course covers the concept of clinical vocabularies and classifications systems. Students will gain an understanding of ICD-10-CM in relation to inpatient and outpatient settings, as well as use of cases and health record documentation. **Prerequisites: HPRS101, SCIT103**		
HITT216	**HEALTH CARE DELIVERY SYSTEMS AND ORGANIZATION**	**48/0/0/48/3.0**
This course reviews healthcare delivery systems including organization, finance, accreditation agencies and regulatory agencies. Students will learn about settings, types of patients, types of caregivers, regulatory issues, unique documentation requirements, data sets and reimbursement structure by type of care**. Prerequisite: None**		
HITT211A	**CODING II**	**48/0/0/48/3.0**
This course is a comprehensive, system-based approach to learning CPT/HCPCS and includes an overview of coding guidelines and identifying information in the health record. Students will also learn about the relationship between the coding process and reimbursement. **Prerequisite: HITT201A**		

MBCC290	**CODING PROFESSIONAL PRACTICE EXPERIENCE I**	**48/33/0/81/4.0**
This course enables the student to learn the foundations of insurance, billing, coding, submission of claims to the insurance carrier, verifying patient benefits, submitting a secondary claim, posting payments and appealing the insurance carrier's decision. This includes case studies, exploration, research, and hands on use of the Electronic Medical Record. **Prerequisite: HITT216**		
HITT221	**CODING III**	**48/0/0/48/3.0**
This covers the principles and guidelines for using ICD-10-PCS to code procedures. This course covers the concept of clinical vocabularies and classifications systems. Students will gain an understanding of ICD-10-PCS in relation to inpatient settings, as well as use of cases and health record documentation. **Prerequisite: HITT 211A**		
HITT205	**ELECTRONIC HEALTH RECORD MANAGEMENT**	**48/0/0/48/3.0**
This course reviews the history of and current state of the electronic health record, trends, healthcare information applications such as clinical information systems, administrative information systems, and management support systems. Students will explore the transition from a paper based health record to an electronic health record and the associated issues. **Prerequisite: None**		
HITT231	**CODING IV**	**48/0/0/48/3.0**
This course advances the student to the next level of coding; combining the previously learned code sets into an advanced class utilizing coding scenarios and exercises from a wide variety of healthcare settings. This will provide for an understanding of where to properly use the code sets and combination of code sets, and covers the principles and guidelines for using each set in their respective healthcare setting. Students will gain an understanding of the relationships of outpatient to inpatient settings, as well as use cases and health record documentation from each setting. **Prerequisites: HITT 221 May be taken in conjunction with MBCC200 and/or MBCC 300**		
MBCC300	**CODING PROFESSIONAL PRACTICE EXPERIENCE II**	**0/0/90/90/2.0**
This course is an on-site externship course. Students will apply the theory, concepts and skills learned throughout the program at a directed practice site and by any assigned course projects. **Prerequisites: ALL Prior Modules; May be taken in conjunction with HITT231 and/or MBCC 200**		
MBCC200	**CERTIFICATION REVIEW**	**48/0/0/48/3.0**
This course provides a review of the skills necessary to prepare students for successful employment and certification/registration opportunities as a Medical Biller and Coder. **Prerequisites: ALL Prior Modules; May be taken in conjunction with HITT231 and/or MBCC 300**		

PHARMACY TECHNICIAN CERTIFICATE PROGRAM

Offered at the HNW Online Campus

Objective: The Pharmacy Technician program provides students with the educational, technical and practical training necessary to work as an assistant to licensed pharmacists in a variety of health system settings, including, but not limited to, community pharmacies, institutional pharmacies, and long-term care pharmacies, in addition to preparing students to take a national pharmacy technician exam, either the PTCE offered by the Pharmacy Technician Certification Board or the ExCPT offered by the National Healthcareer Association.

Admission Requirements:

- High School Diploma or GED
- Take and pass the Scholastic Level Exam with a minimum score of 14
- Read and write English
- 3rd party criminal background check*

Additional Program Requirements:

- Background checks with results of a criminal history will be discussed with the applicant by the Pharmacy Technician Program Chair and the feasibility of the applicant's continuation in the pharmacy technician program.
- **NOTE: TRAINEE REGISTRATION All students must register with the Texas State Board of Pharmacy as a pharmacy technician trainee. The trainee license is valid for **only two years and is not extendable**. Registration will be completed under the supervision of the Pharmacy Technician Program Chair prior to entering the externship. If any unpaid fines or criminal history (a fingerprint background check is required) if issues arise from this registration, the student may be withdrawn from school. Links to online registration applications for pharmacy technician trainees, as well as important information, including answers to common questions, can be found at https://www.pharmacy.texas.gov

Note: Registrants must register as a pharmacy technician within **two years** of registering as a trainee.

Registered Pharmacy Technician Requirements in Texas:

- Pass a national pharmacy technician certification examination (PTCE or ExCPT)
- Pay Board of Pharmacy registration fee
- Complete background check

State licensure/registration and/or national certification may be required to practice in other states. CHCP does not control state licensure/registration requirements and cannot guarantee that graduates will be eligible to work as pharmacy technicians in Texas or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.

Certification Requirements: To be certified all students must:

- Take and pass a National Pharmacy Technician Certification Examination to register as a certified pharmacy technician. * *Fees for the exam and registration are not controlled by CHCP and are subject to change without notice to the school.*
- The state of Texas requires pharmacy technicians to be registered to practice in the state. Passage of a national certification exam is required for state licensure (Green Card). State licensure/registration and/or national certification may be required to practice in other states. CHCP does not control state licensure/registration requirements and cannot guarantee that graduates will be eligible to work as pharmacy technicians in Texas or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.

