DALLAS CAREER INSTITUTE

Catalog Volume V

Publication Date: January 01, 2024
Effective Date: December 31, 2024

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History

Dallas Career Institute (DCI) was established in March of 2008 by Mr. Joe Onyema. The Institute is committed to providing the best possible training experience for its students using established teaching methods and the latest technology by dedicated instructors. Both the instructors and other members of the staff are highly qualified with many years of practical experience.

Originally formed as a sole proprietorship in March 2008, the school was reorganized as a Limited Liability Company in August 2013. The school first opened its doors at 7015 Greenville Avenue, Dallas, Texas, and moved to 8061 Walnut Hill Lane, Dallas, Texas, for additional space. In August of 2011, the school needed additional space and moved to 8499 Greenville Avenue, Dallas, Texas. In 2022 the school moved to its current space at 9441 LBJ Freeway, Suite 300, Dallas, Texas. The new facility has enhanced parking, more classrooms, and provides for an improved learning environment.

The original location offered only one program, Nurse Aide Training. As the offerings have grown to six career programs in the healthcare field, there has been a need for additional space.

Approvals

Dallas Career Institute is approved and licensed by the Texas Workforce Commission, Career Schools, and Colleges; by the U.S. Department of Veterans Affairs; and by the Texas Department of Health and Human Services. DCI is not accredited.

Facilities and Equipment

Dallas Career Institutes' training facilities are spacious, well-appointed, and temperature controlled to provide a comfortable environment conducive to learning. Instructional equipment is representative of the type students may encounter when they enter their new career fields.

Ownership/Management

Joe Onyema	President/Owner/Director

School Staff

Timothy Nwokorie	Office Manager
Coutney Onyema, LVN	Assistant Office Manager
Nefertari Cook	Secretary
Adolphus Aganigo, RN	Director of Healthcare Programs
Katherine Hafner, RPh	Director of Pharmacy Technician Program

Program Directors

Adolphus Aganigbo	Texas Women University, Denton,	Registered Nurse, Texas Board of	EKG Technician Medical Assistant

	Texas, BSN 12-2004 Parkland Memorial Hospital; Rowlett Rehab & Nursing Home; Plano Specialty Hospital; Baylor/Scott/White Rehab	Nursing	Medication Aide Training Nurse Aide Training Patient Care Training Phlebotomy Technician
Katherine L. Hafner, RPh	University of Texas at Austin, BS in Pharmacy 5-1981 20+ years' experience in clinical, retail and consulting positions in the Pharmacy field	Registered Pharmacist, Texas State Board of Pharmacy	Pharmacy Technician Training

Faculty

Instructor's Name	Education/Experience	Certifications	Areas of Instruction
Cecelia Sherman	Becker College, BS in Psychology 5-2014 Quinsigamond Community College 5-2010 AS in Health Care		EKG Technician Medical Assistant Medication Aide Training Nurse Aide Training Patient Care Training Phlebotomy Technician
George Lorpokollie. Suah	Liberty University Doctor of Ministry, 2020; University of Liberia, BS in Mathematics, 1989	Certified Pharmacy Technician, National Board License, Texas State Board of Pharmacy License 2010	Pharmacy Technician
Fatmata Barrie-Koroma, RN	Texas Woman's University 5-2009 Texas Woman's University 5-2005 El Centro College 5-2001	MS in Nursing BS in Nursing AS in Nursing	EKG Technician Medical Assistant Medication Aide Training Nurse Aide Training Patient Care Training Phlebotomy Technician

Mission Statement

The mission of Dallas Career Institute is to prepare graduates in our allied health programs to succeed in their careers.

Educational Objectives:

We accomplish our mission by:

- equipping our school with the needed training materials
- providing qualified instructors with experience and dedication
- ensuring that graduates are job ready when they enter their healthcare careers
- delivering the training that provides the graduates with the level of care needed to improve the quality of life to our aging population
- providing the best possible training experience to all of our students

Program Pricing and Payment Schedule

EKG Training

Total cost for the EKG Technician is $600.00 with $50.00 due at registration. The remainder is due before the beginning of instruction for Infection Control. The total cost includes all tuition, instruction, textbooks, administration, licensing, and usage fees.

Tuition and Fees:

Registration	$ 50.00
Tuition	$ 500.00
Textbook	$ 50.00
Total Cost	$ 600.00

Medical Assistant

Total cost for the Medical Assistant program is $5,000 with $300.00 due at registration. The remainder is due before the beginning of instruction for CMA-501: Clinical Procedures. The total cost includes all tuition, instruction, textbooks, administration, licensing, and usage fees.

Tuition and Fees:

Registration Fee non-refundable	$ 100.00
Registration Fee	$ 200.00
Tuition	$ 4,600.00
Textbooks	$ 100.00
Total Cost	$ 5,000.00

Medication Aide Training

Total cost for Medication Aide Training is $850.00 with $300.00 due at registration. The remainder is due before the beginning of instruction for MA-114 Alzheimer's Disease Patients and Related Disorders. The total cost includes all tuition, instruction textbooks and administration, licensing, and usage fees.

Tuition and Fees:

Registration	$ 300.00
Tuition	$ 500.00
Textbook	$ 50.00
Total	$ 850.00

Medication Aide Continuing Education Training (Seminar)

Total cost for Medication Aide Continuing Education Training is $300.00 with $50.00 due at registration. The remainder is due at or before the class start. The total cost includes all tuition, instruction textbooks and administration, licensing, and usage fees.

Tuition and Fees:

Registration	$ 50.00

Tuition $250.00
Textbook ..... $ included
Total $300.00

Certified Nurse Aide 24-Hour Continuing Education Seminar

Total cost for the Certified Nurse Aide 24-Hour Continuing Education Seminar is $360.00 with $50.00 due at registration. The remainder is due at or before the beginning of instruction. The total cost includes all tuition, instruction, textbooks, administration, licensing, and usage fees.

Tuition and Fees:

Registration ..... $ 50.00
Tuition $310.00
Textbook ..... Included
Total $360.00

Nurse Aide Training

The total cost for Nurse Aide Training is $750.00 with $200.00 due at registration. The remainder is due before the beginning of NA-1005, Mental Health and Social Service Needs. The total cost includes all tuition, instruction, textbooks, and administration, licensing, and usage fees.

Tuition and Fees:

Registration ..... $ 200.00
Tuition ..... $ 500.00
Textbook & Workbook (Package) ..... $ 50.00
Total Cost ..... $ 750.00

Pharmacy Technician Training Program

Total cost for the Pharmacy Technician Training program is $1,850.00 with $500.00 due at registration. The remainder is due before the beginning of instruction for PHT 115: Successful Career Tactics. The total cost includes all tuition, instruction, textbooks, administration, licensing, and usage fees.

Tuition and Fees

Registration ..... $ 500.00
Tuition ..... $ 1200.00
Textbooks ..... $ 250.00
Total Cost ..... $ 1,850.00

Phlebotomy Technician

Total cost for the Phlebotomy Technician is $900 with $200.00 due at registration. The remainder is due before the beginning of instruction for PH 13. The total cost includes all tuition, instruction, textbooks, administration, licensing, and usage fees.

Tuition and Fees:

Registration ..... $ 200.00
Tuition ..... $ 650.00
Textbooks/Fees ..... $ 50.00
Total Cost ..... $ 900.00

Payment Schedule

Payment for training may be made by personal check, cashier's check, or money order. A $30.00 fee will be charged for personal checks returned for insufficient funds. There is no interest charged for using the installment plan.

Scholarship Terms

Scholarships are not currently available for any educational program offered by Dallas Career Institute.

Transcript Fee

The first copy of the official student transcript is provided to the student or prospective employer at no cost. Subsequent copies of official transcripts will be provided at a cost of $10.00 per copy.

School Calendar

Holidays Observed

Dallas Career Institute will be closed on the following holidays:

New Year's Day	Martin Luther King Day	Presidents' Day
Good Friday	Memorial Day	Independence Day
LBJ's Birthday	Labor Day	Veterans Day
Thanksgiving Day	Day after Thanksgiving	Christmas Eve
Christmas Day	Day after Christmas	Columbus Day

Enrollment Periods

Enrollment in the Nurse Aide Program, Certified Nurse Aide 24-Hour Continuing Education Seminar, EKS Technical Program, Medication Aide Training Program, and Medication Aide Seminar/CEU may be completed during normal office hours up to the day before classes begin.

Enrollment in the Patient Care Technical (PCT) Program may be completed during normal office hours throughout the year up to one week before classes begin with a new class beginning approximately every 16 weeks

Enrollment in the Pharmacy Technician Training and Phlebotomy Technician Programs may be completed during normal office hours up to two weeks before the next scheduled class start date.

Enrollment in the Medical Assistant Program may be completed throughout the year up to three weeks before classes begin with a new class beginning approximately every twenty-six (26) weeks.

Beginning and Ending Dates

Classes for EKG Technician began April 2023, with successive classes beginning approximately every four weeks thereafter. Students enrolled in the EKG Technician program can expect to complete their training in approximately four (4) weeks providing there are no absences or other extenuating circumstances. The maximum time allowed for completion of the EKG Technician program is five (5) weeks.

Classes for Medical Assisting began July 29, 2019, with successive classes beginning approximately every twenty-six (26) weeks thereafter. Students enrolled in Medical Assisting can expect to complete their training in approximately twenty-six (26) weeks providing there are no absences or other extenuating circumstances. The maximum time allowed for completion of the Medical Assisting is twenty-eight (28)

weeks.

Classes for Medication Aide Training began August 3, 2015, with successive classes beginning approximately every eight weeks thereafter. Students enrolled in Medication Aide Training can expect to complete their training in approximately eight (8) weeks providing there are no absences or other extenuating circumstances. The maximum time allowed for completion of the Medication Aide Training is nine (9) weeks.

Classes for Medication Aide Seminar/CEU began May 28, 2010, with successive classes beginning approximately every four weeks thereafter. Students enrolled in Medication Aide Seminar/CEU can expect to complete their training in approximately seven (7) contact hours (CHR) providing there are no absences or other extenuating circumstances. The maximum time allowed for completion of the Medication Aide Seminar/CEU is eight (8) contact hours (CHR). For the purposes of the Medication Aide Seminar/CEU, a Contact Hour of instruction is defined as 60-minutes of instruction within a 60-minute timeframe. Breaks and lunch do not count toward completion of the required seven (7) CHR of training.

Classes for Nurse Aide Training began April 21, 2008, with successive classes beginning approximately every four weeks thereafter. Students enrolled in Nurse Aide Training can expect to complete their training in approximately four (4) weeks providing there are no absences or other extenuating circumstances. The maximum time allowed for completion of the Nurse Aide Training is five (5) weeks.

Classes for Certified Nurse Aide 24-Hour Continuing Education Seminar began September 26, 2014, with successive classes beginning approximately every four weeks thereafter. Students enrolled in Nurse Aide Training can expect to complete their training in approximately six (6) days providing there are no absences or other extenuating circumstances. The maximum time allowed for completion of the Certified Nurse Aide 24-Hour Continuing Education Seminar is seven days.

Classes for Patient Care Technician (PCT) began September 13, 2010, with successive classes beginning approximately every sixteen (16) weeks thereafter. Students enrolled in PCT can expect to complete their training in approximately sixteen (16) weeks providing there are no absences or other extenuating circumstances. The maximum time allowed for completion of the PCT is eighteen (18) weeks.

Classes for Pharmacy Technician Training began September 26, 2010, with successive classes beginning approximately every six (6) weeks thereafter. Students enrolled in Pharmacy Technician Training can expect to complete their training in approximately twenty (20) weeks providing there are no absences or other extenuating circumstances, followed by externship The maximum time allowed for completion of the Pharmacy Technician Training is twenty (20) weeks.

Classes for Phlebotomy Technician began September 26, 2015, with successive classes beginning approximately every six (6) weeks thereafter. Students enrolled in Phlebotomy Technician can expect to complete their training in approximately six (6) weeks providing there are no absences or other extenuating circumstances. The didactic portion (6 weeks) will run concurrently with the Phlebotomy Externship during the last two (2) weeks of training. The maximum time allowed for completion of the Phlebotomy Technician is eight (8) weeks.

Scheduled Vacation Periods

There are no scheduled vacation periods for students at Dallas Career Institute.

Normal Hours of Operations

School Hours	Monday – Friday	8:00 a.m. – 10:00 p.m.

	Saturday	9:00 a.m. - 6:00 p.m.
Office Hours	Monday – Friday	8:00 a.m. – 10:00 p.m.

Class Schedules

Class schedule for the programs offered at Dallas Career Institute are as follows:

EKG Technician

Evening Students	Monday – Thursday, 5:30 p.m. – 8:30 p.m.
Evening Students also attend	Friday, 5:00 p.m. – 7:00 p.m.

Medical Assistant

All Students	Monday, Thursday, & Friday, 8:00 a.m. – 3:30 p.m.
Clinical Training	Monday – Friday, 8:00 a.m. – 5:00 p.m. for 4 weeks

Medical Aide Training

All Students	Monday – Friday, 9:00 a.m. – 1:00 p.m.
Clinical Training	Various times during the 8th and9th week of training

Medication Aide Seminar/CEU

All Students	One day monthly, 8:00 a.m. – 5:00 p.m.

Nurse Aide Training

Day Students	Monday – Thursday, 8:00 a.m. – 12:30 p.m.
Evening Students	Monday – Thursday, 5:30 p.m. – 10:00 p.m.
Clinical Training, All Students	4 consecutive Saturday, 7:00 a.m. – 6:00 p.m.

Certified Nurse Aide 24-Hour Continuing Education Seminar

All Students	Monday – Saturday, 6:00 p.m. – 8:30 p.m.

Patient Care Technician

All Students	Monday – Thursday, 8:00 a.m. – 2:30 p.m.
Clinical Training	Monday – Thursday, 8 hours a day for 4 weeks

Pharmacy Technician Training

Day Students	Monday – Friday, 8:00 a.m. – 12:00 p.m.
Evening Students	Monday – Friday, 6:00 p.m. – 10:00 p.m.

Phlebotomy Technician

All Students	Monday, Wednesday & Friday, 9:00 a.m. – 1:00 p.m.
Clinical Training	Friday, 5 hours a day for 6 weeks

Students who are unable to attend lecture courses as listed above may access a distance education platform, Zoom, and participate at the same time as the lecture is being delivered (blended). Students will need access to a tablet, laptop, or iPhone for the Zoom technology. If the student does not have access to the technology required and cannot attend in real time, the student may come to the campus, use the campus

computers, and access the class at a later time. If the class is missed, see the Make-Up Policy in this catalog.

Breaks and Mealtimes

Students may be allowed a 10-minute break every hour for 10 minutes before the hours. Under no circumstance will break time exceed 10 minutes. A clock hour is defined as 50 minutes during a 60-minute period. For didactic class sessions that are 4.5 hours or less in length, there will be no meal break. For didactic class sessions exceeding 4.5 hours in length a 30-minute meal break will be allowed.

Breaks and mealtimes during clinical rotations will be set by the onsite clinical supervisor.

Admissions/Entrance Requirements

Dallas Career Institute does not discriminate based on age, race, gender, religion, national origin, or disability for admission to its program.

Applicants who have been convicted of any felony drug-related crime will not be considered for admission to the Dallas Career Institution. Employment in the healthcare field prohibits entry for those with felony drug-related crime backgrounds.

