# CHCP

# THE COLLEGE OF HEALTH CARE PROFESSIONS

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

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

## Houston Astrodome (AST)
**ABHES Non-Main Campus of HNL**
**2656 South Loop West, Suite 380**
**Houston, Texas 77054**
**(713) 664-5300**

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

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

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

## McAllen Campus (MCA)
**ABHES Non-Main Campus of HNL**
**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**

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

**Southwest Houston Campus (ABHES Non-Main Campus of Houston North Loop)**

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 Astrodome Campus (ABHES Non-Main Campus of Houston North Loop )**

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.

**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.

**San Antonio Campus (ABHES Non-Main Campus of Houston North Loop)**

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 North Loop)**
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 North Loop)**
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 North Loop)**
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, 7777 Leesburg Pike Suite 314 N., Falls Church, Virginia. 22046, 703-917-9503. This accreditation demonstrates that The College of Health Care Professions has been inspected by a peer group and meets the expectations of that agency.
- The Texas 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 North Loop 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, Fort Worth and Houston-Southwest and McAllen Campus Massage Therapy programs are approved by The Texas Department of Licensing and Regulation. Massage Therapy Program License number **MS0127**.
- The, Dallas Campus Massage Therapy program is approved by The Texas Department of Licensing and Regulation. Massage Therapy Program License number **MS1056**.
- 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 North Loop 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, 25400 US Hwy 19 North, Suite 158, Clearwater. FL 33763. (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, Fort Worth campus is 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, 25400 US Hwy 19 North, Suite 158, Clearwater. FL 33763. (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 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 be trained for a career in the allied health care field. Prerequisites for each program are listed at the beginning of each course outline and at the end of each individual subject within each course outline. A high school diploma or GED is required for all programs. All prospective students must be at least 17 years of age and must be 18 years of age by the time they are scheduled to enter the externship/clinical portion of their program for entrance into the college. The college makes every effort to determine in advance, the prospective student's likelihood of being successful in the allied health care field. Therefore, a personal interview with an admissions representative is necessary before enrollment. An interview with an admissions representative may be scheduled during the college's business hours. *Unless indicated otherwise in the program description, all programs are taught in the English language*.

In addition, 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.
- A personal visit to tour the school (not required for full distance education programs).
- Submit proof of one of the following:
  - Secondary education (successful completion of public, private, or home schooling at a high school level or a GED).

***Note: All diplomas and documents issued outside of the United States must be translated, and formally evaluated for U.S. equivalency.***

- Payment of the registration fee.
- All applicants must take and pass the Wonderlic Scholastic Level Examination (SLE) with a minimum score designed for each program with the exception of nursing and completion programs:

| **Program** | Minimum Score |
|---|---|
| Medical Assistant Certificate, Dental Assistant | 10 |
| Medical Coding and Billing, Physical Therapy Technician | 12 |
| Medical Assisting (Full Online), Medical Office Specialist (Full Online) | 13 |
| Pharmacy Technician | 14 |
| Massage Therapy | 15 |
| Limited Medical Radiologic Technologist Certificate | 16 |
| Full Online Distance Education Programs (except Medical Assisting and Medical Office Specialist) | 17 |
| Surgical Technology-AAS | 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.
  ***Note: Students under the age of 18 are required to have their parent or guardian sign the enrollment agreement.***
- 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.

## ADDITIONAL ADMISSION REQUIREMENTS FOR PROGRAMS

**Additional Admission Requirements for Cardiac, Cardiovascular and Diagnostic Medical Sonography Programs**
Applicants to the Cardiac, Cardiovascular and Diagnostic Medical Sonography Program will be required to:

- Obtain a background clearance at the time of enrollment. Information on how to obtain this clearance will be given to the applicant during the admissions interview.

**Additional Admission Requirements for Limited Medical Radiologic Technology Programs**
Applicants to the Limited Medical Radiologic Technology Programs will be required to:

Obtain a background clearance at the time of enrollment. Information on how to obtain this clearance will be given to the applicant during the admissions interview.

**Additional Admission Requirements for the Nursing (LVN to ADN) Program**
Applicants to the Nursing (LVN to ADN) Program will be required to:

- Provide transcripts for their vocational nursing program
- Provide proof of current, active unencumbered LVN license
- Complete the HESI LVN to RN Entrance Exam. The HESI testing policy and score requirement can be found on the program page in the program section of this college catalog.
- Obtain a background clearance at the time of enrollment. Information on how to obtain this clearance will be given to the applicant during the admissions interview. The specific procedure can be found on the program page in the program section of this college catalog.
- Additional requirements for those accepted into the program will be required within 30 days of starting the program. These include, proof of a physical exam, proof of vaccinations by titer and proof of American Heart Association Health Care Provider CPR certification. Details can be found on the program page in the program section of this college catalog. Failure to submit these documents within the specified time frame may result in the cancellation of the student's enrollment. Details can be found on the program page in the program section of this college catalog.

**Additional Admission Requirements for the Pharmacy Technician Program**
Applicants to the Pharmacy Technician Program will be required to:

- Obtain a background clearance at the time of enrollment. Information on how to obtain this clearance will be given to the applicant during the admissions interview.
- Additional requirements for those accepted into the program must be performed within 30 days of starting the program. These include, fingerprinting and registration with Texas Board of Pharmacy as a Pharmacy Technician Trainee. Failure to complete these processes, or if unpaid fines or background issues arise from the registration the student's enrollment is subject to cancellation.

**Additional Admission Requirements for the Surgical Technology Program**
Applicants to the Surgical Technology Program will be required to:

- Obtain a background clearance at the time of enrollment. Information on how to obtain this clearance will be given to the applicant during the admissions interview.

**Additional Admission Requirements for the Radiological Science Management Program**
Applicants to the Radiological Science Management Program will be required to:

- Provide a certificate and/or associates degree from an accredited and approved imaging program in Radiography, Nuclear Medicine, Diagnostic Medical Sonography, or Radiation Therapy.
- Provide a current certification and/or licensure with ARRT, ARDMS, or NMTCB

**Additional Admission and Pre-Clinical Requirements for the Radiologic Technology Completion Program**
Applicants to the Radiologic Technology Completion Program will be required to:

- All applicants must meet one of the following criteria:
  - Graduate of an accredited LMRT Program and have a current and valid permanent Texas LMRT license
  - A recent graduate of an accredited and approved LMRT program within 6 months and a cumulative GPA of 3.0 or better, and a completed recommendation evaluation by the Program Director. If accepted into the program, students must demonstrate completion of the LMRT state exam within 6 months of enrollment to remain in the program
  - Graduate of an approved LMRT Program, have a current and valid permanent Texas LMRT License, and verifiable clinical radiography experience equivalent to 1200 hours at the time of acceptance. Clinical contact hours must be verified by an ARRT registered Radiologic Technologist or an AMA Board Certified Radiologist who has observed the applicant in the clinical setting. Applicants who meet the clinical radiography clinical experience documentation requirements, may receive credit for Clinical Practicum I
  - **Prior Learning Assessment Applicants -** The College of Health Care Professions AAS Radiologic Technology Program is an officially recognized advanced placement program with the American Registry of Radiologic Technologists. .

Advanced placement programs admit eligible students who have previous experience at a point beyond entry level. https://www.arrt.org/about-the-profession/learn-about-the-profession/recognized-educational-programs
To determine eligibility, contact the RT Program Director. Eligible applicants will be required to complete a comprehensive examination, as well as a list of competencies in a laboratory setting to determine placement within the Program. Any applicable transfer credit will also be evaluated. Regarding credit for previous education – No more than 75% may be accomplished with transfer credits from another institution and students transferring shall complete at least 20 academic semester credit hours at CHCP. Advanced placement students must complete all ARRT-Required didactic and clinical competency requirements within the 24 months immediately before applying for certification and registration with the ARRT.

- Pre-Admission HESI testing, interview and ranking process.
- Obtain a background clearance at the time of enrollment. Information on how to obtain this clearance will be given to the applicant during the admissions interview. Applicants must not have been convicted of a felony, without restoration of his or her civil rights. 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
- In addition, all enrolled students must submit documentation as proof that the following are completed prior to beginning clinical rotations.
    - BLS for Health Care Providers (American Heart Association)
    - TB Skin Test
    - Tdap (Tetanus, Diphtheria, Pertussis) Vaccine
    - Influenza Vaccine (during flu season)
    - Varicella or proof of illness.
    - MMR (Measles, Mumps & Rubella)
    - Hepatitis B Series

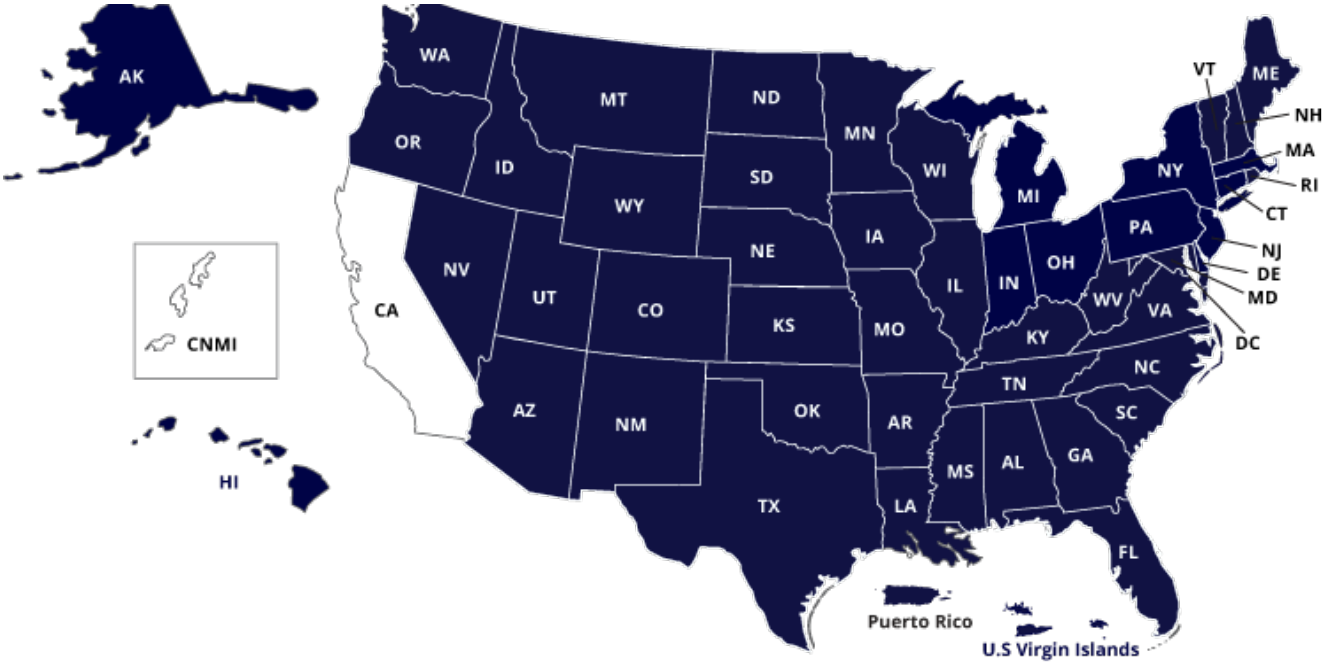
## OUT OF STATE ENROLLMENT POLICY

**HNL-Online Only**

The College of Health Care Professions – North Loop 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).

***NOTES: * CHCP does not enroll from Massachusetts and California***
**** 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 or gain in-field employment.***

# 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 are 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 admissions 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 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 that s/he has a disability and 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. Student 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.)

**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 degree program. Credits earned as a graduation requirement for a conferred degree have no expiration date. *Students must provide a written* ***official transcript*** *from an accredited institution on a postsecondary level 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/School Director. Financial credit will be granted upon *submission of an official academic transcript prior to the course being offered* 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.

***Note: Texas Medical Board approved courses (The Limited Medical Radiologic Technologist Programs (LMRT)) does not allow for credit to be given for prior education, training, or experience in the core radiology courses.***

## STATEMENT OF NON-DISCRIMINATION

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

## STUDENT RIGHTS UNDER THE FAMILY AND EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

(1) The right to inspect and review your education records within 45 days of the day CHCP receives your request for access.
If you should wish to review your education records you should submit to the Education Coordinator, Registrar, or Campus Director a written request that identifies the record(s) you wish to inspect. The CHCP official, or designee, will make arrangements for access and notify you of the time and place where the records may be inspected.

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

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

(3) The right to provide written consent before CHCP can disclose personally identifiable information from your education records, except to the extent that FERPA authorizes disclosure without your consent. CHCP will request a student sign an ***all-inclusive release*** for records and other information to such parties as prospective employers or ***an individual release for each separate release of information***. If you have granted power of attorney (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 you're educational and placement records to them.

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

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

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

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

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

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

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

1. Grand Jury Subpoenas.
2. Law Enforcement Subpoenas – For these subpoenas, the court may order the College not to disclose to anyone the existence or contents of the subpoena or our response. If the court so orders, neither the prior notification requirements nor the recording requirements would apply.

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

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

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

## STUDENT MEDICAL COVERAGE

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

## 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.

**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.

**Operating Systems**

- Windows 7 and newer
- Mac OSX 10.6 and newer
- Linux - chromeOS

**Mobile Operating System Native App Support**

- iOS 7 and newer (versions vary by device)
- Android 4.2 and newer

**Computer Speed and Processor**

- Use a computer 5 years old or newer when possible
- 1GB of RAM
- 2GHz processor

**Internet Speed**

- Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments.
- Minimum of 512kbps

**Screen Readers**

- Macintosh: VoiceOver (latest version for Safari)
- PC: JAWS (latest version for Internet Explorer)
- PC: NVDA (latest version for Firefox)
- There is no screen reader support for Canvas in Chrome

# FINANCIAL AID INFORMATION

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

## FINANCIAL ASSISTANCE APPLICATION PROCESS

After interviewing with the admissions department, applicants wishing to apply for Title IV student financial assistance must provide personal income information (and parent income if applicable) in order to determine eligibility for the various programs. Applicants who will be receiving 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. Student should visit the Federal Student Aid website at http://studentaid.ed.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.ed.gov/sa/types/grants-scholarships/pell . To apply students must complete the Free Application for Federal Student Aid at the following site: http://www.fafsa.ed.gov/.
Students who receive a Pell Grant are subject to a life-time aggregate that they cannot exceed. As of 7/1/12, the aggregate limit is 600% of the student's total Pell Grant eligibility; students can monitor their aggregate balance on the NSLDS website at http://www.nslds.ed.gov/nslds_SA.
In addition, in the Department of Education's attempt to prevent fraud and abuse in the Federal Pell Grant program, students with unusual enrollment (UEH) histories may be flagged during the application for Federal Student Aid process. Some students may have legitimate reasons for their unusual enrollment history, so institutions are required to request documentation from students, to determine if there are valid reasons for the unusual enrollment history. This UEH flag needs to be resolved before students can receive additional Federal Student Aid.

***Federal Supplementary Education Opportunity Grant (FSEOG)***- The FSEOG is gift assistance which generally does not have to be repaid. FSEOG is awarded to students who have an exceptional financial need as determined by the U.S. Department of Education standards. Students with the lowest "Expected Family Contribution" (EFC) are awarded FSEOG before students with higher EFCs. 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*** (Currently not offered at CHCP) - The Federal Work Study program is an award made by the school (Campus-Based Aid) from limited funds 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. Not all Dorsey Schools campus locations may offer the Federal Work Study program, see your campus financial aid office for more information.

***Workforce Innovation Opportunity Act (WIOA)*** - If you are "unemployed" or "underemployed," you may be eligible to receive a training fund voucher (ITA) to reduce your educational costs. For information, contact Financial Aid Office for directions to your local Workforce office.

***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.

**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.ed.gov/sa/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 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, less origination and other fees (if applicable). The federal government pays the interest while the borrower is in school. Borrowers of subsidized Stafford Loans first disbursed on or after July 1, 2014 are once again eligible for an interest subsidy during the 6-month grace period. Interest does not begin to accrue until the student leaves school or drop 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.

For first time borrowers after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that a student can receive Direct Subsidized Loans. In general, students may not receive Direct Subsidized Loans for more than 150% of the published length of their program. This is called the "maximum eligibility period". Students can find the published length of their program of study in the school's catalog. After a student has received Direct Subsidized Loans for the maximum eligibility period, they are no longer eligible to receive additional Direct Subsidized Loans. However, the student may continue to receive Direct Unsubsidized Loans. Student may also lose interest subsidy on previously received loans.

***Direct Unsubsidized Stafford Loan*** – If you do not qualify for a full or partial Subsidized Stafford Loan based on your financial need, or need additional loan funding, you may qualify for an Unsubsidized Stafford Loan through the U.S. Department of Education's Direct Loan Program. 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.

***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. A parent's decision not to apply for a PLUS loan does not guarantee the dependent student may receive additional financial aid assistance. The amount of the PLUS loan cannot exceed the student's cost of attendance less other student aid awarded. 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 Direct PLUS loans please visit https://studentaid.ed.gov/sa/types/loans/plus

**Aggregate Limits for Subsidized/Unsubsidized Loans**

| Type of Loan | Subsidized Limit | Aggregate Limits (Subsidized and Unsubsidized) |
|---|---|---|
| Dependent Undergraduate<br>*(Excludes students whose parents cannot borrow PLUS)* | $23,000 | $31,000 |
| Independent Undergraduate<br>*(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 GRANT AND TUITION DISCOUNT PROGRAMS

### CHCP Grant and Discount Eligibility

CHCP has several institutional grants, and discounts 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/discount) cannot exceed institutional cost.
- Student must be a U.S. Citizen or permanent resident. (DACA students are not eligible for any CHCP Internal Grants/Discounts).
- CHCP grants and discounts cannot be combined, are nontransferable, non-negotiable, non-refundable, and have no cash value.

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

Students are eligible to apply for multiple institutional grants and discounts 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.

**CHCP Institutional Grant**

The CHCP Institutional Grant is a need-based grant program based on consideration of student financial need. The grant amount is the equivalent to 25% of the shortfall between the program costs less the total amount of financial aid available/awarded, up to of $2000.

**Eligibility:**

- Applies to 1st time CHCP enrollee beginning 1/1/2020
- Demonstrate a shortfall between available financial aid (Direct Loans and Pell) and the cost 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 last week before the term/payment period ends.
- In order to be eligible for second disbursement of grants, student must be current on all financial obligations.

**CHCP Texas High School Senior Grant**

Available to graduating high school seniors intending to continue their education at The College of Health Care Professions. Scholarship 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.

**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 Scholarship application and requirements may be obtained at any CHCP campus or by downloading from the CHCP website at www.chcp.edu/grant.
- 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. The grant amount is the equivalent to 20% of tuition less credit given for transfer courses.

**Eligibility:**

- Is applied to veterans who qualify for less than 100% VA benefits.
- 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 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 agency.
- Grant award will be applied in last week before the term/payment period ends.

**CHCP Accelerate Discount**

For graduates of The College of Health Care Professions that are in good standing and who qualify to enroll in the next level degree of study.

**Eligibility:**

- 10% tuition discount for the next level degree.
- 30% tuition discount for the subsequent level degree.
- Grant award will be applied in last week before the term/payment period ends.
- Student must be in good standing with CHCP and current on outstanding payments, if applicable.

**CHCP Alumni Discount**

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 discount for each additional program of study. Based on special circumstances subsequent programs, third and beyond, may qualify for a 30% alumni discount.
- Grant award will be applied in last week before the term/payment period ends.
- 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 Limited Medical Radiologic Technologist Certificate and Degree, Vocational Nursing, and the Massage Therapy Programs) that carry an academic workload of at least 12 semester hours/credits per term or payment period are considered full-time. For clock hour programs (Limited Medical Radiologic Technologist Certificate and Degree, Vocational Nursing, and Massage Therapy Programs), full time status is defined as scheduled hours of attendance of at least 24 hours per week.

## TUITION INSTALLMENT AGREEMENT

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

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

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

## 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 last day of attendance, if the student is terminated by the college.
- The date of receipt of written notice from the student
- For residential and hybrid students – the eleventh day following the last day of attendance or the day the student's absences exceeds 20% of the total program hours.
- For Massage Therapy students - the eleventh day following the last day of attendance or the day the student's absences exceeds 15% of the total program hours.
- For online students – the fifteenth calendar day following the last day of attendance, excluding breaks.

## CANCELLATION AND REFUND POLICIES – GROUND AND ONLINE PROGRAMS

**Texas Workforce Commission and Massage Therapy 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 written notice from the student; or
   (c) Ten school days following the last date of attendance.