Methods of Instruction

This course consists of learner-centered instructional methodologies implemented through online instructional technologies. Strategies include individual and collaborative learning assignments that may incorporate threaded discussions, essays, homework activities such as exercises and practices, lectures, presentations, formative and summative assessments, textbook and content-related website readings, web-based learning systems, video clips, and other content-related authoritative sources, as needed.

Skills Lab Requirements:

- All students enrolled in the Pharmacy Technician Certificate Program are required to travel away from their place of residence to complete required skills lab requirements.
- Skills labs will be conducted at CHCP Campuses in Dallas, Fort Worth, Houston, McAllen, or San Antonio Campuses.
- All students enrolled must attend the mandatory skills lab required for the online Pharmacy Technician Certificate Program. The labs occur on separate weekends (Friday and Saturday) during the course of the program.
- All students will be responsible for travel, lodging, and expenses regarding travel, related to skills labs.

CHCP Internal Consortium Agreement

CHCP Houston Northwest Campus – Online Division (Home Campus) has entered into an agreement with each of the CHCP Ground Campuses (Host Campus), to allow students enrolled in the Pharmacy Technician program, to utilize the lab facilities to complete lab skills training. CHCP Houston Northwest Campus – Online Division would only be utilizing the laboratory, supplies, and equipment. The laboratory portion of the courses listed below would be taught by CHCP Houston Northwest Campus – Online Division faculty.

Host Campuses include; CHCP-Dallas, CHCP-Fort Worth, CHCP-Houston Southwest, CHCP-McAllen, and CHCP-South San Antonio.

Courses with lab that will utilize the lab facilities at the Host Campus		
PTC120 Community Pharmacy Practice and Laboratory	PTC121 Institutional Pharmacy Practice and Laboratory	PTC300 Pharmacy Technician Certification Prep and Computer Prescription Processing

Program Length: The length of the program is 48 weeks.

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
MODULE I						
PTC 100	Introduction to Pharmacy Technology	48	0	0	48	3.0
PTC 101	Pharmacy Law and Prescription/ Medication Order Processing	48	0	0	48	3.0
	Total Module I	96	0	0	96	6.0
MODULE II						
PTC 103	Pharmaceutical Dosage Calculations	48	0	0	48	3.0
PTC 201	Pharmacology I	48	0	0	48	3.0
	Total Module II	96	0	0	96	6.0
MODULE III						
PTC 104	Pharmacy Administrative Skills	60	0	0	60	4.0
PTC 202	Pharmacology II	48	0	0	48	3.0
	Total Module III	108	0	0	108	7.0
MODULE IV						
PTC 120	Community Pharmacy Practice and Laboratory	35	60	0	95	4.0
PTC 203	Pharmacology III	48	0	0	48	3.0
	Total Module IV	83	60	0	143	7.0
MODULE V						
PTC 121	Institutional Pharmacy Practice and Laboratory	35	60	0	95	4.0
PTC 204	Pharmacology IV	48	0	0	48	3.0
	Total Module V	83	60	0	143	7.0
MODULE VI						
PTC 300	Pharmacy Technician Certification Prep and Computer Prescription Processing	35	60	0	95	4.0
PTC 301	Pharmacy Technician Externship	0	0	160	160	3.5

Total Module VI	35	60	160	255	7.5
PROGRAM TOTAL	**501**	**180**	**160**	**841**	**40.5**

Total Program Hours = 841 / 40.5 Semester Credits

Note: *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 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 "15/30/0/48/2.0" 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.

PTC 100	**INTRODUCTION TO PHARMACY TECHNOLOGY**	**48/0/0/48/3.0**
This course will provide students with an introduction to the historical evolution of the pharmacy profession and examine the future of pharmacy. It will explore the principles of the foundation of the pharmaceutical care model and the roles of the pharmacist and the pharmacy technician. Students will learn about different professional organizations and potential job opportunities in the field of pharmacy. Various methods of communication will be discussed along with professional communication, barriers to communication and conflict resolution. The course also covers the numerous reference materials used in the practice of pharmacy and how pharmaceutical information is utilized. **Prerequisites: None**		
PTC 101	**PHARMACY LAW AND PRESCRIPTION/MEDICATION ORDER PROCESSING**	**48/0/0/48/3.0**
This course covers federal pharmacy law, pharmacy ethics and ethical practice and the various regulatory agencies that oversee the practice of pharmacy. These include the Food, Drug and Cosmetic Act of 1938, the Comprehensive Drug Abuse Prevention and Control Act of 1970, the Occupational Safety and Health Act of 1970, the Health Insurance Portability and Accountability Act (HIPAA) of 1996 among others. In addition, the course will cover the requirements for a legal prescription and medication order and the processing of it. Safety in the processing of prescriptions and the standards implemented by regulatory agencies will be discussed, including the handling of hazardous drugs and blood-borne pathogen standards. **Prerequisites: None**		
PTC 103	**PHARMACEUTICAL DOSAGE AND CALCULATIONS**	**48/0/0/48/3.0**
In this course students will learn about the various dosage forms and routes of administration of medications currently available. Utilizing this information, students will gain knowledge in the three systems used for measuring medications and converting between them, measure temperature and measuring time. From there, students will gain basic math skills to perform dosing calculations on orally and parenterally administered medications, including flow rate calculations and calculations on special patient populations such as pediatric patients. **Prerequisites: PTC 100 and PTC 101**		
PTC 201	**PHARMACOLOGY I**	**48/0/0/48/3.0**
In this course students will learn the anatomy and physiology, medical terminology, diseases and disorders, and treatments of the nervous system, musculoskeletal system, and endocrine system. Students will have exposure to the most common brand and generic names of medications used, their common doses and adverse effects. **Prerequisites: PTC 100 and PTC 101**		