Dallas Career Institute strives to be objective, honest, and fair in assessing the potential of applicants to succeed in their program of study and to become employed in their new profession. Therefore, the administration reserves the right to require additional evaluation to determine an applicant's ability to complete program requirements and to benefit from his/her chosen field of study. Applicants should be aware that factors outside of their education might affect a graduate's ability to work in his/her chosen field (such as prior or current legal issues and health issues related to abilities or general health).

Courses offered by Dallas Career Institute are rigorous and demanding. Therefore, additional preparation prior to enrollment is encouraged. Acceptance to programs will be on a first come, first enrolled basis, for those applicants meeting the specified admissions requirements. Applicants must be able to speak, read, write, and understand English. Additionally, to be accepted, applicants must provide all items as listed in the Admission Requirement for the program in which they wish to enroll. There are no special requirements for taking blended (distance education) courses and no additional fees.

EKG Training

To be accepted, applicants for EKG Training must:

- complete a personal interview with an enrollment representative or the school director
- be at least 18 years of age
- provide proof of successful completion of secondary education (high school diploma or GED certificate)

Medical Assistant

To be accepted, applicants for Medical Assistant program must:

- complete a personal interview with an enrollment representative or the school director
- be at least 18 years of age
- provide proof of successful completion of secondary education (high school diploma or GED certificate)

Medication Aide Training

To be accepted, applicants for Medication Aide Training must:

- complete a personal interview with an enrollment representative or the school director

- be at least 18 years of age
- provide proof of successful completion of secondary education (high school diploma or GED certificate)
- be able to read, write, speak, and understand English
- be free of communicable diseases and in suitable physical and emotional health to safely administer medication
- be employed as a Certified Nurse Aide listed on the Texas Nurse Aide Registry in active status and currently employed in a facility licensed under Texas Health and Safety Code Chapter 242 on the class state date or
- be employed on the class start date as a non-licensed direct care staff in a facility licensed under Chapter 247 or an ICF-MR facility, State School for the Mentally Retarded or for the Texas Department of Criminal Justice and have 90 days previous employment as non-licensed direct care staff in the year preceding the class start date and
- provide a Long-Term Care Facility (LTC) Commitment Form completed by authorized LTC Facility official*

Failure to provide a properly completed and signed LTC Commitment Form will result in the applicant being denied entry into the Medication Aide Training Program

Medication Aide Seminar/CEU

To be accepted, applicants for the Medication Aide Seminar/CEU must:

- complete personal interview with an enrollment representative or the school director and
- provide proof of being currently licensed as a Medication Aide by the Texas Department of Health and Human Services, Department of Aging and Disability Services. Couse time for the seminar is seven (7) clock hours. To the Medication Aide Seminar/CEU a contact hour of instruction is defined as 60 minutes of instruction within a 60-minute timeframe. Breaks and mealtimes do not count toward completion of the required seven (7) clock hours of training.

Nurse Aide Training

To be accepted, applicants for the Nurse Aide Training must:

- complete personal interview with an enrollment representative or the school director
- provide proof of completion of 8th grade (transcript, diploma, home-schooling affidavit, or other official documentation indicating completion of 8th grade)
- provide proof of being at least 18 years of age
- not be listed as unemployable on the Employee Misconduct Registry (EMR) and
- not have been convicted of c criminal offense listed in the Texas Health and Safety Code §250.00

Certified Nurse Aide 24-hour Continuing Education Seminar

To be accepted, applicants for the Certified Nurse Aide 24-hour Continuing Education Seminar must:

- complete personal interview with an enrollment representative or the school director and
- provide proof of being currently licensed as a Certified Nurse Aide by the Texas Department of Health and Human Services, Department of Aging and Disability Services

Patient Care Technician

To be accepted, applicants for Patient Care Technician must:

- complete a personal interview with an enrollment representative or the school director
- be at least 18 years of age
- provide proof of successful completion of secondary education (high school diploma or GED certificate)

Pharmacy Technician Training Program

To be accepted, applicants for Pharmacy Technician Training must:

- complete a personal interview with an enrollment representative or the school director

- be at least 18 years of age
- provide proof of successful completion of secondary education (high school diploma or GED certificate)
- register with the Texas State Board of Pharmacy as a pharmacy technician trainee and
- pass a criminal background check that includes submission of fingerprints

Phlebotomy Technician

To be accepted applicants for Phlebotomy Technician must:

- complete a personal interview with an enrollment representative or the school director
- be at least 18 years of age
- provide proof of completion of 8th grade (transcript, diploma, home-schooling affidavit, or other official documentation indicating completion of 8th grade)
- provide two photo identifications and a social security card and
- pass a criminal background check that includes submission of fingerprints

Transfer of Previous Education Credit

Dallas Career Institute's faculty and staff will review transcripts of work previously completed at other institutions to determine whether credit will be granted for previous training. The School Director will make the final determination if clock hours/credits can be awarded. No clock hours are given for experiential learning.

Credits earned at Dallas Career Institute may have limited transferability to another educational institution. Whether another institution accepts credits earned at Dallas Career Institute is at the sole discretion of that institution.

Cancellation and Refund Policies

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. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than $100 in any 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.

REFUND POLICY

1. Refund computations will be based on scheduled course time 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 any administrative

fees charged 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 school or college may retain not more than $100 in any administrative fees charged 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.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund if they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
   (a) An enrollee is not accepted by the school;
   (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
   (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

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

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
   (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
   (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(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.

Program Descriptions

EKG Technician

Students gain experience interacting with patients suffering from cardiac illnesses. They practice admitting patients and monitoring their progress. Students will learn to perform EKG and telemetry so they can aid doctors and/or nurses in critical situations. Students learn the anatomy of the heart and the methods used to identify heart problems.

Upon completion of the program, the graduate will be able to comfort patients and prepare a patient's skin for the electrode, which will monitor his or her EKG rhythms. They will also learn how to use the 12-lead EKG machine and the telemetry monitor. Graduates may find employment in medical facilities, hospitals, clinics, and private practices as EKG Technicians of Telemetry Technicians.

Medical Assistant

Students will learn to perform clinical and administrative duties under the direction of a physician, mid-level provider, or licensed nurse. Students will develop proficiency in analytical, quantitative, and problem-solving skills; demonstrate computer and information literacy; and demonstrate effective written and interpersonal communication skills using correct medical terminology. Students will learn the role, responsibilities, scope of practice, standards of care, and credentials needed for medical assistants.

Upon completion of the program, the graduate will be able to differentiate among the structure and their functions within the six levels of structural organization of the human body using correct terminology and be able to explain the importance of diet and nutrition including the elements of proper diet, nutrition guidelines and options for patients that require special diets or diet modifications. They will also be able to identify etiology, processes, symptoms, and treatments for common diseases; apply ethical standards and legal responsibilities; carry out clinical and laboratory procedures applicable to the role of the medical assistant and perform administrative duties applicable to the role of a medical assistant in medical office and laboratory settings.

Graduates of the program may find employment as an entry-level Medical Assistant in private and/or public outpatient settings. Medical Assistants are trained in both administrative and clinical procedures, and they can fill a variety of positions, including, but not limited to Clinical or Administrative Assistant, Medical Receptionist, and Medical Insurance Billing Specialists.

Medication Aide Training

Students will learn to perform basic procedures as established by the Texas Department of Human Services, Department of Aging and Disability Services for preparation, documentation, and safe administration of medications under the supervision of a licensed nurse in a clinical setting.

Students will be able to define responsibilities and liabilities associated with the control, accountability, storage, and safeguarding of medications. They will learn to use common medical terminology, abbreviations, and symbols; they will also be able to identify drugs and discuss drug reactions and side effects of medications commonly administered to residents in LTC facilities; they will be able research reference material for drug information. Upon completion of the program, graduates may find employment as an entry-level Medication Aide in a long-Term Care (LTC) Facility, Personal Care Facility, Hospital, Correctional Institution, or other related institution.

Medication Aide Seminar/CEU

The Medication Aide Seminar/CEU (also known as the Medication Aide Continuing Education Training Program [maCEtp]) provides Medication Aides currently licensed by the Texas Department of Aging and Disability Services (DADS) the training required to maintain licensure. The purpose of the training is to maintain and enhance the competency of Permitted Medication Aides to administer medication as specified in the Health and Safety Code, Chapter 242, subchapter F and 40 TAC, Chapter 95.

Students will review and reinforce the "Communicate Before You Medicate" principals through lectures, discussion, role-play exercises, and skill demonstrations. Skills students may acquire include the ability to apply new healthcare policies, procedures, and clinical treatments. Additionally, they review current research as it relates to Medication Aides and changes to healthcare regulations and standards pertinent to Medication Aides.

The course time for the seminar is seven (7) contact hours. For the purposes of the maCEtp, a contact hour of instruction is 60 minutes of instruction within a 60-minute period. Breaks and lunch do not count toward completion of the required seven (7) contact hours of training. Student completing the maCEtp will be awarded a Certificate of Training.

Nurse Aide Training

Students will learn how to provide basic nursing care to residents and how to communicate effectively based on the psychosocial needs of residents and their families. They will acquire the skills necessary to assist residents in attaining and maintaining maximum functional independence. Students learn how to protect, support, and promote the rights of residents, and how to apply safety and preventative measures in the care of residents. Additionally, they learn to function as an integral member of the healthcare team and will be able to describe how their skills and observations contribute to the overall healthcare system for long-term care facility residents.

Graduates of this program may find employment as entry-level Nurse Aides in long-term care facilities and hospitals.

Certified Nurse Aide 24-Hour Continuing Education Seminar

Effective September 1, 2013, Certified Nurse Aides (CNA) renewing a certification must complete at least 24-hours of in-service education every two years that includes training in geriatrics and the care of residents with a dementia disorder, including Alzheimer's disease. The Certified Nurse Aide 24-Hour Continuing Education Seminar fulfills this requirement. Upon successful completion of this course, students will be presented with a certificate that meets the requirements of the Department of Aging and Disability (DADS) for completion of the required 24-hour continuing education for Certified Nurse Aides.

Patient Care Technician

The Patient Care Technician (PCT) program is designed to educate and train individuals to function as nursing support personnel who function at a level high than that of a nurse aide, but below the level requiring

nursing credentials. The major focus is the role of the PCT in the hospital and long-term care setting. Students will learn how to support the nursing staff by performing duties that may be safely and legally delegated to PCTs. The course consists of classroom/lab instruction and supervised/preceptor clinical activities. Students will be able to describe the role and scope of practice of the PCT, cross training in basic healthcare skills, ethical and legal concepts, and alterations in various body systems.

Student will practice infection control, safety of patient and self, assisting in patient's daily living activities, recording vital signs, professionalism, meeting patient nutrition and elimination needs, providing skin care, communication skills (written and verbal), and consideration of growth and development and grief and loss concepts. Lecture and skills laboratory practice are used to prepare the student to meet the program objectives. Skills such as Foley catheter insertion, collection of specimens, enemas, colostomy care, sterile dressing changes, pulse oximetry, obtaining an EKG, basic phlebotomy skills, and blood glucose monitoring are included. Clinical experiences will provide students with the opportunity to administer basic nursing care and practice selected skills for patients in all age groups.

Graduates may find employment as a PCT in long-term care facilities, hospitals, laboratories, and clinics where basic beside nursing skills are required, as well as the skills of phlebotomy, performing electrocardiograms (EKG), stress testing, and Holter monitoring procedures.

Pharmacy Technician Training Program

Students will learn to prepare standards and specialized prescription/medication orders under the supervision of a licensed pharmacist, perform pharmacy calculations, comply with federal, state, and local regulations, and provide excellent customer service. They learn how to prepare medications given by intravenous, epidural, and subcutaneous routes of administration, which are utilized extensively in hospital settings and home care agencies. Students will practice aseptic techniques, complete pharmacy IV calculations, check drug compatibilities and stabilities, practice IV therapy management, and learn to use specialized equipment. In the laboratory, students learn to use laminar flow hoods, vertical flow hoods, and how to work aseptically with needles and syringes. They will learn to prepare Total Parenteral Nutrition (TPN), antibiotics and other sterile products in accordance with USP 797 (United States Pharmacopeia) guidelines. Students will recall and practice lab safety considerations related to IV Therapy.

Students will be prepared to take the Pharmacy Technician Certification Examination (PTCE) offered by the Pharmacy Technician Certification Board (PTCB). Passing the PTCE and receiving the Certified Pharmacy Technician (CPhT) designation is required to work as a Pharmacy Technician in Texas. Additionally, training is received in sterile products preparation and administration that will allow the graduate to work as an Intravenous (IV) Admixture Pharmacy Technician as well.

Graduates of the Pharmacy Technician Training Program may fine employment as an entry-level Pharmacy Technician in retail and institutional settings as well as local community pharmacies, hospitals, retail pharmacies, mail-order drug companies, and insurance companies.

Phlebotomy Technician

Students will learn how to assist other members of the healthcare team in maintaining accurate, safe, and reliable collection and transportation of specimens for clinical laboratory analysis. Students will learn how to accomplish patient preparation for the collection of various lab specimens, isolation techniques, specimen processing procedures, charting, glucose tolerance testing, and proper sites for venipuncture and capillary sticks. Students will learn how to accomplish clinical medical laboratory procedures as well as laboratory studies, specimen collection, urinalysis, basic office bacteriology, hematology, and chemistry. They will learn how to complete all aspects of medical laboratory safety, standard precautionary measures and qualify control. They will practice venipuncture and capillary sticks.

Students learn how to collect and transport specimens other than venous blood (arterial blood, urine, tissues, sputum) and to perform clinical and technical functions. Students will be able to recall and use medical terminology and abbreviations, relating to phlebotomy and clinical laboratory. They will also be able to recall the legal implications of phlebotomy and be prepared to handle various clinical equipment correctly and safely.

Graduates of the Phlebotomy Technician program may find employment as entry-level phlebotomist in reference laboratories, hospitals, blook banks, private phlebotomy services, private medical practices, sports medicine facilities, insurance companies, and clinics.

Program Outlines

EKG Technician Program

Subject #	Subject Title	Contact Hours Lec/Lab/Ext/Total	Class Days
EKG-101	Cardiac Anatomy and Physiology	02/02/00/04	M.T. 5 pm. – 8:30 pm F. 5 pm – 7:00 pm
EKG-202	Medical Terminology	01/00/00/01	M.T. 5 pm. – 8:30 pm F. 5 pm – 7:00 pm
EKG-303	Infection Control	02/01/00/03	M.T. 5 pm. – 8:30 pm F. 5 pm – 7:00 pm
EKG-404	Legal Issues in Healthcare	02/00/00/02	M.T. 5 pm. – 8:30 pm F. 5 pm – 7:00 pm
EKG-505	EGK Introduction	03/04.5/00/07.5	M.T. 5 pm. – 8:30 pm F. 5 pm – 7:00 pm
EKG-606	EKG Interpretation	03/04.5/00/07.5	M.T. 5 pm. – 8:30 pm F. 5 pm – 7:00 pm
EKG-707	EKG application theory	03/04.5/00/07.5	M.T. 5 pm. – 8:30 pm F. 5 pm – 7:00 pm
EKG-808	EKG Application Procedures	03/04.5/00/07.5	M.T. 5 pm. – 8:30 pm F. 5 pm – 7:00 pm
	Total Hours	**19/21/00/40**	

Students will complete the EKG Technician program in approximately four (4) weeks. Maximum time allowed for completion of this program is five (5) weeks. Graduates of this program will be awarded a Certificate of Completion.