3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than $100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated 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.
   (d) If a massage therapy student was not provided ample opportunity to read the massage therapy enrollment procedures.

*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

**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 Direct Student, and Parent Loans.

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

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

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

If you did not receive all the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline the loan funds so that you don't incur additional debt. The college may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition and fees, as contracted with the 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 not needed to cover tuition and fees, the college will forward those funds directly to you.

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

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

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

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

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

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

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

The requirements for Title IV program funds when you withdraw are separate from the Texas Workforce Commission refund policy the college follows (see "Texas Workforce Commission Refund Policy and Methodology"). Therefore, in some cases, you will have a balance due to the college to cover unpaid institutional charges. The college will charge you for any Title IV program funds the 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 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 www.studentaid.ed.gov.

**Refund Policy and Information for Students Receiving Veterans Education Benefits**
It is understood and agreed that the following refund policy will be applied to veterans and other eligible persons:

In the event the veteran or other eligible person fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the approved program length for VA students, the amount charged to the student for tuition, fees, and other charges for the completed portion of the course shall not exceed $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 core courses with a grade of C or better and are required to achieve a D or better for some degree program General Education courses, for completion of a program. Externship weeks are approximate and depend on the placement site schedule as well as individual program requirements. ***NOTE: Students in the HIM-AAS, ADN-AAS, CVS-AAS and DMS-AAS degree programs are required to pass all courses, both core and general education with a C or better***.

## 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.

## 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.

## 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 |
| 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 core course with a minimum grade of a C (2.0 Grade Point) and each general education course with a minimum grade of a D (1.0 Grade Point), unless a 2.0 minimum for general education courses is specifically indicated on the program page. Students 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 a one grading period. A grading period for semester based programs consists of a complete semester.

#### GRADE APPEALS

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

After speaking with the instructor/faculty, if the student still feels there is justification to appeal the grade, the student may submit a written Grade Appeal Form. Grade corrections can only be made with the approval of the instructor/faculty member and the Director of Education.

#### PROGRESS REPORTS

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

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

#### ONLINE LATE WORK POLICY

Work that is submitted 1-2 calendar days AFTER its due date will be graded down 5%. Work that is submitted 3-6 calendar days AFTER its due date will be graded down 10%. Work submitted more than 6 days past its due date, may or may not be accepted at the discretion of the instructor and if accepted will be graded down 20%. 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"). Residential students have one week and online students have two weeks to complete the work required to finish the course. Failure to do so will result in a zero for the incomplete assignments or exams which will be used to determine the final grade for the course. Extenuating circumstances may allow for an extension of time to complete the course work with the approval of the 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 Education Coordinator or School Director prior to making any decisions. Program and schedule changes may negatively affect financial aid eligibility and may also increase indebtedness to the 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 during their initial enrollment, two week add/drop period only. For reporting purposes their entire enrollment will reflect their final program selection at the end of the add/drop period.

## COURSE ADD/DROP POLICIES

The college has a 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 reduce 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 there will be no academic or financial responsibility for the course withdrawn from for that grading period. Students who are approved to withdraw from a course past the add/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 Students (i.e., those attending in-person at a campus location):**

A residential student may 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 indicated on the Student Status Change Form.

Alternately, a student may officially withdraw by notifying his/her Program Director, Direct 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 by phone or through email and requests to be withdrawn will be withdrawn as of the date is 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 pursing 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 by phone or through email and requests to be withdrawn will be withdrawn as of the date is 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. *See* CHCP Course Catalog ("Attendance Information"). A student who is withdrawn based upon failure to attend class will be classified as an unofficial withdrawal. For a residential, blended or hybrid student, his/her withdrawal date will be the date he/she has accrued than ten (10) consecutive school days of absences, or three (3) consecutive weeks of absences for students scheduled for only 1 or 2 days per week, or two (2) consecutive weeks of residential class absence for blended program students . For an online student, his/her withdrawal date will be the date he/she has accrued 14 consecutive calendar days of absences (excluding breaks).

**Additional Withdrawal-Related Policies**

Students withdrawing from the college after a course has been completely taught, who have not completed all necessary course assignments, will be assigned a grade of incomplete (I) provided the deadline for completing make-up work has not passed at the time of withdrawal. If a student withdraws while a course is in progress, he/she will receive a grade of W (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.
- A non-refundable re-entry fee of $100.00 will be charged.
- They must satisfy all past due financial obligations.

## RE-ENTRY POLICIES

**RE-ENTRY ELIGIBILITY**

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

#### RESIDENTIAL, BLENDED AND HYBRID PROGRAM PROCEDURE

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

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

#### ONLINE PROGRAM PROCEDURE

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

****Students that have been 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-Online 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.**

# ATTENDANCE INFORMATION

## CLASSROOM ATTENDANCE

Because of the nature and scope of the training, the college does not differentiate between an excused and non-excused absence in computing the maximum number of allowable absences. A residential or hybrid student will be terminated when he/she is absent more than 10 consecutive school days or misses more than 20% of the total program hours. 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. A blended program student who may have online attendance during the 2 week period but fails to attend their scheduled residential classes for 2 consecutive weeks may be dismissed for attendance purposes. An online student will be terminated when he/she is absent 14 consecutive calendar days, excluding breaks.
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. 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. Students must 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.***

## TARDINESS

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

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

## LEAVE OF ABSENCE

***A Leave of Absence (LOA) is for the student during a time of dire need.***
LOA, including military leaves, shall be reasonable in duration. Generally, a student may have no more than one LOA in a 12-month period *not to exceed a total of 180 calendar days*, and must be for specific and *extreme circumstances.* In certain conditions, including issues covered under Family Medical Leave Act (FMLA) a student may be granted additional LOA time provided they do not exceed the 180 calendar days in a 12 month period. A Massage Therapy student may have no more than one leave of absence in a twelve-month period not to exceed the lesser of thirty (30) school days or a sixty (60) calendar days. A student must provide the reason for the LOA request in the application. Requests for a LOA for a reason not determined to be an extreme circumstance *will not* be granted that LOA. A written request for LOA, properly completed, dated, and signed by the student and approved by the School Director (or designee) must be received on or before the beginning of such leave. A student who fails to return from an approved LOA on or before the scheduled return date will be immediately terminated from the college. For students who do not return, the date of determination will be the date the student was to return from the approved LOA. However, the last date of attendance will be the effective date of termination for refund purposes.

No additional financial aid is awarded for the period a student is on LOA. Disbursement dates may change based on required hours or credits needing to be completed. If aid was disbursed prior to the LOA, any applicable credit balance may be disbursed, but no new financial aid will be disbursed until the student returns from LOA. Failure to return from an approved Leave of Absence will impact the student's loan repayment terms, including the exhaustion of the student's grace period for the time since their last date of attendance.
In most instances students who take a LOA will not complete their program on their originally scheduled graduation date.
The student will receive a grade of L (Leave of Absence) for courses in progress where a final course grade has not been issued at time of the LOA. Upon their return students are required to repeat any partially completed courses, as well as courses missed

during the leave. In Term based, credit hour programs, the LOA will not officially end until the student has reached the same point in the same class(es) where they left to go on LOA and such days must fit within the 60 day limitation. If a student is attending before the end of the LOA, but fails to return on the actual day the LOA ends, they will be determined as a not returning from LOA. In clock hour and non-term programs, students may return into any available class, but it is generally preferable to return into the class they left for the LOA. All academic class work and externship hours must be completed before a student is considered to have completed their program. Tuition payments must continue to be made during this period.

## 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 and should emergencies arise, they need to contact their instructors for assistance. All assignments must be completed and turned in by the deadline date outlined on the course syllabus to receive 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.

## MASSAGE THERAPY MAKE-UP HOUR POLICY

The Massage Therapy make-up hour policy can be found on the Massage Therapy program page of the catalog.

## 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, student's 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 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 into a state in which we are not licensed to operate they may have their enrollment at CHCP terminated. Our only 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 polices, 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 the Director of Financial Services.

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 10 business days following assignment to an extern site or the students may be terminated. In addition, students who begin an externship and miss 10 consecutive scheduled 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 semester.

## TIME SHEETS

All students on externship/clinical assignments are required to submit weekly attendance records via fax, email, or in person. Students that fail to submit weekly attendance information by fax 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 will not be considered eligible for standard 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 will be required to repeat the entire course.

## PREGNANCY POLICY RADIOLOGY STUDENTS

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. **Withdrawal**
   - **a.** Withdrawal in good standing 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 Radiography 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.

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 semester.

# ACADEMIC COMPLIANCE

## ACADEMICS - SAP 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 counselled 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 and Quantitative)

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). A student must meet both the qualitative factor (CPGPA) and the quantitative factor (rate of progress) 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 evaluated. *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 payments 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 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 student is enrolled in the non-term Medical Assisting program, the full program length is 35 weeks (with 24 required credit hours). The student's first payment period ends at the 50% point of the academic year (which occurs at 19 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.

### A. Maximum Time Frame

Students must also 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. Official leaves of absence and other official interruptions of educational training are not computed as part of the student's progress for purpose of MTF calculation. Failure to complete the academic requirements necessary to graduate by the end of the MTF will result in 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).

## III. Failure to Make SAP

When a student satisfies both the qualitative and quantitative factors when CHCP conducts a SAP review at an evaluation point, CHCP considers that student to have met SAP. If a student does not meet either 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.).

### 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 is receiving federal financial aid (i.e., Title IV funds such as a Pell Grant or Stafford 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.

#### 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 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 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 appear likely to (or will/do not) meet SAP 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 which 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. 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 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 and being placed on Financial Aid Probation. A student may receive federal financial aid during that semester or payment period upon (i) the student's filing of an 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 has 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* (detail related to students on Financial Aid Probation status). A readmitted 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 hours or clock hours. The charts below identify each program's (i) classification (i.e., as term or non-term based), measurement (i.e.., clock or 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 or clock hours/weeks**.

| Program(s) | Measurement (Clock / Credit Hour) | Length of Payment Periods | Full Program Length |
|---|---|---|---|
| DMS-AAS, HMAS-AAS, HIM-AAS, HCM-AAS, HCMCP-BS, RTCP-AAS, RSM-BS, ADN-AAS, ST-AAS, CVS-AAS, NSA-AAS, MA-CERT, MBC-CERT, MOS-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 or clock hours/weeks**.

| Program(s) | Measurement (Clock / Credit Hour) | Length of Payment Periods (PP) (PP 1 / PP 2) | Full Program Length |
|---|---|---|---|
| Dental Assistant (Day) | Credit Hours | 19/16 weeks | 35 weeks |
| Dental Assistant (Eve) | Credit Hours | 29/25 weeks | 54 weeks |
| *Blended Delivery*<br>Medical Assistant, Dental Assistant, Physical Therapy Technician, Pharmacy Technician | Credit Hours | 20 / 16 weeks | 36 weeks |
| *Blended Delivery*<br>Medical Coding and Billing | Credit Hours | 20 / 18 weeks | 38 weeks |
| *Blended Delivery*<br>LMRT with Medical Assisting Skills | Clock Hours | PP 1-2 are 20/20 weeks<br>PP 3-4 are 10/10weeks | 60 weeks |
| LMRT – Certificate (day) | Clock Hours | PP 1-2 are 19/18 weeks<br>PP 3-4 are 10/9 weeks | 56 weeks (1,500 hours) |
| LMRT – Certificate (Eve) | Clock Hours | PP 1-2 are 28/27 weeks<br>PP 3-4 are 10/10 weeks | 75 weeks (1,500 hours) |
| Massage Therapy (Day) | Clock Hours | 15/15 weeks | 30 weeks |
| Massage Therapy (Eve) | Clock Hours | 20/13 weeks | 43 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 meet 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, residential students have one week and online students have two weeks from the end of the respective course to complete the work required to finish the course. Failure to do so will result in a grade of "F" which will be averaged into the GPA and require that the course to be repeated. Extenuating circumstances may allow for an extension of time to complete the course work with the approval of the School Director or Director of Education.

If a student is given and "F" for any incomplete grade (either because they did not earn a grade in the time frame allotted for completing incomplete grades, or earned a "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).

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

### REPEATED COURSE GRADES

A student must complete and pass **all required core course work** with a grade of "C" or better and a "D" or better for all 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 one repeat of an unsuccessfully completed course without an appeal. A student who requests additional attempts to successfully complete a course must appeal in writing to the Director of Education and may receive approval based on the circumstances in the appeal. The failing grades for the course as well as the repeat grade will be recorded in the permanent student record. The higher grade will replace the lower grade when calculating the student's CGPA. However, both 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 is not eligible for re-entry to the college.***

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

## DRESS CODE AND UNIFORMS

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

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

| | |
|---|---|
| **Apparel:** | Scrubs and when appropriate, a white full-length laboratory jacket are to be worn. Students may wear white tee shirts underneath scrubs. White turtlenecks may be worn during cold weather. Any and all undergarments worn under scrubs must not be visible beneath the scrub sleeve hems, pants legs, tail of scrub top, etc. Students are not allowed to wear sweaters, overcoats, headwear, earmuffs, gloves etc. over their uniforms while attending scheduled classes. |
| **Footwear:** | Conservative nursing shoes or conservative predominantly white ***leather or leather like*** athletic shoes. Shoes must have closed toes and heels to comply with OSHA regulations. |
| **Hair:** | Hair should be clean, combed, and neatly trimmed or arranged and appropriate for the allied health field (Please see your admissions representative for additional information). Hair below shoulder length is to be pulled back or put up. Shaggy, unkempt hair is not permissible regardless of length. Sideburns, mustaches, and beards should be neatly trimmed. ***Eccentric styles and colors of hair will not be permitted.*** Hair accessories will be limited to barrettes, plain headbands, or rubber bands and will be conservative in color. Head garments such, as caps, bandannas, hats, etc. are not allowed, unless the headgear is required for religious reasons. |
| **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:** | Conservative watches may be worn. The clock face should not be any larger than the size of a silver half-dollar. Rings are to be limited to a wedding ring and/or class ring. More than one ring on each hand will not be allowed. Only stud earrings will be allowed. Hoop, wire, or dangling earrings ***are not allowed***. ***Only one earring in each ear is allowed***. ***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 work place 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 are 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 can be subject to disciplinary action.

## CELL PHONES AND ELECTRONIC ITEMS

Electronic items such as cell phones are to be turned off while in the classroom, computer lab, student resource center, and hallways. The use of Blue Tooth and wired earpiece devices are not allowed and must be removed while on the campus. The use of cell phones shall be for emergencies only and restricted to the inside and outside student break areas. 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.
- HIPAA or OSHA violation while on clinical/externship assignment.

## COPYRIGHT POLICY

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

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

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

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

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially the FAQ's 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.
- 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 the Education Director 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 have either hired our graduates in the past or are looking to hire our graduates. The college also seeks employment opportunities for its graduates by making initial contact to companies, doctors, etc. and informing them of the skills our graduates possess. Lastly, the college periodically asks prospective employers to visit the college and speak with our graduates regarding employment opportunities. Upon successful completion of the program, we will assist the graduates in obtaining entry level positions in the allied health care field by referring them to and presenting their resumes to prospective employers in their chosen career path.

## 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

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

***Note: Students' original transcripts and certificates of completion are withheld until all obligations to the college have been fulfilled. These obligations included but are not limited to: financial, academic, attendance and externship/clinical documentation. Students not meeting their obligations will be considered as completed and entered into the system as complete.***

## NAME CHANGE

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

## GRADUATION

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

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

## INCLEMENT WEATHER POLICY

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

## GRIEVANCE POLICY

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

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

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 – Fort Worth))
35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208
(312) 553-9355. (www.caahep.org)

**Texas Department of Licensing & Regulation** (Massage Therapy Programs)
Attn: Enforcement Division
PO Box 12157, Austin, Texas 787111 1-800-803-9202.
File online at: www.tdlr.texas.gov/complaints
Note: Anyone may register a complaint with the Department

**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)***

### Residential - 5 Week Day and 7 ½ Week Evening Modular Programs

| Schedule | Days | Hours |
|---|---|---|
| Day | Monday through Thursday* | 8:00 a.m. to 2:30 p.m. |
| Evening | Monday through Thursday* | 6:00 p.m. to 10:00 p.m. |

**Certification review classes may be scheduled on Fridays during the externship module for programs on these schedules*

### Blended - 4 Week Day and Evening Modular Programs

| Schedule | Days (schedules may vary by program) | Between the Hours of (Times may vary by program) |
|---|---|---|
| Day | Monday through Friday | 8:00 a.m. to 5:00 p.m. |
| Evening | Monday through Friday | 4:30 p.m. to 11:00 p.m. |

### Residential Semester Programs

| Schedule | Days | Hours |
|---|---|---|
| Day | Monday through Friday | 8:00 a.m. to 5:00 p.m. |

Lecture courses are normally scheduled between 8:00am and 5:00pm Monday through Friday. Clinical hours and laboratory courses may be scheduled 7:00am - 6:00pm Monday through Friday. Surgical Technology Clinical hours are typically 6:30am – 3:00pm Monday through Friday.

**Students will receive a semester schedule with days and time of classes at the beginning of each semester.**

### Class Breaks

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

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

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

***7 ½ Week Modular evening programs will follow one of the following schedules***

| Evening Schedule A | Evening Schedule B |
|---|---|
| 6:50 – 7:00 PM | 6:50 – 7:00 PM |
| 7:50 – 8:00 PM | 7:50 – 8:10 PM |
| 8:50 – 9:00 PM | *9:50 - Dismissed* |
| *9:50 - Dismissed* | |

***4 Week Modular Blended program Schedules***

Dates and times vary for the 4 week modular schedules. Day classes are normally scheduled between the hours of 8:00am and 5:00pm Monday through Friday. Evening classes are normally scheduled between the hours of 4:30pm and 11:00pm Monday through Friday. In most instances, there is a 10-minute break within each 60-minute block of time.

# RESIDENTIAL AND HYBRID PROGRAMS

## CARDIAC SONOGRAPHY ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

Offered at the HNL

**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); and hepatitis A and/or hepatitis C (depending on clinical facility).

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 delivered by both residential and distance education. Courses with (*) are delivered via full distance education or blended.

# CARDIAC SONOGRAPHY PROGRAM OUTLINE

| COURSE # | COURSE NAME | LECTURE HOURS | LAB HOURS | EXTERN 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 course provides students with instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay from. Emphasis is placed on clarity, logical organization, unity and coherence of central idea and supporting material. **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: MATH 1314; HPRS 101; PHYS 100; APS 101; LES 100** | | |
| **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: MATH 1314; HPRS 101; PHYS 100; APS 101; LES 100** | | |
| **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: MATH 1314; HPRS 101; PHYS 100; APS** | | |

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|---|---|---|
| **101; LES 100** | | |
| **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: MATH 1314; HPRS 101; PHYS 100; APS 101; LES 100** | | |
| **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: MATH 1314; HPRS 101; PHYS 100; APS 101; LES 100** | | |
| **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, and pathology 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. | | |

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|---|---|---|
| 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 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** | | |
| **DBS 390** | **ULTRASOUND PHYSICS PREP** | **15/0/0/15/1.0** |
| This course prepares students for the Ultrasound Physics Registry Exam. Concepts and principles learned in Ultrasound Physics and Instrumentation will be reviewed. **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 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 delivered by both residential and distance education. Courses with (*) are delivered via full distance education or blended. All core courses will be delivered reside

| COURSE # | COURSE NAME | LECTURE HOURS | LAB HOURS | EXTERN 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 course provides students with instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay from. Emphasis is placed on clarity, logical organization, unity and coherence of central idea and supporting material. **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: 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. **PREREQUISITE: SEMESTER I** | | |

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|---|---|---|
| **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, and pathology 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 prepares students for the Ultrasound Physics Registry Exam. Concepts and principles learned in Ultrasound Physics and Instrumentation will be reviewed. **PREREQUISITE: MATH1314, ENG101, HPRS101, PHYS100, APS101, DBS290** | | |
| **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** | | |

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|---|---|---|
| **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

Offered at FW, HNL, HSW and AUS Campuses

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

**Program Requirements:** Each participant must possess a high school diploma or GED and be able to read and write English. Participants must have good coordination and health, be neat, professional, and must pass the Scholastic Level Exam with a minimum score of 10.