PTC 104	**PHARMACY ADMINISTRATIVE SKILLS**	**60/0/0/60/4.0**
In this course students will learn about the various administrative skills needed by pharmacy technicians to work in a pharmacy. This includes knowledge of the types of health insurance and pharmacy benefits patients utilize, how to bill them and how to resolve billing issues when they occur, and how to respond when a third-party audit takes place. Students will learn about proper inventory control and inventory management, including computerized inventory systems, point-of-sales systems, medication return processes, purchasing procedures as well as controlled substances, and proper disposal of medications. Documentation of medication errors and overall safety is paramount in pharmacy. Students will learn of the different types of medication error types, risk factors for the occurrence of errors and systems for the reporting of errors. **Prerequisites: PTC 100 and PTC 101**		
PTC 202	**PHARMACOLOGY II**	**48/0/0/48/3.0**
In this course students will learn the anatomy and physiology, medical terminology, diseases and disorders, and treatments of the cardiovascular system, immune system, and respiratory system. Students will have exposure to the most common brand and generic names of medications used, their common doses and adverse effects. **Prerequisites: PTC 100 and PTC 101**		
PTC 120	**COMMUNITY PHARMACY PRACTICE AND LABORATORY**	**35/60/0/95/4.0**
In this course students will learn the role of the pharmacy technician, the processing prescriptions, extemporaneous compounding, point of sale, handling of durable medical equipment, among other tasks needed in the retail pharmacy setting. In the laboratory portion of this class students will have the opportunity to utilize measuring equipment such as graduated cylinders, electronic scales, and balances in the preparation of reconstituted powdered medications for oral administration, create creams and ointments for topical administration. USP <795> will be discussed and implemented during training in this course. In addition, students will utilize a database supplied by PioneerRx, an actual pharmacy software company, providing pharmacy software to independent community pharmacies to practice entering, billing, ordering and point-of-sale services while in the classroom environment. **Prerequisites: PTC 100 and PTC 101**		
PTC 203	**PHARMACOLOGY III**	**48/0/0/48/3.0**
In this course students will learn the anatomy and physiology, medical terminology, diseases and disorders, and treatments of the urinary system, digestive system, and reproductive system. Students will have exposure to the most common brand and generic names of medications used, their common doses and adverse effects. **Prerequisites: PTC 100 and PTC 101**		
PTC 121	**INSTITUTIONAL PHARMACY PRACTICE AND LABORATORY**	**35/60/0/95/4.0**
In this course students will learn the role of the pharmacy technician, the processing of medication orders, including computerized physician order entry, proper hand hygiene and donning of PPE, aseptic technique, sterile compounding, unit dosing, preparation of emergency dispensing kits and automated dispensing machines in hospital and other advanced practice pharmacies, such as radio-pharmacies, nuclear pharmacies and long-term care pharmacies. During the lab portion of this class USP <797> and <800> will be discussed and implemented as students prepare various small-volume parenteral, large-volume parenteral, prefilled syringes, TPNs, and chemotherapy products among others. **Prerequisites: PTC120**		
PTC 204	**PHARMACOLOGY IV**	**48/0/0/48/3.0**
In this course students will learn the anatomy and physiology, medical terminology, diseases and disorders, and treatments of the eyes, ears and nose, integumentary system and complementary and alternative medicines. Students will have exposure to the most common brand and generic names of medications used, their common doses and adverse effects. **Prerequisites: PTC 100 and PTC 101**		
PTC 300	**PHARMACY TECHNICIAN CERTIFICATION PREP AND COMPUTER PRESCRIPTION PROCESSING**	**35/60/0/95/4.0**
This course provides a complete review of the program content in preparation for the PTCE offered by PTCB or the ExCPT offered by NHA through a structured classroom review and testing to assess the student's recall of materials presented throughout the program. In addition, students will utilize a database supplied by PioneerRx©, an actual pharmacy software company, providing pharmacy software to independent community pharmacies to practice entering, billing, ordering, and POS services while in the classroom environment. ***NOTE: This lab time is simulation through PioneerRx© **Prerequisites: PTC100, PTC101, PTC102, PTC103, PTC104, PTC105, PTC106, PTC120, PTC121, PTC122**		
PTC 301	**PHARMACY TECHNICIAN EXTERNSHIP****	**0/0/160/3.5**
Students will complete 160 hours of experimental learning in a functioning pharmacy under the direct supervision of qualified pharmacy personnel, providing real-life experiences that technicians encounter on a daily basis. The externship site will be either a community or institutional site to be determined by the Pharmacy Technician Program Chair. **Co-requisite: PTC300** ****PLEASE NOTE THE TRAINEE REGISTRATION REQUIREMENT ABOVE**		

RADIOLOGIC SCIENCE MANAGEMENT BACHELOR OF SCIENCE DEGREE

Offered at HNW Online

Objective: The Bachelors of Science in Radiologic Science Management Program prepares diagnostic imaging professionals to fill the role of an imaging department administrator, manager, or supervisor. This is achieved within a comprehensive online learning environment geared toward high-end professional development throughout their program. Students will have the opportunity to take all of the required 36 hours of general education credits, and 45 credits of management specific courses. The BSRS Management Program requires 81 credit hours through CHCP.

Program Requirements: Applicants to the Online Bachelors of Science in Radiologic Science Program must have a certificate and/or associates degree from an accredited and approved imaging program in Radiography, Nuclear Medicine, Diagnostic Medical Sonography, or Radiation Therapy. All applicants are required to have a current certification and/or licensure with ARRT, ARDMS, or NMTCB. 42 credit hours are awarded prior learning assessment and for holding current and valid certification with American Registry of Radiologic Technologists (ARRT), Nuclear Medicine Technology Certification Board (NMTCB) or The American Registry for Diagnostic Medical Sonography (ARDMS) for applicants holding a current national certification in any of the following modalities: Radiologic Technology (ARRT), Magnetic Resonance Imaging (ARRT), Ultrasound (ARDMS), Nuclear Medicine (NMTCB/ARRT), or Radiation Therapist (NMTCB/ARRT).