Medical Assistant

Subject #	Subject Title	Contact Hours Lec/Lab/Ext/Total

CL-101	Clinical Laboratory	00/32/00/32
CL-102	Clinical Laboratory	00/32/00/32
CL-103	Clinical Laboratory	00/32/00/32
CL-104	Clinical Laboratory	00/32/00/32
CL-105	Clinical Laboratory	00/32/00/32
CL-106	Clinical Laboratory	00/32/00/32
CL-107	Clinical Laboratory	00/32/00/32
CMA-101	Patient Care and Communications	32/00/00/32
CMA-201	Medical Management of the Nervous & Digestive System	32/00/00/32
CMA-301	Pharmacology and Disease Transmission	32/00/00/32
CMA-401	Cardiovascular and Respiratory System	32/00/00/32
CMA-501	Clinical Procedures	32/00/00/32
CMA-601	Endocrinology and Reproduction	32/00/00/32
CMA-701	Therapeutic Care and Muscular/Skeletal System	32/00/00/32
MS-102	Introduction to Computers	08/08/00/16
MS-202	Keyboarding	08/10/00/18
MS-302	Word Processing	08/08/00/16
MI-402	Introduction to Insurance	08/08/00/16
MI-502	Patient Billing	08/08/00/16
MI-602	Medical Insurance Coding	08/08/00/16
MI-701	Career Development	16/00/00/16
CMA-801	Medical Assistant Externship	00/00/160/160
	Total Hours	**288/274/160/722**

Students will complete the Medical Assistant program in approximately thirty-one (31) weeks. Maximum time allowed for completion of this program is thirty-nine (39) weeks. Graduates of this program will be awarded a Certificate of Completion.

Medication Aide Training

Subject #	Subject Title	Contact Hours Lec/Lab/Ext/Total
MA-101	Introduction, Orientation and Basic Concepts	07/01/00/08
MA-102	Administration of Medications	19/0700/26
MA-103	Drugs Affecting the Cardiovascular System	04/01/00/05
MA-104	Drugs Affecting the Urinary System	04/00/00/04
MA-105	Drugs Affecting the Respiratory System	04/01.00/05
MA-106	Drugs Affecting the Digestive System, Vitamins and Minerals	05/01/00/06
MA-107	Drugs Affecting the Central Nervous System	04/00/00/04
MA-108	Drugs Affecting the Musculoskeletal System	04/00/00/04
MA-109	Drugs Affecting the Endocrine System	07/02/00/09
MA-110	Antibiotics and Other Anti-Infective Agents	04/00/00/04
MA-111	Drugs Affecting the Eye	04/02/00/06
MA-112	Drugs Affecting the Ear	04/01/00/05
MA-113	Drugs Affecting the Skin	03/02/00/05
MA-114	Alzheimer's Disease Patients and Related Disorders	12/00/00/12
MA-115	Immuno-Comprised Residents	01/01/00/05
MA-116	Pediatric Patients	07/01/00/08
MA-117	Care Planning Assistance	04/00/00/04
MA-118	Medication Aide Clinical Externship	00/00/10/10
MA-119	Return Skills Lab	00/10/00/10

	Total Hours	**100/30/10/140**

Students will complete the Medication Aide Training program in approximately nine (9) weeks. The maximum time allowed for completion of this program is eleven (11) weeks. Graduates of this program will be awarded a Certificate of Completion.

Medication Aide Seminar/CEU

Seminar Title	Contact Hours
Medication Aide Seminar/CEU	7.0 CHR

The approximate time required to complete Medication Aide Seminar/CEU is seven (7) Contact Hours (CHR) with students attending class from 8:00 a.m. – 5:00 p.m. The maximum time allowed for completion of this program is eight (8) CHR. Students successfully completing this course will be awarded a Certificate of Training. For the purposes of the Medication Aide Seminar/CEU a Contact Hour of instruction is defined as 60 minutes of instruction within a 60-minute period. Breaks and lunch do not count toward completion of the required seven (7) CHR of training.

Nurse Aide Training

Subject #	Subject Title	Contact Hours Lec/Lab/Ext/Total
NA-101	Introduction to Long-Term Care (LTC)	16/00/00/16
NA-102	Personal Care Skills	10/10/00/20
NA-103	Basic Nursing Skills	10/00/00/10
NA-104	Restorative Services	06/02/00/08
NA-105	Mental Health and social Service Needs	06/00/00/06
NA-106	Social Skills	12/00/00/12
NA-107	Nurse Aide Clinical Externship	00/00/40/40
	Total Hours	**60/12/40/112**

Students will complete the Nurse Aide Training program in approximately four (4) weeks. Maximum time allowed for completion of this program is five (5) weeks. Graduates of this program will be awarded a Certificate of Completion.

Certified Nurse Aide 24-Hour Continuing Education Seminar

Seminar Title	Contact Hours
CPR Review for Certified Nursing Assistants	1.0 CHR
CNA Documentation: basic patient care, vital signs, and resident safety	2.0 CHR
Communication with cognitively impaired & dementia disorder diagnosed residents/patients	2.0 CHR
Domestic Violence Awareness	1.0 CHR
HIV prevention, infection control strategies in medical care settings	2.0 CHR
Medical Errors	2.0CHR
Resident Rights	2.0 CHR
Geriatric Assessment, Body Systems, Alzheimer's disease, Dementia Heavy Lifting	12.0 CHR
Total Hours	**24.0 CHR**

The approximate time required to complete the Certified Nurse Aide 24-Hour Continuing Education Seminar is six (6) days with students attending class Monday – Saturday from 6:00 p.m. – 10:00 p.m. The maximum time allowed for completion of this program is seven (7) days. Students successfully completing this course will be awarded a Certificate of Training.

Patient Care Technician

Subject #	Subject Title	Contact Hours Lec/Lab/Ext/Total
PCT-101	Introduction to Patient Care	20/00/00/20
PCT-102	Infection Control & Standard precautions	30/00/00/30
PCT-103	Legal Issues in Healthcare	20/00/00/20
PCT-104	Introduction to Human Anatomy & Physiology	24/00/00/24
PCT-105	Medical Terminology	40/00/00/40
PCT-106	Physical Assessment 7 Examination	08/16/00/24
PCT-107	Patient Positioning & Bed Mobility Techniques	08/12/00/20
PCT-108	Range of Motion & Therapeutic Exercises	10/14/00/24
PCT-109	Gait & Assistive Devices	04/08/00/12
PCT-110	Orthosis and Prosthesis	04/08/00/12
PCT-111	Transfer Techniques	06/10/00/16
PCT-112	Would Care and Pressure Sores	12/00/00/12
PCT-113	Wheelchair Management	04/08/00/12
PCT-114	Patient Care Skills	00/00/40/40
PCT-115	Introduction to Phlebotomy & Infection Control	08/12/00/20
PCT-116	Advanced Human Anatomy & Physiology	20/00/00/20
PCT-117	Phlebotomy Equipment & Supplies	10/00/00/10
PCT-118	Phlebotomy Clinical Skills	08/24/00/32
PCT-119	Phlebotomy Fundamental Essentials	08/24/00/32
PCT-120	Phlebotomy Externship	00/00/40/40
PCT-121	Cardiac Anatomy and Physiology	16/00/00/16
PCT-122	EKG Introduction	16/00/00/16
PCT-123	EKG Interpretation	12/18/00/30
PCT-124	EKG Application Theory	12/24/00/36
PCT-125	EKG Technician Externship	00/00/40/40
	Total Hours	**300/178/120/598**

Students will complete the Patient Care Technician program in approximately twenty-three (23) weeks. Maximum time allowed for completion of this program is twenty-nine (29) weeks. Graduates of this program will be awarded a Certificate of Completion.

Pharmacy Technician Training Program

Subject #	Subject Title	Contact Hours Lec/Lab/Ext/Total
PHT-101	Legal and Ethical Considerations for the Pharmacy Technician	08/00/00/08
PHT-102	Methods of Medication Delivery	12/00/00/12
PHT-103	Pharmaceutical Calculations and Measurements	08/20/00/28
PHT-104	Anatomy and Physiology for Pharmacy Technicians	20/00/00/20
PHT-105	Medical Terminology	20/00/00/20
PHT-106	Psychoactive Drugs	16/00/00/16
PHT-107	The Community Pharmacy	12/16/00/28
PHT-108	Anti-inflammatory Drugs	16/00/00/16
PHT-109	Medication and Prescription Calculations	08/24/00/32
PCT-110	Extemporaneous Compounding	12/24/00/36
PHT-111	The Hospital Pharmacy	12/16/00/28
PHT-112	Introduction to Sterile Products Preparation	16/32/00/48

PHT-113	Sterile Products Preparation and Administration	16/32/00/48
PHT-114	Respiratory, Gastrointestinal, Renal and Circulatory Drugs	16/00/00/16
PHT-115	Medication Safety	16/00/00/16
PHT-116	Successful Career Tactics	08/12/00/20
PHT-117	PTCE Preparation	12/00/00/12
PHT-118	Final Exam	06/00/00/06
PHT-119	Pharmacy Technician Externship	00/00/200/200
	Total Hours	**234/176/200/610**

Students will complete the Pharmacy Technician Training program in approximately twenty-six (26) weeks. Maximum time allowed for completion of this program is thirty-three (33) weeks. Graduates of this program will be awarded a Certificate of Completion.

Phlebotomy Technician

Subject #	Subject Title	Contact Hours Lec/Lab/Ext/Total
PH 01-02	Phlebotomy Practice, Quality Essentials and Ethical, Legal and Regulatory Issues	04/00/00/04
PH 03-04	Basic anatomy and Physiology of the Cardiovascular System	04/08/00/12
PH 05-06	Infection Control, Safety and First Aid	04/04/00/08
PH 07-08	Blook Collection, documentation, and Specimen Handling	04/04/00/08
PH 09-10	Venipuncture & Capillary Blook Collection Procedures	04/08/00/12
PH 11-12	Pre-analytical Complications in Blook Collection and Pediatric Procedures	04/08/00/12
PH 13-14	Arterial, Intravenous (IV) Special Collection – Elderly Home, Long-Term Care	04/04/00/08
PH 15-16	Urinalysis, Bodily Fluids and Other Specimen Collection Methods	04/04/00/08
PH 17-20	Phlebotomy Technician Externship	00/00/27/27
	Total Hours	**32/40/27/99**

Students will complete the Phlebotomy Technician program in approximately eight (8) weeks. The maximum time allowed for completion of this program is twelve (12) weeks. Graduates of this program will be awarded a Certificate of Completion. Although certification is not required to practice as a Phlebotomist in Texas, graduates may choose to pursue national certification through the National Health Career Association, American Society of Clinical Pathology, American Medical Technologist, American Certification Agency, or National Center for Competency Testing.

Course Descriptions

EKG Technician

EKG-101: Cardiac Anatomy & Physiology

This course introduces the location, shape, and size of the heart with the layers and conditions affecting the layers of the heart. Emphasis is on the heart valve structure and function, conditions affecting the heart valves, cardiac muscle structure and functions, calculating target heart rates using Karvonen formula, and the action of cardiac muscles. (Lec 02 CHR / Lab 2 CHR / Ext 00 CHR / Total 4 CHR) [Prerequisite: none]

EKG-202: Medical Terminology

This course describes the roots of body parts and their components, descriptions of roots, and prefixes. (Lec 01 CHR / Lab 00 CHR / Ext 00 CHR / Total 1 CHR) [Prerequisite: EKG-101]

EKG-303: Infection Control

This course includes occupational safety and health administration (OSHA), healthcare safety hazards,

chain of infection, identifying infection patients, hand hygiene, standard precautions, and disinfection methods. (Lec 02CHR / Lab 1 CHR / Ext 00 CHR / Total38 CHR) [Prerequisite: EKG-202]

EKG-404: Legal Issues in Healthcare

This course provides the elements of communications, verbal vs. non-verbal communication, how time, space, and territory send silent messages; the difference between empathy vs. sympathy; overcoming the barriers to communication; negligence vs. malpractice; basic elements of negligence; and patient abuse and types of abuse. (Lec 02 CHR / Lab 00 CHR / Ext 00 CHR / Total 2 CHR) [Prerequisite: EKG-303]

EKG-505: EKG Introduction

In this course, student will learn electrocardiography, electrocardiography, and electrocardiogram; types of EKGs, complications of EKG, uses of EKG; waves, complex, intervals and segments of EKG; calculating heart rates using a 30-second rhythm strip; how to analyze components of EKG graph' application of refrigeration systems; analyze components of EKG graph; analyze p waves; analyze QT intervals; and analyze ST segments. (Lec 03 CHR / Lab 4.5 CHR / Ext 00 CHR / Total 7.5 CHR) [Prerequisite: EKG-404]

EKG-606: EKG Interpretation

This course provides an understanding of interpretation type; 12-lead EKG; rhythms originating from atria; rhythms originating from the ventricles; how to analyze axis deviation; how to analyze STEM 1 location; chamber—atrial; and dual chamber atrial and ventricular. (Lec 03 CHR / Lab 4.5 CHR / Ext 00 CHR / Total 7.5 CHR) [Prerequisite: EKG-505]

EKG-707: EKG Application Theory

This course introduces the student to indications and contraindications of EKG; surface anatomy of thorax for EKG electrode placement; special consideration for anatomical and pathological changes; types of EKG electrodes; equipment and supplies used for performing an EKG procedure; equipment maintenance and use muscle artifact and movement artifact; EKG equipment and interference artifact; and 8.12 lead and 15 lead heart view EKG. (Lec 03 CHR / Lab 4.5 CHR / Ext 00 CHR / Total 7.5 CHR) [Prerequisite: EKG-606]

EKG-808: EKG Application Procedure

This course cover electrocardiography and competency checklist for 12 leads EKG; electrocardiography competency for 15 lead EKG: pediatric; electrocardiography competency checklist for Telemetry: 5 lead: electrocardiography competency checklist for modified 12 lead EKG; absolute and relative contraindications; required equipment supplies; subject preparation; and warning for stress testing procedures. (Lec 03 CHR / Lab 4.5 CHR / Ext 00 CHR / Total 7.5 CHR) [Prerequisite: EKG 707]

Medical Assistant

CL-101: Clinical Laboratory

This course is designed for the student to apply theories of examination assisting by positioning, draping, charting, scheduling, and records management. Students practice bandaging techniques and the correct use of Biohazard waste containers. Students check visual acuity, practice invasive procedures, check vital signs and blood pressure. (Lec 00CHR/Lab 32 CHR/Ext 0 CHR/Total 32 CHR) [Prerequisite: None]

CL-102: Clinical Laboratory

In this course, students apply theories of basic bookkeeping, appointment scheduling, bank procedures and inventory control techniques. Students practice invasive procedures and check vital signs and blood pressure. (Lec 00 CHR/Lab 32 CHR/Ext 00 CHR/Total 32 CHR) [Prerequisite: CL-101]

CL-103: Clinical Laboratory

In this course, students apply theories of minor office surgery by using the Auto clave., setting up surgery trays, practicing sterile techniques and using asepsis. Students perform dosage calculations for medication administration. Students practice invasive procedures and check vital signs and blood pressure. (Lec 00 CHR/Lab 32 CHR/Ext 00 CHR/Total 32 CHR) [Prerequisite: CL-102]

CL-104: Clinical Laboratory

In this course, students apply theories of Cardiology by correctly setting up, running, and mounting an EKG tracing. Students will be introduced to Pulmonary Function testing techniques and practice the correct use of a Nebulizer. Students practice CPR techniques on mannequins. Students practice invasive procedures and check vital signs and blood pressure. (Lec 00 CHR/Lab 32 CHR/EXT 00 CHR/Total 32 CHR) [Prerequisite: CL-103]