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

**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 | | | | | | |
| MSS 100 | Master Student / Study Skills | 30 | | | 30 | 2.0 |
| PRO 100 | Professionalism | 15 | | | 15 | 1.0 |
| HIP 100 | HIPAA / OSHA / Infection Control | 15 | | | 15 | 1.0 |
| MED 100 | Medical Terminology | 30 | | | 30 | 2.0 |
| APM 100 | Overview of Anatomy & Physiology | 30 | | | 30 | 2.0 |
| MODULE II | | | | | | |
| DA 310 | Introduction to Dental Assisting | 15 | | | 15 | 1.0 |
| DA 311 | Ethics/Law and Texas Jurisprudence | 30 | | | 30 | 2.0 |
| DA 312 | Tooth Morphology and Dental Charting | 15 | 25 | | 40 | 1.5 |
| DA 313 | Preventative Dentistry/Nutrition | 15 | 20 | | 35 | 1.5 |
| MODULE III | | | | | | |
| DA 314 | Anatomy and Physiology (Head and Neck) | 20 | | | 20 | 1.0 |
| DA 315 | Overview of Radiology | 20 | 80 | | 100 | 4.0 |
| MODULE IV | | | | | | |
| DA 316 | Office Procedures and Resumes | 20 | 25 | | 45 | 2.0 |
| DA 317 | Medical Emergencies and CPR | 15 | 15 | | 30 | 1.5 |
| DA 318 | Disease Transmission/Infectious Diseases and Prevention | 20 | 25 | | 45 | 2.0 |
| MODULE V | | | | | | |
| DA 319 | Dental Materials | 20 | 20 | | 40 | 2.0 |
| DA 320 | Dental Skills and Procedures | 20 | 20 | | 40 | 2.0 |
| DA 321 | Treatment Areas and Instruments/Accessories | 20 | 20 | | 40 | 2.0 |
| MODULE VI | | | | | | |
| DA 322 | Special Populations/Pedodontics/Orthodontics/ Restorative/ Periodontics/Endodontics/Prosthodontics and Oral Surgery | 60 | 60 | | 120 | 6.0 |
| MODULE VII | | | | | | |
| DAX 323 | Dental Externship | | | 180 | 180 | 4.0 |
| **Total Hours/Credits** | | **410** | **310** | **180** | **900** | **40.5** |

**Total Program Hours = 900 / 40.5 Semester Credits**

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

COURSE DESCRIPTIONS:

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

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

**To apply to become a registered dental assistant, a student must successfully complete a mandatory short course approved by The Texas State Board of Dental Examiners. An approved provider list can be found on the TSBDE website: http://www.tsbde.state.tx.us. By law a dental assistant must be registered with TSBDE in order to take x-rays at a dentist's office.**

| | | |
|---|---|---|
| **MSS 100** | **MASTER STUDENT/STUDY SKILLS** | **30/0/0/30/2.0** |
| Students will become familiar with basic study and learning skills to include learning styles, goal setting, memorization techniques, reading comprehension, note taking, test taking, critical thinking, effective communication diversity, and technology. **No Prerequisite.** | | |
| **PRO 100** | **PROFESSIONALISM** | **15/0/0/15/1.0** |
| Students will learn and become familiar with the soft skills and habits that are necessary to be a successful employee in the allied healthcare field. This course is designed to help students identify the attributes of an employee that are sought-after in the professional setting and to develop a personal plan to expand their talents to meet the expectations of the educational institution and workplace. **No Prerequisite.** | | |
| **HIP 100** | **HIPAA/OSHA/INFECTION CONTROL** | **15/0/0/15/1.0** |
| Students will learn about the Health 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. **No Prerequisite** | | |
| **APM 100** | **OVERVIEW OF ANATOMY & PHYSIOLOGY** | **30/0/0/30/2.0** |
| Students will learn and identify basic structures, functions and dysfunctions of the body. This course covers a general treatment of the sensory, muscular, nervous, endocrine, digestive, respiratory, circulatory, urinary, reproductive, integumentary, and skeletal system. **No Prerequisite.** | | |
| **MED 100** | **MEDICAL TERMINOLOGY** | **30/0/0/30/2.0** |
| Students will learn the study of the word roots, prefixes, suffixes as well as abbreviations and symbols that are necessary tools for building a medical vocabulary. **No Prerequisite.** | | |
| **DA 310** | **INTRODUCTION TO DENTAL ASSISTING** | **15/0/0/15/1.0** |
| 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. **Prerequisite MOD I** | | |
| **DA 311** | **ETHICS/LAW AND TEXAS JURISPRUDENCE** | **30/0/0/30/2.0** |
| Students will be able to relate ethical and legal aspects of dentistry, responsibilities of the dentist, patients and the dental teams are addressed. Students will complete a summarization of the State Dental Practice Act & Board of Dental Examiners responsibilities, discuss clinical record ownership, and understand purpose and appropriate uses. Student will be able to discuss the State Regulations and Codes of law as they pertain to the dental assistant and in preparation for the State Registration examination. Related terminology, dental charting/documentation, vital signs, and infection control procedures. **Prerequisite MOD I** | | |
| **DA 312** | **TOOTH MORPHOLOGY AND DENTAL CHARTING** | **15/25/0/40/1.5** |
| Students will be able to outline the types of teeth, dental arches, and surfaces of the tooth. Students will identify anatomic features of the teeth, occlusion and malocclusion, primary dentition, as well as permanent dentition and tooth numbering systems. Students will also be able to identify inflammation, healing, oral lesions, jaw disturbances, dental pulp disease, 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** | | |
| **DA 313** | **PREVENTATIVE DENTISTRY/NUTRITION** | **15/20/0/35/1.5** |
| 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** | | |

| | | |
|---|---|---|
| **DA 314** | **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** | | |
| **DA 315** | **OVERVIEW OF RADIOGRAPHY** | **20/80/0/100/4.0** |
| 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. **Prerequisite MOD I** | | |
| **DA 316** | **OFFICE PROCEDURES AND RESUMES** | **20/25/0/45/2.0** |
| 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. The student will be taught the proper form of the construction of a personal resume, and have the practice of interview questions. Related terminology, dental charting/documentation, vital signs, and infection control procedures. **Prerequisite MOD I** | | |
| **DA 317** | **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** | | |
| **DA 318** | **DISEASE TRANSMISSION/ INFECTIOUS DISEASES AND REVENTION** | **20/25/0/45/2.0** |
| 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** | | |
| **DA 319** | **DENTAL MATERIALS** | **20/20/0/40/2.0** |
| 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. **Prerequisite MOD I** | | |
| **DA 320** | **DENTAL SKILLS AND PROCEDURES** | **20/20/0/40/2.0** |
| 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.<br>Related terminology, dental charting/documentation, vital signs, and infection control procedures. **Prerequisite MOD I** | | |
| **DA 321** | **TREATMENT AREAS AND INSTRUMENTS ACCESSORIES** | **20/20/0/40/2.0** |
| 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. **Prerequisite MOD I** | | |
| **DA 322** | **SPECIAL POPULATIONS / PEDODONTICS / ORTHODONTICS RESTORATIVE / PERIODONTICS / ENDODONTICS/ PROSTHODONTICS AND ORAL SURGERY** | **60/60/0/120/6.0** |
| 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** | | |
| **DAX 323** | **DENTAL EXTERNSHIP** | **0/0//180/180/4.0** |
| Students will integrate practice of all dental assistant responsibilities carried out in a dental office, hospital, or group practice setting under the supervision of a dentist or supervising dental assistant. Use of related terminology, dental charting/documentation, vital signs, and infection control procedures. **Prerequisite: Completion of all dental assistant classes, current on financial obligations to the school, and recommendation of the instructor and externship coordinator.** | | |

## DENTAL ASSISTING-300 CERTIFICATE PROGRAM

Available at AST Campus only (Not Currently Offered)

**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 of dentists in private dental offices, group dental practices and out-patient dental surgery centers.

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

**Program Length:** The length of time normally required to complete the morning program is approximately 10 weeks. The length of time normally required for completing the evening program is approximately 18 weeks.

**State Registration Requirement**: Effective 09/01/06, to apply to become a registered dental assistant, a student must successfully complete a mandatory short course approved by The Texas State Board of Dental Examiners (TSBDE).
An approved provider list can be found on the TSBDE website: http://www.tsbde.state.tx.us.
By law a dental assistant must be registered with TSBDE in order to take x-rays at a dentist's office**.**

DAY CLASS SCHEDULE
Monday through Thursday from 8:00 a.m. to 2:30 p.m. per day; Friday from 8:00 a.m. to 12:00 p.m.
EVENING SCHEDULE
Monday through Thursday from 6:00 p.m. to 9:00 p.m.

### CURRICULUM

| Course# | Course Title | Lecture Hours | Lab Hours | Extern Hours | Total Hours | Semester Credit Hours (SCH) |
|---|---|---|---|---|---|---|
| DA-301 | Dental Assisting | 15 | 0 | 0 | 15 | 1.0 |
| DA-302 | Dental Anatomy & Physiology | 30 | 0 | 0 | 30 | 2.0 |
| DA-303 | Basic Computer Skills | 15 | 0 | 0 | 15 | 1.0 |
| DA-305 | Dental Laboratory Procedures I | 15 | 15 | 0 | 30 | 1.5 |
| DA-306 | Dental X-Rays | 15 | 15 | 0 | 30 | 1.5 |
| DA-307 | Dental Sterilization Procedures | 1 | 15 | 0 | 30 | 1.5 |
| DA-304 | Introduction to Externship | 15 | 0 | 0 | 15 | 1.0 |
| DA-308 | Dental Clinical Externship | 0 | 0 | 135 | 135 | 3.0 |
| | **Program Totals** | **120** | **45** | **135** | **300** | **12.5** |

## 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.*

**DA-301 DENTAL ASSISTING** ***(15/0/0/15/1.0)***
This course is designed to help students make necessary professional and personal adjustments in their development as a Dental Assistant. Customer skills are essential to good dental assisting, as well as, proper attitude and job skills. Professionalism, which includes proper dress, personal care, task completion, job search, resume writing and interviewing skills provide the student with an overall knowledge of the field they are preparing for.
***COURSE PREREQUISITE (S): None***

**DA-302 DENTAL ANATOMY & PHYSIOLOGY** ***(30/0/0/30/2.0)***

Dental anatomy and physiology covers the basics as it relates to the teeth, head and neck, surfaces, names, numbers, and the use of charting is included here.

***COURSE PREREQUISITES (S): DA-301 Dental Assisting***

**DA-303 BASIC COMPUTER SKILLS** ***(15/0/0/15/1.0)***

This course is designed to help the student master the necessary basic skills in order to perform computer chair-side, front desk and other necessary computer jobs in an office setting.

***COURSE PREREQUISITE (S): DA-302 Dental Anatomy & Physiology***

**DA-305 DENTAL LABORATORY PROCEDURES** ***(15/15/0/30/1.5)***

Dental lab consists of hand washing techniques, barrier protection, instrument transfer, and clinical application of learned clinical skills. Cements and materials are presented, as they relate to the appropriate procedure.

***COURSE PREREQUISITE (S): DA-303 Basic Computer Skills***

**DA-306 DENTAL X-RAYS** ***(15/15/0/30/1.5)***

Dental lower case x-rays allow the students to learn and demonstrate properly assembly of instruments placement, exposure, and processing. Mounting x-rays and protective measures for both the patient and the assistant

***COURSE PREREQUISITE (S): DA-304 Dental Laboratory Procedures***

**DA-307 DENTAL STERILIZATION PROCEDURES** ***(15/15/0/30/1.5)***

Dental sterilization focuses on proper techniques as they relate to the dental operatory, instruments, trays and equipment. OSHA requirements as presented in the basic form so that the student will be able to integrate their knowledge with the OSHA systems in place within the dental office.

***COURSE PREREQUISITE (S): DA-305 Dental X-Rays***

**DA-304 INTRODUCTION TO EXTERNSHIP** ***(15/0/0/15/1.0)***

Introduction to externship discusses the basic requirements of the extern site, as well as, a preview of the dental setting. Proper patient positioning and proper skills positioning for all procedures. Dental Assisting duties and responsibilities.

***COURSE PREREQUISITE (S): DA-306 Dental Sterilization Procedures***

**DA-308 DENTAL CLINICAL EXTERNSHIP** ***(0/0/135/135/3.0)***

Externship allows for continued hands on learning experience in a clinical skill setting. Supervision by qualified staff provides the student with the opportunity to demonstrate skills in a professional environment.

***COURSE PREREQUISITE (S): DA-307 Introduction to Externship***

## DIAGNOSTIC MEDICAL SONOGRAPHY - AAS DEGREE PROGRAM

Offered at AUS, FW, HNL, MCA, and SA

**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 general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

**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 both residential and distance education. Courses with a (*) may be delivered via 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 |
| 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** |

** Courses delivered via distance education*

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, externship, 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, 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.

| | | |
|---|---|---|
| **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: NONE** | | |
| **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: MATH 1314, ENG 101, HPRS 101, PHYS 100, APS 101** | | |

| | | |
|---|---|---|
| **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. Students 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: MATH 1314, ENG 101, HPRS 101, PHYS 100, APS 101**

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| **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: MATH 1314, ENG 101, HPRS 101, PHYS 100, APS 101, 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 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: MATH 1314, ENG 101, HPRS 101, PHYS 100, APS 101, LES 100, DBS 201, DBS 202, DBS 290**

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|---|---|---|
| **DMS 350** | **GYNECOLOGICAL SONOGRAPHY** | **45/45/0/90/4.5** |

This course will provide student with knowledge of the anatomy and physiology 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 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: MATH 1314, ENG 101, HPRS 101, PHYS 100, APS 101, LES 100, DBS 201, DBS 202, DBS 290**

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| **DMS 360** | **ABDOMINAL VASCULAR SONOGRAPHY** | **30/30/0/60/3.0** |

This course will focus on the anatomy, physiology, and pathology 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**

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|---|---|---|
| **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 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: MATH 1314, ENG 101, HPRS 101, PHYS 100, APS 101 LES 100, DBS 201, DBS 202, DBS 290, DBS 390, DMS 340, DMS 350, DMS 360**

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|---|---|---|
| **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: MATH 1314, ENG 101, HPRS 101, PHYS 100, APS 101, LES 100, DBS 201, DBS 202, DBS 290, DBS 390, DMS 340, DMS 350, DMS 360**

| | | |
|---|---|---|
| **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: MATH 1314, ENG 101, HPRS 101, PHYS 100, APS 101, LES 100, DBS 201, DBS 202, DBS 290, DBS 390, DMS 340, DMS 350, DMS 360**

| | | |
|---|---|---|
| **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, and pathology 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: MATH 1314, ENG 101, HPRS 101, PHYS 100, APS 101, LES 100, DBS 201, DBS 202, DBS 290, DBS 390, DMS 340, DMS 350, DMS 360, DMS 470, DMS 480, DMSC 1**

| | | |
|---|---|---|
| **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: MATH 1314, ENG 101, HPRS 101, PHYS 100, APS 101, LES 100, DBS 201, DBS 202, DBS 290, DBS 390, DMS 340, DMS 350, DMS 360, DMS 470, DMS 480, DMSC 1**

| | | |
|---|---|---|
| **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**

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| **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: MATH 1314, ENG 101, HPRS 101, PHYS 100, APS 101, LES 100, DBS 201, DBS 202, DBS 290, DBS 390, DMS 340, DMS 350, DMS 360, DMS 470, DMS 480, DMSC 1, DBS 560, DMSC 2**

| | | |
|---|---|---|
| **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: MATH 1314, ENG 101, HPRS 101, PHYS 100, APS 101, LES 100, DBS 201, DBS 202, DBS 290, DBS 390, DMS 340, DMS 350, DMS 360, DMS 470, DMS 480, DMSC 1, DBS 560, DMSC 2**

**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.

## LIMITED MEDICAL RADIOLOGIC TECHNOLOGIST CERTIFICATE PROGRAM

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

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

**Program Requirements:** Each program participant must have a high school diploma or GED and should be able to read and write English. All entrants must pass the Scholastic Level Exam with a minimum score of 16. 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:** The length of the day program is approximately 56 weeks. The length of the afternoon or evening program is approximately 75 weeks. The program is comprised of two components: X-ray instruction, and X-ray externship, totaling 1,500 hours.

| | | Lecture Hours | Lab Hours | Extern Hours | Total Hours | Semester Credits |
|---|---|---|---|---|---|---|
| **MODULE I** | | | | | | |
| MSS 100 | Master Student / Study Skills | 30 | 0 | 0 | 30 | 2.0 |
| PRO 100 | Professionalism | 15 | 0 | 0 | 15 | 1.0 |
| HIP 100 | HIPAA / OSHA / Infection Control | 15 | 0 | 0 | 15 | 1.0 |
| MED 100 | Medical Terminology | 30 | 0 | 0 | 30 | 2.0 |
| APM 100 | Overview of Anatomy & Physiology | 30 | 0 | 0 | 30 | 2.0 |
| **MODULE II** | | | | | | |
| RAD 201 | Introduction to Radiologic Science / Ethics and Law | 30 | 0 | 0 | 30 | 2.0 |
| RAD 202 | Radiographic Math and Calculations | 30 | 0 | 0 | 30 | 2.0 |
| RAD 203 | Radiographic Terminology | 30 | 0 | 0 | 30 | 2.0 |
| RAD 204 | Radiation Production and Exposure | 30 | 0 | 0 | 30 | 2.0 |
| **MODULE III** | | | | | | |
| RAD 205 | Radiation Protection and Safety | 30 | 0 | 0 | 30 | 2.0 |
| RAD 210 | A & P, Pathology and Medical Terminology of the Upper Extremities. | 40 | 0 | 0 | 40 | 2.5 |
| RAD 220 | Radiographic Procedures and Image Analysis of the Upper Extremity Lab | 0 | 50 | 0 | 50 | 1.5 |
| **MODULE IV** | | | | | | |
| RAD 206 | Imaging Equipment | 30 | 0 | 0 | 30 | 2.0 |
| RAD 211 | A & P, Pathology and Medical Terminology of the Lower Extremity and Abdomen/Pelvis | 40 | 0 | 0 | 40 | 2.5 |
| RAD 221 | Radiographic Procedures and Image Analysis of the Lower Extremity and Abdomen/Pelvis Lab | 0 | 50 | 0 | 50 | 1.5 |
| **MODULE V** | | | | | | |
| RAD 207 | Patient Care in Radiologic Sciences | 50 | 0 | 0 | 50 | 3.0 |
| RAD 212 | A & P, Pathology and Medical Terminology of the Chest and Bony Thorax | 30 | 0 | 0 | 30 | 2.0 |
| RAD 222 | Radiographic Procedures and Image Analysis of the Chest and Bony Thorax Lab | 0 | 40 | 0 | 40 | 1.0 |

| | | Lecture Hours | Lab Hours | Extern Hours | Total Hours | Semester Credits |
|---|---|---|---|---|---|---|
| **MODULE VI** | | | | | | |
| RAD 208 | Radiation Biology | 30 | 0 | 0 | 30 | 2.0 |
| RAD 213 | A & P, Pathology and Medical Terminology of the Vertebral Column | 40 | 0 | 0 | 40 | 2.5 |
| RAD 223 | Radiographic Procedures and Image Analysis of the Vertebral Column Lab | 0 | 50 | 0 | 50 | 1.5 |
| **MODULE VII** | | | | | | |
| RAD 209 | Digital Image Acquisition, Display and File/Screen Image Production and Evaluation | 40 | 0 | 0 | 40 | 2.5 |
| RAD 214 | A & P, Pathology and Medical Terminology of the Skull and Facial Bones | 40 | 0 | 0 | 40 | 2.5 |
| RAD 224 | Radiographic Procedures and Image Analysis of the Skull and Facial Bones Lab | 0 | 40 | 0 | 40 | 1.0 |
| **MODULE VIII** | | | | | | |
| RAD 225 | Comprehensive Review | 60 | 0 | 0 | 60 | 4.0 |
| RAD 230 | Radiology Externship | 0 | 0 | 600 | 600 | 13.0 |
| **Totals Hours/Credits** | | **670** | **230** | **600** | **1500** | **63.0** |
| **Total Program Hours = 1500/63.0 Semester Credits** | | | | | | |

The Texas Medical Board and the Texas Workforce Commission, Career Schools and Colleges jointly regulate this program.