The participant should also be able to read, write and speak English, and be professional at all times. This program is provided in an online format and one 8-week capstone experience.

Program Length: The length of the program is 112 weeks (28 Months).

		LECTURE HOURS	LAB HOURS	CAPSTONE HOURS	TOTAL HOURS	SEMESTER CREDITS
MODULE I						
RADB305	Diagnostic Imaging Pathophysiology	48	0	0	48	3.0
ENGL101	English Composition	48	0	0	48	3.0
MODULE II						
RADB310	Health Law & Ethics in the Imaging Science	48	0	0	48	3.0
POFT210	Business Communications and Report Writing	48	0	0	48	3.0
MODULE III						
POFM207	Introduction Statistics	48	0	0	48	3.0
RADB500	Current Trends in Health Care Delivery	48	0	0	48	3.0
MODULE IV						
RADB325	Research Methods	48	0	0	48	3.0
MATH 1314	College Algebra	48	0	0	48	3.0
MODULE V						
PSYT101	Introduction in Psychology	48	0	0	48	3.0
RADB320	Continuous Quality Improvement in Diagnostic Imaging	48	0	0	48	3.0
MODULE VI						
BMGT206	Project Management I	48	0	0	48	3.0
IGOV101	Western Civilization I	48	0	0	48	3.0
MODULE VII						
RADB400	Human Resource Management in Diagnostic Imaging	48	0	0	48	3.0
IGOV102	Western Civilization II	48	0	0	48	3.0
MODULE VIII						
RADB405	Operations Management in Diagnostic Imaging	48	0	0	48	3.0
SCSC303	Introduction to Sociology	48	0	0	48	3.0

MODULE IX						
RADB410	Asset Management in Diagnostic Imaging	48	0	0	48	3.0
POFT328	Public Speaking and Presentations	48	0	0	48	3.0
MODULE X						
RADB415	Financial Management in Diagnostic Imaging	48	0	0	48	3.0
IGOV341	American Government	48	0	0	48	3.0
MODULE XI						
RADB335	Diagnostic Imaging PACS	48	0	0	48	3.0
POFT103	Interpersonal and Communication Skills	48	0	0	48	3.0
MODULE XII						
RADB550	Management and Leadership in Radiologic Sciences	48	0	0	48	3.0
CRT100	Critical Thinking	48	0	0	48	3.0
MODULE XIII						
RADB425	Patient Safety in Diagnostic Imaging	48	0	0	48	3.0
RADB420	Communication and Information Management	48	0	0	48	3.0
MODULE XIV						
RADB430	Management Capstone	18	0	90	108	3.0
National Certification Credit						42.0
	Total Hours/Credits	**1266**	**0**	**90**	**1356**	**123.0**

Total Program Hours = 1356 = 123.0 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 "15/30/0/45/2.0" 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.

RADB305	**DIAGNOSTIC IMAGING PATHOPHYSIOLOGY**	***48/0/0/48/3.0***
Provides an overview of the pathological processes that occur as a consequence of aging, disease, heredity, and trauma including signs, symptoms, and clinical manifestations.		
ENGL101	**ENGLISH COMPOSITION**	***48/0/0/48/3.0***
This is a course in the principles of effective writing. This course is designed to develop the student's ability to write effective sentences, paragraphs and themes to develop the ability to read with understanding of rhetorical forms and devices with critical awareness		
RADB310	**HEALTH LAW & ETHICS IN THE IMAGING SCIENCES**	***48/0/0/48/3.0***
Emphasizes professional, legal, and ethical issues of digital imaging. Topics include administrative law, professional malpractice, patient rights, risk management, labor law, contract law, and ethical considerations.		
POFT201	**BUSINESS COMMUNICATION AND REPORT WRITING**	***48/0/0/48/3.0***
Course includes those concepts and information required to develop business communications, including spelling, proofreading, sentence structure and the parts of speech. Also covered in this course is developing effective oral and written communications that are used in business.		

RADB320	**CONTINUOUS QUALITY IMPROVEMENT IN DIAGNOSTIC IMAGING**	***48/0/0/48/3.0***
Introduces the principles of continuous quality improvement in radiology. Includes risk management, problem identification and analysis and quality assurance of the imaging systems.		
PSYT101	**INTRODUCTION TO PSYCHOLOGY**	***48/0/0/48/3.0***
This course covers the interrelationship between biology and human behavior. Included in this course are theories involved in sensation and perception, consciousness, learning, memory, thought, language, mental abilities, motivation and emotion, effects of stress, personality traits, social psychology, and psychological disorders and their treatments.		
RADB325	**RESEARCH METHODS**	***48/0/0/48/3.0***
This course is an introduction to methods and techniques of research in the radiologic sciences. Topics include basic terminology of research, qualitative and quantitative methods, basic research designs, and data analysis techniques.		
MATH1314	**COLLEGE ALGEBRA**	***48/0/0/48/3.0***
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.		
RADB500	**CURRENT TRENDS IN HEALTH CARE DELIVERY**	***48/0/0/48/3.0***
The students will learn the essentials of the U.S. health care system including the basic structure and health care operations. Students will learn about the health care delivery system as it relates to the historical overview, technology, financing and reimbursement, hospital and outpatient services, managed care and insurance, long-term care, cost, access and quality, health policy, and the future of the health care delivery system		
POFM207	**INTRODUCTION TO STATISTICS**	***48/0/0/48/3.0***
This course familiarizes students with the basic concepts of statistics and provides a comprehensive overview of its scope and limitations. Students perform statistical analyses of samples, compute the measures of location and dispersion, and interpret these measures for descriptive statistics. Other sections review linear regression, multiple regression, and correlation analysis, as well as model building, model diagnosis, and time series regression using various models. After a review of the basic concepts of probability, students apply discrete and continuous distributions of probability. Other topics include constructing a hypothesis on one and two samples, performing one-way and two-way analyses of variance, and applying nonparametric methods of statistical analysis.		
BMGT206	**PROJECT MANAGEMENT I**	***48/0/0/48/3.0***
This course will assist students in preparation for the Certified Associate of Project Management (CAPM) exam. Students will learn the terminology, tools, and techniques that are required to take a project from the initiating process to planning, executing, controlling, and closing. In addition to providing students with an overview of key concepts from PMI's I *A Guide to the Project Management Body of Knowledge, Fourth Edition (PMBOK), this course is designed to build confidence and raise the student's chances of passing the CAPM Exam*		
IGOV101	**WESTERN CIVILIZATION I**	***48/0/0/48/3.0***
This course provides students with a comprehensive overview of development of early civilizations from Neolithic times to 1715. Early and contemporary Western cultures are compared and contrasted, as are major religious, social, and political reforms. Other topics include the religious influence in Judaism and the Bible, rise and fall of the ancient Greece, and the transformation of Rome from a republic to an empire. The Crusades, the origins of feudalism, and the evolution of Christianity are examined as is the evolution of the European economy during Westward expansion. The Scientific Revolution and Enlightenment period are also discussed.		
RADB400	**HUMAN RESOURCE MANAGEMENT IN DIAGNOSTIC IMAGING**	***48/0/0/48/3.0***
This course is an examination of the latest, most effective best practices in human resource management in the radiology department.		