CL-105 Clinical Laboratory

In this course, students will apply theories of clinical laboratory assisting by collecting and labeling specimens. Students are introduced to the basics of a microscope and its functions. Students practice different urinalysis techniques, routine hematology skills and blood chemistry procedures. Students practice invasive procedures and check vital signs and blood pressure. (lec 00 CHR/Lab 32 CHR/ Ext 00 CHR/Total 32 CHR) [Prerequisite: CL-104]

CL-106: Clinical Laboratory

In this course, students will apply theories of OOB/GYN tray set up and examination assisting. Students practice pediatric assisting and restraint techniques. Students practice invasive procedures and check vital signs and blood pressure. (Lec 00 CHR/ Lab 32 CHR/ Ext 00 CHR/ Total 32 CHR) [Prerequisite: CL-105]

CL-107: Clinical Laboratory

In this course, students apply theories of therapeutic techniques and modalities. Students learn how to position patients properly for ultrasound treatment, electroneuro stimulation and traction. Students practice invasive procedures and check vital signs and blood pressure. (Lec 00 CHR/Lab 32 CHR/Ext 00 CHR/total 32 CHR) [Prerequisite: CL-106]

CMA-101: Patient Care and Communication

This course emphasizes patient care. Students learn the correct handling of office emergencies and develop skills in records management, telephone techniques and interpersonal communications. Students are introduced to OSHA regulations. (Lec 32 CHR/Lab 00CHR/Ext 00 CHR/Total 32 CHR) [Prerequisites: None]

CMA-201: Medical Management and Nervous & Digestive System

Topics discussed in this course include the structure and function of the human digestive and nervous systems. The medical management portion of this course focuses on appointment scheduling, bookkeeping, collections, and payroll procedures essential to the medical office. Equipment and supplies ordered for the medical office are identified and students learn their proper care and storage. (Lec 32 CHR/Lab 00 CHR/Ext 00 CHR/Total 32 CHR) [Prerequisite: None]

CMA-301: Pharmacology and Disease Transmission

This course stresses the importance of asepsis and sterile techniques in today's healthcare environment. Basic bacteriology and its relationship to infection and disease control are presented. Students are introduced to basic pharmacology and learn the principles of administering medication. (Lec 32 CHR/Lab 00 CHR/Ext 00 CHR/total 32 CHR) [Prerequisite: None]

CMA-401: Cardiovascular and Respiratory System

This course examines the circulatory and respiratory systems including the structure and function of the heart and lungs. The electrical pathways of the heart muscle are studied as a basis for electrocardiograph (EKG), Students are given a cardiopulmonary resuscitation (PS) course. (Lec 32 CHR/Lab 00 CHR/Ext 00 CHR/Total 32 CHR) [Prerequisites: CMA-101, CMA-201, CMA-301]

CMA-501: Endocrinology and Reproduction

Endocrinology and male and female reproduction are taught in this course. The theory of pediatrics, obstetric, and gynecological examination techniques are also covered in this course. (Lec 32 CHR/Lab 00 CHR/Ext 00 CHR/Total 32 CHR) [Prerequisite: CMA-501]

CMA-701: Therapeutic Care and Muscular/Skeletal Systems

In this course, students learn about the basic techniques, equipment and modalities used in therapeutic medicine. The musculoskeletal structures of the body as they relate to therapeutic care are covered. (Lec 32 CHR/Lab 00 CHR/Ext 00 CHR/Total 32 CHR) [Prerequisite: CMA-601]

MS-102: Introduction to Computers

This course introduces computers and information processing. Students are introduced to what a computer is, how it works, and how it is used in solving problems. This course is also designed to teach students the keyboard by the touch system and to improve keyboarding skill and accuracy. (Lec 08 CHR/Lab 08 CHR/Ext 00 CHR/Total 16 CHR) [Prerequisite: None]

MS-202: Keyboarding

This subject introduces the student to the basics of keyboarding. The course is designed to help students develop speed and accuracy by learning the touch operation of alphanumeric/keyboard characters. Emphasis is place on the following: mastery of the keyboard with desirable keyboarding techniques; development of speed and accuracy; and proper care of the equipment. Keyboarding is the foundation for developing entry-level skills for business careers. (Lec 08 CHR/Lab 10 CHR/Ext 00 CHR/Total 18 CHR) [Prerequisite: MS-102]

MS-302: Word Processing

CMA-801: Medical Assistant Externship

software for the PC. The student will learn to create, edit, and manipulate documents using a popular PC word processing software, Microsoft Office Package. (Lec 008 CHR/Lab 08 CHR/Ext 00 CHR/Total 16 CHR) [Prerequisite: MS-202]

MI-402: Introduction to Insurance

This course provides students with current insurance terminology applicable to various insurance company providers, patients, computerized systems, and administrative services. (Lec 08 CHR/Lab 08 CHR/Ext 00 CHR/Total 16 CHR) [Prerequisite: MS-302]

MI-502: Patient Billing

This course introduces the application of billing techniques, delinquent claims, credit and collections, legal issues affecting insurance claims, and medical records. (Lec 08 CHR/Lab 08 CHR/Ext 00 CHR/Total 16 CHR) [Prerequisite: MS-302

ME-602: Medical Insurance Coding

This course is designed to introduce the student to the fundamentals of the ICD-9 and 10 and CPT-4 coding systems. (Lec 08 CHR/Lab 08 CHR/Ext 00 CHR/Total 16 CHR) [Prerequisite: MS-302]

MI-701: Career Development

This course is designed to provide practical applications of job hunting, resume writing, interviewing, setting employment objectives and career goals, networking, and effective communication. Mock interviews are also included in this course. (LEC 16 CHR/Lab 00 CHR/Ext 00 CHR/Total 16 CHR) [Prerequisite: MS-302]

CMA-801: Medical Assistant Externship

Upon successful completion of all prerequisites listed below, Medical Assisting students participate in a 160-hour Externship at an approved facility. Facilities normally associated with the Externship include, but are not limited to, a Doctor's Office, Clinic, or Hospital.

The Externship enables students to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under the supervision of a person with appropriate instructor credentials. Externs are evaluated by supervisory personnel at 80 and 160-hour intervals, and the evaluations are placed in the student's permanent record. Medical Assist student must successfully complete their Externship to fulfill the requirement for graduation. Clinical hours are from 8:00 a.m. to 5:00 p.m. (Lec 00 CHR/Lab 00 CHR/Ext 160 CHR/Total 160 CHR) [Prerequisites: CL-101- CL-107, CMA-101 – CMA-701; MS-102 – MS-302, and MI-402 - MI-701]

Medication Aide Training

MA-101: Introduction, Orientation and Basic Concepts

Upon completion of this course, students will be able to explain the basic roles and responsibilities of a Medication Aide in relation to the healthcare team. Students will discuss the legal and ethical implications

involved in caring for patients. They will recall procedures, according to current rules and regulations, set forth by the Department of Aging and Disability Services for the correct preparation and administration of drugs prescribed by the physician. Students will learn to monitor their patients' normal behavior and prescribed medications, so that they may spot possible drug induced deviations. Students will learn to classify the three categories of drugs, identify drugs from these groups and be able to list the different reasons for giving the medications. They will also be able to describe problems relating to the administration of particular drugs. They will discuss drug legislation and classifications of controlled substances. Additionally, students will memorize and identify common medical terminology, symbols, and abbreviations. Finally, students will learn to do simple mathematical calculations and conversions of weights and measures as they relate to the preparation of medications. (Lec 07 CHR/Lab 01 CHR/Ext 00 CHR/Total 08 CHR) [Prerequisite: None]

MA-102: Administration of Medications

Upon completion of this subject, students will be able to describe the various ways medications are supplied to facilities. They will be able to detail requirements for correct storage and labeling of the medication and their responsibility for its control and accountability. Students will explain how potential errors may occur from contamination. Students will recount facility policy for medication orders and relate allowable and prohibited practices. They will be able to explain their role and responsibilities in drug therapy. They will demonstrate how to accurately prepare (set up) medications and list the equipment needed. They will demonstrate proper procedures and techniques for administering medications and discuss responsibilities following drug administration. Students will learn how to take vital signs and observe/monitor patients. They will discuss points where potential drug errors or unsafe practices may occur. Students will write an incident report and discuss the follow-up if an administrative error was made. They will demonstrate the correct procedure for administration of oxygen and be able to follow guidelines for recording medication administration. Students will demonstrate how to complete medical records appropriate to medication administration and discuss protection, access, retention, and legal responsibility of medical records. (Lec 19 CHR/Lab 07 CHR/Ext 00 CHR/Total 26 CHR) [Prerequisite: MA-101: Introduction to Orientation and Basic Concepts]

MA-103: Drugs Affecting the Cardiovascular System

Upon completion of this course, students will be able to classify the basic structure of the cardiovascular system and detail their various functions. Students will discuss physiological changes to the cardiovascular system associated with aging. They will be able to identify and describe cardiac disorders and list the drugs used for treatment of each disorder. Student will be able to explain the action of various drugs in treatment and discuss possible side effects that may take place when administered. Students will learn to recognize signs of drug toxicity and be able to describe the steps to be taken to ensure safe administration. They will detail the similarities in appearance and labeling to emphasize the need to read labels closely. They will be able to describe how to measure, prepare and where to apply various ointments and patches. Students will identify the action and main side effects of anticoagulant medication and discuss disease conditions such as peripheral vascular disease, diabetes, etc. They will also learn how to obtain accurate vital signs. (Lec 04 CHR/Lab 01 CHR/Ext 00 CHR/Total 05 CHR) [Prerequisite: MA0102: Administration of Medications:

MA-104: Drugs Affecting the Urinary System

In this course, students will learn to identify basic structures and functions of the urinary system and describe how aging is associated with changes in those functions. Students will discuss situations requiring the use of diuretics and list the common ones, as well as explain the action associated with their use. They will be able to explain the potential side effects and identify procedures to monitor and observe for complications and promote comfort for patients. Student will identify reasons for use of potassium replacement drugs. They will discuss the major side effects and identify actions to prevent reactions. Additionally, they will identify drugs that affect bladder tone and review measure to help patients regain bladder control. Finally, student will identify drugs used to treat urinary tract infections, discuss their major side effects, and describe measures to promote well-being. (Lec 04 CHR/Lab 00 CHR/Ext 00 CHR) [Prerequisite: MA-103, Drugs Affecting the Cardiovascular System]

MA-105: Drugs Affecting the Respiratory System

In this course, students will learn to identify basic structure and functions of the respiratory system and be able to describe changes associated with aging. Students will review the appropriate safety precautions when administering oxygen. They will discuss the different respiratory disorders and list medications used and identify their expected actions, side effects and toxic effects implicated with drug combinations. (Lec 04 CHR/Lab 01 CHR/Ext 00 CHR/Total 05 CHR) [Prerequisite: MA-104: Drugs Affecting the Urinary System]

MA-106: Drugs Affecting the Digestive System, Vitamins and Minerals

In completing this course, students, using anatomical charts, will learn to identify basic structure and functions of the digestive system organs and be able to discuss changes associated with aging. Students will be able to name medications used and describe their actions and possible side effects. They will be able to identify general care measures to prevent and control nausea, vomiting and diarrhea. Students will be able to suggest a non-drug method to help prevent and correct constipation. They will review the four basic food groups and recommend food that add bulk to diet and explain methods to help maintain good fluid intake. Students also will be able to describe the functions vitamins have in the body and determine when supplements are necessary. Finally, they will learn to identify the essential minerals and describe their actions and side effects. (Lec 05 CHR/Lab 01 CHR/Ext 00 CHR/Total 06 CHR) [Prerequisite: MA-105: Drugs Affecting the Respiratory System]

MA-107: Drugs Affecting the Central Nervous System

Students completing this course are prepared to identify and list the structure and functions of the central nervous system and describe changes consequential to aging. They will learn to identify medications used as cerebral stimulants, antidepressants, analgesics (narcotic, non-narcotics), sedatives, and anticonvulsants, anti-Parkinson agents, psychoactive medications, and then describe their actions, side effects, and discuss implications for care. Students will define and discuss various types of organic brain syndromes and finally discuss the treatment ramifications of drugs used as related to Omnibus Budget Reconciliation Act of 1987 (OBRA 87) and Federal Regulations governing the use of unnecessary drugs and antipsychotic-drugs. (Lec 04 CHR/Lab 00 CHR/Ext 00 CHR/Total 04 CHR) [Prerequisite: MA-106: Drugs Affecting the Digestive System, Vitamins and Minerals]

MA-108: Drugs Affecting the Musculoskeletal System

Upon completion students will acquire skills that will enable them to identify the structures, define functions of musculoskeletal system and explain the effects from aging. They will be able to list drugs used to treat musculoskeletal disorders or diseases, describe their actions, side effects, and state the implications of treatment. (Lec 04 CHR/Lab 00 CHR/Ext 00 CHR/Total 04 CHR) [Prerequisite: MA-106: Drugs Affecting the Central Nervous System]

MA-109: Drugs Affecting the Endocrine System

Upon completion students will be able to describe the structure and function of the endocrine system and the changes associated with aging. They will be able to explain interrelationships of insulin, diet, activity, stress, and other disease processes, and be able to describe how the body malfunctions in diabetes and what changes occur. Students will review complications associated with diabetes and discuss measures to help minimize complications. Students will review and demonstrate testing of urine for glucose, ketones, glucometer reading and techniques. Furthermore, they will be able to list drugs used and describe actions, side effects and implications for care. Students will also discuss and be able to recall the medications that medication aides are prohibited from administering. (Lec 07 CHR/Lab 02 CHR/Ext 00 CHR/Total 09 CHR) [Prerequisite: MA-108: Drugs Affecting the Musculoskeletal System]

MA-110: Antibiotics and Other Anti-infective Agents

Students will discuss the causes of infection, control measures and signs and symptoms of infections. They will learn to identify topical and systemic anti-infective agents and describe actions that promote effective use. They will discuss and stress their role in observation for adverse side effects and implications of care. (Lec 04 CHR/Lab 00 CHR/Ext 00 CHR/Total 04 CHR) [Prerequisite: MA-109: Drugs Affecting the Endocrine System)

MA-111: Drugs Affecting the Eye

Students completing this course will be able to describe the structure and function of the eye and changes associated with aging. They will recognize and recall the Latin abbreviations used. Students will demonstrate procedures and sterile techniques for administration of eye medication. They will learn to identify the action, use, and name for eye lubricant. They will be able to identify reasons and give examples of anti-infective drugs that may be used in the eye. (Lec 04 CHR/Lab 02 CHR/Ext 00 CHR/Total 06 CHR) [Prerequisite: MA-100: Antibiotics and Other Anti-infective Agents]

MA-112: Drugs Affecting the Ear

Upon completion of this course, students will be able to describe the structure and function of the ear and changes associated with aging. They will be able to discuss drugs used for ear disorders and review procedures for proper administration of eardrops and ointment. Student will be able to name actions and side effects of drugs affecting the ear and implications for care. (Lec 04 CHR/Lab 01 CHR/Ext 00 CHR/Total 05 CHR) [Prerequisite: MA-111: Drugs Affecting the Eye]

MA-113: Drugs Affecting the Skin

Upon completion of this course, students will be able to describe the structure and function of the skin and changes associated with aging. They will learn how to apply medications used to treat different skin disorders and will be able to state precautions for care. Students will review prevention of decubitus ulcers and recall that they may not treat this condition. (Lec 03 CHR/Lab 02 CHR/Ext 00 CHR/Total 05 CHR) [Prerequisite: MA-112: Drugs Affecting the Ear]