COURSE DESCRIPTIONS:

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

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

| | | |
|---|---|---|
| **MSS 100** | **MASTER STUDENT/STUDY SKILLS** | **30/0/0/30/2.0** |
| Students will become familiar with basic study and learning skills to include learning styles, goal setting, memorization techniques, reading comprehension, note taking, test taking, critical thinking, effective communication diversity, and technology. **No Prerequisite.** | | |
| **PRO 100** | **PROFESSIONALISM** | **15/0/0/15/1.0** |
| Students will learn and become familiar with the soft skills and habits that are necessary to be a successful employee in the allied healthcare field. This course is designed to help students identify the attributes of an employee that are sought-after in the professional setting and to develop a personal plan to expand their talents to meet the expectations of the educational institution and workplace. **No Prerequisite.** | | |
| **HIP 100** | **HIPAA/OSHA/INFECTION CONTROL** | **15/0/0/15/1.0** |
| Students will learn about the Health 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. **No Prerequisite** | | |
| **APM 100** | **OVERVIEW OF ANATOMY & PHYSIOLOGY** | **30/0/0/30/2.0** |
| Students will learn and identify basic structures, functions and dysfunctions of the body. This course covers a general treatment of the sensory, muscular, nervous, endocrine, digestive, respiratory, circulatory, urinary, reproductive, integumentary, and skeletal system. **No Prerequisite.** | | |
| **MED 100** | **MEDICAL TERMINOLOGY** | **30/0/0/30/2.0** |
| Students will learn the study of the word roots, prefixes, suffixes as well as abbreviations and symbols that are necessary tools for building a medical vocabulary. **No Prerequisite.** | | |

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|---|---|---|
| **RAD 201** | **INTRODUCTION TO RADIOLOGIC SCIENCE / ETHICS AND LAW** | **30/0/0/30/2.0** |
| Content provides an overview of the foundations of radiography and the practitioner's role in the health care delivery system. A review of the history of radiography, properties of the X-ray beam and basic atomic structure will be discussed. The principles, practices and policies of health care organizations are examined and discussed in addition to the professional responsibilities of the radiographer. **Prerequisite – Mod I** | | |
| **RAD 202** | **RADIOGRAPHIC MATH AND CALCULATIONS** | **30/0/0/30/2.0** |
| Content imparts knowledge to the students for performing functions with fractions and decimals. Factors that determine significant digits in a number, perform calculations in scientific notation with signed numbers and exponents. Content is also designed to simplify algebraic expressions and convert units within the SI system. Reading word problems. **Prerequisite – Mod I** | | |
| **RAD 203** | **RADIOGRAPHIC TERMINOLOGY** | **30/0/0/30/2.0** |
| The student will learn the definitions of radiographic terminology, as well as their applications regarding radiographic anatomy, physiology, and positioning. **Prerequisite – Mod I** | | |
| **RAD 204** | **RADIATION PRODUCTION AND EXPOSURE** | **30/0/0/30/2.0** |
| Students will explain production of x-rays in the tube (Bremsstrahlung vs. Characteristics), distinguish between density, contrast, and the factors that control them. The will understand the fundamentals of photon interactions with matter. They will have a basic understanding of energy, wavelength and frequency. They 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. How differences in IR's and grids interact with x-rays. Explain the basic construction of grids and their effect on density and contrast. Apply conversion factors for changes with distance, grids, image receptors, reciprocity law and 15% rule. **Prerequisite – Mod I** | | |
| **RAD 205** | **RADIATION PROTECTION AND SAFETY** | **30/0/0/30/2.0** |
| Content presents an overview of the principles of radiation protection, including the responsibilities 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 – Mod I & II** | | |
| **RAD 210** | **A&P, PATHOLOGY AND MEDICAL TERMINOLOGY OF THE UPPER EXTREMITIES** | **40/0/0/40/2.5** |
| The student will learn anatomy and physiology of the upper extremities 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 – Mod I & II** | | |
| **RAD 220** | **RADIOGRAPHIC PROCEDURES AND IMAGE ANALYSIS OF THE UPPER EXTREMITY LAB** | **0/50/0/50/1.5** |
| This course will teach the student how to correctly position the anatomy of the upper limb to include the shoulder girdle and acromioclavicular joints 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 – Mod I & II** | | |
| **RAD 206** | **IMAGING EQUIPMENT** | **30/0/0/30/2.0** |
| 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. **Prerequisite – Mod I & II** | | |
| **RAD 211** | **A&P, PATHOLOGY AND MEDICAL TERMINOLOGY OF THE LOWER EXTREMITY AND ABDOMEN/PELVIS** | **40/0/0/40/2.5** |
| The student will learn anatomy and physiology of the lower extremities, abdomen, 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 – Mod I & II** | | |
| **RAD 221** | **RADIOGRAPHIC PROCEDURES AND IMAGE ANALYSIS OF THE LOWER EXTREMITY AND ABDOMEN/PELVIS LAB** | **0/50/0/50/1.5** |
| This course will teach the student how to correctly position the anatomy of the Lower limb including the pelvic girdle and abdomen 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 – Mod I & II** | | |
| **RAD 207** | **PATIENT CARE IN RADIOLOGIC SCIENCES** | **50/0/0/50/3.0** |
| Students will learn to identify their scope of practice and legal aspects pertaining to patient care. They will learn the aspects of death and the grieving process as well as the value of communications. Students will learn the importance of vital signs as a diagnostic tool and what are considered to be normal range. Students will be introduced to phlebotomy techniques. Students will learn/demonstrate patient transfer techniques. Students will learn and explain medical emergencies and BLS techniques. **Prerequisite – Mod I & II** | | |

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|---|---|---|
| **RAD 212** | **A&P, PATHOLOGY AND MEDICAL TERMINOLOGY OF THE CHEST AND BONY THORAX** | **30/0/0/30/2.0** |
| The student will learn anatomy and physiology of the chest, bony thorax, 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 – Mod I & II** | | |
| **RAD 222** | **RADIOGRAPHIC PROCEDURES AND IMAGE ANALYSIS OF THE CHEST AND BONY THORAX LAB** | **0/40/0/40/1.5** |
| This course will teach the student how to correctly position the anatomy of the respiratory system and bony thorax 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 – Mod I & II** | | |
| **RAD 208** | **RADIATION BIOLOGY** | **30/0/0/30/2.0** |
| Content provides an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues, and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. **Prerequisite – Mod I & II** | | |
| **RAD 213** | **A&P, PATHOLOGY AND MEDICAL TERMINOLOGY OF THE VERTEBRAL COLUMN** | **40/0/0/40/2.5** |
| 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 – Mod I & II** | | |
| **RAD 223** | **RADIOGRAPHIC PROCEDURES AND IMAGE ANALYSIS OF THE VERTEBRAL COLUMN LAB** | **0/50/0/50/1.5** |
| 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 – Mod I & II** | | |
| **RAD 209** | **DIGITAL IMAGE ACQUISITION, DISPLAY AND FILE/SCREEN IMAGE PRODUCTION AND EVALUATION** | **40/0/0/40/2.5** |
| 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. An overview of how an image is obtained utilizing the film screen method. **Prerequisite – Mod I & II** | | |
| **RAD 214** | **A&P, PATHOLOGY AND MEDICAL TERMINOLOGY OF THE SKULL AND FACIAL BONES** | **40/0/0/40/2.5** |
| The student will learn anatomy and physiology of the skull, facial bones, 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 – Mod I & II** | | |
| **RAD 224** | **RADIOGRAPHIC PROCEDURES AND IMAGE ANALYSIS OF THE SKULL AND FACIAL BONES LAB** | **0/40/0/40/1.0** |
| This course will teach the student how to correctly position the anatomy of the skull, facial bones and sinuses 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 – Mod I & II** | | |
| **RAD 225** | **COMPREHENSIVE 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 Limited Medical Radiologic Technologist license. This is done through using review materials as well as utilizing practice exams in all areas of the test. The students will also fill out and mail the application to set up an appointment to take the exam. **Prerequisite – Modules I, II, III, IV, V, VI and VII** | | |
| **RAD 230** | **RADIOLOGY EXTERNSHIP** | **0/0/600/600/13.0** |
| This course provides placement of the student in a clinical setting in which the student will have the opportunity to gain hands-on experience as a clinical X-ray technologist. Students will utilize the knowledge and demonstrate skills learned in the classroom and laboratory. Prerequisites: Completion of all limited medical radiologic technologist classes, current on financial obligations to the school, and recommendation of the instructor and externship coordinator. | | |

## MASSAGE THERAPY CERTIFICATE PROGRAM

Offered at FW, HSW, MCA and DAL Campus
This program is not regulated by the Texas Workforce Commission Career Schools and College

**Objective:** This program is designed to prepare students for entry-level employment as a massage practitioner in a chiropractor's office, doctor's office, private businesses such as beauty salons, day spas or private country clubs and sport medicine as well as becoming self-employed. Classroom and clinical hands-on training as well as professional development equip the student with the foundation needed to be a professional Massage Therapist. Graduates will demonstrate skills in body mechanics, massage manipulations and techniques.

**Program Requirements:** Each participant, must be a minimum of 18 years old, 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 15. Students must complete all 600 hours of classroom training before attending the 80 hours of clinical internship. Students are required to make-up all missed class hours prior to attending internship. The complete course of instruction, including internship must be completed at the school.

**Program Length:** The length of the morning program is 30 class weeks. The maximum time frame for completion of the day class is 45 class weeks. The length of time normally required for completing the afternoon or evening program is, 43 class weeks with the maximum time frame for completion of 65 class weeks.

**Policies Specific to Massage Therapy Programs in the State of Texas are Administered by the Texas Department of Licensing and Regulation.**

**TEXAS MASSAGE THERAPIST LICENSURE ELIGIBILITY RESTRICTIONS**

A person is ineligible for licensure under the following conditions;

(A) if the person has been convicted of, entered a plea of nolo contendere or guilty to, or received deferred adjudication to crimes or offenses involving prostitution or another sexual offense;
(B) until the fifth anniversary of the date of a conviction for a misdemeanor involving moral turpitude or a felony: or
(C) until the fifth anniversary of the date of a conviction of a violation of the Act.

Students who are concerned that their prior criminal history might make them ineligible for licensure may fill out a Criminal History Evaluation form and Questionnaire and pay a fee of $25 to the Texas Department of Licensing and Regulation (TDLR). The TDLR will then evaluate the prior criminal history and provide the student with a written response regarding their eligibility for licensure. Additional information can be found on the TDLR website at https://www.tdlr.texas.gov/crimHistoryEval.htm

**PRORAM COSTS**

A registration fee of $50 which is calculated as part of the total program cost is due at the time of enrollment. **All tuition payments must be made before completion of a program,** unless other arrangements have been made via the enrollment agreement or finance plan. Each student will receive an enrollment agreement, which will outline the payment schedule. The College has the right to charge a student/graduate a $25.00 late fee in the event his/her monthly payment(s) should become delinquent more than 4 business days. Students must be current on monthly payments to begin internship. Students who are not current on monthly payments by the completion of classroom training may be delayed in beginning their internship. Transcripts and certificates of completion are not issued to graduates until all monies due the College have been paid in full. In the event that a student does not meet the terms of the enrollment agreement or finance plan, the College will negotiate an alternative payment plan. If the student does not meet the terms of the alternative plan, the student's account will be turned over to a collection agency or sold to a bank.

The following are the costs for the program:

| | | |
|---|---|---|
| **Massage Therapy Program** | Registration Fee: | $50.00 |
| | Books/Printed Materials: | Included |
| | Lab Fee: | Included |
| | Tuition: | $11,250.00 |
| | **Total Program Cost:** | **$11,300.00** |

**Ancillary items not covered in Total Program Cost**

Additional Massage Therapy Scrub Set $17.00 (Fort Worth Campus)
Sheet Sets (3 sets required) approximately $10.00 / set
Repeat Course charge, if necessary, $100.00 first /$250.00 each additional

**Other fees covered in Total Program Cost**

Certification Exam*
The Federation of State Massage Therapy Boards (MBLEx) $195.00
Texas Massage Therapy Jurisprudence Exam for Massage Therapist. $35
Texas Department of Licensing and Regulation Massage Therapist Application Fee: $117.00

## TEXTBOOKS/SUPPLIES

**Required:**

Massage Therapy Principles and Practices, 5th Edition, Author: Susan G. Salvo
(Textbook, Workbook, Student CD ROM and Exam Review book)
Trail Guide to the Body, 5th Edition, Andrew Biel, with student workbook
Mosby's Pathology for Massage Therapists, 3rd Edition, Susan G. Salvo

**Reference Books:**

Theory & Practice of Therapeutic Massage 5th Edition Package, Mark F. Beck, Thomson/Delmar Learning 2010
Grays Anatomy 38th Edition, Henry L. Gray, Elsevier Science,
Milady's Theory and Practice of Massage Therapy 3rd Edition, Mark F. Beck, Milady's Publishing,
A Massage Therapist's Guide to Pathology, 3rd Edition, Ruth Werner, Lippincott Williams & Wilkins
New Foundations in Therapeutic Massage and Bodywork, Jan L. Saeger, McGraw Hill
Massage Therapy Review, Passing the NCETMB and NCETM, Laura Abbott, McGraw Hill
Family & Friends CPR, Cardiopulmonary Resuscitation, American Heart Association
Texas Occupations Code Title 3 Chapter 455, Massage Therapy & Title 25, Code Chapter 141
Manual of Structural Kinesiology, 16th Edition, R. T. Floyd, McGraw Hill
Business Mastery 3, 3rd Edition, Cheie Shonen-Moe, Sohnen-Moe Associates, Inc.

Students will incur an additional expense for linens. It is the responsibility of each student to provide 1 set of clean linens daily during the Massage Technique laboratory portions of the program. Estimated cost is approximately $10 per set.

## CLASSROOM ATTENDANCE

Because of the nature and scope of the training, the College does not differentiate between an excused and non-excused absence in computing the maximum number of allowable absences. A student will be terminated when he/she is absent more than ten (10) consecutive school days or misses more than 15% of the total program hours (102 hours) or 15% of a portion of the program if the student did not enroll into the entire program, whichever comes first.

Massage Therapy students are required to complete 680 program hours. Students that are absent *must* make-up all missed hours before receiving a certificate of completion from the College. Massage Therapy students have one and one-half times the normal program length (as published in this catalog), expressed in clock hours and calendar time, to complete the 680 hours. If a student does not complete the 680 hours in the maximum time frame, that student will be terminated from the College.

It is the responsibility of the student to obtain missed class work or assignments from his/her instructor. Students should call the school as soon as possible in order to notify the instructor they will be absent or late.

Attendance will be monitored daily and totaled at the end of each grading period. Students who miss in excess of 15% of the total scheduled program hours or ten (10) consecutive school days will be terminated by the College.

## MAKE-UP HOURS

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

**Make-up Hour Policy**

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

## INTERNSHIP ATTENDANCE

Prerequisite: Successful completion of the initial 600 hours of Massage Therapy training

Massage therapy students will complete 80 clock hours of clinical training in an on premise clinic, with 60 hours dedicated to performing massages. Students must complete all program hours within one and one-half times the program length while adhering to the Intern Policy and Procedure.

## INTERNSHIP REQUIREMENTS

Students must adhere to the internship policy and procedure manual.

# MASSAGE THERAPY PROGRAM

| COURSE | Lecture Hours | Lab Hours | Intern Hours | Total Hours | Semester Credits |
|---|---|---|---|---|---|
| **Module I** | | | | | |
| MST 601 Anatomy & Physiology I | 72 | 0 | 0 | 72 | 4.5 |
| MST 607 Pathology | 48 | 0 | 0 | 48 | 3.0 |
| | | | | | |
| **Module II** | | | | | |
| MST 602 Anatomy & Physiology II | 18 | 0 | 0 | 18 | 1.0 |
| MST 608 Kinesiology | 48 | 30 | 0 | 78 | 4.0 |
| MST 605 Human Health & Hygiene | 18 | 6 | 0 | 24 | 1.0 |
| | | | | | |
| **Module III** | | | | | |
| MST 621 Massage Therapy Technique I | 18 | 24 | 0 | 42 | 2.0 |
| MST 612 Pregnancy Massage Technique | 6 | 12 | 0 | 18 | 0.5 |
| MST 613 Aroma Therapy | 6 | 12 | 0 | 18 | 0.5 |
| MST 611 Spa Techniques | 10 | 12 | 0 | 22 | 1.0 |
| MST 617 Swedish Deep Tissue Massage | 8 | 12 | 0 | 20 | 0.5 |
| | | | | | |
| **Module IV** | | | | | |
| MST 622 Massage Therapy Technique II | 18 | 21 | 0 | 39 | 1.5 |
| MST 604 Business Practices & Professional Ethics | 30 | 15 | 0 | 45 | 2.5 |
| MST 614 Trigger Points Technique | 6 | 12 | 0 | 18 | 0.5 |
| MST 615 Chair Massage Therapy | 6 | 12 | 0 | 18 | 0.5 |
| | | | | | |
| **Module V** | | | | | |
| MST 623 Massage Therapy Technique III | 18 | 26 | 0 | 44 | 2.0 |
| MST 606 Hydrotherapy | 10 | 10 | 0 | 20 | 0.5 |
| MST 616 Hot Stone Massage | 6 | 12 | 0 | 18 | 0.5 |
| MST 618 Eastern Cultures | 6 | 12 | 0 | 18 | 0.5 |
| MST 619 Sports Massage Technique | 6 | 14 | 0 | 20 | 0.5 |
| | | | | | |
| **Module VI** | | | | | |
| MSTI 600 Massage Therapy Internship | 0 | 0 | 80 | 80 | 1.5 |
| **TOTAL HOURS** | **358** | **242** | **80** | **680** | **28.5** |

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**Total Program Hours = 680 Hours**

## COURSE DESCRIPTIONS

Course descriptions include the course number, title, and synopsis, a listing of lecture, laboratory, internship 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 internship hours, 45 total clock hours and 2.0 credits.

| | |
|---|---|
| **MST 601 Anatomy & Physiology I*** | **72/0/0/72/4.5** |
| Students will learn the anatomy and physiology of the human body: terminology, cell properties, processes and function, tissue types, body plane directions, and the anatomical structures and functions of the following main body systems: Integumentary, Nervous, Skeletal, Endocrine, Circulatory, Respiratory, Digestive, Urinary and Reproductive systems. *Prerequisites: None* | |
| **MST 602 Anatomy & Physiology II**** | **18/0/0/18/1.0** |
| Students will learn the anatomy and physiology of the human muscular system; muscle names and locations; muscle eccentric/concentric contradictions/relaxation; muscle fiber arrangements; slow-twitch/fast-twitch theory; stretch receptors and how it relates to practice of Massage Therapy. *Prerequisites: None* | |
| **MST 607 Pathology** | **48/0/0/48/3.0** |
| Students learn the study of diseases and how they relate to massage therapy. *Prerequisites: None* | |
| **MST 608 Kinesiology** | **48/30/0/78/4.0** |
| Students learn the study of body movement of the musculoskeletal system and the biomechanics and ergonomics of massage therapy. Students will study the origin, insertion and actions of the muscles and palpatory skills needed to work on each muscle.<br>*Prerequisites: None* | |
| **MST 605 Human Health & Hygiene** | **18/6/0/24/1.0** |
| Students will learn all aspects of health and hygiene for the massage therapist; universal precautions, hand washing, contamination, cross-contamination, sanitization procedures, care and cleaning of equipment, linen sanitization and care oil and cream storage. Students will learn basic first aid and CPR using American Heart Association protocol. *Prerequisites: None* | |
| **MST 621 Massage Therapy Technique I** | **18/24/0/42/2.00** |
| Students study Swedish massage technique and theory, practice the manipulation of soft tissue utilizing effleurage (stroking), petrissage (kneading), tapotement (percussion), compression, vibration, friction, nerve stroke, and Swedish gymnastics and learn to give a full body massage. Students will learn table mechanics, body mechanics and draping technique. *Prerequisites: Modules I and II* | |
| **MST 622 Massage Therapy Technique II** | **18/21/0/39/1.5** |
| Students study Swedish massage technique and theory, practice the manipulation of soft tissue utilizing effleurage (stroking), petrissage (kneading), tapotement (percussion), compression, vibration, friction, nerve stroke, and Swedish gymnastics and learn to give a full body massage. Students will learn table mechanics, body mechanics and draping technique. *Prerequisites: Modules I and II* | |
| **MST 623 Massage Therapy Technique III** | **18/26/0/44/2.0** |
| Students study Swedish massage technique and theory, practice the manipulation of soft tissue utilizing effleurage (stroking), petrissage (kneading), tapotement (percussion), compression, vibration, friction, nerve stroke, and Swedish gymnastics and learn to give a full body massage. Students will learn table mechanics, body mechanics and draping technique. *Prerequisites: Modules I and II* | |
| **MST 604 Business Practices & Professional Ethics***** | **30/15/0/45/2.5** |
| Students study laws and rules, business practices, and professional ethics standards. *Prerequisites: None* | |
| **MST 611 Spa Techniques** | **10/12/0/22/1.0** |
| Student learn history and terms, applications, mechanisms, indications and contraindications, temperatures, incomplete and unfavorable reactions, physical modalities, equipment body Wrap and Scrub.<br>*Prerequisites: Modules I and II* | |

| | |
|---|---|
| **MST 612 Pregnancy Massage Technique** | **6/12/0/18/0.5** |
| Students study various alternative Pregnancy modalities massage that compliments the overall Swedish massage experience. *Prerequisites: Modules I and II* | |
| **MST 613 Aromatherapy** | **6/12/0/18/0.5** |
| Student study various alternative massage modalities that compliment the overall Swedish massage experience combined Aromatherapy. *Prerequisites: Modules I and II* | |
| **MST 614 Trigger Points Technique** | **6/12/0/18/0.5** |
| Students study Trigger Point that complement the overall Swedish massage experience.<br>*Prerequisites: Modules I and II* | |
| **MST 615 Chair Massage Therapy** | **6/12/0/18/0.5** |
| Students study various alternative massage modalities that complement the overall Swedish massage experience.<br>*Prerequisites: Modules I and II* | |
| **MST 606 Hydrotherapy** | **10/10/0/20/0.5** |
| Students learn history and terms, applications, mechanisms, indications and contraindications, temperatures, incomplete and unfavorable reactions, physical modalities, equipment and cryotherapy.<br>*Prerequisites: Modules I and II* | |
| **MST 616 Hot Stone Massage** | **6/12/0/18/0.5** |
| Students learn history and terms, applications, mechanisms, indications and contraindications, temperatures, incomplete and unfavorable reactions, physical modalities, equipment and cryotherapy of Hot Stone Massage. *Prerequisites: Modules I and II* | |
| **MST 617 Swedish Deep Tissue Massage** | **8/12/0/20/0.5** |
| Students will learn Deep Tissue modalities that complement the overall Swedish Massage experience. Deep Tissue Massage focuses on realigning deeper layers of muscles and/or connective tissues. The technique used is slower with deeper pressure in certain areas of the body. This modality allows the student to concentrate on specific areas of tension and pain. *Prerequisites: Modules I and II* | |
| **MST 618 Eastern Cultures** | **6/12/0/18/0.5** |
| Students study various Eastern techniques with roots in Asian cultures. Eastern track teaches the meridians which are pathways that help to balance the body energy. Shiatsu translates as "finger pressure", and uses the techniques of compression, rocking, stretching and percussion that complement the overall Swedish massage experience. *Prerequisites: Modules I and II* | |
| **MST 619 Sports Massage** | **6/14/0/20/0.5** |
| Student study Sports Massage that is a special form of massage and is typically used before, during, and after athletic events that complement the overall Swedish massage experience. *Prerequisites: Modules I and II* | |
| **MSTI 600 Massage Therapy Internship** | **0/0/80/80/1.5** |
| Students will apply academic and clinical skills to diverse group of subjects to include 80 hours of internship. *60 hours is dedicated to performing massages, 20 hours of internship will be dedicated to business practices.*<br>*Prerequisites: Successful completion of all courses in Modules I, II, III, IV and V.* | |