IGOV102	WESTERN CIVILIZATION II	*48/0/0/48/3.0*
This course provides students with a comprehensive overview of concepts, people, and events that shaped Western culture from the eighteenth to the twenty-first centuries. Topics include: the rise of Easter and Western Europe, the Enlightenment era philosophies; the impact of the French Revolution on political, social, and economic world order; and the effects of the industrial revolution on Western Society. Unification era politics; various methods of imperial indoctrination; and major political, economic, and social reforms explored, along with the root causes and strategies that affected the outcomes of WWI and WWII. Social, economic, and political changes that occurred in twentieth are also examined.		

RADB405	OPERATIONS MANAGEMENT IN DIAGNOSTIC IMAGING	*48/0/0/48/3.0*
This course is an examination of the protocols, policies, and procedures; customer management and satisfaction; performance improvement tools; and marketing services employed by managers of imaging departments.		

SCSC303	INTRODUCTION TO SOCIOLOGY	*48/0/0/48/3.0*
This course provides a broad overview of sociology and how it applies to everyday life. Major theoretical perspectives and concepts are presented, including sociological imagination, culture, deviance, inequality, social change, and social structure. Students also explore the influence of social class and social institutions, such as churches, education, healthcare, government, economy, and environment. The family as a social structure is also examined.		

RADB410	ASSET MANAGEMENT IN DIAGNOSTIC IMAGING	*48/0/0/48/3.0*
This course addresses a wide variety of issues including capital equipment planning, building and construction planning, project implementation, maintenance, and supplies.		

POFT328	PUBLIC SPEAKING AND PRESENTATIONS	*48/0/0/48/3.0*
The Public Speaking and Presentations course requires the student to develop skills in speech composition, speech delivery and effective listening. The student will develop and refine presentation skills focusing on compiling, organizing and outlining the research material in preparation for assignments. The ability to respond to questions and challenges during presentation situations will also be cultivated. The student will gain skills in the following proficiencies as part of successful completion of this course; clear and logical thinking; including the ability to analyze, synthesize, evaluate, and interpret information and ideas.		

RADB415	FINANCIAL MANAGEMENT IN DIAGNOSTIC IMAGING	*48/0/0/48/3.0*
This course addresses important topics ranging from the myriad ethical dilemmas that occur in radiology to budgeting and measuring productivity. Topics addressed include the fundamentals of financial statements and the standards that guide financial reporting; generating revenue; controlling costs, planning for the future; and other organizational issues, such as staying on the right side of the law by using corporate compliance planning and resolving ethical dilemmas.		

IGOV341	AMERICAN GOVERNMENT	*48/0/0/48/3.0*
In this course the student will explore how the founders created a democracy based upon the ideals of liberty, equality, and self-government. The students discover how the government is structured and how it operates, and examines the three branches of the United States government that create a system of checks and balances. The learner will be able to carry out the following activities: distinguish between civil rights and civil liberties, and explain how these rights and liberties are achieve d through politics; evaluate how citizens participate in public affairs during elections and through intermediaries such as political parties, interest groups, and the media; analyze the ways Americans think politically, and describe the effect their opinions have on government; differentiate the divisions of political power among the executive, legislative, and judicial branches of government; describe various ways that the public interacts with the government; summarize how politics of the United States reflect the nature of the political system and its people, and why they tend to be piecemeal and reactive; compare and contrast the structures of the federal, state, and local governments.		

RADB335	DIAGNOSTIC IMAGING PACS	*48/0/0/48/3.0*
This course will investigate the use of picture archival and communications systems and its impact on health care. Topics will include comparison of computer-based records to traditional film records, PACS impact on teleradiology, as well as the acquisition of a system, medical-legal, productivity, image compression, and image storage and retrieval issues.		