MA-114: Alzheimer's Disease Patients and Related Disorders

Students will review basic disease characteristics and misconceptions of Alzheimer's patients and discuss the four phases of the disease. They will discuss and be able to describe basic procedures used in dealing with Alzheimer's patients. (Lec 12 CHR/Lab 00 CHR/Ext 00 CHR/Total 12 CHR) [Prerequisite: MA-113: Drugs Affecting the Skin]

MA-115: Immuno-Compromised Residents

Students will be able to define the basic characteristics of immune-compromised residents and describe the drugs available for approved treatment. They will review the procedures for infection control, explain principles of medical asepsis and discuss state guidelines for handling of AIDS residents. (Lec 04 CHR/Lab 01 CHR/Ext 00 CHR/Total 05 CHR) [Prerequisite: MA-114: Alzheimer's Disease Patients and Related Disorders]

MA-116: Pediatric Patients

In this course, students will discuss nutritional considerations and list symptoms of dehydration. They will be able to explain implications for care and discuss the special health problems of pediatric patients. They will demonstrate different techniques used to administer medication to children. (Lec 07 CHR/Lab 01 CHR/Ext 00 CHR/Total 08 CHR) [Prerequisite: MA-115: Immuno-Compromised Residents]

MA-117: Care Planning Assistance

Students will be able to discuss the purpose of care planning. Students will explain how their role as a medication aide in the healthcare team is important in-patient care planning. (Lec 04 CHR; Lab 00 CHR/Ext 00 CHR/Total 04 CHR) [Prerequisite: MA-116: Pediatric Patients]

MA-118: Medication Aide Clinical Externship

During the Clinical Externship, students will put into practice skills acquired in previous subjects. Under close supervision, students will demonstrate how to take and record vital signs before administering medication. They will communicate and interact with the patients and observe and report to the supervising licensed nurse any reaction or side effect occurring after drug administration. Students will personally set up the prescribed medications. They will document the administered medication in the resident's clinical record. They will demonstrate procedures for applying vaginal and rectal medication. The student will also administer nasal, ophthalmic, and optic medication. They will demonstrate procedures for emergency (only) administration of oxygen per nasal cannula or a non-sealing mask and document the event and their subsequent notification to the licensed nurse on duty. (Lec 00 CHR/Lab 00 CHR/Ext 10 CHR/Total 10 CHR) [Prerequisite: MA-117: Care Planning Assistance]

MA-119: Return Skills Lab

During this course, students will reinforce the skills learned in previous courses and practiced during the clinical externship by demonstrating proper procedures and methods involved with various medication forms and administration methods. (Lec 00 CHR/Lab 10 CHR/Ext 00 CHR/Total 10 CHR) [Prerequisite: MA-118 Medication Aide Clinical Externship]

Nurse Aide Training

NA-101: Introduction to Long-Term Care (LTC)

Students completing this course will discuss and be able to detail the history and importance of nurse aides on patient care. They will review the Omnibus Budget Reconciliation Act (OBRA) or 1987 and discuss its impact on improving the quality of life for residents of skilled nursing facilities. Students will be able to state the intent of OBRA and the OBRA requirements for Nurse Aide training and placement on the Texas Nurse Assistant Registry. They will discuss who can work as a Nurse Aide and be able to describe the purpose of LTC facilities, the types of residents of LTC facilities, common human needs and myths and feelings about aging. They will be able to describe the role of the Nurse Aide in LTC facilities and safety measures utilized to keep themselves and residents' injury free. They will compare and contrast what constitutes appropriate and inappropriate relationships with a resident and how to ensure they always maintain proper relationships with residents. Additionally, they will be able to explain proper procedures in case of accident or incident and proper emergency measures/procedures. They will be able to describe proper infection control procedures and the rights of residents in LTC facilities. Upon completed of this course, students will be able to: 1) discuss the Nurse Aide's role as a member of the healthcare team; 2) recognize and prevent safety hazards; 3)describe safety measures; 4)l list emergency measures and care; 5) describe effective infection control measures; 6)identify residents' rights and independence; 7) recall the rules of communication; 8) describe interpersonal skills and 9) discuss taking care of one's self. (Lec 16 CHR/Lab 00 CHR/Ext 00 CHR/total 16 CHR) [Prerequisite: None]

NA-102: Personal Care Skills

In this course, students will learn to use proper body mechanics and positioning when moving and lifting residents to avoid injury to themselves and residents. They will demonstrate skill in positioning and supporting residents in good body alignment in bed, chair, and wheelchair. They will be able to state the guidelines and precautions for all the moving and lifting procedures. Additionally, they will demonstrate various moving and lifting procedures. Students will discuss care of the resident's environment and the importance of respecting the resident's right to privacy and independence. They will discuss why the residents' personal belongings may be so important to them. They will be able to describe and demonstrate assisting residents with bathing, personal hygiene, and grooming. Students will also be able to describe the role of hydration and proper nutrition in maintaining residents' health. Lastly, they will be able to assist residents with bladder and bowel elimination and incontinence. Upon completion of this course, students will be able to: 1) position and move residents using proper body mechanics; 2) discuss care of the resident's environmental surroundings; 3) assist residents with bathing, toileting, perineal care, and skin care; 4) In this course, student will discuss and discover how to avoid, recognize, and resolve conflict. They will learn that recognizing the potential for conflict is the first step in prevention. Upon completion of this course, students will be able to recall the five main approaches people use when in conflict with one another: 1) Avoidance, 2) Accommodation, 3) Competition, 4) Collaboration and 5) Compromise. In addition, students will become familiar with the use and benefits of using technology in LTC facilities. They will discuss and be able to describe how the use of technology such as electronic healthcare records and documentation can improve the resident's care and safety. They will discuss and be able to give examples of appropriate and inappropriate use of social media in the workplace. They will also discuss the consequences of inappropriate use of social media. (Lec 12 CHR/Lab 00 CHR/Ext 00 CHR/Total 12 CHR) [Prerequisite: NA-105: Mental Health and Social Service Needs of residents. (Lec 10 CHR/ Lab 10 CHR/Ext 00 CHR/Total 20 CHR) [Prerequisite: NA-101: Introduction to Long-Term Care (LTC)]

NA-103: Basic Nursing Skills

Students will learn the skills of basic nursing such as 1) promoting a restraint-proper environment; 2) correctly take, record and report vital signs, height, and weight; 3) observing, reporting, and charting resident condition; 4_ nurse aide's role in admission, transfer, and discharge of residents; and 5) describe coping with death. Upon completion of this course, students will be able to describe the importance of promotion a restraint-proper environment, when it is appropriate to use restraints, proper use of restraints, danger of using restraints and the role of the nurse Aide in avoiding the need for restraints. They will be able to state measures that could be used to avoid the need for restraints.

Students will be able to discuss the importance of and be able to demonstrate correctly registering vital signs, height, and weight of resident. Additionally, students will be to explain how their skills of observation, reporting, and charting can lead to better care of residents. They will be able to describe the effects of admission, transfer, and discharge on the residents' state of mind and how the Nurse Aide can help a new resident adjust to his or her new surroundings. Lastly, students will recognize signs of approaching death and explain their role as a Nurse Aide in meeting the emotional needs of a dying resident. (Lec 10 CHR/Lab 00 CHR/Ext 00 CHR/Total 10 CHR) [Prerequisite: NA-102: Personal Care Skills]

NA-104: Restorative Services

The course is devoted to instructing students in how restorative skills promote physical and psychosocial health by allowing residents to attain and maintain the highest possible level of independence and functional ability. Students will discuss the Nurse Aide's role in restoration care. They will learn how to: 1) improve resident self-esteem, 2) use restorative approach in all aspects of care, 3) promote optimal physical and psychosocial wellness, 4) explain procedures and perform them, 5) encourage residents, 6) assist resident to function independently, 7) monitor residents' progress, 8) assist with restorative programs; 9) assist with adaptive and assistive devices, 10) use of prosthetic devices and 11) maintaining range of motion. (Lec 06 CHR/Lab 02 CHR/Ext 00 CHR/Total 08 CHR) [Prerequisite: NA 103: Basic Nursing Skills]

NA 105: Mental Health and Social Service Needs

During this course, students will learn about basic human needs. Upon completion of this course, students will be able to recall and describe the five basic human needs as expressed in Maslow's Hierarchy of Needs. They will be able to describe how meeting higher-level needs requires meeting lower-level needs first. They will describe how the unfulfilled needs of a resident may lead to behavioral problems and how cognitive impairment may lead to the resident's perception that his to her needs are not being met.

Students will also be able to describe developmental tasks of older adults and normal psychological responses to loss and/or change. Upon completion of this course, students will be able to describe: 1) the five basic human needs expressed in Maslow's Hierarchy of Needs, 2) how to meet their own basic needs, 3) how to respond to the residents' appropriate and inappropriate sexual behavior, 4) human needs of the residents, 5) how to assist residents in cultural and religious practices, 6) how to respond to major losses/changes associates with aging, 7) the effects of losses and changes to human needs, 8) developmental tasks of older adults and 9) normal psychological responses to losses/changes. (Lec 06 CHR/Lab 00 CHR/Ext 00 CHR/Total 06 CHR) [Prerequisite: NA 104: Restorative Services]

NA-116: Social Skills

In this course students will discuss and discover how to avoid, recognize, and resolve conflict. They will learn that recognizing the potential for conflict is the first step in prevention. Upon completion of this course, students will be able to recall the five main approaches people use when in conflict with one another: 1) Avoidance, 2) Accommodation, 3) Competition, 4) Collaboration and 5) Compromise. In addition, students will become familiar with the use and benefits of using technology in LTC facilities. They will discuss and be able to describe how the use of technology such as electronic healthcare records and documentation can improve the resident's care and safety. They will discuss and be able to give examples of appropriate and inappropriate use of social media in the workplace. They will also discuss the consequences of inappropriate use of social media. (Lec 12 CHR/Lab 00 CHR/Ext 00 CHR/Total 12 CHR) [Prerequisite: NA-105: Mental Health can Social Service Needs]

NA-117: Nurse Aide Clinical Externship

During the Clinical Externship, students will practice skills acquired in previous courses. Under close supervision, students will demonstrate: provision of basic care to patients; communication and interaction with patients, family members, and fellow healthcare team members; and assisting patients in attaining and maintaining maximum functional independence while observing patient rights. They will demonstrate basic fir aid procedures, CPR, taking and recording vital signs, applying the elements of basic nutrition in meal planning, and following infection control measures. Additionally, they will demonstrate proper body mechanics in bed making, lifting, and turning patients. (Lec 00 CHR/Lab 00 CHR/Ext 40 CHR/Total 40 CHR) [Prerequisite: NA-116: Social Skills]

Patient Care Technician

PCT-101: Introduction to Patient Care

This course introduces students to Patient Care Skills as they relate to functional performance of the individual immobility causes and risk factors, goal of patient care, patient care skills, regulatory compliance in long-term care facilities, types of healthcare facilities, levels of care and Medicare/Medicaid. Upon completion of this course, students will be able to describe patient care; recall the goal of patient care; list common causes and risk factors of immobility, and list and explain at least three patient care skills. (Lec 24 CHR/Lab 00 CHR/Ext 00 CHR/Total 24 CHR) [Prerequisite: None]

PCT-102: Infection Control & Standard Precautions

During this course, students will review and discuss how the Occupational Safety and health Administration (OSHA) affects the work of Patient Care Technicians during the performance of their duties. They will identify and examine the types of hazards they may face. They will go over proper infection control procedures and examine the types of hazards they may face. They will go over proper infection control procedures and discuss identification of potentially infectious patients and precautions necessary for avoiding the spread of possible infection. Students will learn how to practice proper hygienic hand washing techniques. Additionally, they will practice the donning and removal of Person Protective Equipment (PPE). (Lec 15 CHR/Lab 21 CHR/Ext 00 CHR/Total 26 CHR) [Prerequisite: PCT-101: Introduction to Patient Care]

PCT-103: Legal Issues in Healthcare

Upon completion of this course, students will be able to describe types of laws (Civil, Criminal, Tort), Negligence vs Malpractice, Standard of Care, Basic Elements of Negligence, Types of Damages, Sources of Laws, Patient Abuse, Patient Rights, and the Americans with Disabilities Act. (Lec 24 CHR/Lab 00 CHR/Ext 00 CHR/Total 24 CHR) [Prerequisite: PCT-102: Infection Control & Standard Precautions]

PCT-104: Introduction to Human Anatomy & Physiology

This course introduces the students to the various systems making up the human body, They will discuss and be able to describe the Muscular System, Skeleton System, Nervous System, Heart and Vascular System, integumentary System, Urinary System, Digestive System, Endocrine System, and Pulmonary System. (Lec 24 CHR/Lab 00 CHR/Ext 00 CHR/Total 24 CHR) [Prerequisite: PCT-103: Legal Issues in Healthcare]

PCT-105: Medical Terminology

This course exposes students to Medical Terminology as it relates to various systems making up the human body. They will be able to describe common terms related to human body systems and common medical terminology. They will learn how to break a particular medical term into its components parts so they can grasp its meaning. (Lec 40 CHR/Lab 00 CHR/Ext 00 CHR/total 40 CHR) [Prerequisite: PCT-104: Introduction to Human Anatomy & Physiology]

PCT-106: Physical Assessment & Examination

Students in this course will learn to perform physical assessment techniques and document their findings through SOAP Notes. They will be able to describe SOAP notes and explain how they aid in providing quality care for the patient. They will practice taking and recording patient vital signs and will be able to explain the importance of recording them correctly. (Lec 08 CHR/Lab 16 CHR/Ext 00 CHR/Total 24 CHR) [Prerequisite: PCT-105: Medical Terminology]

PCT-107: Patient Positioning & Bed Mobility Techniques
This course introduces students to the importance of patient turning and positioning. Students will be able to recall and describe various patient positions, post-position techniques and bed mobility techniques. Lastly, students will reinforce their learning by practicing patient turning and positioning techniques on one another. (Lec 08 CHR/Lab 12 CHR/Ext 00 CHR/Total 20 CHR) [Prerequisite: PCT-106: Physical Assessment & Examination]

PCT-108: Range of Motion & Therapeutic Exercises
In this course, students will learn how to evaluate Range of Motion using a goniometer; identify types of Range of Motion, and recall Range of Motion exercises for specific joints. In addition, students will learn to do Manual Muscle Testing, recall types of therapeutic exercised, and steps in performing basic therapeutic exercises. (Lec 10 CHR/Lab 14 CHR/Ext 00 CHR/total 24 CHR) [Prerequisites: PCT-107: Patient Positioning and Bed Mobility Techniques]

PCT-109: Gait & Assistive Devices
Upon completion of this course, students will be able to define gait terminologies, describe the gait cycle, and list components of the gait cycle. Once students have a good understanding of gait, they will explore assistive devices and be able to determine how the gait of a patient may be affected by a particular device. They will be able to describe types of weight-bearing patterns various assistive devices may cause and points to consider before choosing an assistive device. (Lec 04 CHR/Lab 08 CHR/Ext 00 CHR/Total 12 CHR) [Prerequisite: PCT-108: Range of Motion & Therapeutic Exercises]

PCT-110: Orthosis & Prosthesis
During this course, students will investigate orthosis and prosthesis. They will recall types of orthoses and prosthesis and be able to describe their functions. (Lec 12 CHR/Lab 00 CHR/Ext 00 CHR/Total 12 CHR) [Prerequisite: PCT-109: Gait & Assistive Devices]