** The Anatomy & Physiology I & II courses are comprised of 58 hours dedicated to the study of Anatomy and 32 Hours dedicated to the study of Physiology. (MST 601- Anatomy 46 hrs., Physiology 26 hrs.) (MST 602- Anatomy 12 hrs., Physiology 6 hrs.)*

****** Students may obtain a copy of the Massage Therapy Rules and Act at the Texas Department of Licensing and Regulation website,*** https://www.tdlr.texas.gov/mas/masrules.htm

## NETWORK SYSTEMS ADMINISTRATION - AAS DEGREE PROGRAM

Offered at the HSW Campus (Not Currently Offered)

**Program Description:** The College of Health Care Professions (CHCP) offers a Network Systems Administration, Associate of Applied Science Degree Program; that provides students with the knowledge and skills necessary to perform entry-level network administration job functions. Students will gain an understanding of networking technology for local area networks (LANs), wide area networks (WANs), and programming concepts. This program will prepare students for networking and information technology careers in businesses including the health care industry. The curriculum provides exposure to PC and Network troubleshooting, applications, operating systems, as well as network configuration, administration, hardware, maintenance and security with an additional emphasis on health care specific environments topologies and implementations.

**Program Requirements:** Each participant must possess a high school diploma or GED and be able to read and write English. Students entering into the program must first pass the Scholastic Level Exam with a minimum score of 16. Participants must have good vision, coordination, health, be neat, and professional.

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

**Delivery Method**: The delivery method for this program is blended. General Education courses will be delivered via online distance education and noted with an (*). The core course will be delivered via both residential and distance education and noted with an (**).

The student will practice what they learn on both real equipment and in virtual environments utilizing Cisco Packet Tracer, a network configuration simulation tool (The Packet Tracer program is very similar to the actual Cisco certification testing environment).

The student will practice with server and desktop hardware as well, learn how to build, manage, and deploy virtual environments using virtualization software.

| COURSE CODE | COURSE TITLE | LECTURE HOURS | LAB HOURS | CLINICAL HOURS | TOTAL HOURS | SEMESTER CREDITS |
|---|---|---|---|---|---|---|
| **Semester I** | | | | | | |
| POFT103 | Interpersonal and Communication Skills * | 48 | 0 | 0 | 48 | 3.0 |
| IT110 | Introduction to Computer Concepts and Applications with lab** | 30 | 30 | 0 | 60 | 3.0 |
| IT120 | Introduction to computer hardware with lab** | 30 | 30 | 0 | 60 | 3.0 |
| POFM114 | College Mathematics* | 48 | 0 | 0 | 48 | 3.0 |
| | **Semester I Total** | **156** | **60** | **0** | **216** | **12.0** |
| **Semester II** | | | | | | |
| MATH1314 | College Algebra* | 48 | 0 | 0 | 48 | 3.0 |
| NET100 | Network Essentials with Lab** | 30 | 30 | 0 | 60 | 3.0 |
| IT130 | Introduction to COMPUTER SOFTWARE with Lab** | 30 | 30 | 0 | 60 | 3.0 |
| ENGL101 | English Composition* | 48 | 0 | 0 | 48 | 3.0 |
| | **Semester II Total** | **156** | **60** | **0** | **216** | **12.0** |
| **Semester III** | | | | | | |
| NET110 | Introduction to Networks with Lab** | 30 | 30 | 0 | 60 | 3.0 |
| IT140 | Windows Operating System with Lab** | 30 | 30 | 0 | 60 | 3.0 |
| ***PSYT101*** | Introduction to Psychology* | 48 | 0 | 0 | 48 | 3.0 |
| SCSC303 | Introduction to Sociology* | 48 | 0 | 0 | 48 | 3.0 |
| | **Semester III Total** | **156** | **60** | **0** | **216** | **12.0** |
| Semester **IV** | | | | | | |
| IT150 | Introduction to Programming** | 30 | 30 | 0 | 60 | 3.0 |
| IT160 | Introduction to Health Care for Information Systems** | 30 | 30 | 0 | 60 | 3.0 |
| IT170 | Linux Systems Administration with Lab** | 30 | 30 | 0 | 60 | 3.0 |
| NET120 | Routing and Switching with Lab** | 30 | 30 | 0 | 60 | 3.0 |
| | **Semester IV Total** | **120** | **120** | **0** | **240** | **12.0** |
| **Semester V** | | | | | | |
| NET130 | LAN Switching with Lab** | 30 | 30 | 0 | 60 | 3.0 |
| NET140 | WAN Technologies with Lab** | 30 | 30 | 0 | 60 | 3.0 |
| CERT200 | Certification Exam Prep (A+) ** | 30 | 30 | 0 | 60 | 3.0 |
| CERT210 | Certification Exam Prep (CCENT) ** | 30 | 30 | 0 | 60 | **3.0** |
| | **Semester V Total** | **120** | **120** | **0** | **240** | **12.0** |
| I | **Program Total** | **708** | **420** | **0** | **1128** | **60.0** |

## Total Program 1128 Hours/60.0 Semester Credits

**Course Descriptions**: Course descriptions include the course number, title, and synopsis, a listing of lecture, laboratory, extemship 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 hours of extemship, 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.

| | | |
|---|---|---|
| **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 | | |
| **IT110** | **INTRODUCTION TO COMPUTER CONCEPTS AND APPLICATIONS WITH LAB**** | **30/30/0/60/3.0** |
| This course will introduce learner to computer basic concepts and applications providing an overview of computer information systems. Learners will explore various topics such as computer hardware components, operating systems software, applications software, computer network basics, the Internet, and e-mail. Learners will also gain hands-on skill with lab exercises on basic computer operating system, basic applications such as Internet and e-mail, word processing, spreadsheet, database management, and presentation applications. Prerequisites: None | | |
| **IT120** | **INTRODUCTION TO COMPUTER HARDWARE WITH LAB**** | **30/30/0/60/3.0** |
| This course provides the fundamentals of computer hardware, as well advanced concepts topic such as security, networking, and the responsibilities of an IT professional. Learners who complete this course will be able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Learners will also be able to connect to the Internet and share resources in a networked environment. Other topics in this course include mobile operating systems, OS X, Linux, and client side virtualization. Expanded topics include Microsoft Windows operating systems, security, networking, and troubleshooting (align to CompTIA A+ courses). *Career Services Project***.** 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 | | |
| **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. Prerequisites: None | | |
| **NET100** | **NETWORK ESSENTIALS WITH LAB**** | **30/30/0/60/3.0** |
| This course provides a thorough overview of networking basics: MAC and IP addressing, hubs and switches, packets and ports, and OSI versus TCP/IP models. The course also covers the configuration, management, and troubleshooting of common wired and wireless network devices. Also included are emerging technologies such as unified communications, mobile, cloud, and virtualization technologies. **Prerequisites: None** | | |
| **IT130** | **INTRODUCTION TO COMPUTER SOFTWARE WITH LAB**** | **30/30/0/60/3.0** |
| This course provides the fundamentals of computer software, as well advanced concepts topic such as security, networking, and the responsibilities of an IT professional. Learners who complete this course will be able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Learners will also be able to connect to the Internet and share resources in a networked environment. Other topics in this course include mobile operating systems, OS X, Linux, and client side virtualization. Expanded topics include Microsoft Windows operating systems, security, networking, and troubleshooting (align to CompTIA A+ courses). *Career Services Project***. Prerequisites: IT120** | | |
| **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** | | |

| | | |
|---|---|---|
| **NET110** | **INTRODUCTION TO NETWORKS WITH LAB**** | **30/30/0/60/3.0** |

This networking course introduces the underlying technology of Local Area Networks (LANs), Metropolitan Area Networks (MANs), Wide Area Networks (WANs), and the Internet. Topics include the Open System Interconnection (OSI) and Transmission Control Protocol/Internet Protocol (TCP/IP) models; fiber optic and wireless networking media; an overview of routing and switching; router and switch setup configuration commands; and small network planning and configuration, to include testing and troubleshooting. This course mentor's learner on architecture, structure, functions and components of the Internet and other computer networks. By the end of the course, learners will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. Prerequisites: NET100

| | | |
|---|---|---|
| **IT140** | **WINDOWS OPERATING SYSTEM WITH LAB **** | **30/30/0/60/3.0** |

This course centers on the installation and configuration of Windows Server. Learner will explore basic operation and management of local and wide area networks using the Microsoft network operating system. Topics include installation of server software, physical network configuration, network security, policy, domain controllers and performance monitoring and troubleshooting techniques. Network operating system features, ease of management, utilities, upgrades, and interoperability with other network operating systems and client types are analyzed. Microsoft Windows Server 70-410 w/R2.
Prerequisites: IT120

| | | |
|---|---|---|
| **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

| | | |
|---|---|---|
| **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

| | | |
|---|---|---|
| **IT150** | **INTRODUCTION TO PROGRAMMING**** | **30/30/0/60/3.0** |

This course will provide students with a disciplined introduction to the program development process with an emphasis on problem-solving and algorithm development. Students will use programming structures common to all languages, including variables and scope, basic data types and the use of control structures including decisions and looping. Prerequisites: None

| | | |
|---|---|---|
| **IT160** | **INTRODUCTION TO HEALTH CARE FOR INFORMATION SYSTEMS**** | **30/30/0/60/3.0** |

This course provides a brief overview of Health Care laws that effect the operations of information systems. Students will learn how local, state, and federal standards and regulations govern the control and user of electronic health information. Students will explore the characteristics of various health information systems and technologies. *Career Services Project*. Prerequisites: None

| | | |
|---|---|---|
| **IT170** | **LINUX SYSTEMS ADMINISTRATION WITH LAB **** | **30/30/0/60/3.0** |

This course explores basic operation and management of local and wide area networks using UNIX or similar network operating systems. Topics include server and workstation software installation, physical network configuration, network security, policy, performance monitoring, and troubleshooting techniques. Network operating systems features, ease of management, utilities, upgrades, and interoperability with other network operating systems and client types are analyzed. Prerequisites: None

| | | |
|---|---|---|
| **NET120** | **ROUTING AND SWITCHING WITH LAB**** | **30/30/0/60/3.0** |

This course introduces router configuration, maintenance, and troubleshooting with strong emphasis on RIP, EIGRP, and OSPF routing protocols. Learners gain command-line interface (CLI) practice of configuration of router basics for Ethernet and serial communication links, and then advanced focus on how routers communicate with one another via routing protocols. In addition, students apply their TCP/IP understanding and suite of commands to real networks under troubleshooting and traffic (or management scenarios). This course is based on Cisco Networking Academy content. This course mentor student how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPng, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing. Prerequisites: NET110

| | | |
|---|---|---|
| **NET130** | **LAN SWITCHING WITH LAB**** | **30/30/0/60/3.0** |
| This course presents advanced Internet protocol (IP) addressing techniques, intermediate routing protocols, switch configuration and maintenance, virtual local area networks (VLANs) and related protocols, and network design strategies. Students expand their skills in router and switch configuration and maintenance by building and troubleshooting various networks. This course mentor learner how to configure routers and switches for advanced functionality. By the end of this course, learners will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP. Prerequisites: NET120 | | |
| **NET140** | **WAN TECHNOLOGIES WITH LAB**** | **30/30/0/60/3.0** |
| The course addresses wide area network (WAN) design using various technologies, WAN protocols configuration and troubleshooting, and network management. In the lab, learners expand their skills in router and switch configuration and maintenance by building and troubleshooting various networks, as well as designing, configuring, and troubleshooting various WAN topologies. Use of the following protocols and technologies is expanded or introduced: network address translation and port address translation, dynamic host configuration protocol, point-to-point protocol authentication, integrated services digital network, dial-on-demand routing, and frame relay. This course mentor learner on the WAN technologies and network services employed by converged applications in a complex network. By the end of this course, students will be able to configure and troubleshoot network devices and resolve common issues with data link protocols. Prerequisites: None | | |
| **CERT200** | **CERTIFICATION EXAM PREP (A+)**** | **30/30/0/60/3.0** |
| This course is a review and a preparation for CompTIA A+ certification based on prior knowledge and skill sets through completing CHCP degree required courses. Learners will systematically develop and sharpen their knowledge and hands-on Cisco network configuration and troubleshooting skills they need to successfully pass their CompTIA A+ exam.<br>Prerequisites: All previous courses Semesters I-IV | | |
| **CERT 210** | **CERTIFICATION EXAM PREP (CCENT)**** | **30/30/0/60/3.0** |
| This course is a review and a preparation for CCENT certification based on prior knowledge and skill sets through completing CHCP degree required courses. Learners will systematically develop and sharpen their knowledge and hands-on Cisco network configuration and troubleshooting skills they need to successfully pass their CCENT Routing & Switching certification exam. Prerequisites: All previous courses Semesters I-IV | | |

## NURSING ASSOCIATE OF APPLIED SCIENCE PROGRAM (LVN TO ADN)

(Offered at Houston NL 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 nine, eight week modules and a final four-week module. 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 60 semester credit hours with a total of 1468 contact hours. The student can complete the program in 19 months of full-time study; length of the program is 76 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** | | | | | | |
| RNSG2130 | Professional Nursing Review and Licensure Preparation | 4 | 32 | 0 | 36 | 1.0 |
| | **Total Hours/Credits** | **604** | **480** | **384** | **1468** | **60.0** |

*Total Program Hours = 1468 / 60 Semester Credits*

**Course Descriptions**: Course descriptions include the course number, title, and synopsis, a listing of lecture, laborato1y, extemship 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 laborato1y, 0 extemship 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.<br>**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.<br>**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.<br>**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.<br>**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.<br>**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.<br>**Prerequisites: BIOL2401, ENGL1301, POFM114, RNSG1205**<br>**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.<br>**Prerequisites: Eng1301, BIOL2401**<br>**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.<br>**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.<br>**Prerequisites: BIOL2401, ENGL1301, BIOL2402, IPC01000, PSYC2314, RNSG1300, POFM114, RNSG1205**<br>**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.<br>**Prerequisites: BIOL2401, ENGL1301, BIOL2402, IPC01000, PSYC2314, RNSG1300, POFM114, RNSG1205, RNSG1327, RNSG1360, RNSG1240, BIOL2420, RNSG2206, RNSG1517, RNSG1361, RNSG1362, RNSG1542**<br>**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.<br>**Prerequisites: BIOL2401, ENGL 1301, BIOL2402, IPC01000, PSYC2314, RNSG1300, POFM114, RNSG1205, RNSG1327, RNSG1360, RNSG1240, BIOL2420, RNSG2206, RNSG1517, RNSG1361, RNSG1542, RNSG1362**<br>**Co-Requisites: RNSG2502** | | |
| **RNSG2130** | **PROFESSIONAL NURSING REVIEW AND LICENSURE PREPARATION** | **4/32/0/96/1.0** |
| 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.<br>**Prerequisites: BIOL2401, ENGL 1301, BIOL2402, IPC01000, PSYC2314, RNSG1300, POFM114, RNSG1205, RNSG1327, RNSG1360, RNSG1240, BIOL2420, RNSG2206, RNSG1517, RNSG1361, RNSG1362, RNSG1542, RNSG2502, RNSG2360**<br>**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:

- HESI section must meet a minimum score for each. Reading/Comprehension 80%; Grammar 80%, Math 70%.
- minimum composite score of 65% on the HESI LPN to RN Entrance Exam

Consideration will also be given if the qualified applicant (based on the above criteria) was a former graduate of CHCP vocational nursing program. The first twenty applicants with the highest ranking scores will be offered a position in the class. Applicants who apply to re-enter school after a previous drop for whatever reason, are 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 transcripts for their vocational nursing program.
E. Provide proof of current, active, unencumbered 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. All science courses whether part of a confirmed degree or not, cannot be greater than five years old with a grade of "C" or higher.
G. Complete the HESI LVN to RN Entrance Exam. This exam is developed by Elsevier Assessment and is administered online at CHCP campus. This exam tests current vocational nursing knowledge. The applicant will be allowed two attempts in a 12-month period. Applicants who have previously taken the HESI LVN to RN 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.

H. Complete the nursing program entrance exam, HESI A2. This exam is developed by Elsevier Assessment and is administered online at CHCP campus. The HESI A2 test Reading Comprehension, Math, Grammar. The applicant may take the HESI A2 three (3) times in a 12-month period. It is highly recommended that the applicant prepare for the HESI A2 by obtaining the study manual. Applicants who have previously taken the HESI A2 may provide their scores for consideration for admission as long as they are not greater than 12-months old and identical testing was completed.

I. 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.

J. 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.

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 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 ADNRN Program Director, Director of Education or their designee, and Director of Admissions.

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.

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).

### *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 Associate Degree Nurse 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.