POFT103	**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, teachers and co-workers in an ambulatory care of hospital setting.		
RADB550	**MANAGEMENT AND LEADERSHIP IN RADIOLOGIC SCIENCES**	***48/0/0/48/3.0***
This course is designed to provide the student knowledge and information as it related to health care supervision and management. Included in this course is strategic planning, managing decision making, supervisory and management skills, team building, coaching, goal development and goal setting, leadership processes and communication within an organization.		
CRT100	**CRITICAL THINKING**	***48/0/0/48/3.0***
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.		
RADB420	**COMMUNICATION & INFORMATION MANAGEMENT**	***48/0/0/48/3.0***
This course offers information on the latest, most effective best practices in communication and information management. This course addresses a wide variety of questions associated with the practice of information management in radiology and the communication of information within radiology and between radiology and the medical community in which it resides. Content includes strategic planning, internal and external communications, information technology, image and digital data management, and the organization of information.		
RADB425	**PATIENT SAFETY IN DIAGNOSTIC IMAGING**	***48/0/0/48/3.0***
This course focuses on the general patient safety and modality specific concerns a department manager will address through in-service training and policy development and review		
RADB430	**MANAGEMENT CAPSTONE**	**1*8/0/90/108/3.0***
Building on the knowledge and skills obtained throughout the program, students will apply concepts of management and administration through the completion of a Capstone Project. The project will consists of objectives focused on management and administration in radiological sciences to include, human capital management, equipment and asset management, strategic and financial planning, and marketing activities. Throughout the duration of the course students will collaborate with an assigned CHCP faculty member to complete course requirements. **Prerequisites: Successful completion all BSRS required course work**		

RADIOLOGIC TECHNOLOGY COMPLETION PROGRAM

Associate of Applied Science

Offered at HNW Online

Objective: Radiologic Technologists are trained to perform all diagnostic radiography exams encompassing upper and lower extremities, abdomen, thoracic cage, pelvis, skull, and spine, as well as special contrast procedures of the upper and lower gastrointestinal tract, urinary system, biliary system, spinal and reproductive system. The focus of this program is to serve as a bridge for Texas certified LMRTs to achieve full R.T.(R) status. To accomplish that goal, additional training is provided in human anatomy and physiology, proper positioning of patients for special procedures, safe use of radiation, and proper technical factor selection to produce diagnostic images of high quality. Training includes clinical experience performing imaging duties in surgery, trauma, mobile, and special radiographic procedures. Students will also observe the operation of other imaging modalities to gain a better understanding of how an imaging department is organized and functions as a whole. Graduates will obtain the skills and knowledge necessary to challenge the American Registry of Radiologic Technologists (ARRT) exam and be qualified for employment in the radiology field. The program objectives are achieved through online didactic instruction and clinical hands-on training.

Program Eligibility Requirements: Each program applicant must have a high school diploma or GED and must be able to speak, read, and write English. Participants must be in excellent health, have excellent vision, hearing, manual dexterity, and demonstrate professional attributes. **All applicants are required to have a current Permanent Texas Medical Board LMRT License.**

Applicants must not have been convicted of a felony, without restoration of his or her civil rights. Any background concerns will require an ARRT Ethics Review. Preapproval from the ARRT can be gained for any applicants that are concerned about a conviction at: https://www.arrt.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf. See additional information below, "Criminal Background Check Requirements."

All immunizations MUST BE COMPLETED and submitted within TWO MONTHS after acceptance to the program:

- TB Skin Test is required every 12 months,
    - OR Gold Test
    - OR Chest X-Ray (within the past 5 years)
- Proof of TDap (Tetanus, Diphtheria, Pertussis) vaccine
    - Every 10 years
- Proof of current Flu/Influenza vaccination; this is required to be renowned EVERY flu season*
- Varicella – 2 doses of vaccine OR titer with antibody level demonstrating immunity
    - Proof of illness no longer accepted
- Proof of 2 MMR (Measles, Mumps, Rubella) immunizations
    - Every 10 years OR titer with antibody level demonstrating immunity
- Proof of Hepatitis B 3-Series OR titer with antibody level demonstrating immunity

Prior to clinical practicum placement, each student is required to have:

- Current BLS American Heart Association for the Healthcare Provider CPR
- Negative Drug Screening.
- Documentation of current medical health insurance

Visual Observation:

- Visual acuity must be sufficient and adequate to enable the radiographer to:
- View radiographic images to determine quality and identify anatomy.
- Observe patients' condition.
- Read control panels, technique charts, and other pertinent materials for patient care and professional practice.

Motor / Physical Functions:

- Motor functions must be sufficient to enable the radiographer to:
- Stand unassisted for periods of time up to several hours.
- Assist patients in and out of wheelchairs and on and off stretchers or tables.
- Lift and handle radiographic equipment and tools.

Motor / Physical Functions (Continued):

- Manipulate radiographic equipment.

- Assist patients in emergency situations.
- Must be free from contagious diseases and chemical dependence.
- Must be able to perform all functions and tasks required of a radiographer.

Communication Skills:

- The radiographer shall possess sufficient communication skills adequate for receiving and transmitting information to patients, health care personnel, and others.

Behavioral and Social Skills:

- Behavioral and social skills must be sufficient to enable the student to conduct him or herself appropriately and professionally in the college and clinical settings.
- Strong critical-thinking skills.

Criminal Background Check Requirements:
During the admission and selection process, students are notified of regulations for Radiologic Technologists who have criminal backgrounds. Radiologic Technologists in the State of Texas must be licensed and registered by the American Registry of Radiologic Technologists (ARRT) and the Texas Medical Board. The following will disqualify an individual from entrance into the Radiologic Technologist Program:

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

Students found to have a positive background during the enrollment screen may be canceled from the program and be required to submit a copy of the ARRT and the TMB Criminal History Evaluation Letter prior to being considered for re-admission.

Program Length: The length of the program is approximately 64 weeks (eight, 8-week modules). The program is comprised of three components: General education requirements, X-ray didactic online instruction, and X-ray clinical externship totaling 1392 hours. The modules of this program are subject to change to accommodate clinical site availability for each class.

Program Admission Selection Process: The College uses an applicant ranking system to select the most qualified candidates for admission to the program. The competitive selection process is designed to give all qualified applicants an opportunity to be a member of the cohort while ranking the individuals that have the best potential for success.