PCT-111: Transfer Techniques
This course examines transfer techniques and equipment. Students will be able to describe the types of level of assistance and transfers. They will practice using a Hoyer Lift Unit to lift and transfer patients. They will practice bed to wheelchair, wheelchair to chair, floor to wheelchair, and stand to sit transfer methods. They will also practice one-person and two-person transfer techniques. By the end of this course, students will be able to describe the three main types of transfers, list the most common transfers performed in a healthcare setting and summarize types of one-and two-person transfers. (Lec 06 CHR/Lab 10 CHR/Ext 00 CHR/Total 16 CHR) [Prerequisite: PCT-110: Orthosis & Prosthesis]

PCT-112: Wound Care & Pressure Sores
This this course, students will learn to identify, prevent, and treat wounds and pressure sores. They will be able to define wounds by severity and healing stage. Students will learn to prevent and, if necessary, treat pressure ulcers. They will be able to identify pressure ulcers by stage and category. Finally, students will learn how to care for the patient's skin and, if necessary, treat bedsores. (Lec 12 CHR/Lab 00 CHR/Ext 00 CHR/Total 12 CHR) [Prerequisite: PCT-111: Transfer Techniques]

PCT-113: Wheelchair Management
This course introduces students to wheelchair management and measurement. Students will discuss the purpose and benefits of wheelchair management. They will recall the types of wheelchairs and the measurements and adjustments that can be made that will ensure a customized fit for the user. They will practice using a wheelchair to go in a straight line, turn a corner, go up and down a curb, and perform a wheelie so that they will gain an understanding of what muscles the patient will need to train to operate the wheelchair safely and with confidence. (Lec 04 CHR/Lab 08 CHR/Ext 00 CHR/Total 12 CHR) [Prerequisite: PCT-112: Wound Care & Pressure Sores]

PCT-114: Patient Care Skills
During this course, students will put into practice skills and abilities acquired in previous subject. Under close supervision, students will demonstrate: provision of basic care to patients; communication and interaction with patients, family members, and fellow healthcare team member; and assisting patients in attaining and maintaining maximum functional independence, while observing patient rights. They will demonstrate basic first aid procedures, CPR, taking and recording vital signs, applying the elements of basic

nutrition in meal planning, and following infection control measures. They will demonstrate proper body mechanics in bed making and lifting and turning patients. Additionally, students will demonstrate hot and cold compress application, hand, foot, and nail care and teaching a task or skill. (Lec 00 CHR/Lab 00 CHR/Ext 40 CHR/ Total 40 CHR) {Prerequisites: PCT-113: Wheelchair Management]

PCT-115: Introduction to Phlebotomy & Infection Control

Students will discuss how Occupational Safety and Health Administration (OSHA) rules affect the duties of healthcare workers. They will review and be able to describe the types of hazards healthcare workers face in the performance of their duties, healthcare safety hazards, chain of infection, mode or transmission and breaking the chain of infection. They will learn to identify infectious patients and be able to explain how to break the chain of infection. They will recall and demonstrate proper hand hygiene, use of personal protective equipment, standard precautions, and be able to describe blood borne pathogens. (Lec 08 CHR/Lab 12 CHR/Ext 00 CHR/Total 20 CHR) [Prerequisites: PCT-114: Patient Care Skill]

PCT-116: Advanced Human Anatomy & Physiology

This course concentrates on the circulatory and vascular systems. Students will discuss and be able to elaborate on human blood as connective tissue. They will be able to describe the function and structure of the arterial, venous, and capillary systems. Students will be able to describe red blood cells, white blood cells, and platelets. Additionally, students will be able to relate how body systems are related and how they affect one another. (Lec 20 CHR/Lab 00 CHR/Ext 00 CHR/Total 20 CHR) [Prerequisite: PCT-115: Introduction to Phlebotomy & Infection Control]

PCT-117: Phlebotomy Equipment and Supplies

During this course, students are exposed to equipment and supplies used in Phlebotomy. Upon completion of this course, students will be able to describe the equipment used in phlebotomy. They will be able to describe the meaning of blood collection tube color codes, order of drawing, dermal puncture, and specimen processing. (Lec 10 CHR/Lab 00 CHR/Ext 00 CHR/Total 10 CHR) [Prerequisites: PCT-116: Advanced Human Anatomy & Physiology]

PCT-118: Phlebotomy Clinical Skill

Students completing this course will learn how to don and remove latex/nitrile gloves; conduct bleeding time and glucose tests; venipuncture using a Multi sample, a Winged Infusion or Butterfly Needle and syringe and needle method. (Lec 08 CHR/Lab 24 CHR/Ext 00 CHR/Total 32 CHR) [Prerequisite: PCT-117: Phlebotomy Equipment & Supplies]

PCT-119: Phlebotomy Fundamental Essentials

During this course, students will explore areas of concern related to phlebotomy. They will discuss and be able to recall venipuncture complications, tourniquet test, specimen handling, specimen rejection and precautions to be considered in performing phlebotomy duties. They will learn how to perform blood collection from pediatric and neonates, blood sugar tests, blood collection for legal purposes and blood culture. They will also learn how to do urine collection, stool specimen collection, sputum specimen collection, and throat swab specimen collection. (Lec 12 CHR/Lab 24 CHR/Ext 00 CHR/Total 32 CHR) [Prerequisite: PCT-118: Phlebotomy Clinical Skills]

PCT-120: Phlebotomy Externship

This is the course where it all comes together for the PCT student completing the phlebotomy portion of their training. During this portion of training, students put into practice the knowledge, skills, and abilities they have gained during the didactic portion of their training. They will refine their phlebotomy skills, identify safety hazards, practice infection control, and demonstrate proper application and use of protective equipment. Finally, they will satisfactorily demonstrate all skills and abilities identified on the Dallas Career Institute Externship Clinical Skills Monitoring Form. Upon completion of their phlebotomy externship, students will be fully qualified in all areas identified on the monitoring forms. (Lec 00 CHR/Lab 00 CHR/Ext 40 CHR/Total 40 CHR) [Prerequisite: PCT-118: Phlebotomy Fundamental Essentials]

PCT-121: Cardiac Anatomy & Physiology

Upon completion of this course, students will be able to describe the location, shape, and size of the heart; circulation and systemic and pulmonary circulation; layers and conditions affecting the layers of the heart; the septa of the heart and conditions affecting the septa; and heart valves structure and function. They will

go on to discuss coronary circulation, coronary heart disease, cardiac muscle structure and function and heart conduction system (natural pacemakers of the heart). They will be able to describe the Cardiac Cycle (heart rate, stroke volume, cardiac index and cardiac output, physiological and pathological factors affecting cardiac output) and will be ablet to calculate target heart rate using Karvonen Formula. (Lec 16 CHR/Lab 00 CHR/Ext 00 CHR/Total 16 CHR) [Prerequisite: PCT-120: Phlebotomy Externship]

PCT-122: EKG Introduction

This course introduces students to terms, policies and procedures associated with Electrocardiography. They will be able to describe electrocardiography, electrocardiograph, and electrocardiogram. Although there is no requirement for licensing of EKG Technicians in Texas, students will discuss EKG Technician certification process and benefits of certification. They will be able to describe the knowledge, skills, and abilities required to become a successful EKG Technician. Students will discuss and be able to describe the types of EKGs, complications of EKG and uses of EKG. They will go on to learn how to connect EKG leads properly and how to analyze an EKG rhythm strip and 12-lead graph. They will be able to recall how to analyze components of an EKG graph. (Lec 16 CHR/Lab 00 CHR/Ext 00 CHR/Total 16 CHR) [Prerequisite: PCT-121: Cardiac Anatomy & Physiology]

PCT-123: EKG Interpretation

Upon completion of this course, students will be able to identify and describe interpretation of Rhythm Strips and 12-Lead EKG. They will be able to recall rhythms originating from the Sinus Node, Atria, Atrial-junction Node, and Ventricles. They will recall Heart Blocks, analyzing Axis Deviation, Axis Hypertrophy and STEMI Location. Finally, they will discuss Pacemakers and be able to differentiate between Single Chamber (Atrial), Single Chamber (Ventricular) and Dual Chamber (Atrial and Ventricular). (Lec 12 CHR/Lab 24 CHR/Ext 00 CHR/Total 36 CHR) [Prerequisite: PCT-122: EKG Introduction]

PCT-124: EKG Application Theory

Once students complete this course, they will be able to describe indications and contraindications of EKG, surface anatomy of limbs and thorax for EKG electrode placements, skin impedance and wooden stick technique to find sternal angle. They will be able to recall types of EKG electrodes, EKG unit standardization and calibration and identification of artifacts on EKG and rectifying them. They will also recall 23-lead and 25-lead heart view on EKG and be able to list EKG equipment warnings and hazards. (Lec 12 CHR/Lab 24 CHR/Ext 00 CHR/Total 36 CHR) [Prerequisite: PCT-123: EKG Interpretation]

PCT-125: EKG Technician Externship

This course is where it all comes together for the PCT student completing the EKG Technician portion of the training. They will practice skills they have learned over previous courses in an actual working medical healthcare facility. Students will perform 12-Lead and 15-Lead EKGs. Students will discover the advantages and disadvantages of "Stand Along" and "PC Based" EKG systems. They will demonstrate connecting both 12-Lead and 15-Lead to patients to record accurate EKG Tracings. Upon completion of this course, students will be able to describe the portion of the heart viewed by each lead of the 12-Lead and 15-Lead EKG. Additionally, they will learn how to identify various cardiac abnormalities by observation and evaluation of EKG traces. Students will complete all skills identified on Dallas Career Institute's EKG Technician Performance Records. (Lec 00 CHR/Lab 00 CHR/Ext 40 CHR/Total 40 CHR) [Prerequisite: PCT-124: EKG Application Theory]

Pharmacy Technician Training Program

PHT-101: Legal and Ethical Considerations for the Pharmacy Technician

This course orients students to the work of pharmacy technician and the context in which technician's work is performed. Students are introduced to the profound influence that drug laws, standards and regulations have on pharmacy practice and will learn to abide by those laws, regulations, and standards when preparing and dispensing drugs. Upon completion of this course, students will be able to relate the concept of pharmaceutical care and technician's general role in its delivery. They will be able to discuss the development of new drug products as well as a variety of issues that touch on attitudes, values, and beliefs

of success for pharmacy technicians. Students will also be able to state the history of federal drug law in chronological order, define the role of the FDA reporting process of adverse reactions and explain the necessary forms and regulations used for controlled substances. Additionally, students will be able to elaborate on the importance of receiving their Certified Pharmacy Technician (CPhT) designation from the Pharmacy Technician Certification Board (PTCB) and benefits of active involvement in local, state, and national pharmacy organizations. (Lec 08 CHR/Lab 00 CHR/Ext 00 CHR/Total 08 CHR) [Prerequisite: None]

PHT-102: Methods of Medication Delivery

In this course, students will become familiar with and be able to define the term "drug." They will learn to distinguish between over the counter (OTC) and legend drugs. They will learn to identify the parts of a National Drug Code (NOC) number, be able to categorize drugs by source and be able to identify drug uses. Students will be able to define and differentiate between the term dosage, dose form, and delivery methods. They will learn to use various reference texts commonly used in a pharmacy and be able to describe their purpose. They will be able to list the different routes of drug administration; identify factors that can influence the route of administration; define the terms local use and systemic use; and explain how these uses are considered when a prescriber selects a particular drug for a particular patient. Upon completion of this course, students will be able to list the major routes of drug administration and discuss the advantages and disadvantages associated with each dose form and delivery method. They will be able to recall correct techniques for administration or oral, topical, and parenteral dose forms including IV, IM, ID, and subcutaneous forms of drug administration. Students will memorize and be able to identify drugs indicated on Drug Flash Cards 1-60. Lec 12 CHR/Lab)) CHR/Ext 00 CHR/Total 12 CHR) [Prerequisite: PHT-101: Legal and Ethical Considerations for the Pharmacy Technician]

PHT-103: Pharmaceutical Calculations and Measurements

This course introduces students to the measurement systems used in the pharmacy and calculations they may be called upon to perform as a Pharmacy Technician. Upon completion of this course, students will be able to describe the systems of measurement commonly used in the pharmacy and convert units from one system to another. They will learn to use prefixes of the metric system and will be able to explain the meanings of each. They will learn to convert from one metric unit to another; Roman numerals to Arabic numerals and distinguish between proper, improper, and compound fractions. Students will perform basic operations with fractions and including finding the least common denominator, converting fractions to decimals, and adding, subtracting, multiplying, and dividing fractions. They will become proficient in performing basic operations with proportions, including identifying equivalent ratios and finding an unknown quantity in a proportion, converting percentages to and from fractions, ratios and converting a percentage to a decimal. They will perform elementary dosage calculations and conversion, solve problems involving powder solutions and dilutions and learn to use allegation to solve arithmetic problems related to mixtures. Student will study and be able to identify drugs indicated on Drug Flash Cards 1-80. (Lec 08 CHR/Lab 20 CHR/Ext 00 CHR/Total 28 CHR) [Prerequisite: PHT-102: Methods of Medication Delivery]

PHT-104: Anatomy and Physiology for Pharmacy Technicians

This course is a study of human anatomy and physiology. Lectures systematically take the student from the microscopic level through the formation of organ system, with emphasis on the interdependence of those systems. Functional concepts and internal structure are related to surface anatomy as a basis for performing a physical examination. The physiology lectures will not only provide the overall physiology of the human body but will also relate how that physiology breaks down or malfunctions in time of infection, disease, trauma, and aging. Upon completion of this course, students will be able to recall the organ systems of the human body and describe how each system is interdependent on the others. They will be able to describe the process of how physiology breaks down or malfunctions due to infection, disease, trauma, and aging. Students will memorize the drugs identified on Drug Flash Cards 1 – 100. (Lec 20 CHR/Lab 00 CHR/Ext 00 CHR/Total 20 CHR) [Prerequisite: PHT-103: Pharmaceutical Calculations and Measurements]

PHT-105: Medical Terminology

This course is a study of the medical vocabulary system as it specifically relates to Pharmacy Technicians. It includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots and combining forms. Upon completion of this course, students will be able to recognize, pronounce and define medical terms common to pharmacy practice. In preparation for PTCE, students will memorize Drug Flash Cards 1 – 140. (Lec 20 CHR/Lab 00 CHR/Ext 00 CHR/Total 20 CHR) [Prerequisite: PHT-104: Anatomy and Physiology for Pharmacy Technicians]

PHT-106: Psychoactive Drugs

This course introduces students to prescription medications used in treating diseases of the nervous system and psychiatric disorders. Students learn to distinguish drugs by major classifications, drug actions and drug reactions. They learn to identify and will be able to describe the use and side effects of prescription medications, nonprescription medications, and alternative therapies commonly used to treat diseases of the nervous system and psychiatric disorders. To achieve this, they must first learn to describe the basis anatomy and physiology of the nervous system. They then learn to recall the therapeutic effects of prescription medications, nonprescription medications and alternative therapies commonly used to treat diseases affecting the nervous system, including psychiatric disorders and their adverse effects. Students will learn to recall these medications by brand and generic name, standard pronunciation, dose forms and route of administration. They will also learn abbreviations and be able to recall the terms associated with the use of medication therapy for common diseases affecting the nervous system and psychiatric disorders. This subject is the first in the series of subjects on therapeutic agents. It also introduces students to the role of the FDA in regulation of herbal products and dietary supplements, which students will be able to describe once they have completed this course. Additionally, student will study and be able to identify drugs indicated on Drug Flash Card 1 -160. (Lec 16 CHR/Lab 00 CHR/Ext 00 CHR/Total 16 CHR) [Prerequisite: PHT-105: Medical Terminology]