### *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

## SURGICAL TECHNOLOGY – ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

Offered at AUS, HNL and SA Only

**Program Description:** The program is designed to prepare students for entry-level employment as a competent Surgical Technologist: Level I, in the cognitive, psychomotor, and affective learning domains, via classroom and clinical hands-on training, as well as professional development. Graduates will demonstrate skills in Cardiopulmonary Resuscitation, Surgical Techniques, Surgical Procedures, disinfecting and decontamination, sterilization, gowning and gloving, instrument categories and usage, specialty equipment usage, homeostasis, instrument counts, skin preparation and patient positioning, surgery preparation, and assisting of surgeons. Students will utilize these work place skills in clinics that perform 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 201 | Surgical Procedures I | 96 | 80 | 0 | 176 | 9.0 |
| 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** | **14.0** |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Module VI** | | | | | | |
| STA 202 | Surgical Procedures II | 96 | 0 | 0 | 96 | 6.0 |
| 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** | **11.0** |
| **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 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 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.<br>**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.<br>**Prerequisite: None** | | |
| **STA 200** | **FUNDAMENTALS OF ASEPTIC TECHNIQUE** | ***80/96/0/176/8.5 (ABHES)***<br>***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.<br>**Prerequisite: APST 101A, STA 101, STA 103, STA 100, STA 102, STA 104, MTST 101A.** | | |

| STA 201 | SURGICAL PROCEDURES I | *96/80/0/176/9.0* |
|---|---|---|
| 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, Reproductive. **Prerequisite: APST 101A, STA 101, STA 103, STA 100, ST** | | |
| **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** | ***96/0/0/96/6.0*** |
| 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 HNL

**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 <u>not greater than one-year-old and identical testing was completed</u>.**
**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, <u>within 30-days</u> 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, <u>within 30-days</u> 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.**

## RESIDENTIAL BLENDED DELIVERY PROGRAMS

### DENTAL ASSISTANT CERTIFICATE PROGRAM

Blended Delivery - Offered at AST, DAL,MCA and SSA Campuses only

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

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

## LIMITED MEDICAL RADIOLOGIC TECHNOLOGIST WITH MEDICAL ASSISTING SKILLS

Blended Delivery - Offered at DAL and MCA

**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 16. 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 1,608 total clock hours, 60 weeks in length.
**Delivery Method**: Blended Class delivery

| COURSE CODE | COURSE TITLE | 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** | | | | | | |
| RAD 301 | Introduction to Radiologic Science / Ethics and Law/Radiologic Terminology | 32 | 0 | 0 | 32 | 2.0 |
| RAD 302 | Radiographic Math and Calculations / Radiation Production and Exposure | 64 | 0 | 0 | 64 | 4.0 |
| | **Total Module II** | **96** | **0** | **0** | **96** | **6.0** |
| **Module III** | | | | | | |
| RAD303 | Radiation Protection & Safety/Radiation Biology | 64 | 0 | 0 | 64 | 4.0 |
| RAD304 | A & P, Pathology and Medical Terminology of the Endocrine, Urinary, Reproductive, and Integumentary Systems | 32 | 0 | 0 | 32 | 2.0 |
| | **Total Module III** | **96** | **0** | **0** | **96** | **6.0** |
| **Module IV** | | | | | | |
| RAD305 | A & P, Pathology and Medical Terminology of the Upper Extremities | 32 | 0 | 0 | 32 | 2.0 |
| RAD306 | Radiographic Procedures, and Image Analysis of the Upper Extremity Laboratory | 0 | 64 | 0 | 64 | 2.0 |
| | **Total Module IV** | **32** | **64** | **0** | **96** | **4.0** |
| **Module V** | | | | | | |
| RAD307 | Imaging Equipment and Bone Density | 32 | 0 | 0 | 32 | 2.0 |
| RAD308 | A&P, Pathology and Medical Terminology of the Respiratory and Cardiovascular Systems | 32 | 0 | 0 | 32 | 2.0 |
| CSP130 | Customer Service and Professional Skills | 16 | 16 | 0 | 32 | 1.5 |
| | **Total Module V** | **80** | **16** | **0** | **96** | **5.5** |

| COURSE CODE | COURSE TITLE | LECTURE HOURS | LAB HOURS | EXTERN HOURS | TOTAL HOURS | SEMESTER CREDITS |
|---|---|---|---|---|---|---|
| **Module VI** | | | | | | |
| RAD309 | A & P, Pathology and Medical Terminology of the Lower Extremity and Pelvis | 32 | 0 | 0 | 32 | 2.0 |
| RAD310 | Radiographic Procedures and Image Analysis of the Lower Extremity and Pelvis Laboratory | 0 | 64 | 0 | 64 | 2.0 |
| | **Total Module VI** | **32** | **64** | **0** | **96** | **4.0** |
| **Module VII** | | | | | | |
| RAD311 | Digital Image Acquisition, Display and Film/Screen Image Production and Evaluation | 48 | 0 | 0 | 48 | 3.0 |
| RAD312 | A&P, Pathology and Medical Terminology of the Muscular Systems, Nervous System, Special Senses | 48 | 0 | 0 | 48 | 3.0 |
| | **Total Module VII** | **96** | **0** | **0** | **96** | **6.0** |
| **Module VIII** | | | | | | |
| RAD313 | A&P, Pathology and Medical Terminology of the Chest, Bony Thorax, Digestive System and Abdomen | 48 | 0 | 0 | 48 | 3.0 |
| RAD314 | Radiographic Procedures and Image Analysis of the Chest, Bony Thorax, and Abdomen | 0 | 48 | 0 | 48 | 1.5 |
| | **Total Module VIII** | **48** | **48** | **0** | **96** | **4.5** |
| **Module IX** | | | | | | |
| RAD315 | A&P, Pathology and Medical Terminology of the Vertebral Column | *32* | *0* | *0* | *32* | 2.0 |
| RAD316 | Radiographic procedures and image analysis of the Vertebral Column | *0* | *64* | *0* | *64* | 2.0 |
| | **Total Module IX** | ***32*** | ***64*** | ***0*** | ***96*** | **4.0** |
| **Module X** | | | | | | |
| RAD317 | A & P, Pathology and Medical Terminology of the Skull and Facial Bones | 48 | 0 | 0 | 48 | 3.0 |
| RAD318 | Radiographic Procedures and Image Analysis of the Skull and Facial Bones Laboratory | 0 | 48 | 0 | 48 | 1.5 |
| | **Total Module X** | **48** | **48** | **0** | **96** | **4.5** |
| **Module XI** | | | | | | |
| PCM302 | Patient Care and Medical Assisting Skills | 16 | 32 | 0 | 48 | 2.0 |
| CTR301 | Cert Review | 16 | 44 | 0 | 60 | 2.5 |
| RXS301 | Radiology Externship | 0 | 0 | 570 | 570 | 12.5 |
| | **Total Module XII** | **32** | **76** | **570** | **678** | **17.0** |
| | **Totals Hours/Credits** | **658** | **380** | **570** | **1608** | **65.5** |

**Total Hours = 1608 Total Semester Credits = 65.5**

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

## Course Descriptions:

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

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

| **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/.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.** | | |
| **RAD301** | **INTRODUCTION TO RADIOLOGIC SCIENCE / ETHICS AND LAW/RADIOLOGIC TERMINOLOGY** | **32/0/0/32/2.0** |
| The student will study the history of radiology and professional organizations that are a part of radiology Students will create a basic resume. They will learn the Code of Ethics and how it applies in today's workplace. Explain the laws that impact the LMRT and the makeup of a modern radiology department and its functions with an introduction to x-ray equipment and the technical aspects. **Prerequisite: None** | | |
| **RAD302** | **RADIOGRAPHIC MATH AND CALCULATIONS / RADIATION PRODUCTION AND EXPOSURE** | **64/0/0/64/4.0** |
| 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 and will learn how to solve word problems. Content is also designed to simplify algebraic expressions and convert units within the SI system, reading and solving word problems. Students will explain production of x-rays in the tube (Bremsstrahlung vs. Characteristics); distinguish between density, contrast, and the factors that control them. The will understand the fundamentals of photon interactions with matter. They will have a basic understanding of energy, wavelength and frequency. They 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. The student will learn X-Ray interactions with matter (Photoelectric, Compton, and Coherent). Apply conversion factors for changes with distance, grids, image receptors, reciprocity law and 15% rule. **Prerequisite: Mod I** | | |
| **RAD303** | **RADIATION PROTECTION & SAFETY/RADIATION BIOLOGY** | **64/0/0/64/4.0** |
| Content presents an overview of the principles of radiation protection, including the responsibilities 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: Mod I** | | |
| **RAD304** | **A & P, PATHOLOGY AND MEDICAL TERMINOLOGY OF THE ENDOCRINE, URINARY, REPRODUCTIVE, AND INTEGUMENTARY SYSTEMS** | **32/0/0/32/2.0** |
| The student will learn anatomy and physiology of the upper extremities as well as major components of the endocrine, urinary, and reproductive systems. Students will also learn to identify the anatomical landmarks 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. **Research Assignment** 1 - Career Services Prep. **Prerequisite: Mod I** | | |
| **RAD305** | **A & P, PATHOLOGY AND MEDICAL TERMINOLOGY OF THE UPPER EXTREMITIES** | **32/0/0/32/2.0** |
| The student will learn anatomy and physiology of the upper extremities 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. **Research Assignment 2** – Career Services Prep. **Prerequisite: Mod I** | | |

| | | |
|---|---|---|
| **RAD306** | **RADIOGRAPHIC PROCEDURES AND IMAGE ANALYSIS OF THE UPPER EXTREMITY LABORATORY** | **0/64/0/64/2.0** |
| This course will teach the student how to correctly position the anatomy of the upper limb to include the shoulder girdle and acromioclavicular joints 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: Mod I** | | |
| **RAD307** | **IMAGING EQUIPMENT AND BONE DENSITY** | **32/0/0/32/2.0** |
| 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: Mod I** | | |
| **RAD308** | **A&P, PATHOLOGY AND MEDICAL TERMINOLOGY OF THE RESPIRATORY AND CARDIOVASCULAR SYSTEMS** | **32/0/0/32/2.0** |
| The student will learn anatomy and physiology of the respiratory and cardiovascular systems, 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. **Research Assignment 3 –** Career Services Prep. **Prerequisite: Mod I** | | |
| **CSP130** | **CUSTOMER SERVICE AND PROFESSIONAL SKILLS** | **16/16/0/32/1.5** |
| 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: Mod I** | | |
| **RAD309** | **A & P, PATHOLOGY AND MEDICAL TERMINOLOGY OF THE LOWER EXTREMITIES AND PELVIS** | **32/0/0/32/2.0** |
| The student will learn anatomy and physiology of the lower extremities 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: Mod I** | | |
| **RAD310** | **RADIOGRAPHIC PROCEDURES AND IMAGE ANALYSIS OF THE LOWER EXTREMITY AND PELVIS LABORATORY** | **0/64/0/64/2.0** |
| This course will teach the student how to correctly position the anatomy of the lower limb including the pelvic girdle 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: Mod I** | | |
| **RAD311** | **DIGITAL IMAGING ACQUISITION, DISPLAY AND FILM/SCREEN IMAGE PRODUCTION AND EVALUATION** | **64/0/0/64/4.0** |
| 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. Students will receive an overview of automatic film processing and film sensitometry. **Prerequisite: Mod I** | | |
| **RAD312** | **A&P, PATHOLOGY AND MEDICAL TERMINOLOGY OF THE MUSCULAR SYSTEMS, NERVOUS SYSTEM, AND SPECIAL SENSES.** | **32/0/0/32/2.0** |
| Student will learn the anatomy and physiology of the muscular systems, nervous systems, and special senses, 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. **Research Assignment 4 –** Career Services Prep. **Prerequisite: Mod I** | | |

| | | |
|---|---|---|
| **RAD313** | **A&P, PATHOLOGY, AND MEDICAL TERMINOLOGY OF THE CHEST, BONY THORAX, DIGESTIVE SYSTEM AND ABDOMEN.** | **48/0/0/48/3.0** |
| The student will learn anatomy and physiology of the chest, bony thorax, digestive system, 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. **Research Assignment 5** – Career Services Prep. **Prerequisite: Mod I** | | |
| **RAD314** | **RADIOGRAPHIC PROCEDURES AND IMAGE ANALYSIS OF THE CHEST, BONY THORAX, DIGESTIVE SYSTEM AND ABDOMEN LABORATORY.** | **0/48/0/48/1.5** |
| This course will teach the student how to correctly position the anatomy of the chest, bony thorax, digestive system and abdomen, 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: Mod I** | | |
| **RAD315** | **A&P, PATHOLOGY AND MEDICAL TERMINOLOGY OF THE VERTEBRAL COLUMN** | **32/0/0/32/2.0** |
| 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: Mod I** | | |
| **RAD316** | **RADIOGRAPHIC PROCEDURES AND IMAGE ANALYSIS OF THE VERTEBRAL COLUMN LABORATORY** | **0/64/0/64/2.0** |
| 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: Mod I** | | |
| **RAD317** | **A&P, PATHOLOGY AND MEDICAL TERMINOLOGY OF THE SKULL AND FACIAL BONES** | **48/0/0/48/3.0** |
| The student will learn anatomy and physiology of the skull, facial bones, 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: Mod I** | | |
| **RAD318** | **RADIOGRAPHIC PROCEDURES AND IMAGE ANALYSIS OF THE SKULL AND FACIAL BONES LABORATORY** | **0/48/0/0/48/1.5** |
| This course will teach the student how to correctly position the anatomy of the skull, facial bones and sinuses 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: Mod I** | | |
| **PCM302** | **PATIENT CARE AND MEDICAL ASSISTING SKILLS** | **16/32/0/48/2.0** |
| Students will learn basic patient care skills, phlebotomy, medication administration, basic pharmacology, vital signs, triage, labs, and CPR. **Prerequisite: Mod I – X** | | |
| **CTR301** | **CERT REVIEW** | **16/44/0/60/2.5** |
| This course provides students the opportunity to review for the Texas Limited Examination in Medical Radiologic Technology so they may procure a permanent Texas Limited Medical Radiologic Technologist license. This is done through using review materials as well as utilizing practice exams in all areas of the test. The students will also fill out an application for the Temporary Limited Medical Radiologic Technologist license. **Prerequisite: Mod I – X** | | |
| **RXS301** | **RADIOLOGY EXTERNSHIP** | **0/0/570/570/12.5** |
| 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. Prerequisites: Completion of all limited medical radiologic technologist classes, current on financial obligations to the school, and recommendation of the instructor and externship coordinator. **Prerequisite: I – X** | | |

## MEDICAL ASSISTANT CERTIFICATE PROGRAM

Blended Delivery - Offered at AUS, AST, DAL, FW, HNL, HSW, SA, MCA 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 1**. | | |
| **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 1.** | | |
| **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 1.** | | |
| **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 1.** | | |
| **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.<br>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.<br>**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

Blended Delivery - Offered at AUS, AST, DAL, FW, HNL, HSW, MCA, SA 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.** | | |

# MEDICAL OFFICE SPECIALIST CERTIFICATE PROGRAM

Blended Delivery - Offered at MCA Campus

**Objective:** The Medical Office Specialist Certificate Program prepares students to become entry-level employees in a variety of medical facilities. This is achieved via blended classroom delivery to provide professional development throughout their program, and hands on training in a medical office. Graduates possess Administrative Skills, Insurance knowledge and an overview of Coding, and Billing, which enable them to perform front office procedures in a physician's private practice, group medical practice, or long-term 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 Medical Office Specialist Certificate 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 10. The participant should also be able to read and write English, have good organization, and be professional at all times.

**Program Length:** The length of the program is 900 clock hours and 36 weeks.

| | | 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** | | | | | | |
| 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** | | | | | | |
| MCB302 | Basics of Coding B: ICD | 12 | 12 | 0 | 24 | 1.0 |
| MCB303 | Principles of Insurance B | 24 | 0 | 0 | 24 | 1.5 |
| MOSC104 | CPR, First Aid and Vital Signs | 24 | 24 | 0 | 48 | 2.0 |
| **Total Module III** | | **60** | **36** | **0** | **96** | **4.5** |
| **Module IV** | | | | | | |
| MSS140 | Interpersonal Skills | 48 | 0 | 0 | 48 | 3.0 |
| MOSC102 | Introduction to Medical Office Management Operations | 24 | 24 | 0 | 48 | 2.0 |
| **Total Module IV** | | **72** | **24** | **0** | **96** | **5.0** |
| **Module V** | | | | | | |
| MA313 | Medical Psychology/Human Behavior | 48 | 0 | 0 | 48 | 3.0 |
| MAAS213G | Medical Office Procedures/Management | 48 | 0 | 0 | 48 | 3.0 |
| **Total Module V** | | **96** | **0** | **0** | **96** | **6.0** |
| **Module VI** | | | | | | |
| MOSC103 | Keyboarding/10 Key and Business Communications | 24 | 24 | 0 | 48 | 2.0 |
| MOSC105 | Administrative Office Procedures | 48 | 0 | 0 | 48 | 3.0 |
| **Total Module VI** | | **72** | **24** | **0** | **96** | **5.0** |
| **Module VII** | | | | | | |
| MA309 | Electronic Health Records | 28 | 36 | 0 | 64 | 2.5 |
| MCB314 | Computer Applications | 12 | 20 | 0 | 32 | 1.0 |
| **Total Module VII** | | **40** | **56** | **0** | **96** | **3.5** |
| **Module VIII** | | | | | | |
| CSP201 | Customer Service/Professionalism and Career Preparation | 30 | 18 | 0 | 48 | 2.5 |
| MOSC250 | MOS Certification Review | 15 | 15 | 0 | 30 | 1.5 |
| MOSC260 | MOS Externship | 0 | 0 | 180 | 180 | 4.0 |
| | **Total Module VIII** | **45** | **33** | **180** | **258** | **8.0** |
| | **Overall Total** | **523** | **197** | **180** | **900** | **41.0** |

**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.

| | | |
|---|---|---|
| **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.** | | |
| **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. **Prerequisites: 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** | | |
| **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).<br>**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** | | |
| **MOSC104** | **CPR, FIRST AID AND VITAL SIGNS** | ***24/24/0/48/2.0*** |
| Students will learn how to administer first aid in nonlife-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. **Prerequisite: Module I** | | |
| **MSS140** | **INTEPERSONAL 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 professional, transpersonal communication with patients and co-workers. **Prerequisites: Mod I** | | |

| | | |
|---|---|---|
| **MOSC102** | **INTRODUCTION TO MEDICAL OFFICE MANAGEMENT OPERATIONS** | ***24/24/0/48/2.0*** |
| This *course* provides students with an introductory *overview* of concepts and issues related to medical office management. It then will explore the *basics of* medical office bookkeeping, inventory management and operational functions, presenting concepts that are critical to making sound decisions to better the effectiveness of the organization**. Research Project 3** – Career Services Project. **Prerequisite: Mod I** | | |
| **MA313** | **MEDICAL PSYCHOLOGY/HUMAN BEHAVIOR** | ***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** | | |
| **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. **Research Project 4** – Career Services Project. **Prerequisite: Mod I** | | |
| **MOSC103** | **KEYBOARDING/10 KEY AND BUSINESS COMMUNICATIONS** | ***24/24/0/48/2.0*** |
| 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. Keyboarding and 10-key concepts will be introduced for office setting. **Prerequisite: Mod I** | | |
| **MOSC105** | **ADMINISTRATIVE OFFICE PROCEDURES** | ***48/0/0/48/3.0*** |
| Students will learn concepts for manual and computerized records management, filing, appointments and message taking, billing and collections, banking/payroll, telephone techniques and medical office and professional conduct. **Research Project 5** – Career Services Project **Prerequisite: Mod I** | | |
| **MA309** | **ELECTRONIC HEALTH RECORDS** | ***28/36/0/54/2.5*** |
| 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, such as electronic billing. **Prerequisite Mod I** | | |
| **MCB314** | **COMPUTER APPLICATIONS** | ***12/20/0/32/1.0*** |
| Student will learn basic word processing, data-entry 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: MOD I through VII** | | |
| **MOSC250** | **MOS CERTIFICATION REVIEW** | ***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. **Prerequisites: MOD I through VII** | | |
| **MOSC260** | **MOS 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 Office Specialist. **Prerequisites: MOD I through VII.** | | |

## NURSE AIDE CERTIFICATE PROGRAM

Blended Delivery – Offered at MCA

**Program Description:** The Nurse Aid program is designed to provide the student with the knowledge and skills necessary to perform basic compassionate care services for a patient (acute care setting) or resident (long-term care setting). It prepares the student to function as an entry-level nurse aide under the supervision of a Registered Nurse (RN) or Licensed Vocational/Practical Nurse (LVN/LPN). Students who successfully complete this program are eligible to sit for the State Certification Exam and ultimately becoming a Certified Nurse Aide and be listed on the Texas Nurse Aide Registry. Students are awarded a Certificate for successful completion of program.

**Program Objectives:** To prepare nurse aides with the knowledge, skill and abilities essential for the provision of basic care to residents in long-term care facilities. After completing this course, participants will be able to:

- Provide person – centered basic care to residents of long- term care facilities.
- Communicate and interact therapeutically with residents and their families with sensitivity to the physical, social, and mental needs of residents.
- Assist residents in attaining and maintaining maximum functional independence.
- Protect, support and promote the rights of residents.
- Provide safety and preventative measures in the care of residents.
- Demonstrate skill in observing, reporting and documentation.
- Function effectively as a member of the health care team.

**Program Requirements:** Applicants are required to provide supporting documents or evidence of a high school diploma or General Educational Development (GED). Evidence of immunizations/vaccines that are up to date. Applicants will take the Wonderlic Entrance Exam and pass with a minimum score of 10.