Application to the program is a competitive process, with limited clinical space available in each service area. Applicants to the program are required to take an entrance exam. This is a comprehensive assessment of the applicant's LMRT foundational knowledge. Applicants are strongly encouraged to review and prepare well for this exam. Applicants may take the entrance exam up to **three times within a 12-month period.** Exam scores are kept on record for 12 months.

Applicants are ranked and scored in areas that include: LMRT Program GPA, RT Applicant Exam score, RT Program Director Interview, and LMRT work experience. LMRT Program externship experience does not apply

RT Program Application Periods are six times per year. This is subject to change based on available clinical space and resources.

LMRT Transfer Credits: Students will be awarded 23.0 Semester Transfer Credits based on the minimum curriculum requirements for a Texas Department of State Health Services approved LMRT program.

Radiologic Technology Completion Program

Module	Course	Lecture Hours	Extern Hours	Total Hours	Semester Credit
Transfer LMRTTC	LMRT Bridge Credit				23.0
Module I					
ENGL 101	English Composition	48		48	3.0
SCIT 103	Anatomy and Physiology	48		48	3.0
	Module I Total	**96**		**96**	**6.0**
Module II					
POFM 114	College Mathematics	48		48	3.0
PSYT 101	Introduction to Psychology	48		48	3.0
	Module II Total	**96**		**96**	**6.0**
Module III					
RADR 129	Radiographic Imaging and Physics	48		48	3.0
RADR 260	Patient Care and Pharmacology	48		48	3.0
	Module III Total	**96**		**96**	**6.0**
Module IV					
POFT 103	Interpersonal and Communication Skills	48		48	3.0
RADR 233	Introduction to Surgery/Trauma/Mobile X-R a y	48		48	3.0
	Module IV Total	**96**		**96**	**6.0**
Module V					
RADR 230	Advanced Positioning and Anatomy	48		48	3.0
RADR 250	Advanced Imaging - Fluoroscopy	48		48	3.0
	Module V Totals	**96**		**96**	**6.0**
Module VI					
RADR 217	Radiology Pathology	48		48	3.0
RADX 100	Clinical Practicum I		256	256	5.5
	Module VI Total	**48**	**256**	**304**	**8.5**
Module VII					
RADR 211	Subspecialty Modalities	48		48	3.0
RADX 200	Clinical Practicum II		256	256	5.5
	Module VII Total	**48**	**256**	**304**	**8.5**
Module VIII					
RADR 117	ARRT Registry Review	48		48	3.0
RADX 300	Clinical Practicum III		256	256	5.5
	Module VIII Total	**48**	**256**	**304**	**8.5**
	Total Hours/Credits	**624**	**768**	**1392**	**78.5**

Note: Upon successful completion of all course work, clinical hours, and fulfilling 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 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.

RADR260	**PATIENT CARE AND PHARMACOLOGY**	***48/00/0/48/3.0***
Students will learn patient care and the consideration for the physical and psychological needs of the patient. The focus of the course will encompass general patient care, advanced patient care, emergency care, infection control, contrast administration and pharmacology as it relates to diagnostic imaging.		
RADR230	**ADVANCED POSITIONING AND ANATOMY**	***48/00/0/48/3.0***
Students will learn anatomical position and anatomy, radiographic lines, body habitus and common/normal positions used in Radiography during fluoroscopy, portable exams, and C-arm.		
RADR233	**INTRODUCTION TO SURGERY/TRAUMA/MOBILE X-RAY**	***48/00/0/48/3.0***
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.		
RADR217	**RADIOLOGY PATHOLOGY**	***48/00/0/48/3.0***
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 dose for a correct image.		
RADR211	**SUBSPECIALTY MODALITIES**	***48/00/0/48/3.0***
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.		
RADX100	**CLINICAL PRACTICUM I**	***0/0/256/256/5.5***
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: RADR260 and RADR250 or concurrent enrollment.**		
RADR129	**RADIOGRAPHIC IMAGING AND PHYSICS**	***48/00/0/48/3.0***
Students will learn the complete make-up of an X-ray film, and understand and explain the difference between cold 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.		
RADX200	**CLINICAL PRACTICUM II**	***0/256/256/5.05***
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: RADX100**		
POFT103	**INTERPERSONAL AND COMMUNICATION SKILLS**	***48/0/0/48/3.0***
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.		
ENGL101	**ENGLISH COMPOSITION**	***48/00/0/48/3.0***
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 .		

POFM114	**COLLEGE MATHEMATICS**	***48/00/0/48/3.0***
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.		
PSYT101	**INTRODUCTION TO PSYCHOLOGY**	***48/00/0/48/3.0***
Students will explore psychology, in the context of health care delivery, with an emphasis on cognitive development, perception, behavior, emotion, attitudes and prejudices.		
RADR117	**ARRT REGISTRY REVIEW**	***48/00/0/48/3.0***
To prepare for the ARRT examination, students will learn and have a thorough review of radiation protection, equipment operation and quality control, image acquisition and evaluation, imaging procedures and patient care as it relates to the radiography curriculum. Students will assess knowledge and complete practice examinations and/or simulations to prepare for examination readiness.		
RADX300	**CLINICAL PRACTICUM III**	***0/0/256/256/5.5***
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. P**rerequisite: Completed RADX100 & RADX200**		
SCIT103	**ANATOMY AND PHYSIOLOGY**	***48/00/0/48/3.0***
This course is an introduction to the human body and includes chemistry and the human body, the structure and function of membranes, cells, tissues, organs and organ systems. Additionally, the mechanisms of disease, human development, inheritance, weights and measures, and normal physiological values are studied.		
RADR250	**ADVANCED IMAGING – FLUOROSCOPY**	***48/00/0/48/3.0***
This course is a study of fluoroscopy, how to employ it safely through a thorough understanding of the equipment, regulations, quality control, and safety guidelines.		