PHT-107: The Community Pharmacy

In this course, students become familiar with the duties and responsibilities they will encounter in a community pharmacy. They will become proficient in performing and be able to recall typical duties of pharmacy technicians about dispensing of over-the-counter and prescription drugs. They will explain the typical procedures for receiving and reviewing prescriptions; describe the parts of a typical prescription label; describe the parts of a patient profile; and detail the steps required to prepare, check and/or update patient profile. Students will become familiar with and use the computer system and will be able to explain parts of a computer system. They will learn about third party benefit insurance, claims adjudication and will be able to explain each. They will be able to explain the alternatives for third-party administration; define and explain the terms prescription benefits manager and tiered co-pay; and discuss drug coverage for Medicaid and Medicare patients. During lab, they will practice pharmacy inventory management to include purchasing, receiving, and storing of prescriptions and over-the-counter drugs. Students will also become proficient in complying with the procedures for the purchasing, receiving, storage and inventory control of controlled-drug substances. They will learn to calculate inventory turnover, markup, and markup rates; apply average wholesale prices to profit calculations and be able to compute discounts accurately. In preparation for the PTCE, student will memorize and be able to identify drugs indicated on Drug Flash Cards 1 - 180. (Lec 12 CHR/Lab 16 CHR/Ext 00 CHR/Total 28 CHR) [Prerequisite: PHT-106: Psychoactive Drugs]

PHT-108: Anti-inflammatory Drugs

This course introduces students to the use and side effects of prescription medications, nonprescription medications, and alternative therapies commonly used to treat diseases affecting the muscular system. To achieve this, they must first master an understanding of basic anatomy and physiology of the muscular system and be able to identify the therapeutic and adverse effects of prescription medications, nonprescription medications and alternative therapies commonly used to treat diseases affecting the muscular system. Students learn how to prepare and dispense pharmacologic agents, then go on to discuss drugs according to their classification, trade and generic name, drug action, side effects, toxicity, and contraindications. For each medication studied, students will be able to recall the brand and generic name, standard pronunciation, dosage forms and routes of administration. They will also learn to interpret and

use abbreviations for terms associated with the use of medication therapy for common diseases affecting the muscular system. Students will study and be able to detail and describe drugs indicated on Drug Flash Cards 1 -200. (Lec 16 CHR/Lab 00 CHR/Ext 00 CHR/Total 16 CHR) [Prerequisite: PHT-107: The Community Pharmacy]

PHT-109: Medication and Prescription Calculations

This continuation of Pharmaceutical Calculations and Measurements expands on skills previously practiced in PHT-103: Pharmaceutical Calculations and Measurements. Students will learn how to interpret medication orders and labels and how to perform calculations of solid oral doses and dosages; liquid oral and parenteral medications; and reconstitution of powders and crystals into liquid medications. Upon completion of this course, students will be able to interpret medication orders, calculate solid and liquid medications and reconstitute powders and crystals into liquid medications. (Lec 08 CHR/Lab 24 CHR/Ext 00 CHR/Total 32 CHR) [Prerequisite: PHT-107: Anti-inflammatory Drugs]

PHT-110: Extemporaneous Compounding

In this course, students will learn what extemporaneous compounding is, when to use it and how to do it. They will be able to describe common situations in which compounding is required; identify and describe the equipment used for the weighing, measuring, and compounding of pharmaceuticals; how to use the proper technique for weighing pharmaceutical ingredients; and use the proper technique for measuring liquid volumes. Students will be able to define the term percentage of error; and explain the common methods used for comminution and blending of pharmaceutical ingredients. They will be able to explain the use of the geometric dilution method and in detail explain the process by which solutions, suspensions, ointments, creams, powders, suppositories, and capsules are prepared. (Lec 12 CHR/Lab 24 CHR/Ext 00 CHR/Total 36 CHR) [Prerequisite: PHT-107: Medication and Prescription Calculations]

PHT-111: The Hospital Pharmacy

In this course, students become familiar with various proficiencies required in an institutional pharmacy practice environment. Upon completion of this course, students will be able to describe the various inpatient drug distribution systems; explain the proper procedure for repackaging of medications; identify the process of medication dispensing; and describe specialty services such as intravenous admixture and total parenteral nutrition. Students will learn that the institutional pharmacy practice setting is very different from the retail environment. They will be able to describe the various roles of clinically trained pharmacists in the institution; describe the functions of a drug information center; and discuss the origins and purpose of the institution formulary. They will also be able to discuss the role of automation and inventory control in the institution; describe the classifications and functions of an institution; identify the roles of major institution committees; and list common universal precautions to protect institution employees. Students will learn about the germ theory of disease—the role of pathogenic organisms in causing disease; to distinguish various viruses, bacteria, fungi, and protozoa; and will be able to discuss the advantages and disadvantages of various forms of sterilization. They will be able to identify sources and prevention of common causes of contamination; describe proper aseptic techniques, including the use of horizontal and vertical laminar airflow hoods; and discuss the new United States Pharmacopeia requirements. Students will be able to discuss the importance of and techniques for handling and disposing of hazardous agents. They will also learn how to do special medication calculations commonly used in institutions. Upon completion of this course, students will be able to calculate medications for special populations based on body weight and patient age. They will also learn to calculate dosages for medications measured in percent of concentration, milliequivalents and units. Additionally, they will learn to do calculations of mixture from institutional stock medications and how to interpret physicians' orders for dosages. (Lec 12 CHR/Lab 16 CHR/Ext 00 CHR/Total 28 CHR) [Prerequisite: PHT-110: Extemporaneous Compounding]

PHT-112: Introduction to Sterile Products Preparation

This course exposes students to the characteristics of intravenous solutions including solubility, osmolality, and alkalinity/acidity (pH). They learn to identify common mediums for intravenous (IV) solutions, describe the equipment and procedures used in preparing parenteral and identify the components of an IV administration set. Students will learn how to perform IV admixture specific calculations such as converting from Fahrenheit to Centigrade and vice versa; calculating the molecular weight and

milliequivalents of certain substances used in the pharmacy, computing the specific gravity of liquids, and calculating IV rates and administration. (Lec 16 CHR/Lab 32 CHR/Ext 00 CHR/Total 48 CHR) [Prerequisite: PHT-111: The Hospital Pharmacy]

PHT-113: Sterile Products Preparation and Administration

The focus of this course is preparation and administration of medications given by intravenous (IV), epidural and subcutaneous routes of administration. As an integral member of the healthcare team, the Pharmacy Technician is the team member that prepares the intravenous medications used extensively in hospitals and home care agencies. Students will practice aseptic techniques, complete pharmacy IV calculations, check drug compatibility and stabilities, practice IV therapy management and use of specialized equipment. Students will practice using both horizontal and vertical laminar flow hoods. They will learn to work aseptically with needles and syringes and be able to list the 9-core aseptic techniques. Students will discuss the Compounded Sterile techniques viewing manual and 2-compounding manuals. They will learn how to prepare TPNs (Total Parenteral Nutrition), antibiotics and other sterile products in accordance with USP 797 (United Stated Pharmacopeia) guidelines. They will recall and practice lab safety considerations related to IV therapy. Students completing this course will be prepared to work in the Sterile Product Preparation and Administration area of Pharmacy Operations. (Lec 16 CHR/Lab 32 CHR/Ext 00 CHR/Total 48 CHR) [Prerequisite: PHT-112: Introduction to Sterile Products Preparation]

PHT-114: Respiratory, Gastrointestinal, Renal and Circulatory Drugs

In this course, students learn the use and side effects of prescription medications, nonprescription medications, and alternative therapies commonly used to treat diseases of Respiratory, Gastrointestinal, Renal and Circulatory systems. To achieve this, they must first master an understanding of basic anatomy and physiology of these systems and be able to identify the therapeutic and adverse effects of prescription medications, nonprescription medications and alternative therapies commonly used to treat diseases affecting them. Students learn how to prepare and dispense pharmacologic agents. They then go on to discuss drugs according to their classification, trade and generic name, drug action (mechanism), side effects, toxicity, and contraindications. For each medication studied, students will be able to recall the brand and generic name, standard pronunciation, dosage forms and routes of administration. They also learn to interpret and use the abbreviations for terms associated with the use of medication therapy for common diseases affecting the Respiratory, Gastrointestinal, Renal and Circulatory systems. (Lec 16 CHR/Lab 00 CHR/Ext 00 CHR/Total 16 CHR) [Prerequisite: PHT-113: Sterile Products Preparation and Administration]

PHT-115: Medication Safety

In this course, students will gain an appreciation for medication safety by learning the extent and possible effects of medication error on patient health and safety. They will be able to describe how and to what degree medication errors contribute to medical errors; list examples of medication errors commonly seen in the practice settings; apply a systematic evaluation of opportunities for medication error to a pharmacy practice model; and identify the common reporting system available for reporting medication errors. (Lec 16 CHR/Lab 00 CHR/Ext 00 CHR/Total 16 CHR) [Prerequisite: PHT-114: Respiratory, Gastrointestinal, Renal and Circulatory Drugs]

PHT-116: Successful Career Tactics

Students will cover the role of the pharmacy technician as a member of the customer care team in a pharmacy. They will learn to use verbal and non-verbal communication skills in dealing with customers and coworkers and will be able to describe their importance in career advancement. They will be able to define discrimination and harassment and explain the proper procedures for dealing with these issues. Students will discuss the importance of protecting patient privacy in the pharmacy. They will also be able to elaborate on Morals and Ethics and their role in decisions made by technicians in fulfilling their duties. Students will be able to explain the difference between a pharmacist's and a technician's roles; list who can prescribe medications and describe the implications of the new Health Insurance Portability and Accountability Act. Upon completion, students will be able to state the primary rule of retail merchandising and explain its corollaries; provide guidelines for proper use of the telephone in a pharmacy; and explain the appropriate responses to rude behavior on the part of others in a workplace situation. They will also be

able to explain the legal liabilities of pharmacists and technicians. (Lec 08 CHR/Lab 12 CHR/Ext 00 CHR/Total 20 CHR) [Prerequisite: PHT-114: Medication Safety]

PHT-117: PTCE Preparation

This course provides students with an intensive review for the PTCE given by the PTCB. It encompasses everything learned to date in the pharmacy technician program, as well as thorough review and memorization of the Top 200 drugs, their pharmacological class, indications, and schedule, as well as brand and generic names. Upon completion of this course, students will be prepared to sit for PTCE. (Lec 06 CHR/Lab 16 CHR/Ext 00 CHR/Total 06 CHR) [Prerequisite: PHT-115: Successful Career Tactics]

PHT-118: Final Exam

Students will complete the comprehensive final examination. They will answer multiple choice, true/false and essay questions regarding duties of pharmacy technicians, responsibilities of pharmacy technicians, extemporaneous compounding, various drug classes, state and federal drug regulations, anatomy and physiology, medical terminology, pharmacy operations and designed use of particular drugs. (Lec 06 CHR/Lab 00 CHR/Ext 00 CHR/Total 06 CHR) [Prerequisite: PHT-116: PTCE Preparation]

PHT-119: Pharmacy Technician Externship

This is the course where it all comes together for the pharmacy technician student. During this portion of training, students put into practice the knowledge and skills they have gained during the didactic portion of their training. They will refine their customer service skills, assist fellow workers, and support those supervising pharmacists in filling prescription orders; input insurance information, assist customers; maintain inventory control, and develop an effective career success strategy. Externships may be accomplished in either a retrial or hospital pharmacy. Students will be evaluated using Dallas Career Institute' Pharmacy Technician Externship Monitoring Form. Upon completion of their externship, students will be qualified in all areas. (Lec 00 CHR/Lab 00 CHR/Ext 200 CHR/Total 200 CHR) [Prerequisite: PHT-118: Final Exam]

Phlebotomy Technician

PH 01-02: Phlebotomy Practice and Quality Essentials, Ethics, Legal and Regulations

The course will cover phlebotomy practice and quality essentials and ethical, legal and regulatory issues. This course will expose the students to different types of healthcare organizations in the United States, the professional competencies, and certifications. The roles of the clinical laboratory in specimen collection, communication strategies for phlebotomists and the quality improvements assessment will all be covered here. The critical problems facing the healthcare industry like legal and ethical issues, governmental control, and laws, claims and defense, medical records, HIPPA, cases resulting from improper handling and negligence, HIV-issues, malpractice insurance and the clinical laboratory improvement amendments will all be adequately covered. This course will also identify the important role phlebotomists play as an integral part of the healthcare team. (Lec 04 CHR/Lab 00 CHR/Ext 00/Total 04 CHR) [Prerequisites: None]

PH 03-04: Basic Anatomy and Physiology, Cardiovascular System

In this course, the student learns about the different parts of the human body as well as the functions of the organs in the body system. The structural organization of major organs like the heart, blood vessels and the cardiovascular system will be examined. On the conclusion of this course, the student will be able to define anatomy, physiology, pathology as well as the anatomic surface regions of the body cavities. The student will be able to identify and describe the structure and the functions of the heart, trace the flow of blood through the cardiovascular system. The student will be taught to become aware of the role of homeostasis in normal body function. He will be able to know the role of the 11 components of the body system as well as the cellular and non-cellular components of the blood. After this course, the student will be able to identify, locate and name the veins most used for phlebotomy procedures. (Lec 04 CHR/Lab 08 CHR/Ext 00/Total 12 CHR) [Prerequisites: PH 01-02: Phlebotomy Practice and Quality Essential, Ethics, Legal and Regulations]

PH 05-06: Infection Control, Safety and First Aid

The phlebotomist as a key member of the healthcare team must be aware of the inherent risk associated with the day-to-day activities involving drawing, preservation and transportation of blood and other specimens. In this course, students will cover a wide range of topics like pathogens and infection, personal safety from infection during specimen handling, chain of infection, standard precautionary measures, and specific isolation techniques. The student will know more about acquired infections, sterile techniques for healthcare workers, fire safety, laboratory safety, electrical safety, radiation safety and chemical safety. Equipment and safety in and out of patient rooms, patient safety related to latex products and disaster emergency plan will be discussed. Students will be able to identify and discuss basic programs for infection control, explain the proper techniques for hand washing, gowning, gloving, masking, entering, and exiting various isolation areas. Students will be able to identify the potential routes of infection and the potential routes of infection and the methods of preventing transmission of microorganisms through these routes to be able to avoid transmission of blood borne pathogens. Finally, the student will be taught the proper safety policies and procedures that must be followed in specimen collection and transportation. (Lec 04 CHR/Lab 04 CHR/Ext 00/Total 08 CHR) [Prerequisites: PH 03-04: Basic Anatomy and Physiology, Cardiovascular System]

PH 07-08: Blood Collection, Documentation and Specimen Handling

In this course students will learn the fundamentals of documentation, laboratory communication network, the importance of confidentiality and privacy, computerized communications, laboratory test requisition forms, barcodes, specimen handling and delivery methods. Students will learn how to report laboratory results, become familiar with the various blood collection equipment like blood collection tubes and additives, safety syringes and needles, tourniquets, glove venipuncture, blood drawing chair, antiseptics sterile gauge pads, bandages, infant phlebotomy stations and the specimen collection trays. They will also learn about the various types of anticoagulants used in blood collection, their mechanism for preventing blood from clotting and the vacuum-collection-tube color codes for the anticoagulant. They will be able to identify the various types of materials that should be carried on a specimen collection tray, types of safety equipment needed to collect blood by venipuncture, as well as the special techniques and precautions used when many types of specimens must be transported to different places and units. (Lec 04 CHR/Lab 04 CHR/Ext 00/Total 08 CHR) [Prerequisites: PH 06-07: Infection Control, Safety and First Aid]