Additionally, applicants must not be listed on the Employment Misconduct Registry or have any convictions or any offences listed on the Bars to Employment from the Texas Administrative Code as follows:

| | |
|---|---|
| TITLE 40 | SOCIAL SERVICES AND ASSISTANCE |
| PART 1 | DEPARTMENT OF AGING AND DISABILITY SERVICES |
| CHAPTER 94 | NURSE AIDES |
| RULE §94.3 | Nurse Aide Training and Competency Evaluation Program (NATCEP) Requirements |

For a detailed list of the offences, please refer to (Appendix A).

Applicants must also have a criminal background check and drug screen. Cardio Pulmonary Resuscitation (CPR) class will be done on campus on a Friday (off day). Each student MUST attend and pass, as they are required to be CPR Healthcare Worker Certified prior to their clinical rotation.

**Program Length:** The Nurse Aide Program consists of 8 weeks with 160 contact hours. Hours are broken down as follows: Lecture/Lab = 100 hours of instruction and practice. Clinical = 40 hours of hands on practice at a long-term care facility and Exam Prep conducted in week 8 = 20 hours.

**Delivery Method: The delivery method is Residential.** Classes scheduled Monday thru Friday, at the CHCP Campus. Clinical rotations are conducted at LTC facilities, generally will be Monday thru Friday and the hours will follow a day shift, which can be from 6:00 a.m. to 2:00 p.m. or 7:00 a.m. to 3:00 p.m. Students will be required to arrive at the clinical site no later than 15 minutes prior to start time to ensure smooth transitions for personnel.

**Course Resources:** Required textbook/workbook, visual aids (PowerPoint's, videos), handouts, and other print and electronic resources.

| COURSE # | COURSE | Lecture | Lab | Clinical | Total Hours | Semester Credits |
|---|---|---|---|---|---|---|
| NA 101 | Nurse Aide Theory | 60 | 40 | 0 | 100 | 5.0 |
| NA 102 | Nurse Aide Clinical | 0 | 0 | 40 | 40 | 0.5 |
| NA 103 | State Exam Prep | 20 | 0 | 0 | 20 | 1.0 |
| **Totals** | | **80** | **40** | **40** | **160** | **6.5** |

*Note: Upon successful completion of the program coursework, clinical, and state review, the student will be awarded a Letter of Completion (as set forth by the Texas Department of Aging and Disability Services (DADS). Fulfillment of all financial obligations to the college must be met prior to a candidate being approved by NA Program Director to sit for exam.*

**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 "15/30/0/45/1.0" indicates that the course consists of 15 hours of lecture, 30 hours of laboratory, 45 externship hours, and 1.0 academic credit.

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

| **NA101** | **NURSE AIDE THEORY** | **60/40/0/100/5.0** |
|---|---|---|
| This course is designed to provide the student with the knowledge and skills necessary to perform basic, compassionate care services for patients (acute care setting) or resident (long-term care setting) as an entry-level nurse aide. | | |
| **Week 1 - Introduction to Long Term Care** | | |
| This course provides an introduction of the history and importance of the nurse aide along with scope of practice. Emphasis is placed on the knowledge and skills needed to provide safe, quality care of residents. Topics include Role of the Nurse Aide in LTC; Safety Measures; Emergency Measures; Infection Control; Residents Rights and Independence; End of Life Care; Communication and Interpersonal Skills and Taking Care of Yourself. Skills demonstrated in lab: Procedural Guidelines # 1-4 and #6, #8. **PREREQUISITE:** *None* | | |
| **Week 2 - Personal Care Skills** | | |
| This course provides the skills needed to assist residents with personal care. Topics include Body Mechanics – Positioning and Moving Residents; Care of the Resident's Environment; Assisting Residents with Bathing; Toileting and Perineal Care; Skin Care; Hygiene and Grooming; Nutrition; Hydration; Elimination. Skills demonstrated in lab: Procedural Guidelines #5, #9-13, #18-37, #39-40, #42-45 **PREREQUISITE:** *None* | | |
| **Week 3 - Basic Nursing Skills** | | |
| This course provides the basic nursing skills needed to care for residents. Topics include promoting a Restraint – Proper Environment; Vital Signs, Height, Weight measurements; Observing, Reporting and Charting; Admission, Transfer and Discharge; Coping with Death. Skills demonstrated in lab: Procedural Guidelines #8, #14-17, #38. **PREREQUISITE:** *None* | | |
| **Week 4 - Restorative Services** | | |
| This course provides the knowledge/skills needed to help residents maintain the highest possible level of independence and functional ability (physical and psychosocial). Topics include Introduction to Restorative Services; The Role of the Nurse Aide in Restorative Care. Skills demonstrated in lab: Procedural Guidelines #41 **PREREQUISITE:** *None* | | |
| **Week 5 - Mental Health and Social Service Needs/ Social Skills** | | |
| This course provides the knowledge/skills to understand and interact with the resident who has mental health disorders as well as understand the psychology of interaction with residents on various levels of life. Topics include Psychosocial Needs of Residents; Culture Change; Specific behavior Problems; Cognitive Impairment; Conflict Resolution. Skills demonstrated in lab: Procedural Guideline #8. **PREREQUISITE:** *None* | | |
| **NA102** | **NURSE AIDE CLINICAL** | **0/0/40/40/.5** |
| **Week 6 - Clinical Rotation** | | |
| Clinical Rotation is an extension of the classroom by giving the student the experience of skills/knowledge acquired in the classroom in a LTC setting working with residents, nursing staff and participating alongside the health care team. Clinical time mimics real – life by allowing the student to work alongside a CNA during a full shift at the facility. **PREREQUISITE:** *Successful completion of coursework in NA 101.* | | |
| **NA103** | **STATE EXAM PREP** | **20/0/0/20/1.0** |
| **Week 7 - Texas State Exam Prep Course** | | |
| This course is designed to help the student prepare for the State Exam. Candidates who successfully completed all program requirements will be given instruction on registration for State Exam. Candidates will practice the 22 NNAAP skills for testing as well as take a practice written exam. Focus will be placed on performance of skills and test taking strategies. **PREREQUISITE:** *Successful completion of coursework in NA 101 and NA 102.* | | |

## Description of Required Content – First 16 hours of Program

A NATCEP must teach the curriculum established by DADS and described in the Code of Federal Regulations, Title 42, §483.152. The NATCEP must include at least 16 introductory hours of classroom training in the following areas before a trainee has any direct contact with a resident:

(1) communication and interpersonal skills;
(2) infection control;
(3) safety and emergency procedures, including the Heimlich maneuver;
(4) promoting a resident's independence;
(5) respecting a resident's rights;
(6) basic nursing skills, including:
- (A) taking and recording vital signs;
- (B) measuring and recording height and weight;
- (C) caring for a resident's environment;
- (D) recognizing abnormal changes in body functioning and the importance of reporting such changes to a supervisor; and
- (E) caring for a resident when death is imminent;

(7) personal care skills, including:
- (A) bathing;
- (B) grooming, including mouth care;
- (C) dressing;
- (D) toileting;
- (E) assisting with eating and hydration;
- (F) proper feeding techniques;
- (G) skin care; and
- (H) transfers, positioning, and turning;

(8) mental health and social service needs, including:
- (A) modifying the aide's behavior in response to a resident's behavior;
- (B) awareness of developmental tasks associated with the aging process;
- (C) how to respond to a resident's behavior;
- (D) allowing a resident to make personal choices, providing and reinforcing other behavior consistent with the resident's dignity; and
- (E) using a resident's family as a source of emotional support;

(9) care of cognitively impaired residents, including:
- (A) techniques for addressing the unique needs and behaviors of a resident with a dementia disorder including Alzheimer's disease;
- (B) communicating with a cognitively impaired resident;
- (C) understanding the behavior of a cognitively impaired resident;
- (D) appropriate responses to the behavior of a cognitively impaired resident; and
- (E) methods of reducing the effects of cognitive impairments;

(10) basic restorative services, including:
- (A) training a resident in self care according to the resident's abilities;
- (B) use of assistive devices in transferring, ambulation, eating, and dressing;
- (C) maintenance of range of motion;
- (D) proper turning and positioning in bed and chair;
- (E) bowel and bladder training; and
- (F) care and use of prosthetic and orthotic devices; and

(11) a resident's rights, including:
- (A) providing privacy and maintenance of confidentiality;
- (B) promoting the resident's right to make personal choices to accommodate their needs;
- (C) giving assistance in resolving grievances and disputes;
- (D) providing needed assistance in getting to and participating in resident, family, group, and other activities;
- (E) maintaining care and security of the resident's personal possessions;
- (F) promoting the resident's right to be free from abuse, mistreatment, and neglect and the need to report any instances of such treatment to appropriate facility staff; and
- (G) avoiding the need for restraints in accordance with current professional standards.

## PHARMACY TECHNICIAN CERTIFICATE PROGRAM

Blended Delivery – Offered only at SSA

**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 take the Pharmacy Technician Certification Examination. 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 at least two different types of contemporary pharmacy settings, one of which must be a dispensing pharmacy (e.g., hospital, community).

**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 within the first 30 days of class. If fingerprints are not submitted, the student's enrollment is subject to cancellation.
• All students must register with the Texas State Board of Pharmacy as a pharmacy technician. Registration will be completed under the supervision of the Pharmacy Technician Program Chair prior 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.** | | |

## PHYSICAL THERAPY TECHNICIAN CERTIFICATE PROGRAM

Blended Delivery - Offered at SA 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** |
| **St**udents 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.** | | |

# ONLINE PROGRAMS

## CODING AND REVENUE CYCLE MANAGEMENT AAS DEGREE PROGRAM

Offered at HNL 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 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. **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** | | |

## HEALTH AND MEDICAL ADMINISTRATIVE SERVICES A A S DEGREE COMPLETION PROGRAM

Offered at HNL Online, AST, DAL 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**: HNL-Full Distance Education, AST, DAL 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 Sequence

| | | 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 DAL and SSA these courses may be delivered via Full Distance or Blended education.

**Allied Health Core Bridge Credit**

The College of Health Care Professions-Online Campus 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

| | | |
|---|---|---|
| **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 HNL 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.

| | | 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** | | |

## HEALTH CARE MANAGEMENT BACHELOR OF SCIENCE DEGREE COMPLETION PROGRAM

Offered at HNL Online

**Objective:** The Online Health Care Management Bachelor's Degree Completion 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 Health Care Management Bachelor's Degree Completion 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 Health Care Management Bachelor's Degree Completion Program are required to have an associate's degree from an accredited learning institution, which includes 60.0 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.

**<u>Program Requirements</u>**

**Associate's Degree Core Bridge Credit**. **(48 Semester Credits)** - The Associate Degree Core Bridge Credit includes 48.0 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.<br>**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.<br>**Prerequisites: All coursework in the program except General Education classes and Project Management** | | |

## MEDICAL ASSISTING CERTIFICATE PROGRAM

Offered at HNL Online

**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 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.

**Program Length:** The program length is 48 weeks.

| | | LECTURE HOURS | LAB HOURS | EXTERN HOURS | TOTAL HOURS | SEMESTER CREDITS |
|---|---|---|---|---|---|---|
| **MODULE I** | | | | | | |
| HPRS 101 | Medical Terminology | 48 | 0 | 0 | 48 | 3.0 |
| MAAS 211 | Medical Insurance and Managing Medical Records | 48 | 0 | 0 | 48 | 3.0 |
| **MODULE II** | | | | | | |
| SCIT 103 | Anatomy and Physiology | 48 | 0 | 0 | 48 | 3.0 |
| MACT 100 | Skills/Competencies Check-Off I | 15 | 60 | 0 | 75 | 3.0 |
| **MODULE III** | | | | | | |
| MACT210 | Human Relations and Patient Interaction | 48 | 0 | 0 | 48 | 3.0 |
| MACT 130 | Medical Clinical Procedures I | 48 | 0 | 0 | 48 | 3.0 |
| **MODULE IV** | | | | | | |
| MACT 213 | Medical Laboratory Procedures | 48 | 0 | 0 | 48 | 3.0 |
| MACT 110 | Skills/Competencies Check-Off II | 15 | 60 | 0 | 75 | 3.0 |
| **MODULE V** | | | | | | |
| MACT 120 | Skills/Competencies Check-Off III | 15 | 60 | 0 | 75 | 3.0 |
| MACT201 | Medical Clinical Procedures II | 48 | 0 | 0 | 48 | 3.0 |
| **MODULE VI** | | | | | | |
| MACT209 | Medical Law, Ethics, and Administration | 48 | 0 | 0 | 48 | 3.0 |
| MACT 220 | MA Certification Review | 30 | 0 | 0 | 30 | 2.0 |
| MAAS 230 | Externship | 0 | 0 | 180 | 180 | 4.0 |
| | **Program Totals** | **459** | **180** | **180** | **819** | **39.0** |

***Total Program Hours =819/39.0 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.***

| | | |
|---|---|---|
| **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** | | |
| **MAAS211** | **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 – 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** | | |
| **MACT100** | **SKILLS/COMPETENICES CHECK-OFF I** | **15/60/0/75/3.0** |
| 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 - 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** | | |
| **MACT130** | **MEDICAL CLINICAL PROCEDURES I** | **48/0/0/48/3.0** |
| Emphasis on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory settings. **Prerequisites - HPRS101 AND SCIT103** | | |
| **MACT213** | **MEDICAL LABORATORY PROCEDURES** | **48/0/0/48/3.0** |
| Aseptic technique is practiced, along with patient instruction and collection such as venipuncture and capillary puncture. Urinalysis and gram stain is also performed. Students learn parts of the microscope, hematology, microbiology and chemistry procedures. Students differentiate various laboratory departments and personnel, complete laboratory requisitions and practice laboratory safety. Students will also learn the basic principles of IV therapy. **Prerequisites- None** | | |

| | | |
|---|---|---|
| **MACT110** | **SKILLS/COMPETENCIES CHECK-OFF II** | **15/60/0/75/3.0** |
| 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** | | |
| **MACT120** | **SKILLS/COMPETENCIES CHECK-OFF III** | **15/60/0/75/3.0** |
| 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 110** | | |
| **MACT201** | **MEDICAL CLINICAL PROCEDURES II** | **48/0/0/48/3.0** |
| Students will discuss concepts of microbiology and disease transmission. Students will learn charting, vital signs, measurement, visual acuity, patient positioning and draping. Students will learn to identify instruments, perform sterile procedures to include suture removal, assist physicians in minor office surgery. Concepts of physical therapy, pediatric and geriatric care and medical office safety are discussed and performed. **Prerequisite MACT 130** | | |
| **MACT209** | **HEALTHCARE LAW, ETHICS, AND ADMINISTRATION** | **48/0/0/48/3.0** |
| This course includes a study of health care law and ethics including the study of confidentiality, privacy, security, professional ethics, and healthcare legislation and administrative office techniques and processes. Students will learn how to apply local, state and federal standards and regulations for the control and use of health information and healthcare settings, as well as computerized records and practice management, billing and collection, safety of the medical office, and professional conduct. **Prerequisite - None** | | |
| **MACT 220** | **MA CERTIFICATION REVIEW** | **30/0/0/30/2.0** |
| 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 V but may be taken in conjunction with MACT209, MACT230** | | |
| **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 VI but may be taken in conjunction with MACT209, MACT220** | | |

## MEDICAL ASSISTING CERTIFICATE PROGRAM

Offered at HNL 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, 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 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.

**Program Length:** The program length is 64 weeks.

| | | LECTURE HOURS | LAB HOURS | EXTERN HOURS | TOTAL HOURS | SEMESTER CREDITS |
|---|---|---|---|---|---|---|
| **MODULE I** | | | | | | |
| HPRS 101 | Medical Terminology | 48 | 0 | 0 | 48 | 3.0 |
| POFT 101 | Computer Applications in Health Care | 48 | 0 | 0 | 48 | 3.0 |
| | **Total Module I** | **96** | **0** | **0** | **96** | **6.0** |
| **MODULE II** | | | | | | |
| SCIT 103 | Anatomy and Physiology | 48 | 0 | 0 | 48 | 3.0 |
| MACT 100 | Skills/Competencies Check-Off I | 15 | 60 | 0 | 75 | 3.0 |
| | **Total Module II** | **63** | **60** | **0** | **123** | **6.0** |
| **MODULE III** | | | | | | |
| PSYT 101 | Introduction to Psychology | 48 | 0 | 0 | 48 | 3.0 |
| HITT 200 | Introduction to Pharmacology | 48 | 0 | 0 | 48 | 3.0 |
| | **Total Module III** | **96** | **0** | **0** | **96** | **6.0** |
| **MODULE IV** | | | | | | |
| MACT 130 | Medical Clinical Procedures I | 48 | 0 | 0 | 48 | 3.0 |
| MAAS 211 | Medical Insurance and Managing Medical Records | 48 | 0 | 0 | 48 | 3.0 |
| MACT 110 | Skills/Competencies Check-Off II | 0 | 30 | 0 | 30 | 1.0 |
| | **Total Module IV** | **96** | **30** | **0** | **126** | **7.0** |
| **MODULE V** | | | | | | |
| MACT 213 | Medical Laboratory Procedures | 48 | 0 | 0 | 48 | 3.0 |
| MACT 201 | Medical Clinical Procedures II | 48 | 0 | 0 | 48 | 3.0 |
| | **Total Module V** | **96** | **0** | **0** | **96** | **6.0** |
| **MODULE VI** | | | | | | |
| MAAS 214 | Medical Law and Ethics | 48 | 0 | 0 | 48 | 3.0 |
| MACT 120 | Skills/Competencies Check-Off III | 15 | 60 | 0 | 75 | 3.0 |
| | **Total Module VI** | **63** | **60** | **0** | **123** | **6.0** |
| **MODULE VII** | | | | | | |
| MBCC 150 | Career Development Skills | 48 | 0 | 0 | 48 | 3.0 |
| MAAS 212 | Medical Office Procedures/Management | 48 | 0 | 0 | 48 | 3.0 |
| | **Total Module VI** | **96** | **0** | **0** | **96** | **6.0** |
| **MODULE VIII** | | | | | | |
| MACT 220 | MA Certification Review | 30 | 0 | 0 | 30 | 2.0 |
| MAAS 230 | Externship | 0 | 0 | 180 | 180 | 4.0 |
| | **Total Module VI** | **30** | **0** | **180** | **228** | **6.0** |
| | **Program Totals** | **636** | **150** | **180** | **966** | **49.0** |

***Total Program Hours =966 /49.0 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.***

| | | |
|---|---|---|
| **HPRS101** | **MEDICALTERMINOLOGY** | **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** | | |
| **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, include Word, Excel, PowerPoint and Access. **Prerequisite – 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** | | |
| **MACT100** | **SKILLS/COMPETENICES CHECK-OFF I** | **15/60/0/75/3.0** |
| 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 - 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. **Prerequisite – None** | | |
| **HITT200** | **INTRODUCTION TO PHARMACOLOGY** | **48/0/0/48/3.0** |
| 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 SCIT 103** | | |
| **MACT130** | **MEDICAL CLINICAL PROCEDURES I** | **48/0/0/48/3.0** |
| Emphasis on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory settings. **Prerequisite SCIT 103 AND MACT 100** | | |
| **MAAS211** | **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 – None** | | |

| | | |
|---|---|---|
| **MACT110** | **SKILLS/COMPETENCIES CHECK-OFF II** | **0/30/0/30/1.0** |
| 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** | | |
| **MACT213** | **MEDICAL LABORATORY PROCEDURES** | **48/0/0/48/3.0** |
| Aseptic technique is practiced, along with patient instruction and collection such as venipuncture and capillary puncture. Urinalysis and gram stain is also performed. Students learn parts of the microscope, hematology, microbiology and chemistry procedures. Students differentiate various laboratory departments and personnel, complete laboratory requisitions and practice laboratory safety. Students will also learn the basic principles of IV therapy. **Prerequisite MACT 100** | | |
| **MACT201** | **MEDICAL CLINICAL PROCEDURES II** | **48/0/0/48/3.0** |
| Students will discuss concepts of microbiology and disease transmission. Students will learn charting, vital signs, measurement, visual acuity, patient positioning and draping. Students will learn to identify instruments, perform sterile procedures to include suture removal, assist physicians in minor office surgery. Concepts of physical therapy, pediatric and geriatric care and medical office safety are discussed and performed. **Prerequisite MACT 130** | | |
| **MAAS214** | **MEDICAL LAW AND ETHICS** | **48/0/0/48/3.0** |
| Students learn how ethical codes and the governing of the medical practice, how licenser is granted and/or revoked, patient confidentiality and medical liability and negligence. **Prerequisite None** | | |
| **MACT120** | **SKILLS/COMPETENCIES CHECK-OFF III** | **15/60/0/75/3.0** |
| 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 110** | | |
| **MBCC150** | **CAREER DEVELOPMENT SKILLS** | **48/0/0/48/3.0** |
| Students will become familiar with Career development skills. To include job, search, interview skills, and effective communication focusing on the various types of communication styles. This course also includes critical thinking and goal setting skills. **Prerequisite None** | | |
| **MAAS212** | **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 None** | | |
| **MACT 220** | **MA CERTIFICATION REVIEW** | **30/0/0/30/2.0** |
| 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 VII** | | |
| **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 VII** | | |