SEMINARS

Seminars are not accredited by ABHES, and are not part of ABHES grant of accreditation

IV/STERILE COMPOUNDING CERTIFICATION COURSE

Offered at the Fort Worth Campus

Objective: The IV/Sterile Products Certification course has been designed to train pharmacy technicians on the topic of sterile product preparation and aseptic technique. The program integrates approximately 20 hours of didactic instruction with 20 hours of experiential training and skill assessments. This course is designed to meet all applicable State Board of Pharmacy training requirements and has been accredited by the Accreditation Council for Pharmacy Education (ACPE).

This course will begin with an introduction to sterile products before moving on to facilities, garb, and equipment. Other modules include quality control and assurance, total parenteral nutrition (TPN), sterile product preparations, aseptic technique, properties of sterile products, aseptic calculations, and chemotherapy.

During the hands-on training, students will validate their skills in four key areas. These include aseptic garbing and handwashing, ampule manipulations, vial manipulations, and laminar airflow hood care. The vial and ampule manipulation validations and techniques are supplemented by those for hazardous vials and hazardous ampules. The laminar airflow hood care includes techniques for both horizontal and vertical airflow hood care.

The course is ideal for registered pharmacy technicians, pharmacy technician students, certified pharmacy technicians, and pharmacists.

Admissions Requirements: Certified or Registered Pharmacy Technicians, Pharmacy Technician students or Pharmacists
Seminar Length: 4 weeks, 40 hours **Method of Delivery**: Residential

Schedule Outline:

Week	Schedule
Week 1 10 Hours	Module 1-3: Due by the end of week 1 • Module 1: Introduction to Sterile Products • Module 2: USP 797 • Module 3: Aseptic Calculations
Week 2 10 Hours	Module 4-6: Due by the end of week 2 • Module 4: Properties of Sterile Products • Module 5: Aseptic Technique • Module 6: Sterile Product Preparations
Week 3 10 Hours	Module 7-9: Due by the end of week 3 • Module 7: TPN • Module 8: Chemotherapy • Module 9: Quality Control & Assurance
Week 4 10 Hours	• Hands on/Skills Check off: • Final Exam

EKG TECHNICIAN COURSE

Offered at AU, DA, FW, HMC, HNW, HSW, MCA, NSA, and SSA

Objective: The EKG Technician course will prepare students to take the following exam through the National Healthcareer Association (NHA): EKG Technician (CET).

Course Requirements: Each course participant must have at least a high school diploma or GED, and should be able to read and write English. All entrants must have a medical assisting or other healthcare diploma at minimum to participate in the continuing education course. Participants should also have good coordination, be neat, professional, and have excellent customer service skills.

Course Length: 4 Weeks

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS
EKG100	EKG Technician	24	24	0	48
	Total Course Hours	24	24	0	48

Total Course Hours = 48

Note: The length of time that is normally required to complete the course is 4 weeks. If one does not pass the course necessary for completion, the student must retake the course the next time it is offered provided that space is available. Upon satisfactory completion of all course work, the student is awarded a certificate of completion. Successful completion of course work is defined as completing the course with a minimum cumulative GPA of 2.0.

COURSE DESCRIPTION

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.

EKG100	**EKG Technician**	**24/24/0/48/0**
Students will learn the role of the EKG technician, including safety and compliance specific to the role. This course includes information on patient preparation and EKG acquisition. Students will learn about analysis and interpretation of EKG results. Students will take assessments preparing for the Certified EKG Technician exam, including practice NHA certification tests. Students must successfully complete 10 EKGs on live individuals in order to pass this course and be eligible for the CET exam through NHA.		

BOARD OF DIRECTORS

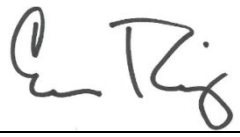
THE COLLEGE OF HEALTH CARE PROFESSIONS

James Cummins Jr., President
Eric Bing, CEO
William Kohlhoff, SVP Accreditation/Compliance

COLLEGE STATEMENT

The College of Health Care Professions reserves the right to amend this catalog, its rules and regulations at any time, 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."



Eric G. Bing, CEO

THE COLLEGE OF HEALTH CARE PROFESSIONS
12230 NORTHWEST FREEWAY
HOUSTON, TEXAS 77092
(713) 425-3100

THE COLLEGE OF HEALTH CARE PROFESSIONS
7322 SOUTHWEST FREEWAY, SUITE 110
HOUSTON, TEXAS 77074
(713) 470-2427

THE COLLEGE OF HEALTH CARE PROFESSIONS
2616 SOUTH LOOP WEST, SUITE 201
HOUSTON, TEXAS 77054
(713) 664-5300

THE COLLEGE OF HEALTH CARE PROFESSIONS
6330 EAST HIGHWAY 290, SUITE180
AUSTIN, TEXAS 78723
(512) 617-5700

THE COLLEGE OF HEALTH CARE PROFESSIONS
4738 N W LOOP 410
SAN ANTONIO, TEXAS 78229
(210) 298-3600

THE COLLEGE OF HEALTH CARE PROFESSIONS
1964 SW MILITARY DRIVE
SAN ANTONIO, TEXAS 78221
(210) 957-3826

THE COLLEGE OF HEALTH CARE PROFESSIONS
8585 NORTH STEMMONS FRWY, SUITE N-300
DALLAS, TEXAS 75247
(214) 420-3400

THE COLLEGE OF HEALTH CARE PROFESSIONS
4248 NORTH FREEWAY
FORT WORTH, TEXAS 76137
(817) 632-5900

THE COLLEGE OF HEALTH CARE PROFESSIONS
1917 NOLANA AVE, SUITE 100
McALLEN, TEXAS 78504
(956) 800-1500