PH 09-10: Venipuncture Procedures, Procedures for Collecting Capillary Blood Specimens

Students will learn how to exercise universal precautions and how to approach and process a patient. They will learn about prioritizing patients, equipment selections, preparation, and venipuncture methods. The students will be thought the patient identification process, the different types of venipuncture procedure as well as being able to identify viniculture sites and in situation when these sites might not be acceptable the students must have to be able to identify alternative site for the venipuncture procedure, and the process time limit for applying a tourniquet to a patient's arm. They will learn the decontamination process and the agents used to decontaminate the skin for routine blood test and blood culture. The student will learn the importance of collecting timed specimens at requested time and should also be able to define the term "fasting" and "stat" when referring to blood tests and should know the reasons for acquiring capillary blook specimens. The student will know why controlling the depth of the incision is necessary and will be able to explain why capillary blood from skin puncture is different from blood taken by venipuncture. (Lec 04 CHR/Lab 08 CHR/Ext 00/Total 12 CHR) [Prerequisites: PH 07-08: Blood Collection, Documentation and Specimen Handling]

PH 11-12: Pre-analytical Complications in Blood and Collection, Pediatric Procedures

Complications do happen from time to time during their jobs, so phlebotomists must have to understand how to handle the complications when they happen. Complications can happen with the blood or specimen collection, while being transported and due to specimen rejection. They will learn how to identify puncture and venipuncture sites for infants and young children. They will learn the pre=analytical complications as they relate to phlebotomy procedures and should know how to explain and handle complications in blood collection. After this course, the student will be able to list five factors about the patient's physical disposition that can affect blood collection and even enumerate some prescribed methods to prevent interferences in blood collection and should be cautious of the risk inherent with children of different

developmental ages during blood and other specimen collection. They will learn about preparing infants, about combative parents, position restraining of children and intervention needed to alleviate pain. Finally, the student will be able to describe and use the equipment and other supplies used during micro collection and venipuncture, especially on infants and children. (Lec 04 CHR/Lab 08 CHR/Ext 00/Total 12 CHR) [Prerequisites: PH 09-10: Venipuncture Procedures, Procedures for Collecting Capillary Blood Specimens]

PH 13-14: Arterial Intravenous (IV) and Special Collection—Elderly, Home, Long-Term Care

This course will teach the students about arterial blood gases, capillary blood gases, bleeding time test, blood culture and the glucose tolerance test (GTT). They will learn about postprandial glucose test, requirement for lactose tolerance test, and the therapeutic drug monitoring. After this training, students will know all the precautionary measures and equipment needed to collect capillary or arterial blood cases and should also be able to conduct the bleeding time test. Students will learn to list the special requirements for collecting blood through intravenous IV catheters, differentiate therapeutic phlebotomy from antilogous transfusion and will learn to observe and define the physical and emotional changes associated with aging, will define the four analytics and how their levels can be determined through point of care testing. (Lec 04 CHR/Lab 08 CHR/Ext 00/Total 12 CHR) [Prerequisites: PH 11-12: Pre-analytical Complications in Blood and Collection, Pediatric Procedures]

PH 15-16: Urinalysis, Bodily Fluids and Other Specimen Collection Methods

Students completing this course will learn how to identify different types of body fluids, other than blood, how to collect them and the protocols that must be followed when transporting them from the laboratories to other locations. This course will teach the students the process of collection of urine, cerebrospinal fluid, face specimen, seminal fluid, and culture specimens. The student will learn about drug testing in both local and federal workplaces, including breath testing for alcohol. They will learn the types of patient specimen needed for gastric and sweat chloride analysis as well as the three types of urine specimen. After this course, the student will be able to give examples of specimens that can be used for forensic analysis, describe the role of the healthcare worker or collector in the federal drug testing program and the function of a chain of custody. (Lec 04 CHR/Lab 04 CHR/Ext 00/Total 08 CHR) [Prerequisites: PH 13-14: Arterial Intravenous (IV) and Special Collection—Elderly, Home, Long-Term Care]

PH 17-20: Phlebotomy Technician Externship

This is the course where it all comes together for the phlebotomy student. Students will put into practice the knowledge, skills, and abilities they have gained during the didactic portions of their training. They will refine their phlebotomy skills, identify safety hazards, practice infection control, and demonstrate proper application and use of protective equipment. Finally, they will satisfactorily demonstrate all skills and abilities identified on the Dallas Career Institute's Phlebotomy Skills Monitoring Form. Upon completion of their phlebotomy externship, students will be qualified in all areas identified on the monitoring form. (Lec 00 CHR/Lab 00 CHR/Ext 27/Total 27 CHR) [Prerequisites: PH-15-16: Urinalysis, Bodily Fluids and Other Specimen Collection Methods]

Grading Policy

Grades are provided to students at the half-way point of the program and at the end of each course. Dallas Career Institute uses average grade points as they accumulate through each course to assess student performance. A percentage grade is provided for written reports, tests, and competency demonstrations. Grade percentage is then translated into a letter grade and grade points for comparative performance evaluation. If a student is required to retake a course, the most current course grade will be utilized.

Dallas Career Institute is committed to providing each student with the very best training experience with an emphasis on individual attention.

Grades will be determined using the following scale:

91%- 100% tests, quizzes, and performance of skills	A	(4 Grade Points)
81% - 90% tests, quizzes, and performance of skills	B	(3 Grade Points)
% - 80% tests, quizzes, and performance of skills	C	(2 Grade Points)
61% - 70% tests, quizzes, and performance of skills	D	(1 Grade Point)
0% - 60% tests, quizzes, and performance of skills	F	(0 Grade Point)
Incomplete Withdrawal	W	(0 Grade Point)

Final grades for a course are due no later than the Wednesday directly following the final day of class for that course. Grade reports are mailed to the address provided by the student upon registration the Friday of the week following the final day of the course.

Satisfactory Progress Policy

a) For determining satisfactory progress, Dallas Career Institute defines a progress evaluation period as five and one-half (5 ½) weeks.

b) To maintain satisfactory progress students must maintain a cumulative GPA of 2.0.

c) Each student's progress will be evaluated at the mid-point of the program and upon completion of each progress evaluation period. Grade reports will include analysis of the student's progress toward completion of the program.

   1. Students making unsatisfactory progress for the program at the end of a progress evaluation period will be placed on academic probation for the next progress evaluation period. If the student on academic probation achieves satisfactory progress for the subsequent progress evaluation period but does not achieve the required grades to meet overall satisfactory progress for the program, the student may be continued on academic probation for one more progress evaluation period.
   2. If a student on academic probation fails to achieve satisfactory progress for the first probationary progress evaluation period, the student's enrollment will be terminated.
   3. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive probationary progress evaluation periods will be terminated.

d) When a student is placed on academic probation, the Director will counsel the student prior to the student returning to class. The date, action taken, and terms of probation will be annotated in the student's file.

e) In accordance with Title 40, Texas Administrative Code, §807.222(e), a student whose enrollment is terminated for unsatisfactory progress may be allowed to reenroll after a period equal to the length of the progress period the student was in at the time of termination. A student wishing to reenroll after termination for unsatisfactory progress shall complete a personal interview with the School Director at the time of the application for readmission. The decision of the School Director is final. Such reenrollment does not circumvent the approved refund policy.

f) Under Texas Education Code, Section §132.061 (f) a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. Therefore, if a student withdraws from the program for satisfactory reasons (i.e., illness, death in family, military service, etc.), the student is allowed to file for an incomplete. This will allow the student to return to finish the program within 12 months of the withdrawal date. Courses withdrawn from will be graded aa incomplete; and upon return to classes, the student may reenroll in these courses at no additional costs.

Students may repeat a course in the program for up to one-calendar year after successfully completing the program. The cost for repeating a subject is $50.00 per contact hour.

Students requiring remedial work are offered the opportunity of doing so between 6:00 p.m. – 10:00 p.m. each Friday.

Attendance Policy

Attendance and participation in classes are extremely important, and students are expected to attend all class sessions. Attendance requirements for all courses are as follows:

1. Students are required to complete 90% of all contact hours.
2. Any hours of missed attendance shall be made up in accordance with the Make-up Work Policy.

Upon a student's failure to comply with attendance policies, the student's enrollment shall be terminated. Students who experience an emergency and cannot be on campus may attend by Zoom at the same time or review the recorded Zoom session later. Students need access to a tablet, laptop, and/or iPhone to participate in Zoom. The computers on campus are available for reviewing missed classes on Zoom.

If a student is late to class by 10 or more minutes, the student is considered tardy. Being tardy three times constitutes an absence.

Leave of Absence Policy

Students desiring to take a leave of absence from any program offered by Dallas Career Institute shall ply to the Director in writing stating the reason for the leave of absence and the length of time required (not to exceed 30 calendar days). Students returning from a Leave of absence will reenter their program at the beginning of the course they were completing at the time they began their leave of absence.

1. All students shall attend at least 90% of all scheduled contact hours for their program. Students missing more than 10% of the total scheduled contact hours of a program shall make up sufficient hours in accordance with Make-up Work Policy to bring them into compliance with the 90% rule.
2. Students completing a leave of absence shall report back to the school on the scheduled date after an approved leave of absence.
3. Students failing to return from an approved leave of absence on their scheduled date of return shall have their enrollment terminated on an effective date of the first day of their leave of absence.
4. Students whose enrollments are terminated for violation of the attendance policy may not reenroll before the start of the next progress evaluation of the course they were attending at the time of their termination.

Make-up Work Policy

Students wanting additional help or needing to make up for missed work must contact their instructor to make appropriate arrangements to review lectures recorded on Zoom. Make-up Work is conducted each Friday from 6:00 p.m. – 10:00 p.m.

1) Account for no more than 5% of the total course time hours for a program,
2) Be supervised by an instructor approved for the class being made up,
3) Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session,
4) Be completed within two weeks of the end of the grading period during which the absence occurred,

5) Be documented by the school as being completed, recording the date, time, duration of the make-up session and the name of the supervising instructor, and
6) Be signed and dated by the student to acknowledge the make-up session.

Readmittance After Termination

In accordance with Title 40, Texas Administrative Code, §807.243 (d), students terminated for violation of the attendance policy may not reenter before the start of the next grading period of the subject they were enrolled in at the time of their termination. This provision does not circumvent approved refund policy. Students reentering after being terminated for violation of attendance must complete a personal interview with the School Director at the time of their application for readmission.

Conduct Policy

All students shall conduct themselves in a professional and respectful manner both in and out of class. Dallas Career Institute reserves the right to place a student on probation or terminate the student from any class or program for any of the following:

1. Academic dishonesty, including, plagiarism, cheating, or falsification of records
2. Non-compliance with the directives of school faculty and staff
3. Theft of any kind and related behaviors such as possessing stolen property
4. Intentional damage or destruction of school or another student's private property
5. Disruptive behavior of any **kind**
6. Tampering with academic records
7. Sexual harassment
8. Possession of weapon (s) on campus
9. Presence on campus while impaired by drugs or alcohol
10. Unsafe actions about staff, instructor, and/or student's physical health

Student terminated for sexual harassment; possession of weapon(s) on campus; presence on campus while impaired by drugs or alcohol; or unsafe actions about staff, instructor, and/or student (Items 7-10) are ineligible for readmission to the school.

On the first occurrence of any of the other incidents listed (Items 1-6), the student(s) will be placed on probation for the next progress evaluation period. Subsequent violation will result in termination of the student or students involved.

In accordance with Title 40, Texas Administrative Code, §807.195(2), students terminated for any of Items 1-6 may be readmitted at the start of the next grading period of the course they were enrolled in at the time of their termination. Students wishing to be readmitted after being terminated for conduct must complete a personal interview with the School Director at the time of their application readmission.

Student Services

Tutoring—Any student may receive academic tutoring at no cost by requesting assistance from the instructor and/or the School Director.

Advising—Students may seek additional services outside of the Institute by scheduling a conference with the School Director who will provide referral services from which the student may select. The Institute does not provide personal counseling.

Housing—No housing is available through the Institute.

Requirements for Graduation

To successfully complete the programs offered by Dallas Career Institute, students must satisfy the following requirements:

EKG Technician

1. Complete 100% of contact hours
2. Complete the required coursework with a Cumulative GPA of 2.0 or better
3. Satisfy all financial obligations to Dallas Career Institute
4. Complete EKG Technician in no more than five (5) weeks

Medical Assistant

1. Complete 100% of contact hours
2. Complete the required coursework with a Cumulative GPA of 2.0 or better
3. Satisfy all financial obligations to Dallas Career Institute
4. Complete Medical Assistant in no more than thirty-nine (39) weeks

Medical Aide Training

1. Complete 100% of contact hours
2. Complete the required coursework with a Cumulative GPA of 2.0 or better
3. Satisfy all financial obligations to Dallas Career Institute
4. Complete Medical Aide Training in no more than eleven (11) weeks

Nurse Aide Training

1. Complete 100% of contact hours
2. Complete the required coursework with a Cumulative GPA of 2.0 or better
3. Satisfy all financial obligations to Dallas Career Institute
4. Complete Nurse Aide Training in no more than five (5) weeks

Patient Care Technician

1. Complete 100% of contact hours
2. Complete the required coursework with a Cumulative GPA of 2.0 or better
3. Satisfy all financial obligations to Dallas Career Institute
4. Complete Patient Care Training in no more than twenty-nine (29) weeks

Pharmacy Technician Training

1. Complete 100% of contact hours
2. Complete the required coursework with a Cumulative GPA of 2.0 or better
3. Satisfy the required criminal background check
4. Satisfy all financial obligations to Dallas Career Institute
5. Complete Pharmacy Technician Training in no more than thirty-three 33) weeks

Phlebotomy Technician

1. Complete 100% of contact hours
2. Complete the required coursework with a Cumulative GPA of 2.0 or better
3. Satisfy all financial obligations to Dallas Career Institute

4. Complete Phlebotomy Technician in no more than twelve (12) weeks

Description of Placement/Employment Assistance Program

Dallas Career Institute strives to assist each graduating student in finding a job. However, no guarantees for placement can be given. The Institute does receive information regarding employment opportunities from employers on a regular basis. These employment opportunities may be made available to students upon graduation. Program Directors maintain close contact with employers and stay up to date on possible job openings.

Graduates are asked to keep the Institute informed of their credentialing status, employment achievements, and contact information. Placement assistance is always available to graduates and is offered free of charge. The Institute takes great pride in the accomplishments of its graduates.

Policies and Procedures for Grievances

Student grievances should first be directed to the instructor. If the grievance cannot be resolved with the instructor, then the student may request a meeting with the School Director to discuss his or her grievance. If the issue cannot be resolved with the School Director, the student may direct the unresolved grievances to:

Texas Workforce Commission
Career Schools and Colleges
101 East 15th Street, Room 226T
Austin, TX 78778-0001

Phone: 512-936-3100
www.texasworkforce.org/careerschools

Approved and Regulated by the Texas Workforce Commission
Career Schools and Colleges
Austin, Texas

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

Joe Onyema

Joe Onyema, Owner/Director
Dallas Career Institute