## MEDICAL BILLING AND CODING CERTIFICATE PROGRAM

Offered at HNL 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** | | | | | | |
| HPRS101 | Medical Terminology | 48 | 0 | 0 | 48 | 3.0 |
| HITT216 | Health Care Delivery Systems and Organization | 48 | 0 | 0 | 48 | 3.0 |
| **Module II** | | | | | | |
| SCIT103 | 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.

| | | |
|---|---|---|
| **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** | | |
| **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**. 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** | | |
| **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. **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** | | |
| **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**. 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 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. **Prerequisites: 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.<br>**Prerequisites: 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 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 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** | | |

## MEDICAL OFFICE SPECIALIST – CERTIFICATE PROGRAM

Offered at HNL Online

**Objective:** The Online Medical Office Specialist Certificate program prepares students to become entry-level employees in a variety of medical facilities. This is achieved via the online classroom, professional development throughout their program, and hands on training in a medical office. Graduates possess Administrative Skills, Insurance, Coding, and Billing, which enable them to perform front office procedures in a physician's private practice, group medical practice, or long-term 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 Medical Office Specialist 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 Education

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

| | | LECTURE HOURS | LAB HOURS | EXTERN HOURS | TOTAL HOURS | SEMESTER HOURS |
|---|---|---|---|---|---|---|
| **MODULE I** | | | | | | |
| HPRS 101 | Medical Terminology | 48 | 0 | 0 | 48 | 3.0 |
| MAAS 130 | Introduction to Health Science | 48 | 0 | 0 | 48 | 3.0 |
| **MODULE II** | | | | | | |
| SCIT 103 | Anatomy and Physiology | 48 | 0 | 0 | 48 | 3.0 |
| HRPO 106 | Human Resources Management | 48 | 0 | 0 | 48 | 3.0 |
| **MODULE III** | | | | | | |
| HITT 201A | Coding I | 48 | 0 | 0 | 48 | 3.0 |
| LTCA 205 | Administrative Procedures and Customer Service Principles | 48 | 0 | 0 | 48 | 3.0 |
| **MODULE IV** | | | | | | |
| HITT 211A | Coding II | 48 | 0 | 0 | 48 | 3.0 |
| HITT 205 | Electronic Health Record Management | 48 | 0 | 0 | 48 | 3.0 |
| **MODULE V** | | | | | | |
| HITT 209 | Health Care Law and Ethics | 48 | 0 | 0 | 48 | 3.0 |
| HITT216 | Health Care Delivery Systems and Organization | 48 | 0 | 0 | 48 | 3.0 |
| **MODULE VI** | | | | | | |
| MOAS 250 | MOS Certification Review | 48 | 0 | 0 | 48 | 3.0 |
| MOAS 260 | MOS Externship | 0 | 0 | 180 | 180 | 4.0 |
| | | | | | | |
| **Total** | **Hours/Credits** | **528** | **0** | **180** | **708** | **37.0** |

**Total Program Hours = 708/ 37.0 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.***

| | | |
|---|---|---|
| **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**

| | | |
|---|---|---|
| **MAAS130** | **INTRODUCTION TO HEALTH SCIENCE** | 48***/0/0/48/3.0*** |

The Health Science Education Course will cover a variety of health care standards to prepare students with the basic foundations necessary to become a health care worker. The course will involve academic and lab instruction. Students will learn Health Insurance Portability and Accountability Act (HIPAA). Students will learn and practice health and hygiene practices as related to OSHA regulations and procedures. Students will discuss the Bloodborne Pathogen Exposure Plan for healthcare facilities. Topics include permissible exposure limits, respiratory protection, engineering controls and biohazard communications. **Prerequisite: 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**

| | | |
|---|---|---|
| **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**

| | | |
|---|---|---|
| **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: HPRS 101 and SCIT 103**

| | | |
|---|---|---|
| **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**

| | | |
|---|---|---|
| **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**

| | | |
|---|---|---|
| **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**

| | | |
|---|---|---|
| **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. **Prerequisite 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** | | |
| **MOAS250** | **MOS 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 Office Specialist.<br>**Prerequisites: MOD I through V** | | |
| **MOAS260** | **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 office specialist classes, current on all financial obligations, and recommendation of the instructor and externship coordinator. Passing grade in all coursework.<br>**Prerequisites: MOD I through V** | | |

## MEDICAL OFFICE SPECIALIST – CERTIFICATE PROGRAM

Offered at HNL Online (Not currently offered)

**Objective:** The Online Medical Office Specialist Certificate program prepares students to become entry-level employees in a variety of medical facilities. This is achieved via the online classroom, professional development throughout their program, and hands on training in a medical office. Graduates possess Administrative Skills, Insurance, Coding, and Billing, which enable them to perform front office procedures in a physician's private practice, group medical practice, or long-term 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 Medical Office Specialist 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 Education

**Program Length:** The length of the program is 64 weeks.

| | | LECTURE HOURS | LAB HOURS | EXTERN HOURS | TOTAL HOURS | SEMESTER HOURS |
|---|---|---|---|---|---|---|
| **MODULE I** | | | | | | |
| POFT 101 | Computer Applications in Health Care | 48 | 0 | 0 | 48 | 3.0 |
| *POFT 103* | *Interpersonal and Communication Skills* | 48 | 0 | 0 | 48 | 3.0 |
| **MODULE II** | | | | | | |
| HPRS 101 | Medical Terminology | 48 | 0 | 0 | 48 | 3.0 |
| MAAS 130 | Introduction to Health Science | 48 | 0 | 0 | 48 | 3.0 |
| **MODULE III** | | | | | | |
| SCIT 103 | Anatomy and Physiology | 48 | 0 | 0 | 48 | 3.0 |
| MAAS 211 | Medical Insurance and Managing Medical Records | 48 | 0 | 0 | 48 | 3.0 |
| **MODULE IV** | | | | | | |
| MAAS212 | Medical Office Procedures/Management | 48 | 0 | 0 | 48 | 3.0 |
| HRPO 106 | Human Resources Management | 48 | 0 | 0 | 48 | 3.0 |
| **MODULE V** | | | | | | |
| HITT 201A | Coding I | 48 | 0 | 0 | 48 | 3.0 |
| LTCA 205 | Administrative Procedures and Customer Service Principles | 48 | 0 | 0 | 48 | 3.0 |
| **MODULE VI** | | | | | | |
| HITT 211A | Coding II | 48 | 0 | 0 | 48 | 3.0 |
| HITT 205 | Electronic Health Record Management | 48 | 0 | 0 | 48 | 3.0 |
| **MODULE VII** | | | | | | |
| MAAS 214 | Medical Law and Ethics | 48 | 0 | 0 | 48 | 3.0 |
| LTCA 206 | Health Care Delivery Systems, Organization and Administration | 48 | 0 | 0 | 48 | 3.0 |
| **MODULE VIII** | | | | | | |
| MOAS 250 | MOS Certification Review | 48 | 0 | 0 | 48 | 3.0 |
| MOAS 260 | MOS Externship | 0 | 0 | 180 | 180 | 4.0 |
| | | | | | | |
| **Total** | **Hours/Credits** | **720** | **0** | **180** | **900** | **49.0** |

**Total Program Hours = 900/ 49.0 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 3.0 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** | | |
| **MAAS130** | **INTRODUCTION TO HEALTH SCIENCE** | 48/***0/0/48/3.0*** |
| The Health Science Education Course will cover a variety of health care standards to prepare students with the basic foundations necessary to become a health care worker. The course will involve academic and lab instruction. Students will learn Health Insurance Portability and Accountability Act (HIPAA). Students will learn and practice health and hygiene practices as related to OSHA regulations and procedures. Students will discuss the Bloodborne Pathogen Exposure Plan for healthcare facilities. Topics include permissible exposure limits, respiratory protection, engineering controls and biohazard communications. **Prerequisite: 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** | | |
| **MAAS211** | **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. **Prerequisites: None** | | |
| **MAAS212** | **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. **Prerequisites: HPRS 101 and SCIT 103** | | |
| **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** | | |

| | | |
|---|---|---|
| **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: HPRS 101 and SCIT 103** | | |
| **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** | | |
| **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** | | |
| **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** | | |
| **MAAS214** | **MEDICAL LAW AND ETHICS** | **48/0/0/48/3.0** |
| Students learn how ethical codes and the governing of the medical practice, how licenser is granted and/or revoked, patient confidentiality and medical liability and negligence. **Prerequisite 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** | | |
| **MOAS250** | **MOS 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 Office Specialist.<br>**Prerequisites: MOD I through VII** | | |
| **MOAS260** | **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 office specialist classes, current on all financial obligations, and recommendation of the instructor and externship coordinator. Passing grade in all coursework.<br>**Prerequisites: MOD I through VII** | | |

## RADIOLOGIC SCIENCE MANAGEMENT

### BACHELOR OF SCIENCE DEGREE PROGRAM

Offered at HNL 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 Medicin**e (**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** | | | | | | |
| RADB306 | 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* |
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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.

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| **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 & 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** | ***18/0/90/108/3.0*** |
| Building on the knowledge and skills obtained throughout the program, students will both observe and apply concepts of management and administration in the clinical setting. Each experience will be unique to meet the needs of the student. Objectives will be determined through collaboration of the CHCP faculty member, the student, and the site preceptor. **Prerequisites: Successful completion all BSRS required course work** | | |

## RADIOLOGIC TECHNOLOGY COMPLETION PROGRAM

### Associate of Applied Science

Offered at HNL Online

**Objective:** Radiologic Technologists are trained to perform all diagnostic radiography exams encompassing upper and lower extremities, abdomen, thoracic cage, pelvis, skull, 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 Entrance Requirements:** Each program applicant must have a high school diploma or GED and must be able to speak, read, and write English.

All applicants must meet one of the following criteria:

- Graduate of an accredited LMRT Program and have a current and valid permanent Texas LMRT license
- A recent graduate of an accredited and approved LMRT program within 12 months and a cumulative GPA of 3.0 or better, and a completed recommendation evaluation by the Program Director. If accepted into the program, students must demonstrate successful completion of the LMRT state exam within 6 months of enrollment to remain in the program and are required to keep their LMRT state licensure current through the completion of the program.
- Graduate of an approved LMRT Program, have a current and valid permanent Texas LMRT License, and verifiable clinical radiography experience equivalent to 1200 hours at the time of acceptance. Clinical contact hours must be verified by an ARRT registered Radiologic Technologist or an AMA Board Certified Radiologist who has observed the applicant in the clinical setting.

Applicants must not have been convicted of a felony, without restoration of his or her civil rights. 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".

Prior to clinical practicum placement, all must have:

- Current CPR certification for health care providers
- Tuberculin skin test within the past 12 months or documentation as a previous positive reactor or a chest x-ray taken within the past 5 years and/or blood quantiferon within the past 12 months
- Proof of Tdap (Tetanus, Diphtheria, Pertussis) vaccine
- Proof of influenza vaccination during the Flu season, October 1st to March 31st (or dates defined by the Centers of Disease Control (CDC), or a signed declaration form; and
- Proof of Hepatitis B vaccination series or documentation of declination and release form
- Evidence of a negative 10-panel drug screen, performed prior to the start of their clinical rotation.
- Students are required to show proof of health insurance prior to the start of clinical rotations.

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.
- 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.

**Criminal Background Check Requirements:**
During the admission and selection process students are notified of regulations for Radiologic Technologist 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

Criminal background checks on all students are done during the enrollment process and prior to clinical rotation. Students, who have criminal histories must complete, prior to enrollment, an Ethics Review from the ARRT and a Criminal History Evaluation Letter with the Texas Medical Board (TMB). A copy of the ARRT and the TMB Criminal History Evaluation Letters must be provided prior to admission.

Students found to have a positive background during the enrollment screen will be cancelled 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.

**Student Acceptance:** The number of students accepted into the program is dependent upon available clinical space.

**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 217 | Radiology Pathology | 48 | | 48 | 3.0 |
| | **Module V Totals** | **96** | | **96** | **6.0** |
| **Module VI** | | | | | |
| RADR 250 | Advanced Imaging - Fluoroscopy | 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 fulfilled all financial obligations to the school, the student is awarded a Radiologic Technology Associate of Applied Science Degree. Successful completion of course work is defined as completing the program with a minimum cumulative GPA of 2.0.

COURSE DESCRIPTIONS

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

| | | |
|---|---|---|
| **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 **.** | | |

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| **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 - CONTINUING EDUCATION

All continuing education and seminars offerings at The College of Health Care Professions are not included within the institutions ABHES grant of accreditation.

### LIMITED MEDICAL RADIOLOGIC TECHNOLOGIST CERTIFICATION EXAM PREP SEMINAR

CERTIFICATION REVIEW PREP SEMINAR
Offered at HNL-Online Campus

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| **OBJECTIVE:** | This review seminar is designed for LMRT students who are preparing to take the Texas Department of State Health Services Medical Radiologic Technologist Certification Examination. This one-day seminar reviews the knowledge and cognitive skills required to radiograph selected anatomic regions for the Limited Scope of Practice in Radiography.<br>Seminar content will consist of the following topics:<br>• Radiation Protection<br>• Equipment Operation and Quality Control<br>• Image Acquisition and Evaluation<br>• Patient Care and Education<br>• Radiographic Procedures<br>• Test Taking Skills (not a testable item) |
| **ADMISSIONS REQUIREMENTS:** | Intended participants: Current LMRT students who are preparing to graduate, LMRT students who have graduated but not taken the test and are not more than three (3) years past their graduation date. LMRT graduates who are attempting their second, third or fourth attempt at the State Certification Examination. |
| **COST:** | $250.00<br>Included in the tuition is the seminar with faculty availability, workbook and study guide. |
| **OUTLINE OF TOPICS:** | • Radiation Protection<br>• Equipment Operation and Quality Control<br>• Image Acquisition and Evaluation<br>• Patient Care and Education<br>• Radiographic Procedures<br>• Test Taking Skills (not a testable item)<br>This seminar will help the student prepare to take the Texas Department of State Health Services Medical Radiologic Technologist Certification Examination. |
| **SEMINAR LENGTH:** | Total Hours = 9 ½ Hours<br><br>Registration/Introduction – 30 min<br>Review –Test – 20 min<br>Break – 10 min<br>Radiation Protection – 1 hour<br>Break – 10 min<br>Equipment Operation & Quality Control – 1 hour 50 min<br>Lunch (on own) – 1 hour<br>Image Acquisition & Evaluation – 1 hour<br>Break – 10 min<br>Patient Care and Education – 50 minutes<br>Break – 10 min<br>Imaging Procedures –1 hour 50 min<br>Test taking Skills – 30 min |

## PROJECT MANAGEMENT FOR THE HEALTH CARE PROFESSIONAL

CONTINUING EDUCATION SEMINAR - Offered at HNL-Online Campus

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| **OBJECTIVE:** | This online continuing education unit provides concepts and practice for skills utilized within the aspect of Project Management as they relate to Health Information Management. These concepts and practice units cover learning objectives related to terminology, tools, and techniques that are required to take a project from the initiating process to planning, executing, controlling, and closing in the Health Care Arena. |
| **ADMISSIONS REQUIREMENTS:** | Intended participants: No admissions requirements required since the objective is furthering knowledge base for students, graduates and professionals. |
| **COST:** | $800.00 |
| **OUTLINE OF TOPICS:** | Introduction to Project Management (1Hr)<br>Integration Management (1Hr)<br>Integrating Project, Information Technology, and Change Management (1Hr)<br>IT Management Knowledge Areas(1Hr) |
| **SEMINAR LENGTH:** | 4 Hours/ 8 Weeks |

## REVENUE CYCLE ADMINISTRATION

CONTINUING EDUCATION UNITS SEMINAR - Offered at HNL-Online Campus

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| **OBJECTIVE:** | This Continuing Education seminar is designed for professionals currently working in Health Information, Inpatient Business Office, Revenue Cycle, Admissions, and Outpatient Setting. This continuing education unit provides concepts and practice for skills utilized within the aspect of revenue cycle. These concepts and practice units cover learning objectives related to cost analysis, contract discrepancies, census, growth abilities, charge capture/denials, as well as coding guideline updates. In addition, claims management and resolution summaries are provided.<br>Seminar content will include the following areas:<br>Revenue Cycle Process<br>Revenue Cycle Regulations and Compliance<br>Recovery Audits<br>Medical Necessity<br>Coordination of Benefits<br>Collections |
| **ADMISSIONS REQUIREMENTS:** | Intended participants: Currently employed in an Inpatient or Outpatient Healthcare Setting in Health Information Technology, or other Business Office Setting as a coordinator, analyst, coder, biller, charge capture, or data entry specialist. |
| **COST:** | $1000.00<br>Included in the tuition is the seminar with faculty availability, study material, one CPAT exam fee, and one-year membership to the national Association of Healthcare Administrative Management |
| **OUTLINE OF TOPICS:** | Revenue Cycle Process<br>Revenue Cycle Regulations and Compliance<br>Recovery Audits<br>Medical Necessity<br>Coordination of Benefits<br>Collections<br>This seminar will help the student prepare to sit for the CPAT Exam offered through the Association of Healthcare Administrative Management. |
| **SEMINAR LENGTH:** | Total Hours = 22 Hours<br>Revenue Cycle Process- 5.5 hours<br>Revenue Cycle Regulations and Compliance- 2 hours<br>Recovery Audits- .5 hours<br>Medical Necessity- 2.75 hours<br>Coordination of Benefits- 6 hours<br>Collections - 5.25 hours |

## REVENUE CYCLE SOLUTIONS DIRECTORS

CONTINUING EDUCATION UNITS SEMINAR - Offered at HNL-Online Campus

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| **OBJECTIVE:** | This continuing education seminar provides concepts and practice for skills utilized within the aspect of revenue cycle for Team Leaders, Supervisors, Managers, and Directors across various departments within the Healthcare Finance and Health Information Technology arena. After completion of this seminar the learner will be able to assist in interacting effectively with ancillary departments in an effort to meet forecast deadlines. The seminar program will improve revenue cycle performance through higher employee proficiency, retention, and engagement.<br><br>This Continuing Education seminar is designed for professionals currently working in the following departments:<br>• Patient Access<br>• Financial Representatives<br>• Patient Accounts<br>• Compliance<br>• Managed Care Operations<br>• Decision Support<br>• Health Information Management<br>• Case Management<br>• Finance<br><br>The seminar content will cover the following learning objectives:<br>• Compliance<br>• Patient access<br>• Claims processing<br>• Account resolution<br>• Cash<br>• Financial management<br>• Support departments |
| **ADMISSIONS REQUIREMENTS:** | Intended participants: Currently employed in an Inpatient or Outpatient Healthcare Setting in Health Information Technology, or other Business Office Setting as a team lead, supervisor, manager, or director. |
| **COST:** | $2200.00<br>Included in the tuition is the seminar with faculty availability, study material, one CRCR exam fee, and one-year membership to the national Healthcare Financial Management Association |
| **OUTLINE OF TOPICS:** | The seminar content will cover the following learning objectives:<br>• Compliance • Patient access<br>• Claims processing • Account resolution<br>• Cash • Financial management<br>• Support departments<br>This seminar will help the student prepare to sit for the CRCR Certification Exam offered through the Healthcare Financial Management Association |
| **SEMINAR LENGTH:** | Total Hours = 13 hours<br>Compliance – 2 hours<br>Patient Access – 2 hours<br>Claims Processing – 2 hours 15 minutes<br>Account Resolution – 2 hours 15 minutes<br>Cash – 1 hour 30 minutes<br>Financial Management – 1 hour 30 minutes<br>Support Departments – 1 hour 30 minutes |

# BOARD OF DIRECTORS

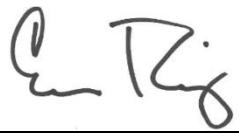
**THE COLLEGE OF HEALTH CARE PROFESSIONS**

James Cummins Jr., President
Eric Bing, CEO
William Kohlhoff, VP 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

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